The Petroleum Registry of Alberta
Energizing the flow of information

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DID YOU KNOW?

The Registry team has identified a number of items that could make it easier for clients to use the Registry. Here are a few suggestions; more suggestions will be available in future newsletters and meetings.

Users can open multiple sessions of the Registry at the same time

It's possible for a user to open more than one session of the Registry at the same time. All a client has to do is go to the Registry login page and sign in to open an additional session.

Example 1:

A client may open the Volumetric and Well Status screens at the same time. This allows the client to validate a well status for volumetrics at the reporting facility level. Users can "size" their browser window to see both sessions at the same time or toggle between the two sessions.

Example 2:

If a client were to open the Query Allocations and Query Facility screens at the same time, it would allow them to find an allocation on one screen and use the other screen to find out who is the operator of a specific facility.

Example 3:

While working on multiple report requests, a client can also have their In-box screen open. By switching back and forth, a client can see if the results of a previous report have been returned.

THE REGISTRY: NEW FRONTIERS

One indicator that the Registry is successfully fulfilling its mandate is the interest outside jurisdictions and organizations have expressed in joining the Registry or learning how to set up their own Registry type system.

The BC government and BC producers are actively evaluating the Registry. Initial meetings have been held in Calgary, Victoria and Fort St. John. Industry, BC and the Registry Steering Committee have conceptually endorsed exploring a commercial agreement that would allow BC's inclusion into the Registry.

Over the next several months, to more fully explore the implications of BC becoming part of the Registry, meetings will be held with,

- Various BC government departments
- Duke Energy and other plant operators
- BC producers and pipeline operators

The next phase in this process is for all key BC stakeholders to work together in developing a business case, which is required as part of the approval processes of all stakeholders.

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The benefit of opening multiple screens at the same time is that this saves time and allows users to complete their work more efficiently.

First In First Out Daytime Report Processing

Since the Registry went live in October 2002, it has been standard operating procedure that the system's daytime batch processing of files was done in the following sequence:

1. Monthly submission files
2. Warning Reports (EUB Non Compliance & Registry SAF/OAF Ensure Complete)

This meant that all submission files had to process before the system would create any of the warning reports. This caused problems for some users because reports requested on a deadline day were often not available until the end of the day.

At Industry's request, and in keeping with the Registry team's work in ensuring greater system ease of use, this process has changed.

This processing is now "First in -First out" for the monthly batch submissions and the warning reports. This means that warning reports will be available earlier and throughout the day.

More about this new functionality can be found on the Registry web site under: **Tips/Alerts/FAQs – Tips – General - First In – First Out rule now applies for Warning Report requests & Monthly Batch Submissions**.

Sizing for Screen Prints

When doing screen prints clients need to adjust their page setup so that items on the right hand side of the screen-print properly.

There are two different "Page setup" changes that can be used:

Change the orientation to landscape
or
Change all the margins to 0.25

Either one of these changes will ensure all data is printed.

The above topics, and other subjects, such as:

- WIP Cleanup.
- Using the Contact Button on Query screens

- Proper Use of ALL on SAFOAF Submissions.
- How to use the Registry's Distribution Lists.
- How to use "Save Report Parameters"
- Changes to the Allocation Variance Report.
- Liquid Injected and Recovered as Part of the Gas Stream.

were discussed at the March 2, 2004 Registry information session. For more information about these topics go to the Registry web site: **Bulletin Board – What's New - Registry Information Session, March 2, 2004: Presentation**

REPORTING CHANGES FOR PIPELINES, TERMINALS AND METER STATIONS

Operators should be aware of Registry enhancements that will create changes to volumetric reporting at gas and liquid pipelines, terminals and meter stations. These changes are scheduled to be implemented by the end of May 2004, <u>after</u> reporting for the April 2004 production month.

For Gas the design changes can be summarized as follows:

- Reporting will be done at the Meter Station (MS) level versus the Pipeline (PL) level. Currently, a change to a single MS requires the complete PL to be resubmitted.
- Transactions will begin at the MS. For example, the MS will report a disposition to the PL and the Registry will autopopulate the receipt at the PL. Currently ,the Pipeline reports a receipt from the MS and the MS disposition is autopopulated.
- New more restricted rules will be implemented for CSO's. Depending on the subtype of the MS the CSO will only be able to report specific activities (i.e. at a 631 sub type MS, the CSO will only be able to report receipts).
- Facility operators will no longer report receipts from a Meter Station. The CSO will report at the MS a disposition to the facility and the Registry will autopopulate the downstream (receiving) facility with the receipt. This applies to all production type facilities such as Batteries, Gas Plants, Injection facilities etc.
- ISC's will be required at the Meter Station but the Registry will not autopopulate them where they are not needed (no ISC's at the PL).

REPORTING CHANGES – con't from page 2

To learn more about these changes, visit the Registry web site: **Bulletin Board- What's New - Gas Pipeline and Meter Station Changes: Presentation**

For Oil & Liquids the design changes can be summarized as follows:

For terminals:
- The terminal operator will be reporting the majority of volumes received at and disposed from the terminal. For example, the terminal will report dispositions to a Battery and the Registry will autopopulate the receipt at the Battery. Currently, terminal operators cannot report dispositions to other Registry reporting facilities even though the terminal operator is in control of the measurement of the product.
- When two terminals are involved then the receiving terminal will be in control and will report the received volume.
- When a pipeline is involved, then the pipeline will be in control of reporting both receipts from and dispositions to the terminal.

For pipelines:
- The pipeline operator will be in control of reporting both receipts into and dispositions from the pipeline unless there is another pipeline involved. For example, the pipeline will report dispositions to a Refinery and the Registry will autopopulate the receipt at the Refinery. Currently, the pipeline cannot report dispositions to other Registry reporting facilities even though the pipeline operator is in control of the measurement of the product.
- When two pipelines are involved then the receiving pipeline will be in control and will report the received volume.

Please note: None of the above impacts reporting when the receiving or delivering facility/entity is not reporting in the Registry.

To learn more about these changes, visit the Registry web site: **Bulletin Board- What's New– Liquid Pipeline and Terminal Changes: Presentation**

PROPER USE OF PURREC AND PURDISP

Over the past few months it has become apparent that a number of Registry clients do not know the proper use of **PURREC** (purchased receipt) and

PURDISP (purchased disposition) when reporting volumetrics and allocations in the Registry.

The **PURREC** and **PURDISP** are part of the royalty triggers the Department of Energy uses to collect Crown Royalties, which are based on specific volumetric transactions in the Registry.

It should be noted that **PURDISP** is an auto-created transaction and this activity cannot be directly reported in the Registry.

The Registry team has created a tip to explain this procedure. It can be found on the Registry web site at: **Tips/Alerts/FAQs – Tips – Monthly Reporting: allocations - Proper use of PURREC and PURDISP**.

For more information on royalty triggers, clients should refer to the DOE Gas Royalty Guidelines – Appendix A, or contact the Gas Royalty Helpdesk at (780) 427-2962 or the Petroleum Registry of Alberta Service Desk.

REGISTRY HOURS EXTENDED

In response to client requests, the Registry team has decided that, <u>on a three-month trial period,</u> an additional hour will be added to the system's weekday and Saturday hours of operations.

The change came about after client feedback on the issue was collected during various Registry forums, held over the past year.

The change means that as of April 1, 2004 the Registry will be open from 6:30 a.m. to 9:00 p.m. on regular weekdays and Saturdays. Previously, the Registry hours of operation ended at 8 p.m.

Other hours of note:

- First Monday of each month: Registry closes at 6:00 p.m. for system maintenance
- Generally, first Wednesday of the month: Registry closes at noon for scheduled release implementation.
- On the "EUB Volumetric Data – Deadline" date, the Registry closes at 5:30 p.m.

REGISTRY HOURS

- On the "SAF/OAF Complete for DOE Reporting -Deadline" date, the Registry closes at midnight.

A reminder of these time changes is posted on the Broadcast Message area of the registry web site.

UPDATE CONTACT INFORMATION

In order for the Registry to effectively, and efficiently communicate with its clients, it is very important that client contact information is up to date. This will insure that clients can be contacted with regards to any important Registry issues or changes to the Registry system.

To change or review your contact information in the Registry, just go to **Administration Function – Business Associate – Request BA Change**. This will list all your BA information and allow you to update your address, e-mail, phone number, etc.

In addition to this, user information should also be updated by the User Security Administrator (USA). This can be done by the USA by going to **Administration Function – security – manager User IDs and Access.** It is very important that user information be accurate in the Registry.

In addition to this, clients are asked to ensure that their company Change Leader information is up to date. The Change Leader is a very important element in the Registry's two-way communication with its clients and in ensuring that your company has direct contact with the Registry team.

If there are any updates with regards to your company's Change Leader, please submit them to Sheryl Moody at: sheryl.moody@gov.ab.ca.

PARTNER REPORTING

Work continues with the Industry Benefits Committee (IBC) and Registry staff to identify and resolve any impediments to the implementation of full partner reporting in the Registry. The end objective will be that Industry will cease to use paper and partners will rely solely on the Registry to obtain partner information related to volumetrics, allocations and infrastructure.

More information about this topic will be made available in the coming weeks.

LEVERAGE LIST: UPDATE

Over the past six months the Industry Registry Team (IRT) and the Industry Benefits Committee (IBC) have reviewed and addressed the 125 items listed on the Registry Leverage list. These items were identified for action during an Industry sponsored Preliminary Benefits Assessment survey, which was conducted in September of 2003.

To date, only five items remain on the Leverage list. The resolutions for these remaining items will be communicated to clients via the Registry web site or newsletter over the coming months. Clients have the option of taking part in IBC meetings, which offer an excellent forum for shaping Industry/Registry related issues and getting updates on the Registry.

To learn more about the Leverage list, or joining the IBC, please contact the Registry Service Desk at: (403) 297-6111 (Calgary) or 1-800-992-1144 (other locations).

KEEPING UP TO DATE

As the Registry is a living system, there are constant changes being made to improve ease of use and address client concerns. The majority of these changes can be found in the Training and Tips areas of the Registry web site. Clients are encouraged to visit these areas on a regular basis to see what changes may have occurred.

To review any changes to the training modules, clients can enter the PSS/Training area of the Registry web site and click the "Summary of Modules Changes since Implementation" link.

For information on how to better use the Registry, see the Tips section of the Tips/Alerts/FAQs area of the web site. The Tips area was recently revamped as a table of contents to allow easier review of material. All changes to these Tips are marked with a red NEW or UPDATED notation.

Clients are also reminded to view the Broadcast Message area of the Registry web site daily for any urgent messages that could impact their interaction with the Registry.