



## Registry Tip

# Partner Reporting – Distribution Lists (Changes to the Security Blanket)

Release/Revision Date	Location of change in this document	Comment
December 03, 2003		Initial release

**Audience:** All Stakeholders

**Purpose:** This Tip describes what Distributions lists are and how they will be used to make certain data available to non-operators.

**Background:** Previously, Registry security restricted all access to certain facility's volumetric information, unless they were the operator of the facility (these include Custom Treaters, Terminals, Meter Stations, Refineries, Pipelines and Fractionation Gas Plants).

Other facilities had detailed "Disposition" information restricted unless the BA was the operator of the facility. These restrictions are referred to as the "Security Blanket".

Industry requested that operators have the ability to identify BA's who can access this restricted information from the Registry.

Enhancements involving the Registry's Security Blanket were promoted on December 3, 2003.

These enhancements:

- Allow facility operators to create "Distribution Lists" that identify BA's that should have access to the information under the security blanket. These named BA's are able to query, request a report or Industry download which details the gross volumetric data and the disposition from/to information at the facility.
- Distribution lists are a combination of automatic and manually created items



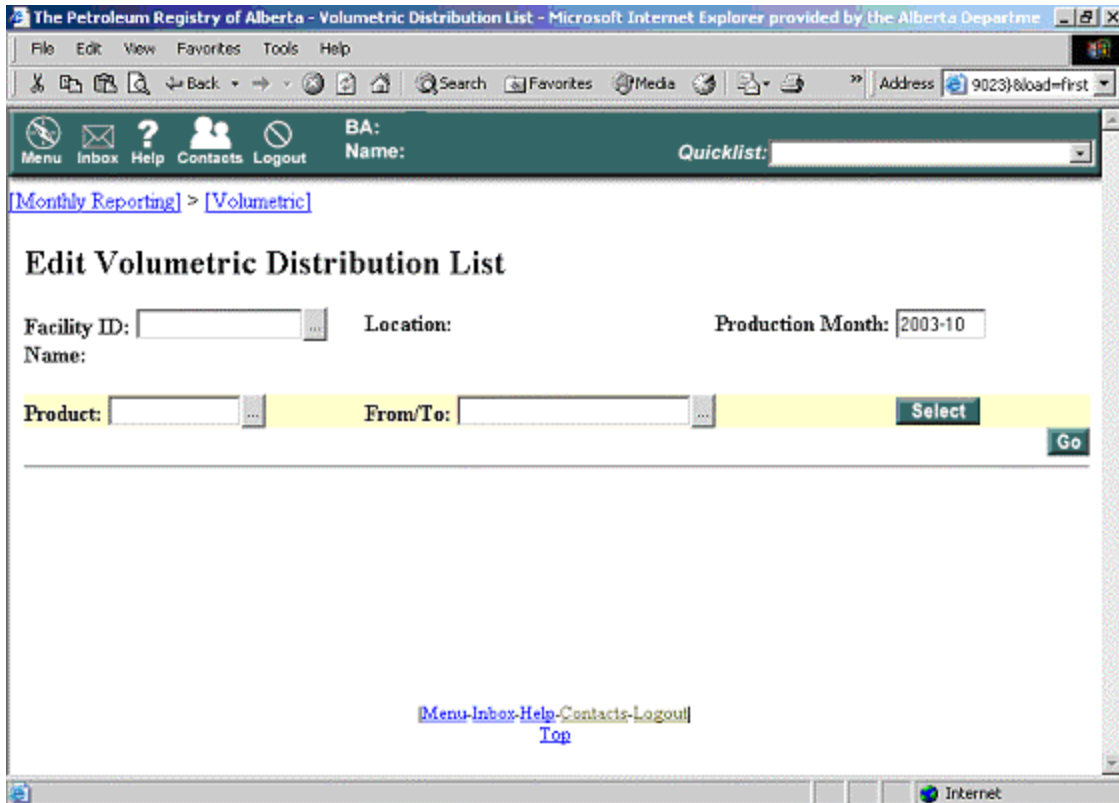
## Key Principles:

Clients must remember the following “scope of change” associated with the Distribution Lists (Security Blanket) enhancements.

- Distribution lists are specific for each:
  - Production month
  - Facility
  - Product
  - From/to
- Distribution lists are created by the facility operator.
- There are two (2) ways facility operators can add BA's to a Distribution List
  - **Automatically** – BAs are populated based on SAF/OAF allocations filed by the facility operator for the production month, product and activity of DISP.
    - SAF/OAF allocations with ALL in the from/to field will not be included in the automatic population of the distribution table. The from/to field must be specific for BA's identified on the allocation to be automatically added to the distribution list.
    - Automatically created items will be updated to the distribution list each night based on the day's allocation submissions. This is an overnight process.
    - Automatically created items are not rolled over at the end of each month. A new list will be created based on the next month's SAF/OAF submissions.
  - **Manually** – Facility operator users may either on line or via batch (XML only) add/create/edit a distribution list.
    - On line submissions will allow the users to save a distribution list with a different header. *For example:* The user may create a distribution list for a facility for the product C5-SP and use the “save as” function to copy it for other products thus, eliminating the need to key duplicate data for multiple lists.
    - Manually created items will be updated to the distribution list immediately once successfully submitted to the Registry.
    - Manually created items are rolled over each month and do not need to be resubmitted or edited until there is a change.
- There is no ability to query a Distribution List. Only users who have the authority to edit the list may see the list.
- There is no associated report for Distribution Lists.



Please see below for example of this screen



**More information:**

New training modules have been created to guide clients through the new functionality create by this enhancement to the Registry.

Please contact the Registry Service Desk.