



# The Petroleum Registry of Alberta

*Energizing the flow of information*

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## IMPLEMENTATION DATE EXTENDED

As most stakeholders have already heard, the Ministry of Energy, the Canadian Association of Petroleum Producers, and the Small Explorers and Producers Association of Canada have made a joint decision to extend the implementation date of the Registry. **The Registry's go-live date is now October 31, 2002.** This means oil and gas producers will be using October's production data for their first reporting to the Registry. September's production data will be reported as usual.

Based on Industry, Ministry and project input, it was decided a short delay was needed to ensure that all stakeholders are ready for the Registry. The extra time will be used to test the software used by Industry to interface with the database, and to allow additional opportunities to test the elements of the Registry.

Both the Alberta Energy and Utilities Board (EUB) and Department of Energy (DOE) have released documents that outline how the date extension will impact industry's reporting dates to the Registry. EUB Information letter 2002-03 Amendment contains these date changes and was released to industry on September 9<sup>th</sup>, 2002. The DOE Information Bulletin dealing with this subject was released in the September Gas Royalty Bulletin. Both of these documents are posted on the Registry web site in the *Getting Ready* section.

Oil and gas producers looking for more information on the potential impacts of the implementation deferral for their organization, can contact the Registry Service desk at (403) 297-6111 (Calgary) or 1-800-992-1144 (other locations) or e-mail [petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca)

## IMPLEMENTATION: WHAT TO DO

The Registry team has taken numerous approaches over the past two years to make Industry aware of the impacts the Registry will have on the oil and gas sector of Alberta. The team has also worked with Industry to ensure it is prepared for implementation.

A recent initiative was the completion and distribution of the *Registry Readiness & Implementation Guide*. The guide contains an overview of all the changes the Registry will bring to the reporting regime between Industry, the Department of Energy and the Alberta Energy and Utilities Board. The guide also contains a brochure outlining the five steps ALL Registry users should follow in getting ready for implementation.

For more targeted instructions, a key area of the Guide has instructions directed towards eight specific segments of the Industry. These segments are:

- Oil and Gas Facility Operators – General
- Small Oil and Gas Facility Operators
- PA Service Providers and their Clients

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- Pipeline/Custody Transfer Point Facility Operators
- Oil and Gas Shippers
- Refinery and Mainline Straddle Plant Operators
- Non-Operating Royalty Payers

Each operating company should have received at least one copy of the guide. If your company has not received this package, please call (403) 297-6111 (Calgary) or 1-800-992-1144 (other locations). The guide is also available on the Registry web site in the "Getting Ready" area.

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## HERE TO HELP: REGISTRY SERVICE DESK

With implementation of the Registry just a few weeks away, the setting up, staffing and training of the Registry service desk has been completed. The Registry service desk has been ready to assist Business Associates since mid-September. The centre is staffed with subject matter experts who have industry and production accounting knowledge and Registry application expertise.

The service desk has been designed as a first point of contact for all Registry related questions. The staff will then decide if they can "resolve" the question/incident themselves or should they dispatch it to an information source better suited to deal with certain topics (e.g. the DOE Client Registry). Questions will be prioritized based on the business impact (level of severity) of the incident.

The service desk has been set up as a "contact centre", and can be reached via the telephone, e-mail, web site or facsimile. For consistency, these numbers and addresses will remain the same as the current Registry contact information, which were established over a year ago. The contact information is as follows:

Phone: (403) 297-6111 (Calgary)  
Phone: 1-800-992-1144  
Fax: (403) 297-3665  
E-mail: [petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca)  
Web site: [www.petroleumregistry.gov.ab.ca](http://www.petroleumregistry.gov.ab.ca)

The service desk hours of operation are from 7:30 a.m. to 5:30 p.m., Monday to Friday. The service desk is, and should remain, the focal point of Registry efforts to ensure Industry is able to use this new system and realize all the benefits it has to offer.

## NEAR DISASTER SITUATION - HANDLED!

On August 20<sup>th</sup>, the Registry disaster recovery processes got an early, unplanned workout. The DOE network connections between its offices in Edmonton and Calgary, stopped working at 2:00 p.m. These network links are vital as they connect the Calgary-based support team with the technical environments in Edmonton.

The Registry technical support team found out ten of the government's shared telecommunications lines, plus the GT Telecom line the Registry uses, had been lost, due to an explosion, fire and power outages in parts of downtown Calgary.

The Registry was in the midst of critical testing and urgently needed to have the link to Edmonton re-established. By 4:30 p.m., all Calgary Registry staff requiring access to Edmonton were provided access via the DOE remote access capability.

On August 21, the supplier of our network lines, GT Telecom, was still not permitted access to the explosion site during the morning. Meanwhile, Registry technical support verified a government line was still working and available. By 10:30 a.m., this connection was made available. In the meantime, GT Telecom had configured an alternate routing path and by 4:30 p.m. the Registry team had cutover from the temporary government line.

Overnight, GT Telecom switched us back over to the original line.

Prior to this incident, the Registry had ordered a redundant high-speed backup line and this is now in place.

Despite the problems created by this disaster situation, many positive things happened. The Registry team was without any connectivity for *only* two and a half hours. Although we operated at a much slower pace, normal service was resumed by the end of the second day. This situation tested the technical support processes, escalation procedures and the ingenuity of the technical support staff.

This was a disaster situation and it could have been much worse. The whole team handled the situation in a highly professional and service-oriented manner and the impact on the Registry was minimized. Should this happen once the Registry is in production, we have experienced and handled what could reasonably be considered a worst-case scenario.

## CAPPA STUDENTS TO RECEIVE REGISTRY TRAINING

CAPPA is pleased to announce that The Petroleum Registry of Alberta has made the entire online Registry Performance Support System (RPSS) available to students enrolled in the CAPPA Production Accounting Certificate Program. The RPSS, included in the CAPPA course curriculum with no extra cost to CAPPA students, offers high quality training, "hands-on" practice in screens that emulate the actual Registry, plus valuable industry examples. Students in each year will have access to the entire Registry Training system with priority modules indicated for each level of study.

Formal signing of the Memorandum of Understanding between the Registry and CAPPA took place at the AGM on September 17<sup>th</sup>. The direct development costs of the RPSS were funded primarily through fees paid by the producers who registered to use the Comprehensive Program. These companies will also benefit from this arrangement with CAPPA, which ensures that new CAPPA graduates are fully trained to use the Registry.

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## BA USA: UPDATE

The Registry team is quite pleased with the strong response by Business Associates (BAs) to its request to apply early for their User Security Administrator (USA) ID and password. As of September 17, 557 submissions had been sent into the Registry offices. Without a BA USA ID and password, BAs will not have access to their own secure information on the Registry.

The information included in the USA applications will be used to create individual USA IDs and passwords for each business associate. When the Registry team begins its internal cutover process to the Registry system in the first week of October, the BA USA information will be among the first data to populate the system. During the time period October 14<sup>th</sup> to October 25<sup>th</sup>, the Registry team will be sending out registered letters to BAs (that have completed the application) that will include their USA ID and temporary password.

The USA ID and password can be used when the Registry goes-live on October 31<sup>st</sup>. As soon as they sign in, the USA will be asked to create their own USA password. The Registry team will be sending out a security paper in early October that outlines the steps users should follow in order to create additional security via the way they create and maintain their Registry passwords.

## SUPERUSER MEETINGS: A SUCCESS

The Training team's Superuser meetings have added another element to Industry readiness. Approximately 40 individuals attended the September 19<sup>th</sup> Superuser meeting to see hands on examples of how the Registry will operate when it goes live. These sessions are designed for people who have completed a certain number of the training modules and are not a replacement for the web based training system, but an enhancement to them. The Superuser sessions allow users with unusual situations or complicated facilities to come and ask an expert how these items will be reported.

The difference in these sessions is that a working copy of the Registry system was used to answer questions. For example, a question about the need for ISCs was answered by bringing up the application Registry screen and inputting the ISC data. Attendees were able to see first hand what the Registry looks like and how it operates.

Another Superuser meeting was held on September 26<sup>th</sup> and the last in this series of meetings is scheduled for October 3<sup>rd</sup>. Individuals are invited to attend more than one meeting, because the examples and answers given will differ from session to session. Individuals are also asked to provide in advance (as much as possible) examples of their areas of concern.

If you would like more information about these meetings, or would like to register, please contact the Registry service desk at: [petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca). Depending on the interest, and availability of resources, additional Superuser meetings could be scheduled in the near future.

## 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 Readiness and Implementation Guide

The extension to the Registry's implementation date is good news for non-operating royalty payers, as it gives them more time to get ready for this new way of doing business. To assist in this preparation, the Registry Readiness and Implementation Guide has been developed.

The Guide identifies **“5 Steps towards Registry Readiness for ALL Registry Users”**. These steps are:

1. Learn more about the Registry
2. Ensure you have access to the Internet and a computer that meets the Registry's minimum technical requirements
3. Confirm your 4-character Business Associate (BA) Identifier
4. Set up your BA User Security Administrator (USA)
5. Review and follow the segment specific instructions that apply to your company

Details on each of the 5 Steps is provided in the Guide. Step 5 provides instructions specifically targeted to eight Industry “segments”, including instructions for Non-operating Royalty Payers. The Guide is posted on the Registry web site ([www.petroleumregistry.gov.ab.ca](http://www.petroleumregistry.gov.ab.ca)), or can be obtained in hard copy by calling the Registry Service Desk (403-297-6111; or toll free, 1-800-992-1144).

Non-operating Royalty Payers should pay particular notice to **Step 3**, identifying their new 4-character Business Associate ID (this replaces the current 7-digit Royalty Client Code). Registry design has prompted the Ministry of Energy to create a standard 4-character reporting code for all companies and individuals. To find this new ID, check out the complete 7-digit to 4-character cross-reference table that is posted on the Registry web site.

Another critical “to do” is **Step 4** setting up a BA User Security Administrator. This step is a “must” for any BA wishing to access the Registry. Instructions on how to secure a USA ID and password can be found in the July Gas Royalty Bulletin or on the Registry web site version of the Readiness and Implementation Guide.

#### **Registry Functionality for Non-operating Royalty Payers**

Although use of the Registry is not legislated for non-operator royalty payers, this new system offers a number of benefits to this group:

- Faster access to Crown invoices and statements.
- Direct access to volume, infrastructure and royalty related information that is shared by the DOE, EUB and other stakeholders, as applicable.
- Reduction of paper forms and reports.

#### **Partner Reporting and Non-op Royalty Payers**

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. More will be communicated on this from the CAPP/SEPAC Industry Benefits Committee in the near future, but you may want to discuss this matter with your operating partner as well.

**Remember:** 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 may elect to discontinue receiving the paper copies and use the Registry exclusively. To learn more about this election, call the DOE Client Registry at (780) 422-1395.

#### **Training of Non-operating Royalty Payers**

Training is available, free of charge to non-operating royalty payers. Specific training modules have been developed for non-operating royalty payers that provide all the information they need to use the Registry. Users need a browser version of 5.0 or higher to use the Registry training modules.

**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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E-mail: [petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca)

To submit comments or questions about the Petroleum Registry of Alberta email us at:  
[petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca)

Or call our Service Desk at:

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

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