



The Petroleum Registry of Alberta

Energizing the flow of information

VOLUME 2, ISSUE 6

JUNE 2002

REGISTRY USER SECURITY ADMINISTRATOR (USA): SET-UP PROCESS

A guiding principle of the Registry is that "the data must be secure". The Registry Team has taken every precaution to ensure that only the correct people receive access to secure data on the database. To avoid any breach, a comprehensive security system has been created to protect the confidentiality and availability of Registry data. Users must have proper authority to submit and access data.

A key component of the Registry's application security is the role of User Security Administrator (USA). Each company or individual, also known as a Business Associate (BA), who requires access to the Registry, must assign an individual to perform the role of USA for their company. The USA has the responsibility for setting up and managing security for all users of the Registry for that BA.

Before the Registry begins operation in October 2002, it must:

Collect the information for the individual assigned the role of USA. The Registry can create the initial information about the BA from existing EUB or DOE files, but does not have any information about the USA.

The Registry must then communicate the USA's Registry User ID and password back to the USA in a secure manner.

The USA Set-up Procedure

When the Registry team begins its ramp-up to implementation in the first week of September 2002, BA information, including USA information, will be the first set of data loaded into the database.

Continued on Page 3

SURVEY #2

Late last month, the Registry wrapped up its second survey of operator/producers. The first survey was completed in November of 2001. The information collected in these surveys is an invaluable resource for assisting the Registry team in identifying stakeholder concerns and Registry topics that need more communication.

While the results of Survey #2 were positive overall, there are a number of areas that will be addressed by the Registry team. One area of concern is the number of companies who have not created or approved a Registry Readiness plan. The majority of these companies indicated they had not created a readiness plan because official notification of Registry related changes had not been released by the Energy and Utilities Board (EUB) or the Department of Energy (DOE). Companies also expressed concern that their vendors would not be ready for implementation of the Registry.

Continued on Page 2

INSIDE THIS ISSUE

- 2 *Getting Ready: Fuel, Vent and Flare*
- 3 *Training News Bits*
- 3 *Royalty Payers Only: Ease of Use*
- 4 *Registry Contact Information*



SURVEY #2 – con't from Page 1

Since these concerns were expressed, the EUB has released Interim Directive 2002-01

(www.eub.gov.ab.ca/BBS/requirements/ils/ids/id2002-01.htm) that outlines the impact the Registry will have on Industry reporting to the EUB. The DOE is scheduled to release an Information Bulletin and Letter to stakeholders by the end of this month that will outline the impact the Registry will have on stakeholder reporting to the Department. If needed, additional information bulletins and letters will be released by the DOE and EUB outlining how Industry and the Ministry will work through the Registry.

With respect to vendor readiness, the Registry team has spent the past year working very closely with vendors to ensure they have the information they need to bring their systems into line with Registry functionality. The Registry has recently begun taking in both vendor and company data to test on the Registry system. The Registry team also encourages stakeholders to work closely with their vendors to make sure the system being developed meets all their Registry needs.

Survey #2 also showed that many smaller operators do not have a high understanding of the impacts of the Registry. This is because most have indicated that they have hired a Production Accounting Services Provider to handle this part of their business. Since the Registry will impact more than just production accounting, stakeholders should ensure that their service provider has completed the Registry's "Comprehensive" training course. Companies should be fully aware of all the changes created by implementation of the Registry, some of which are not in scope of service providers. More information about Registry training can be found at: www.petroleumregistry.gov.ab.ca

We would like to thank the 240 companies that took part in this survey. A shorter survey will be conducted over the next few weeks, so the Registry team can receive feedback from all industry operator/producers.

GETTING READY: FUEL, VENT AND FLARE

As the go-live date for the Registry draws closer, there are a number of issues stakeholders must be aware of and address before implementation in October 2002. One of these issues is getting ready to capture fuel, vent and flare data for reporting to the Registry. This must be done in September 2002 in order to report it to the Registry by October 18th.

There are a number of actions that stakeholders must accomplish to prepare for this change. These include:

- Determining what method will be used to capture and report the data. Will the data flow from the Field Data Capture system directly to the Registry or will it flow from the Field Data Capture system to Production Accounting system to the Registry or will field staff enter it directly into the Registry using the online function?
- Identifying all licensed compressors this data is coming from.
- Testing and implementing the method for capturing and reporting this data before final implementation.

There are also a number of reporting process changes created by the change-over to the Registry. When reporting flare, fuel and vent volumes, the location where this usage occurred must be identified. This will be done by entering the well or facility ID, or reporting ID for each occurrence. For example:

- *Well:* Enter flared and/or vented and/or fuel volume and the well ID.
 - Do not allocate volumes to a well unless the activity actually occurred at the well. (e.g. a crude oil proration battery using fuel at the compressor located at the battery location is reported as battery fuel.)
- *Reporting Facility* (crude oil battery, gas plant, etc.): If flaring or venting or fuel use occurred at more than one piece of equipment located on the same location, then report the total flared or vented or fuel volume(s) and the facility ID of the reporting facility.
- *Gas Gathering System:* You must identify the compressor station (if the compressor is licensed) where the flare or vent or fuel usage occurred. Report the activity using the reporting ID for the compressor station. If more than one compressor station is associated with the gathering system, then report for each compressor the flared, vented, or fuel volume(s). The compressor station is only reported when an activity occurred at the compressor station.

The Reporting ID for a compressor station is an 11-character ID. The new ID will have the province and facility type followed by a 7-digit number (do not include the F character). The 7-digit number will include or be the compressor station licence number.

Continued on Page 3

FUEL, VENT AND FLARE – con't from page 2

For example: the reporting ID for licence number F1234 will be ABCS0001234.

- *Small Booster Compressor/Pig Traps:* This type of equipment may not require a licence and may not be located at a well, reporting facility, or compressor station. Report any flared or vented volume at the closest upstream well, reporting facility, or compressor station.

All Registry related changes to EUB reporting are contained in EUB Interim Directive 2002-01. (See Survey #2 story for web address.)

TRAINING NEWS BITS

Stakeholders should be aware that the Registry's Training System is now called the **Registry Performance Support System**. The change reflects the fact that this system goes beyond Registry training and will offer convenient access to:

1. Industry examples of a variety of properties and how the Registry will handle them. By the end of June we will have these examples up on the system for companies that have paid their CAPP Training Invoice:
 - Dry Gas with Well, Battery and Compressor Fuel
 - Gas with Field Condensate and Plant Products
 - Oil - Battery, Custom Treater and Terminal
2. Registry Related EUB Guidelines and Information
3. DOE Information (currently under discussion).
4. In addition, the system has the capacity to make Corporate BA information available to Corporate BA users, suppliers or customers and vice versa.

CAPPA and the Registry are close to an agreement that will enable all students enrolled in the Production Accounting Program to use the Online Comprehensive Training Package within the Registry Performance Support System.

Currently, there are over 1500 users enabled on the Registry Performance Support System. The program to recover the funds CAPP forwarded to the Registry to develop the training modules is going very well. At this time, we have met our minimum cost recovery timetable.

USA SET-UP - con't from page 1

The objective of the Registry team is to collect all USA information from July 1 to August 30, 2002.

However, a system will be in place to capture any USA data that arrives from September 1st to 30th, 2002. It is very important for each BA to secure a USA ID and password. Without it, a BA will not have full access to the Registry.

The process to obtain a USA will be outlined in a letter being sent out to all BAs. The instructions for this process will also be outlined on the Registry Web site (www.petroleumregistry.gov.ab.ca) no later than July 1, 2002. If a stakeholder has not received this correspondence by the end of June, they should contact the Registry information line at (403) 297-6111 (Calgary) or 1-800-992-1144 (other locations) or e-mail petroleumregistry-energy@gov.ab.ca.

When the Registry is operational, new BA's will request a BA USA ID and Password through a Registry online function called *Request BA Application*. A BA can also manage existing BA USA information through a Registry online function called *Request a BA Change*. If a BA USA is required after the BA ID has been issued, contact the DOE's Client Registry.

Note: At the time of implementation of the Registry (Phase 1–October 2002) the general public will not have access to public data on the Registry. Only those individuals who have a legitimate business reason for using the Registry will be issued the User Security Administrator (USA) ID, which will allow them access to public and secure data in the Registry. All public information on the Registry can be obtained from existing Ministry of Energy sources, either on the Department of Energy (DOE) or Energy and Utilities Board (EUB) websites or via EUB's Data Dissemination program.

ROYALTY PAYERS ONLY

(Companies and individuals that are not operators of facilities, but do currently receive information from industry partners, or invoices, statements and other correspondence from the Department of Energy have been deemed "Royalty Payers Only" by the Petroleum Registry of Alberta)

Ease of Use

The Petroleum Registry of Alberta has been designed to make it easier for stakeholders to receive and submit data to Industry partners and the Ministry of Energy. To increase ease of use of the Registry, free "Royalty Payers Only" training

Continued on Page 4

EASE OF USE – con't from Page 3

modules are being developed and will be accessible through the Registry web site by the end of July. To obtain a training ID and password for these modules, visit the "Online Industry Training" section in the Training area of the Registry web site at www.petroleumregistry.gov.ab.ca.

A major benefit of using the Registry is eliminating paper from the process, as users will have the capability of electronically submitting and receiving data through the Registry from their computer at home or office. Royalty payers who do not have their own computer can use any computer with Internet access. One location that provides computers with Internet access to the public is the local library. Below is a list of the minimum client technical configuration for any computer used to access the Registry.

Hardware

- Pentium 133 Mhz
- 32 MB Win 95/98 or 64 MB for Microsoft Windows NT or 2000

Software

- Microsoft Windows 95/98/NT 4.0/2000/XP
- Internet Explorer 4.0+ or Netscape 4.0+ (both support 128bit encryption)
- JavaScript enabled
- Screen size 800x600

Networking

- Internet Access at 28.8 kbps or greater

There is also a minimum requirement that users of the Registry have 128-bit encryption built into their Internet browser. Without this level of encryption, a user will not be able to access the work area of the Registry.

This encryption level provides security for those using the system and the information contained in the Registry.

To ensure that your browser version has 128 bit encryption, or if you just want to upgrade your browser, we have included instructions for this upgrade.

For Netscape

Go to www.netscape.com
Click the "New Download" Button.
Click the "Netscape Communicator Series" link.
Click the "English" link.
Click the "Windows 95, 98, NT, or 2000" link.
Click the "4.79 latest version" link.
Choose either the "base" or "complete" link and click it.
Click the "Download It Now" button.
Follow the instructions on the page.

For Internet Explorer

Go to www.microsoft.com/windows/ie/default.asp
Click the "Downloads" button.
Click the "Microsoft Internet Explorer 6" link.
Click the "Go" button at the far right side of the screen.
Follow the instructions on the page.

A reminder: users must have a minimum of version four of their browser (Netscape or Internet Explorer) to use the Registry.

As a company or individual that will perform work processes, or communicate within the Registry, you must also be identified as a 'Business Associate' (BA). Any royalty payer who sends or receives information from the Ministry of Energy already has a 7 digit Royalty Client Code. These 7-digit codes will be converted into a new four-digit Business Associate code by the time of implementation. The process for this conversion will be explained in the next Registry newsletter.

To access the Registry, users will also need a User Security Administrator (USA) ID and password. For more information on this, see the "Registry User Security Administrator (USA): Set-up Process" story on page one.

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

To add your name to our electronic distribution list, please contact us at:

Monenco Place
801 – 6th Ave SW
Calgary, AB T2P 3W2
Phone: (403) 297-6111 Fax:(403) 297-3665
E-mail: petroleumregistry.energy@gov.ab.ca

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)

The material in the *Petroleum Registry of Alberta News* may be reprinted with acknowledgement.