The Petroleum Registry of Alberta news

Energizing the flow of information

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IMPLEMENTATION: REGISTRY WEB SITE

The countdown to implementation of the Petroleum Registry of Alberta has begun in earnest as we near October 1. This is especially true since Industry must prepare the September production month for entry into the Registry. The Registry team has created many tools to assist in getting Industry ready for this new way of doing business. The place to find all this material is the Registry web site.

The web site is a very important readiness resource. Information on the site is constantly being reviewed, edited, removed and added in the effort to give stakeholders all the data they need to make a smooth transition to the Registry.

A list of new items on the web site includes:

- Registry Reports (Document area)
- BA USA Set-Up Procedure (Front page)
- Registry Security Overview Statement (Document area)
- 7-digit to 4-character code cross reference table (Front page)
- Spreadsheet Upload Templates and Specifications (Training area)
- Registry Training Job Aid – Set -Up user Accounts (Training area)
- NGL Town Hall Dates (What's New – Current Events)
- and many more

Leading up to implementation, many other readiness related items will be posted on the Registry web site. Stakeholders are strongly encouraged to visit the site regularly and study the documents that will assist them in taking full advantage of the Registry.

REGISTRY TRAINING MODULES

The Registry training team has been hard at work completing all the modules contained in both the "Starter" and "Comprehensive" training packages. Over the last few months, the Registry team has been asked why there are no paper copies of the Registry training modules. Basically, there are three reasons:

1. The programs are interactive which means that at many points in the programs, learners make choices – depending on the choice made, the program "branches" into a route through pages, which are quite different from those for the other choices. Compiling a sensible, linear "hard" copy of all the branches becomes extremely difficult and confusing.

2. The training modules are being developed in parallel with the construction of the Registry. As the Registry progresses through the testing phases, there will be numerous changes. To manage the anticipated number and rate of changes and communicate these quickly to the entire user population, the Training Team chose a

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development and delivery method specifically designed for rapid content development and change management. This technology stores all components of the learning content as elements in a large database and the software brings them together in the user's browser the instant that they are called for. There are no "compiled" versions of the content anywhere; therefore, there is no requirement for versioning or updating multiple copies in any hard medium. When there is a change, there is only one place to make the change and it is instantly available to all users.

Note: The system is designed to flag any changes made to each module and direct users to where these changes were made.

3. Personal notes made on printed copies that are very quickly outdated become a real problem for users, as they must either accumulate all versions to save their notes or continually recopy the notes onto the new printed versions. The Registry Training Modules have a notes feature, which automatically stores personal notes with each module. Once a user is familiar with this system their notes are never lost and they can be printed at any time.

For Registry users who would like to have printed user documentation, there is a download/print function within the Online Help that will be available when the Registry "Goes Live" in October.

Users are reminded that more training modules are released each week. To ensure implementation readiness, it is recommended that users begin training modules as they are released and not wait until all modules are made public.

SUPERUSER/PROBLEM-SOLVING SESSIONS

The first session is planned for Sept. 05 from 1:30 - 4:30 pm. These sessions are designed for PAs who have completed their training and, in preparing for their implementation, have encountered some unique situation or complexity that is not addressed in the relevant Training Modules or Job Aids. These sessions are NOT for basic training or simple problem solving regarding connections or BA/USA set-up that can be managed over the support line. An electronic application form for these sessions will be available on the Registry Website. Prerequisites include completion of the Overview Training Modules 1.1, 3.0, 4.0, & 5.0 and the Part A – Knowledge Modules in the 4.0 Series "Manage Monthly Reporting" plus the available 6.0 Series Modules "Use Common Functions."

ACCESS ROYALTY REPORTS

Implementation of the Petroleum Registry of Alberta will impact many of the reporting processes between the oil and gas industry and the Department of Energy (DOE). The following document outlines how clients currently access Oil and Gas Royalty reports and how they will access them after implementation of the Registry. It does not address the changes to handling inputs to the DOE from industry.

NOTE: The reference to Electronic Transfer System (ETS) below relates to current **Gas and Oil Royalty** related transmissions within ETS, which will be eliminated once the Registry is operational. ETS transmissions that exist today, which deal with information that is not specifically royalty related (land tenure, etc.) will **still exist** after October 1, 2002, as these data elements are not in scope for the Registry.

There are three aspects in handling reports output from the DOE:

- a delivery mechanism
- a re-direction mechanism (sending one client's reports to another client)
- format options

All these mechanisms are affected by the implementation of the Registry.

<u>Delivery Mechanisms</u>

Prior to Registry:
ETS account (Internet mailbox) - *Applicable to Gas and Oil clients*
Tape/CD's (for UDF formats only) - *Applicable to Gas clients only*
Mail - *Applicable to Gas and Oil clients*

After Registry:
Registry Internet mailbox - *Applicable to Gas and Oil clients*
Mail (for Royalty Payers Only) – *Applicable to Gas clients only*

<u>Re-direction Mechanisms</u>

Prior to Registry:
Within ETS, specification by the client of another client's ETS account as the recipient - *Applicable to Gas and Oil clients*

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Within MRIS, specification of another recipient for Tape/CD's (for UDF formats only), or an alternative to the client's default address for mail - *Applicable to Gas clients only*

After Registry:
Specification by the client of security access to their Registry Internet mailbox by another client - *Applicable to Gas and Oil clients*

<u>Electronic Formats</u>

Prior to Registry:
UDF (for a specific subset of reports) - *Applicable to Gas clients only*
Text - *Applicable to Gas and Oil clients*
PDF - *Applicable to Gas and Oil clients*

After Registry:
UDF (for a specific subset of reports) - *Applicable to Gas clients only*
Text - *Applicable to Gas and Oil clients*
PDF - *Applicable to Gas and Oil clients*
CSV (for a specific subset of reports) - *Applicable to Gas clients only*

(To learn more about the "specific subset of reports" read Department of Energy Information Bulletin 02-06A, located at: www.energy.gov. ab.ca/com/Gas/Info+Bulletins/Bulletins/02-06A.htm

<u>Client Options Regarding Delivery Mechanism</u>

Prior to Registry:
Clients can choose to receive their reports through the ETS delivery mechanism by obtaining an ETS account with that option from the DOE Client Registry. Within ETS, clients can select from a list of Gas Royalty report types. Otherwise, Oil clients will receive mail. Gas clients will receive mail and Tape/CD's (for UDF formats only).

After Registry:
Clients cannot choose ETS – the Registry is now the delivery mechanism. Clients cannot select which report types to receive through the Registry and have others delivered by Tape/CD's and mail.

Gas clients who are 'Royalty Payers Only' also get their reports (all types) delivered by mail, unless they are receiving a UDF format. They can choose to not receive mail by requesting to the DOE Gas Royalty Calculation Unit that they receive reports only through the Registry.

<u>Client Options Regarding Re-direction</u>

Prior to Registry:
Within ETS, clients can choose to redirect each selected report type to a different ETS account holder.

Gas clients receiving mail can request the DOE Gas Royalty Calculation Unit to specify a different Tape/CD recipient or mailing address for each report type. (Note: This does not apply to Oil clients.)

After Registry:
Within the Registry, clients can choose to allow access to their reports by other Registry users, but cannot selectively grant access by report type.

Gas clients who are 'Royalty Payers Only' cannot choose a different mailing address for their report types – all reports will be mailed to their address as recorded in the Registry.

<u>Client Options Regarding Electronic Format – This section pertains to Gas clients only</u>

Prior to Registry:
Clients can choose to receive the UDF format (for a specific subset of reports) through a request to the DOE Gas Royalty Calculation Unit. Once this choice is made, other formats are not provided.

Otherwise clients receive the other formats (text or PDF).

After Registry:
The same as prior to the Registry, clients can choose to receive the UDF format (for a specific subset of reports) through a request to the DOE Gas Royalty Calculation Unit. Once this choice is made, other formats are not provided. Those receiving UDF prior to the Registry will continue to receive them, without having to make a request to the DOE.

Otherwise, by default, clients receive the other formats. This is the same as prior to the Registry, except the other formats include CSV for a specific subset of reports.

For more information about Gas Reports, please contact the Gas Royalty Client Services Help Desk at (780) 427-2962.

For more information about Oil Reports, please contact Karen Langpap at (780) 422-9047.

WATER SOURCE WELL ID

One of the changes created by implementation of the Registry will be that unlicensed water source well IDs will be changed to a new 11-character standard ID. This will include all shallow water wells, rivers, lakes, and other sources of surface water. Licensed water source wells will continue to report using the unique well ID assigned at licensing, but in a new 20-character format.

The Alberta Energy and Utilities Board (EUB) has created two Excel spreadsheets with a complete list of licensed and unlicensed water source wells that currently exist on the EUB database. The new water source ID will be used to submit volumetric receipts, through the Registry, effective with the September 2002 production month.

The EUB will be sending out a letter to all affected businesses, which will include a list of the unlicensed water source wells. The licensed water source well list is for reference only. If you have a well you feel should be on the unlicensed well list, and it is not there, please check to see its status on the licensed well list.

To find the links to the licensed and unlicensed water source well lists, please go to: http://www.eub.gov.ab.ca/BBS/new/projects/WaterSourceWell.htm.

Links to this site can also be found in the Getting Ready area of the Registry web site at: www.petroleumregistry.gov.ab.ca

If you have questions regarding these lists, please call the EUB's Shane Moore at (403) 297-8945.

CHANGES TO VOLUMETRIC REPORTING PROCESS

Another impact created by implementation of the Registry will be changes to how Industry reports volumetric information to the EUB and DOE. The following is a summary of EUB-related changes.

- Only the total well production volume is required to be reported by product. Identification of well production as measured or prorated will no longer be required to be reported.
- Total oil, gas, and water estimates will no longer be required to be reported.
- Battery and facility totals, plant process shrinkage, and metering difference volumes will no longer be required to be reported. The Registry will calculate these volumes and balance the facility.
- The volume received at a facility is the disposition volume of the sending facility. The sending facility does not report the disposition volume.
- The closing inventory volume is the next month's opening inventory. Opening inventory is not reported.
- Natural gas liquids must be reported in their component breakdown: C3-SP, C3-MX, etc.
- Pipeline companies will report receipts by meter station or terminal to the Registry.
- Terminal operators will submit receipt and inventory data to the Registry.

These, and other, Registry related changes, are outlined in EUB Interim Directive 2002-01 located at: www.eub.gov.ab.ca/BBS/requirements/ils/ids/id2002-01.htm

For the DOE, the change comes about in *Volumetric Reporting of In Stream Components* (ISC) in the Registry. ISC reporting is required for some volumetric activities in the Registry, as a result of the Alberta Natural Gas and Natural Gas Liquids (NGL) Royalty Framework Changes. For more information, please refer to the Department's June 2002 Information Bulletin Supplement http://www.energy.gov.ab.ca/com/Gas/Info+Bulletins/Bulletins/02-06A.htm

SECURITY OVERVIEW STATEMENT

Since Registry security is of paramount importance to the Registry team and stakeholders, a guiding principle on this project has always been "the data must be secure."

Each user will be issued a Business Associate code, user ID and a password in order to have access to their secure proprietary information.

Each company has been asked to appoint a User Security Administrator to ensure only properly vetted employees and contractors have access to secure data.

For security reasons, we cannot outline all that has been done to ensure the safety of the information in the Registry. However, a Registry Security Overview Statement has been created that deals with topics ranging from Physical Security at the Registry to Threat and Risk Assessments.

The security overview is located on the Registry web site in the Getting Ready area.