The Petroleum Registry of Alberta news

Energizing the flow of information

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Annual Allowable Costs in the Registry

Over the next year, the Petroleum Registry of Alberta (the Registry) will be implementing a number of important changes. The most significant of these is phasing the Department of Energy (DOE) Gas Royalty Annual Costs Allowance (AC) filings to a Registry-based process. Work is already underway that will see the Facility Cost Center Set-up/Change (AC1) going live in the Registry by October 2005. The AC2-5 Registry filing will be implemented by February 2006.

AC1 Defined:

Operators of Facility Cost Centres (FCC Operators) must use the AC1 to register new Facility Cost Centres, or to change the information for an existing Facility Cost Centre. The AC1 tells the DOE which type of capital assets are included in the Facility Cost Centre and who owns and operates the Facility Cost Centre. If a change in the Facility Cost Centre operator occurs, the current FCC operator must notify the DOE, through the Registry, using the Registry Concurrence Process.

While use of the Registry to file Allowable Cost data is mandatory for operators, it remains voluntary for non-operators (those who only file an AC3 or AC5). However, non-operators are strongly encouraged to use the Registry to electronically submit and retrieve their oil and gas data.

The Registry team has and continues to work closely with Industry to ensure the new functionality meets their needs and that users are aware and prepared for these changes. Industry subject matter experts are participating with the DOE in the design

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Registry Q&A

The next Petroleum Registry of Alberta Information Session will be held on Wednesday, June 22, 2005. The session will be held from 8:30 – 11:00 a.m. at the Conoco Conference Centre, located on the third floor of Gulf Canada Square.

The main focus of the session will be outlining details of phasing in Annual Allowance Costs (AC) filings to a Registry-based process (via the Gas Cost Allowance Project). Other topics to be discussed include: A mid-year review of Registry Performance Tuning Initiatives and the end of EUB Pipeline Shadow billing.

Any questions regarding these, or other, topics should be sent to the Registry offices in advance so they can be fully addressed and prioritized. Questions should be sent to Sheryl Moody at sheryl.moody@gov.ab.ca. Please indicate if your question has already been logged with the Registry Service Desk.

Space for these meetings is limited, so attendance will be capped at the first 250 individuals. To register, please contact Sheryl Moody as per the above e-mail address.

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documentation and in the preparation of training materials. Production accounting software vendors are also involved and will receive final AC1 documentation by the end of June 2005 to allow them to make the necessary changes in their systems. AC1 acceptance testing, which includes Industry representatives, begins in August 2005, and the new AC1 related training modules will be available in September 2005.

While the business rules do not change with the new filing practices, over the next few months the Registry team will focus on raising awareness of this change and developing training modules that will instruct users on how the Registry will be used to submit Allowable Cost data. More information about changes to the Annual Allowable Cost filing process (AC1-5) will be released over the next several months.

The End of EUB Pipeline Shadow Billing

The six-month shadow billing period for pipeline reporting, which ended with the May 19, 2005 filing deadline, can be deemed a success. On the first chargeable invoice, there were only three billable pipeline errors.

Within this invoice, pipeline, meter station, and some terminal operators were charged for any outstanding non-compliance fees for any errors in pipeline volumetric data to the Registry, dating back to October 2002.

Starting with the May 2005 production month (the June 20th, 2005 filing deadline), only <u>new</u> errors detected will incur a non-compliance fee. These include any current month submissions and amendments to prior months that have been submitted since the previous EUB filing deadline.

The EUB will load invoices related to compliance fees for errors, late filings, imbalances, etc., into the Ministry Invoices and Statements area of the Registry to allow industry to view details of the charges. The invoices are generally released the third working day after the EUB Volumetric Data - Deadline.

If you have any questions about this issue, please contact the EUB PA Help Desk at 403-297-8952 or fax them at 403-297-7303

Changes to the Edit Well Status Screen.

As of May 5, 2005, the Registry introduced a number of changes to the on-line Edit Well Status screens and processes (as part of the Registry Well Status Project) that allow a licensee to select the type of well status update. These changes also impact the Commingle Event screen and updating Gross Completion Intervals (GCI).

Changes to the on-line Edit Well Status screens include:

- The Edit Well Status screen now allows only one well status change at a time. This is consistent with the well status batch process.
- The edit screen also allows users to select type of change: Add, Modify, Insert, Delete, and Edit GCI. When a change type is selected a new screen is opened so information for that change can be input.
- The Commingle Event screen has been merged with the Edit Well Status screen. This allows for a well to be placed on production for the first time and commingling of other well events as part of the same update.

More information about these changes can be found on the Registry website at: *Tips/Alerts/FAQs – Tips – Infrastructure Reporting - Changes to On-line Edit Well Status Screens.*

A more detailed review of these changes can be found under the training area of the Registry website in the updated Registry Training System module 5.5b "Manage Well Status Change". Assistance can also be found in the Registry in On-line Help.

DOE Oil Business Unit (APMC) Report Enhancements.

In the next few months the DOE's Oil Business Unit will be implementing a series of new reports that will provide additional well and royalty related data through the Registry. These report enhancements come after consultation with industry representatives on ways to improve the content, format and timeliness of reporting and to make available comprehensive lists of wells in various programs, etc.

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These changes include notification through the Registry of certification statements and royalty program letters (approvals, terminations): a third tier pool listing; operator reports of wells in various programs; as well as royalty program and certification checklists. The enhancements also include providing a number of existing reports in CSV format including:

- Crude Oil Crown Royalty Statements
- Statements of royalty adjustments and transportation Allowances
- APMC/Operator/DOE reconciliation report
- Operator Royalty Delivery Confirmation report
- ORBIS wells in programs report (new)

As these report enhancements are loaded into the Registry (via the Registry's Ministry Invoice and Statement area) a broadcast message will be issued on the homepage of the Registry website. If you have any questions on these enhancements please contact David Creig at (403) 297-5480 in Calgary or Judy Boyd at (780) 422-9040 in Edmonton.

Changes to Ensure Complete Report

To reduce the amount of unnecessary processing on the Registry, and to present users with a more concise, informational report, as of June 10, 2005, the default date parameters of the user-requested Ensure Complete report have been changed to the **last two completed production months** (e.g. a report requested on June 13th, 2005 with the default parameters unchanged would bring back results for April 2005 and May 2005 production months).

Prior to this change being implemented, the default date parameters for the user-requested Ensure Complete report were set from Registry implementation (October 2002 production month) to current date.

Registry clients who wish to obtain results for a longer period of time may simply change the date parameters on the Ensure Complete report request screen to the desired time span.

For more information about this change, go to the Registry website: Tips/Alerts/FAQs – Tips – Monthly Reporting Allocations: *Changes to the Default Date Parameters of the User-requested Registry Ensure Complete Report*.

Registry Training

The Registry has been up and running since October 2002. As such, the vast majority of users are very familiar with its operation and have become comfortable with using it to 'get the job done'. To ensure continued effectiveness when using the Registry, several tools are available to assist you.

1. *The Registry Training System*: The Registry's Training System is constantly being updated and upgraded. Check your "user profile" to see which folders have turned red, as this signifies a change in the module. When you "click" the red folder, you will be taken directly to the pages that have changed. Folders only turn red for changes that are significant, so checking the status of your training folders periodically is valuable.

   If a user has not accessed their training profile for a period of time and cannot remember their password or user ID, they should contact the Registry Service Desk for assistance.
2. Registry *"Help"* button: Need help on a particular topic area? Have you tried the on-line Help functionality available in the Registry itself? Give it a try - simply click on the "Help" icon on the Registry menu bar on whatever screen you are browsing for context-specific assistance.
3. *Tips and Alerts*: Bookmark the Registry homepage on your desktop rather than to the login page. This way you will see the list of important current broadcast messages. Often the broadcast message directs users to new Tips and Alerts that they should be aware of. You can also click on the Tips and Alerts button on the homepage to review historical Tips by topic area.
4. *In-house training*: The Industry Registry Team has offered and been invited to conduct training sessions at client sites, with topics tailored to the needs of each client. Let us know if these would be of interest to you by calling the IRT through the Registry Service Desk.

The Registry team is always looking for ways to make the Registry work more effectively for users. Your ideas on how to improve this area are always welcome.

Change Leader Updates

During development of the Registry, it was determined that to properly communicate with stakeholders, each company should designate one person, a Change Leader, to act as their single point of contact regarding the Registry. These Change Leaders also act as the first contact regarding information about any changes to the Registry.

Since Registry inception, the Change Leader has remained an important part of the communication process between the Registry and its stakeholders. That is why it is very important for companies to ensure the Registry team has up-to-date contact information for their Change Leader.

This will ensure that companies, via their Change Leader, remain in the loop regarding Registry communications. In May 2005, the Registry sent out letters requesting an update of Change Leader information and we would like to thank everyone who responded to that letter. If you did not receive a letter, or have yet to update your company's Change Leader contact information, please go to the Registry website and use the "Contact Us" button to update this information.

Hours of Operation Calendar

Since implementation of the Registry, it has been standard practice to post Registry/Service Desk Hours of Operation calendars one month at a time.

In response to stakeholder requests, the "Hours of Operation" calendars will now be posted two months at a time. The next month's calendar will be posted during the first week of the current month. For example, the July 2005 Hours of Operation calendar was posted in the first week of June.

It should be noted that where changes must be made to the posted calendar, any such changes will be reflected in the Broadcast Message area of the Registry website.

Posting the Registry hours of operation two months in advance will also give users greater ability to plan their work schedules.

The Petroleum Registry of Alberta is a strategic initiative of the Alberta Ministry of Energy and the oil and gas industry of Alberta.

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To submit comments or questions about the Petroleum Registry of Alberta check out our web site at: www.petroleumregistry.gov.ab.ca

Or call our information lines at:

(403) 297-6111 (Calgary)
1-800-992-1144 (other locations)