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OIL SANDS INFORMATION BULLETIN 2016-01

Subject: New ETS Submission Process for CARE Reporting and Operator's Forecast

The submission process for the CARE Reports and Operator's Forecast (Supplemental Reporting) is changing from *ETS Correspondence* to *ETS Oil Sands Supplemental Reporting*. The new submission process will be available by April 4, 2016, for the upcoming 2015 CARE Cost Report submissions.

Operators will be able to submit these reports in the department's Electronic Transfer System (ETS) in a similar manner as the current royalty reporting submission process, therefore, the transitional change to operators is expected to be minimal. CARE Reports and Operator's Forecast Reports for the current reporting periods must be submitted using this method and using the correct template files. The current reporting period for CARE Cost and Subsurface Reports is 2015. The current reporting period for CARE Revenue and WCS Sales and the Operator's Forecast is 2016.

Report Template Files for Periods Beginning in 2015

The most recent template files for the reporting period must be used when submitting the reports. Templates can be found on the Alberta Energy website at <http://www.energy.alberta.ca/OilSands/582.asp> in the sections titled "Cost Analysis and Reporting Enhancement (CARE) – Effective 2015 Reporting Period and Forward" and "Operator's Forecast Report". Additional resources are found in this section as well, which will help operators submit correct CARE data (Glossary, Timetable and Training material files). Please see Information Bulletin 2015-03 for more information on these new CARE Report templates.

Access to ETS Oil Sands Supplemental Reporting

Operators' EN Accounts that currently have access to *ETS Correspondence* to file CARE Reports and Operator's Forecast will automatically be granted access to *ETS Oil Sands Supplemental Reporting* for the reporting of CARE Cost In-Situ or Mining, Subsurface, Revenue and WCS Sales Reports and the Operator's Forecast. New oil sands operators or operator accounts that currently do not have access to *ETS Correspondence* to file these reports must apply for ETS access. The ETS Account Set-Up Form is located at <http://www.energy.alberta.ca/OurBusiness/1076.asp>. It is recommended that all of the Oil Sands reporting features (Project Applications, Royalty Reporting and Supplemental Reporting) be requested at the same time to lessen the need for subsequent set ups.

Submission Process Details

Please refer to the ETS Oil Sands Supplemental Reporting document at <http://www.energy.alberta.ca/OilSands/814.asp> for details on the submission process.

Submission Turnaround Reports

Once a CARE Report or Operator's Forecast Report is submitted and processed by the system, a Submission Turnaround Report will be sent back to the operator upon system validation of the submission. Validation warnings and errors will be identified on these reports. See Appendix A for the validation rules for each report.

Any validation *error* will result in a *failed submission* and must be resubmitted within the filing deadline of the report. If the submission cannot be successfully processed by the filing deadline, late filing penalties may apply. Please ensure reports are submitted early to ensure enough time for the operator to receive the turnaround report, correct errors, and resubmit the report to avoid ensuing penalties. Resubmission of the report is not required for validation warnings.

Submitting CARE Reports for Prior Periods

Prior period amendments to CARE Reports are infrequent. Amendments for reporting periods that are prior to 2015 will continue to be submitted through *ETS Correspondence*. These reporting periods have different reporting templates than the ones that are effective for period 2015 and will not be transitioned to *ETS Oil Sands Supplemental Reporting*. Files that are submitted through *ETS Correspondence* have specific file naming convention requirements to enable file recognition. This requirement is no longer mandatory for submissions through *ETS Oil Sands Supplemental Reporting* for the Period 2015 onward.

Questions regarding this Information Bulletin may be directed to:

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Appendix A Validation Rules for CARE Reports and Operator's Forecast Report

The following validations apply to *all* reports. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
1. Currency fields must be reported to 2 decimal places.	X	
2. Volumetric fields must be reported to 1 decimal place.	X	
3. Mandatory fields in reporting template must not be blank.		X
4. Operator Id in report must be the current operator of the reported Project or Stream.		X
5. Operator Id in report must match the Business Associate (BA) Id of the ETS EN Account.		X
6. Numeric fields cannot contain text.		X
7. Date field must be reported as YYYY-MM-DD or YYYY/MM/DD.		X
8. Form Id in report must match the form id of the form type that is being submitted.		X
9. Report cannot be submitted before the completion of the reporting period.		X
10. Reporting period cannot be prior to 2015.		X
11. Report must be the submitted using the current version of the report template published on the Alberta Energy website.		X
12. ADMIN Tab in report template must not be removed.		X
13. Form Id and Version # must be in ADMIN Tab, cell B2 & B3.		X
14. Project Id must be a valid 6-digit id (OSR### or CSR###). Note that there must be no spaces included in the 6-digits.		X

The following validations apply to *CARE Cost In-Situ and Mining*. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
1. CARE Cost Report cannot be submitted before the End of Period (EOP) Statement for the same reporting period.		X

<p>2. CARE Cost information must reconcile with the EOP Statement for the same reporting period. In general, for OSR projects this includes:</p> <ul style="list-style-type: none"> a. "CARE - Capital Costs" in CARE report must match "Allowed Costs - Capital" in Schedule PRE-3 (Pre Payout) or PST-4 (Post Payout) of the EOP Statement. b. "CARE - Operating Cost" in CARE report must match "Allowed Costs - Operating" in Schedule PRE-3 (Pre Payout) or PST-4 (Post Payout) of the EOP Statement. c. "Diluent Costs" in CARE report must match "Allowed Costs – Diluent" in Schedule PRE-3 (Pre Payout) or PST-4 (Post Payout) of the EOP Statement. d. If the reporting period is the <i>first</i> Period of the Project, and there is a PNCB amount approved for the Project, the "CARE - PNCB CAPEX Costs" plus "Operating Costs in PNCB" plus "Royalty Paid under NPR in PNCB" minus "Revenue in PNCB", all reported in CARE, must match the "Cumulative Costs at Beginning of Period" in Schedule PRE-2 (Pre Payout) of the EOP Statement e. If the reporting period contains Project Amendment(s) where there are PNCB amount(s) approved for the Project Amendment(s), the "CARE - PNCB CAPEX Costs" plus "Operating Costs in PNCB" plus "Royalty Paid under NPR in PNCB" minus "Revenue in PNCB", all reported in CARE, must match the "Allowed Costs - Project Expansion PNCB" in Schedule PRE-3 (Pre Payout) or PST-4 (Post Payout) of the EOP Statement. f. If the reporting period is the <i>first</i> Period of the Project and also contains Project Amendment(s) where there are approved PNCB amounts, the "CARE - PNCB CAPEX Costs" plus "Operating Costs in PNCB" plus "Royalty Paid under NPR in PNCB" minus "Revenue in PNCB", all reported in CARE, must match the 		X
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<p>“Cumulative Costs at Beginning of Period” in Schedule PRE-2 (Pre Payout) plus the “Allowed Costs - Project Expansion PNCB” in Schedule PRE-3 (Pre Payout) of the EOP Statement.</p> <p>g. “Previous Period’s Net Loss” reported in CARE report must match “Allowed Costs – Net Loss Carried Forward from Previous Period” in Schedule PST-4 of the EOP Statement. (This allowed cost is only applicable to Post Payout Projects.)</p> <p>h. “Return Allowance Earned on Previous Period’s Net Loss” reported in CARE must match “Allowed Costs - Return Allowance on Previous Period's Net Loss” in Schedule PST-4 of the EOP Statement. (This allowed cost is only applicable to Post Payout Projects.)</p> <p>i. “Excess of Previous Period’s Gross Revenue Royalty over Net Revenue Royalty” reported in CARE must match “Allowed Costs – Excess of Gross Revenue Royalty over Net Revenue Royalty Carried Forward from Previous Period” in Schedule PST-4 of the EOP Statement. (This allowed cost is only applicable to Post Payout Projects.)</p>		
<p>3. Fields entered on the Volumetrics tab cannot be negative values.</p>		X
<p>4. The number of On-Site Employees (Annual) reported should not be zero.</p>	X	
<p>5. The following fields cannot be blank: Project Id, Operator Id, Reporting Period, Project Description, Capitalization Methodology, Contact Name, Company Title, Date Prepared, Phone Number, and Email Address.</p>		X

The following validations apply to *CARE Subsurface Report*. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
<p>1. For the mandatory section (either the in-situ or mining section, depending on what the operator has chosen as the</p>		X

recovery method from the drop-down), the Average Reservoir Property values reported must be greater than zero.		
2. For the mandatory section (either the in-situ or mining section, depending on what the operator has chosen as the recovery method from the drop-down), the Average Reservoir Property values reported must be in between or equal to the corresponding Minimum and Maximum values.		X
3. For the mandatory section (either the in-situ or mining section, depending on what the operator has chosen as the recovery method from the drop-down), the Minimum Reservoir Property values reported must be less than or equal to the corresponding Maximum values.		X
4. If the reported value for Initial Proven + Probable Reserves <i>or</i> Remaining Proven + Probable Reserves is greater than zero, Methodology, Comment, Submitted by and Title fields must be reported.		X
5. If the Initial Proven Reserves reported is greater than zero, the corresponding As At Date cannot be blank (use YYYY/MM/DD format).		X
6. If the Initial Proven + Probable Reserves reported is greater than zero, the corresponding As At Date cannot be blank (use YYYY/MM/DD format).		X
7. The following fields cannot be blank: Project Id, Operator Id, Reporting Period, Recovery Method, Contact Name, Company Title, Date Prepared, Phone Number, and Email Address.		X

The following validations apply to *CARE Revenue Report*. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
1. Month entered must be within the specified reporting period, for example, Q2 must include months from January to June.		X
2. Month must be entered if there are values reported in		X

associated cells.		
3. If Month is reported, some values in the associated cells must be reported.	X	
4. Must report from menu listings or entry will be invalid.		X
5. If the Product Type is "Other " in the Cover Page, then the "If Other Product Type" field must be reported.		X
6. If the POS Facility Type in Tab BLENDREV is "Other – See Notes", notes must be reported.	X	
7. If the Diluent Type in Tab NETBKCAL is "Other – See Notes", notes must be reported.	X	
8. If the Diluent Type in Tab DILUENT is "Other – See Notes", notes must be reported.	X	
9. If the Transportation Cost in the Prices in Tab DILUENT is "No", the Transportation Cost (C\$) must be reported.	X	
10. If the Mode of Transportation in Tab TRANSCST is "Other – See Notes", notes must be reported.	X	
11. If the Mode of Transportation in Tab TRANSCST is "Pipeline", the Pipeline name must be reported.		X
12. If the Mode of Transportation in Tab TRANSCST is "Rail", must indicate whether or not it is committed.		X
13. Contact information must be reported: Contact Name, Company Title, Date Prepared, Phone Number, and Email Address.		X

The following validations apply to CARE WCS Sales Report. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
1. If the WCS Sales Point is NOT Hardisty, must report WCS Sales Volume and WCS Sales Value and Handling Costs.	X	
2. WCS Sales Volume in Total WCS Sales and Total Component Stream must match.	X	
3. Contact information must be reported: Contact Name,		X

Company Title, Date Prepared, Phone Number, and Email Address.		
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The following validations apply to *Operator's Forecast Report*. Non-compliance will result in either a validation warning or error.

Description	Warning	Error
1. Year in the 'Data in Real Dollars as of YYYY' field cannot be later than the year indicated in the 'Current Year' field.		X
2. Report for the year indicated in the "Current Year" field cannot be submitted after March 31 of the year following that year. For example, if the Current Year in the report is 2016, the report cannot be submitted after March 31, 2017.		X
3. "Current Year" field cannot be greater than the year of the report submission.		
4. Main Contact information must be reported: Name, Position, Phone Number, Email Address, and Date. (Alternate Contact information is optional.)		X