

## Facility Licence to Reporting ID Link Change

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB	September 26, 2023		Initial Release

**Audience:** All Alberta Stakeholders

**Purpose:** The Alberta Energy Regulator (AER) process when requesting a change to the links between a licence and a reporting facility ID has been enhanced. The AER is streamlining the process of requesting this change by introducing an Excel template that is to be completed by the licensee/operator. The Excel template titled "Facility Licence Linking Template (see Bulletin 2023-34)" is available on the AER's [Directive 007](#) web page under the Forms dropdown. Upon filling in the requested information in the template, please email it to [PA.Help@aer.ca](mailto:PA.Help@aer.ca). For additional information please review the AER Bulletin "[Bulletin 2023-34 – Validating Facility Operational Life-Cycle Statuses](#)".

### **Background:**

When licensees are setting up a reporting facility ID in Petrinex, according to table 2 of [Manual 011](#), they are usually required to link it to either a facility or well licence. In some cases, this link may have been incorrectly made or may have changed over time for a variety of reasons. The AER has a process in place that allows licensees or operators to request an update to the licence link to ensure it remains correct.

Licensees are expected to maintain accurate links between Petrinex reporting facility IDs and AER licences. The AER uses these links to assess volumetric throughput and, as a result, the operational life-cycle status of facility licences. Furthermore, the operational life-cycle status is used by the AER to determine licensee's inactive liability. Incorrect facility links can cause the life-cycle status of a facility licence to be unknown or incorrect. Facilities where the operational life-cycle status cannot be verified will be included in the licensee's assessed inactive liability beginning in 2024.

### **Key Principles:**

- Licensees are expected to maintain accurate links between Petrinex reporting facility IDs and AER facility/well licences.
- The AER has streamlined the process to request a facility licence link change in the form of an Excel template available on the AER website located under the Related Information section on the [Directive 007](#) web page.
- The AER uses facility licence links to determine the life-cycle status of facilities.

### **More information:**

Please contact the AER Production Accounting Help Desk  
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or

Petrinex Business Desk



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