

**INSTRUCTIONS FOR USING THE EXCEL  
VERSION OF THE ASBESTOS CLAIMS  
ELECTRONIC DATABASE TEMPLATE**  
**In Re ASARCO, LLC**

**Note:** These instructions are meant as a general guide for using the Excel template to submit asbestos claims data in an electronic format. These instructions augment the Important Information Regarding Option to Submit Asbestos Claims Data in Electronic Format In Lieu of the Asbestos-Related Proof of Claim Form (“The Order”) filed in the proceeding In re: ASARCO, LLC, et al. v. Debtors, Case No. 05-21207 pending in the United States Bankruptcy Court for the Southern District of Texas. These instructions do not in any way supersede the Order and where the Order and instructions conflict, the Order supersedes the instructions.

**Opening the File:** The Excel template is called “ASARCOClaims.xls.” It consists of two sheets named “Data Pasted” and “DataTemplate” and also includes an entry form for submitting data. The first sheet – “Data Pasted” – is used if you wish to enter data in native Excel mode (i.e., without using the entry form). This is akin to using Excel as you would normally use it.

The second sheet should not be used for anything except for limited data entry (see below). Rather it is linked to the entry form and will hold any data entered via the form.

**IMPORTANT: In order to use the entry form, you will need to enable macros when opening the file.**

**Using the File:** Assuming you have enabled macros, when you open the file, you will be asked if you wish to use the entry form. If you reply “yes,” you will be presented with the data entry form that will allow you to enter the necessary data in the requested fields. To enter a claim, simply type in the requested data into the relevant fields and press the “Enter” button. Note that you can receive context sensitive help on any areas of the form by hovering your mouse over that area.

After you press the Enter button, the form will review the data that you have entered for the claimant, alert you if it is not sufficient, and give you the opportunity to correct. If you wish to enter the data without correcting, you can press the “Skip” button and the data will be entered onto the form even though it will not be accepted as a valid claim. When you are done entering data, press the blue “Save and Close” button. You do not need to enter all your data in one sitting – so long as you press the “Save and Close” button, the entered information will be retained and you can continue entering data from the point that you left off at.

If you do not wish to use the entry form, then reply “no” when opening the file. Alternately, you may close the entry form as you would any window by clicking in the small x in the upper right corner of the form.

To enter data in native mode, use the “Data Pasted” sheet. Be sure to enter data in the appropriate column and format. This sheet does not contain any error checks, so if you choose to enter data manually – as opposed to using the entry form – you are responsible for ensuring that the entered data complies with The Order.

If you are working in native mode, be sure to save your work before closing the file.

Finally, note that you can manually paste injured party data (Name and SSN only) onto the “DataTemplate” sheet and then use the input form to enter the additional data required for each plaintiff. Column headings that are shaded in yellow on the “DataTemplate” sheet will accept pasted data and you will be prompted with each name from this column if you subsequently use the input form. By using this method, you can save yourself the time of manually inputting names and SSNs while having the program validate your claimant data. One important caveat if you elect to use this method: you must not enter or alter data in column A on the “DataTemplate” sheet. If you do so, you risk your claim being automatically rejected due to your alteration of the control number.

In sum, to use this method of entering your claim data you should 1.) paste the injured party names and SSNs (if available) onto the “DataTemplate” sheet, 2.) save and close the program, and 3.) re-open the program and choose to use the input sheet. Note that we strongly recommend against reversing steps 3 and 1 (using the input sheet and *then* pasting data) because you run the risk of overwriting or destroying existing data when you paste your injured parties’ names and SSNs.

**Submitting the File:** When you have completed entering your data, forward the file to [ASARCOclaims@theclarogroup.com](mailto:ASARCOclaims@theclarogroup.com)

If you have any questions on using the form, feel free to contact the Asarco help line at (312) 546-3434.