



Learning Aid: Alberta Spreadsheet Upload Specifications
S-30 Sulphur Balance Reporting



Learning Aid:

S-30 Sulphur Balance Reporting

CSV Spreadsheet Upload Specifications

Updated: September 22, 2026

THIS MATERIAL IS CONFIDENTIAL AND SHALL NOT BE USED FOR ANY OTHER PURPOSE OR DISCLOSED TO ANY OTHER PARTY WITHOUT PRIOR APPROVAL BY PETRINEX.



Table of Contents

Contents

Introduction	2
Create and Save Data within a Spreadsheet	2
Downloadable Validation Results.....	5
S-30 Sulphur Balance Reporting.....	6
Worksheet Format	6
Appendix A.....	8

Introduction

There are two main ways that you can submit monthly data to Petrinex. You can submit data:

- **Online.** The Petrinex online forms allow you to enter data that is reported to Petrinex.
- **Batch upload process.** In a batch submission, you create data in your internal system, and then upload it to Petrinex. The standard for batch file submission is XML (Extensible Markup Language). You can also create your data in spreadsheets and upload this data directly to Petrinex as a CSV (Comma Separated Values) file.

You may now upload data in spreadsheets for:

S-30 Sulphur Balance Reporting – submit mandatory information as required by the Alberta Energy Regulator for S-30 Sulphur Balance reporting.

Note: Each spreadsheet upload is considered a **full replacement** for the reported period. Each S-30 Sulphur Balance Reporting upload that you make to Petrinex overwrites earlier uploads, therefore new submissions must include all data for the month. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data.

Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for upload to Petrinex. For example, you can only upload data created within a spreadsheet, if that data is saved as a CSV (Comma Separated Values) file. Petrinex does not accept data on a spreadsheet saved as any other format. You



may create spreadsheets in any spreadsheet software (such as Microsoft Excel) that can save as a CSV file.

For illustration purposes only, Microsoft Excel conventions are used in the following step-by-step procedures. In this example, we use the terms spreadsheet and worksheet. A worksheet is an individual page that is organized into columns and rows and is always stored in spreadsheet. A spreadsheet may contain many worksheets. Note: Microsoft Excel refers to spreadsheets as workbooks.

Follow these steps to create and save data within a spreadsheet before uploading the data to Petrinex.

Step 1. Download the worksheet template for the work process data that you want to upload.

To download the worksheet template, complete the following steps.

- Go to the Learning Centre website page
- Click the Job Aid – Submission CSV Spreadsheet Upload Templates.

Step 2. Create a new worksheet from the template.

- Create a new worksheet within your existing spreadsheet.
- Copy the provided template into your new worksheet or type the header row from the template into your new worksheet. Row 1, the header row, must contain the column descriptions in your new worksheet.

Note: You may only include one work process (S-30 Sulphur Balance Reporting) per worksheet, but you may include multiple days (note the data must be sorted by day) when submitting a file to Petrinex. The order of the header row must match the order that is specified in the templates for S-30 Sulphur Balance Submissions work process).

Header Row		A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province	
2					
3					
4					

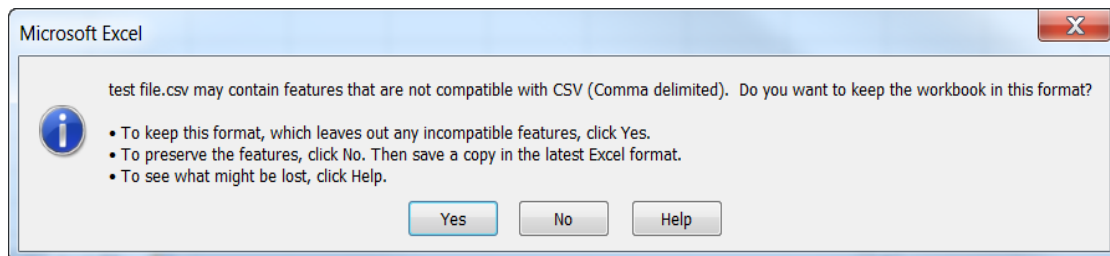
Step 3. Enter the data from your existing spreadsheet into the new worksheet.

Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.

Step 4. Select/highlight all data on the worksheet. Choose Format – Cells – Number (tab) and choose Text. Click OK. All data on the worksheet must be in text format prior to saving in .csv format.

Step 5. Save your new worksheet. You may only save the worksheet in CSV format for upload to Petrinex. Further, only the active worksheet may be saved as a CSV file. Multiple worksheets, within a single spreadsheet, must be saved as individual CSV files, and uploaded separately.

- On the File menu, select **Save As**
- Type the file name that you want to use
- Select the CSV (Comma delimited) (*.csv) file type
- Click **Save**. The following message appears.

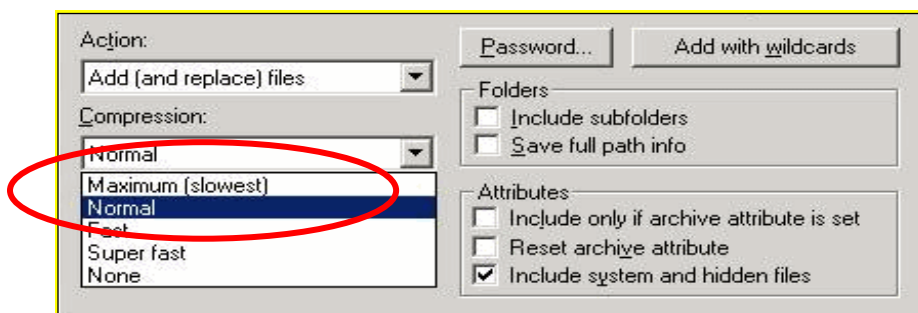


e. Click Yes.

If you were to open this worksheet at this point, you will lose all of the preceding zero's in any of the data. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. If you were to upload this document to Petrinex in this manner it would not be accepted as it would not meet the required schema. Therefore, we need to create a worksheet in text to upload.

- Open a new Excel worksheet and click on Data to import your saved worksheet into this new worksheet.
- Click "From Text" to open the Import Text file window
- Highlight the document that you previously saved and click Import.
- This opens the Text Import Wizard:
 - Click the radio button – Delimited and click Next
 - Change the radio button under Delimiters from Tab to Comma and click Next.
 - 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.
 - Click the radio button Text
 - Click Finish
 - You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
 - Save the new worksheet in a .csv file format – you can overwrite the original if you choose to ensure that you do not try to upload the wrong version.

Large files may be compressed, using the file compression utilities PKZIP or WinZip, or the built-in compression utility within Windows XP (referred to as NTFS compression). When using WinZip, files must be compressed in the **Normal** compression mode, as shown below. It is recommended that any files over 5Mb should be zipped.



Note: only one file can be included in a zipped file.



- Step 6.** Submit the saved worksheet (with the .csv file extension) to Petrinex. You may only upload one file to Petrinex at a time.
- Access Petrinex, using your Web browser.
 - On the Main Menu, select **Data Submission** and then **Batch Upload**.
 - Type in your CSV file location and name or use the **Browse** button to locate the file.
 - Click **Upload**. You will receive an onscreen message indicating if the file is uploaded successfully. We recommend that you record the file incoming key number. If the batch was to fail, this number will help the Petrinex staff in assisting in determining the cause of the failure.
 - You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.

Downloadable Validation Results

A downloadable report is available for all batch validation notifications associated with **Validation Failure** and **Validation Success with Warning**. This will not impact batch Validation Success notifications. The original “text only” notification details will still be available; however, this downloadable version will allow sorting and filtering of validation results.

On the Petrinex In-Box Notifications screen a dropdown icon will be displayed beside the appropriate validation results notification. Clicking on this icon will open a download window to open the file.

Petrinex In-Box Notifications

Date/Time	Notification #	Message Subject	↓	Facility ID	Facility Name
2024-07-22 14:28	OPS015	Validation Results OPS (Split): Failure - [CR 4...	↓		

The downloaded file will open in csv and display information specific to the type of batch file that was submitted. Standard columns include the type of file submitted, file number, number of submissions: received, successful, partially successful and rejected. All the other columns will detail the various data elements submitted and any error message codes and descriptions applicable to this particular type of batch submission.



S-30 Sulphur Balance Reporting Worksheet Format

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	SULPHURBALANCE		Y	SULPHURBALANCE is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Province State	AB	2 chars	Y	Must be AB
E	Type	GP	2 chars	Y	Must be a valid facility type - See Appendix A
F	Identifier	0001234	16 digits (prefix with 0's)	Y	Must be a valid identifier
G	Production Month	2026-09	YYYY-MM	Y	
H	Reference Code		20 chars	N	Optional
I	Contact Name	John Doe	56 chars	N	Contact Name – First and Surname
J	Contact Email	John.doe@tommeeoil.com	128 chars	N	Contact Email – must be a valid email
K	Contact Phone	4035551234	14 chars	N	Contact phone number
L	Comments	Had 12 hours of down time due to maintenance	2000 chars	N	Example comment. Can be blank
M	Emission Monitor Down	12.2	4 digits (1 decimals)	N	Total number of hours the emission monitoring system was not operational during the reporting period.
N	Day	1	2 chars	Y	A row for each day in the sulphur reporting month is required
O	Plant Feedstock	1350.0	9 digits (1 decimals)	Y	The actual volume of plant feedstock (raw gas plus gas equivalent of inlet condensate) received by the plant on this day in 10³m³ to 1 decimal place . This must not be entered as a daily average volume for the entire month.
P	Plant Feedstock Percent H ₂ S	4.5	7 digits (4 decimals)	Y	The daily percentage of H ₂ S contained in the recombined plant feedstock (raw gas and condensate and/or water) on this day to 1 decimal place; if less than 0.10 per cent, it is the percentage to 4 decimal places .



Learning Aid: Alberta Spreadsheet Upload Specifications
S-30 Sulphur Balance Reporting

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
Q	Sulphur Production	80.88	11 digits (2 decimals)	Y	The daily sulphur produced in tonnes to 1 decimal place , with the option to report to 2 decimal places if required to meet measurement difference requirements.
R	Sulphur Stack Emission	0.41	11 digits (2 decimals)	Y	The daily sulphur emissions in tonnes to 1 decimal place , with the option to report to 2 decimal places if required to meet measurement difference requirements as recorded by the continuous stack emission monitor (CSEM).
S	Flared Gas Volume	0.0	9 digits (1 decimals)	Y	The amount of gas flared from the plant in 10³m³ to 1 decimal place . • Include all sour gas flared. • Also report acid gas flared from plants that do not recover sulphur.
T	Flared Gas Percent H ₂ S	0.0000	7 digits (4 decimals)	Y	The daily percentage of H₂S contained in the flared gas to 1 decimal place .
U	Injected Other Volume	0.0	9 digits (1 decimals)	Y	The daily volume of sulphur injected to subsurface formations or disposed of in any manner other than described above (e.g., nonregenerative sweetening) in 10³m³ to 1 decimal place . • Include all sour gas injected. • Also report acid gas injected from plants that do not recover sulphur. • "Other" disposition, if used, must be identified and separately quantified (monthly total) as part of the Sulphur Balance (S-30) submission.
V	Injected Other Percent H ₂ S	0.0000	7 digits (4 decimals)	Y	The daily percentage of H₂S contained in the injected gas to 1 decimal place .

Note: The balance of the data is calculated by Petrinex



Appendix A

These are the only facility subtypes that can make a S-30 Sulphur Balance reporting submission

Facility Subtype Code	Facility Subtype
401	Gas Plant Sweet
402	Gas Plant Acid Gas Flaring < 1t/d Sulphur
403	Gas Plant Acid Gas Flaring > 1t/d Sulphur
404	Gas Plant Acid Gas Injection
405	Gas Plant Sulphur Recovery