Readiness Package for Liquid Pipelines & Terminals Using Registry "Full" Pipeline Split Reporting

Background:

In April 2007, modifications were made to the Industry pipeline split reporting capabilities of the Registry to further facilitate communication of Industry pipeline splits. Much of Industry uses the Registry split process for mandated APMC reporting, and a number of producers also load additional split information to the Registry to facilitate optional reporting to partners.

Pipeline and Terminal operators have the option of using the Registry to collect their pipeline split data. This is called the "Full" pipeline split approach. This document outlines the steps the various groups need to follow in order to report "Full" pipeline splits into the Registry when the Custody Transfer Point (CTP) Facility is a liquid (oil or LPG) pipeline or terminal.

Definitions Used in the Readiness Package:

Production Month - the month the volumes are produced and/or delivered.

Reporting Month - the month the volumes are reported. This is one month after the production month. (e.g.: February 2011 for January 2011 production).

Custody Transfer Point (CTP) Facility - the terminal or pipeline where the transfer of ownership takes place. This facility is the facility that reports the gross volume to be used in the pipeline split process. Throughout this document, a CTP facility will be referred to as "Full" Participating Pipeline and Terminal and/or Connected Non "Full" Participating Pipeline and Terminal.

Volume to be Split - the volume received by the terminal or pipeline (CTP) that must be split to shippers and owners and if necessary to purchasers. When a delivering facility operator cascades to another facility the volume cascaded will become the volume to be split at the "Cascaded to Facility".

Cascaded to Facility - a facility that delivers to another facility which then delivers the product to the "Full" Participating Pipeline or Terminal. During the pipeline split process the facility delivering the product to the pipeline or terminal will cascade the applicable (received) volume to the upstream Cascaded to Facility. The Cascaded to Facility must submit a pipeline split equal to the cascaded volume so the information is included in the pipeline split at the facility that delivered to the "Full" Participating Pipeline or Terminal.

Readiness Package Overview:

This document is meant to provide readiness instructions on how the various Industry stakeholders involved in the pipeline split process can get ready to report "Full" pipeline splits to the Registry. In this package, there is a separate set of readiness instructions for each stakeholder group. These stakeholder groups include:

1. **"Full" Participating Pipeline and Terminal Operators** – Those CTP facility operators that have chosen to use the Registry to collect their pipeline splits data for specific operated facilities.

2. **Connected Non "Full" Participating Pipeline & Terminal Operators** – Those companies that operate pipelines or terminals connected to a "Full" Participating Pipeline and Terminal but have chosen not to use the Registry's "Full" pipeline split process for their operated pipelines or terminals.

3. **Facility Operators connected or delivering to a "Full" Participating Pipeline or Terminal** – Those operators of upstream facilities (i.e. batteries, gas plants etc.) that sell their product at the "Full" Participating Pipeline or Terminals. There are two categories of upstream facilities used in pipeline splits.

   a. Facilities that deliver product directly to the "Full" Participating Pipeline or Terminal.

   b. Facilities that deliver to another facility which then delivers the product to the "Full" Participating Pipeline or Terminal. These are referred to as a "Cascaded to Facility".

4. **Non Operating Take-in-Kind Owners Delivering to a "Full" Participating Pipeline or Terminal** - Those companies that are owners in the well/property and sell their share of the product themselves to a shipper not under the operator's shipper contract and deliver to a "Full" Participating Pipeline or Terminal. These companies are listed as owners and must be associated with a shipper in the pipeline split process. In some cases the Take-in-Kind owner can be the royalty owner. For example, the APMC is the owner of the Crown oil royalty volume.

5. **Pipeline Shippers & Purchasers on/at a "Full" Participating Pipeline or Terminal** – Shippers are those companies that ship/move the product on/at the "Full" Participating Pipeline or Terminal. Shippers must always be identified in the pipeline split. Purchasers are those companies that purchase the product from the owner. Often the shipper and purchaser are the same parties in the pipeline split. In this case the purchaser does not have to be named in the pipeline split. Please note: In some cases the shipper and the owner is the same. For example, the APMC is both the shipper and the owner of the Crown oil royalty volume.

Reporting Methods:

Pipeline split data can be submitted to the Registry via online screens and/or batch files. Batch files can be created in two formats, either Comma Separated Values (CSV) or Extended Media Language (XML).

Examples/ Specifications/Templates for the CSV file formats can be found on the Registry Website – Resource Centre – Job Aids:

http://www.petroleumregistry.gov.ab.ca/PR140.asp

Contact Sheryl Moody, PRA Communications/Training Coordinator (Sheryl.moody@gov.ab.ca) for more information on the process to request the specification documents for the XML format.

Affected Stakeholders: Impact and Readiness Instructions

Impact and Readiness Instructions for…

1. *"Full" Participating Pipeline and Terminal Operators*

<u>Definition:</u> Those "Full" Participating Pipeline and Terminal Operators that have chosen to use only the Registry to collect their pipeline splits data for specific operated facilities.

<u>Impact:</u>

1. Pipeline and Terminal Operators who are considering using the Registry's "Full" pipeline split process should contact the Registry's Industry Registry Team (IRT) regarding their plans. The IRT will help the pipeline or terminal operators with the preparation required, as well as facilitate communication and training support.

2. Once the decision has been reached to use the Registry's "Full" pipeline split process "Full" Participating Pipeline and Terminal operators must modify their business processes and systems to allow communication of pipeline splits to and from the Registry.

<u>Registry Support:</u>   "Full" Participating Pipeline and Terminal Operators should contact Ann Hagedorn at 403-297-3618 or Ann.Hagedorn@gov.ab.ca during the parallel period and 6 months after implementation.

After that period all contact to the Registry should be via the Service Desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free at 1-800-992-1144.

Readiness Instructions:

<u>Communications:</u> Participating pipelines must make detailed plans and communicate to their stakeholders:

- Which facilities will be impacted.

- When the reporting change will be implemented.

- We recommend a two month parallel period where the pipeline split data is collected using both the existing and Registry "Full" pipeline split processes. This parallel period provides the Pipeline and Terminal Operators and other affected parties time to confirm their processes and systems are prepared before going live with the Registry "Full" pipeline split process.

- The enforcement of the *Form A* process, which means shippers not named on the *Form A* will be rejected if named on a pipeline split. The *Form A* enforcement process should include the recommended parallel period.

Registry Facility Infrastructure Updates:

1. In the Registry, identify/confirm which pipeline split deadline (the 1st or the 2nd) will be applicable.

   - Registry process: "Edit Facility Information".

2. In the Registry, identify the applicable facility(s) and set them to "Full" participation level effective the start of the parallel period.

   - Registry process: "Edit Facility Information"

Registry Reporting Requirements:

1. Load the *Form A* (shippers and forecasted volumes) data into the Registry starting with the parallel period. This data should be loaded prior to the end of the production month to allow the delivering operators' time to review and if necessary modify the *Form A* data.

   - Registry process: "Edit Oil/LPG Monthly Shipper List"

2. Submit the Volumetric receipt data by the 4th working day of each reporting month to ensure the Volume to be Split record is created in a timely fashion.

   - Registry process: "Edit Volumetric Submissions"
   - Registry process: "Inbox"

3. Upon completion of the parallel period, the "Full" Participating Pipeline/Terminal Operator will no longer accept pipeline split data except from the Registry. Each month, during and after the parallel period, when the deadline is reached the "Full" Participating Pipeline/Terminal Operator will receive the pipeline split data from the Registry automatically. The automatically generated report is called the *Pipeline Split CTP Operator Report*.

   - Registry process: "Inbox"

4. For each subsequent month the "Full" Participating Pipeline/Terminal Operator will:

   - Submit the Form A data prior to the end of the production month.
   - Submit the Volumetric data by the 4th working day of the reporting month.
   - Retrieve the Pipeline Split CTP Operator Report from the Registry Inbox after the deadline.

Registry Training Requirements:

1. "Full" Participating Pipeline and Terminal Operators are strongly encouraged to take the Pipeline Split Registry Training Modules available free of charge, including:

   - 4.01 – Monthly Reporting Overview
   - 4.10a&b – Manage Oil/LPG Pipeline Splits (Custody Transfer Point)

- 4.11a&b – Request Pipeline Split Reports
- 5.3a&b – Manage Facility Change

2. If you do not already have access to the Registry online training system, an application form is available on the Registry website – Resource Centre. For assistance with access and/or change of your training password please contact the service desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Impact and Readiness Instructions for…

2. Connected Non "Full" Participating Pipeline & Terminal Operators

<u>Definition:</u> Those companies that operate pipelines or terminals connected to a "Full" Participating Pipeline but have chosen not to use the Registry's "Full" pipeline split process for their operated pipelines or terminals.

<u>Impact:</u>

1. The Connected Non "Full" Participating Pipeline & Terminal Operator will be required to communicate pipeline split volumes associated with deliveries to a "Full" Participating Pipeline through the Registry.

2. Forecasted shippers and volumes (Form A data) must be communicated to the "Full" Participating Pipeline or Terminal Operator or their split volumes will be rejected by the Registry and not sent to the applicable "Full" Participating Pipeline or Terminal operator.

<u>Registry Support:</u> Connected Non "Full" Participating Pipeline and Terminal Operators should contact Ann Hagedorn at 403-297-3618 or Ann.Hagedorn@gov.ab.ca during the parallel period and 6 months after implementation.

After that period all contact to the Registry should be via the Service Desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Readiness Instructions:

<u>Communications:</u> Connected Non "Full" Participating Pipeline & Terminal Operators will need to:

- Identify which facilities will be impacted.

- Confirm when the reporting change will be implemented.

- Determine whether deadline # 1 or # 2 is applicable.

- Anticipate using the parallel period when the pipeline split data is collected using both the existing and Registry "Full" pipeline split process. During this parallel period the Connected Non "Full" Participating Pipeline & Terminal Operators and other affected parties time to confirm their processes and systems are prepared before going live with the Registry "Full" pipeline split process.

- Understand that the *Form A* process will be enforced starting with the parallel period. Enforcement of the *Form A* process means that shippers not named on the *Form A* will be rejected if named on a pipeline split.

Registry Facility Infrastructure Updates:

- No changes required. However there is a need to confirm the deadline associated with the "Full" Participating Pipeline or Terminal.

    - Registry process: "Query Facility Information"

Registry Reporting Requirements:

1. Request the _Pipeline Split Current Report_ prior to the end of the production month. This report will identify all the valid shippers and the forecasted volumes from the _Form A_ data submitted by the "Full" Participating Pipeline or Terminal Operator. If necessary the Connected Non "Full" Participating Pipeline & Terminal Operator can modify the _Form A_ data, using the existing process and submitting modifications to the "Full" Participating Pipeline or Terminal Operator prior to the end of the production month.

    - Registry process: "Submit Report Request"

2. Request the _Oil/LPG Missing/Incomplete Report_ after the 5th working day of the reporting month. This report will contain the actual volume to be split. Use the _Oil/LPG Missing/Incomplete Report_ along with the _Pipeline Split Current Report_ to calculate the pipeline split data.

    - Registry process: "Request Oil/LPG Missing/Incomplete Report"

3. Submit the pipeline split data as early as possible each reporting month. Once the pipeline split data has been calculated, the Connected Non "Full" Participating Pipeline & Terminal Operator should submit the data to the Registry prior to the applicable deadline.

    - Registry process: "Edit Oil/LPG Shipper/Owner Pipeline Split"

4. Balance the pipeline split data. The Connected Non "Full" Participating Pipeline or Terminal Operators must ensure the pipeline split data is balanced prior to the deadline being reached. Multiple requests should be made for the _Oil/LPG Missing/Incomplete Report_ until either no records are returned or all the splits listed show zero (0) for each of the Volume to be Split, the Actual Volume and the Imbalance Volume.

    - Registry process: "Request Oil/LPG Missing/Incomplete Report"

5. Upon completion of the parallel period the "Full" Participating Pipeline/Terminal Operator will no longer accept pipeline split data except from the Registry. Each month, during and after the parallel period, when the deadline is reached the Connected Non "Full" Pipeline and Terminal Operators will receive the pipeline split data from the Registry automatically. The automatically generated report is the called _Pipeline Split Operator Report_.

    - Registry process: "Inbox"

6. For each subsequent month the Connected Non "Full" Participating Pipeline and Terminal Operators will:

- Submit the *Form A* data to the "Full" Participating Pipeline or Terminal Operator prior to the end of the production month using existing non Registry processes.
- Request the *Pipeline Split Current Report* prior to the end of the production month to confirm the shippers and volumes forecasted.
- Request the *Oil/LGP Missing/Incomplete Report* to identify the applicable volume(s) to be split.
- Submit the pipeline Split data via the Registry prior to the deadline.
- Request the *Oil/LPG Missing/Incomplete Report* as often as necessary to ensure the required pipeline split data is complete at the deadline.
- Retrieve their reports from the Registry Inbox after the deadline.

Registry Training Requirements:

1. Connected Non "Full" Participating Pipeline and Terminal Operators are strongly encouraged to take the Pipeline Split Registry Training Modules available free of charge, including:

   - 4.01 – Monthly Reporting Overview
   - 4.10a&b – Manage Oil/LPG Pipeline Splits (Custody Transfer Point)
   - 4.11a&b – Request Pipeline Split Reports
   - 9.6 – Query Infrastructure

2. If you do not already have access to the Registry online training system, an application form is available on the Registry website – Resource Centre. For assistance with access and/or change of your training password please contact the service desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Impact and Readiness Instructions for…

3. Facility Operators Connected or Delivering to a "Full" Participating Pipeline or Terminal

<u>Definition:</u>   Operators of upstream facilities (i.e. batteries, gas plants etc.) that sell their product at the "Full" Participating Pipeline or Terminals. There are two categories of upstream facilities used in pipeline splits.

- Facilities that deliver product directly to the "Full" Participating Pipeline or Terminal.

- Facilities that deliver to another facility which then delivers the product to the "Full" Participating Pipeline or Terminal. These are referred to as a "Cascaded to Facility".

<u>Impact:</u>

1. All Facility Operators who are connected or delivering to a "Full" Participating Pipeline or Terminal will need to submit their pipeline split data to the Registry.

2. If their facility receives product from another facility they will need to cascade the appropriate volume to the upstream (received from) facility and ensure the Cascaded to Operator submits their split data to the Registry by the deadline.

3. Cascaded to Facility Operators will need to submit to the Registry a pipeline split in response to the cascade.

4. Forecasted Shippers and volumes (Form A data) must be communicated to the "Full" Participating Pipeline or Terminal Operator or their split volumes will be rejected by the Registry and will not be sent to the applicable "Full" Participating Pipeline or Terminal Operator.

<u>Registry Support:</u> Facility Operators Connected or Delivering to a "Full" Participating Pipeline and Terminal should contact Ann Hagedorn at 403-297-3618 or Ann.Hagedorn@gov.ab.ca during the parallel period and 6 months after implementation.

After that period all contact to the Registry should be via the Service Desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Readiness Instructions:

<u>Communications:</u> Facility Operators Connected or Delivering to "Full" Participating Pipelines and Terminals will need to:

- Identify which facilities will be impacted.

- Confirm when the reporting change will be implemented.

- Determine whether deadline # 1 or # 2 is applicable.

- Anticipate using the parallel period when the pipeline split data is collected using both the existing and new Registry "Full" pipeline split process. This parallel period ensures that all the "bugs" are worked out before going live with the Registry "Full" pipeline split process.

- Understand that the *Form A* process will be enforced starting with the parallel period. Enforcement of the *Form A* process means that shippers not named on the *Form A* will be rejected if named on a pipeline split.

Registry Facility Infrastructure Updates:

- No changes are required. However there is a need to confirm the deadline associated with the "Full" Participating Pipeline or Terminal.

    - Registry process: "Query Facility Information"

Registry Reporting Requirements:

1. Request the *Pipeline Split Current Report* prior to the end of the production month. This report will identify all the valid shippers and the forecasted volumes from the *Form A* data submitted by the "Full" Participating Pipeline or Terminal Operator. If necessary the Facility Operators Connected or Delivering to "Full" Participating Pipelines and Terminals can modify the *Form A* data, using the existing process and submitting modifications to the "Full" Participating Pipeline or Terminal Operator prior to the end of the production month.

    - Registry process: "Submit Report Request"

2. Request the *Oil/LPG Missing/Incomplete Report* after the 5th working day of the reporting month. This report will contain the actual volume to be split. Use the *Oil/LPG Missing/Incomplete Report* along with the *Pipeline Split Current Report* to calculate the pipeline split data.

    - Registry process: "Request Oil/LPG Missing/Incomplete Report"

3. Submit the pipeline split data as early as possible each reporting month.

    Directly Delivering Facility Operators: If you receive product from another facility submit the Cascaded to volume as soon as possible so the Cascaded to Facility Operator can submit their portion of the pipeline split data. Multiple submissions of the pipeline split data is preferred to one single submission on the last day.

    Cascaded to Facility Operators: Each Cascaded to Facility Operator should report their own pipeline splits into the Registry. Cascaded to Facility Operators cannot report their splits until the directly delivering facility operator has created the Cascade to Facility's Volume to be Split.

    - Registry process: "Edit Oil/LPG Shipper/Owner Pipeline Split"

4. Balance the pipeline split data. Facility Operators Connected or Delivering to "Full" Participating Pipelines and Terminals must ensure the pipeline split data is

balanced prior to the deadline being reached. Multiple requests should be made for the *Oil/LPG Missing/Incomplete Report* until either no records are returned or all the splits listed show zero (0) for each of the Volume to be Split, the Actual Volume and the Imbalance Volume.

- Registry process: "Request Oil/LPG Missing/Incomplete Report"

5. Upon completion of the parallel period the "Full" Participating Pipeline/Terminal Operator will no longer accept pipeline split data except from the Registry. Each month, during and after the parallel period, when the deadline is reached the Facility Operators Connected or Delivering to "Full" Participating Pipelines and Terminals will receive the pipeline split data from the Registry automatically. The automatically generated report is called the *Pipeline Split Operator Report.*

- Registry process: "Inbox"

6. For each subsequent month the Facility Operators Connected or Delivering to "Full" Participating Pipelines and Terminals will:

- Submit the *Form A* data to the "Full" Participating Pipeline or Terminal Operator prior to the end of the production month using existing non Registry processes.
- Request the Pipeline Split Current Report prior to the end of the production month to confirm the shippers and volumes forecasted.
- Request the Oil/LGP Missing/Incomplete Pipeline Split Report to identify the applicable volume(s) to be split.
- Submit the Pipeline Split data, via the Registry, prior to the deadline.
- Request the Oil/LPG Missing/Incomplete Report as often as necessary to ensure the required pipeline split data is complete at the deadline.
- Retrieve their reports from the Registry Inbox.

Registry Training Requirements

1. Facility Operators Connected or Delivering to a "Full" Participating Pipeline or Terminal are strongly encouraged to take the Pipeline Split Registry Training Modules available free of charge, including:

- 4.01 – Monthly Reporting Overview
- 4.03a&b – Manage Oil/LPG Pipeline Splits (Delivering Facility Operators)
- 4.11a&b – Request Pipeline Split Reports
- 9.6 – Query Infrastructure

2. If you do not already have access to the Registry online training system, an application form is available on the Registry website – Resource Centre. For assistance with access and/or change of your training password please contact the service desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Impact and Readiness Instructions for…

4. Non-Operating Take-in-Kind Owners Delivering to a "Full" Participating Pipeline or Terminal

Definition: Those companies that are owners in the well/property and sell their share of the product themselves to a shipper not under the operator's shipper contract and deliver to a "Full" Participating Pipeline or Terminal. These companies are listed as owners and must be associated with a shipper in the pipeline split process. In some cases the take-in-kind owner can be the royalty owner. For example, the APMC is the owner of the Crown oil royalty volume.

Impact:

1. Non-Operating Take-in-Kind Owners will look to Registry reports to get information concerning their share of deliveries to "Full" Participating Pipelines and Terminals.

2. Some of these Non-Operating Take-in-Kind Owners may not currently have Registry access or have a USA set-up and will need to apply for this access and receive additional training over and above current Registry users.

Readiness Instructions:

Communications: Non Operating Take–in-Kind Owners that deliver to "Full" Participating Pipelines and Terminals will need to:

- Identify which facilities will be impacted.

- Confirm when the reporting change will be implemented.

- Determine if Registry access exists.

- Anticipate receiving reports during the parallel period when the pipeline split data is collected using both the existing and new Registry "Full" pipeline split process. This parallel period ensures that all the "bugs" are worked out before going live with the Registry "Full" pipeline split process.

- Understand that the Form A process will be enforced starting with the parallel period. Enforcement of the Form A process means that shippers not named on the Form A will be rejected if named on a pipeline split.

Registry Facility Infrastructure Updates:

- No changes required. However if the Non Operating Take-in-Kind Owner does not have Registry access they should make an application for access.

  - Registry process: Apply for Access

Registry Reporting Requirements:

1. Upon completion of the parallel period the "Full" Participating Pipeline/Terminal Operator will no longer accept pipeline split data except from the Registry. Each month, during and after the parallel period, when the deadline is reached the Non Operating Take-in-Kind Owners Delivering to "Full" Participating Pipelines and Terminals will receive the pipeline split data from the Registry automatically. The automatically generated report is called the *Pipeline Split Owner Report.*

    *   Registry process: "Inbox"

2. For each subsequent month the Non Operating Take-in-Kind Owners Delivering to "Full" Participating Pipelines and Terminals will:

    *   Retrieve their reports from the Registry Inbox.

Registry Training Requirements:

1. Non Operating Take-in-Kind owners delivering to a "Full" Participating Pipeline and Terminal are strongly encouraged to take the Pipeline Split Registry Training Modules available free of charge, including:

    *   4.01 – Monthly Reporting Overview
    *   4.10a&b – Manage Oil/LPG Pipeline Splits (Delivering Facility Operator)
    *   4.11a&b – Request Pipeline Split Reports
    *   5.3a&b – Manage Facility Change

2. If you do not already have access to the Registry online training system, an application form is available on the Registry website – Resource Centre. For assistance with access and/or change of your training password please contact the service desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free 1-800-992-1144.

Impact and Readiness Instructions for…

5. Pipeline Shippers & Purchasers on/at a "Full" Participating Pipeline or Terminal

Definition: Shippers are those companies that ship/move the product on the "Full" Participating Pipeline or at the "Full" Participating Terminal. Shippers must always be identified in the pipeline split. Purchasers are those companies that purchase the product from the owner. Often the shipper and purchaser are the same parties in the pipeline split. In this case the purchaser does not have to be named in the pipeline split. Please note: In some cases the shipper and the owner is the same. For example, the APMC is both the shipper and the owner of the Crown oil royalty volume.

Impact:

1. Shippers & Purchasers will look to Registry reports to get information concerning their share of deliveries to participating pipelines.

2. Some of these shippers and purchasers may not currently be Registry BA's and will need to be identified, communicated with, apply for BA status, set-up a USA and receive additional training over and above current Registry users.

Readiness Instructions:

Communications: Shippers and Purchasers that are on or at a "Full" Participating Pipeline or Terminal will need to:

- Identify which facilities will be impacted.

- Confirm when the reporting change will be implemented.

- Determine if Registry access exists.

- Anticipate receiving reports during the parallel period when the pipeline split data is collected using both the existing and new Registry "Full" pipeline split process. This parallel period ensures that all the "bugs" are worked out before going live with the Registry "Full" pipeline split process

- Understand that the *Form A* process will be enforced starting with the parallel period. Enforcement of the *Form A* process means that shippers not named on the *Form A* will be rejected if named on a pipeline split.

Registry Facility Infrastructure Updates:

1. No changes required. However if the Shipper or Purchaser does not have Registry access they should make an application for access.

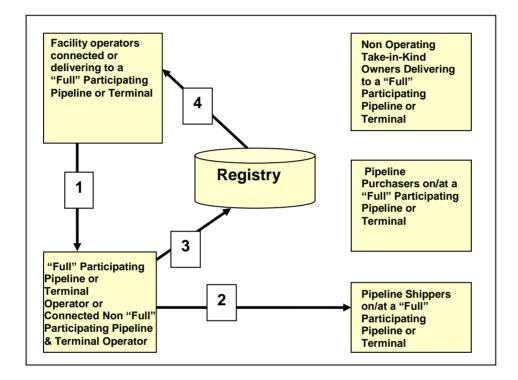   - Registry process: Apply for Access

Registry Reporting Requirements:

1. Upon completion of the parallel period the "Full" Participating Pipeline/Terminal Operator will no longer accept pipeline split data except from the Registry. Each month, during and after the parallel period, when the deadline is reached the Pipeline Shippers and Purchasers on or at a "Full" Participating Pipelines and Terminals will receive the pipeline split data from the Registry automatically. The automatically generated report is called the *Pipeline Split Shipper/Purchaser Report*.

   - Registry process: "Inbox"

2. For each subsequent month the Shippers and Purchasers on/at a "Full" Participating Pipeline or Terminal will:

   - Retrieve their reports from the Registry Inbox.

Registry Training Requirements:

1. Pipeline shippers and purchasers on/at a "Full" Participating Pipeline and Terminal are strongly encouraged to take the Pipeline Split Registry Training Modules available free of charge, including:

   - 4.01 – Monthly Reporting Overview
   - 4.11a&b – Request Pipeline Split Reports
   - 5.3a&b – Manage Facility Change

2. If you do not already have access to the Registry online training system, an application form is available on the Registry website – Resource Centre. For assistance with access and/or change of your training password please contact the service desk at petroleumregistry.energy@gov.ab.ca, 403-297-6111 or toll free at 1-800-992-1144.
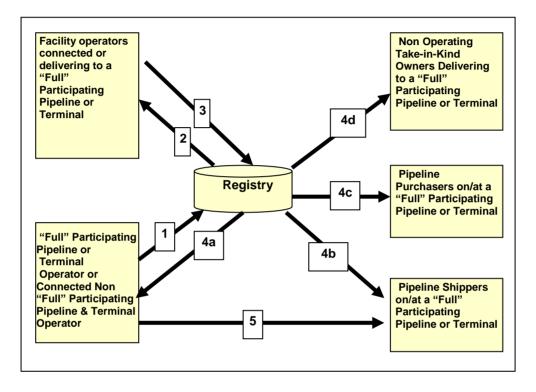
APPENDIX 1
PIPELINE SPLIT PROCESS FLOW CHARTS

Registry Form A Process
Prior to and During the Production Month

1. The Delivering Facility Operator calculates the forecasted volumes and reports the volumes for each shipper to the Pipeline or Terminal Operator via fax or electronically on a Form A.

2. The Pipeline or Terminal Operator reports Form A forecasted volumes to the Shippers.

3. The Pipeline or Terminal Operator reports the Form A forecasted volumes and shippers to the Registry.

4. The Delivering Facility Operator can request the "Pipeline Split Current Report" which will identify all the valid shippers and the forecasted volumes from the Form A data submitted by the Pipeline or Terminal Operator.

"Full" Liquids Pipeline Splits Process
During the Reporting Month

1. The "Full" Participating Pipeline or Terminal (CTP) Operator reports the volume to be split to the Registry.

2. The Delivering Facility Operator retrieves the pipeline split data provided by the CTP operator in Step 1 from the Registry using the "Pipeline Split Current" report.

3. The Delivering Facility Operator calculates the pipeline split and reports the volume for each shipper, owner and cascaded facilities and optionally the purchaser and well/stream ID information to the Registry online, or by batch using the PLSPLIT file.

   - The cascaded to facility operator must also complete this step.
   - The delivering and cascaded to facility operators should run the Oil/LPG Missing/Incomplete report to ensure all splits are submitted by the deadline.

4. The Registry creates reports for the CTP facility operators, the Delivering (including cascaded to) facility operators, shippers, purchasers and owners. These reports are automatically distributed to these parties after the deadline and may also be requested at any time.

5. Following the above Registry processes, the CTP operator will provide the Shipper Balance data to Shippers outside the Registry.