

# ALBERTA REPORTING CALENDAR

**January 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<b>New Years Day (Closed)</b> 2	3	4	5	6	7
		G2) EPAP Declaration Submission M2) Natural Gas Liquids Price Reporting Deadline	M1) APMC Reconciliation & Preliminary Over/Under Delivery Penalty Reports		M3) Oil and LPG Receipt Volumes M4) GCI Status of Review Report	
8	M5) Gas Receipt Volumes 9	10	11	12	13	14
				M7) Oil/LPG Pipeline Splits Deadline # 1 M8) Missing/Incomplete Oil/LPG Pipeline Splits Warning	M6) AER Enforcement Action Review Deadline M9) Oil/LPG Pipeline Splits Deadline # 2 M10) APMC Royalty Volume Splits & Transportation Allowance Claims M12) DOE: SAF/OAF Ensure Complete Report – Warning M13) DOE Gas Royalty Statement of Account	M11) Production Allocation Discrepancy Report - Preliminary
15	M14) DOE Allocation Reporting Deadline 16	*17	*18	*19	*20	*21
		G1) DOE Gas Royalty Invoice Cycle Begins* M16) Production Allocation Discrepancy Report M15) AB Crown Shippers' Balance Missing & Imbalance Warning	M17) AB Crown Shippers' Balance Reporting Deadline M18) Gas Pipeline Splits	M19) AER Volumetric & Waste Management Noncompliance Warnings M22) AB Crown Shippers' Balance – Crown Splits Imbalance Report – Warning M38) Invoice Discrepancy Report - Warning	M20) AER Volumetric Data and Waste Management Reporting Deadline M21) DOE Crown Oil Royalty Inventory Deadline M23) Crown Royalty Delivery Reporting Deadline M24) AER Mineable Oil Sands Noncompliance Warning M39) APMC Single Shipper Invoice Deadline M40) APMC Tariff Invoice Deadline	M26) AER EPAP Information
*22	M25) AER Mineable Oil Sands Reporting Deadline *23	*24	25	26	27	28
			M27) Industry: SAF/OAF Ensure Complete Report – Warning M28) AER Notice of Noncompliance - Noncompliance Fees M29) APMC Financial Processing Package including Penalty Adjustments	M30) SAF/OAF Complete for Industry Reporting		
29	30	31				
	M31) DOE Oil Crown Royalty Statements M32) DOE Oil Approval &/or Termination Letters for Royalty Programs M33) DOE Oil Royalty Program Report M41) Invoice Discrepancy Report - Warning	M34) APMC Forecast Confirmation Report M36) NGL Pricing Missing Incomplete Report (Warning) M35) DOE Gas Royalty Invoice M37) APMC Oil Forecast Report M42) APMC Equalization Invoice Deadline				

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
A1	Allowable Costs AC1 (Facility Cost Centre Set-up/Change)	Deadline	An AC1 is filed by the FCC operator, as required. However, application for a new FCC is due on or before March 1st of the year following the production year in which the new FCC commences operation. There is no late penalty since a submission is not always required.	N/A	N/A	N/A
A2	Allowable Costs AC2 (Operating and Capital Cost Allowance)	Deadline	An AC2 must be filed on or before April 30th of the year following the production year to which the form pertains. Failure to file the AC2 by its due date incurs a penalty of \$100 per month, or part of a month, until the form is received.	N/A	N/A	N/A
A3	Allowable Costs AC3 (Capital & Operating Cost Allowance Reallocation)	Deadline	An AC3 must be filed on or before May 15th of the year following the production year to which the form pertains. Capital cost and custom processing volume reallocations will be made as an annual adjustment at any point during the year. There is no late penalty since a submission is not always required.	N/A	N/A	N/A
A4	Allowable Costs AC5 (Custom Processing Fees Paid)	Deadline	An AC5 must be filed on or before May 15th of the year following the production year to which the form pertains. Failure to file the AC5 by its due date incurs a penalty of \$100 per month, or part of a month, which is calculated from the date when the form is received.	N/A	N/A	N/A
G1	DOE Gas Royalty Invoice Cycle	N/A	The cycle generally occurs from the 16th to 25th of each month (including non-business days). However, it can vary by 1-2 days, depending on the month. Any FCC changes submitted during this time will be processed by Petrinex, but will be held by the DOE until the cycle is complete, at which time they will be processed in the order the changes were initially submitted.	N/A	N/A	N/A
G2	EPAP Declaration	Deadline	If your company's declaration month is November, you are required to submit your EPAP Declaration to AER by the end of this month.	N/A	21:00 – 31 <sup>st</sup> - Tuesday	N/A
M1	APMC Reconciliation and Preliminary Over/Under Delivery Penalty Reports	Input	The APMC enters the result of their internal reconciliation process and preliminary penalty calculations for over/under-delivery and failure-to-submit overdelivery claim reports, into Petrinex.	November 2016	N/A	06:00 –4 <sup>th</sup> - Wednesday
M2	Natural Gas Liquids Price Reporting Deadline	Deadline	This is the date when all NGL price information must be in Petrinex.	November 2016	<b>21:00 – 3<sup>rd</sup> – Tuesday</b>	06:00 – 4 <sup>th</sup> – Wednesday for DOE
M3	Oil and LPG Receipt Volumes	Deadline	This is the date when all oil and LPG pipeline receipt volumes necessary for a pipeline split should be complete and in Petrinex.	December 2016	<b>21:00 – 6<sup>th</sup> – Friday</b>	N/A
M4	GCI Status of Review Report	Report	Two weeks prior to the deadline for volumetric and waste management data submissions, Petrinex will generate for the licensee a report of wells where the GCI status remains set to 'REVIEW'. As per Directive 059: <i>Well Drilling and Completion Data Filing Requirements</i> , the AER continues to review and will set the GCI status to 'CONFIRMED' if it agrees with the GCI values or 'REVIEW' if further review is deemed necessary. The licensee of the well has fifteen calendar days from the day the status is set to 'REVIEW' and correct any errors that may exist.  The report can also be generated by the licensee at any time during the month.	N/A	21:00 – 5 <sup>th</sup> - Thursday	06:00 -6 <sup>th</sup> - Friday
M5	Gas Receipt Volumes	Deadline	This is the date when all gas pipeline receipt volumes necessary for a pipeline split should be complete and in Petrinex.	December 2016	<b>21:00 – 9<sup>th</sup> – Monday</b>	N/A
M6	AER Noncompliance	Deadline	The last day a client can submit a request to the AER for a review regarding volumetric deficiencies. A request for noncompliance	November 2016		N/A

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
	Enforcement Action Review		reviews is required 15 calendar days after release of the AER Noncompliance Fee Invoice.			
<b>M7</b>	Oil/LPG Pipeline Splits Deadline # 1	Deadline	This is the date when oil and LPG pipeline splits (including APMC volumes) must be complete and in Petrinex for those custody transfer point facilities (terminals and pipelines) that are flagged in infrastructure with the 1 <sup>st</sup> deadline.  Also called "Operator to Feeder Pipeline: deadline on the APMC calendar.	December 2016	<b>21:00 – 12<sup>th</sup> – Thursday</b>	06:00 – 13 <sup>th</sup> – Friday for Industry named on Full CTP facility splits
<b>M8</b>	Missing/Incomplete Oil/LPG Pipeline Splits Warning	Notice	A notice to delivering facility operators for splits associated with CTP facilities, flagged as "Full" participation level, prior to the oil/LPG pipeline split deadline warning of incomplete splits.	December 2016	21:00 – 11 <sup>th</sup> – Wednesday	06:00 – 12 <sup>th</sup> – Thursday
<b>M9</b>	Oil/LPG Pipeline Splits Deadline # 2	Deadline	This is the date when oil and LPG pipeline splits (including the APMC volumes) must be complete and in Petrinex for those custody transfer point facilities (terminals and pipelines) that are flagged in infrastructure with the 2 <sup>nd</sup> deadline.  Also called "Operator to Trunkline Pipeline" deadline on the APMC calendar.	December 2016	<b>21:00 – 13<sup>th</sup> – Friday</b>	06:00 – 14 <sup>th</sup> – Saturday for Industry named on Full CTP facility splits
<b>M10</b>	APMC Royalty Volume Splits & Transportation Allowance Claims	Deadline	This is the date by which all royalty volume splits and transportation allowance claims for the current month production must be in Petrinex.	December 2016	<b>21:00 – 13<sup>th</sup> – Friday</b>	06:00 – 14 <sup>th</sup> – Saturday for APMC
<b>M11</b>	Production Allocation Discrepancy Report - Preliminary	Notice	Prior to the allocation deadline Petrinex will generate a report showing the volume discrepancy (both over and under) between volumetrics and the stream allocation for a given production month and stream. This will act as a <u>preview</u> of the final report.  This report can also be ran on-demand as required. Note: the on-demand report will include all data up to and including the previous day's submissions.	N/A	21:00 - 13 <sup>th</sup> - Friday	06:00 - 14 <sup>th</sup> - Saturday
<b>M12</b>	DOE: SAF/OAF Ensure Complete Report - Warning	Notice	Prior to the deadline date for final SAF/OAF and volumes filings, the DOE (MRIS gas royalty) will scan all the data submitted to Petrinex and identify missing allocations associated with gas & gas by-products crown royalties. As well, the DOE will identify situations of unbalanced meter station facilities. It will then send a SAF/OAF Ensure Complete report to the facility or common stream operator responsible for the missing allocations or unbalanced volume record.	November 2016	21:00 – 12 <sup>th</sup> – Thursday	06:00 – 13 <sup>th</sup> – Friday
<b>M13</b>	DOE Gas Royalty Statement of Account	Input	This is the date the DOE will enter the Royalty Payer Statement of Account relating to the gas crown invoice payable at the end of the month.	November 2016	N/A	06:00 – 13 <sup>th</sup> - Friday
<b>M14</b>	DOE Allocation Reporting Deadline	Deadline	This is the date all SAFs and OAFs and volumes, energy and ISC's associated with gas & gas by-products crown royalties must be in Petrinex. This is also the cut-off for any amended volumetric data submissions to be included in invoice calculations for the applicable production month.	November 2016	<b>24:00 – 16<sup>th</sup> – Monday</b>	06:00 – 17 <sup>th</sup> – Tuesday for DOE
<b>M15</b>	AB Crown Shippers' Balance Missing & Imbalance Report - Warning	Warning	Prior to the deadline for AB Crown Shippers' Balance submissions Petrinex will perform monthly algorithms to identify imbalances with the reporting of Shippers' Balance Facility Transfers and to identify missing Shippers' Balance submissions.  The AB Crown Shippers' Balance Missing & Imbalance Report is available on request by facility operators at any time during the	December 2016	21:00 – 16 <sup>th</sup> - Monday	06:00 – 17 <sup>th</sup> – Tuesday

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
			month.			
<b>M16</b>	Production Allocation Discrepancy Report	Notice	On the allocation deadline Petrinex will generate a report showing the volume discrepancy (both over and under) between volumetrics and the stream allocation for a given production month and stream.	N/A	24:00 - 16 <sup>th</sup> - Monday	06:00 - 17 <sup>th</sup> - Tuesday
<b>M17</b>	AB Crown Shipper's Balance Reporting Deadline	Deadline	This is the date when all DOE Crown Shippers' Balance information must be in Petrinex. Also called the "Pipeline to Shipper" deadline on the APMC calendar.	December 2016	21:00 – 18 <sup>th</sup> – Wednesday	06:00 – 19 <sup>th</sup> – Thursday for Industry and DOE
<b>M18</b>	Gas Pipeline Splits	Deadline	This is the date when all gas pipeline splits must be complete and in Petrinex.	December 2016		N/A in Petrinex
<b>M19</b>	AER Volumetric & Waste Management Noncompliance Warnings	Notice	Prior to the deadline for volumetric and waste management data submissions Petrinex will perform the monthly volumetric algorithms on all facilities. These will include facility balancing, metering difference calculations, etc. Any instances of missing data or errors outstanding (including ISC related errors) would be communicated to the appropriate facility operator. The noncompliance reports will come in two separate reports, one for volumetric and one for waste plant reporting. The task will also be available on request by facility operators at anytime during the month.	December 2016	21:00 – 18 <sup>th</sup> – Wednesday	06:00 – 19 <sup>th</sup> – Thursday
<b>M20</b>	AER Volumetric Data & Waste Management Reporting Deadline	Deadline	This is the date when all volumetric and waste management data must be in Petrinex.	December 2016	<b>18:30 – 20<sup>th</sup> – Friday</b>	06:00 – 21 <sup>st</sup> – Saturday for AER and DOE
<b>M21</b>	DOE Crown Oil Royalty Inventory Deadline	Deadline	This is the date when all Crown Oil Royalty Inventory submissions must be complete and in Petrinex	December 2016	<b>18:30 – 20<sup>th</sup> – Friday</b>	06:00 – 21 <sup>st</sup> – Saturday for APMC
<b>M22</b>	AB Crown Shippers' Balance – Crown Splits Imbalance Report – Warning	Warning	Prior to the deadline for AB Crown Shippers' Balance submissions Petrinex will perform monthly algorithms to identify imbalances between Shippers' Balance Receipts and Crown Splits/TAOC records. The AB Crown Shippers' Balance Crown Splits Imbalance Report is available on request by facility operators at any time during the month.	December 2016	21:00 – 18 <sup>th</sup> - Wednesday	06:00 – 19 <sup>th</sup> - Thursday
<b>M23</b>	Crown Royalty Delivery Reporting Deadline	Deadline	This is the date that all Crown Royalty delivery information must be in Petrinex. Also called the "Shipper to Buyer" deadline on the APMC calendar.	December 2016	<b>21:00 – 20<sup>th</sup> - Friday</b>	06:00 – 21 <sup>st</sup> – Saturday
<b>M24</b>	AER Mineable Oil Sands Noncompliance Warning	Notice	Prior to the deadline for mineable oil sands data submissions Petrinex will perform the monthly volumetric algorithms on all facilities. These will include facility balancing, metering difference calculations, etc. Any instances of missing data or errors outstanding would be communicated to the appropriate facility operator. The task will also be available on request by facility operators at any time during the month.	December 2016	21:00 - 19 <sup>th</sup> – Thursday	06:00 – 20 <sup>th</sup> – Friday
<b>M25</b>	AER Mineable Oil Sands Reporting Deadline	Deadline	This is the date when all mineable oil sands data must be in Petrinex.	December 2016	<b>21:00 – 23<sup>rd</sup> – Monday</b>	06:00 – 24 <sup>th</sup> – Tuesday for AER

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
M26	AER EPAP Information	Notice	On the AER Volumetric Data and Waste Plant Reporting Deadline (Item O), Petrinex will run a number of processes to provide Industry with the following information related to Industry's EPAP requirements. <ul style="list-style-type: none"> <li>EPAP CAI Reporting Available</li> <li>EPAP Declaration Available</li> <li>EPAP Declaration Reminder</li> </ul>	N/A	21:00 – 20 <sup>th</sup> – Friday	06:00 – 21 <sup>st</sup> - Saturday
M27	Industry: SAF/OAF Ensure Complete Report - Warning	Notice	Prior to the industry deadline date for SAF/OAF filings, Petrinex will scan all the data submitted and identify missing allocations associated with gas & gas by-products crown royalties. It will then send a notification to the operator responsible for the missing allocations.	December 2016	21:00 – 24 <sup>th</sup> - Tuesday	06:00 – 25 <sup>th</sup> - Wednesday
M28	AER Noncompliance Fee Invoice	Input	The AER will load invoices relating to noncompliance fees for errors, late filings, imbalances, etc., into Petrinex to allow industry to view details of the charges.	December 2016	N/A	06:00 – 25 <sup>th</sup> - Wednesday
M29	APMC Financial Processing Package including Penalty Adjustments	Input	The APMC enters the result of all financial adjustments including transportation allowance claims and interest or penalty charges net of adjustments.	December 2016	N/A	06:00 – 25 <sup>th</sup> – Wednesday
M30	SAF/OAF Complete for Industry Reporting	Deadline	This is the date all SAFs and OAFs should be filed in order to meet industry-reporting needs. This date is the 25 <sup>th</sup> day of the month following production. This date would not be subject to ministry enforcement but industry meetings have determined that the maximum benefit to industry can be realized if all the SAFs and OAFs are in place for Industry's Cheque Exchange Day (the 25 <sup>th</sup> ).	December 2016		N/A in Petrinex
M31	DOE Oil Crown Royalty Statements	Input	The RAM system of the DOE will load the results of the Crown oil royalty calculations into Petrinex. Facility operators may view/download the data associated with their operated facilities. (This same information will be loaded directly by MRS into the APMC system without going through Petrinex.)	December 2016	N/A	24:00 – 30 <sup>th</sup> – Monday
M32	DOE Oil Approval &/or Termination Letters for Royalty Programs	Input	The final day of the month the DOE will ensure the royalty program letters are available on Petrinex. Note: the letters may be available earlier in the month.	December 2016	N/A	24:00 – 30 <sup>th</sup> – Monday
M33	DOE Oil Royalty Program Report	Input	The final day of the month the DOE will ensure the royalty program reports are available on Petrinex. Note: the letters may be available earlier in the month.	December 2016	N/A	24:00 – 30 <sup>th</sup> – Monday
M34	APMC Forecast Confirmation Report	Input	This is the date when the APMC enters the comparison of Crown royalty forecast volumes to actual Crown royalty Deliveries.	December 2016	N/A	06:00– 31 <sup>st</sup> – Tuesday
M35	DOE Gas Royalty Invoice	Input	The final day of the month is the last date the DOE has to enter the MRIS Crown royalty gas invoice and details into Petrinex. Note: the invoice may be available earlier in the month.	November 2016	N/A	24:00 – 31 <sup>st</sup> – Tuesday
M36	NGL Pricing Missing Incomplete Report (Warning)	Notice	Prior to the NGL price reporting deadline date Petrinex will scan all the data submitted and compares current submissions to the previous month submissions and lists any potentially missing or incomplete data.	November 2016	21:00 – 30 <sup>th</sup> – Monday	06:00 – 31 <sup>st</sup> – Tuesday
M37	APMC Oil Forecast Report	Report	This report is being made available to Industry as part of the Oil Forecast Tool Project that is being introduced to Petrinex. This report is being made available as a "temporary risk mitigation measure" by the APMC and will continue to be available once the Oil Forecast Tool is released for a period of time to facilitate the	Forecast Month – March 2017	N/A	06:00 – 31 <sup>st</sup> - Tuesday

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
			<p>transition to the Oil Forecast Tool.</p> <p>For more information on how to use this report see the Job Aid published on the Petrinex Website – Initiatives – APMC/Industry Conventional Oil Forecasting Tool Project, or contact the APMC directly.</p> <p>Note: the report may be available earlier in the month.</p>			
<b>M38</b>	Invoice Discrepancy Report – Warning	Warning	<p>Prior to the deadline for Single Shipper and Tariff (SSI/TRF) Invoice submissions Petrinex will identify discrepancies between the Single Shipper Invoice Submissions and the Shippers' Balance Submissions and the Tariff Invoice Submissions and the Shippers' Balance Submissions..</p> <p>The Invoice Discrepancy Report is available on request by facility operators at any time during the month and can be run for the SSI, TRF, EQ or All invoice types.</p>	November 2016	21:00 – 18 <sup>th</sup> – Wednesday	06:00 – 19 <sup>th</sup> – Thursday for Industry
<b>M39</b>	APMC Single Shipper Invoice Deadline	Deadline	<p>This is the date that all Single Shipper Pipeline/Terminal or Custom Treating facility operators must report the Single Shipper Invoice information in Petrinex.</p> <p>Also called the “Shipper to Buyer” deadline on the APMC calendar.</p>	November 2016	21:00 – 20 <sup>th</sup> – Friday	06:00 – 21 <sup>st</sup> – Saturday for APMC
<b>M40</b>	APMC Tariff Invoice Deadline	Deadline	<p>This is the date that all Open Access Pipeline/Terminal or Custom Treating facility operators must report the Tariff Invoice information in Petrinex.</p> <p>Also called the “Shipper to Buyer” deadline on the APMC calendar.</p>	November 2016	21:00 – 20 <sup>th</sup> – Friday	06:00 – 21 <sup>st</sup> – Saturday for APMC
<b>M41</b>	Invoice Discrepancy Report – Warning	Warning	<p>Prior to the deadline for Equalization (EQ) Invoice submissions Petrinex will perform monthly algorithms to identify discrepancies between the Equalization Invoice Submissions and the Shippers' Balance Submissions.</p> <p>The Equalization Invoice Discrepancy Report is available on request by facility operators at any time during the month and can be run for the SSI, TRF, EQ or All invoice types..</p>	November 2016	21:00 – 28 <sup>th</sup> – Saturday	06:00 – 30 <sup>th</sup> – Monday for Industry
<b>M42</b>	APMC Equalization Invoice Deadline	Deadline	<p>This is the date that all Open Access Pipeline/Terminal or Custom Treating facility operators must report the Equalization Invoice information in Petrinex.</p>	November 2016	21:00 – 31 <sup>st</sup> – Tuesday	06:00 – Feb 1 <sup>st</sup> – Wednesday for APMC