



Submission Through Petrinex

Ministry of Economy

Directive R01 – Petrinex Reporting

May 2014

Revision 0.1

Record of Change

Revision	Date	Author	Description
0.0	March 2012		Initial Draft
0.1	June 5, 2014	Charene Kozak	Replace PETRINEX with Petrinex throughout document, standardized format, change logo and add "Ministry of Economy" to cover page.

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1 Submission through Petrinex

As of the March 2012 production month, all operators are required to submit specific well and facility infrastructure information as well as monthly pipeline split, volumetric and valuation information electronically to the Ministry via Petrinex. This is required by Section 66 of *The Oil and Gas Conservation Act, (the Act)* and Section 3 of *The Petroleum Registry and Electronics Documents Regulations*, and any further amendments to these documents published by the Ministry.

1.1 Security

1.1.1 BA Codes

In order to access Petrinex, a user must have a valid Business Associate (BA) Code, user ID and password. Once a BA code is obtained from the Ministry, security within an individual company is assigned and maintained by the company's BA User Security Administrator (BA USA), not the Ministry. For information on obtaining a BA code and setting up a BA USA see the Business Associate Identifiers Directive.

1.1.2 Well Event Status Changes

Only the licensee of a well may update or make changes to certain well event status information.

1.1.3 Facility Application

Only the licensee of a facility may request a new facility identifier (ID).

When a facility requires that a licence number be entered, the company requesting the new facility ID must be the licensee. The licensee will become the operator of the facility.

When a facility does not require a facility licence, the company requesting the facility ID must be the operator of the facility.

1.1.4 Facility Changes

Only the operator of the facility may update changes to facility information. This includes a request for an operator change.

1.1.5 Well-to-Facility Links

Only the licensee of the well may update well event status changes and link a well event to a facility for the first time. The well licensee does not have to be the operator of the facility that the well event is to be linked to.

When a well event to facility link is changed without a change in the well event status, only the operator of the facility (that the well event is currently linked to) may request a change.

1.1.6 Volumetric Data

Only the operator for the facility in the current production month may submit volumetric data for the facility, whether by batch or on-line. It is the responsibility of an operator's BA USA to ensure

that access to submit data for specific facilities is assigned to the appropriate staff within the company.

When a facility operator change occurs, the previous operator can elect to give the new operator authority to submit amendments on its behalf. Although the previous operator of the facility may elect to have the new operator submit amendments on their behalf, the previous operator remains ultimately responsible for all submissions for the periods when it was the facility operator.

1.1.7 Valuation Data

Oil Valuation and Gas Valuation data can only be viewed by the submitting BA.

- **Gas Valuation**

- **Raw Gas (optional)**

Operators that sell raw gas (unprocessed gas produced at an oil facility) to a gas plant at or upstream of the plant inlet, have the option to submit raw gas valuation information including price information, to Petrinex.

There may be multiple submissions for a particular unit/facility and production month by a royalty/tax payer. Only the submitting BA may view or edit their submission.

- **Gas Plant**

There is no restriction on any industry BA making a submission for a particular gas plant facility and production month, as they may be the operator or they may have retained possession of, and marketed, their share of products processed by the plant.

There may be multiple submissions made for a particular facility and production month by different BA's. A submission made by a particular BA is only available for editing by the submitting BA.

- **Oil Valuation**

- **Royalty/Tax Payer**

Royalty/tax payer BA's can only update auto-populated oil sales activity rows for a particular unit/facility and production month where they are the allocated BA (i.e. the BA cannot add rows).

- **Purchaser**

Reporting BA's may only create a submission under their BA code and may only update submissions previously submitted under their BA code.

Auto-populated oil purchase activity rows for a particular production month are for a particular BA, and can therefore only be updated by the allocated BA.

○ **Subsequent Purchaser**

Any industry BA can create a completely new subsequent oil purchaser submission for a production month.

Reporting BA's may only create a submission under their BA code and may only update submissions previously submitted under their BA code.

○ **Allocations**

An owner (BA) named in a submission through Petrinex's SAF/OAF (Stream Allocation Factors /Owner Allocation Factors) functionality will have access to view their net share of the volume allocated to them, as well as the gross volume.

○ **Pipeline Splits**

Pipeline split volumes are reported for each purchaser and owner (BA) named in the split. A BA can only view the volumes associated with their own BA.

1.1.8 Reports and Query

Any operator or person that has access to Petrinex has authority to query or to run a report on most well, facility, and volumetric data. Only the BA that submitted valuation information can run a report or query to view the information. If a well is confidential, the information deemed confidential will only be displayed to the operator of record or the licensee.

1.1.9 Petrinex Security Blanket

Petrinex access to certain volumetric and waste plant data has been restricted to the operator and/or licensee of the facility.

Facility types with access restricted to the operator and/or licensee include:

- Custom Treating Facilities (CT);
- Meter Stations (MS) – includes Common Stream Operator's (CSO);
- Terminals (TM),
- Pipelines (PL);
- Refineries (RF);
- Waste Plants (WP); and,
- certain Injection Facilities (IF) - Storage and EOR.

In addition to limiting the ability to view the monthly data for these facilities, as part of Petrinex Security Blanket, in volumetric reporting, the disposition details to these facilities are also masked.

The ministry shall preserve the confidentiality of the information submitted to Petrinex in accordance with the provisions of The Act.

1.2 Methods of Submission

There are two methods for electronically submitting data to the Ministry through Petrinex:

- directly updating data on-line using defined screens and processes, and
- batch loading using defined electronic formats.

On-line updating is used primarily by an operator who has only a few well events or who has a unique facility not handled by its production accounting (PA) system.

The batch loading of volumetric data allows an operator to send data electronically through the Internet to Petrinex. This option is used by operators who have PA systems or who manage their production accounting by spreadsheet.

Operators are not restricted to using only one method; they may submit data using a batch process and then correct or amend the data using the on-line process, or vice versa.

To interface with Petrinex itself, computers must meet certain minimum specifications. Similarly, there are minimum specifications required to access Petrinex's online training modules. For details on minimum specifications follow the link below: http://www.petrinex.ca/PDFs/Tips/Tip70_Retrieve_Reports.pdf.

Upon receipt of each submission, Petrinex runs computerized edit checks to ensure data quality and completeness. These edits check:

- that the person submitting the data is authorized to submit the well or facility data;
- that the well identifier, well status, and well-to-facility links are correct according to Ministry and Petrinex records; and,
- that the activities and products are valid.

If the submitted data does not pass one of the checks, it is not accepted, and the operator must correct and resubmit the data.

On a predefined date, once the data has been accepted, Petrinex determines that each facility is arithmetically correct within itself—that is, that total facility receipts equal total facility dispositions (after considering inventories).

1.3 Submitting On Line through the Work-in-Progress (WIP) Feature

The on-line submission of volumetric data is done using Petrinex Work-in-Progress (WIP) area (a feature not available for batch submissions or for submissions by Waste Plants).

The WIP area allows the BA to enter and edit volumetric data on-line prior to submitting the data to Petrinex. Once the BA has saved data to WIP, Petrinex will hold (temporarily saves) the data until the BA is ready to submit it. Data saved to WIP is only accessible by an authorized BA. The data will only become available for other users of Petrinex (where applicable) to view and use once it has been submitted to Petrinex.

IMPORTANT: Data held in the WIP area is not considered a submission to Petrinex and will not be recognized at the volumetric deadline as the current submission for the facility. Failure to submit data held in the WIP area may result in non-compliance errors such as a “facility missing” notices. If you receive unexpected “missing” notices, check that all data held in the WIP area has been submitted to Petrinex

1.4 Submission of Amendments or Corrections

Data submitted to Petrinex may be amended or corrected either online or through batch upload as required. Petrinex treats all submissions of amendments or corrections as “full form replacement”, which means each new volumetric submission for a facility for the production month will completely overwrite the previous submission for the production month.

Petrinex assigns a sequential amendment number to each new submission of volumetric data for a facility for a production month. The submission with the highest amendment number is considered to be the current version for the facility. A record of all volumetric submissions (current and previous) for a facility is maintained on Petrinex. The current submission is the default submission when viewing the facility on Petrinex and is available for online editing. Previous submissions may be viewed on Petrinex, but not edited.

All data included in the current facility submission (the one with the highest amendment number) for the production month will be submitted to the Ministry at the filing deadline. Data saved to WIP is not recognized as the current submission until submitted to Petrinex.

Volumetric amendments and corrections submitted to Petrinex for a facility must include all data previously submitted for the production month (if that data is still valid). For example, you may want to submit the receipt activities for oil at the beginning of the month, as these volumes are required by the delivering operator to allow it to do such things as pipeline splits or to calculate well production volumes. If you then have additional oil activities or gas volumes to report, you must submit a new facility submission that includes the previously submitted oil receipt data along with the additional new oil or gas data. Failure to include the previously submitted receipt data with the amendment will cause Petrinex to delete the receipt data from the original submission.

Data that should not have been included in a submission may be excluded through an amended submission. For example:

- If an incorrect facility ID was entered in “From/to,” the amendment should report only the correct facility ID and not include the incorrect facility ID. The removal of the incorrect facility ID will automatically delete any data entered at the incorrect delivering facility upon submission of the amendment to Petrinex.
- If an incorrect well or well event was reported, the amendment should not include the incorrect well ID, but only the correct well ID. This will result in a “missing” error being triggered for the incorrect well ID. You must correct the well event status or report the incorrect well at a new facility.
- Petrinex will track situations in which a well with an active well event status was reported at a facility and is not reported on an amendment. If the situation is not corrected by changing the well event status or by linking the well event to another facility, it may be subject to Ministry enforcement.

To avoid discrepancies between Petrinex and an operator's system, it is recommended that any amendment or correction be changed within the operator's PA system and then updated to Petrinex. This will ensure that the volumetric information at the Ministry is the same as the operator's records.

1.5 Petrinex Notification

If any problems are encountered with either on-line or batch submissions, Petrinex will notify the operator. For on-line submissions, an error message is sent immediately, and the on-line errors can be corrected right away before leaving the edit screens.

For batch submissions, Petrinex sends an e-mail notification to the operator of record for a facility advising it of the results of each batch submission and of any errors detected. Each operator may decide who within its company will receive these notices and when. How an operator chooses to manage these e-mail notifications depends upon how it sets the notifications options. A copy of each notification is kept in the operator's Petrinex in-box for 90 days.

1.6 Petrinex In-Box

Petrinex in-box ensures that an operator has access to its notifications regardless of how or to whom the notice was sent to the company. Each operator must confirm that all notices of errors or missing data are acted upon before the Ministry filing deadline to avoid volumetric noncompliance fees.