



Petroleum Registry of Alberta

Registry Alert

How Stakeholders can achieve greater benefits working with the Registry

Release/Revision Date	Location of change in this document	Comment
February 12, 2003		Initial Release
February 25, 2003	Key Principles	Addition of "Limit Scope of Report Requests"

Audience: All stakeholders

Purpose: This alert outlines a number of steps users can take to improve their performance on the Registry system.

Key Principles: There are a number of actions users can take to ensure their time on the Registry runs smoothly. These include:

Submit Early

Electronic submission, via the Registry, should make it easier for users to submit data early and not get caught up in the rush to complete all work leading up to deadlines. For example:

Volumetrics: As soon as each facility is completed, the user should submit this information.

Allocations: The DOE deadline for allocations is 45 days after production. However, most companies have this information available roughly 25 days after production. This gives users the chance to complete and submit this data during the last week of the month following production or the first of the second month following production, which are traditionally slower times for the Registry.

Multi-file processing via ZIP

In order to speed up the loading process, you can compress more than one file into a ZIP file. Here are the basic rules for ZIP files:



Petroleum Registry of Alberta

- 1) You can include one or more files in a ZIP.
- 2) You can include files that cover different types of reporting. For example, you can submit a volumetrics file, an allocation file, and a pipeline split file all in the same ZIP file.
- 3) The Registry will process the files in the order that you add them to the ZIP.
- 4) **If any file fails, the Registry rejects all files in the ZIP.** The reason is that submissions may contain several files that are dependent on each other and should be submitted all together.

NOTE: Multi-files submitted via ZIP will receive only one job number key, not a number key for each of the files submitted.

Limit Scope of Report Requests

(This issue relates specifically to requests for Facility Activity Reports and Facility Infrastructure Reports.)

- Where possible, limit the scope of request to a single month and one or few facilities. This will decrease the chances of creating a “timeout” situation.
- If an error does occur, the limited scope will assist the Registry team in isolating and correcting any problem.
- The use of “ALL” increases the chance that the request will “time out”. It also makes it harder for the Registry team to pinpoint and correct any problem that may exist.

Time of Day

The Registry consistently has the fewest users on the system from 12 p.m. to 1 p.m. and 4:00 p.m. to 8:00 p.m. on weekdays and all day on Saturday.

More information:

Please contact the Registry Service Desk.