



Learning Aid: Public Data – Business Associate Report



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The goal of this document is to provide the details for the Business Associate downloads accessed from the Petrinex public data page.

Introduction

Business associate information defined in this document can be accessed by the public through the Public Data link on the Petrinex web site.

The current status of all business associates in Petrinex as of the file creation date will be included in the downloadable files.

Note: Currently the scope of the output file is only Alberta data.

Scheduling and Timing

The business associate files are created nightly and available for public downloading the next morning.

Downloads

This report will be available to download in Comma-Separated Value (CSV) and Extensible Markup Language (XML) formats.

Users downloading reports for personal use should request the CSV format, This format can be imported to and exported from programs that store data in tables, such as Microsoft Excel. For further information on creating an excel spreadsheet from CSV see the section below titled “Open and Save CSV Document as Excel Spreadsheet”.

Users downloading report to upload into other systems should request the XML format. This format shares both the format and the data using standard ASCII text. A XML format is similar to HTML.



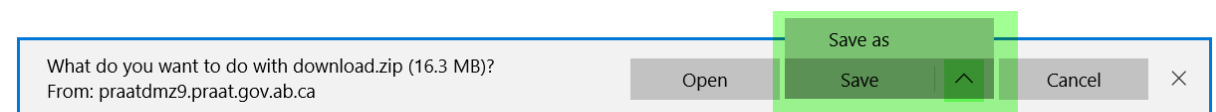
Data Fields

Data Element Name	Data Type	Length	Description	Data Protection
BA Identifier	String	20	The code to identify a Business Associate(BA); assigned by Petrinex	
BA Legal Name	String	150	Current legal name of the company	
BA Address	String	256	The company's current address in format: Suite Number, Civic Address, Municipality, Province, Country and Postal Code	
BA Phone Number	String	30	The current primary phone number for the business associate <ul style="list-style-type: none"> - If country is Canada or US, format the phone number as area code-phone number Ext: extension (999-999-9999 Ext: 999999) - No formatting for other countries. 	
BA Corporate Status	String	60	The current status of the company.	
BA Corporate Status Effective Date	Date	10	The effective date of the status in YYYY-MM-DD format.	
Amalgamated Into BA ID	String	20	The BA Identifier of the surviving company in case of merger/amalgamation	
Amalgamated Into BA Legal Name	String	150	The BA Legal Name of the surviving company in case of merger/amalgamation	
BA Amalgamation Established Date	Date	10	The date (YYYY-MM-DD) the amalgamation became effective.	



Open and Save Document as Excel Spreadsheet

You have selected the Business Associate Report and your download format (CSV or XML). When you received the download you should save your report in your directory by clicking the “arrow” beside save to open the Save As option to save this report in your personal directory.



Note: The file that you save will be a zipped file (.zip). When you click on the file name it will open the zip file and present the requested report(s) which you will need to save to your personal directory.

When you open your csv report, you will notice that all of the preceding zero's in any of the data has been lost. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. You need to create a worksheet in text in order to sort and filter your report as necessary.

- a. Open a new Excel worksheet, and click on **Data** to import your saved report 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 Delimiters 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 as a .XLSX or .XLS file.



Glossary Terms

AMALGAMATION: Activity where a Company/Business Associate no longer exists as it has been amalgamated into another Business Associate/Company (surviving company).

PUBLIC DATA: Also known as “non-operator data” refers to Petrinex data available to non-operators in Petrinex.