Learning Aid:

EPAP Declaration Reporting Themes Spreadsheet Upload Specifications

Last Revised: August 13, 2024

Table of Contents

Introduction

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

- **Online**. The Petrinex online forms allow you to enter data that is reported to Petrinex.

- **Batch upload process**. In a batch submission, you create an upload file (either in your internal system or manually), 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 as a CSV (Comma Separated Values) file.

You may upload data in spreadsheets for a variety of processes including Volumetrics, Allocations, Pipeline Splits, Waste Plant Submissions and Mineable Oil Sands Submissions, Natural Gas Liquids (NGL) Pricing Submissions, and EPAP Declaration Reporting Themes.

- **EPAP Declaration Reporting Themes** – you submit the required responses for each facility in the Facility List generated for one or more Declaration Reporting Themes.

Note: Petrinex will not accept uploads of data created in spreadsheets for work processes other than those listed above. For more information related to CSV submissions for the other processes please review the documentation on the Petrinex Website – Resource Centre – Training Job Aids - Job Aids – Spreadsheet Upload Specifications and Templates.

In this document you will find information that will help you to:
- Create a CSV upload file.
- Enter valid facility responses.
- Ensure the data in your upload file is processed correctly.

Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for upload 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 as any other format. You may create spreadsheets in 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 area of the Petrinex website.
> b. Click the Spreadsheet Upload Specifications and Templates option.
> c. Click the EPAP Spreadsheet Upload Templates link to open the file.

Step 2. Create a new worksheet from the 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. The column descriptions, and subsequent data for those columns, must be in the same order as provided in the template.**==

Header Row

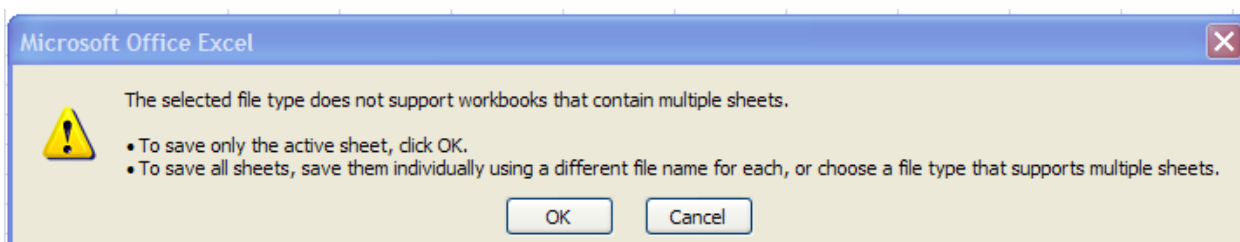|	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

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.

Note: Because some companies have a large number of facilities, you may include all 14 Reporting Themes in one upload worksheet or create multiple upload worksheets for different themes.

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 .csv format.**

Step 5. Save your new worksheet. You may only save the worksheet in CSV format for upload 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.

>   a. On the File menu, select **Save As**
>   b. Type the file name that you want to use
>   c. Select the .csv file type
>   d. Click **Save**. The following message appears.

Microsoft Office Excel

⚠ The selected file type does not support workbooks that contain multiple sheets.

• To save only the active sheet, click OK.
• To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

[OK]   [Cancel]

>   e. Click **OK** to save your active worksheet.

NOTE: If you must make changes to your previously created CSV file, do NOT open the file directly. If you were to open the CSV file at this point, you would lose all of the preceding zeroes in any of the data. For example, BA Code 0123 would be displayed as 123, Facility Identifier 0000123 would be displayed 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. This happens because the text formatting is lost when the CSV is directly opened in the spreadsheet. Therefore, in order to preserve the text formatting, you need to import the CSV file into the spreadsheet worksheet by following these steps:

a. Open a new Excel worksheet and click on Data to import your saved worksheet into this new worksheet.
b. Click "From Text" to open the Import Text file window
c. Highlight the document that you previously saved and click Import.
d. This opens the Text Import Wizard:
   1. Click the radio button – Delimited and click Next
   2. Change the radio button under Deliminaters from Tab to Comma and click Next.
   3. 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.
   4. Click the radio button Text
   5. Click Finish
   6. You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
   7. 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 5Mb should be zipped.
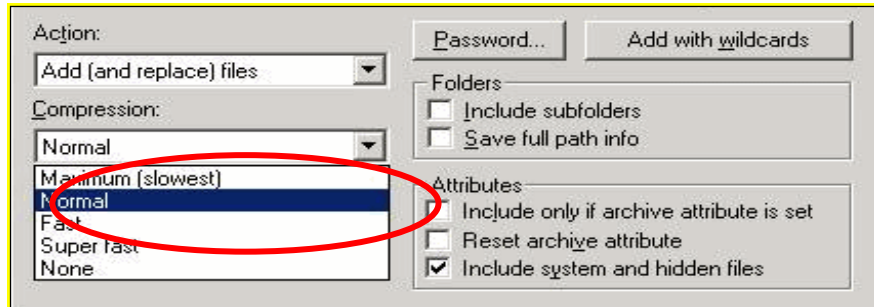
Note: only one file can be included in a zipped file.

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** and then **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	Validation Results OPS (Split): Failure - [CR 4... ⬇		

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.

EPAP Declaration Reporting Theme 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	DECLARATION		Y	DECLARATION is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	BAID	12345	Max 4 chars in AB. Max 5 chars in SK.	Y	Must be the operator's valid BA ID
E	Audit Program	EPAP	Max 4 chars	Y	EPAP is currently the only valid audit program for this upload..
F	Declaration Month	2016-10	YYYY-MM	Y	Dash is mandatory.
G	Theme	1	Max 2 chars	Y	Can be for any of the EPAP reporting Themes numbered 1-14
H	Default Flag	Y	1 Char	Y	Must be either Y (Yes) or N (No)
I	Facility Prov/State	SK	2 Chars	N	Must be AB or SK when Default Flag is N (No). Must be blank when Default flag is Y (Yes).
J	Facility Type	BT	2 Chars	N	Must be a valid Facility Type when the Default flag is N (No). Must be blank when the Default flag is Y (Yes).
K	Facility Identifier	0001001	7 digits (prefix with 0's)	N	Must be a valid 7 digit Facility Identifier when the Default flag is N (No). Must be blank when the Default flag is Y (Yes).
L	Subtype	311	3 digits	N	Must be a valid 3 digit Facility Subtype when the Default flag is N (No). Must be blanks when the Default flag is Y (Yes).
M	Applicable	Y	1 char.	Y	Must be either Y (Yes) or N (No)

EPAP Declaration Reporting Theme Worksheet Format, con't.

N	FL Controls	Y	1 char.	Y	Must be either Y (Yes) or N (No)
O	FL Evaluated	Y	1 char.	Y	Must be either Y (Yes) or N (No)
P	FL Effective	Y	1 char.	Y	Must be either Y (Yes) or N (No)
Q	CL Controls	Y	1 char.	Y	Must be either Y (Yes) or N (No)
R	CL Evaluated	Y	1 char.	Y	Must be either Y (Yes) or N (No)
S	CL Effective	Y	1 char.	Y	Must be either Y (Yes) or N (No)
T	Reference	Audit 2016-08	Max 20 chars.	N	Alpha-numeric text box. Optional reference for internal purposes.
U	Description	Provide explanation for Not Applicable or No Controls.	Max 1000 chars.	N	Alpha-numeric text box. Must be provided if Facility is Not Applicable or No Controls. Must be blank otherwise.

Facility Responses & Edits

Facility Responses:

Each facility in a Theme Facility List requires answers to the 7 Control questions regarding applicability to the theme and the existence of facility-level (FL) controls and company-level (CL) controls for that facility. The table below describes each of the situations that may apply to a facility in terms of those controls, and the responses that would be required to create those situations.

Facility Description	Applicable (Column M)	FL Controls (Column N)	FL Evaluated (Column O)	FL Effective (Column P)	CL Controls (Column Q)	CL Evaluated (Column R)	CL Effective (Column S)
Facility is not applicable to theme	N (No)	N (No)	N (No)	N (No)	N (No)	N (No)	N (No)
Facility has NO controls	Y (Yes)	N (No)	N (No)	N (No)	N (No)	N (No)	N (No)
Facility has Facility-Level controls ONLY, not evaluated	Y (Yes)	Y (Yes)	N (No)	N (No)	N (No)	N (No)	N (No)
Facility has Facility-Level controls ONLY, evaluated, not effective	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	N (No)	N (No)	N (No)
Facility has Facility-Level controls ONLY, evaluated, effective	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	N (No)	N (No)
Facility has Company-Level controls ONLY, not evaluated	Y (Yes)	N (No)	N (No)	N (No)	Y (Yes)	N (No)	N (No)

Facility Description	Applicable (Column M)	FL Controls (Column N)	FL Evaluated (Column O)	FL Effective (Column P)	CL Controls (Column Q)	CL Evaluated (Column R)	CL Effective (Column S)
Facility has Company-Level controls ONLY, evaluated, not effective	Y (Yes)	N (No)	N (No)	N (No)	Y (Yes)	Y (Yes)	N (No)
Facility has Company-Level controls ONLY, evaluated, effective	Y (Yes)	N (No)	N (No)	N (No)	Y (Yes)	Y (Yes)	Y (Yes)
Facility has BOTH Facility-Level and Company-Level controls, not evaluated	Y (Yes)	Y (Yes)	N (No)	N (No)	Y (Yes)	N (No)	N (No)
Facility has BOTH Facility-Level and Company-Level controls, FL only evaluated, not effective	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	Y (Yes)	N (No)	N (No)
Facility has BOTH Facility-Level and Company-Level controls, FL only evaluated, effective	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	N (No)
Facility has BOTH Facility-Level and Company-Level controls, CL only evaluated, not effective	Y (Yes)	Y (Yes)	N (No)	N (No)	Y (Yes)	Y (Yes)	N (No)

Facility Description	Applicable (Column M)	FL Controls (Column N)	FL Evaluated (Column O)	FL Effective (Column P)	CL Controls (Column Q)	CL Evaluated (Column R)	CL Effective (Column S)
Facility has BOTH Facility-Level and Company-Level controls, CL only evaluated, effective	Y (Yes)	Y (Yes)	N (No)	N (No)	Y (Yes)	Y (Yes)	Y (Yes)
Facility has BOTH Facility-Level and Company-Level controls, FL and CL evaluated, not effective	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	Y (Yes)	Y (Yes)	N (No)
Facility has BOTH Facility-Level and Company-Level controls, FL and CL evaluated, FL only effective	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	N (No)
Facility has BOTH Facility-Level and Company-Level controls, FL and CL evaluated, CL only effective	Y (Yes)	Y (Yes)	Y (Yes)	N (No)	Y (Yes)	Y (Yes)	Y (Yes)
Facility has BOTH Facility-Level and Company-Level controls, FL and CL evaluated, FL and CL effective	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)	Y (Yes)

Facility Response Edits:

All uploads go through a validation process to ensure that the data in the upload file adheres to the rules of that specific Petrinex function. The EPAP declaration reporting theme upload has several edits in place to ensure that required information is provided and that invalid facility responses are not accepted.

The following list provides a list of things to keep in mind when creating your upload file to prevent validation errors from occurring.

1. Facility IDs are validated for each theme. Petrinex will only accept facility responses for a specific facility ID if it exists in the official Facility List for that theme.

2. The Regulator requires that a description be provided for any facility that is either Not Applicable or has No Controls. Petrinex will check to ensure that an entry exists in the Description field when facilities match those conditions. Conversely, Petrinex also checks to ensure that there is NO entry in the Description field when facilities don't match those conditions.

3. The Description field is limited to 1000 characters. If the description exceeds that limit, Petrinex truncates the response (only the first 1000 characters are uploaded). A warning is given to the submitter to inform them that this has happened.

4. There are some logical rules regarding the appropriateness of certain facility responses. Specifically, these rules are:
   - The FL or CL controls cannot be deemed Effective if they have not been Evaluated.
   - The FL or CL controls cannot be Evaluated if there are No Controls.
   - If the Applicable flag is set to No, then all other responses must also be No for that facility.

5. When setting Defaults for a theme, all 7 control questions must have a Yes or No response. Petrinex will not accept partial default settings.

Tips for Creating the Upload File

In addition to ensuring that the data entered in each worksheet column has the correct data type and that the theme facility responses are set correctly, there are additional things to consider in ensuring your upload is successful and creates the desired results. Please see the tips below.

1. **Follow the steps above for creating the CSV precisely.** There are reasons why data has to be presented in a CSV in certain ways. It is important that the steps above are followed exactly. For example:

   - *Ensuring the entire document is saved in **Text** format*: The text format ensures that leading zeroes are preserved. Any column looking for numerical data is expecting a certain number of digits. For example, assume you are creating a facility response for SK BT 0012345. The CSV requires that the Facility Identifier (0012345) has all 7 digits. If the CSV is not saved in Text format, it will drop the 2 leading zeroes at the beginning of the identifier.

     - *Keeping the **Title Row***: The column titles provided in the template must be included when the CSV is saved for uploading. When the file is uploaded and processed, the system drops the first row and starts with row number 2. If the column titles are not in the upload file, the first row of real input data would be lost.

2. **Steps to open a csv without losing the formatting.** If you must make changes to your previously created CSV file, do NOT open the file directly. If you were to open the CSV file at this point, you would lose all of the preceding zeroes in any of the data. For example, BA Code 0123 would be displayed as 123, Facility Identifier 0000123 would be displayed 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. This happens because the text formatting is lost when the CSV is directly opened in the spreadsheet. Therefore, in order to preserve the text formatting, you need to import the CSV file into the spreadsheet worksheet by following these steps:
   - 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:
     1. Click the radio button – Delimited and click Next

2. Change the radio button under Deliminaters from Tab to Comma and click Next.
3. 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.
4. Click the radio button Text
5. Click Finish
6. You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
7. 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.

3. **Keep Theme Responses together.** For an upload that contains facility responses for more than one theme, it is recommended that all rows pertaining to a particular theme be kept together. For example, if the file contains responses for Theme 1 and Theme 2, all of the Theme 1 rows should be together and all of the Theme 2 rows should be together. This is the best way to ensure that theme data is not accidently overwritten in processing.

4. **Set Defaults first.** For certain themes, you may want to set defaults for the entire Facility List and then make changes to only those that do not conform to the defaults. In these cases, ensure the row that sets the defaults comes before the rows for the other facilities. The CSV processes the rows in order. If the defaults row comes after the other facilities, the system will assume that it is supposed to overwrite the previous responses with the defaults.

5. **Replace the entire Theme.** It may be necessary to upload data for some facilities in a theme more than once if corrections or new data needs to be entered. To avoid accidently losing or overwriting responses for other facilities that shouldn't be changed, always upload the entire theme each time a change is made.

6. **Use Y for Yes and N for No**. When providing facility responses online, the 7 control questions are in the form of a check box. Clicking the check box indicates Yes and leaving it blank indicates No. But when using an upload, it is important to enter either a Y for a Yes response or an N for a No Response. Please do NOT leave a field blank to indicate No. This is because the system would not be able to determine whether a field was left blank intentionally or because it was simply missed.