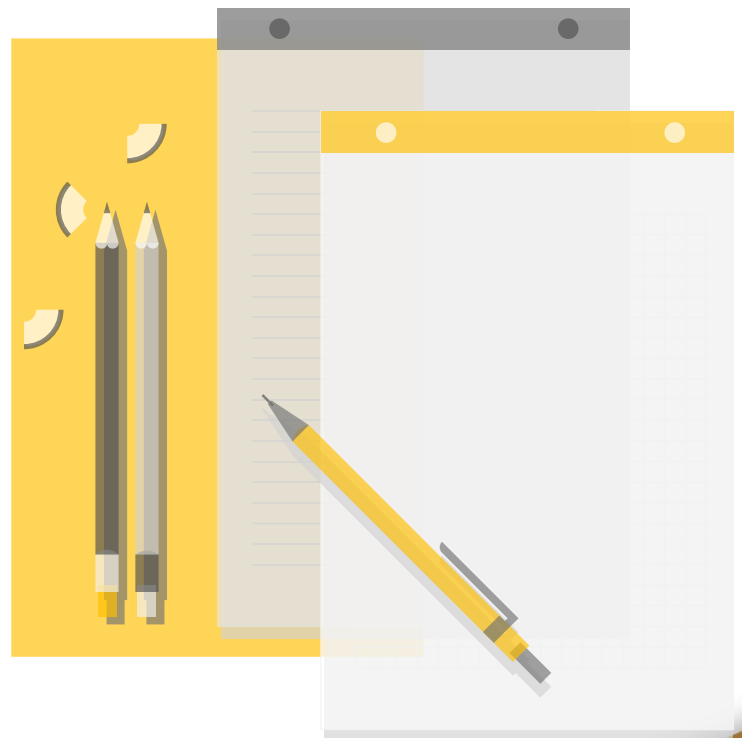


# PPDM Reference List Usage Guide



The **PPDM Association** is the not for profit, global society that enables the development of professional data managers, engages them in community, and endorses a collective body of knowledge for data management across the oil and gas industry.



## Overview

### Purpose

A reference values list is a way for all data users to share descriptive words with consistent meaning to prevent conflicting usage and data attenuation.

### Definition

Definitions and related comments should be complete enough to support user's understanding of each list and each value. Definitions should be written with the assumption that the user does not fully understand the subject area. Where extended explanations are available links to relevant sites may be included.

### Attribution

Where information is taken verbatim from other sources, the sources must be attributed.

### IP Rights

List sources must be clearly identified, and copyright laws followed. Where rights to use are not clearly shown on a website, it may be necessary to obtain consent in writing. This consent must be provided to the PPDM Association as a legal document. Where internet sites are used as a reference, but material is not replicated (in accordance with copyright law), the source may be included as an additional reference.

### List values

It is not mandatory for a user to implement all the published values. Some values may be beyond the scope of the business needs. However, only published values should be included when exchanging data with third parties. A list may contain deprecated and rejected values where this information may clarify how the list is administered.

### Duplicates

Within a list, every value must be unique. This applies also to deprecated values but not to aliases. Every value in NAME4 must also be unique across all reference lists. This ensures that list values are not accidentally merged with the wrong list during a data exchange process.

### Trade names

Trade names should not be included in reference lists, except in a comment. Proprietary names should never be included except in a list subject to internal corporate governance.



## Governance

Governance describes the management of the contents of a list for which the PPDM Association is the list authority (owner).

### Controlled

Controlled lists enable semantic interoperability toward the goal of trusted data exchange. Each list contains values that are generally accepted by the industry. Published values must not be deleted or redefined. The list may be expanded or amended only by the list administrator. The administrator will consider all proposals for additional values or other improvements.

By sending and receiving data supported by a Controlled list, people and systems have a higher level of trust in the content. If a dataset includes a value that is not in the Controlled list, the sender must attach a definition of the value.

A Controlled list is not necessarily comprehensive. The realistic goal is that each list contains the values for most routine exchanges between third parties. Additional values may be added in response to industry developments or member proposals. Some lists have only a starter set of values because the benefits of an expanded list do not justify the effort.

### Local

Local lists contain values for internal use only. These values may be proprietary and exclusive to one member or system, or they may be commonly accepted terms. No values in a Local list should be exchanged between parties or systems unless accompanied by definitions. Local values may be proposed to the list administrator for addition to a Controlled list.

### Fixed

Fixed lists have values that are embedded in systems and are therefore essential for interoperability. List values must not be added, deleted, or modified. For example, check constraint values Y, N.



## Process

Almost all PPDM Association reference lists are Controlled. For lists administered by PPDM, members are welcome to propose a new list or additional values and other changes. Lists administered by a third party (e.g., UNSPSC) may be referenced by PPDM Association for the convenience of members.

Administration of PPDM lists is done by a PPDM work group supported by PPDM staff. The work group steers the process and approves each list for publication.

### Architectural Terminology

Every list has a name that includes a descriptive term for the kind of content. For example, a list may be about a method, a kind of thing, or a high-level class of things. For consistent naming of lists, use the Glossary at:

[https://ppdm.org/ppdm/PPDM/IPDS/Reference\\_Values/Architecture\\_Terminology\\_Glossary/PPDM/Architecture\\_Terminology\\_Glossary.aspx](https://ppdm.org/ppdm/PPDM/IPDS/Reference_Values/Architecture_Terminology_Glossary/PPDM/Architecture_Terminology_Glossary.aspx)

### Initial Proposal for a list

The process of creating a list begins with identifying lists that support databases that are important for data exchange across the oil and gas industry. Candidate lists are found in the PPDM 3.9 data model and by nominations from members of the PPDM Association or from other standards organizations.

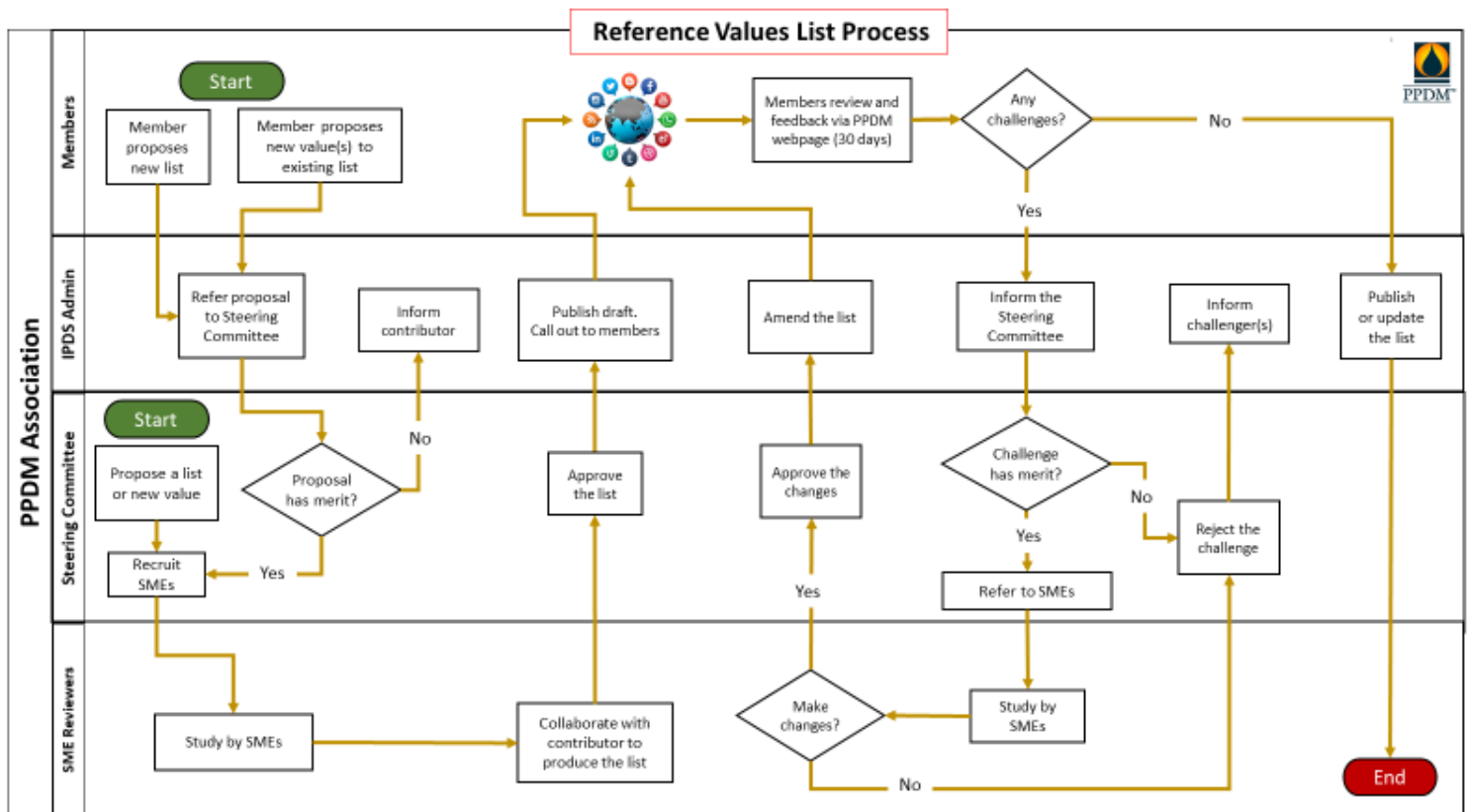


## List Development

The PPDM RVL work group is a steering committee. It defines the list template, identifies candidate lists, enlists expertise, and approves lists for publication. The committee also considers proposals to improve a list or to create a new list.

For each list, experts prepare a definition and provide some additional insights to assist users in understanding the business use of the terms. The experts then create a list of values conforming to the definition of the list. They add some explanatory comments and, in some cases, refer to an external resource.

An approved list is published on the website of the PPDM Association. Members are invited to comment during the initial review period or at any future time





## How to use a list

For any relevant database:

1. Select a published list. If the list is still in the initial review period, be aware that significant changes are possible in the near term.
2. Be sure to select a list that is compatible with your data. The list name alone may be insufficient to ensure a correct choice. Study the list definition, the supporting information, and the list values. For example, the Compression Method list is about packing data in a digital space, not about mechanical ways to increase the pressure of a gas.
3. Create a data map to relate each of your values to the correct NAME4 value from the PPDM list.
4. Create a process to import data by mapping the incoming NAME4 values to your existing values.
5. Create a process to export data with NAME4 values as the key. There is no need to export NAME1 or other fields.
6. Create a process to export additional data (if any) that does not map to NAME4. Provide the recipient of this export file with definitions to enable clear understanding.
7. If a value is missing or ambiguous, propose an improvement to the PPDM Association.
8. For internal purposes, use any equivalent value name that suits your needs. NAME4 is only essential for external exchange.
9. Proprietary or specialized values may be included in your database. Follow your corporate data governance to know if these values may be mapped to NAME4 and used for data exchange.
10. List values may be copied (subject to agreement) to a list of the OSDU Forum. In the governance of lists, the Forum allows users to add values to an Open or Local OSDU list whereas PPDM Association lists must not be extended except by the administrator.

Some databases use few or no reference lists. Acceptable values are coded directly and/or values are recorded as received without translation. The PPDM reference lists provide an opportunity to upgrade a database by activating referential integrity enforced by the database management system or by using a data transfer protocol. This is especially important for data exchange with internal systems and external parties.



# Metadata Explained

ITEM	EXPLANATION
List Name	The name of the list.
Alias/Alternate Name	Other names to assist understanding.
Logical Set	Indicates if the list is part of a logical set, e.g., Well status.
Parent Reference List	Indicates if the list contains values related to a higher level of classification. E.g., System and Formation are values in the Stratigraphic Unit Type list; the former is a type of Chronostratigraphic division; the latter is a type of Lithostratigraphic division.
Definition	A precise definition of the property for which various values are provided.
Comments	A general explanation of how the industry uses the thing being described in the list.
Risks	A general explanation of the possible consequences of poor management of the data.
Case Sensitive (NAME4)	Indicates (Y, N) if case is essential to ensure human and/or machine readability. Upper CamelCase avoids using a space between words.
Language (NAME4)	Indicates the language of the values. Always English.
Character Set (NAME4)	The general character set is 7-bit ASCII.
Character Subset (NAME4)	Limits the characters to only what is essential to ensure machine readability. This is usually letters of the alphabet and digits 0 to 9. Special characters such as space and dash are avoided unless explicitly declared for a list.
Governance	See Governance for the process of creating and amending the list values.
PPDM Table Name	Indicates if the list can be used to populate a reference table in the PPDM data model v.9
OSDU Object	Indicates if the list can be used to populate an OSDU reference value list.
List Authority	Identifies who controls the content of the list. This may include the copyright and the right to amend the list.
Permissions	Indicates what permission is granted by the list authority.
References	A link to a resource for further information or as a source of list values.



## List Values Explained

ITEM	EXPLANATION
NAME1	Short Name
NAME2	Long Name (if different from NAME1)
NAME3	Acronym or Abbreviation
Alias	Alternate name that might not be exact equivalent. Use with caution
NAME4	Key for mapping between data sets. Use Upper CamelCase with restricted character subset and language.
Parent Reference List Values	Used only when uniqueness or contextual meaning of the value is dependent on another list. For example, the Stratigraphic Type list has categories to distinguish rock bodies according to different inherent properties such as fossil content or age. The Stratigraphic Unit Type list includes Series (tied to Chronostratigraphic in the parent list) and Formation (tied to Lithostratigraphic.)
Hierarchy Parent	Grouping mechanism where the parent is also a value in the same list.
Value Status	Tracking additions or amendments of values
Definition	Brief definition of what a value means
Comment	Additional information that may be helpful to clarify the meaning or use of the value.
Source	Who supplied the value? This may be a direct contribution to PPDM, a public website or another published source.
Resource	Link to further explanation on the meaning or use of a value.





# Request a New Reference List


In the IPDS Reference values application you may request consideration for a new reference list to be published.

A suggested list name is required with a definition that will explain what the intent of the list should contain as values.

Add a suggested value, a definition explaining the value, the source and a resource if extracted from a third party. (examples are shown in the first row).

This option is available to members only

New Reference List Request



## New Reference List Request Form

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### Member Personal Information

Submitted By: **Jasleen Virdi**

Profile ID: **11544**

e-Mail: **virdij@ppdm.org**

Company Name: **PPDM Association**

### Contribution

**New List Name**

**Definition**

Suggested Value	Definition	Source	Resource
Example: Gas	Example: A Gas Product Type is a substance that exists in a non-solid or non...	PPDM OR OSDU	Example: <a href="https://ppdm.org/ppdm...">https://ppdm.org/ppdm...</a>

Reset
Submit
Close



# Request or change value contributions

PPDM Association, as the administrator and custodian of a published reference list, welcomes suggestions and requests from our members. You may recommend that a value be added, corrected, deleted.

The published reference list name will auto populate along with the List ID number.

Add a suggested value, a definition explaining the value, the source additional remarks if required for further clarification of a value and a resource if extracted from a third party. (examples are shown in the first row).

This option is available to members only.

List ID	List Name
1	Contract Type
List Authority PPDM Association	
OSDU Object AgreementType	
References	
<p>Would you like to help improve this list?</p> <p><a href="#">Change Request</a></p>	

## Member Personal Information

Submitted By: **Jasleen Virdi**  
Profile ID: **11544**

e-Mail: **virdij@ppdm.org**  
Company Name: **PPDM Association**

## Contribution

PPDM Association, as the administrator and custodian of this list, welcomes suggestions and requests from our members. Corrections, deletions and additions will be applied if approved by the reference list team.

Reference List Name: **Contract Type**

List ID: **1**

Suggested Value	Definition	Source	Remarks	Resource
Example: Agency Trust	Example: Broker company holds beneficial	PPDM OR OSDU	Example: Delete or Add	Example: http://www.datapages.com

[Reset](#)
[Submit](#)
[Close](#)



Your participation and input are important to this project!

Please consider contributing reference values for shared  
used.

To contact us, send an email to [reflist@ppdm.org](mailto:reflist@ppdm.org)