



Facility Information

Ministry of Economy

Directive R01 – Petrinex Reporting

September 16, 2015

Revision 1.7

Record of Change

| Revision | Date | Author | Description |
|----------|--------------------|---------------|---|
| 0.0 | January 11, 2013 | Charene Kozak | VI 68342 Added new subtype TM 675 Railcar/oil loading and Unloading Terminal |
| 1.0 | March 5, 2013 | Charene Kozak | Replace PETRINEX with Petrinex throughout document, add new logo, standardized format, and switched descriptions 501 and 511 in Table 2 to correctly describe Facility Subtype. |
| 1.1 | April 8, 2013 | Charene Kozak | VI 70472 Added new subtype TM 676 for out-of-province rail car terminal |
| 1.2 | Oct 9, 2013 | Charene Kozak | VI72537 Added effective date of August 2, 2013 wherein temporary subtypes are no longer valid (Table 2). |
| 1.3 | May 20, 2014 | Charene Kozak | VI78038 Ministry may change facility operational status from “SUSPEND” to “MINSUSPEND”. |
| 1.4 | May 23, 2014 | Charene Kozak | Change logo and add “Ministry of Economy” to cover page. |
| 1.5 | May 2015 | Alison Dolter | Revision of entire document including facility subtype changes related to Directive PNG 017 |
| 1.6 | June 2015 | Alison Dolter | Revision of paper battery criteria (Table 2) |
| 1.7 | September 16, 2015 | Charene Kozak | Change chapter number from 1 to 4 to reflect webpage numbering. Change pdmc.support@gov.sk.ca email to png.support@gov.sk.ca. |

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4 Facility Information

4.1 Facility ID

Where a facility is constructed and operated, the licensee or approval holder of the facility must immediately obtain the appropriate facility ID from Petrinex for reporting purposes.

Requesting a Facility ID is an on-line process only. The operator accesses Request Facility ID screen (see Section 4.2). Once the data entered has been validated, a facility ID is issued. The information required to receive a facility ID depends upon the type of facility code requested, as detailed in Table 1.

4.1.1 Compressor Station and Oil Satellite Facility IDs

All licensed compressor stations and oil satellites must have a facility ID, which is created automatically by Petrinex upon receipt of the appropriate licence from the Ministry. These facility IDs are used to report fuel, flare, and vent volumes at the nearest reporting facility. Since they are not a reporting facility, a monthly facility volumetric submission is not required.

4.2 Obtaining the Facility ID

When the Request Facility ID screen appears, enter/select the facility subtype, jurisdiction (default is SK) and location and, if required, the licence number. The licence type can be either facility licence number or for a single-well battery a well licence number. See Table 1 and Table 2 for descriptions of facilities and facility subtypes.

[Infrastructure] > [Facility Infrastructure] > [Setup/Maintenance]

Request Facility ID

Facility Sub-Type: 631 FIELD RECEIPT METER STATION

Facility Location

| LE | LSD | SEC | TWP | RGE | W | M | Licence |
|----|-----|-----|-----|-----|---|---|---------|
| | 11 | 11 | 11 | 11 | W | 3 | |

Alternate Location: Section Township Range

Go

Facility Name:

Operational Status: ACTIVE

Participation Level: Non Lite Full

Pipeline Split Deadline: First Deadline Second Deadline

Common Stream Operator:

Meter Station - Pipeline Link:

Auto Populate Flow Through: Yes No

Meter Station - Auto Populate Facility Link:

Submit Cancel

[Menu](#) [Inbox](#) [Help](#) [Contacts](#) [Logout](#)
[Top-SK](#)

4.2.1 Water Source ID Request

Operators of facilities that have a new, shallow or surface water source (river/lake) must obtain a water source ID through Petrinex. The operator accesses the Request Water Source ID screen and enters the required data. Once the system validates the data, a water source ID is issued.

The status assigned to a new water source ID is “Active.” Use this water source ID to report the receipt of water from the water source at the facility.

For location, enter the surface location of the shallow unlicensed well or the location of the pump for a river, lake, or other body of water. Petrinex will assign a Location Exception (LE). The first water source ID is assigned 00 as its LE. If more than one water source exists on the same location, the next water source ID is assigned 02 as its LE.

- Name
 - Enter your Business Associate name, description, and location.
- Code
 - Select from available codes to identify where the water is being taken from.
 - For rivers and lakes, a drop down list is provided to search for a code for the specific river or lake.
 - For unlicensed water source wells, select the code for “Fresh Water” from the drop down list.

The screenshot shows a web form titled "Request Water Source ID" with the following fields and options:

- Water Source ID: [Text input field]
- Start Date: [Date picker showing 2011-10]
- End Date: [Date picker]
- Location: LE [dropdown], LSD [dropdown], SEC [dropdown], TWP [dropdown], RGE [dropdown], M [dropdown], W [dropdown]
- Alternate Location: Section: Township: Range:
- Name: [Text input field]
- Code: [Dropdown menu]
- Description: [Text input field]
- Status: Active
- Submit: [Submit button]

If a code does not exist for your water source, contact Petrinex service desk.

When a water source ID (WS) is no longer being used, the operator may change the status to “Suspended.”

Table 1: Request Facility Identifier (ID) - Required Information

| Facility Type | Facility ID | Start Date | End Date | Operator ID | Subtype | Location | Alternate Location | Licence Number | Licencee | Licence Status | Licence Start Date | Facility Licence Type | Facility Name | Tied to Storage/EOR Facility | Storage/EOR Facility | Steam Quality % | Common Stream Operator | Meter Station Pipeline Link | Auto-Populate Flow Through | Meter Station – Auto Populate Facility Link | Physically Connected to a Pipeline | Terminal-Pipeline Link | Operational Status | |
|-----------------------|-------------|------------|----------|-------------|---------|----------|--------------------|----------------|----------|----------------|--------------------|-----------------------|---------------|------------------------------|----------------------|-----------------|------------------------|-----------------------------|----------------------------|---|------------------------------------|------------------------|--------------------|---|
| BT-Battery | R | R | R | R | M | M | O | M | R | R | R | R | M | O | O | N | N | N | N | N | N | N | N | M |
| IF-Injection Facility | R | R | R | R | M | M | O | M | R | R | R | R | M | N | N | M | N | N | N | N | N | N | N | M |
| GP-Gas Plant | R | R | R | R | M | M | O | M | R | R | R | R | M | N | N | N | N | N | N | N | N | N | N | M |
| GS-Gathering System | R | R | R | R | M | M | O | N | R | R | R | R | M | N | N | N | N | N | N | N | N | N | N | M |
| CT-Custom Treater | R | R | R | R | M | M | O | M | R | R | R | R | M | N | N | N | N | N | N | N | N | N | N | M |
| MS-Meter Station | R | R | R | R | M | M | O | N | N | N | N | N | M | N | N | N | M | M | M | M | N | N | N | M |
| PL-Pipeline | R | R | R | R | M | M | O | N | N | N | N | N | M | N | N | N | N | N | N | N | N | N | N | M |
| TM-Terminal | R | R | R | R | M | M | O | N | N | N | N | N | M | N | N | N | N | N | M | N | M | M | M | M |
| WP-Waste Plant | R | R | R | R | M | M | O | M | R | R | R | R | M | N | N | N | N | N | N | N | N | N | N | M |
| WT-Water Treatment | R | R | R | R | M | M | O | R | R | R | R | M | N | N | N | N | N | N | N | N | N | N | N | M |

R – Petrinex-generated information
M – Mandatory; must be entered
O – Optional
N – Not applicable for facility type

Table 2: Facilities and Facility Subtypes

| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|--------------|--------------|---|--|---------------------------|
| Battery (BT) | | General Definition Paper Battery Rules | Common storage facilities receiving production from a well or wells and includes equipment for separating the fluid into oil, gas, water and any other substances and for measurement. Since paper batteries are for administrative ease, they must comply with the following criteria before being set up: 1) All wells linked to a Heavy Crude Oil Paper Battery (facility subtype 313) must: a) Have an oil density greater than or equal to 920 kg/m ³ and be located north of Township 21 and west of the Third Meridian, in Saskatchewan b) Not be connected to a flowlined battery and not be part of an approved Enhanced Oil Recovery project, waterflood project, or any other approved project c) Have a common operator d) Receive the same well-head price from sales of crude oil during the month (i.e. averaging of gross prices or trucking charges from multiple sales transactions associated with different wells in a paper battery will not be permitted) – <i>(This means that all oil delivered for sale from any of the single wells linked to the paper battery must receive the same net price at the well-head in order to eliminate averaging of gross prices and trucking charges which creates inequities with respect to the calculation of royalties and taxes on both Crown and Freehold lands).</i> e) Be within a geographic area no larger than six contiguous townships f) Have approval from the regulator in situations where any of the requirements listed in points a) through e) are not met 2) VENT, FLARE, FUEL or EMIS cannot be reported at the paper battery level. Any VENT, FLARE, FUEL and EMIS activity must be reported at the location where it physically occurred (i.e. at the well) 3) The operator must use the surface location of one of the individual wells within the paper battery as the paper battery location for reporting purposes. | |
| | 311 | Crude Oil Single-Well Battery | A production facility for a single crude oil well. The density of the crude oil must be less than 920 kg/m ³ . Production is trucked to another location for disposition. | Y (Use the well licence) |
| | 313 | Heavy Crude Oil Paper Battery | A production reporting entity for more than one single heavy crude oil wells where all wells are grouped for reporting purposes. All the wells within this battery must have a density equal to or greater than 920 kg/m ³ and must follow the paper battery rules listed above. Each heavy crude oil well has measurement, separation and production equipment and the production is trucked to a common location for disposition. | N |
| | 314 | Crude Oil Multiwell Swab Group Battery | A production reporting facility for more than one swab oil well where all wells are grouped for reporting purposes. Production is trucked to a common tank prior to being trucked to a common facility for disposition. | Y |

Facility Information

| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|--------------|--------------|---|---|---------------------------|
| | 315 | Crude Oil Multiwell Battery (Temporary) | A temporary production facility (at a site for less than one-year period) consisting of two or more flowlined crude oil wells. Production from the wells may include both measured and prorated volumes. This subtype is no longer available effective August 2, 2013. | N |
| | 316 | Crude Oil Multiwell Swab Paper Battery | A production reporting entity for more than one swab crude oil well where all wells are grouped for reporting purposes. Production is trucked to a common facility for disposition. | N |
| | 321 | Crude Oil Multiwell Group Battery | A production facility consisting of two or more flowlined crude oil wells having individual separation and measuring equipment sharing a common surface location. All wells must have a density less than 920 kg/m ³ . See Saskatchewan <i>Directive PNG 017: Measurement Requirements for Oil and Gas Operations</i> , section 6. | Y |
| | 322 | Crude Oil Multiwell Proration Battery | A production facility consisting of two or more flowlined crude oil wells having common separation and measuring equipment. Total production is prorated to each well based on individual well tests. Proration factors must be entered at each facility. All wells must have a density less than 920 kg/m ³ . See Saskatchewan <i>Directive PNG 017</i> , section 6. | Y |
| | 325 | Heavy Crude Oil Single-Well Battery | A production facility for a single heavy crude oil well. The density of the crude oil must be equal to or greater than 920 kg/m ³ . Production is trucked to another location for disposition. | Y |
| | 326 | Heavy Crude Oil Multiwell Group Battery | A production facility consisting of two or more flowlined heavy crude oil wells having individual separation and measuring equipment with all equipment sharing a common surface location. All wells must have a density equal to or greater than 920 kg/m ³ . See Saskatchewan <i>Directive PNG 017</i> , section 12. | Y |
| | 327 | Heavy Crude Oil Multiwell Proration Battery | A production facility consisting of two or more flowlined heavy crude oil wells having common separation and measuring equipment. Total production is prorated to each well based on individual well tests. Proration factors must be entered at each facility. All wells must have a density equal to or greater than 920 kg/m ³ . See Saskatchewan <i>Directive PNG 017</i> , section 12. | Y |
| | 344 | Thermal In-Situ Battery | A production facility consisting of two or more flowlined crude oil wells that have common separation, measurement, and storage equipment. Total production is prorated to each well based on individual well tests. These wells apply thermal enhanced recovery techniques such as SAGD, cyclical steam stimulation, etc. See Saskatchewan <i>Directive PNG 017</i> , section 12. | Y |
| | 351 | Gas Single-Well Battery | A production facility for a single gas well where production is measured at the wellhead. Production is delivered directly to a gas gathering system or other facility and is not combined with production from other wells prior to delivery. | Y (Use the well licence) |
| | 361 | Gas Multiwell Group Battery | A production facility consisting of two or more gas wells where production components are separated and measured at each wellhead. Production from all wells in the group is combined after measurement and delivered to a gas gathering system or other facility. See Saskatchewan <i>Directive PNG 017</i> , section 4. | Y |
| | 362 | Gas Multiwell Effluent Measurement Battery | A production facility consisting of two or more gas wells where estimated production from gas wells in the battery is determined by the continuous measurement of multiphase fluid from each well (effluent measurement). Commingled production is separated and measured and total production is prorated to each well based on the estimated production. See Saskatchewan <i>Directive PNG 017</i> , section 7. | Y |

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| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|---------------------------|--------------|---|--|---------------------------|
| | 363 | Gas Multiwell Proration SW Saskatchewan Battery | A production facility consisting of two or more gas wells that have completions within the base of the Glacial Drift to the base of the Upper Cretaceous stratigraphic units and the facility is located south of Township 28 and West of the Third Meridian in Saskatchewan. Production is commingled before being measured. Total production is prorated to each well based on individual well tests. Proration factors must be entered at each facility. Condensate production is not allowed at wells linked to these facilities. See Saskatchewan <i>Directive PNG 017</i> , section 7. | Y |
| | 364 | Gas Multiwell Proration Outside SW Saskatchewan Battery | A production facility consisting of two or more gas wells where production from the wells in the battery is commingled before being measured. Total production is prorated to each well based on individual well tests. Proration factors must be entered at each facility. This subtype also applies to a proration facility that does not meet the criteria for a Gas Multiwell Proration SW Saskatchewan Battery. See Saskatchewan <i>Directive PNG 017</i> , section 7. | Y |
| | 371 | Gas Test Battery | A production reporting entity for one or more gas wells conducting production tests prior to commencement of regular production. A well with a 'GAS TESTING PROD' status can only report for a maximum of three (3) months. Multiple wells can be linked to a facility ID under this facility subtype as long as each well's status is 'GAS TESTING PROD'. | Y |
| | 381 | Drilling and Completing | A production reporting entity to accommodate the reporting of production from a well during deliverability testing and before commencement of regular production. This subtype only applies to wells with the well status of 'DRILL PROD'. 'DRILL PROD' means the well is still drilling and has not been completed or reached its total depth. The facility subtype can only be used by a well for a maximum of one month and requires a new facility ID for each well. | N |
| Compressor Station (CS) | 601 | Compressor Station (Non-Reporting) | A compression facility that contains equipment to maintain or increase the flowing pressure of gas. Compressor station codes are created automatically by Petrinex when ECON issues a new compressor licence. This subtype is not required to report on Petrinex. However, some activities, such as FUEL and VENT are reported as part of the battery or gas gathering system with which they are associated. The compressor station ID is used to report such volumes attributed to the compressor station. | Y |
| | 603 | Compressor Station (Temporary) | A temporary compression facility (at a site for less than one-year period) that contains equipment to maintain or increase the flowing pressure of gas. | N |
| Custom Treater (CT) | 611 | Custom Treating Facility | A treating facility that contains equipment to treat and separate emulsion that has been received by truck. Custom treating facilities may also receive production via flowline where they share the surface location of other facilities. Oil and water receipts are prorated using proration factors and facility measurements. See Saskatchewan <i>Directive PNG 017</i> , section 3. | Y |
| | 612 | Custom Treating Facility (Issued by ECON only) | A treating facility that contains equipment to treat and separate emulsion that has been received by truck. This subtype only applies to custom treaters that are not required to report on Petrinex and are located out of province. This subtype is issued by ECON only. | N |
| Gas Gathering System (GS) | 621 | Gas Gathering System | A gathering facility that consists of a system of pipelines to move gas from multiple facilities to a common facility. See Saskatchewan <i>Directive PNG 017</i> , sections 4 and 15. | N |
| Gas Plant (GP) | 401 | Gas Plant Sweet | A processing facility that receives gas that is less than 0.01 mol/kmol of H ₂ S. | Y |

Facility Information

| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|-------------------------|--------------|--|---|-----------------------------|
| | 402 | Gas Plant Acid Gas Flaring <1 T/D Sulphur | A processing facility that receives gas with a concentration greater than 0.01 mol/kmol of H ₂ S and less than 1 tonne/day of sulphur and that flares or incinerates acid gas. See Saskatchewan <i>Directive PNG 017</i> , section 11. | Y |
| | 403 | Gas Plant Acid Gas Flaring ≥ 1 T/D Sulphur | A processing facility that receives gas with a concentration equal to or greater than 1 tonne/day of sulphur and that flares or incinerates acid gas. See Saskatchewan <i>Directive PNG 017</i> , section 11. | Y |
| | 404 | Gas Plant Acid Gas Injection | A processing facility that receives gas with a concentration equal to or greater than 1 tonne/day of sulphur and that injects acid gas. See Saskatchewan <i>Directive PNG 017</i> , section 11. | Y |
| | 405 | Gas Plant Sulphur Recovery | A processing facility that receives gas and that recovers sulphur. See Saskatchewan <i>Directive PNG 017</i> , section 11. | Y |
| | 406 | Gas Plant Mainline Straddle | A processing facility that receives residue gas from gas plants or pipelines for additional processing (a second extraction of liquids such as ethane). | Y |
| | 407 | Gas Plant Fractionation | A processing facility that receives off-spec hydrocarbon liquids recovered from gas plants that are processed into one or more spec natural gas liquid in-stream components. Gas plants that receive and process raw gas should not use the subtype 407. | Y |
| | 411 | Gas Plant (Issued by ECON only) | A processing facility that processes raw gas to recover natural gas and natural gas liquids. This subtype only applies to gas plants that are not required to report on Petrinex and are located out of province. This subtype is issued by ECON only. | N |
| Injection Facility (IF) | 501 | Enhanced Recovery Scheme | An injection facility for the injection of any substance through one or more wells for the purpose of improving hydrocarbon recovery. Thermal in-situ injection projects are to be reported using subtype 506. | Y |
| | 503 | Disposal | An injection facility for the disposal of fluids for purposes other than enhanced recovery or storage. This subtype includes the disposal of water produced in conjunction with oil and gas and the disposal of other substances associated with the oil and gas industry into an underground zone. | Y |
| | 504 | Acid Gas Disposal | An injection facility for the disposal of acid gas, such as hydrogen sulphide and carbon dioxide, into an underground zone. | Y |
| | 505 | Underground Gas Storage | An injection facility for the storage of natural gas into an underground zone or cavern. | Y |
| | 506 | Thermal In-Situ Injection | An injection facility for the injection of steam or any other substance through one or more wells for the purpose of improving hydrocarbon recovery through thermal means. This subtype requires the submission of a steam quality as a percentage. Steam quality is the measure of the amount of saturated steam in the vapour phase. The steam quality percentage can be submitted under Facility Infrastructure and Setup/Maintenance. This subtype is used in association with battery subtype 344. | Y |
| | 507 | Disposal (Approved as Part of Waste Plant) | An injection facility for the disposal of fluids for purposes other than enhanced recovery or storage. This subtype includes the disposal of water produced in conjunction with oil and gas and the disposal of other substances into an underground zone. This subtype is approved as part of a waste plant approval and does not require a separate facility licence. | Y (Use Waste Plant Licence) |
| | 510 | Pressure Maintenance Water Injection | An injection facility for the injection of water into a crude oil bearing zone to increase reservoir pressure. | Y |

Facility Information

| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|--------------------|--------------|--|--|---------------------------|
| | 511 | Enhanced Recovery Scheme (Temporary) | A temporary injection facility (at a site for less than a one-year period) for the injection of any substance through one or more wells for the purpose of improving hydrocarbon recovery. This subtype is not valid effective August 2, 2013. | N |
| | 512 | Disposal (Temporary) | A temporary injection facility (at a site for less than a one-year period) for the disposal of fluids for purposes other than enhanced recovery or storage. This subtype includes the disposal of water produced in conjunction with oil and gas and the disposal of other substances associated with the oil and gas industry into an underground zone. This subtype is not valid effective August 2, 2013. | N |
| | 514 | Pressure Maintenance (Temporary) | A temporary injection facility (at a site for less than one-year period) for the injection of water into a crude oil bearing zone to increase reservoir pressure. This subtype is not valid effective August 2, 2013. | N |
| | 516 | Underground Oil Storage | An injection facility for the storage of crude oil in an underground zone or cavern. | Y |
| | 517 | Underground LPG Storage | An injection facility for the storage of natural gas liquids in an underground zone or cavern. | Y |
| | 518 | Disposal (approved for non oil and gas related activities) | An injection facility for the disposal of fluids associated with non oil and gas related activities, such as potash mining, in an underground zone. | Y |
| | 519 | Underground CO ₂ Storage | An injection facility for the storage of carbon dioxide in an underground zone or cavern. | Y |
| Meter Station (MS) | 631 | Field Receipt Meter Station | A meter station facility that receives gas from any non-linked upstream facility (excluding gas pipelines, see MS subtype 640) and delivers to a linked downstream gas pipeline. For reporting purposes, When the auto populate flow through flag is set to 'Y' the linked downstream pipeline operator must enter a DISP at the MS. Petrinex will auto populate the REC at the MS, the DISP at the non-linked upstream facility and the REC at the linked downstream pipeline. When the auto populate flow through flag is set to 'N' the linked downstream pipeline operator must enter a DISP at the MS. Petrinex will not auto populate the REC at the MS but it must be entered by either the CSO or the linked downstream pipeline operator. Once the DISP and REC have been entered at the MS, Petrinex will auto populate the DISP at the non-linked upstream facility and REC at the linked downstream pipeline. | N |
| | 632 | Interconnect Receipt Meter Station | A meter station facility that receives gas from a linked upstream gas pipeline and delivers to any non-linked downstream facility (including gas pipelines). For reporting purposes, When the auto populate flow through flag is set to 'Y' the linked upstream pipeline must enter the REC at the MS. Petrinex will auto populate the DISP at the MS, DISP at the linked upstream pipeline and the REC at the non-linked downstream facility. When the auto populate flow through flag is set to 'N' the linked upstream pipeline must enter the REC at the MS. Petrinex will not auto populate the DISP at the MS but it must be entered by either the CSO or the linked upstream pipeline operator. Once the DISP and REC have been entered at the MS, Petrinex will auto populate the DISP at the linked upstream pipeline and the REC at the non-linked downstream facility. | N |

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| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|--------------------|--------------|---|--|---------------------------|
| | 633 | Interconnect Disposition Meter Station | A meter station facility that receives gas from the linked upstream gas pipeline and delivers to any non-linked downstream facility (including gas pipelines). For reporting purposes, When the auto populate flow through flag is set to 'Y' either the CSO or the linked upstream pipeline operator must report the DISP at the MS. Petrinex will auto populate the REC at the MS, the DISP at the linked upstream pipeline and the REC at the non-linked downstream facility. When the auto populate flow through flag is set to 'N' the CSO or the linked upstream pipeline operator must report the DISP at the MS. Petrinex will not auto populate at the REC at the MS but it must be entered by the linked upstream pipeline operator. Once the DISP and REC have been entered at the MS, Petrinex will auto populate the DISP at the linked upstream pipeline and the REC at the non-linked downstream facility. | N |
| | 634 | Interconnect Non Reconciled Meter Station | A meter station facility that receives gas from or delivers gas to any non-reporting facility. | N |
| | 640 | Interconnect PL to PL Disposition Meter Station | A meter station facility that receives gas from a non-linked upstream gas pipeline and delivers to a linked downstream gas pipeline. | N |
| Pipeline (PL) | 204 | Gas Transporter | A network of interconnected pipelines that move gas within and out of the province of Saskatchewan. | N |
| | 207 | Oil Pipeline | A network of interconnected pipelines that move oil within and out of the province of Saskatchewan. | N |
| | 208 | NGL Pipeline | A network of interconnected pipelines that move Natural Gas Liquids (NGL) within and out of the province of Saskatchewan. | N |
| | 210 | Oil Pipeline (Non-Reporting) | A network of interconnected pipelines that move oil within and out of the province of Saskatchewan. This subtype only applies to pipelines that are not required to report on Petrinex such as NEB regulated pipelines. | N |
| | 211 | Gas Pipeline (Non-Reporting) | A network of interconnected pipelines that move gas within and out of the province of Saskatchewan. This subtype only applies to pipelines that are not required to report on Petrinex such as NEB regulated pipelines. | N |
| | 212 | NGL Pipeline (Non-Reporting) | A network of interconnected pipelines that move natural gas Liquids (NGL) within and out of the province of Saskatchewan. This subtype only applies to pipelines that are not required to report on Petrinex such as NEB regulated pipelines. | N |
| | 213 | CO ₂ Pipeline | A network of interconnected pipelines that move CO ₂ within and out of the province of Saskatchewan. | N |
| | 214 | CO ₂ Pipeline (Non-Reporting) | A network of interconnected pipelines that move CO ₂ within and out of the province of Saskatchewan. This subtype only applies to pipelines that are not required to report on Petrinex such as NEB regulated pipelines. | N |
| Refinery (RF) | 651 | Oil Refinery/Upgrader (Non-Reporting) | A processing facility that refines or upgrades crude oil. This subtype is not required to report on Petrinex. This subtype is issued by ECON only. | N |
| Oil Satellite (SA) | 347 | Oil Satellite (Non-Reporting) | An arrangement of surface equipment (not including oil storage tanks) located some distance between a number of wells and the main battery that will receive the emulsion, which separates and measured the production from each well. After which the fluids are recombined and pipelined to the associated battery for further treatment. This subtype is not required to report on Petrinex. However, some activities, such as FUEL and VENT are reported as part of the oil satellite with which they are | Y |

Facility Information

| General Name | Subtype Code | Facility Subtype Name | Description | Facility Licence Required |
|---------------------|--------------|--|---|---------------------------|
| | | | associated. The oil satellite ID is used to report such volumes attributed to the oil satellite. | |
| Terminal (TM) | 671 | Tank Farm Terminal | A terminal facility that consists of storage tanks and equipment associated with the operation of a pipeline. | N |
| | 673 | Third Party Terminal | A terminal facility that consists of storage tanks and equipment associated with the operation of a pipeline operated by another party. | N |
| | 674 | Tank Farm Terminal (Issued by ECON only) | A terminal facility that consists of storage tanks and equipment associated with the operation of a pipeline. This subtype applies to terminals that are not required to report on Petrinex and are located out of province. This subtype is issued by ECON only. | N |
| | 675 | Railcar Terminal | A terminal facility that consists of storage tanks or equipment associated with the operation of a rail line. | N |
| | 676 | Railcar Terminal (Issued by ECON only) | A terminal facility that consists of storage tanks or equipment associated with the operation of a rail line. This subtype applies to terminals that are not required to report on Petrinex and are located out of province. This subtype is issued by ECON only. | N |
| Waste Location (WL) | 904 | Waste Location (Non-Reporting) | A reporting entity used in waste plant reporting related to waste generated or waste received from non ECON regulated locations. This subtype is not required to report on Petrinex. | N |
| Waste Plant (WP) | 701 | Surface Waste Facility | A processing facility that collects and treats waste from crude oil, gas and other operations. | Y |
| | 702 | Cavern Waste Facility | A facility that collects and stores waste from crude oil, gas or other operations in an underground cavern. | Y |
| | 703 | Oily By-product Storage Structure | A facility that temporarily stores contaminated solid materials. | Y |
| | 704 | Waste Facility (Issued by ECON only) | A processing facility that collects and treats waste from crude oil, gas and other operations. This subtype applies to waste facilities that are not required to report on Petrinex and are located out of province. This subtype is issued by ECON only. | N |
| Water Source (WS) | 905 | Surface Water Source (Non-Reporting) | A reporting entity that identifies the surface location of a fresh (non-saline) water source, such as a river or lake. This subtype is not required to report on Petrinex. | N |
| Water Source (WT) | 906 | Formation Water Source | A production facility for licensed formation water source wells. Formation water is water with a total dissolved solids concentration equal to or greater than 4000 milligrams per litre. | Y |
| | 907 | Fresh Water Source | A production facility for licensed fresh water source wells. Fresh water is defined as water with a total dissolved solids concentration of less than 4000 milligrams per litre. | Y |

NOTE: The Ministry will continue to issue the following facility type codes for facilities located outside of the province CT,GP,WP,TM, PL and RF (except those in Alberta). Contact the Petroleum Data Management and Compliance Branch at png.support@gov.sk.ca to request a non SK or AB code.

4.3 Facility Change Request

When details about a facility need to be changed, the operator must update the changes through Petrinex using the on-line process. This process is used to change facility name, location, steam quality percentage and meter station to pipeline link.

If the facility subtype is incorrect or additional wells are added to a facility licensed as a single-well battery a new facility ID must be requested and the operational status of the old facility ID must be changed to “Suspended.”

4.3.1 Edit Facility Information

When the Edit Facility Information screen appears (see below), the start date is pre-populated with the production month associated with the last change to the facility information.

[Infrastructure] > [Facility Infrastructure] > [Setup/Maintenance]

Edit Facility Information

Facility ID: SK MS 0078525 Start Date: 2011-10
 End Date:

Facility Sub-Type: 631 - FIELD RECEIPT METER STATION

Facility Location

| LE | LSD | SEC | TWP | RGE | M | Licence |
|----------------------|-----|-----|-----|-----|---|---------|
| <input type="text"/> | 11 | 11 | 11 | 11 | W | 3 |

Alternate Location:

Section Township Range

Facility Name: Meter Station Start Date:

Participation Level: Non Lite Full

Pipeline Split Deadline: First Deadline Second Deadline

Common Stream Operator: Meter Station - Pipeline Link:

Auto Populate Flow Through: Yes No Meter Station - Auto Populate Facility Link:

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Any changes made will be effective for the defaulted production month unless a different start date is entered. The start date cannot be changed to one earlier than the initial start date available. An exception to this is at a meter station that does allow, with approval from the Ministry, the initial start date to be changed. The end date cannot be entered. Petrinex will assign the end date based on the next start date entered.

If the start date is changed or modified on the screen, Petrinex will display the facility information. If the actual start date for the facility is earlier than the modified start date, Petrinex will automatically change the start date to the actual start date. This will occur when the modified date that had been entered is within a record that has a broader start and end date range. For example, if a start date of 2011-08 is entered but the database contains a facility record with a Start Date = 2011-01 and an End Date = 2011-12, then those are the dates that will be displayed on the screen, rather than a start date of 2011-08. If the facility changes do not apply to the entire date range that is displayed, the start date must be changed to the correct start date (i.e. change the start date to 2011-08). This will result in the previous status ending 2011-07, but keep in mind that the change will have an end date of 2011-12. If the changes are to cover a period later than 2011-12, then enter them again for the period starting 2012-01.

4.4 Facility Operational Status

Facility operational status indicates the status of the facility for a specific period of time. See Table 3 for a list of facility operational statuses. To help maintain the facility operational status, Petrinex will change the status in certain specific situations. For example, when a new facility ID is issued, the facility operational status will be set to “New”. When a volumetric submission is made, Petrinex will change the status to “Active”. Petrinex changes the facility status to “Active” when the “New” facility is linked to a new well event using the edit well status function.

The most common statuses used are “Active” and “Suspended.” Each time the status is changed, a history of the previous statuses is kept. If a facility is active, a monthly volumetric submission is required and must be made to avoid volumetric noncompliance fees. Facility operational status is also checked when volumetric submissions are submitted:

- If a receipt activity is submitted and the “From/To” facility ID does not have an “Active” status, Petrinex will not accept the receipt submission. The operational status for the “From/To” facility ID must be changed to “Active” before volumetric submission will be accepted.
- If a volumetric submission is submitted for an abandoned or suspended facility, it will be rejected.

All operators are responsible to ensure that their facilities have the correct operational status. When the status is “Abandoned” or “Suspended,” a volumetric submission is not allowed.

The facility operational status is changed in various ways:

1. When the operator changes a well event status to “Suspended,” all the wells within the facility must also have a well status of “suspended” and the facility must have a closing inventory of zero. The operator of the facility must only change the facility operational status to “Suspended” when the facility has no volumetric data to submit. To change a facility’s operational status to “Suspended” the operator must use the “Change Facility Operational Status” screen.

2. The Ministry will change a facility’s operational status to “Abandoned”. Once the facility’s operational status has been changed, the facility licence will be updated. The operator must submit abandonment information to the Ministry’s Facility Licensing Group, within the Petroleum Development Branch.
3. The Ministry may change a facility operational status to “Minsuspend” when the operator is regulatory non-compliant. The operator must contact the Ministry to remove the facility operational status of “Minsuspend” before the operator is allowed to report volumetrics.

Only the current operator can do retroactive facility operational changes. Keep in mind that if a facility is set to “Active” retroactively, a volumetric submission must be made, or there will be missing volumetric data and a noncompliance error will be generated.

4.4.1 Changing Facility Operational Status On-Line

When the Change Facility Operational Status screen is selected, the operational statuses for the facility are displayed. This includes all statuses, historical and current, but may not be an entire picture of the facility status prior to Petrinex implementation.

The screenshot shows a web application interface for changing facility operational status. At the top, there are navigation links: [Infrastructure] > [Facility Infrastructure] > [Setup/Maintenance]. The main heading is "Change Facility Operational Status". Below this, the "Facility ID" is SK BT 0012345 and the "Facility Name" is Oil Battery 1-2. A "Go" button is located to the right of the facility name. Below the facility information is a table with columns: Operational Status, Change Status To, Start Date, and End Date. The first row shows "SUSPENDED" in the "Operational Status" column, "SUSPENDED" in the "Change Status To" column (with a dropdown arrow), "2007-01" in the "Start Date" column, and an empty "End Date" column. Below the table are three buttons: "Add", "Submit", and "Cancel".

| Operational Status | Change Status To | Start Date | End Date |
|--------------------|------------------|------------|----------|
| SUSPENDED | SUSPENDED | 2007-01 | |

Table 3: Facility Operational Statuses

| Facility Operational Status | Description | Volumetrics must be reported | Industry allowed to assign this status |
|------------------------------------|--|-------------------------------------|---|
| Abandoned | The facility has been decommissioned. | N | N |
| Active | Petrinex has assigned a status of “Active” after a new facility has been created and the first month’s volumetrics have been reported. The operator can also assign a status of “Active” after a facility has been suspended. | Y | Y |
| Cancelled | The facility has been cancelled. | N | N |
| Minsuspend | The facility has been suspended by the Ministry. | N | N |
| New | Petrinex will assign a status of “New” when a facility identifier is issued. | Y* | Y* |
| Suspended | The operator has set the facility operational status to “Suspended”. | N | Y |

*When a facility is created, the operational status of that facility will automatically be assigned as “New”. Once volumetrics are reported, the status will automatically be changed from “New” to “Active”.

4.5 Facility Operator Changes

When the operator of a facility changes, the current operator of the facility must request a facility operator change on Petrinex prior to the filing deadline date for the production month of the change. Retroactive operator changes are not allowed. The facility operator of record at the filing deadline is responsible for the volumetric submission. The new operator will not be able to submit volumetric data to Petrinex until the change of operator has been updated in Petrinex.

4.5.1 Facility Operator Changes

When the operator of a facility changes, the operator of record must request a facility operator change before the designated volumetric submission date, or if the designated submission date is not a business day then the next business day, or as otherwise directed by the Ministry.

The new operator will not be able to submit volumetric data to Petrinex until the change in operator has been updated in Petrinex via the concurrence process. Concurrence is a process that requires the current operator to obtain approval from the new operator prior to the facility operator change being accepted in Petrinex. This on-line process is triggered automatically, as explained in the next section. Petrinex sends an e-mail notification to the new operator requesting that it either accept or decline the request. The current operator will receive a notification back as to the outcome of the request.

If the new operator declines the operator change or does not respond within seven days or before the volumetric filing deadline, the facility operator will not change and the current operator will continue to be responsible for any volumetric submissions.

The operator of record will remain responsible for any volumetric submissions until the new operator accepts the change notification.

4.5.2 Requesting Facility Operator Change On-Line

The current operator enters the new operator code and the production month of the operator change. The start date will default to the current production month. If the operator change is for the current production month, do not change the start date.

An operator change for a future reporting production month may be requested by changing the start date to that production month. A date prior than the current production month cannot be entered.

The screenshot shows a web form titled "Request Operator Change". It contains the following fields and controls:

- New Operator:** A text input field containing "00000".
- Start Date:** A text input field containing "2015-03".
- New Operator Name:** A text input field containing "Ministry of the Economy".
- Go:** A button located to the right of the "New Operator Name" field.
- Authorization Section:** Two sets of radio buttons for authorization. The first set is for "Facility Operator Changes" with options "No" and "Yes". The second set is for "RTP Operator Changes" with options "No" and "Yes".
- Selected Identifiers:** A large empty text area for listing identifiers.
- Buttons:** "Submit", "Cancel", and "Add" buttons are located at the bottom left of the form.

Clicking the Add Button will display the facility list builder and it will list all facilities that are allowed to request an operator change, including suspended and abandoned facilities. If a facility is not listed, it means that you have not been given access by your company to do operator changes, an operator request already exists for the facility, or your company is not the operator of the facility. The facilities moved from the available column to the selected column are the facilities that have been selected to change to the new operator.

Once the facilities have been selected using the facility list builder, clicking OK will go back to the Request Operator Change screen (see above) with the selected facility identifiers being listed.

Before submitting, indicate whether the new operator is to have the authority to make prior period amendments to volumetric data and RTP operator changes by selecting Yes or No.

After submitting the request, the concurrence process begins. Ensure the request is accepted by the new operator prior to the volumetric filing deadline by checking your notifications. The change is updated as soon as the new operator accepts the change.

Note that the operator of a facility can no longer be changed retroactively.

4.6 Well-to-Facility Links

All well events that are producing or injecting must be linked to the facility ID of the facility that the well event is physically producing or injecting at. Three different processes are used to manage well-to-facility links:

- well status change,
- well-to-facility link change, and
- retroactive well-to-facility link change.

When a well event is first placed on production or on injection or the well event status is changed to one that indicates volumetric data are to be submitted, the well event must be linked to a facility ID. See *the Well Information and Status Changes Directive* for details on this process.

Licensed Water source wells can only be linked to a water source facility (SK WT with a Facility Subtype 906 or 907). Water volumes must be reported from these wells as the activity PROD, along with the product, hours, and volume.

If changes to the well-to-facility link is required and the well event is already linked to a facility, use either the Request Well to Facility Link Change screen for current production month changes or the Request Retroactive Well to Facility Link Change screen for prior-period well-to-facility link changes. If the well event does not have a well-to-facility link, the well event status must be updated to one that requires a link it to a facility.

4.6.1 Corporate Amalgamations

BA operators that have amalgamated have 90 days which will allow the amalgamatee to make the necessary changes and submit volumetrics up to that deadline date. When the “Amalgamation Established Date” is reached, the amalgamatee will no longer have access to make current month submissions to Petrinex.

If the established date needs to be amended, contact the ECON Support Desk at 1-844-213-1030 or er.support@gov.sk.ca prior to the current established date.

During this period, the amalgamatee must submit a “Request Operator Change” to move all facilities (regardless of status) that are currently listed to the new active BA operator and select prior period amendments for the subject facilities identifying the new operator.

4.6.2 Concurrence

Concurrence is the process that requires the current operator to obtain approval from the new operator prior to a change being accepted in Petrinex. This on-line process is triggered automatically. Petrinex sends an e-mail notification to the new operator requesting that it either accept or decline the request. The current operator receives a notification back as to the outcome of the request. When linking a well event to a facility, concurrence is only required for current-month changes.

If the operator of the facility that your well event is being linked to declines the change or does not respond within 7 days or before the volumetric filing deadline, the well event will remain linked to your facility and it will be your responsibility for any volumetric submissions. Also see Section 4.6.3.2: Retroactive Well-to-Facility Link changes.

Concurrence is not required when linking a well event using the well status change. For certain types of well event status changes, the well event must be linked to a facility. The well event status change is accepted immediately, including the well-to-facility link. See *the Well Information and Status Changes Directive* for more information.

Concurrence is also not required for a retroactive well-to-facility link. It is expected that this process will primarily be required for situations where production or injection volumes were reported to the wrong well event. The well event may historically have been linked to more than one facility with different operators. All operators would have to agree to the change prior to any portion of the change being accepted.

4.6.3 Requesting Well-to-Facility Link Changes

4.6.3.1 Current Production Month On-Line

The operator of a facility that a well event is currently linked to enters the current facility ID and the new facility ID that the well event or well events are to be linked to. The start date will default to the first day of the current production month. If the well event change did not occur on the first day, the day must be changed. If more than one well event is to be moved, but each well event has a different start date, each well event must be done individually. The bottom portion of the screen (see below) displays all the wells currently linked to the facility that are available to be moved. The well event(s) moved from the available column to the selected column are those to be moved to the new facility.

The screenshot shows a web application interface for requesting a well-to-facility link change. At the top, there is breadcrumb navigation: [Infrastructure] > [Facility Infrastructure] > [Well to Facility Links]. The main title is "Request Well to Facility Link Change". Below the title, there are fields for current and new facility information: Current Facility ID: SK BT 0012345, Current Facility Name: Oil Co Regina 12-12, New Facility ID: SK BT 0054321, New Facility Name: Energy Oil & Gas Regina 12-12, New Operator: 98765 Enerex Oil & Gas Limited, and Start Date: 2012-04-01. There is a "OK" button to the right of the start date. Below this, there are two lists: "Available Wells" and "Selected Wells". Both lists contain the well ID "SK WI 111121201212W300 Oil Co Regina 12-12-". There are navigation arrows between the lists. At the bottom, there are "Submit" and "Cancel" buttons.

After the request is submitted and if the operator of the new facility is not the current operator, the concurrence process begins. The current operator must ensure that the request is accepted by the operator of the new facility prior to the volumetric filing deadline by checking Petrinex e-mail notifications. The change is effective as soon as the new operator accepts the change.

If the operatorship is the same for both facilities, concurrence is not required and the change is effective immediately upon the request being submitted. There are no notifications involved.

Mid-month well-to-facility links: When a start date is entered that is not the beginning of the current production month, volumetric submissions must continue at your facility for the period up to the day the well event is changed. If the well event is active for the entire month, it must be reported at both facilities for the period they are responsible for.

4.6.3.2 Retroactive Well-to-Facility Link Changes (Prior Production Month) On-Line

The operator of the facility that the well event is currently linked to enters the well event ID. This will display a history of the facilities that the well event has been linked to with the start and end dates. This history only goes back as far as Petrinex implementation; retroactive changes cannot be entered for production periods prior to this implementation (March 2012 production month). **Concurrence is not required if a well event was formerly linked to a facility that was operated by a different operator. A notice will be sent warning the operator of the facility.**

[\[Infrastructure\]](#) > [\[Facility Infrastructure\]](#) > [\[Well to Facility Links\]](#)

Request Retroactive Well to Facility Link Change

Well ID: SK WI 141151501515W302
Name: Oil & Gas Energy S Prime 15-15-15

Well to Facility Links

| Facility | Name | Start Date | End Date |
|---------------|---------------------------|------------|----------|
| SK BT 0000012 | South Prime 15-15 Battery | 2011-04-01 | |
| SK BT 0000098 | Oil Battery 1-17-15-15 | 2011-03-01 | |

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Using the on-line screen pictured above (i.e. well to facility link change) a well event can be linked to a different facility or a change to the start date of an existing link can be made. Petrinex will change the end dates based on any new start dates that are updated. Upon submission of changes, Petrinex will perform edits. For example:

- The current production month well to facility cannot be changed using this screen.
- The earliest well facility link date cannot be changed to an earlier date. This can only be done by a well event status change. (If the earliest date is that of Petrinex implementation, the date cannot be changed in Petrinex.)
- Volumetric data cannot exist for the facility that the well event is being changed from.
- Two well events cannot be linked to a single-well battery.
- A gas well event cannot be linked to an oil battery.
- An oil well event cannot be linked to a gas battery.

It is important that these types of changes are planned early to ensure that the change is not performed too close to the Ministry filing deadline, not leaving enough time to complete any volumetric or well event status changes.

Once a change has been accepted, ensure that the required volumetric amendments are submitted. If a well event has been linked to another operator's facility, ensure that information is communicated to the operator of the facility and both parties have come to agreement about any necessary amendments required. The operator of record for the period will receive all error notices that result from this change.