

Please note this document illustrates how an Operator would enter control and control evaluation data per facility and steps on how to submit a complete Declaration within the Enhanced Production Audit Program (EPAP) System. This document does not attempt to explain all applicable EPAP requirements. For additional information on EPAP requirements please see the EPAP Section of the Energy Resources Conservation Board’s Website at www.ercb.ca or contact your assigned PAT member.

Here is a brief overview on how to complete the Declaration. As your assigned Production Audit Team (PAT) member, I can explain this further via telephone if required.

The Declaration reporting structure is summarized on a “Theme” level. There are 14 reporting Themes to report on within your Declaration. Each Declaration reporting Theme has associated ERCB Noncompliances. Some, or all, of your facilities may be applicable to some or all of the ERCB Noncompliances within a Theme.

If a facility is applicable to some, or all, of the ERCB Noncompliances within a Theme, then that facility is considered applicable to that Theme. If a facility is not applicable to any of the ERCB Noncompliances within a Theme, then that facility is considered not applicable to that Theme.

Below is a list of the 14 Themes, with the corresponding ERCB Noncompliances.

Theme	Noncompliance Event	Description	Control Objective
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1	Facility & Measurement System Design/Installation/Documentation	Design and installation, but not operation, maintenance or testing.	Ensure that facilities and measurement systems are designed & installed to meet the specified standards of accuracy for accurate measurement and reporting: meter sizing, vessel sizing, location of meters, test equipment, etc.
		Delivery point fresh/brackish water measurement device does not exist, is not installed or used correctly, or not in use	
		Delivery point gas measurement device does not exist, is not installed or used correctly, or not in use	
		Delivery point hydrocarbon liquid measurement device does not exist, is not installed or used correctly, or not in use	
		Delivery point produced water measurement device does not exist, is not installed or used correctly, or not in use	
		Gas Meter does not exist, is not installed or used correctly or not in use	
		Inappropriate Flare system design and operation	
		Injection/disposal measurement device does not exist, is not installed or used correctly or not in use	
		Test gas or effluent measurement device does not exist, is not installed or used correctly or not in use	
		Test hydrocarbon liquid measurement device does not exist, is not installed or used correctly or not in use	
		Test water measurement device does not exist, is not installed or used correctly or not in use	
		Inaccurate Header Markings	
	Well meas. inappropriate for battery		
2	Measurement Device Maintenance (Calibration, Inspection and Proving)	Maintaining and verifying measurement devices	Ensure measurement devices are verified, calibrated or proved using appropriate test/calibration equipment and procedures at minimum frequencies specified. Gas meter run internal components are inspected at the required frequency and corrections are made where required

		Measurement device calibrated/proven inappropriately and not within required frequency	
		Pressure and temperature corrections inaccurately determined	
		Inappropriate application of PC/TC	
3	Measurement Device Operation	Operation of measurement devices and accurate determination of volumes for reporting, from recording the data in the field to storing it in the measurement databases and field data records.	Ensure that all measurement devices are operated correctly on a day-to-day basis and that the data gathered will result in accurate determination of volumes. This includes: chart operation, plates sized correctly, meters correctly ranged, configuration data is accurate, required factors (e.g., flash gas estimates, P/T correction factors, meter factors) are determined and made available for application in reporting.
		Gas composition and density not updated	
		Inaccurate Acid Gas Measurement	
		Inaccurate Flash-gas Estimation	
		Inaccurate Gas Volume Calculations	
		Inaccurate gas chart quality and documentation	
		Inaccurate measurement of oil from a gas well	
		Inappropriate application of PC/TC	
4	Sampling & Analysis	Sampling and analysis of gas and hydrocarbon fluids for use in determination of factors and volumes.	Ensure that representative samples are captured and analyzed using acceptable equipment and procedures at a frequency that will ensure a representative analysis of fluid composition. Factors from analysis data are appropriately determined for gas volume, gas equivalent, test and shrinkage calculations.
		Hydrocarbon liquid blending factor inaccurately determined	
		Inappropriate Liquid Sampling and S&W procedures	
		GIS inaccurately determined	
		GE inaccurately determined	
5	Oil Well Testing	Oil well testing frequency and procedures meet requirements for accurate determination of proration factors	Ensure test are performed at or greater than ERCB required frequencies, representative rates are accurate and representative test rates (cubes/hour) are determined (including emulsion sampling, S&W procedures, test selection/rejection criteria)
		GOR inaccurately determined and to required frequency	
		Inaccurate Accounting and Reporting of load fluid	
		Inaccurate Flash-gas Estimation	
		Inaccurate gas chart quality and documentation	
		Inaccurate Load Fluid procedures	
		Inaccurate Proration Testing procedures	
		Inaccurate well production hours reported	
		Inappropriate application of GIS	
		Inappropriate application of GOR	
		Inappropriate application of WGR	
		Inappropriate Liquid Sampling and S&W procedures	

6	Gas Well Testing	Gas well testing frequency and procedures meet requirements for accurate determination of ECF, WGR and proration factors.	Ensure test are performed at or greater than ERCB required frequencies, representative rates are accurate and representative test rates (cubes/hour) are determined (including emulsion sampling, S&W procedures, test selection/rejection criteria)
		ECF inaccurately determined and to required frequency	
		GE inaccurately determined	
		Inaccurate gas chart quality and documentation	
		Inaccurate Gas Volume Calculations	
		Inaccurate Proration Testing procedures	
		Inaccurate well production hours reported	
		Inappropriate application of GEF	
		Inappropriate Liquid Sampling and S&W procedures	
		WGR inaccurately determined and to required frequency	
7	EFM Records	Electronic Flow Measurement (EFM) systems are designed, installed and operated to meet minimum regulatory and manufacturer specifications	Ensure that electronic flow measurement systems accurately calculate and capture flow data and provide adequate reporting and audit trail to allow volume verification
		Gas composition and density not updated	
		Inaccurate Gas Volume Calculations	
		Inadequate Production Audit Trail	
8	Field Production Records	Maintaining and verifying all data collected, including opening and closing meter totalizer readings, monthly tank gauge readings, truck tickets, gas charts, log sheets, back-up for estimates, test documentation	Ensure that field data records accurately capture flow data and provide adequate reporting and audit trail to allow volume verification
		Inaccurate Field production records	
		Inaccurate gas chart quality and documentation	
		Inaccurate Load Fluid procedures	
		Inaccurate well production hours reported	
		Inadequate Production Audit Trail	
		Inappropriate application of GIS	
		Inappropriate application of GOR	
		Inappropriate application of PC/TC	
		Inappropriate application of WGR	
		Inaccurate Inventory Determination	
		Inaccurate Accounting and Reporting of hydrocarbon liquid inventories	
		Inaccurate Accounting and Reporting of load fluid	
		Inaccurate Accounting and Reporting of water inventories	

9	Trucked Production	Trucked volumes meet requirements	Ensure that trucked volumes are accurately measured and reported to fall within the requirements
		Inaccurate Accounting and Reporting of hydrocarbon liquid dispositions	
		Inaccurate Accounting and Reporting of hydrocarbon liquid receipts	
		Inaccurate Accounting and Reporting of load fluid	
		Inaccurate Accounting and Reporting of water dispositions	
		Inaccurate Accounting and Reporting of water receipts	
		Inaccurate Inventory Determination	
		Inappropriate application of PC/TC	
10	Fuel/Flare/Venting	All fuel/flare/vent gas is measured/estimated and reported as required.	Ensure accurate determination and reporting of fuel/flare/vent gas receipts and dispositions
		Inaccurate Flare Gas Estimation	
		Inaccurate Flare Measurement	
		Inaccurate Fuel Gas Estimation	
		Inaccurate Fuel Measurement	
		Inaccurate reporting of Flare Gas	
		Inaccurate reporting of Fuel Gas	
		Inaccurate reporting of Vent Gas	
		Inaccurate Vent Gas Estimation	
		Inaccurate Venting Measurement	
		Inappropriate application of PC/TC	
		Pressure and temperature corrections inaccurately determined	
11	Schematic/Config	Creation and maintenance of process flow diagrams (PFDs) for every well site and facility reported. These are a key form of communication between the field and accounting departments.	Ensure that representative drawings with sufficient detail are created when a facility is constructed and that drawing updates are performed and communicated when changes are made to support accurate reporting.
12	Production Accounting Master Data Set Up	Accurate set up of master data: correct configuration of reporting hierarchy that reflects physical flow including subtype, well status, battery type receipts, dispositions, meters, etc.	Ensure that Production accounting systems and data fields are set up to accurately report production as per the requirements: defining wells, meters & facilities to reflect physical flow
		Inaccurate Registry facility sub-type	
		Inaccurate well status(es)	
		Linked well types inappropriate for battery	
		Well meas. inappropriate for battery	
13	Production Accounting Periodic Calculation Factor Updates	Receipt and application of Factors determined elsewhere: ECF, GEF, GIS, GOR, WGR, etc.	Ensure that periodic calculation factors required for accurate production accounting are received and applied within the production accounting calculations
		Gas composition and density not updated	
		Inappropriate application of ECF	

		Inappropriate application of GEF	
		Inappropriate application of GIS	
		Inappropriate application of GOR	
		Inappropriate application of PC/TC	
		Inappropriate application of WGR	
		Inappropriate application of blending factor	
14	Production Accounting Monthly Data Reporting	Accurate interpretation and application in reporting of production hours and volumes	Ensure that all reported production is accurate and meets requirements within stated uncertainty tolerances; e.g., checking reasonability of data, meter balances, proration factors, etc.
		Inaccurate Accounting and Reporting of actual gas production	
		Inaccurate Accounting and Reporting of actual hydrocarbon liquid production	
		Inaccurate Accounting and Reporting of actual water production	
		Inaccurate Accounting and Reporting of gas dispositions	
		Inaccurate Accounting and Reporting of gas receipts	
		Inaccurate Accounting and Reporting of hydrocarbon liquid dispositions	
		Inaccurate Accounting and Reporting of hydrocarbon liquid inventories	
		Inaccurate Accounting and Reporting of hydrocarbon liquid receipts	
		Inaccurate Accounting and Reporting of load fluid	
		Inaccurate Accounting and Reporting of Metering Difference(s)	
		Inaccurate Accounting and Reporting of proration factor(s)	
		Inaccurate Accounting and Reporting of water dispositions	
		Inaccurate Accounting and Reporting of water inventories	
		Inaccurate Accounting and Reporting of water receipts	
		Inaccurate determination of estimated gas production	
		Inaccurate determination of estimated hydrocarbon liquid production	
		Inaccurate determination of estimated water production	
		Inaccurate reporting of Acid Gas	
		Inaccurate reporting of Flare Gas	
		Inaccurate reporting of Fuel Gas	
		Inaccurate reporting of processing shrinkage	
		Inaccurate reporting of Vent Gas	
		Inaccurate well production hours reported	

When you log in to the EPAP System, on the My Findings Tab, click on *Declarations* (see area circled in pink below).

The screenshot shows the top navigation bar with links: Home, Assessments, Findings, Dashboards, Reports, Search, Logout, Help. The ERCB EPA logo is on the right. Below the navigation bar are three tabs: General, My Questionnaires, and My Findings. The 'My Findings' tab is active, showing a list of links: BA Information, Compliance Assessment, **Declarations** (circled in pink), Voluntary Self Disclosures, Signing Executives, Contacts, Facilities, and Related BAs. Below this list are sections for 'Create New' (No self-registration records found.) and 'My Searches' (No saved searches exist or you do not have access).

Then under the Category column click on *Declarations* (see area circled in pink below).

The screenshot shows the 'Data (Declarations)' page. It includes a header with the same navigation bar as the previous screenshot. Below the header is a section titled 'Data (Declarations)' with instructions: 'Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Declaration month' and 'All annual Declarations for your company are listed below.' There is a bulleted list of instructions: 'To add the signing executives, double-click on the Declaration line.', 'To see the list of associated Themes, click on the [+] icon to the left on the Declaration line.', and 'To update your evaluation results for each Theme, double-click on the Theme line.' Below this is a note: 'When ready to submit the Declaration, print a copy, have it signed, and file it, then double-click on the Declaration and click on Submit.' At the bottom, there is a table with columns: Name, Type, Entity, State, Due Date, and Category. The 'Category' column has a link 'Declarations' circled in pink.

Name	Type	Entity	State	Due Date	Category
	Operator	Operators	Active		Declarations

Now you will be on the Declarations Tab. Click on the + sign to the left of the Declaration Not Ready column to expand the Theme area (see area circled in pink below).

General BA Information Compliance Assessment **Declarations** Voluntary Self Disclosures Signing Executives Contacts Facilities Related BAs


Instructions

Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Declaration month

All annual Declarations for your company are listed below.

- To add the signing executives, double-click on the Declaration line

Declarations Open Add Delete Action User Assignment + - > <

	State ▾	Declaration Period ▾	Declaration Year ▾	Declaration Due By ▾
	Declaration Not Ready	August	2011	09/30/2011

All Themes should now be visible. The *Facility & Measurement System Design/Installation/Documentation* Theme is used as an example in the following screen shots.

Double click on each Theme to open; or you can click on the Theme to highlight it yellow and then click the *Open* button above (see area circled in pink below).

General BA Information Compliance Assessment Declarations Voluntary Self Disclosures Signing Executives Contacts Facilities Related BAs

Instructions

Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Declaration month

All annual Declarations for your company are listed below.

- To add the signing executives, double-click on the Declaration line

Declarations Open Add Delete Action User Assignment

State	Declaration Period	Declaration Year	Declaration Due By	FL Facil	FL Eval	FL Eff	CL Facil	CL Eval	CL Eff	FLCL Facil	No Contr
Declaration Not Ready	August	2011	09/30/2011								
Declaration Pending	Facility & Measurement System Design/Installation/Documentation										
Declaration Pending	Measurement Device Maintenance (Calibration, Inspection and Proving)										
Declaration Pending	Measurement Device Operation										
Declaration Pending	Sampling & Analysis										
Declaration Pending	Oil Well Testing										
Declaration Pending	Gas Well Testing										
Declaration Pending	EFM Records										
Declaration Pending	Field Production Records										
Declaration Pending	Trucked Production										
Declaration Pending	Fuel/Flare/Venting										
Declaration Pending	Schematic/Config										
Declaration Pending	Production Accounting Master Data Set Up										
Declaration Pending	Production Accounting Periodic Calculation Factor Updates										
Declaration Pending	Production Accounting Monthly Data Reporting										

Now the *Facility & Measurement System Design/Installation/Documentation* Declaration Theme finding window has opened. Controls and evaluation of control results are entered in this window.

The number of facilities which you have to account for in your Declaration is auto-populated in the fifth grey text box (see area circled in pink below).

For this example, there is a 2 in this text box. This means your Company has been identified as the Operator of Record for 2 facilities in the Petroleum Registry of Alberta. The number of facilities in this box must be accounted for under each Theme.

The next text box(s) identified in RED font is where the controls and control evaluation results are entered. For each Theme, you must determine:

- The number of your facilities which may be applicable to that Theme?
 - o For the applicable facilities, are there controls in place to avoid the ERCB Noncompliances associated to each Theme?
 - o If there are controls, you must determine if they are one of the following:
 - *Facility Level Controls* **or**
 - *Company Level Controls*, **or**
 - **both** *Facility and Company Level controls*?

It doesn't really matter what level you choose; the most important factor is if there are controls at all.

- For this example, you have a *Facility Level Control* for this Theme.
 - o Did you evaluate the *Facility Level Control*? If so, was the evaluation result effective?

Once you have the answers to the above questions, you will be able to enter the statistical data in each Theme.

All fields require an entry. Please place a "zero" in the fields you have no data to enter.

Declaration Theme (read)

Instructions

- Information in the first four text boxes of this Theme is for descriptive purposes and is read-only.
- Data describing the existence of Controls and the evaluation work conducted during the Declaration year in relation to this Theme must be recorded in the remaining text boxes.

Declaration Theme

Theme Name	Facility & Measurement System Design/Installation/Documentation
Theme Description	Design and installation, but not operation, maintenance or testing.
Control Objective	Ensure that facilities and measurement systems are designed & installed to meet the specified standards of accuracy for accurate measurement and reporting: meter sizing, vessel sizing, location of meters, test equipment, etc.
Regulatory Reference	D017: 1, 2, 4, 6, 10, 14; OGCR
Total number of Facilities associated with all applicable BA ID(s) at end of the Declaration Period	2
Number of Facilities with Facility-level Controls ONLY*	
Number of Facilities with Facility-level Controls ONLY where Controls were evaluated*	
Number of Facilities with Facility-level Controls ONLY where Controls were evaluated and considered effective*	

Once you have entered the data in the **RED** text boxes (see the larger area circled in **pink** below), there will be a *Calculate Missing Controls* button on the left blue side of the below screen shot (see the blue box below). By clicking that button, the EPAP System will complete a calculation and auto-populate the numerical result in the *Number of Facilities with NO Controls* text box (see the smaller area circled in **black** below).

Declaration Theme (read) X

Declaration Theme

Instructions

- Information in the first four text boxes of this Theme is for descriptive purposes and is read-only.
- Data describing the existence of Controls and the evaluation work conducted during the Declaration year in relation to this Theme must be recorded in the remaining text boxes.

Declaration Theme

Number of Facilities with Company-level Controls ONLY*	<input type="text"/>
Number of Facilities with Company-level Controls ONLY where Controls were evaluated*	<input type="text"/>
Number of Facilities with BOTH Facility-level and Company-level Controls*	<input type="text"/>
Number of Facilities with BOTH Facility-level and Company-level Controls where Facility-level Controls were evaluated*	<input type="text"/>
Number of Facilities with BOTH Facility-level and Company-level Controls where Company-level Controls were evaluated*	<input type="text"/>
Number of Facilities with NO Controls	<input type="text"/>
All Facilities with no Controls must be accounted for below	
Number of Facilities where this Theme is not applicable*	<input type="text"/>
Briefly describe why this Theme is not applicable to the above facilities	<input type="text"/>

The next fields determine the reason as to why the Operator may have NO Controls.

If your facilities do not have controls, it is either because the facilities:

- are NOT applicable to that Theme, or
- are applicable to that Theme and no controls are in place for the Theme activities.
-

What ever the answer may be, it is now recorded under the *All Facilities With No Controls Must be Accounted For Below* area.

Once you have accounted for all facilities with no controls, click the *Calculate Missing Controls* button on the left blue side of the above screen shot (see the blue box below). The EPAP System will complete a calculation and auto-populate the numerical result in the *Remaining Number of Facilities for which this Theme is applicable but Controls do not exist* text box (see the smaller area circled in pink below). An explanation is required if a number other than zero has been populated.

Declaration Theme (read) [X]

Declaration Theme

Instructions

- Information in the first four text boxes of this Theme is for descriptive purposes and is read-only.
- Data describing the existence of Controls and the evaluation work conducted during the Declaration year in relation to this Theme must be recorded in the remaining text boxes.

Declaration Theme [Navigation]

Briefly describe why this Theme is not applicable to the above facilities	<input type="text"/>
Remaining number of Facilities for which this Theme is applicable but Controls do not exist	<input type="text"/>
Briefly describe why Controls do not exist for the above facilities	<input type="text"/>
Were all applicable facility sub-types related to this Theme included in the Control Evaluation Process? *	<input type="text"/>
CONCLUSION - Considering all levels of existing Controls and evaluations performed, what is the overall level of effectiveness of the Controls for this Theme? *	<input type="text"/>
RELATED BA IDS - If Declaration is submitted for Related BA IDs, were facilities from all BA IDs included in the evaluation of Controls process? *	<input type="text"/>

For the remaining text boxes labeled in **RED** font in the EPAP System, please see the following:

1. Were all applicable facility subtypes related to this Theme included in the Control Evaluation Process?

- Select YES if all applicable subtypes within this Theme are accounted for.
- Select NO if all the applicable subtypes within this Theme are not accounted for.

2. Conclusion – Considering all levels of existing Controls and evaluations performed, what is the overall level of effectiveness of the Controls for this Theme?

- You may choose ACCEPTABLE or DEFICIENT based upon your control evaluation results.

3. Related BAIDs – If Declaration is submitted for Related BAIDs, were facilities from all BAIDs included in the evaluation of Controls process?

- Select NOT APPLICABLE if you have no other BAIDs related to this Declaration.
- Select YES if there are other BAIDs related to this Declaration and the facilities were included in the control evaluation results.

Once you have completed the above steps for a Theme, you click the *Theme Complete* button. Once you have completed all required steps for all Themes, the State will show *Theme Complete* on the Declaration Tab (see the circled in **pink** below).

	State ▾	Theme Name ▾	FL Facil ▾	FL Eval ▾	FL Eff ▾	CL Facil ▾	CL Eval ▾	CL Eff ▾	FLCL Facil ▾
🔒	Theme Complete	Facility & Measurement System Design/Installation/Documentation	0	0	0	180	100	96	0
🔒	Theme Complete	Measurement Device Maintenance (Calibration, Inspection and Proving)	180	100	0	0	0	0	0
🔒	Theme Complete	Measurement Device Operation	162	100	0	0	0	0	0
🔒	Theme Complete	Sampling & Analysis	152	95	94	0	0	0	0
🔒	Theme Complete	Oil Well Testing	0	0	0	0	0	0	0
🔒	Theme Complete	Gas Well Testing	162	96	0	0	0	0	0
🔒	Theme Complete	EFM Records	180	100	0	0	0	0	0
🔒	Theme Complete	Field Production Records	0	0	0	0	0	0	180
🔒	Theme Complete	Trucked Production	170	100	100	0	0	0	0
🔒	Theme Complete	Fuel/Flare/Venting	0	0	0	0	0	0	162
🔒	Theme Complete	Schematic/Config	0	0	0	0	0	0	180
🔒	Theme Complete	Production Accounting Master Data Set Up	0	0	0	180	100	100	0
🔒	Theme Complete	Production Accounting Periodic Calculation Factor Updates	162	96	96	0	0	0	0
🔒	Theme Complete	Production Accounting Monthly Data Reporting	0	0	0	0	0	0	180

Once all Themes are complete, double click on the Declaration row. Hit the SUBMIT button. Then the State of the Declaration will show Declaration Submitted (see the circled in pink below). This will verify that your Declaration is complete and submitted to your assigned Production Audit Team member.

When ready to submit the Declaration, print a copy, have it signed, and file it, then double-click on the Declaration and click on Submit.

Declarations

State	Declaration Period	Declaration Year	Declaration Due By						
Declaration Submitted	May	2011	06/30/2011						
State	Theme Name	FL Facil	FL Eval	FL Eff	CL Facil	CL Eval	CL Eff	FLCL Facil	
	Theme Complete Facility & Measurement System Design/Installation/Documentation	0	0	0	180	100	96	0	
	Theme Complete Measurement Device Maintenance (Calibration, Inspection and Proving)	180	100	0	0	0	0	0	
	Theme Complete Measurement Device Operation	162	100	0	0	0	0	0	
	Theme Complete Sampling & Analysis	152	95	94	0	0	0	0	
	Theme Complete Oil Well Testing	0	0	0	0	0	0	0	
	Theme Complete Gas Well Testing	162	96	0	0	0	0	0	
	Theme Complete EFM Records	180	100	0	0	0	0	0	
	Theme Complete Field Production Records	0	0	0	0	0	0	180	
	Theme Complete Trucked Production	170	100	100	0	0	0	0	
	Theme Complete Fuel/Flare/Venting	0	0	0	0	0	0	162	
	Theme Complete Schematic/Config	0	0	0	0	0	0	180	
	Theme Complete Production Accounting Master Data Set Up	0	0	0	180	100	100	0	
	Theme Complete Production Accounting Periodic Calculation Factor Updates	162	96	96	0	0	0	0	
	Theme Complete Production Accounting Monthly Data Reporting	0	0	0	0	0	0	180	