



Petroleum Registry of Alberta

Registry Tip

Alternatives to Requesting the SAF/OAF Ensure Complete Report

Release/Revision Date	Location of Change in this Document	Comment
May 03, 2005		Initial Release

Audience:

All stakeholders

Purpose:

This tip lists alternative ways that Registry clients can retrieve information found within the SAF/OAF Ensure Complete Report.

Background:

The Registry has performance targets for batch and daytime report turnaround times. During non-peak periods, these are targeted to be completed within 15 minutes; for peak periods the target is to complete these jobs within one hour.

There are times, however, where due to the large number of Industry requests received in a very short period (example: requests on the DOE Allocation Deadline day), or as a result of unforeseen technical problems, these targets are not met.

The Registry team is currently reviewing a number of performance tuning opportunities that will enhance the Registry's ability to meet its performance targets.

In the case of Ensure Complete Report requests, depending on the nature of the request, users should be aware that the required information can be retrieved directly from the Registry without having to request the official report.

Key Principles:

Should you require timely feedback on the status of your allocations on one or more of your facilities, there are other ways to check this data has been received by the Registry:



Step 1

Clients should retrieve the most recent version of the DOE SAF/OAF Ensure Complete report.

To find this report, access the “Ministry Invoices & Statements” area of the Registry and retrieve the report named “SAF OAF Ensure Complete”. If you do not have access to Ministry Invoices & Statements, contact your BA Security Administrator to obtain access or obtain the name of the person who has access.

This report is generated by the DOE two days before the filing deadline and lists all current outstanding errors regarding missing or invalid allocations for Crown royalty purposes (which will result in Provisional Assessment in the upcoming DOE Invoice, if not corrected by the DOE Allocation Deadline).

NOTE: Clients should be aware that there is a difference between the DOE version of the Ensure Complete report and the Registry version. To learn more about these differences, see the Tip “Differences between DOE and Registry Ensure Complete Reports Explained” on the Registry website under Tips/Alerts/FAQs – Tips – Monthly Reporting: Allocations.

Step 2

The client should review the report and make any required SAF/OAF/Volumetrics submissions to correct the errors listed.

Since the DOE’s SAF/OAF Ensure Complete report is generated two days before the deadline, it will not contain information regarding “last minute” SAF/OAF cascades to your facility(s) done by downstream facility operators. You must therefore monitor your inbox for notifications regarding Cascades and make any necessary submissions.

Step 3

Clients can then access the Registry on-line and query the SAF/OAF data to confirm that the errors listed on the report are not appearing on the query screen.

NOTE: Any “invalid” errors reported in the DOE SAF/OAF Ensure Complete Report will also show up in the query of SAF/OAF data until they are corrected.

For “missing” errors, users should click the SAF Cascade button on the query SAF/OAF screen to determine if they have responded to all required Cascades.



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These three steps will allow the client to ensure they have no outstanding allocation errors in their data by the DOE Allocation Deadline, without having to formally request and wait for the return results of the user-requested Ensure Complete report.

More Information:

Please contact the Registry Service Desk.

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