# ALBERTA REPORTING CALENDAR

## September 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 1 | **Labour Day (Closed)** 2 | 3<br>**M1)** APMC Reconciliation & Preliminary Over/Under Delivery Penalty Reports<br>**M2)** Natural Gas Liquids Price Reporting Deadline | 4 | 5 | 6<br>**M3)** Oil and LPG Receipt Volumes<br>**M4)** GCI Status of Review Report | 7 |
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| 29 | 30<br>**M32)** DOE Oil Approval &/or Termination Letters for Royalty Programs<br>**M33)** DOE Oil Royalty Program Report<br>**M34)** APMC Forecast Confirmation Report<br>**M35)** DOE Gas Royalty Invoice<br>**M36)** NGL Pricing Missing Incomplete Report (Warning)<br>**M37)** APMC Oil Forecast Report<br>**M42)** APMC Equalization Invoice Deadline<br>**G2)** EPAP Declaration Submission | | | | | |

Updated May 17, 2019

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
|---|---|---|---|---|---|---|
| **A1** | Allowable Costs AC1 (Facility Cost Centre Set-up/Change) | Deadline | An AC1 is filed by the FCC operator, as required. However, application for a new FCC is due on or before March 1st of the year following the production year in which the new FCC commences operation. There is no late penalty since a submission is not always required. | N/A | N/A | N/A |
| **A2** | Allowable Costs AC2 (Operating and Capital Cost Allowance) | Deadline | An AC2 must be filed on or before May 31st of the year following the production year to which the form pertains. Failure to file the AC2 by its due date incurs a penalty of $100 per month, or part of a month, until the form is received. | N/A | N/A | N/A |
| **A3** | Allowable Costs AC3 (Capital & Operating Cost Allowance Reallocation) | Deadline | An AC3 must be filed on or before June 10th of the year following the production year to which the form pertains. Capital cost and custom processing volume reallocations will be made as an annual adjustment at any point during the year. There is no late penalty since a submission is not always required. | N/A | N/A | N/A |
| **A4** | Allowable Costs AC5 (Custom Processing Fees Paid) | Deadline | An AC5 must be filed on or before June 10th of the year following the production year to which the form pertains. Failure to file the AC5 by its due date incurs a penalty of $100 per month, or part of a month, which is calculated from the date when the form is received. | N/A | N/A | N/A |
| **G1** | DOE Gas Royalty Invoice Cycle | N/A | The cycle generally occurs from the 11th to 21st of each month (including non-business days). However, it can vary by 1-2 days, depending on the month. Any FCC changes submitted during this time will be processed by Petrinex, but will be held by the DOE until the cycle is complete, at which time they will be processed in the order the changes were initially submitted. | N/A | N/A | N/A |
| **G2** | EPAP Declaration | Deadline | If your company's declaration month is July, you are required to submit your EPAP Declaration to AER by the last calendar day of the month. | July 2019 | **21:00 – 30th - Monday** | N/A |
| **G3** | EPAP Declaration Non-Compliance Report - Warning | Warning | Five business days prior to the EPAP Declaration Submission deadline (Item G2), Petrinex will perform algorithms to identify any declarations not submitted for "Incomplete", "Complete" and "Open" statuses.<br>The EPAP Declaration Non-compliance Report is also available on request.<br>Note: A final EPAP Non-Compliance Report will be run after the EPAP Declaration Deadline and will identify all past due declarations. | July 2019 | 21:00 – 23rd – Monday | 06:00 – 24th - Tuesday |
| **M1** | APMC Reconciliation and Preliminary Over/Under Delivery Penalty Reports | Input | The APMC enters the result of their internal reconciliation process and preliminary penalty calculations for over/under-delivery and failure-to-submit overdelivery claim reports, into Petrinex. | July 2019 | N/A | 06:00 – 3rd - Tuesday |
| **M2** | Natural Gas Liquids Price Reporting Deadline | Deadline | This is the date when all NGL price information must be in Petrinex. | July 2019 | **21:00 – 3rd - Tuesday** | Extract to DOE |
| **M3** | Oil and LPG Receipt Volumes | Deadline | This is the date when all oil and LPG pipeline receipt volumes necessary for a pipeline split should be complete and in Petrinex. | August 2019 | **21:00 – 6th – Friday** | N/A |
| **M4** | GCI Status of Review Report | Report | Two weeks prior to the deadline for volumetric and waste management data submissions, Petrinex will generate for the licensee a report of wells where the GCI status remains set to 'REVIEW'. As per Directive 059: *Well Drilling and Completion Data Filing Requirements*, the AER continues to review and will set the GCI status to 'CONFIRMED' if it agrees with the GCI values or 'REVIEW' if further review is deemed necessary. The licensee of the well has fifteen calendar days from the day the status is set to 'REVIEW' and correct any errors that July exist.<br>The report can also be generated by the licensee at any time during the month. | N/A | 21:00 - 5th - Thursday | 06:00 - 6th - Friday |

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
|---|---|---|---|---|---|---|
| **M5** | Gas Receipt Volumes | Deadline | This is the date when all gas pipeline receipt volumes necessary for a pipeline split should be complete and in Petrinex. | August 2019 | **21:00 – 9th – Monday** | N/A |
| **M6** | AER Enforcement Action Review | Deadline | The last day a client can submit a request to the AER for a review regarding volumetric deficiencies. A request for noncompliance reviews is required 15 calendar days after release of the Notice of Noncompliance – Noncompliance Fees. | July 2019 | | N/A |
| **M7** | Oil/LPG Pipeline Splits Deadline # 1 | Deadline | This is the date when oil and LPG pipeline splits (including APMC volumes) must be complete and in Petrinex for those custody transfer point facilities (terminals and pipelines) that are flagged in infrastructure with the 1st deadline.<br>Also called "Operator to Feeder Pipeline" deadline on the APMC calendar. | August 2019 | **21:00 – 12th – Thursday** | 06:00 – 13th – Friday for Industry named on Full CTP facility splits |
| **M8** | Missing/Incomplete Oil/LPG Pipeline Splits Warning | Notice | A notice to delivering facility operators for splits associated with CTP facilities, flagged as "Full" participation level, prior to the oil/LPG pipeline split deadline warning of incomplete splits. | August 2019 | 21:00 – 11th – Wednesday | 06:00 – 12th – Thursday |
| **M9** | Oil/LPG Pipeline Splits Deadline # 2 | Deadline | This is the date when oil and LPG pipeline splits (including the APMC volumes) must be complete and in Petrinex for those custody transfer point facilities (terminals and pipelines) that are flagged in infrastructure with the 2nd deadline.<br>Also called "Operator to Trunkline Pipeline: deadline on the APMC calendar. | August 2019 | **21:00 – 13th – Friday** | 06:00 – 14th – Saturday for Industry named on Full CTP facility splits |
| **M10** | APMC Royalty Volume Splits & Transportation Allowance Claims | Deadline | This is the date by which all royalty volume splits and transportation allowance claims for the current month production must be in Petrinex. | August 2019 | **21:00 – 13th – Friday** | Extract to APMC |
| **M11** | Production Allocation Discrepancy Report - Preliminary | Notice | Prior to the allocation deadline Petrinex will generate a report showing the volume discrepancy (both over and under) between volumetrics and the stream allocation for a given production month and stream. This will act as a preview of the final report.<br>This report can also be ran on-demand as required. Note: the on-demand report will include all data up to and including the previous day's submissions. | N/A | 21:00 – 7th - Saturday | 06:00 - 9th – Monday |
| **M12** | DOE: SAF/OAF Ensure Complete Report - Warning | Notice | Prior to the deadline date for final SAF/OAF and volumes filings, the DOE (MRIS gas royalty) will scan all the data submitted to Petrinex and identify missing allocations associated with gas & gas by-products crown royalties. As well, the DOE will identify situations of unbalanced meter station facilities. It will then send a SAF/OAF Ensure Complete report to the facility or common stream operator responsible for the missing allocations or unbalanced volume record. | July 2019 | 21:00 – 7th - Saturday | 06:00 – 9th – Monday |
| **M13** | DOE Gas Royalty Statement of Account | Input | This is the date the DOE will enter the Royalty Payer Statement of Account relating to the gas crown invoice payable at the end of the month. | | N/A | 06:00 – 9th - Thursday |
| **M14** | DOE Allocation Reporting Deadline | Deadline | This is the date all SAFs and OAFs and volumes, energy and ISC's associated with gas & gas by-products crown royalties must be in Petrinex. This is also the cut-off for any amended volumetric data submissions to be included in invoice calculations for the applicable production month. | July 2019 | **21:00 – 10th – Tuesday** | Extract to DOE |
| **M15** | AB Crown Shippers' Balance Missing & Imbalance Report - Warning | Warning | Prior to the deadline for AB Crown Shippers' Balance submissions Petrinex will perform monthly algorithms to identify imbalances with the reporting of Shippers' Balance Facility Transfers and to identify missing Shippers' Balance submissions.<br>The AB Crown Shippers' Balance Missing & Imbalance Report is available on request by facility operators at any time during the month. | August 2019 | 18:30 – 15th - Sunday | 06:00 – 16th – Monday |

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
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| **M16** | Production Allocation Discrepancy Report | Notice | On the allocation deadline Petrinex will generate a report showing the volume discrepancy (both over and under) between volumetrics and the stream allocation for a given production month and stream. | N/A | 21:00 - 10th - Tuesday | 06:00 - 11th - Wednesday |
| **M17** | AB Crown Shippers' Balance Reporting Deadline | Deadline | This is the date when all DOE Crown Shippers' Balance information must be in Petrinex.<br>Also called "Pipeline to Shipper" deadline on the APMC calendar. | August 2019 | **21:00 – 17th – Tuesday** | Extract to DOE |
| **M18** | Gas Pipeline Splits | Deadline | This is the date when all gas pipeline splits must be complete and in Petrinex. | August 2019 | | N/A in Petrinex |
| **M19** | AER Volumetric & Waste Management Noncompliance Warnings | Notice | Prior to the deadline for volumetric and waste management data submissions Petrinex will perform the monthly volumetric algorithms on all facilities. These will include facility balancing, metering difference calculations, etc. Any instances of missing data or errors outstanding (including ISC related errors) would be communicated to the appropriate facility operator. The noncompliance reports will come in two separate reports, one for volumetric and one for waste plant reporting. The task will also be available on request by facility operators at any time during the month. | August 2019 | 21:00 – 18th – Wednesday | 06:00 – 19th – Thursday |
| **M20** | AER Volumetric Data & Waste Management Reporting Deadline | Deadline | This is the date when all volumetric and waste management data must be in Petrinex. | August 2019 | **18:30 – 20th – Friday** | Extract to DOE & AER |
| **M21** | DOE Crown Oil Royalty Inventory Deadline | Deadline | This is the date when all Crown Oil Royalty Inventory submissions must be complete and in Petrinex | August 2019 | **18:30 – 20th – Friday** | Extract to DOE |
| **M22** | AB Crown Shippers' Balance – Crown Splits Imbalance Report – Warning | Warning | Prior to the deadline for AB Crown Shippers' Balance submissions Petrinex will perform monthly algorithms to identify imbalances between Shippers' Balance Receipts and Crown Splits/TAOC records.<br>The AB Crown Shippers' Balance Crown Splits Imbalance Report is available on request by facility operators at any time during the month. | August 2019 | 21:00 – 18h - Wednesday | 06:00 – 19th – Thursday |
| **M23** | Crown Royalty Delivery Reporting Deadline | Deadline | This is the date that all Crown Royalty delivery information must be in Petrinex.<br>Also called the "Shipper to Buyer" deadline on the APMC calendar. | August 2019 | **18:30 – 20th - Friday** | Extract to APMC |
| **M24** | AER Mineable Oil Sands Noncompliance Warning | Notice | Prior to the deadline for mineable oil sands data submissions Petrinex will perform the monthly volumetric algorithms on all facilities. These will include facility balancing, metering difference calculations, etc. Any instances of missing data or errors outstanding would be communicated to the appropriate facility operator. The task will also be available on request by facility operators at any time during the month. | August 2019 | 21:00 - 19th – Thursday | 06:00 – 20th – Friday |
| **M25** | AER Mineable Oil Sands Reporting Deadline | Deadline | This is the date when all mineable oil sands data must be in Petrinex. | August 2019 | **21:00 – 23rd – Monday** | Extract to AER |
| **M26** | AER EPAP Information | Notice | On the AER Volumetric Data and Waste Plant Reporting Deadline (Item O), Petrinex will run a number of processes to provide Industry with the following information related to Industry's EPAP requirements.<br>• EPAP CAI Reporting Available<br>• EPAP Declaration Available<br>• EPAP Declaration Reminder | N/A | 18:30 – 20th – Friday | 06:00 – 21st - Saturday |
| **M27** | Industry: SAF/OAF Ensure Complete Report - Warning | Notice | Prior to the industry deadline date for SAF/OAF filings, Petrinex will scan all the data submitted and identify missing allocations associated with gas & gas by-products crown royalties. It will then send a notification to the operator responsible for the missing allocations. | August 2019 | 21:00 – 19th - Thursday | 06:00 – 20th - Friday |

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
|---|---|---|---|---|---|---|
| **M28** | AER Notice of Noncompliance – Noncompliance Fees | Input | The AER will load invoices relating to noncompliance fees for errors, late filings, imbalances, etc., into Petrinex to allow industry to view details of the charges. | August 2019 | N/A | 06:00 – 25th - Wednesday |
| **M29** | APMC Financial Processing Package including Penalty Adjustments | Input | The APMC enters the result of all financial adjustments including transportation allowance claims and interest or penalty charges net of adjustments. | August 2019 | N/A | 06:00 – 25th – Wednesday |
| **M30** | SAF/OAF Complete for Industry Reporting | Deadline | This is the date all SAFs and OAFs should be filed in order to meet industry-reporting needs. This date is the 25th day of the month following production. This date would not be subject to ministry enforcement but industry meetings have determined that the maximum benefit to industry can be realized if all the SAFs and OAFs are in place for Industry's Cheque Exchange Day (the 25th). | August 2019 | | N/A in Petrinex |
| **M31** | DOE Oil Crown Royalty Statements | Input | The RAM system of the DOE will load the results of the Crown oil royalty calculations into Petrinex. Facility operators July view/download the data associated with their operated facilities. (This same information will be loaded directly by MRS into the APMC system without going through Petrinex.) | August 2019 | N/A | 24:00 – 27th - Friday |
| **M32** | DOE Oil Approval &/or Termination Letters for Royalty Programs | Input | The final day of the month the DOE will ensure the royalty program letters are available on Petrinex. Note: the letters July be available earlier in the month. | August 2019 | N/A | 24:00 – 30th – Monday |
| **M33** | DOE Oil Royalty Program Report | Input | The final day of the month the DOE will ensure the royalty program (including MRF) reports are available on Petrinex. Note: the letters may be available earlier in the month. | August 2019 | N/A | 24:00 – 30th - Monday |
| **M34** | APMC Forecast Confirmation Report | Input | This is the date when the APMC enters the comparison of Crown royalty forecast volumes to actual Crown royalty Deliveries. | August 2019 | N/A | 06:00 – 30th - Monday |
| **M35** | DOE Gas Royalty Invoice | Input | The final day of the month is the last date the DOE has to enter the MRIS Crown royalty gas invoice and details into Petrinex. Note: the invoice may be available earlier in the month. | July 2019 | N/A | 24:00 – 30th - Monday |
| **M36** | NGL Pricing Missing Incomplete Report (Warning) | Notice | Prior to the NGL price reporting deadline date Petrinex will scan all the data submitted and compares current submissions to the previous month submissions and lists any potentially missing or incomplete data. | July 2019 | 21:00 – 28th – Saturday | 24:00 – 30th - Monday |
| **M37** | APMC Oil Forecast Report | Report | This report is being made available to Industry as part of the Oil Forecast Tool Project that is being introduced to Petrinex. This report is being made available as a "temporary risk mitigation measure" by the APMC and will continue to be available once the Oil Forecast Tool is released for a period of time to facilitate the transition to the Oil Forecast Tool.<br>For more information on how to use this report see the Job Aid published on the Petrinex Website – Initiatives – APMC/Industry Conventional Oil Forecasting Tool Project, or contact the APMC directly.<br>Note: the report may be available earlier in the month. | Forecast Month – November 2019 | N/A | 06:00 – 30th - Monday |
| **M38** | APMC Invoice Discrepancy Report – Warning | Warning | Prior to the deadline for Single Shipper and Tariff (SSI/TRF) Invoice submissions Petrinex will identify discrepancies between the Single Shipper Invoice Submissions and the Shippers' Balance Submissions and the Tariff Invoice Submissions and the Shippers' Balance Submissions..<br>The Invoice Discrepancy Report is available on request by facility operators at any time during the month and can be run for the SSI, TRF, EQ or All invoice types. | August 2019 | 21:00 – 18th – Wednesday | 06:00 – 19th – Thursday for Industry |

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
|---|---|---|---|---|---|---|
| **M39** | APMC Single Shipper Invoice Deadline | Deadline | This is the date that all Single Shipper Pipeline/Terminal or Custom Treating facility operators must report the Single Shipper Invoice information in Petrinex.<br>Also called the "Shipper to Buyer" deadline on the APMC calendar. | August 2019 | **18:30 – 20th – Friday** | Extract to APMC |
| **M40** | APMC Tariff Invoice Deadline | Deadline | This is the date that all Open Access Pipeline/Terminal or Custom Treating facility operators must report the Tariff Invoice information in Petrinex.<br>Also called the "Shipper to Buyer" deadline on the APMC calendar. | August 2019 | **18:30 – 20th – Friday** | Extract to APMC |
| **M41** | APMC Invoice Discrepancy Report – Warning | Warning | Prior to the deadline for Equalization (EQ) Invoice submissions Petrinex will perform monthly algorithms to identify discrepancies between the Equalization Invoice Submissions and the Shippers' Balance Submissions.<br>The Equalization Invoice Discrepancy Report is available on request by facility operators at any time during the month and can be run for the SSI, TRF, EQ or All invoice types.. | August 2019 | 21:00 – 26th – Thursday | 06:00 – 27th – Friday for Industry |
| **M42** | APMC Equalization Invoice Deadline | Deadline | This is the date that all Open Access Pipeline/Terminal or Custom Treating facility operators must report the Equalization Invoice information in Petrinex. | August 2019 | **21:00 – 30th – Monday** | Extract to APMC |
| **M43** | Initialize Forecast Month and Generate Oil Forecast Data | Process | On approximately the 26th day of the month, Petrinex will initialize the forecast month two months in advance as per availability of APMC Par Price. Petrinex will generate the Gross and Crown forecast volumes at the facility and well event level. Once the Gross and Crown forecast volumes for all facilities are generated, they are available for online edit and query. The OFT-Gross and Crown Forecast Report can be retrieved by Industry and/or their marketing systems using the Submit Report Request functionality.<br>Note: Whenever forecasts are generated they are calculated against all current available information (e.g. par price, royalty attributes, volumetric submissions, etc.). | Forecast Month: November 2019 | 21:00 – 26th - Thursday | 06:00 – 27th – Friday for Industry |
| **M44** | D&C Costs Non-Compliance Report – Warning (Monthly) | Warning | Note: As of January 1, 2019, the requirement to submit cost estimates will be removed for all 2019 wells with an active status. Wells with an active status in 2019 or earlier will still be required to have cost estimates submitted by the respective deadline. – for more information see DOE Information Bulletin 2019-01<br>Prior to the monthly deadline for estimated Drilling and Completion Cost submissions Petrinex will perform algorithms to identify incomplete or missing data in the Drilling & Completion Cost submissions.<br>Non-Compliance errors will be split into DCC**A** (Annual) and DCC**M** (Monthly) versions of error messages.<br>The D&C Costs Non-Compliance Report is also available on request. Note: A D&C Costs Non-Compliance Report – Final (Monthly) will be run after the D&C Drilling Costs Deadline and will identify all estimated missing and incomplete drilling and completion costs. | N/A | 21:00 – 26th - Thursday | 06:00 – 27th – Friday |
| **M45** | D&C Costs Shadow Billing Report | Final | Petrinex will generate the D&C Costs Shadow Billing Report which will provide the recipient's notification of potential DOE financial costs/fees associated with Drilling & Completion Non-Compliance.<br>Note: This is for informational purposes only. | N/A | No longer available – has been replaced with D&C Costs Non-Compliance Report – Final (Monthly)<br>See line item 44 | |
| **M46** | D&C Costs Non Compliance Report – Warning (Annual) | Warning | Prior to the annual deadline for final Drilling and Completion Cost submissions Petrinex will perform algorithms to identify incomplete or missing data in the Drilling & Completion Cost submissions.<br>Non-Compliance errors will be split into DCC**A** (Annual) and DCC**M** | N/A | N/A | N/A |

| New # | Name | Type | Description | Production Month | Time of Submission/ Deadline cutoff | Report/ Invoice Available |
|---|---|---|---|---|---|---|
| | | | (Monthly) versions of error messages.<br>The D&C Costs Non-Compliance Report is also available on request.<br>Note: A D&C Costs Non-Compliance Report – Final (Annual) will be run after the D&C Drilling Costs Deadline and will identify all final missing and incomplete drilling and completion costs. | | | |
| **M47** | D&C Final Costs Deadline | Deadline | This is the date that all final Drilling and Completion costs must be reported in Petrinex. | N/A | N/A | N/A |
| **M48** | IOGC GCA Submission Deadline | Deadline | This is the date that all IOGC GCA Submissions must be reported in Petrinex. | N/A | N/A | N/A |