The Petroleum Registry of Alberta
news
Energizing the flow of information

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OCTOBER 31 – A GO!

The Registry team has confirmed the system will go live on October 31. It is important that all users of the Registry take the necessary steps to ensure effective and beneficial use of the Registry. Listed below are a number of actions each stakeholder must take.

1. Learn more about the Registry. The main source for understanding the system is the Registry web site: www.petroleumregistry.gov.ab.ca
2. Ensure individuals working on the Registry have access to the Internet and a computer that meets the Registry's minimum technical requirements. For example, all user software must be JavaScript enabled.
3. Confirm your 4-character Business Associate (BA) identifier. If you have a 4-character EUB operator code, this is your BA ID. If you have a 7-digit DOE royalty Client code, you have been issued a new 4-character BA ID. If you have not received your new 4-character ID, contact the DOE's Client Registry (780-422-1395) immediately.
4. Set up your BA User Security Administrator (USA). Users will not be able to access their secure information in the Registry without a BA USA ID and password.
5. Review and follow the segment specific instructions that apply to your company.

Specific segment instructions, and more detailed instructions for the other four steps above, can be found in the Registry Readiness & Implementation Package, which was sent to all operators. The package is also available in electronic form in the Documents area of the Registry web site.

REGISTRY: HOURS OF OPERATION

Initial production hours will be 7:00 a.m. to 7:00 p.m., starting November 1, 2002. This means the Registry is available on-line. Batches cannot be submitted outside the times the Registry is available. This initial period is expected to be the month of November 2002, but may be extended into December should circumstances warrant. Hours may be extended as soon as is practical.

October 31, 2002 is a special case and the time that the Registry becomes available depends on the last data conversion exercise. If all goes as planned, the Registry will be "live" at 12:00 noon.

In case there is a need to apply emergency upgrades to the Registry after the first two of days of processing, November 2/3 (Saturday – in part, and Sunday) are being reserved for upgrades. The Registry will not be available on these dates, nor will batch files be accepted. If there is not the need for an upgrade that early, the Registry will be made available on Saturday, November 2.

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Sundays are planned to be reserved for Registry maintenance activities. If this time is not required, the Registry will be available for all or some portion of each Sunday.

The Service Desk standard hours are 7:30 a.m. to 5:30 p.m. Monday to Friday. Extended Service Desk coverage is planned for initial start-up and for key dates in the month, as identified in the Registry Calendar.

For more detail on hours of operation, go to Registry Hours of Operation, located on the home page of the Registry web site.

Over time, it is planned that the Registry will move to longer hours of operation, as the system is tuned to meet the profile of actual industry activity.

There are a number of things companies and individuals can do, as the system is being fine-tuned to reduce the initial stress and promote good response time for all users. Here are some suggestions to "go easy on the system" as the Registry operations are optimized:

1. Don't wait to the last minute to enter your monthly data submissions to the Registry.
2. Discourage staff in your company from requesting a full suite of reports for all facilities you operate. Request reports that are specific to your needs.
3. Avoid multiple requests for EUB non-compliance reports and "Ensure Complete" processes. And avoid using the "all" request for these and other high resource consuming functions unless they are truly necessary to complete your work. Don't request these reports on the days they will be run automatically according to the Registry Calendar.
4. Submit smaller batches rather than waiting to submit a single large batch of data. The Registry runs better in this "multi-batch" mode.

By following these suggestions, stakeholders can do their part in ensuring a successful implementation of the Registry

"TO DO" LISTS FOR IMPLEMENTATION

The Registry Readiness and Implementation Guide is a key document for all Registry users as we enter the final pre-implementation stretch. The Guide was distributed to all operating producers and to many other stakeholder groups last month. If you did not receive a copy, it is available online on the Registry web site, or call the Service Desk to request a hard copy version.

The Guide provides "To Dos" covering three periods during implementation:

Essential To Dos Prior to October 31

- Confirmation of Business Associate (BA) Identifiers and registration of User Security Administrators (USA). Note: a separate USA registration is required for each subsidiary company, not just for the parent company.
- Confirm and "clean-up" infrastructure records at the EUB, and in your PA systems for the facilities you operate. A significant amount of infrastructure data has now been provided by the EUB and can be found through links on the Registry web site.
- Other To Dos for this period have been laid out in detail by key Industry segment (small companies, operators general, Production Accounting Service Providers and their clients, Midstream companies, Pipeline and Straddle Plant Operators, Refiners, and Non-operating Royalty Payers).

Essential To Dos Upon Registry Start-Up

- Since the role of a USA in the Registry is limited to performing security related functions, all BAs will need to set up at least one other user. Check the Guide for details.
- Most operators, at start-up, should run an infrastructure report to confirm the data of record in the Registry. Instructions are provided in the Guide.
- The Guide has other segment-by-segment recommendations for BAs. Check it out.

Monthly & Other Reporting when Registry is Online

- The Guide is a convenient source for monthly and other reporting directions: directions for where to go for training, and where to go in the Registry to get your work done.

UPDATED REGISTRY WEB SITE

The address remains the same, but the content of the Registry web site will be updated to reflect the needs of post-implementation for Registry stakeholders. The Registry web site will be the main, and most comprehensive, source of information about the Registry.

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Stakeholders will now be able to log into to the Registry and still be able to link to their Training modules from this site. New information will also be available. A very important "new area" users should be aware of is Broadcast Messages, which will be located on the home page.

The Broadcast Message area will be broken down into date, audience for intended message and the message itself. These messages will contain very important information about the Registry. For example, if the Registry hours of operation change – it will be posted on the Broadcast Message area.

Stakeholders are strongly encouraged to check the Registry home page, a few times a day, to see if there are any pertinent notices in the Broadcast Message area.

NOTE: the Broadcast Message area will replace Breaking News on the current edition of the web site just before Registry implementation.

SECURITY: ATTACK & PENETRATION TEST ON THE REGISTRY

The Petroleum Registry of Alberta commissioned an attack and penetration (A&P) test on the Registry in August 2002. Prior to the authorized test, full backups were taken of the Registry environment. Also, the Registry technical environment was configured to ensure that the only incoming access was from the company commissioned to perform the test.

The A&P test consisted of three phases:

- Network reconnaissance – the idea was to try and identify the type of host computer and the software versions in use on the computer.
- Vulnerability identification – identified vulnerabilities that have the potential of allowing unauthorized access.
- Attack trials – in this situation, the host computer was predefined and the attack trial
- was intended to gather information to gain unauthorized access.

Quotes from the report documenting the results of the A&P test indicate the Registry has "….taken adequate measures to limit unauthorized access ….". and, "…a number of proactive measures have been taken to mitigate the potential risks of external attack".

Several recommendations were made to further strengthen security. The most important of these are being implemented for October 31. It was also recommended another A&P test be conducted once the Registry is in production.

Vulnerability Assessments (of which an A&P test is part) are "point in time" testing of the system and if they are to have validity over time, need to be conducted on a regular basis. In light of this suggestion, further VA's including A&P tests will be carried out periodically on the Registry.

INFRASTRUCTURE: FILES & DOCUMENTS

Leading up to implementation, stakeholders can save themselves quite a bit of work by ensuring their documentation is EUB compliant. To assist Industry, a number of documents have been created outlining the changes related to the EUB's new production reporting requirements and reporting environment via the Petroleum Registry of Alberta.

Areas of change include:

- Facility IDs for Pipelines, Batteries, and Meter stations
- Valid Well Status Combinations Table
- Wells with Inactive Facility Ids
- Water source Well ID Information
- And others

Stakeholders should ensure their data lines up with the information held by the EUB before implementation. Any information not corrected prior to conversion to the Registry will be rejected. Stakeholders are asked to follow the instructions contained in each file and, unless clarification is required, e-mail changes/corrections to the EUB.

This EUB documentation can be found on the Registry web site in the Getting Ready area or, on the EUB web site at:

http://www.eub.gov.ab.ca/BBS/new/Projects/petroleumregistry.htm

INDUSTRY BENEFITS COMMITTEE ACTIVITIES

The Industry Benefits Committee (IBC) is a sub-committee of the CAPP Accounting Committee, and includes representation from SEPAC. The IBC's mandate it to help ensure Industry receives all available benefits from the Registry. Particular focus is placed on two Industry-to-Industry Registry functions: pipeline splits and partner reporting.

While the tools to perform non-regulated pipeline splits and partner reporting will be in the Registry at start-up, the IBC is recommending that full implementation of these processes, across industry, be deferred to 2003. Future Registry communications will contain more details on implementation plans for these functions, but here are some more details on the current status:

Partner Reporting: Some companies have elected to implement specific aspects of electronic partner reporting immediately on start-up of the Registry. Companies taking this approach will ask their non-operating partners to access Registry "Facility Activity Reports" to retrieve gross facility information that was previously provided on "S-Reports". Check with your operating partner to make sure you understand the approach they will be taking to partner reporting. If you are an operator, and are changing your partner reporting processes, the IBC recommends you proactively communicate your plans to your partners to help avoid any misunderstandings.

Pipeline Splits: Three pipeline *Change Leader* meetings have recently been held - one for each of Gas, Oil and NGL pipelines. The strong support from producers for standardizing pipeline splits was communicated to pipeline operators and the response continues to be positive. Full implementation of the split process for many pipelines will commence in the spring of 2003. In the meantime, while current pipeline split processes used by Industry will remain, pipelines and their customers can test the Registry's functionality.

SERVICE DESK: WORKING FOR YOU

Since it opened for business over a month ago, the Registry Service Desk has become an efficient source of Registry information for stakeholders. To date, six of the eight members of the service desk have been hired and undergone intense training regarding the Registry.

Currently, the hours of operation for the service desk are from 7:30 a.m. to 5:30 p.m. Monday to Friday. Please check the Registry web site's Broadcast Message area in the days leading up to and after implementation to see if there are any changes to the hours and days the Service Desk is operational. Both may change to meet customer demands.

Regardless, the capacity will exist to leave voice messages outside of normal operating hours. These messages will be responded to the next business day.

To reach the Service Desk please call: (403) 297-6111 (in Calgary) or 1-800-992-1144 (other locations) or e-mail petroleumregistry.energy@gov.ab.ca.

THANK YOU

The Registry team would like to thank all those who worked and volunteered on the project over the past two years. Without the expertise, and time, of these Industry and Ministry of Energy experts, the project that has become the Registry could not have existed, let alone be gearing up for implementation.

From the beginning, the Registry was seen as a joint initiative between Alberta's oil and gas industry, the Department of Energy and the Energy and Utilities Board. This vision and cooperation has meant the completion of the first project to be developed under this type of industry/government model. Hopefully, the success of this project will see this model adopted for other projects.

However, implementation of the Registry is not the end of the joint nature of this project. The avenue of two-way communication established between the project and its stakeholders during construction will remain after the system is up and running. Governance of the Registry remains much the same as it is today. Elements, like the Registry Steering Committee, the Registry Advisory Committee (made up of Industry and Government members), and the Industry Benefits Committee will still exist to ensure stakeholder needs and concerns are addressed.

While implementation of the Registry takes place on October 31, the system itself will continue to evolve based on the actual experience of users. Further, there are still a number of functions that will not be fully implemented by Industry until the new year. These industry elements are "partner reporting" and "pipeline split" functionality.

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So, while implementation sees the end of the project phase of the Registry, there are still opportunities for stakeholders to influence how the Registry develops in the future.

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Project Director	Ministry Readiness	Industry Readiness

NON-OPERATING ROYALTY PAYERS

(Companies and individuals that are not operators of facilities, but do currently receive information from industry partners, or invoices, statements and other correspondence from the Department of Energy are being referred to as "Non-operating Royalty Payers" by the Petroleum Registry of Alberta)

Registry Goes-Live October 31, 2002

There are a number of actions all stakeholders must complete before they can use the Registry when it goes live at the end of this month. The first is to get your 4-character Business Associate (BA) Code. If you currently have a 7-digit DOE Royalty Client code, you have been issued a new 4-character BA Code. . If you have not received your new 4-character ID, contact the DOE's Client Registry (780-422-1395) immediately.

In addition to having a BA ID, all users of the Registry must have a BA User Security Administrator (USA) ID and password. Leading up to implementation, the process for securing a BA USA ID and password can be found in the Getting Ready area of the Registry web site. After implementation, contact the DOE Client Registry (780-422-1395) and they will assist anyone with a valid BA code get their BA USA and password.

The Registry has undertaken many activities to ensure all stakeholders have the knowledge required to use the Registry. Specific non-operating royalty payer training modules have been designed to address the special needs of this stakeholder group. The modules are for use "free of charge". To gain access to these modules, go to the Training area of the Registry web site and follow the instructions under the Online Industry Training link.

Note: users need an Internet Explorer browser of 5.5 or higher in order to access Registry training.

While use of the Registry by non-operating royalty payers is optional for DOE and EUB invoice and statement retrieval, your invoices and statements will automatically be securely stored on the Registry, ***and*** you will continue to receive paper copies as well. However, you can elect to use the Registry exclusively (no more paper). To learn more about this election, call the DOE Client Registry (780-422-1395).

Even if you choose not to use the Registry, all non-operating royalty payers should contact their operating partners to see how they plan to use the Registry.

A key non-regulated, industry-to-industry component of the Registry is the ability to conduct partner reporting "on-line". Many operators will look to their non-operating partners to retrieve their partner reports on-line through the Registry. This will be phased in over time, but some operators will implement portions of this new way of doing business on Registry start-up. It would be beneficial to discuss this matter with your operating partner as soon as possible.

If you have any questions about the use of the Registry, before or after implementation, please contact the Registry service desk.

The Petroleum Registry of Alberta is a joint strategic initiative of the Alberta Ministry of Energy and the oil and gas industry of Alberta.

To add your name to our electronic distribution list, please contact us at:

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801 – 6th Ave SW
Calgary, AB T2P 3W2
Phone: (403) 297-6111 Fax:(403) 297-3665
E-mail: petroleumregistry.energy@gov.ab.ca

To submit comments or questions about the Petroleum Registry of Alberta check out our web site at: www.petroleumregistry.gov.ab.ca

Or call our information lines at:

(403) 297-6111 (Calgary)
1-800-992-1144 (other locations)