

# FIELD DATA CAPTURE WITHOUT PAPER FORMS

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## INTRODUCTION

Meter inspections, configuration changes, calibration verification, troubleshooting, and gas sampling generate important subsets of measurement data. Automated computer systems capture, process, store, and report this data better than manual, paper-based systems; minimizing effort, time, resources, and error for field and office workers.

### Measurement Data Flow

Measurement data is generated throughout the life cycle of a meter and must be shared between the office and the field as it makes its way to consumers. See Figure 1. The office begins by creating a unique meter identification number. Field technicians generate reports after meter installation and commissioning, using the meter's identification number to record descriptive information such as: type, configuration, location, and purpose. After installation and commissioning, the meter begins performing its primary function, generating and recording volume data. Periodic maintenance and troubleshooting occur for the remainder of the meter's life. It is this maintenance data that this paper is concerned with.

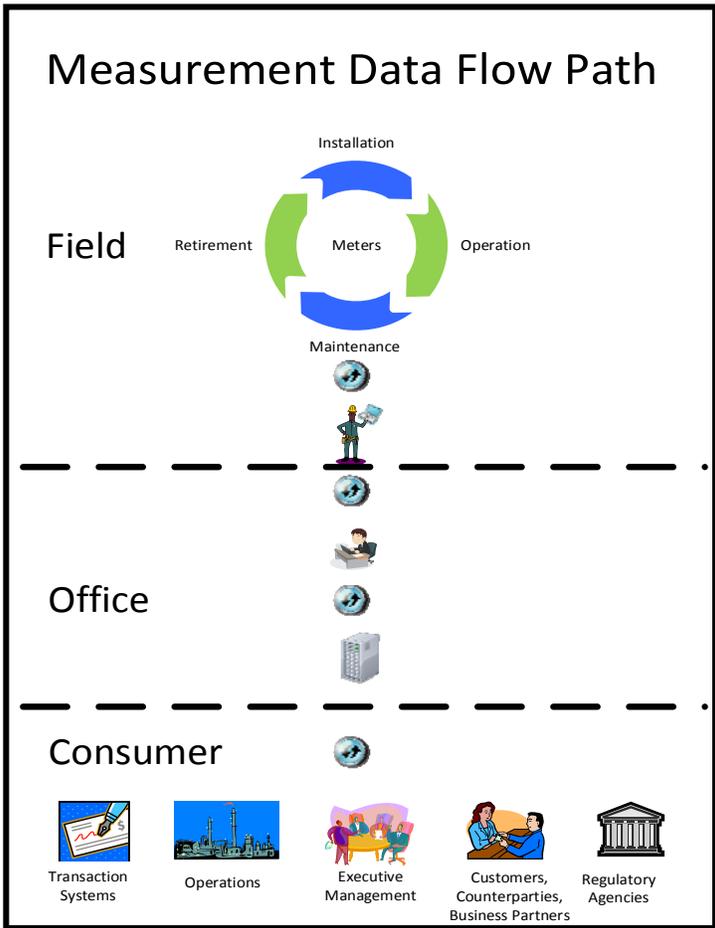


Figure 1. Measurement Data Flow Path



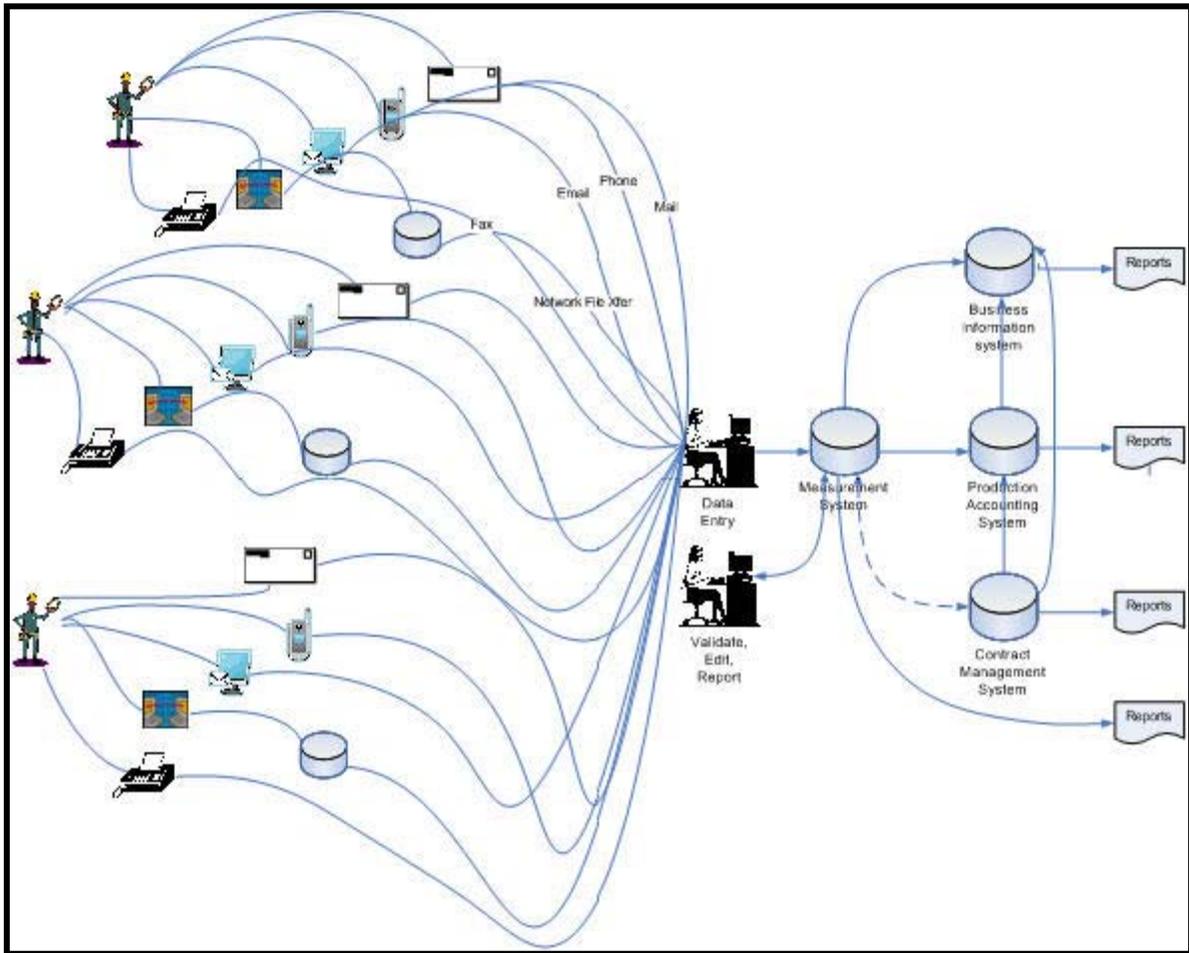


Figure 3. Manual Field Data Capture - Data Flow

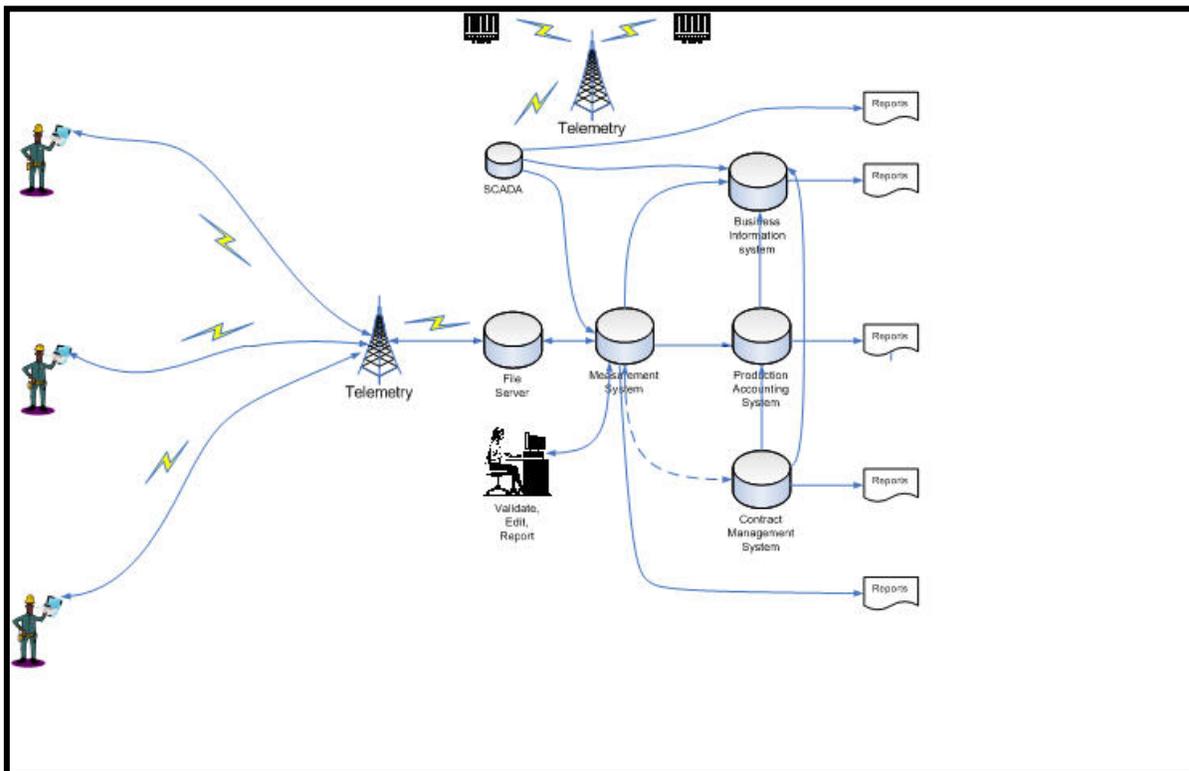


Figure 4. Automated Field Data Capture - Data Flow

## BENEFITS OF AUTOMATED FIELD DATA CAPTURE

### Cost Reduction

The initial capital outlay to implement an automated field data capture system is recovered quickly. A company that switches from paper forms, that develops well-defined processes and procedures can experience hundreds of thousands of dollars in savings each year. As an example, a company with 2000 meters and a quarterly meter testing schedule can save over \$100,000 annually with reduced printing, labor, and postage costs. See Table 1.

Additional cost savings that are less easily quantified, but often more substantial are realized due to better data quality and less re-work.

<b>Cost Considerations</b>	<b>Paper Multi-Part Forms</b>	<b>Electronic Forms</b>	<b>Automated FDC Forms</b>	<b>Notes:</b>
Cost to Print/Purchase (per form)	\$0.40	\$0.00	\$0.00	
Cost to Enter Data (per form) onto Form and into Measurement System (assumes 0.5 hours for each Manual Entry @ \$30/Hr including 25% salary loading)	\$30	\$30	\$15	Paper Forms and Electronic Forms require at least 2 entries, One on Form and One into Measurement System. Automated FDC Forms Import Directly into Measurement System
Cost to Distribute (Assumes 10 Form Copies Per Env at \$0.32/Env)	\$3	\$0	\$0	For Electronic Forms and FDC Forms, assumes network infrastructure in place for email and file transfer
Number of forms generated each year (Assumes 2000 meters with quarterly tests/inspections)	8,000	8,000	8,000	Does not include unscheduled tests and troubleshooting events
Annual Forms and Forms Processing Costs	\$268,800	\$240,000	\$120,000	
Savings Compared to Paper Multi-Part Forms	\$0	\$28,800	\$148,800	
% Savings Compared to Paper Multi-Part Forms	0	11%	55%	

Table 1. Field Data Capture Forms - Cost Comparison

### Improved Data Quality

Along with direct cost savings, field data capture using a single, automated software application and good procedures help ensure data is accurate and complete. This is accomplished with data entry reduction, duplicate entry elimination, and automatic data validation.

Paper forms, for practical reasons, require entry of the same data fields each time a form is completed. These fields include equipment make, model, serial number, and other descriptive values that may impact volume calculations, but rarely change. Entering illegible or incorrect values can cause confusion or results in incorrect volume calculations. An automated field data capture tool eliminates this repetitive entry by the technician. The field data capture tool maintains all meter information in a relational database. When starting a form for new activities, all meter descriptive data from the last saved activity is automatically displayed in the form. The technician only needs to enter the data that will change, depending upon the work being performed.

Paper forms and stand-alone electronic forms require multiple entries of the same data by different personnel. As the data makes its way along the data management path, from field to office, every human involved creates greater potential for error. At a minimum, the data is entered twice; once on the form and once from the form into the central measurement system. It is possible with ineffective processes and procedures that the data is entered many more times into different computer applications. These applications may include individual spreadsheets and databases. Manual entry and storage of the same data multiple times, and in multiple repositories, invites error and confusion. The automated field data capture tool, along

with good processes and procedures, eliminates multiple data entries. Data is entered once at the time of the work and transferred into a single company repository for reporting.

Data validation at the point of entry increases data quality assurance. Obviously, paper forms have no data entry validation abilities and no data entry controls. An automated field data capture tool possesses configurable validation and control functions. Controls, including drop-down boxes and required entry fields, are configured so that data entered is the correct type, is selectable from a preconfigured list, and may be a required entry before the application allows saving and transfer. See Figure 5.

### Improved Work Processes and Data Availability

Gas price volatility has influenced the need for better, more efficient work processes and for faster access to reliable data, including field data. Automated field data capture tools best meet these needs.

Improved work efficiencies and faster access to data is achieved via:

- Automated work scheduling
- Automated reporting of overdue work
- Automated data distribution
- Elimination of data entry duplication
- Automated data validation
- Relational database storage and retrieval

Date			
Effective Date	2/1/2015 9:00 AM	End Date	12/31/2078 12:00 AM
Connect Date		Initial Flow Date	
Last Updated Time	5/14/2015 2:20 PM		
Last Updated By User			

Identification			
Station Name	20	Alternative Name	
Analysis ID	20	Station Type	Normal
Station Status	Active	Closing Group	
Company	Panton Inc.	Operator	
Station ID	20	Station Purpose	Purchase
Technician			

Contract			
Heating Value	Saturated Heating Value	Contract Pressure	14.65
Station Atmos Pressure	14.7	Contract Hour	9
		Contract Temperature	60

Location			
TimeZone	Central Time	County	cc2
Latitude		County Alt	
Longitude			

Comment			
Comment		Facility	
		Address Line 1	
		Address Line 2	
		City	

Figure 5. Automated Field Data Capture – Date Entry Controls

## MANUAL DATA COLLECTION POLICY EXAMPLE

Incomplete field data collection can cause incorrect volume reporting. If an organization's policy is to use forms with no mechanism to force required data to be entered, critical activities may be overlooked or critical data may not be recorded. An example might look something like this...

On a Friday afternoon, before taking two weeks of vacation, a technician performs a quarterly scheduled meter test at one of the higher volume meter sites. The other company's witness is unable to make it to the site. Company policy is to record all meter test activities on a four-part paper form that is distributed to the required stakeholders after work completion. All goes well with the meter test and facility inspection until the technician prepares to inspect the orifice plate. He is interrupted with an emergency call that a pipeline rupture has occurred, and is directed to a mainline valve location several miles away to assist with shutting off flow to the rupture. The technician has performed most of the critical tasks at the meter site, but does not have time to check the orifice plate. He travels to the rupture site and assists. After helping with the rupture, the time is late and the technician has forgotten the orifice plate inspection. Thinking about vacation and not needing to go back to the office, except to turn in paperwork, he asks a co-worker to take the paperwork to the office on Monday and give it to the office assistant for filing, processing, and distribution.

In this example a critical maintenance activity was left uncompleted and a potentially damaged orifice plate was left in a flowing meter with little chance of discovery until the next quarterly inspection. If company policy had been to utilize a field data capture tool with required data entry functionality, the missed orifice plate inspection would not have allowed the technician to save his data report. The meter test activity would have been caught by a delinquent activity report and any error caused by orifice plate problems could have been minimized.

In this case, assume the orifice plate became permanently deformed when an ice block bent it one month prior to the meter test. Below are the particulars of the meter, its flowing conditions, and the dollar impact of missing the plate inspection.

- Tube diameter – 3.068”
- Orifice diameter – 1.5”
- Average pressure – 50 psia
- Average temperature – 60 deg F
- Average differential pressure with deformed plate – 50”
- Btu/scf – 1000
- Flow computer calculated flow rate, deformed plate – 672 mcf/d
- Orifice deflection – 0.125”
- Approximate error percentage from deformed plate – -5.21%
- Flow rate adjusted for plate deflection error – 709 mcf/d
- Volume rate difference – 37 mcf/d
- Energy rate difference – 37 mmBtu/d
- Dollar impact for one month at \$3/mmBtu – \$3,330
- Total time the orifice problem is undiscovered – 4 months
- Dollar impact for 4 months at \$3/mmBtu – \$13,320
- Likely volume adjustment period – 1.5 months
- Likely period of time without volume adjustment – 2.5 months
- Energy never accounted for – 2,775 mmBtu
- **Dollars never recovered – \$8,323**

## CONCLUSION

Field data constitute an important subset of all measurement data, useful to both internal and external customers. The capture of field data affects volume and energy calculations and reporting. Field data impact the correct determination of lost-and-unaccounted-for quantities, trigger contract-specified changes in settlement rates, and are essential as important audit sources. Replacing manual field data capture systems with automated software to record and distribute field data is a good way to reduce costs, improve data quality, and provide better and faster data accessibility.