



# Learning Aid: British Columbia Spreadsheet Upload Specifications



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## Reference Materials

This Learning Aid is intended as a supplement to the Learning Centre Training Modules. The following training modules will provide you with additional information on Petrinex reporting practices:

- 5.01 Manage Volumetric Submissions
- 5.02 Manage Volumetric Submissions for Meter Stations
- 5.03 Manage Volumetric Submissions for Batteries and Injection Facilities
- 5.04 Manage Volumetric Submissions for Gas Plants and Gathering Systems
- 5.05 Manage Volumetric Submissions for Terminals
- 5.07 Manage Waste Plant Submissions
- 5.09 Manage Oil/LPG Pipeline Splits
- 5.12 Manage Allocations – SOV/SAF/OAF
- 5.16 Manage Oil Valuation – Royalty/Tax Payer
- 5.17 Manage Oil Valuation - Purchaser
- 6.12 Manage Royalty Tax Payer Submissions
- 7.13 Manage Royalty Tax Payer Reports
- 7.08 Net Profit Allowable Costs
- 7.09 Manage PCOS Equipment
- 7.10 Manage PCOS Submission
- 7.11 Manage BC Allowable Costs Submission
- 7.12 Manage BC Allowable Costs Reports



## Introduction

There are two main ways that you can submit monthly data to Petrinex. You can submit data:

- **Online:** Petrinex's online pages allow you to enter data that is reported to Petrinex.
- **Batch upload:** In a batch submission, you create data in your internal system, and then upload it to Petrinex. The standard for batch file submission is XML (Extensible Markup Language). You can also create your data in spreadsheets and upload this data directly to Petrinex. You can only upload data created within a spreadsheet if that data is saved as a CSV (Comma Separated Values) file.

You may upload data in spreadsheets for the following work processes:

- **Volumetrics** – you submit mandatory information as required by the BC Oil and Gas Commission (Commission).
- **Allocations** – you submit mandatory allocations and are encouraged to submit optional industry-to-industry reporting. Allocations can be submitted in the following format.
  - Combined SAF/OAF allocation with volumes
    - Note: The owner (royalty/tax payer) and purchaser volume allocations for oil are used by the Oil Valuation Royalty/Tax Payer and Purchaser processes for applying sales valuation information to the volumes.
- **Pipeline Splits** – Where the product is oil, the pipeline split process is **required** for all splits. Delivering facility operators must complete the split process to all shippers, owners and other facilities that delivered to the facility. The operator will report the split volumes allocated to Royalty Take In Kind (RTIK) companies in this process.
- **Oil Valuation**
  - **Royalty Tax Payer** – you submit pricing and clean oil transportation for volumes which have been identified in the pipeline split process at the unit or facility level.
  - **Purchaser** – you submit pricing information for raw crude volumes purchased from royalty tax payers identified in the pipeline split process at the facility/owner level.
- **NGL/Sulphur Valuation**
  - **Royalty Tax Payer** – you submit pricing for volumes which have been identified in the allocation process at the unit or facility level.
- **Waste Plant Submissions** - you submit mandatory information as required by the BC Oil & Gas Commission (Commission)
- **Royalty Tax Payer (add and change)** – Well, unit and injection facility operators submit information related to the business associates that are responsible for payment of royalty/tax. This information will be used by MOF in the calculation of oil and gas royalties and production taxes. The Royalty/Tax Payer Add and Change has been moved to Learning Aid: Infrastructure Spreadsheet Upload Specifications.



- **PCOS Equipment Operator Changes** – you can submit transfers of PCOS equipment items that you currently own to another BA. This upload can be used for all PCOS equipment types with the exception of the licensed pipeline gathering lines provided by the BC Oil & Gas Commission.
- **Net Profit Allowable Costs** – BAs that are considered to be operators in Net Profit Royalty Projects (as identified by Finance in the Royalty Tax Attributes) submit their monthly capital and operating costs.
- **BC Allowable Costs** – Allowable Cost is a site specific deduction for producer-owned equipment used in determining oil, gas and NGL producer prices. Producers can only use the Allowable Cost Batch Upload process for applications that are in “open” status. After submitting the CSV upload information, producers will have to access the information on the Submit Gas Cost Allowance screen in Petrinex to upload the required documentation and submit the application to Petrinex.

**Note: Petrinex will not accept uploads of data created in spreadsheets for work processes other than those listed above.**

For monthly data each spreadsheet upload is considered a full-facility replacement for the current production month. Each upload that you make to Petrinex overwrites earlier uploads, so new submissions must include all data for the month. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data. For example, for volumetrics, if you initially only report oil data, and later submit gas data, the second gas submission must also include the oil data.



## Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for uploading to Petrinex. For example, you can only upload data created within a spreadsheet if that data is saved as a CSV (Comma Separated Values) file. Petrinex does not accept data saved in any other format. You may create spreadsheets using any spreadsheet software (such as Microsoft Excel) that can save as a CSV file.

For illustration purposes only, Microsoft Excel conventions are used in the following step-by-step procedures. In this example, we use the terms spreadsheet and worksheet. A worksheet is an individual page that is organized into columns and rows and is always stored in spreadsheet. A spreadsheet may contain many worksheets. Note: Microsoft Excel refers to spreadsheets as workbooks.

Follow these steps to create and save data within a spreadsheet before uploading the data to Petrinex.

**Step 1.** Download the worksheet template for the work process data that you want to upload.

To download the worksheet template, complete the following steps.

- a. Go to the Resource Centre website page → Training Job Aids
- b. Click the Job Aid entitled British Columbia Spreadsheet Upload Templates

**Step 2.** There is a separate template for each work process. Create a new worksheet from the appropriate template.

- a. Create a new worksheet within your existing spreadsheet.
- b. Copy the provided template into your new worksheet or type the header row from the template into your new worksheet. Row 1, the header row, must contain the column descriptions in your new worksheet.

**Note:** You may only include one work process (volumetrics, allocations, pipeline splits, waste plant submission, valuation, royalty/tax payer, or gas cost allowance, etc.) per worksheet, but you may include multiple facilities when submitting a file to Petrinex. The order of the header row must match the order that is specified in the templates for each work process (volumetrics, allocations, or pipeline splits, waste plant, etc.).

Header Row

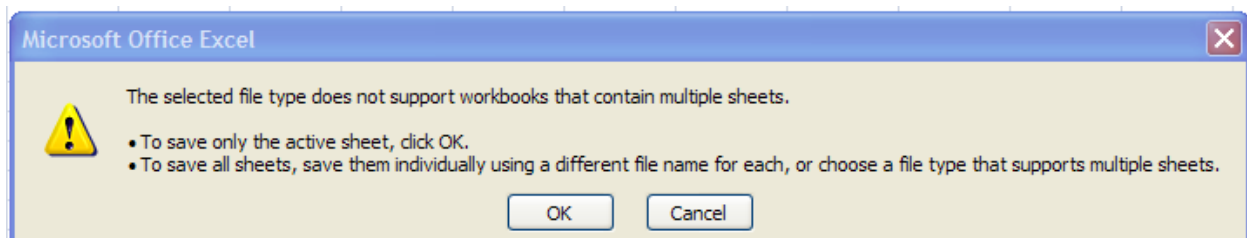
	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

**Step 3.** Enter the data from your existing spreadsheet into the new worksheet. Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.

- More than one facility may be included in this worksheet.
- Follow the worksheet format that is included in this document to ensure all columns are completed as required.
- A data element (cell) that is not required on any particular row may be left blank (other than row 1).



- Step 4.** Select/highlight all data on the worksheet. Choose Format – Cells – Number (tab) and choose Text. Click OK. All data on the worksheet must be in text format prior to saving in a CSV format.
- Step 5.** Save your new worksheet. You may only save the worksheet in a CSV format for uploading to Petrinex. Further, only the active worksheet may be saved as a .CSV file. Multiple worksheets, within a single spreadsheet, must be saved as individual .CSV files, and uploaded separately.
- On the File menu, select **Save As**
  - Type the file name that you want to use
  - Select the .CSV file type
  - Click **Save**. The following message appears.

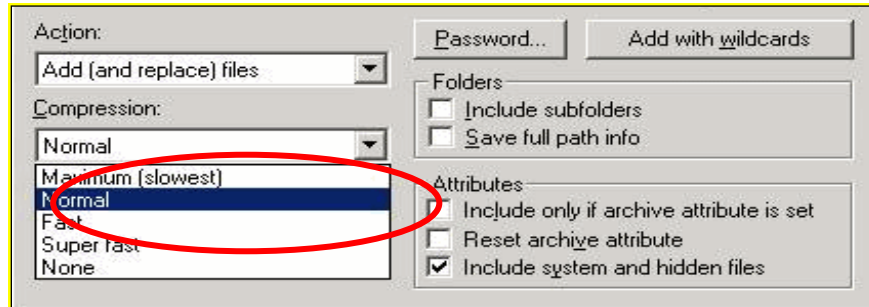


- Click **OK** to save your active worksheet.

If you were to open this worksheet at this point, you will lose all of the preceding zeroes in any of the data. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. If you were to upload this document to Petrinex in this manner it would not be accepted as it would not meet the required schema. Therefore, we need to create a worksheet in text to upload.

- Open a new Excel worksheet and click on Data to import your saved worksheet into this new worksheet.
- Click “From Text” to open the Import Text file window
- Highlight the document that you previously saved and click Import.
- This opens the Text Import Wizard:
  - Click the radio button – Delimited and click Next
  - Change the radio button under Delimiters from Tab to Comma and click Next.
  - You will want to change all of the columns to be Text rather than General. To do this – Hold down the Shift Key and using the scroll bar on the bottom bring it as far to the right as you can. This will highlight all of the columns.
  - Click the radio button Text
  - Click Finish
  - You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
  - Save the new worksheet in a .csv file format – you can overwrite the original if you choose to ensure that you do not try to upload the wrong version.

Large files may be compressed, using the file compression utilities PKZIP or WinZip, or the built-in compression utility within Microsoft XP (referred to as NTFS compression). When using WinZip, files must be compressed in the **Normal** compression mode, as shown below. It is recommended that any files over 5Mg should be zipped.



Note: only one file can be included in a zipped file.

**Step 6.** Submit the saved worksheet (with the .CSV file extension) to Petrinex. You may only upload one file to Petrinex at a time.

- a. Access Petrinex, using your Web browser.
- b. On the Main Menu, select **Data Submission → Batch Upload**.
- c. Type in your .CSV file location and name or use the **Browse** button to locate the file.
- d. Click **Upload**. You will receive an onscreen message indicating if the file is uploaded successfully. We recommend that you record the file incoming key number. If the batch was to fail, this number will help the Petrinex staff in assisting in determining the cause of the failure.
- e. You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.

## Downloadable Validation Results

A downloadable report is available for all batch validation notifications associated with **Validation Failure and Validation Success with Warning**. This will not impact batch Validation Success notifications. The original “text only” notification details will still be available; however, this downloadable version will allow sorting and filtering of validation results.

On the Petrinex In-Box Notifications screen a dropdown icon will be displayed beside the appropriate validation results notification. Clicking on this icon will open a download window to open the file.

### Petrinex In-Box Notifications

Date/Time	Notification #	Message Subject	Facility ID	Facility Name
2024-07-22 14:28	OPS015	<a href="#">Validation Results OPS (Split): Failure - [CR 4...</a>		

The downloaded file will open in csv and display information specific to the type of batch file that was submitted. Standard columns include the type of file submitted, file number, number of submissions: received, successful, partially successful and rejected. All the other columns will detail the various data





elements submitted and any error message codes and descriptions applicable to this particular type of batch submission.

This downloadable file will allow users to save, filter and sort their notifications results making it easier to find the items that need attention.



## Volumetrics Worksheet Format

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	VOLUMETRIC		Y	VOLUMETRIC is the only valid noun
C	Revision	002	(prefix with 0's)	Y	Current is 002
D	Submitting Facility Province	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
E	Submitting Facility Type	BT	2 chars	Y	Must be a valid facility type, see Appendix B
F	Submitting Facility Identifier	0001001	7 digits (prefix with 0's)	Y	
G	Production Year-Month	2018-10	YYYY-MM	Y	Dash is mandatory
H	Reference Code	BTY 07-05	max 16 digits	N*	Optional reference to your internal system
I	From To Province	BC	2 chars	N*	Must be a valid Prov/State, see Appendix A
J	From To Type	BT	2 chars	N*	Must be a valid facility type, see Appendix B; Miscellaneous code, see Appendix C; or WI for well
K	From To Identifier	0002002	max 16 digits (prefix with 0's)	N*	7 digits for a facility 16 digits for a well
L	Product	OIL	max 12 chars	Y*	Must be a valid product code, see Appendix D – Volumetric Product Codes
M	Activity	REC	max 12 chars	Y*	Must be a valid activity code, see Appendix E
N	Hours	123	max 3 digits	N*	Hours of production or injection for a well.
O	Volume	123456789.1	10 digits (1 decimal)	Y*	All products are 1 decimal only
P	Energy	1234567890	10 digits (0 decimals)	N*	Energy is reported for gas dispositions as required.
Q	CCI Code	9	1 char	N*	Consecutive Concurrent Injection Code
R	Proration Product	OIL	max 12 chars	**	Only valid for the products Oil, Water and Gas for facility subtypes requiring proration factors.
S	Proration Factor	1.23456	6 digits (5 decimals)	**	
T	Temperature	12.3	3 digits (1 decimal)	N	Wellhead injection temperature. Only reported for acid gas disposal wells linked to injection facilities. (May be null, can be negative)
U	Pressure	12345	5 digits (0 decimals)	N	Maximum wellhead injection pressure. Only reported for wells linked to injection facilities. (May be null, can be negative)

\*\* If Proration Product and Proration Factor are included on a row, then all cells marked with \* in the required column must be blank.

Note: Proration rows must appear at the end of a facility's submission and cannot be combined with Facility or Well Activity rows.

Note: LNG GEF (for LN facilities only) is not included in the upload specifications. If activities involving LNG product are reported in a volumetric batch upload, Petrinex will default the LNG GEF value to 0.60000. Operators will need to make any adjustments to the GEF factor online.



## Combined SAF/OAF (Volume) Worksheet Format

Spreadsheet Column	Data Element	Example Field Content	Format	Required on each row? Y/N	Comment
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	SAFOAF		Y	SAFOAF is the only valid noun
C	Revision	003	(prefix with 0's)	Y	Current is 003
D	Submitting Facility Province	BC	2 chars	Y	Must be a valid Prov, see Appendix A
E	Submitting Facility Type	GP	2 chars	Y	Must be a valid Facility Type, see Appendix B
F	Submitting Facility Identifier	0001001	max 7 digits (prefix with 0's)	Y	
G	Production Year- Month	2018-10	YYYY-MM	Y	Dash is mandatory
H	Product	GAS	max 12 chars	Y	Must be a valid product code, see Appendix D
I	Activity	DISP	max 12 chars	Y	Must be a valid Activity Code, see Appendix E
J	From To Fac/Well Province	BC	2 chars	N	Must be a valid Prov, see Appendix A
K	From To Fac/Well Type	MS	2 chars	N	Must be a valid Facility Type, see Appendix B
L	From To Fac/Well Identifier	0002002	max 7 digits (prefix with 0's)	N	Can use ALL. Should use ALL when responding to cascades using ALL.
M	Cascade Facility Province	BC	2 chars	N	Must be a valid Prov, see Appendix A
N	Cascade Facility Type	GP	2 chars	N	Must be a valid Facility Type, see Appendix B
O	Cascade Facility Identifier	0001003	max 7 digits (prefix with 0's)	N	
P	Reference	1234	max 16 digits	N	Optional reference to your internal system
Q	Stream Fac/Well Province	BC	2 chars	Y	Must be a valid Prov, see Appendix A.
R	Stream Fac/Well Type	WI	2 chars	Y	Must be a valid Facility Type (see Appendix B), WI for well, UN for unit, RP for royalty paid, or NF for not fuel
S	Stream Fac/Well Identifier	100010107925W600	max 16 digits (prefix with 0's)	Y	Max. 7 digits for a facility. Max. 16 digits for a well. Max. 4 digits for a unit. Enter 9999 for RP or NF.
T	Owner Identifier	12345	5 chars	N	Must be valid BA ID Not required if stream is a Facility ID (cascade), BCRP9999 or BCNF9999



## Combined SAF/OAF (Volume) Worksheet Format, cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
U	Volume	123456789.0	10 digits (1 decimals)	Y	
V	Energy	1234567890	10 digits (0 decimals)	N	Must be entered if energy is applicable to the allocation type.
W	Shipper Id	12345	5 chars	N	Must be valid BA ID Not required if stream is a Facility ID (cascade), BCRP9999 or BCNF9999
X	RTP Id	12345	5 chars	N	Must be valid BA ID Not required if stream is a Facility ID (cascade), BCRP9999 or BCNF9999



## Pipeline Splits Worksheet Format – Version 003

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	PLSPLIT		Y	PLSPLIT is the only valid noun
C	Revision	003	(prefix with 0's)	Y	Current is 003
D	Delivering Facility Province	BC	2 chars	Y	Must be a valid Prov, see Appendix A
E	Delivering Facility Type	BT	2 chars	Y	Must be a valid Facility Type, see Appendix B
F	Delivering Facility Identifier	0091001	max 7 digits (prefix with 0's)	Y	
G	Receiving Facility Province	BC	2 chars	Y	Must be a valid Prov, see Appendix A
H	Receiving Facility Type	CT	2 chars	Y	Must be a valid Facility Type, see Appendix B
I	Receiving Facility Identifier	0002002	max 7 digits (prefix with 0's)	Y	
J	Production Year-Month	2018-10	YYYY-MM	Y	Dash is mandatory
K	Product	OIL	max 12 chars	Y	Must be a valid product, see Appendix D
L	Custody Transfer Point Facility Province	BC	2 chars	Y	Must be a valid Prov, see Appendix A
M	Custody Transfer Point Facility Type	TM	2 chars	Y	Must be a valid Facility Type, see Appendix B
N	Custody Transfer Point Facility Identifier	0003003	max 7 digits (prefix with 0's)	Y	
O	Reference	1234	max 16 digits	N	Optional reference to your internal system
P	Shipper Pipeline Contract	654871	max 20 char	N	optional
Q	Shipper Identifier	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
R	Shipper Owner Contract	200106	max 20 char	N	optional
S	Owner Identifier	12345	max 5 char	Y	Must be a valid BA ID
T	Purchaser Identifier	12345	max 5 char	Y	Must be a valid BA ID
U	Stream Province	BC	2 Char	N	Must be a valid Prov, see Appendix A Identifier <ul style="list-style-type: none"> <li>Oil - SK only valid province</li> </ul>
V	Stream Type	UN	2 Char	N	Stream Id Oil – Unit only Gas - well, unit, miscellaneous (Gas pipeline splits are not required in BC.)
W	Stream Identifier	1234	max 16 digits (prefix with 0's)	N	Oil - Must be a valid unit identifier (4 digits)  Gas – must be a valid unit, well or miscellaneous code (Gas pipeline splits are not required in BC.)
X	Owner Volume	1234567.8	8 digits (1 decimal)	Y	



## Pipeline Splits Worksheet Format – Version 003, cont'd

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
Y	Owner Energy	123456789	max 9 digits (Gas split only)	N	Gas pipeline split only (Gas pipeline splits are not required in BC.)
Z	Other Facility Province	BC	2 chars	N	Must be a valid Prov/State, see Appendix A
AA	Other Facility Type	BT	2 chars	N	Must be a valid Facility Type, see Appendix B
AB	Other Facility Identifier	0095005	max 7 digits (prefix with 0's)	N	
AC	OOP (out of province) Facility Operator	12345	max 20 char	N	Required if other Prov not BC.
AD	Other Facility Volume	1234567.8	8 digits (1 decimal)	N	
AE	Other Facility Energy	123456789	max 9 digits (Gas split only)	N	Gas pipeline split only (Gas pipeline splits are not required in BC.)
AF	Other Facility Shipper Pipeline Contract	200206	max 20 char	N	optional
AG	Other Facility Shipper ID	12345	max 5 char	N	Must be a valid BA ID
AH	Other Facility Forecasted Nominated Volume	1234567.8	8 digits (1 decimal)	N	Required for full pipeline splits only. (BC does not have full pipeline splits at this time.)
AI	Other Facility Forecasted Nominated Energy	123456789	max 9 digits (Gas split only)	N	Required for full pipeline splits only. (BC does not have full pipeline splits at this time.)
AJ	Other Facility Estimated Volume	1234567.8	8 digits (1 decimal)	N	Required for full pipeline splits only. (BC does not have full pipeline splits at this time.)
AK	Other Facility Estimated Energy	123456789	max 9 digits (Gas split only)	N	Required for full pipeline splits only. (BC does not have full pipeline splits at this time.)
AL	Confirmation #			N	Not required for BC.
AM	RTIK Indicator	N	Y, N or blank	N	Leave blank, not required for BC.
AN	First POS	Y	Y, N or blank	N	If blank, Petrinex will set to Y.

**NOTE When entering data for a submission row please keep in mind:**

**:If splitting volumes to shippers/owners/purchasers - fill in information (as appropriate) for columns P-Y. Leave columns Z-AK blank.**

**:If cascading volumes to other facilities - fill in information (as appropriate) for columns Z-AK. Leave columns P-Y blank.**



## Oil Valuation – Royalty Tax Payer (RTP) Worksheet Format

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	OILVALRTP		Y	OILVALRTP is the only valid noun
C	Revision	002	(prefix with 0's)	Y	Current is 002
D	Reporting BA ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
E	Submitting Facility/Unit Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
F	Submitting Facility/Unit Type	BT	2 chars	Y	Must be unit (UN) or a valid Facility Type, see Appendix B
G	Submitting Facility/Unit Identifier	0095005	max 7 digits (prefix with 0's)	Y	Must be a valid unit or facility ID
H	Production Month	2018-10	YYYY-MM	Y	Dash is mandatory
I	Reference	1234	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numerical
J	Delivering Fac Prov	BC	2 chars	N	Must be a valid Prov/State, see Appendix A Only provide if submitting facility is a unit.
K	Delivering Fac Type	BT	2 chars	N	Must be a valid Facility Type, see Appendix B Only provide if submitting facility is a unit.
L	Delivering Fac Identifier	0012345	max 7 digits (prefix with 0's)	N	Only provide if submitting facility is a unit.
M	Receiving Fac Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
N	Receiving Fac Type	CT	2 chars	Y	Must be a valid Facility Type, see Appendix B
O	Receiving Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
P	CTP Fac Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
Q	CTP Fac Type	TM	2 chars	Y	Must be a valid Facility Type, see Appendix B
R	CTP Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
S	Contract	654871	max 20 char	N	optional
T	Purchaser ID	12345	max 5 char	Y	Must be a valid BA ID
U	Volume	1234567.8	8 digits (1 decimal)	Y	All products are 1 decimal only
V	Gross Price	1234.567	6 digits (2 decimal)	Y	Price per unit of Oil in dollars
W	Clean Oil Transportation	123456.78	8 digits (2 decimal)	Y	Cost of transportation in dollars



## Oil Valuation – Purchaser Worksheet Format

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	OILVALPURCHASER		Y	OILVALPURCHASER is the only valid noun
C	Revision	002	(prefix with 0's)	Y	Current is 002
D	Reporting BA ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
E	Production Month	2018-10	YYYY-MM	Y	Dash is mandatory
F	Reference	1234	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numerical
G	Source Producer ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
H	Delivering Fac Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
I	Delivering Fac Type	BT	2 chars	Y	Must be a valid Facility Type, see Appendix B
J	Delivering Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
K	Receiving Fac Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
L	Receiving Fac Type	BT	2 chars	Y	Must be a valid Facility Type, see Appendix B
M	Receiving Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
N	CTP Fac Prov	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
O	CTP Fac Type	TM	2 chars	Y	Must be a valid Facility Type, see Appendix B
P	CTP Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
Q	Contract	BC654871	max 20 char	N	optional
R	Density	1234.5	5 digits (1 decimal)	Y	Density of oil as KG/m3
S	Sulphur	12.3	3 digits (1 decimal)	Y	Sulphur content in G/KG
T	Submitted Volume	1234567.8	8 digits (1 decimal)	Y	Raw crude oil purchase volume
U	Gross Price	1234.567	6 digits (2 decimal)	Y	Price per unit of Oil in dollars





## NGL/Sulphur Valuation Worksheet Format

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	NGSVAL		Y	NGSVAL is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	RTP Id	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
E	Production Month	2018-10	YYYY-MM	Y	Dash is mandatory
F	Facility Province, State	BC	2 chars	Y	Must be a valid Prov/State, see Appendix A
G	Facility Type	GP	2 chars	Y	Must be GP or GS.
H	Facility Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid facility
I	Reference Code	1234	16 chars	Y	Optional reference to your internal system Can be alpha and/or numerical
J	Product	C3-MX		Y	Must be LITEMX, CO2-MX, C1-MX, C2 TO C5 (SP & MX), SUL
K	Sales Volume	123.6	10 digits (1 decimal)	Y	Volume sold during production month at gas plant in appropriate units. Must be left blank if the No Sales Flag is set to Y
L	Sales Value	12345.67	10 digits (2 decimal)	Y	Sales value submitted. Must be left blank if the No Sales Flag is set to Y
M	No Sales Flag	N	1 char	Y	Must be Y or N If sales volume or value are entered – must be N



## Waste Plant Submission Worksheet Format

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	WASTEPLANT		Y	WASTEPLANT is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Reporting Facility Province State	BC	2 chars	Y	Must be BC
E	Reporting Facility Type	WP	2 chars	Y	WP is the only valid facility type
F	Reporting Facility Identifier	0001001	7 digits (prefix with 0's)	Y	Must be 7 digits
G	Production Month	2018-10	YYYY-MM	Y	Dash is mandatory
H	Reference Code	WP 09-03	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numeric
I	From/to Fac/Well/WL Province State	BC	2 chars	N	From/to facility must be a valid Prov/State, see Appendix A
J	From/to Fac/Well/WL Type	BT	2 chars	N	Must be a valid facility type, see Appendix B; or WI for well or WL for waste location
K	From/to Fac/Well/WL Identifier	0002002	max 16 digits (prefix with 0's)	N	Maximum 7 digits for a facility and waste location Maximum 16 digits for a well
L	Waste Code	COEMUL	max 12 chars	N	Must be a valid waste code, see Appendix F
M	ND Flag	N	max 1 char	N	Must be a N or D or blank
N	Activity ID	REC	max 12 chars	Y	Must be a valid activity code, see Appendix E
O	Oil Volume	123456789.1	10 digits (1 decimal)	N	M <sup>3</sup> one decimal only
P	Water Volume	123456789.1	10 digits (1 decimal)	N	M <sup>3</sup> one decimal only
Q	Solids Volume	123456789.1	10 digits (1 decimal)	N	M <sup>3</sup> one decimal only
R	Gas Volume	123456789.1	10 digits (1 decimal)	N	10 <sup>3</sup> M <sup>3</sup> one decimal only



## Royalty Tax Payer Submission Worksheet Format

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
A	Verb	ADD		Y	Verb is ADD or CHANGE
B	Noun	RTP		Y	RTP is the only valid noun
C	Revision	004	(prefix with 0's)	Y	Current is 004
D	RTP Province	BC	2 chars	Y	Must be BC
E	RTP Type	WI	2 chars	Y	WI (for a well) or UN (for a unit) are currently the only valid types for RTP submission.
F	RTP Identifier	100010107925W600	max 16 digits (prefix with 0's)	Y	Must be 16 digits for well (WI) Must be 4 digits for unit (UN)
G	Product	GAS	max 3 digits	Y	Product must be GAS or OIL
H	Start Date	2018-10	YYYY-MM	Y	Dash is mandatory
I	End Date	2018-11	YYYY-MM	N	End date can be left blank. If provided, dash is mandatory.
J	Operator ID	12345	max 5 char (prefix with 0's)	N	Must be a valid BA ID. Optional for uploads.
K	Tract Number	0001	4 chars	N	Must be 4 digits. Only provided for units.
L	Tract Factor	4.8991300	10 digits (7 decimal)	N	Only provided for units.
M	Payer BA ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID.
N	Ownership Type	CROWN	max 20 chars	Y	Options are CROWN, FREEHOLD, and FREEHOLD FED EXEMPT
O	RTP Percent	12.1234567	10 digits (7 decimal)	Y	The percentage of volume for which the Payer BA is responsible for payment of royalty/tax.



## PCOS Equipment Operator Change Submission Worksheet Format

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
A	Verb	CHANGE		Y	CHANGE is the only valid verb.
B	Noun	EQUIPOPR		Y	EQUIPOPR is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Current Operator ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID.
E	Start Date	2018-10-01	YYYY-MM-DD	Y	Dashes are mandatory
F	New Operator ID	54321	max 5 char (prefix with 0's)	Y	Must be a valid BA ID.
G	Project/Equipment ID	1234567	max 7 digits	Y	Industry provide Equipment ID. OGC provide Project ID for licensed gathering lines.
H	Segment ID	123	max 3 digits	N	Industry leave field blank. OGC provide for licensed gathering lines.



## Net Profit Allowable Costs Submission Worksheet Format

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
A	Verb	ADD		Y	ADD is the only valid verb.
B	Noun	BCACNET		Y	BCACNET is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Project Facility Prov/State	BC	2 chars	Y	Must be BC
E	Project Facility Type	NP	2 chars	Y	Must be NP
F	Project Facility Identifier	20180001	max 16 digits (prefix with 0's)	Y	Net Profit Project Number
G	Production Month	2018-10	YYYY-MM	Y	Dash is mandatory
H	Operator ID	12345	max 5 char (prefix with 0's)	Y	Must be the valid BA ID of the submitting BA.
I	BAID	54321	max 5 char (prefix with 0's)	Y	Must be a valid BA ID of the producer receiving the portion of the project costs.
J	Capital Costs	12345.12	9 digits (2 decimal)	Y	The amount of capital costs allocated to the Producer. Capital costs should not include the 1% cost uplift factor.
K	Operating Costs	12345.12	9 digits (2 decimal)	Y	The amount of operating costs allocated to the Producer. Operating costs should not include the 10% cost uplift factor.



## Allowable Cost Worksheet Format

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
A	Verb	ADD		Y	ADD is the only valid verb.
B	Noun	BCACAPP		Y	BCACAPP is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Rate Type	Actual	10 chars	Y	Can be Estimate or Actual
E	OperatorID	00057	5 chars	Y	Must be valid BA
F	ProvinceState	BC	2 chars	Y	Must be valid province/state
G	Type	GP	2 chars	Y	Must be valid type
H	Identifier	0024114	max 15 char (prefix with 0's)	Y	
I	ProductionYear	2021	4 chars	Y	.
J	ApplicationType	Facility	10 chars	Y	Can be Facility or Sales Line
K	Product	Gas	10 chars	Y	Can be Gas, Oil or NGL
L	Status	Open	10 chars	Y	Can only be Open
M	ReceivingFacilityId ProvinceState	BC	2 chars	N	
N	ReceivingFacilityId Type	GP	2 chars	N	Must be valid type
O	ReceivingFacilityID Identifier	0000932	16 chars	N	
P	ActualOperating Months	12	2 chars	Y	Values: 1-12
Q	LandCostsC1	0.00	11 digits (2 decimal)	Y	
R	OpeningBalUndeprCap January1	0.00	11 digits (2 decimal)	Y	



## Allowable Cost Worksheet Format, cont'd

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
S	CACarryForward PriorYear	0.00	11 digits (2 decimal)	Y	Can be negative number
T	ActualPlantThroughput RawGas	1353534.50	10 digits (2 decimal)	Y	
U	ApprovedEstRate	10.98	11 digits (2 decimal)	Y	
V	CACarryForwardIs Calculated	Y	Y or N	Y	
W	EstOperatingMonths	12	2	Y	Values: 1-12
X	EstTotalCAFromActual	N	Y or N	Y	
Y	EstPlantThroughput RawGas	0.00	10 digits (1 decimal)	Y	
Z	EstDeprCapAdditions Disposals	0.00	11 digits (2 decimal)	Y	
AA	EstDirectOperating Costs	0.00	11 digits (2 decimal)	Y	
AB	ContactFirstName	Bob	50 chars	Y	
AC	ContactLastName	White	50 chars	Y	
AD	ContactPhoneNumber	14035551212	14 chars	Y	
AE	ContactEmailAddr	bobwhite@abc.com	128 chars	Y	
AF	SaleslineProvinceState	BC	2 chars	N	
AG	SaleslineType	GP	2 chars	N	
AH	SaleslineIdentifier	0007743	16 chars	N	
AI	AFE	AFE0078068	14 chars.	N	
AJ	AFEDescription	Compressor	50 chars.	N	
AK	AFEType	Additions	25 chars	N	Can be Additions or Dispositions
AL	CostsIncurred	6500.00	11 digits (2 decimal)	N	
AM	DirectOperating Cost Description	Labour	50 chars	N	
AN	Current	210.00	11 digits (2 decimal)	N	



## Allowable Cost Worksheet Format, cont'd

<u>Spreadsheet Column</u>	<u>Data element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comments</u>
AO	BA ID	01234	20 chars	N	Must be Valid BA
AP	Percentage	100.0	8 digits (5 decimal)	N	
AQ	EstOpeningBal UndeprCap		11 digits (2 decimal)	N	L1 Opening Balance of Undepreciated Capital

**NOTE: After submitting the CSV upload information, producers will have to access the information on the Submit Gas Cost Allowance screen in Petrinex to upload the required documentation and submit the application to Petrinex.**





## Appendix A – Province/Territories/State/Country Codes

### Province/Territories Codes

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NS	Nova Scotia
NT	Northwest Territories
NU	Nunavut
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon

Note: for Waste Plant submissions any non-Alberta waste generators or receivers will be reported as AB WL waste locations.

### State Codes

AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine



## State Codes, Cont'd.

MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

## Country Codes

MX	Mexico
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## Appendix B – Facility Codes

Facility Code	Description
BT	Battery
CS	Compressor Station
CT	Custom Treating Facility
GP	Gas Plant
GS	Gas Gathering System
IF	Injection/Disposal Facility
LN	LNG Plant
MS	Metering Station
PL	Pipeline
RF	Refinery
TM	Terminal
WP	Waste Plant
WL	Waste Location
WS	Surface Water Source



## Appendix C – Miscellaneous Codes

<b>Miscellaneous Code</b>	<b>Description</b>
CO	Delivery/Sale of Natural Gas to a Commercial Customer
EG	Delivery/Sale of Natural Gas to an Electrical Generator
IN	Delivery/Sale of Natural Gas to an Industrial Customer
MC	Receipts/Deliveries of an unknown source
MV	Delivery of LNG product to a Marine Vessel
RC	Railcar Loading/Unloading
RE	Delivery/Sale of Natural Gas to a Residential Customer
RM	Road Maintenance Use
RO	Run Off Water
WC	Water Condensation Use
WM	Waste Materials



## Appendix D – Volumetric Product Codes

Note: These volumetric product codes are not valid for Waste Plant (WP) reporting. See Appendix F for WP Waste Codes.

General Information		
Product Code	Unit of Measurement	Description
ACGAS	10 <sup>3</sup> m <sup>3</sup>	Acid Gas
AIR	10 <sup>3</sup> m <sup>3</sup>	Air
C1-MX	m <sup>3</sup>	Methane Mix
C2-MX	m <sup>3</sup>	Ethane Mix
C2-SP	m <sup>3</sup>	Ethane Spec
C3-MX	m <sup>3</sup>	Propane Mix
C3-SP	m <sup>3</sup>	Propane Spec
C4-MX	m <sup>3</sup>	Butane Mix
C4-SP	m <sup>3</sup>	Butane Spec
C5-MX	m <sup>3</sup>	Pentane Mix
C5-SP	m <sup>3</sup>	Pentane Spec
CO2	10 <sup>3</sup> m <sup>3</sup>	Carbon Dioxide
CO2-MX	10 <sup>3</sup> m <sup>3</sup>	Carbon Dioxide Mix
COND	m <sup>3</sup>	Condensate
ENTGAS	10 <sup>3</sup> m <sup>3</sup>	Entrained Gas
GAS	10 <sup>3</sup> m <sup>3</sup>	Gas
LITEMX	m <sup>3</sup>	Lite Mix
LNG	m <sup>3</sup>	LNG
N2	10 <sup>3</sup> m <sup>3</sup>	Nitrogen
O2	10 <sup>3</sup> m <sup>3</sup>	Oxygen
OIL	m <sup>3</sup>	Crude Oil
SAND	m <sup>3</sup>	Sand
SOLV	m <sup>3</sup>	Solvent
SUL	tonne	Sulphur
WASTE	m <sup>3</sup>	Waste
WATER	m <sup>3</sup>	Water



## Appendix E – Activity Codes

Items in *italics* are not valid for data submission, but will be calculated by Petrinex.  
 Items shown with an asterisk (\*) can be submitted only when associated with a non-reporting facility such as a disposition to a MB facility or for specific circumstances i.e. Gas to a WP.

<b>Activity Code</b>	<b>Description</b>	<b>Valid Facility Types</b>
<i>DIFF</i>	<i>Difference</i>	<i>All except WP</i>
<i>DISP *</i>	<i>Disposition</i>	<i>All</i>
EMIS	Emission	BT, CT, GP, GS, IF, WT
FLARE	Flare	All
FRAC	Fractionate	GP
FUEL	Fuel	All
<i>IMBAL</i>	<i>Imbalance</i>	<i>All</i>
INJ	Injection	IF
INVADJ	Inventory Adjustment	All
INVCL	Inventory Close	All
<i>INVOP</i>	<i>Inventory Open</i>	<i>All</i>
LDINJ	Load injection	BT
LDINVADJ	Load inventory adjustment	BT
<i>LDINVCL</i>	<i>Load inventory close</i>	<i>BT</i>
<i>LDINVOP</i>	<i>Load inventory open</i>	<i>BT</i>
LDREC	Load recovered	BT
PLTUSE	Plant Use	IF, GP
<i>PROC</i>	<i>Process to create product</i>	<i>GP</i>
PROD	Production	BT, WT
<i>PURDISP *</i>	<i>Purchase Disposition</i>	<i>BT</i>
PURREC	Purchase Receipt	BT
REC	Receipt	All
<i>SHR</i>	<i>Shrinkage</i>	<i>BT, CT, GP, PL, TM</i>
SHUTIN	Shut in	All
STINJ	Storage Facility Injection	IF
VENT	Vent	All



## Appendix F – Waste Codes

Waste Code	Waste Code Description
ACID	Acid Solutions (unneutralized)
ACTCRB	Activated Carbon
BLBDWT	Boiler Blowdown Water
CATNS	Catalyst (Non-Sulphur)
CATSU	Catalyst (Sulphur)
CAUS	Caustic Solutions (unneutralized, spent)
CEMENT	Cement (Returns Dry)
COEMUL	Crude Oil/Condensate Emulsions (residuals after treatment)
CORINH	Corrosion Inhibitor/Oxygen Scavenger Solutions
CWATER	Waters Contaminated (leachate, collected surface waters)
DESICT	Dessicant
DMDS	Dimethyl Disulphide Solutions
DRWSHC	Drilling Waste Hydrocarbon
DRWSGC	Drilling Waste Gel Chemical
DRWSAC	Drilling Waste Advanced Gel Chemical
FILAPC	Filters - Air Pollution Control
FILFWT	Filters - Raw/Fresh Water
FILGLY	Filters Glycol
FILLUB	Filters - Lube Oil (Waste Type 201)
FILMTH	Filters - Methanol
FILOTH	Filters - Other (Raw/Fuel Gas, NGL's)
FILPWT	Filters - Produced/Process Water
FILSWT	Filters - Gas Sweetening (MEA, DEA, MDEA, Sulphinol)
FILWTT	Filters (Media) - Water Treatment
FLBWSW	Filter Backwash Liquids (Gas Sweetening)
FLBWWT	Filter Backwash Liquids (Water Treatment)
FRCSND	Frac Sand - Non-Radioactive
FRFLDH	Frac Fluid (Hydrocarbon Based)
FRFLDR	Frac Fluid Radioactive
FRFLDW	Frac Fluid (Water Based)
FRMFNS	Residual formation fines after treatment and settlement
FRSDR	Frac Sand - Radioactive (Plus other Radioactive Diagnostic Materials)
GLYC	Glycol Solutions (No Heavy Metals)
GLYCHM	Glycol Solutions (Containing Lead or other Heavy Metals) (Waste Type 202)



## Appendix F – Waste Codes, cont'd

Waste Code	Waste Code Description
HSPWTR	High Solids Produced Water (produced water with entrained well bore fines - no chemicals or other materials added)
HYDVCH	Hydrovac Material (chemical/solvent impacted)
HYDVCO	Hydrovac Material (crude oil/condensate impacted)
HYDVHM	Hydrovac Material (mercury/heavy metal impacted)
HYDVPT	Hydrovac Material (pesticide/herbicide impacted)
HYDVPW	Hydrovac Material (produced/salt water impacted)
HYDVRO	Hydrovac Material (refined fuels/oils impacted)
HYDVSU	Hydrovac Material (sulphur impacted)
HYDVEM	Hydrovac Material (emulsion impacted)
IEXLIQ	Ion Exchange Resin Regenerant Liquids
IEXRES	Ion Exchange Resin
INOCHM	Chemicals (Inorganic)
LUBOIL	Lubricating Oil (Hydrocarbon and Synthetic)
METHNL	Hydrotest Fluids - Methanol
MNFCTR	Manufacture
NONOFD	Non-Oilfield Waste
NORM	Naturally Occurring Radioactive Materials – NORMs
OILABS	Absorbants
OILRAG	Rags
ORGCHM	Chemicals (Organic)
PCBLIQ	Polychlorinated Biphenyls (PCBs) Askarel Liquids
PIGWST	Pigging Waste (Liquid and Wax)
PSTHRB	Pesticides/Herbicides
PWTRHM	Water - Process (with Heavy Metals)
PWTROR	Water Process (with Organic Chemicals)
SALT	Salt Heat Medium
SAND	Sand - Produced
SLGCTW	Sludge - Cooling Tower
SLGEML	Sludge - Emulsion
SLGGLY	Sludge - Glycol/Gas Drying
SLGHYD	Sludge - Hydrocarbon
SLGLIM	Sludge - Lime
SLGPIT	Sludge - Flare Pit





## Appendix F – Waste Codes, cont'd

<b>Waste Code</b>	<b>Waste Code Description</b>
SLGPRO	Sludge - Process
SLGSUL	Sludge - Sulphur
SLGSWT	Sludge - Gas Sweetening Systems
SOILCH	Contaminated Debris and Soil (Chemical/Solvent)
SOILCO	Contaminated Debris and Soil (Crude Oil/Condensate)
SOILEM	Contaminated Debris and Soil (Emulsion)
SOILHM	Contaminated Debris and Soil (Mercury/Metals)
SOILPT	Contaminated Debris and Soil (Pesticide/Herbicide)
SOILPW	Contaminated Debris and Soil (Produced/Salt Water)
SOILRO	Contaminated Debris and Soil (Refined Fuels/Oils)
SOILSU	Contaminated Debris and Soil (Sulphur)
SOLALP	Solvents/Residues (Non-Halogenated Aliphatic)
SOLARO	Solvents/Residues (Non-Halogenated Aromatic)
SOLHAL	Solvents/Residues (Halogenated)
SWTLIQ	Sweetening Agents (Liquids)
SWTSOL	Sweetening Agents (Solids)
TRTHAY	Treater Hay
WASTE	Special waste code for a waste plant disposing to/receiving from another waste plant or injection facility.
WATER	Water - Produced (Including Brine Solutions)
WSHORG	Wash Fluids - Organic
WSHWTR	Wash Fluids - Water
WSTRDM	Waste Radioactive Material
WWOFLD	Well Workover Fluids