Learning Aid:

Manitoba Spreadsheet Upload Specifications

Updated August 13, 2024

Table of Contents

Reference Materials

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

- 5.01 Manage Volumetric Submissions
- 5.03 Manage Volumetric Submissions for Batteries and Injection Facilities
- 5.05 Manage Volumetric Submissions for Terminals
- 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

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 Manitoba Ministry Natural Resources and Northern Development.

- **Allocations** – you submit optional industry-to-industry reporting. Allocations can be submitted in the following two formats:
    - Stream and Owner Allocation Factors (SAF and OAF)
    - Combined SAF/OAF allocation with 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.
    - o 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.

- **Oil Valuation**

    - o **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.

    - o **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.

    - o **Deliveries to Refineries –** you submit oil deliveries to refineries.

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 Exel 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 Saskatchewan 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, oil valuation, 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, etc.).

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

Header Row (arrow pointing to Row 1)

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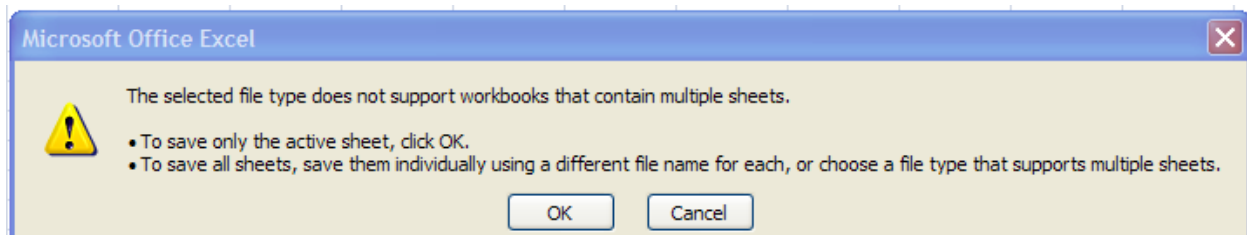
- More than one facility may be included in this worksheet.
- Follow the worksheet format that is included in this document to ensure all columns are completed as required.
- A data element (cell) that is not required on any particular row may be left blank (other than row 1).

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.

   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.

If you were to open this worksheet at this point, you will lose all of the preceding zero's 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.

   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 5Mg should be zipped.
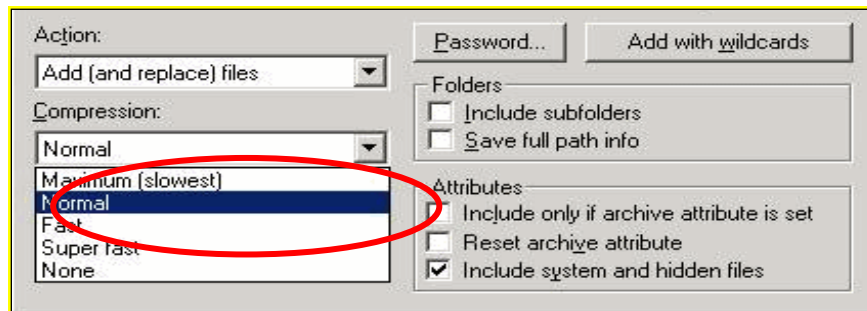
Note: only one file can be included in a zipped file.

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	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.

Volumetric Worksheet Format (Version 3)

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	003	(prefix with 0's)	Y	Current is 003
D	Submitting Facility Province	MB	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	2020-04	YYYY-MM	Y	Dash is mandatory
H	Reference	BTY 07-05	max 16 digits	N*	Optional reference to your internal system
I	From/To Fac/Well Province	MB	2 chars	N*	Must be a valid Prov/State, see Appendix A
J	From/To Fac/Well 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 Fac/Well 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 F
N	Hours	744	max 3 digits	N*	
O	Volume	123456789.1	10 digits (1 decimal)	Y*	All products are 1 decimal only
P	Energy	1234567890	10 digits (0 decimals)	N*	Energy can be reported for: Gas Disp – as required Gas Prod (well gas production) • Gas well mandatory • Oil well producing Gas optional
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

Volumetric Worksheet Format (Version 3), cont'd

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
S	Proration Factor	1.23456	6 digits (5 decimals)	**	
T	Avg. Pressure	12345	5 digits (0 decimals)	N*	Monthly average well head pressure reported for: • Active wells linked to injection facilities (IF) • Rows with volumetric activity of INJ (injection) reported. • Production month 2022-03 and greater.

** 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.

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	001	(prefix with 0's)	Y	Current is 001
D	Submitting Facility Province	MB	2 chars	Y	Must be a valid Prov, 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	max 7 digits (prefix with 0's)	Y	
G	Production Year- Month	2020-04	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 F
J	From To Fac/Well Province	MB	2 chars	N	Must be a valid Prov, see Appendix A
K	From To Fac/Well Type	BT	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	MB	2 chars	N	Must be a valid Prov, see Appendix A
N	Cascade Facility Type	TM	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	MB	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; or WI for well.
S	Stream Fac/Well Identifier	191010100125W300	max 16 digits (prefix with 0's)	Y	Max. 7 digits for a facility. Max. 16 digits for a well.
T	Owner Identifier	1234	4 chars	Y	Must be valid BA ID
U	Volume	123456789.0	10 digits (1 decimals)	Y	
V	Energy	1234567890	10 digits (0 decimals)	Y	

SAF (Factors) 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	SAF		Y	SAF is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Submitting Facility Province	MB	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	2020-04	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 F
J	From/To Fac/Well Province	MB	2 chars	N	Must be a valid Prov/State, see Appendix A
K	From/To Fac/Well Type	BT	2 chars	N	Must be a valid Facility Type, see Appendix B
L	From/To Fac/Well Identifier	0002002	7 digits (prefix with 0's)	N	
M	Cascade Facility Province	MB	2 chars	N	Must be a valid Prov/State, see Appendix A
N	Cascade Facility Type	TM	2 chars	N	Must be a valid Facility Type, see Appendix B
O	Cascade Facility Identifier	0001003	7 digits (prefix with 0's)	N	
P	Static Factor Indicator	YES	Yes/No	N	
Q	Reference	1234	max 16 digits	N	Optional reference to your internal system
R	Stream Fac/Well Province	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A.
S	Stream Fac/Well Type	WI	2 chars	Y	Must be a valid Facility Type, see Appendix B; or WI for well.
T	Stream Fac/Well Identifier	191010100124W300	max 16 digits (prefix with 0's)	Y	Max. 7 digits for a facility. Max. 16 digits for a well. Max 5 for production entities.
U	Factor Volume	0.1234567890	11 digits (10 decimals)	Y	
V	Factor Energy	0.1234567890	11 digits (10 decimals)	Y	

OAF (Factors) 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	OAF		Y	OAF is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Submitting Facility Province	MB	2 chars	Y	Must be a valid Prov, 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	max 7 digits (prefix with 0's)	Y	
G	Production Year-Month	2020-04	YYYY-MM	Y	Dash is mandatory
H	Stream Fac/Well Province	MB	2 chars	Y	Must be a valid Prov, see Appendix A.
I	Stream Fac/Well Type	WI	2 chars	Y	Must be a valid Facility Type, see Appendix B; or WI for well.
J	Stream Fac/Well Identifier	191010100125W300	max 7 digits (prefix with 0's)	Y	Max. 7 digits for a facility. Max. 16 digits for a well.
K	Product	GAS	max 12 chars	Y	Must be a valid product code, see Appendix D
L	Activity	DISP	max 12 chars	Y	Must be a valid Activity Code, see Appendix F
M	From/To Fac/Well Province	MB	2 chars	N	Must be a valid Prov, see Appendix A
N	From/To Fac/Well Type	BT	2 chars	N	Must be a valid Facility Type, see Appendix B
O	From/To Fac/Well Identifier	0002002	max 7 digits (prefix with 0's)	N	Max. 7 digits for a facility. Max. 16 digits for a well.
P	Cascade Facility Province	MB	2 chars	N	Must be a valid Prov, see Appendix A
Q	Cascade Facility Type	TM	2 chars	N	Must be a valid Facility Type, see Appendix B
R	Cascade Facility Identifier	0001003	max 7 digits (prefix with 0's)	N	
S	Static Factor Indicator	YES	Yes/No	N	
T	Reference	1234	max 16 digits	N	Optional reference to your internal system
U	Owner Identifier	1234	max 4 chars (prefix with 0's	Y	Must be a valid BA ID
V	Factor Volume	0.1234567890	11 digits (10 decimals)	Y	
W	Factor Energy	0.1234567890	11 digits (10 decimals)	Y	

Pipeline Splits Worksheet Format – Version 003

Spreadsheet Column	Column Header	Example Field Content	Format	Required on each row? Y/N	Comment
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	MB	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	MB	2 chars	Y	Must be a valid Prov, see Appendix A
H	Receiving Facility Type	TM	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	2020-04	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	MB	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	1234	max 4 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	1234	max 4 char	Y	Must be a valid BA ID
T	Purchaser Identifier	1234	max 4 char	Y	Must be a valid BA ID
U	Stream Province	MB	2 Char	N	Must be a valid Prov, see Appendix A Identifier • Oil - SK only valid province
V	Stream Type	UN	2 Char	N	Stream Id Oil – Unit only Gas - well, unit, miscellaneous

Pipeline Splits Worksheet Format – Version 003, cont'd

Spreadsheet Column	Column Header	Example Field Content	Format	Required on each row? Y/N	Comment
W	Stream Identifier	U1234	max 16 digits (prefix with 0's)	N	Oil - Must be a valid unit identifier Gas – must be a valid unit, well or miscellaneous code
X	Owner Volume	1234567.8	8 digits (1 decimal)	Y	
Y	Owner Energy	123456789	max 9 digits (Gas split only)	N	Gas pipeline split only
Z	Other Facility Province	MB	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 MB
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
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. (SK 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. (SK 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. (SK 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. (SK does not have full pipeline splits at this time.)
AL	Confirmation #			N	Not required for MB
AM	RTIK Indicator	N	Y, N or blank	N	Optional
AN	First POS	Y	Y or N	N	Optional

15

Oil Valuation – Royalty Tax Payer (RTP)

Spreadsheet Column	Column Header	Example Field Content	Format	Required on each row? Y/N	Comment
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	OILVALRTP		Y	OILVALRTP is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Reporting BA ID	1234	max 4 char (prefix with 0's)	Y	Must be a valid BA ID
E	Submitting Facility/Unit Prov	MB	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	2020-05	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	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A
K	Delivering Fac Type	BT	2 chars	Y	Must be a valid Facility Type, see Appendix B
L	Delivering Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
M	Receiving Fac Prov	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A
N	Receiving Fac Type	BT	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	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A
Q	CTP Fac Type	BT	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	1234	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	7 digits (3 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

Spreadsheet Column	Column Header	Example Field Content	Format	Required on each row? Y/N	Comment
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	OILVALPURCHASER		Y	OILVALPURCHASER is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Reporting BA ID	1234	max 4 char (prefix with 0's)	Y	Must be a valid BA ID
E	Production Month	2020-05	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	1234	max char (prefix with 0's)	Y	Must be a valid BA ID
H	Delivering Fac Prov	MB	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	MB	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	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A
O	CTP Fac Type	BT	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	MB654871	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	7 digits (3 decimal)	Y	Price per unit of Oil in dollars

Oil Valuation – Deliveries to Refineries

Spreadsheet Column	Column Header	Example Field Content	Format	Required on each row? Y/N	Comment
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	OILVALPURDELREF		Y	OILVALPURDELREF is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Reporting BA ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
E	Production Month	2020-04	YYYY-MM	Y	Dash is mandatory
F	Reference	MB1234	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numerical
G	Refinery Fac Prov	MB	2 chars	Y	Must be a valid Prov/State, see Appendix A
H	Refinery Fac Type	RF	2 chars	Y	RF only
I	Refinery Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	
J	Stream Type Code	WCB	3 chars	Y	Must be a valid Stream Type, see Appendix E
K	Submitted Volume	1234567.8	8 digits (1 decimal)	Y	Stream crude oil purchase volume

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

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
MS	Metering Station
PL	Pipeline
RF	Refinery
SA	Oil Satellite
TM	Terminal
WP	Waste Plant
WS	Surface Water Source

Appendix C – Miscellaneous Codes

Miscellaneous Code	Description
CO	Delivery/Sale of Natural Gas to a Commercial Customer
IN	Delivery/Sale of Natural Gas to an Industrial Customer
MC	Receipts/Deliveries of an unknown source
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

General Information		
Product Code	**Unit of Measurement**	**Description**
ACGAS	10^3m^3	Acid Gas
AIR	10^3m^3	Air
ALKWTR	m^3	Alkaline Water
ASP	m^3	Alkaline Surfactant Polymer
BRINE	m^3	Brine
BRKWTR	m^3	Brackish Water
C1-MX	m^3	Methane Mix
C2-MX	m^3	Ethane Mix
C2-SP	m^3	Ethane Spec
C3-MX	m^3	Propane Mix
C3-SP	m^3	Propane Spec
C4-MX	m^3	Butane Mix
C4-SP	m^3	Butane Spec
C5-MX	m^3	Pentane Mix
C5-SP	m^3	Pentane Spec
CO2	10^3m^3	Carbon Dioxide
CO2-MX	10^3m^3	Carbon Dioxide Mix
C02-SP	10^3m^3	Carbon Dioxide Spec
COND	m^3	Condensate
DIESEL	m^3	Diesel Oil
ENTGAS	10^3m^3	Entrained Gas
FLUEGAS	10^3m^3	Flue Gas
FSHWTR	m^3	Fresh water
GAS	10^3m^3	Gas
HELIUM	10^3m^3	Helium
IC4-MX	m^3	Iso-Butane Mix
IC4-SP	m^3	Iso-Butane Spec
IC5-MX	m^3	Iso-Pentane Mix
IC5-SP	m^3	Iso-Pentane Spec
N2	10^3m^3	Nitrogen

Volumetric Product Codes, cont'd

General Information		
Product Code	**Unit of Measurement**	**Description**
Naphtha	m^3	Naphtha
NC4-MX	m^3	Normal Butane Mix
NC4-SP	m^3	Normal Butane Spec
NC5-MX	m^3	Normal-Pentane Mix
NC5-SP	m^3	Normal-Pentane Spec
O2	10^{3}m^3	Oxygen
OIL	m^3	Crude Oil
POLYMER	m^3	Polymer
SAND	m^3	Sand
SO2	10^{3}m^3	Sulphur Dioxide
SOLV	m^3	Solvent
STEAM	kg	Steam
SUL	tonne	Sulphur
SURF	m^3	Surfactant
SYNCRD	m^3	Synthetic Crude
WASTE	m^3	Waste
WATER	m^3	Water

Appendix E - Stream Type Codes

Stream Type ID	Stream Type Description
BR	Bow River
F	Fosterton
KSW	Kerrobert Sweet
LLB	Lloydminster Blend
LLK	Lloydminster Kerrobert
LSB	Light Sour Blend
M	Midale Blend
MSM	Westpur Midale
SC	Smiley Coleville Heavy
MSW	Mixed Sweet Blend
UMC	Portal Midale
UOC	U.S. Sour - Clearbrook
WCB	Western Canadian Blend
WCS	Western Canadian Select

Appendix F – 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 SK facility or for specific circumstances i.e. Gas to a WP.

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