Industry Tip

New IRIS Functionality for Unit Applications

Date	Module/Application/Functionality	Notes
June 8, 2017	Well and Facility Infrastructure; Unit applications	Initial release

With the implementation of IRIS Release 5.8 on June 7, the way the oil and gas industry applies for units or to amend units in the system changed.

Along with completing an application online, negotiations between the Ministry of the Economy (ECON) and industry now take place through IRIS using functionality known as 'work items.'

About Work Items

Work items is a tool that ECON and industry uses to communicate back and forth during the review of an application in IRIS. In the case of units, work items are generated during the negotiations between industry and ECON in the creation of, or amendment to, a unit.

When Work Items Are Generated for Unit Applications

Work items are triggered during unit negotiations by ECON to notify industry of the need to review changes made to proposals or to provide more information. Industry, in turn, uses work item functionality to submit additional information and make changes to the initial submission.

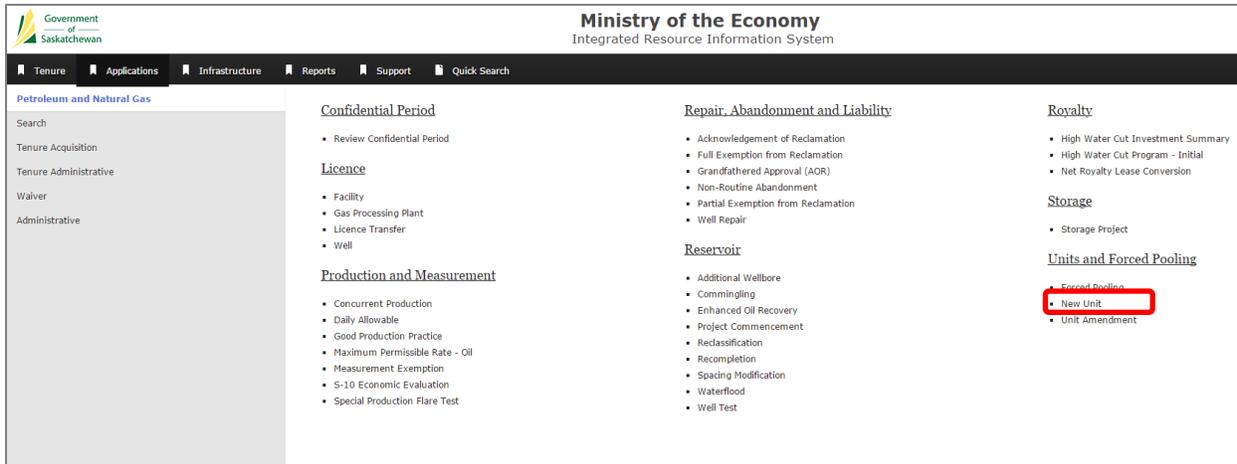Work items that are triggered during the unit application process are:

- **Applicant Information Request**: This work item is used to:
    - Request additional information from industry to assist ECON with their review of a proposal.
    - Request industry to review changes made to a proposal.

- **Applicant Final Review Request**: This work item is triggered when ECON's review of the proposal is complete, and industry is now required to confirm its agreement to the terms in the proposal by completing the work item. When industry completes the 'Applicant Final Review Request' work item and submits it to ECON, it marks the end of

negotiations. A unit agreement must be attached, and once submitted, the proposal is no longer editable; it becomes the unit application for ECON to approve or deny.

- **Applicant Ministry Signed Review**: This work item is triggered when the unit agreement is signed by ECON and is ready for industry to view. When industry completes this work item, they are confirming the unit agreement has been viewed.

Overview of New Unit Application Process

1. Industry submits an application to create a new unit.

   a. From the 'Applications' menu, select 'Petroleum and Natural Gas'. Then select 'New Unit' from under 'Units and Forced Pooling' the header.

   b. Complete the required fields in the 'New Unit Application' screen.

c. Enter tract information.

d. Attach relevant documents.

e. Confirm application and submit.

2. ECON reviews the application. If additional information is required, a work item is generated for the industry applicant. (See Appendix 1 to find out more information on how to set up your IRIS notification preferences to ensure you receive email notifications when unit application work items are assigned to you.)

   a. To access your work item, click 'Work Items' or 'My Work Items' from the 'Quick Search' tab on IRIS's main menu.

   b. Open the work item and click on the 'Work Item Details' tab. ECON will provide direction on what additional information or actions are required for the proposal.

c. To begin processing the work item, click 'Start' or 'Start in New Window' in the 'Current Work Item' section.

d. Depending on the request from ECON, the user can click on the tabs to amend the relevant information in the application as required.

e. Once you're satisfied that you have completed the work item, complete the 'Request Note' and 'Comment' information under 'Work Item' and then click 'Complete' to submit it back to ECON.

3. This process continues throughout the negotiations.

More information on unit applications can be found on www.saskatchewan.ca, as well as in IRIS's Help system which is available once you log into IRIS.
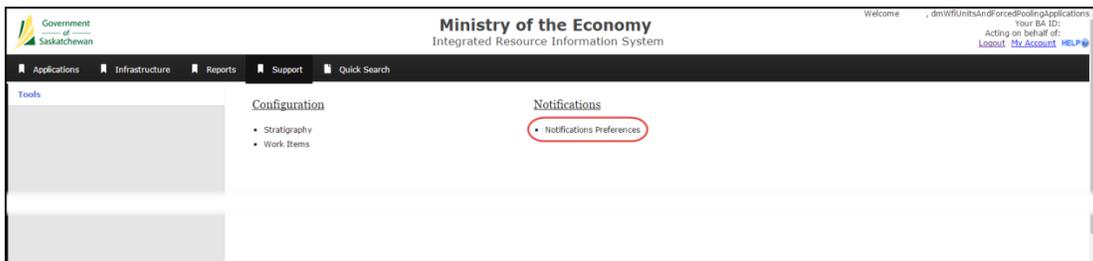
Questions?

If you have any questions or concerns about unit applications or work items, contact Petroleum and Natural Gas (PNG) Services at PNG.support@gov.sk.ca or at 1-855-219-9373.

Appendix 1

Setting up IRIS Notification Preferences for Unit Applications and Work Items

If you have permission to submit new unit and unit amendment applications on behalf of your Business Associate (BA), you will be able to manage your preferences for work item notifications.

1. To view and edit the preferences, log in to IRIS and navigate to Support>Tools>Notifications and click 'Notifications Preferences'.

2. In the 'View Notification Preferences' screen, click on 'Edit Notification Preferences'.

3. Select how you would like to receive notifications for unit applications and work items, then click 'Save'.

Example of Online Notification

If there are any unread notifications from the last time you accessed IRIS, an indicator will display in the top right-hand corner of all IRIS screens. Clicking on the indicator takes you to the work items screen.

Example of Email Notification

An email notification provides details of the work item. Click on the 'Work Item' to go directly to the work item in IRIS (after logging into the system).