



## Registry Tip

# Submitting Static SAF or OAF to the Registry

Release/Revision Date	Location of change in this document	Comment
February 11, 2003		Initial Release

**Audience:** Facility Operators.

**Purpose:** This Tip outlines the issues with Registry generated static SAFs or OAFs and explains how users can submit SAFs or OAFs to the Registry.

**Key Principles:** A static SAF or OAF can be submitted in the Registry for the current month only.

When a static factor is submitted, the Registry automatically creates the same static allocation for the next month on the first calendar day of the month. (i.e. on March 1, 2003, the static factors for February 2003 production month are created. These are based on the static factors submitted to the Registry for January 2003.)

*NOTE: Any submissions or amendments for prior months CANNOT be reported as static factors.*

For the months of November and December 2002, the Registry did not generate the static OAFs when clients filed the static allocation. On February 5<sup>th</sup>, 2003, the static SAFs and OAFs were created for the production month of January 2003. These were based on the static allocations that were in place at the time for the month of December 2002.

**Resolution:** Users are encouraged to use the Ensure Complete report, or to query their allocation submissions, for November 2002 to January 2003 to ensure the required SAFs and OAFs have been filed. In cases where the static allocations have not been created, users need to submit the appropriate SAF or OAF to the Registry.



Since the idea behind a “static” factor is that the user’s allocation will be the same from month to month, users can utilize the “save as” function when having to re-submit more than one month’s “static” allocations.

If this is the case, users can use the “save as” field in the submission to avoid having to re-key all of the stream details. The steps are as follows:

- (1) Enter the allocation for one production month and submit.
- (2) Then recall it in the “edit stream (or owner) allocation factors” menu
- (3) Change the production month in the “save as production month” field
- (4) Save to WIP
- (5) Submit

This will generate the same allocation for the month the user has entered in the “save as” field and saves the time and effort of re-keying the same stream details.

**For more Information:**

Please contact the Registry Service Desk