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OIL SANDS INFORMATION BULLETIN 2016-02

Subject: New CARE Cost and Subsurface Reports Published

New CARE Cost and Subsurface Report templates have been published. They incorporate minor changes to accommodate the new submission process through the department's Electronic Transfer System (ETS), as described in Information Bulletin 2016-01. They will not change the type of data being requested by operators but help to further guide operators in submitting valid data. These template files are effective for the 2015 Reporting Period and forward.

Changes to the CARE Cost and Subsurface Reports

The newly updated CARE Cost and Subsurface Report templates do not change the fields or content, but have cell validations to help guide operators to submit valid data and to avoid having CARE submissions rejected.

As per Information Bulletin 2016-01, all CARE and Operator's Forecast reports submitted with validation *errors* will result in a *failed submission* and the report 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. Operators should submit as early as possible to ensure enough time 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.

Additional Tips Regarding CARE Cost and Subsurface Reports

Please note Alberta Energy will be looking at the received CARE Cost and Subsurface Report data in greater detail beginning with the 2015 Reporting Period. If deficiencies are found, or if Alberta Energy has questions, operators will be contacted. Please ensure that the contacts listed in the CARE reports are available for contact.

In addition, as mentioned in the previous section of this Information Bulletin, our system will make basic validations at the time of submission and will reject submissions if the validations are not met. A complete list of validations is found in Appendix A of Information Bulletin 2016-01.

In particular, Alberta Energy would like operators to pay specific attention to the following relating to the CARE Cost and Subsurface Reports:

General

1. Please ensure CARE Cost and Subsurface Reports are filled out in their entirety. Blank data or zeros are generally not accepted for most fields.
2. Please ensure valid data prior to submitting. For example:

- a. Ensure values are reasonable (i.e. not negative for fields that require positive values)
 - b. Ensure percentages are between 0 and 100
 - c. Ensure entered averages fall within the entered range for each category
 - d. Ensure total CAPEX, OPEX, and PNCR costs match with the CAPEX, OPEX, and PNCR costs reported in EOPS submission for the Reporting Period.
3. Please ensure contact data is filled out and that the person is available for contact by Alberta Energy.
 4. CARE Cost and Subsurface reports (Excel version) include validation checks, notes and comments to ensure operators enter, validate, and correct information. Please ensure all these checks and notes are carefully followed to avoid any failed submission.
 5. Any manipulation to the Excel version of the CARE Reports, such as adding a new tab or overwriting data validations, will result in rejection.
 6. Please ensure that the Project Id is reported in the correct format (OSR###) with no spaces, that the Reporting Period is accurate, and that the Operator Id reported is the current operator of the Project.

CARE Subsurface Report

1. Please ensure the contact information for reserves is a qualified individual and is available for contact by Alberta Energy.
2. Please use the “Comments” box in the CARE Subsurface Report to provide a brief description of significant changes in reserves volumes from prior years (e.g. significant reserves additions/write-downs, etc.)
3. Submit a plat map if the reserves data entered into CARE are for land and leases larger than the land currently approved in the OSR Project.
4. A plat map is not required if the reserves reported in CARE are from the exact same lands and leases approved in the OSR Project. If no plat map is supplied, operators must include in the Comments section of the CARE Subsurface Report a statement similar to: “No plat map was submitted for this OSR Project. The reserves’ land matches the lands and leases approved in the OSR Project.” If this statement is missing and no plat map is supplied, Alberta Energy will contact the operator.

CARE Cost Report

1. Please use the “Project Description” box in the CARE Cost Report to provide a brief description of project operations explaining the cost breakdown for the reporting year.

Location of New CARE Cost and Subsurface Report Templates

The updated CARE Cost and Subsurface Report templates can be found on the Alberta Energy website at <http://www.energy.alberta.ca/OilSands/582.asp>, in the section titled “Cost Analysis and Reporting Enhancement (CARE) – Effective 2015 Reporting Period and Forward”.

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 CARE Report templates.

Questions regarding this Information Bulletin may be directed to:

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