



Getting Started with Monthly Sulphur Balance Reporting

A DDS Service Guide

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Introduction

Beginning on February 1, 2008, companies will be able to submit and amend their Monthly Gas Plant Sulphur Balance Reports using the Monthly Sulphur Balance Reporting DDS service.

The Monthly Gas Plant Sulphur Balance Reporting service provides you with the ability to electronically report sulphur balance data around an entire gas processing plant and the daily inlet and outlet details for each plant. These reports, S-30 reports, are required by **Directive 007: Production Accounting Handbook (May 2001)**, and are part of the *Oil and Gas Conservation Act's* stipulations for monthly operator statements.

To get started:

1. Login to DDS using your DDS ID and password.
2. Open the **Submissions** branch on the DDS navigator.
3. Open the **Gas Processing Plant** category and select the **Submit Monthly Sulphur Balance Reporting** command. The **Report Selection** screen opens.
4. If you are delegate for the plant operator, you will need to select the BA ID for the operator on whose behalf you are currently working.
5. Select the plant you wish to report on by clicking on the **Plant Code/Name** drop-down list button and selecting the plant. All the plants that you are the operator for are listed.
6. Click on the **Year** drop-down list button and select the year you wish to report.
7. Click on the **Month** drop-down list button and select the month you wish to report.
8. Click on the **Continue** button. The **Monthly Gas Processing Sulphur Balance Report** screen opens at the **Plant/Contact Details** tab.

Once you have selected the facility you wish to report on, you can either type in your sulphur balance data for the month, or upload all the data from a text file.

To type-in your monthly sulphur balance report:

The DDS Monthly Gas Processing Sulphur balance report online forms streamline the process of preparing and submitting your S30 reports. You must submit **all** the data for a month, partial submissions will not be accepted.

1. Complete the getting started steps above.
2. Click on the **Plant/Contact Details** tab. This is the first tab you will see.
3. Type in the total number of hours the CSEM was down for the specified month in the **Emission Monitor Down** field.
4. Type in any comments about this report in the **Comments** field. This should include any information you would previously have submitted on a separate cover letter.

5. Review and update the information in the **Contact Details** area.
6. Click on the **Daily Details** tab. The **Daily Details** screen opens.
7. Use the fields provided to type in all the daily sulphur data.
8. When you have added *all* the data for the month, click on the **Evaluate** button. All daily calculations will be applied to the information you have entered and the calculated results will be reported.
9. Click on the **Monthly Summary** tab to ensure the information is correct. The **Monthly Summary** screen opens.
If some information is *not* correct, click on the **Daily Details** tab to correct this information.
10. Click on the **Submit** button to send this report to the ERCB. The **Submission Acknowledgment** screen opens confirming the submission and an email is sent to the contact you identified on the **Plant/Contact Details** tab.

You have now successfully submitted your S30 report for this gas plant.

To upload the data for your monthly sulphur balance report:

The DDS Monthly Gas Processing Sulphur balance report online forms enable you to upload all the daily details from a file. Here's how.

1. Complete the getting started steps above.
2. Click on **the Plant/Contact Details** tab. This is the first tab you will see.
3. Type in the total number of hours the CSEM was down for the specified month in the **Emission Monitor Down** field.
4. Type in any comments about this report in the **Comments** field.
5. Review and update the information in the **Contact Details** area.
6. Click on the **Report - Upload File** tab. The **Report - Upload File** screen opens.
7. Click on the **Browse** button and navigate to the file containing the sulphur data.
8. Click on the **Upload** button to begin the file upload.
9. When upload is complete, click on the **Evaluate** button. All daily calculations will be applied to the information you have uploaded and the calculated results will be reported.
10. Click on the **Monthly Summary** tab to ensure the information is correct. The **Monthly Summary** screen opens.
If some information is *not* correct, either revise the upload file and upload it again, or click on the **Daily Details** tab to correct this information.
11. Click on the **Submit** button to send this report to the ERCB. The **Submission Acknowledgment** screen opens confirming the submission and an email is sent to the contact you identified on the **Plant/Contact Details** tab.

You have now successfully submitted your S30 report, using the uploaded data, for this gas plant.

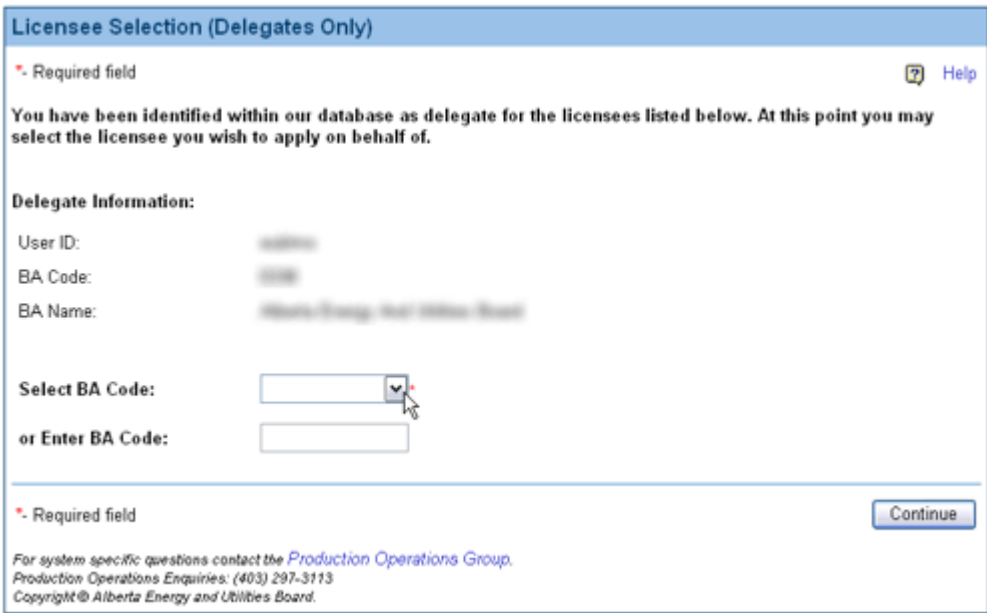
Using the Licensee Selection screen

The **Licensee Selection** screen allows users, who have been identified as delegates for other licensees or operators, to select the licensee or operator on whose behalf they are acting. This screen only opens when the login id you used to sign onto DDS has a *delegate* designation.

To select the licensee or operator on whose behalf you are acting:

1. Type the BA code for the licensee or operator in the **Select BA Code** field.
2. Press Enter to verify that the BA Code is correct. If the BA code is valid, the name of the company will be shown in the **BA Name** field.
Alternatively, click on the **Search** button to open the **BA Advanced Search** screen to select a BA from a list of BAs that match a set of selection criteria.

Licensee Selection (Delegates Only) screen



The **Licensee Selection** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Select BA Code

Type in the BA code of the company on whose behalf you will be acting, into the **Select BA Code** entry field. Press Enter to verify the BA code. If the BA code is valid, the name of the company will be shown in the **BA Name** field.

Alternatively, use the Search button to select a BA.

Search button

Click on the **Search** button to select a BA Code from a list of BAs matching a set of criteria. This opens the **BA Advanced Search** screen.

Alternatively, type in the BA code in the **BA Code** entry field and press Enter.

Continue button

Once you have entered and verified the BA Code, click on the **Continue** button to continue using DDS as the selected licensee or operator.

Using the Report Selection screen


The **Report Selection** screen lets you select the gas plant and reporting period. The **Report Selection** screen is used to complete the areas highlighted in yellow from the paper S-30 form shown below.

Here's how to use this screen:

You must know the Reporting Facility ID, the year, and month you will be reporting sulphur balance data for before using this screen. The paper S-30 form required you to specify the Plant Name, Operator, Location, and Plant code to identify the facility. All of this has been replaced by simply selecting the Reporting Facility ID.

1. Click on the **Plant/Code Name** drop-down list button and select the Reporting Facility ID of the facility being reported.
2. Click on the **Year** drop-down list button and select the year being reported.
Note: You can only amend data from as far back as January of the previous year.
3. Click on the **Month** drop-down list button and select the month being reported.
4. Click on the **Continue** button. The **Plant/Contact Details** screen opens.

You have now selected the plant, year and month being reported. If you need to change any of these, use the Browser's Back button to return to this screen.

Your Browser's Back button will look something like this:  Back . Note however that any data you have entered, including uploaded data, will be lost if you use the back button.

Report Selection screen

Monthly Gas Processing Sulphur Balance Report - Selection

* Required field Help

BA Information:

BA Code:

BA Name:

Plant Selection

Plant Code/Name:

Year:

Month:

* Required field

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The **Report Selection** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

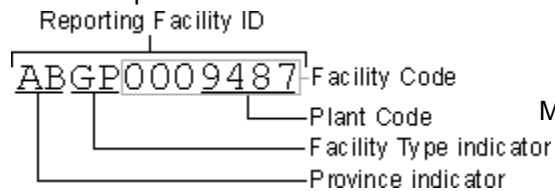
Plant/Code Name

Click on the **Plant/Code Name** drop-down list button and select the Reporting Facility ID of the facility being reported.

- IF: Injection Facility
- PL: Pipeline
- RF: Refinery
- SC: Sulphur Consignee
- TM: Terminal
- WP: Waste Plant

Reporting Facility ID

The Reporting Facility ID is an 11-character code that uniquely identifies all reporting facilities. It includes a Province indicator, Facility Type indicator and the Plant code. Here is an explanation of these components.



valid Facility types are:

- CS: Compressor Station
- CT: Custom Treating Plant
- GP: Gas Plant
- GS: Gathering System

A complete list of all Reporting Facilities and their IDs is available on the ERCB website at

www.ercb.ca/docs/data/facilities/FACILITY.TXT

Year

Click on the **Year** drop-down list button and select the year being reported.

Month

Click on the **Month** drop-down list button and select the month being reported.

Continue button

Click on the **Continue** button. The **Plant/Contact Details** screen opens.

Using the Plant/Contact Details screen

The **Plant/Contact Details** screen lets you specify the number of emission monitoring hours for the month as well as specifying specific contact information. The **Plant/Contact Details** screen is used to complete the areas highlighted in yellow from the paper S-30 form shown below.

Here is how to use this screen.

The initial contact information shown in this screen comes from your DDS User Profile. Make sure that this information is correct for this report. Required fields are shown with a red asterisk (*).

1. Type in the number of hours the continuous stack emission monitor (CSEM) was not in service during the reporting month in the **Emission Monitor Down** field.
2. Type in the full name of the person who accepts responsibility and to whom enquiries regarding this report should be directed in the **Contact Name** field.
3. Type in the contact person's business telephone number, including area code, in the **Telephone** fields.
4. Type in the contact person's business Email address in the **Email Address** field.

Plant/Contact Details screen

Monthly Gas Processing Sulphur Balance Report

BA Information:

BA Code:

BA Name:

Report Information

Plant Code:	ABGP0001662	Plant Name:	SHELL CAROLINE
Surface Location:	12-35-034-06W5	Year:	2007
Max Approved Daily Plant Feedstock (E3M3):	10850.00	Min Approved Sulphur Recovery Efficiency (%):	Month: May
Max Approved Daily Sulphur Inlet (t):	5445.00		

Plant/Contact Details

Plant Details

Emission Monitor Down (h):

Comments:

Contact Details

Contact Name: * Telephone: (403) - *

Email Address: *

* Required field

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The **Plant/Contact Details** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Emission Monitor Down

Type in the number of hours the continuous stack emission monitor (CSEM) was not in service during the reporting month in the **Emission Monitor Down** field.

Comments

Type in any comments for this report in the **Comments** field. You should include any information that you would previously have submitted on a separate cover letter.

Contact Name

Type in the full name of the person who accepts responsibility and to whom enquiries regarding this report should be directed in the **Contact Name** field.

Telephone

Type in the contact person's business telephone number, including area code, in the **Telephone** fields.

Email address

Type in the contact person's business Email address in the **Email Address** field.

Using the Report-Upload File screen

The **Report-Upload File** screen lets you upload all your sulphur balance data from a file. The **Report-Upload File** screen is used to complete the areas highlighted in yellow from the paper S-30 form shown below. These are the same fields available from the **Daily Details** screen.

Here is how to use this screen:

The file you wish to upload *must* contain data for all the days of the month and *must* use the correct format. Details of this format are provided on the Details tab. You can download a sample file from the online help, to help you create the upload file. Follow the instructions *To use the sample upload file* to use this file.

Once you have a valid upload file, here's how to use this screen:

1. Click on the **Browse** button. The Open File dialog box opens.
2. Navigate to the data file of interest.
3. Select the file and click on the **Open** button. The dialog box will close and the file name and path will be in the **Select File to Upload** field.
4. Click on the **Upload** button. The information in the file is processed and when complete, the **Daily Details** screen opens showing the data that was uploaded.
If there were problems with the data upload, a pop-up message appears describing these problems and none of the data will be loaded.
5. Review the data shown on the Daily Details tab, and click on the **Evaluate** button to check the validity of the data.

The daily sulphur balance data has been uploaded from the selected file. If there were problems during the upload, you can either correct the data right from the **Daily Details** screen, or correct

the data file and try the upload again. Once the data is correct, click on the **Monthly Summary** tab to open the **Monthly Summary** screen.

Note that the **Sulphur In - Actual(t)**, **Sulphur Out - Flared Gas (t)**, **Sulphur Out - Injected/Other (t)** and **Sulphur Out - Total (t)** will be calculated by the system.

Of particular note are the **Sulphur Out - Injected/Other** values. Until January 2008, companies were asked to submit the **Injected/Other (t)** values *only*. With the implementation of the S-30 DDS System, we *now require companies to submit the **Injected/Other (103m3)** and **Injected/Other (%H2S)** values and the system will calculate the **Injected/Other (t)** values.*

To use the sample upload file:

The sample upload file includes some sample data and extra rows for comments on using this file. Here is how to use this sample upload file:

1. Click on the link *Sample_Upload_File.xls* link from the online help to download the Excel file to your computer.
2. Open the file in Excel.
3. Type in the real values by replacing all the black text in the spreadsheet.
Be sure you have the correct number of days for the month.
4. Delete all red text (including the 2nd and 3rd rows of the table).
5. Select the data to be exported.
You can do this by clicking on the top-left cell and holding the mouse button down as you drag the mouse to the lower-right corner of the data.
6. Click on the **File** menu and select **Save As...** command. The Save As dialog box opens.
7. Click on the **Save as type** drop-down list button and select the *CSV (Commas Separated Vale)(* .csv)* format option. When you are prompted to confirm this action, click on the **OK** button.

You have now created a CSV file of your sulphur balance data. You are now ready to upload this file.

Report-Upload File screen

Monthly Gas Processing Sulphur Balance Report

BA Information: Cancel
 BA Code: Help
 BA Name:

Report Information

Plant Code:	ABGP0001662	Plant Name:	<input type="text" value="North Canada Energy"/>
Surface Location:	12-35-034-06W5	Year:	2007
Max Approved Daily Plant Feedstock (E3M3):	10850.00	Month:	May
Max Approved Daily Sulphur Inlet (t):	5445.00	Min Approved Sulphur Recovery Efficiency (%):	

Note: Gas volumes in E3M3 at 101.325 kPa and 15 degree Celsius. Sulphur measurements in Tonnes(t). Flared Gas (% H2S) and Injected/Other (% H2S) will be displayed and stored to 4 decimal places. The requirement is to enter this information to at least 1 decimal place unless additional decimal places (up to 4) are required to meet the monthly measurement difference of 5%.

Select File to Upload:

ANY DUPLICATES OR INVALID ENTRIES WILL BE IGNORED

Only valid comma separated files (.csv - [sample](#)) or comma separated text files (.txt - [sample](#)) are accepted for file uploads of Licences. The format is as follows:

Header Section:
 Content: BA Code, Reporting Facility ID, Year, Month
 Sample: A1P1,ABGP0001081,2007,05

Detail Section:
 Content: Day,Daily Inlet Actual Vol,Daily Inlet Actual %,Daily Outlet Production Weight,Daily Outlet Stack Emissions Weight,Daily Outlet Flared Gas Vol,Daily Outlet Flared Gas %,Daily Outlet Injected Outlet Vol,Daily Outlet Injected Other %
 Sample: 1, 4966.6,8,8,589.1,10.8,0,0,0,1.1
 2,4966.6,8,8,589.1,10.8,,,,,1.1

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The **Report-Upload File** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Browse button

Click on the **Browse** button to navigate to the data file of interest.

Upload button

Once you have selected a file to upload, click on the **Upload** button. The information in the file is processed and when complete, the **Daily Details** screen opens showing the data that was uploaded.

If there were problems with the data upload, a pop-up message appears describing these problems and any fields that had problems are left blank.

Upload File Format

Upload files are comma-separated-value (CSV) text files. CSV files use a comma between each data value to separate these values. The first row (the header row) in this file identifies the company, facility, year, and month being reported. All other rows (data rows) in this file list the daily sulphur balance data. A portion of an upload file is shown in the two figures below.

Upload File											
ABCD,ABGP0000000,2007,02											Header row
1,	4966.6,	8.8,	589.1,	10.8,	1.6,	0,	1.,	3.1			Data rows
2,	3842.1,	33.8,	89.1,	8.8,	2.9,	1.4,	0,	1.6			
3,	4220,	20.1,	9.1,	0.8,	0.9,	1.9,	5,	6.1			
4,	85.6,	6,	0.1,	10.5,	11.2,	2.2,	6.3,	8.8			
5,	83.2,	8.,	432,	11.2,	12.3,	3.6,	7.2,	2.2			
6,	102.3,	8.9,	112.3,	1.8,	13.4,	4.8,	8.1,	1.5			
7,	101.,	.8,	524.5,	12,	14.5,	6.2,	10.0,	4.9			
8,	1296.4,	0.8,	509.0,	42.6,	15.6,	9.9,	12.9,	6.1			
9,	984.3,	8.888,	33.2,	38.,	76.1,	6.,	13.8,	3.1			
10,	477.2,	8.8,	589.1,	10.8,	0,	0,	0,	1.1			

A portion of an upload file. This example shows the file *after* it has been saved as a CSV file.

Upload File										
	A	B	C	D	E	F	G	H	I	
1	ABCD	ABGP0000000	2007	2						
2	1	4966.6	8.8	589.1	10.8	1.6	0	1	3.1	
3	2	3842.1	33.8	89.1	8.8	2.9	1.4	0	1.6	
4	3	4220	20.1	9.1	0.8	0.9	1.9	5	6.1	
5	4	85.6	6	0.1	10.5	11.2	2.2	6.3	8.8	
6	5	83.2	8	432	11.2	12.3	3.6	7.2	2.2	
7	6	102.3	8.9	112.3	1.8	13.4	4.8	8.1	1.5	
8	7	101	0.8	524.5	12	14.5	6.2	10	4.9	
9	8	1296.4	0.8	509	42.6	15.6	9.9	12.9	6.1	
10	9	984.3	8.888	33.2	38	76.1	6	13.8	3.1	

The same portion of the Excel file before being saved as a CSV file.

Header row

The first row of the file identifies has the following data items separated by a comma *and no spaces*.

1. **BA Code:** This is the BA Code for the operator of the reporting facility. The BA Code is *not* case sensitive: a1p1 is identical to A1P1.
2. **Reporting Facility ID:** This is the unique reporting facility identifier for this facility: it is *not* the licence number. The Reporting Facility ID is not case sensitive: abgp0001081 is identical to ABGP0001081.
3. **Reporting Year:** This is the year you are reporting sulphur balance data for, expressed as 4-digits (2007, not 07).

4. **Reporting Month:** This is the month you are reporting sulphur balance data for, expressed as 2-digits (05, not 5).

Data rows

The data rows identify the day being reported. Nine (9) data values *must* be reported for every day of the month. The data values must be reported in the following order (the same order used on the **Daily Details** screen). A comma *must* be used after each data except the last, and space can be used after each comma.

1. **Day:** This is the day of the month expressed as a number. A single-digit or two-digit number is accepted.
2. **Daily Inlet Actual Volume:** This is the actual volume of plant feedstock (raw gas plus gas equivalent of inlet condensate, in 10^3m^3 to 1 decimal place) received by the plant on the day shown in the Day column.
This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].
3. **Daily Inlet Actual H₂S%:** This is the daily percentage of H₂S contained in the recombined plant feedstock (raw gas and condensate, in % to 1 decimal place; if less than 0.10%, enter the percentage to 4 decimal places) on the day shown in the Day column.
This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].
4. **Daily Outlet Sulphur Production:** This is the daily sulphur produced (in tonnes using 1 or 2 decimal places) on the day shown in the Day column.
This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,2)].
5. **Daily Outlet Stack Sulphur Emissions:** This is the daily sulphur emissions (in tonnes using 1 or 2 decimal places) as recorded by the continuous stack emission monitor (CSEM) on the day shown in the Day column.
This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,2)].
6. **Daily Outlet Flared Gas Volume:** This is the amount of gas flared from the plant (in 10^3m^3 to 1 decimal place) on the day shown in the Day column.
Be sure to include all *sour gas flared*. Also, report *acid gas flared* from plants that do not recover sulphur in this column.
This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].
7. **Daily Outlet Flared Gas H₂S %:** This is the daily percentage of H₂S contained in the flared gas (to 1 decimal place) on the day shown in the Day column.
This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].
8. **Daily Outlet Injected Other Volume:** This is the daily volume of sulphur injected to subsurface formations or disposed of in any manner other than described above (e.g., nonregenerative sweetening, in 10^3m^3 to 1 decimal place) on the day shown in the Day column.
This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].

9. **Daily Outlet Injected Other H₂S%**: This is the daily percentage of H₂S in injected to subsurface formations or disposed of in any manner other than described above (to 1 decimal place) on the day shown in the Day column. This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].

Missing data

In certain situation you will not have all the data available to report. The **Monthly Sulphur Balance Reporting** system can handle the missing data, however the way in which you report missing data can affect the accuracy of other calculations. Therefore, could you please *use the following guidelines when reporting missing data*:

- Use **0.0** to represent missing data when that type of information is sometimes available for the facility being reported.
- Use **a blank** to represent missing data when that type of information is *never* available for the facility being reported.

For example: *If the facility is an acid gas flaring plant*, but is not operating due to a plant turn-around, use **0.0** in the **Flaring** field for those days when the plant is down.

If the facility never flares SO₂, leave the **Flaring** field blank.

If a data value is reported using a format other than the ones described above, the data value will *not* be included with the upload.

Using the Daily Details screen

The **Daily Details** screen lets you type in the sulphur balance data for each day. The **Daily Details** screen is used to complete the areas highlighted in yellow from the paper S-30 form shown below.

Using this screen you can do the following:

- type in daily sulphur balance data
- evaluate the validity of your daily sulphur balance data

To type in daily sulphur balance data:

You must specify sulphur balance data for *every day of the month* using this form, you cannot specify data for only some of the days. You can use the **Daily Details** screen to specify all your daily sulphur balance data or to correct uploaded data when using the file upload feature. Here's how. Required fields are shown with a red asterisk (*).

1. In the **Actual 103m3** column field, type in the actual volume of plant feedstock (raw gas plus gas equivalent of inlet condensate, in 10^3m^3 to 1 decimal place) received by the plant on the day shown in the **Day** column.
2. In the **Actual %H2S** column field, type in the daily percentage of H_2S contained in the recombined plant feedstock (raw gas and condensate, in % to 1 decimal place; if less than 0.10%, enter the percentage to 4 decimal places) on the day shown in the **Day** column.

3. In the **Sulphur Production** column field, type in the daily sulphur produced (in tonnes to 1 or 2 decimal places, as required to meet measurement difference requirements) on the day shown in the **Day** column.
4. In the **Sulphur Stack Emission** column field, type in the daily sulphur emissions (in tonnes to 1 or 2 decimal places, as required to meet measurement difference requirements) as recorded by the continuous stack emission monitor (CSEM) on the day shown in the **Day** column.
5. In the **Flared Gas 103m3** column field, type in the amount of gas flared from the plant (in 10^3m^3 to 1 decimal place) on the day shown in the **Day** column.
Be sure to include all *sour gas flared*. Also, report *acid gas flared* from plants that do not recover sulphur in this column.
6. In the **Flared Gas %H2S** column field, type in the daily percentage of H_2S contained in the flared gas (to 1 decimal place) on the day shown in the **Day** column.
7. In the **Injected/Other 103m3** column field, type in the daily volume of sulphur injected to subsurface formations or disposed of in any manner other than described above (e.g., nonregenerative sweetening, in 10^3m^3 to 1 decimal place) on the day shown in the **Day** column.
8. In the **Injected/Other %H2S** column field, type in the daily percentage of H_2S injected to subsurface formations or disposed of in any manner other than described above (to 1 decimal place) on the day shown in the **Day** column.
9. Repeat the above steps for all the days of the month.

You have now specified all the daily sulphur balance data for the year and month selected. The calculated values when you click on the **Evaluate** button or when you click on the **Monthly Summary** tab.

It is a good idea to click on the **Evaluate** button when you are finished to ensure the data is valid. See the steps below for more details.

To evaluate the validity of your daily sulphur balance data:

To reduce data input errors, an evaluation feature has been added to the **Daily Details** screen. This feature looks at each piece of data specified for the month and checks that no data has been missed and that each piece of data has the right precision (number of decimal places). The evaluate feature also calculates the various derived daily values. You can use this feature when typing in all the daily data or when uploading data from a file. To use the evaluate feature:

1. Specify all daily data. See the instructions above, or see the instruction on using the **Report-Upload File** screen.
You can use the evaluate feature at any time, however missing data will be reported along with other data problems.
2. Click on the **Evaluate** button.

Each data value will be examined for completeness and precision. A pop-up message will inform you of the results. If there are problems, these will also be shown in red at the top of the **Daily Details** screen. Once the data is correct, click on the **Monthly Summary** tab to open the **Monthly Summary** screen.

Too many decimals: If you enter data with too many decimal places, you will get an error message. The data you entered will be removed and you will need to re-enter the data value.

Note that the **Sulphur In - Actual(t)**, **Sulphur Out - Flared Gas (t)**, **Sulphur Out - Injected/Other (t)** and **Sulphur Out - Total (t)** will be calculated by the system.

Of particular note are the **Sulphur Out - Injected/Other** values. Until January 2008, companies were asked to submit the **Injected/Other (t)** values *only*. With the implementation of the S-30 DDS System, we *now require companies to submit the Injected/Other (103m3) and Injected/Other (%H2S) values and the system will calculate the Injected/Other (t) values.*

Daily Details screen

Monthly Gas Processing Sulphur Balance Report

BA Information:

BA Code:

BA Name:

Report Information

Plant Code: ABGP0001662	Plant Name: <input type="text" value="SHELL CANADA ENERGY"/>	
Surface Location: 12-35-034-06W5	Year: 2007	Month: May
Max Approved Daily Plant Feedstock (E3M3): 10850.00	Min Approved Sulphur Recovery Efficiency (%):	
Max Approved Daily Sulphur Inlet (t): 5445.00		

<input type="button" value="Plant/Contact Details"/>	<input type="button" value="Upload File"/>	<input type="button" value="Daily Detail"/>	<input type="button" value="Monthly Summary"/>
--	--	---	--

Daily Detail

Note: Gas volumes in E3M3 at 101.325 kPa and 15 degree Celsius. Sulphur measurements in Tonnes (t).

Flared Gas (% H2S) and Injected/Other (% H2S) will be displayed and stored to 4 decimal places. The requirement is to enter this information to at least 1 decimal place unless additional decimal places (up to 4) are required to meet the monthly measurement difference of 5%.

Day	Sulphur In			Sulphur Out								Total t
	Actual E3M3	Actual % H2S	Actual t	Sulphur Production t	Sulphur Stack Emission t	Flared Gas E3M3	Flared Gas % H2S	Flared Gas t	Injected/Other E3M3	Injected/Other % H2S	Injected/Other t	
1	8324.5	37.1000	4187.6	2254.0	3.2	1.0	3.7000	0.1	0	100.0000	0.0	2257.3
2	4778.0	37.1000	2403.6	2536.1	4.2			0			0.0	2540.3
3	4769.3	37.1000	2399.2	2548.9	3.7	3.4	0	0			0.0	2552.6
4	4771.4	37.1000	2400.2	2539.0	3.9			0			0.0	2542.9
5	4934.2	37.1000	2482.1	2613.9	3.6	29.6	0	0			0.0	2617.7
28	6017.0	37.1000	3026.8	2902.0	3.1			0			0.0	2905.1
29	6024.5	37.1000	3030.6	2907.7	3.4			0			0.0	2911.1
30	6022.2	37.1000	3029.4	2909.3	4.1			0			0.0	2913.4
31	5966.0	37.1000	3011.2	2893.6	4.4			0			0.0	2898.0
1												

* - Required Fields.

Please note all data must be entered and submitted within 20 min.

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The **Daily Details** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Sulphur In columns

Actual 103m3

In the **Actual 103m3** column field, type in the actual volume of plant feedstock (raw gas plus gas equivalent of inlet condensate, in 10^3m^3 to 1 decimal place) received by the plant on the day shown in the Day column.

This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].

Actual %H₂S

In the **Actual %H₂S** column field, type in the daily percentage of H₂S contained in the recombined plant feedstock (raw gas and condensate, in % to 1 decimal place; if less than 0.10%, enter the percentage to 4 decimal places) on the day shown in the Day column.

This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].

Sulphur Out - Injected/Other columns

Injected/Other 103m3

In the **Injected/Other 103m3** column field, type in the daily volumes of sulphur injected to subsurface formations or disposed of in any manner other than described above (e.g., nonregenerative sweetening, in 10^3m^3 to 1 decimal place) on the day shown in the Day column.

This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].

Injected/Other %H₂S

In the **Injected/Other %H₂S** column field, type in the daily percentage of H₂S in injected to subsurface

formations or disposed of in any manner other than described above (to 1 decimal place) on the day shown in the Day column.

This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].

Sulphur Out - Flared Gas columns

Sulphur Production

In the **Sulphur Production** column field, type in the daily sulphur produced (in tonnes using 1 or 2 decimal places) on the day shown in the Day column.

This field accepts a number up to 9 digits and supports up to 2 decimal places [format Decimal(9,2)].

Sulphur Stack Emission

In the **Sulphur Stack Emission** column field, type in the daily sulphur emissions (in tonnes up to 2 decimal places) as recorded by the continuous stack emission monitor (CSEM) on the day shown in the Day column.

This field accepts a number up to 9 digits and supports up to 2 decimal places [format Decimal(9,2)].

Flared Gas 103m3

In the **Flared Gas 103m3** column field, type in the amount of gas flared from the plant (in 10^3m^3 to 1 decimal place) on the day shown in the Day column.

Be sure to include all *sour gas flared*. Also, report *acid gas flared* from plants that do not recover sulphur in this column.

This field accepts a number up to 9 digits and supports up to 1 decimal place [format Decimal(9,1)].

Flared Gas %H₂S

In the **Flared Gas %H₂S** column field, type in the daily percentage of H₂S contained in the flared gas (to 1 decimal place) on the day shown in the Day column.

This field accepts a number up to 7 digits and supports up to 4 decimal places [format Decimal(7,4)].

Evaluate button

Click on the **Evaluate** button to examine each data value for completeness and precision as well as calculate the various derived

daily values. A pop-up message will inform you of the results. If there are problems, these will also be shown in red at the top of the **Daily Details** screen.

Submit button

Click on the **Submit** to submit this data to the ERCB. The **Submission Acknowledgement** screen opens confirming the information you sent.

Using the Monthly Summary screen

The **Monthly Summary** screen shows you the daily sulphur details and the monthly sulphur balance data. The **Monthly Summary** screen is used to complete the areas highlighted in yellow from the paper S-30 form shown below.

The screenshot displays a web-based interface for the 'Monthly Sulphur Summary' report. At the top, there is a header with the ERCB logo and the title 'Monthly Sulphur Summary Report (S-30)'. Below the header is a navigation bar with tabs for 'Daily Details' and 'Monthly Summary'. The main area contains a large table with columns for 'Date', 'Sulphur Balance', 'Sulphur Production', 'Sulphur Consumption', 'Sulphur Inventory', and 'Sulphur Losses'. The table is populated with data for a specific month. At the bottom of the table, there are summary rows for 'Total Sulphur Production', 'Total Sulphur Consumption', 'Total Sulphur Inventory', and 'Total Sulphur Losses'. These summary rows are highlighted in yellow. Below the table, there are fields for 'User Name', 'Password', and 'Submit' button.

Here's how to use this screen:

Whenever you move to the **Monthly Summary** screen, the monthly values are recalculated from the data displayed on the **Daily Details** screen. If the information on the **Daily Details** screen has changed *but not been evaluated*, the evaluation calculations are also performed. It is recommended that you always go to the **Daily Details** screen and click on the **Evaluate** button before going to the **Monthly Summary** screen. This provides you the opportunity to correct and data problems before submitting our report.

1. Click on the **Monthly Summary** tab. The monthly values are recalculated from the data displayed on the **Daily Details** screen.
2. Review the monthly totals. If changes need to be made, click on the **Daily Details** tab to return to the **Daily Details** screen.
3. If you wish to print the completed form, click on the **Print** button. This report prints best in landscape mode. Use the **Page Setup** command found on your Browser's **File** menu. You can also copy and paste the contents of the Monthly Summary table into MS Excel.
4. Click on the **Submit** button. The **Submission Acknowledgement** screen opens.

Your Sulphur Balance report has now been submitted to the ERCB. The **Submission Acknowledgement** screen shows a summary of the information you sent. You will also receive an email confirming that your data has been successfully submitted.

Monthly Summary screen

Monthly Gas Processing Sulphur Balance Report

BA Information:

BA Code: [REDACTED]
 BA Name: [REDACTED]

Submit
 Cancel
 Print
 Help

Report Information

Plant Code: **ABGP0001662** Plant Name: [REDACTED]
 Surface Location: **12-35-034-06W5** Year: **2007** Month: **May**
 Max Approved Daily Plant Feedstock (E3M3): **10850.00** Min Approved Sulphur Recovery Efficiency (%):
 Max Approved Daily Sulphur Inlet (t): **5445.00**

Plant/Contact Details Upload File Daily Detail **Monthly Summary**

Monthly Summary

Note: Gas volumes in E3M3 at 101.325 kPa and 15 degree Celsius. Sulphur measurements in Tonnes(t).

Day	Sulphur In			Sulphur Out								
	Actual E3M3	Actual % H2S	Actual t	Sulphur Production t	Sulphur Stack Emission t	Flared Gas E3M3	Flared Gas % H2S	Flared Gas t	Injected Other E3M3	Injected Other % H2S	Injected Other t	Total t
1	8324.5	37.1000	4187.6	2254.0	3.2	1.0	3.7000	0.1	0	100.0000	0	2257.3
2	4778.0	37.1000	2403.6	2536.1	4.2			0			0	2540.3
3	4769.3	37.1000	2399.2	2548.9	3.7	3.4	0	0			0	2552.6
4	4771.4	37.1000	2400.2	2539.0	3.9			0			0	2542.9
5	4934.2	37.1000	2482.1	2613.9	3.8	29.6	0	0			0	2617.7
28	6017.0	37.1000	3026.8	2902.0	3.1			0			0	2905.1
29	6024.5	37.1000	3030.6	2907.7	3.4			0			0	2911.1
30	6022.2	37.1000	3029.4	2909.3	4.1			0			0	2913.4
31	5986.0	37.1000	3011.2	2893.6	4.4			0			0	2898
Month Total	180078.2		90587.5	87323.1	118	37		0.3	0		0	87441.4
Quarterly Total	358165.2		180206.8	171745.3	230.6	74.9		0.5	0		0	171976.4
Sulphur Recovery Efficiency %		Actual Monthly %	99.86		Actual Qtrly %	99.87			Measure Diff %	3.50		

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The **Monthly Summary** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Print button

If you wish to print the completed form, click on the **Print** button. This report prints best in landscape mode. Use the Page Setup command found on your Browser's File menu.

Submit button

Click on the **Submit** button. The **Submission Acknowledgement** screen opens. You will also receive an email confirming that your data has been successfully submitted.

Using the Acknowledgement screen

The **Submission Acknowledgement** screen lets you review and print a summary of your submission.

To print this screen for your records, click on the **Print** button.

Submission Acknowledgement screen

The screenshot displays the 'Submission Acknowledgement' screen for a 'Monthly Gas Processing Sulphur Balance Report'. The screen is divided into several sections:

- Submission Details:**
 - Submission ID: 229202
 - Submission Date: Aug 23, 2007
 - Submission Status: Processed
 - Submission Time: 4:19:13 AM
 - Submission Type: SBR
 - Login ID: EUBLMS
 - Acknowledged by Email: Y
 - Submission Description: Company Name [ID]: Vault Energy Inc.[A1FT] Requested Notification: Monthly Gas Processing Sulphur Balance Report Submission - Plant Code: ABGP0001081 - Year: 2007 - Month: February
- Monthly Gas Processing Sulphur Balance Report Details:**
 - Plan Code: ABGP0001081
 - Plan Name: DEVON WIMBORNE
 - Year: 2007
 - Month: February
- Contact Details:**
 - Contact Name: W
 - Telephone: (403) 297-3113
 - Email Address: [Redacted]

At the bottom of the screen, there are 'Back' and 'Print' buttons. A mouse cursor is pointing at the 'Print' button. Below the buttons, there is a footer with the following text: 'For system specific questions contact the Production Operations Group. Production Operations Enquiries: (403) 297-3113. Copyright © Alberta Energy and Utilities Board.'

The **Submission Acknowledgement** screen. Items on the screen are described below.

Screen Item Descriptions

Each item on this screen is listed and described below.

Submission Details

Important information about the submission you have just completed are listed in the Submission Details section. These are:

- **Submission Id:** The unique identifier assigned by DDS to this submission.
- **Submission Date:** The date this submission was made. This is always today's date.
- **Submission Status:** The *status* of this submission.
- **Submission Time:** The time this submission was made.
- **Submission Type:** The type of submission you just completed. For Sulphur Balance Report, this is always SBR.
- **Login ID:** The DDS Login Id used when making this submission.
- **Submission Description:** A brief description of the submission you just made. This includes the Company Name and BA Code and a brief description of this submission.

Monthly Gas Processing Sulphur Balance Reporting Details

This section identifies the Plant, year and month being reported.

Contact Details

Details of the key contact person for this Monthly Sulphur Balance Report are listed in the **Contact Details** section.

Back button

Click on the **Back** button to return to the first screen of this service. If you are a delegate, this will be the **Licensee Selection** screen, otherwise it will be **Report Selection** screen.

Print button

Click on the **Print** button to open a printer-friendly version of this screen. This uses your Browser's print feature (usually **P**rint of the **F**ile menu) to print this page.