

# ALBERTA REPORTING CALENDAR

**March 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 A1) Allowable Costs AC1 - Deadline G2) EPAP Declaration Submission M1) APMC Reconciliation & Preliminary Over/Under Delivery Penalty Reports M2) Natural Gas Liquids Price Reporting Deadline	2	3	4
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12	13 M9) Oil/LPG Pipeline Splits Deadline # 2 M10) APMC Royalty Volume Splits & Transportation Allowance Claims Allowance Claims	14 M11) Production Allocation Discrepancy Report - Preliminary M12) DOE: SAF/OAF Ensure Complete Report – Warning M13) DOE Gas Royalty Statement of Account	15 M14) DOE Allocation Reporting Deadline M15) AB Crown Shippers' Balance Missing & Imbalance Warning	*16 G1) DOE Gas Royalty Invoice Cycle Begins* M16) Production Allocation Discrepancy Report M17) AB Crown Shippers' Balance Reporting Deadline	*17 M18) Gas Pipeline Splits	*18
*19	*20 M19) AER Volumetric & Waste Management Noncompliance Warnings M22) AB Crown Shippers' Balance – Crown Splits Imbalance Report – Warning M38) Invoice Discrepancy Report – Warning	*21 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	*22 M25) AER Mineable Oil Sands Reporting Deadline M26) AER EPAP Information	*23	*24 M27) Industry: SAF/OAF Ensure Complete Report – Warning M28) AER Notice of Noncompliance – Noncompliance Fees M29) APMC Financial Processing Package including Penalty Adjustments	25
26	27 M43) Initialize Forecast Month and Generate Oil Forecast Data	28	29 M30) SAF/OAF Complete for Industry Reporting	30 M31) DOE Oil Crown Royalty Statements M41) Invoice Discrepancy Report - Warning M44) Drilling & Completion Cost Submission Non-Compliance Report (Monthly)	31 M32) DOE Oil Approval &/or Termination Letters for Royalty Programs M33) DOE Oil Royalty Program Report M34) APMC Forecast Confirmation Report M35) DOE Gas Royalty Invoice M36) NGL Pricing Missing Incomplete Report (Warning) M37) APMC Oil Forecast Report M42) APMC Equalization Invoice Deadline M45) Drilling & Completion Cost Shadow Billing Report	

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	21:00 – 1 <sup>st</sup> - Wednesday	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 January, you are required to submit your EPAP Declaration to AER by the end of this month.	N/A	21:00 – 31 <sup>st</sup> - Friday	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.	January 2017	N/A	06:00 – 1 <sup>st</sup> - Wednesday
M2	Natural Gas Liquids Price Reporting Deadline	Deadline	This is the date when all NGL price information must be in Petrinex.	January 2017	21:00 – 1 <sup>st</sup> Wednesday	06:00 – 2 <sup>nd</sup> – Thursday 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.	February 2017	21:00 – 6 <sup>th</sup> – Monday	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 - 6 <sup>th</sup> - Monday	06:00 -7 <sup>th</sup> – Tuesday
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.	February 2017	21:00 – 7 <sup>th</sup> – Tuesday	N/A
M6	AER Enforcement Action Review Deadline	Deadline	The last day a client can submit a request to the AER for a review regarding volumetric deficiencies. A request for noncompliance reviews is required 15 calendar days after release of the Notice of Noncompliance – Noncompliance Fee s.	January 2017		N/A

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<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.	February 2017	<b>21:00 – 10<sup>th</sup> – Friday</b>	06:00 – 11 <sup>th</sup> – Saturday 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.	February 2017	21:00 – 9 <sup>th</sup> – Thursday	06:00 – 10 <sup>th</sup> – Friday
<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.	February 2017	<b>21:00 – 13<sup>th</sup> – Monday</b>	06:00 – 14 <sup>th</sup> – Tuesday 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.	February 2017	<b>21:00 – 13<sup>th</sup> – Monday</b>	06:00 – 14 <sup>th</sup> – Tuesday 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> - Monday	06:00 - 14 <sup>th</sup> - Tuesday
<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.	January 2017	21:00 – 13 <sup>th</sup> – Monday	06:00 – 14 <sup>th</sup> – Tuesday
<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.	January 2017	N/A	06:00 – 14 <sup>th</sup> - Tuesday
<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.	January 2017	<b>24:00 – 15<sup>th</sup> – Wednesday</b>	06:00 – 16 <sup>th</sup> – Thursday 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 month.	February 2017	21:00 – 14 <sup>th</sup> - Tuesday	06:00 – 15 <sup>th</sup> – Wednesday
<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 - 15 <sup>th</sup> - Wednesday	06:00 - 16 <sup>th</sup> - Thursday

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
M17	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.	February 2017	21:00 – 16 <sup>th</sup> – Thursday	06:00 – 17 <sup>th</sup> – Friday for Industry and DOE
M18	Gas Pipeline Splits	Deadline	This is the date when all gas pipeline splits must be complete and in Petrinex.	February 2017		N/A in Petrinex
M19	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 any time during the month.	February 2017	18:30 – 19 <sup>th</sup> – Sunday	06:00 – 20 <sup>th</sup> – Monday
M20	AER Volumetric Data & Waste Management Reporting Deadline	Deadline	This is the date when all volumetric and waste management data must be in Petrinex.	February 2017	<b>18:30 – 21<sup>st</sup> – Tuesday</b>	06:00 – 22 <sup>nd</sup> – Wednesday for AER and DOE
M21	DOE Crown Oil Royalty Inventory Deadline	Deadline	This is the date when all Crown Oil Royalty Inventory submissions must be complete and in Petrinex	February 2017	<b>18:30 – 21<sup>st</sup> – Tuesday</b>	06:00 – 22 <sup>nd</sup> – Wednesday for APMC
M22	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.	February 2017	18:30 – 19 <sup>th</sup> - Sunday	06:00 – 20 <sup>th</sup> – Monday
M23	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.	February 2017	<b>18:30 – 21<sup>st</sup> - Tuesday</b>	06:00 – 22 <sup>nd</sup> – Wednesday for APMC
M24	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.	February 2017	21:00 - 20 <sup>th</sup> – Monday	06:00 – 21 <sup>st</sup> – Tuesday
M25	AER Mineable Oil Sands Reporting Deadline	Deadline	This is the date when all mineable oil sands data must be in Petrinex.	February 2017	<b>21:00 – 22<sup>nd</sup> – Wednesday</b>	06:00 – 23 <sup>rd</sup> – Thursday for AER
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	18:30 – 21 <sup>st</sup> – Tuesday	06:00 – 22 <sup>nd</sup> - Wednesday

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
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.	February 2017	21:00 – 23 <sup>rd</sup> - Thursday	06:00 – 24 <sup>th</sup> - Friday
M28	AER Notice of Noncompliance – Noncompliance Fees	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.	February 2017	N/A	06:00 – 24 <sup>th</sup> - Friday
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.	February 2017	N/A	06:00 – 24 <sup>th</sup> – Friday
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> ).	February 2017		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.)	February 2017	N/A	24:00 – 30 <sup>th</sup> - Thursday
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.	February 2017	N/A	24:00 – 31 <sup>st</sup> - Friday
M33	DOE Oil Royalty Program Report	Input	The final day of the month the DOE will ensure the royalty program (including MRF) reports are available on Petrinex. Note: the letters may be available earlier in the month.	February 2017	N/A	24:00 – 31 <sup>st</sup> - Friday
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.	February 2017	N/A	06:00 – 31 <sup>st</sup> - Friday
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.	January 2017	N/A	24:00 – 31 <sup>st</sup> - Friday
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.	January 2017	21:00 – 30 <sup>th</sup> – Thursday	06:00 – 31 <sup>st</sup> – Friday
M37	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 transition to the Oil Forecast Tool.  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.  Note: the report may be available earlier in the month.	Forecast Month – May 2017	N/A	06:00 – 31 <sup>st</sup> - Friday

New #	Name	Type	Description	Production Month	Time of Submission/ Deadline cutoff	Report/ Invoice Available
M38	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>	February 2017	18:30 – 19 <sup>th</sup> – Sunday	06:00 – 20 <sup>th</sup> – Monday for Industry
M39	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>	February 2017	18:30 – 21 <sup>st</sup> – Tuesday	06:00 – 22 <sup>nd</sup> – Wednesday for APMC
M40	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>	February 2017	18:30 – 21 <sup>st</sup> – Tuesday	06:00 – 22 <sup>nd</sup> – Wednesday for APMC
M41	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>	February 2017	21:00 – 29 <sup>th</sup> – Wednesday	06:00 – 30 <sup>th</sup> – Thursday for Industry
M42	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>	February 2017	21:00 – 31 <sup>st</sup> – Friday	06:00 – Apr 1 <sup>st</sup> – Saturday for APMC
M43	Initialize Forecast Month and Generate Oil Forecast Data	Process	<p>On approximately the 26<sup>th</sup> day of the month, Petrinex will initialize the forecast month two months in advance as per availability of APMC Par Price. Petrinex will generate the Gross and Crown forecast volumes at the facility and well event level. Once the Gross and Crown forecast volumes for all facilities are generated, they are available for online edit and query. The OFT-Gross and Crown Forecast Report can be retrieved by Industry and/or their marketing systems using the Submit Report Request functionality.</p> <p>Note: Whenever forecasts are generated they are calculated against all current available information (e.g. par price, royalty attributes, volumetric submissions, etc.).</p>	Forecast Month: May 2017	21:00 – 25 <sup>th</sup> - Saturday	06:00 – 27 <sup>th</sup> – Monday for Industry
M44	D&C Costs Non-Compliance Report – Warning (Monthly)	Warning	<p>Prior to the monthly deadline for Drilling and Completion Cost submissions Petrinex will perform algorithms to identify incomplete or missing data in the Drilling &amp; Completion Cost submissions.</p> <p>Non-Compliance errors will be split into DCCA (Annual) and DCCM (Monthly) versions of error messages.</p> <p>The D&amp;C Costs Non-Compliance Report is also available on request.</p>	N/A	21:00 – 29 <sup>th</sup> - Wednesday	06:00 – 30 <sup>th</sup> – Thursday
M45	D&C Costs Shadow Billing Report	Final	<p>Petrinex will generate the D&amp;C Costs Shadow Billing Report which will provide the recipients notification of potential DOE financial costs/fees associated with Drilling &amp; Completion Non-Compliance.</p> <p>Note: This is for informational purposes only.</p>	N/A	21:00 – 30 <sup>th</sup> - Thursday	06:00 – 31 <sup>st</sup> – Friday