# Purpose

This file provides general information on the email and spreadsheet templates that will be used as part of the CalSMP (California Satellite Methane Program).

# Feedback Form Spreadsheets

Spreadsheets will be attached to emails sent to operators which request information associated with potential plumes identified on a facility. These spreadsheets have been designed to allow for CARB software systems to automatically populate these spreadsheets with information from the Plume Tracker and to automatically ingest data once an operator has entered data into the spreadsheet.

## Directory Structure and Naming Convention

The folder ‘RD Satellite Project - Operator Notification Materials for Review’ contains the spreadsheets and related software development files related to obtaining operator feedback associated with the CalSMP.

The directory **spreadsheets/xl\_workbooks** contains files with the naming convention ‘sector\_operator\_feedback\_vxxx.xlsx’ where xxx is the 3 digit version number of the file. As of 4/25/2025, the latest spreadsheets are ‘landfill\_operator\_feedback\_v070.xlsx’, ‘oil\_and\_gas\_operator\_feedback\_v070.xlsx’, and ‘energy\_operator\_feedback\_v002.xlsx’.

The directory **spreadsheets/xl\_payloads** contains the default values associated with the xl\_workbooks as well example payloads that could be used to populate the feedback forms. The directory **spreadsheets/xl\_schemas** contains the schema necessary to populate and read feedback forms programmatically.

Select previous versions of the operator spreadsheets are archived in the sub-directory named **spreadsheets/previous\_versions**. Select feedback received from CARB regarding the spreadsheets are in the sub-directory named **spreadsheets/internal\_arb\_comments**.

## Spreadsheet Modes & Schemas

Initially, the spreadsheets are in ‘developer-mode’, which gives full access to the spreadsheet (e.g. there are no hidden tabs or formatting protections). These spreadsheets can be put into ‘jinja-mode’ which allows for the programmatic population of its contents. Spreadsheets in ‘jinja-mode’ will have the word ‘jinja’ somewhere in the file name.

When spreadsheets are sent to operators, they will be in ‘feedback-mode’ which will hide all tabs whose name begins with an underscore and prevents any editing in cells not intended for input. If a file contains the word ‘populated’ it is an example spreadsheet that was generated via Python.

Each file in ‘developer-mode’ has a tab named ‘\_json\_schema’ that indicates what schema version is associated with creating/manipulating the file. For instance, the energy feedback for has an entry of the \_json\_schema tab of ‘Feedback Form’, energy\_v00\_01. This means that the tab ‘Feedback Form’ uses the schema named ‘energy\_v00\_01’ for input/output. The schema naming convention is sector\_vxx\_yy where xx represents a major version and yy is a minor version.

## Providing Feedback

To provide comments to these spreadsheets, please review the tab ‘Feedback Form’ which is the only tab that an operator will see in ‘feedback-mode’. Feel free to add Excel comments (via Review-> New Comment), but do not directly modify the text in the ‘Feedback Form’ tab as that can lead to version control issues. In addition, one can add comments to the ‘\_issue\_tracking’ tab.

Please also review the ‘\_issue\_tracking’ tab as there are outstanding items that require input from your CARB team. Please pay particular attention to the yellow highlighted cells that are flagged as ‘Pending’.

# Email Templates

This folder also contains the email text that will be sent to operators. These files use the naming convention ‘landfill\_email\_template\_vxxx.docx’ and ‘oil\_and\_gas\_email\_template\_vxxx.docx’. Please review these documents and make comments or changes in ‘Track Changes’ mode.