

## **2017 Assessment Year Request for Information**

### **Reference Guide**

### **Operators of Pipelines**

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**The Linear Property Operator's Responsibility/Purpose of the 2017 Assessment Year Request for Information**

Under sections 292, 294 and 295(1) of the *Municipal Government Act* and sections 238, 240 and 241(1) of *The Lloydminster Charter*, all linear property operators in the Province of Alberta and the City of Lloydminster, Saskatchewan are required to provide a report relating to the linear property when requested by the assessor.

The 2017 Assessment Year Request for Information Reference Guide (2017 AY RFI) provides the required steps for the operators of pipelines to prepare a fully compliant 2017 AY RFI Report.

The 2017 AY RFI and other material provide direction and explain the circumstances you will need to update/modify the enclosed pre-populated 2017 AY RFI Excel file (***Company Number\_RFI\_ERCB\_AND\_SR\_PL\_2017.xls***). The 2017 AY RFI provides direction and explains the circumstances under which you are required to send copies of other documents as part of your 2017 AY RFI Report.

You must report all information and provide all documentation requested in the 2017 AY RFI by December 31, 2017 to accurately report the pipeline inventory you own as of October 31, 2017.

**2017 AY Request for Information Report Declaration Form**

This form is to ensure your contact information is up to date and the Request for Information Report has been filled out in compliance with the 2017 AY RFI. This form must be completed, signed and returned with the 2017 AY RFI by Sunday, December 31, 2017.

**Terminology**

'Plain language' and industry-familiar terminology have been used in the 2017 AY RFI whenever possible. The 2017 AY RFI is a legal document that deals with technically complex subjects. Review the following "Terms and Definitions" section for the meaning of key words used in the 2017 AY RFI. Also, review the Appendix for expanded reporting instructions for common inventory file elements and cross-references between industry-familiar terminology and that used in the 2017 AY RFI.

## Terms and Definitions

In the 2017 Assessment Year Request for Information (2017 AY RFI) for Operators of Pipelines:

- (a) **2017 AY RFI Report** means a complete inventory file (including copies of the documents when required to support pipeline characteristics/specifications, construction status, any supplementary GIS files) submitted to the assessor in response to the 2017 AY RFI.
- (b) **AER** means the Alberta Energy Regulator.
- (c) **Alberta** means the Province of Alberta and the City of Lloydminster, Saskatchewan.
- (d) **allocation area** means the administrative areas defined by the assessor to determine in which municipality the linear property is located.
- (e) **assessment year** has the meaning given to it in the Regulation.
- (f) **assessor** has the meaning given to it in section 284(1)(d) of the *Municipal Government Act* or section 228(1)(e) of *The Lloydminster Charter*.
- (g) **construction** has the meaning given to it in section 291(3)(b) of the *Municipal Government Act*.
- (h) **ER** means the Department of Saskatchewan Energy and Resources.
- (i) **facility** means any building, structure, installation, equipment or appurtenance that is connected to or associated with the recovery, development, production, handling, processing, treatment or disposal of hydrocarbon-based resources, including synthetic coal gas and synthetic coal liquid, or any associated substances or wastes or the disposal of captured carbon dioxide, and includes, without limitation, a battery, a processing plant, a gas plant, an oilfield waste management facility, a central processing facility as defined in the *Oil Sands Conservation Regulation* (AR 76/1988), a compressor, a dehydrator, a separator, a treater, a custom treating plant, a produced water-injection plant, a produced water disposal plant, a miscible flood injection plant, a satellite, a processing plant as defined in the *Oil Sands Conservation Regulation* (AR 76/1988), or any combination of any of them
- (j) **Geographic Information System (GIS)** means a map-based application such as MapInfo, ESRI or Intergraph and the application's associated spatial data (example: line work style, symbols and geometries).
- (k) **inventory file** means the Microsoft Excel form prescribed and pre-populated by the assessor in the 2017 AY RFI or a GIS file containing the same information or a combination of the two.
- (l) **linear property** has the meaning given to it in section 284(1)(k) of the *Municipal Government Act* or section 228(1)(n) of *The Lloydminster Charter*.
- (m) **MGA** means the *Municipal Government Act* (Chapter M-26, RSA 2000).
- (n) **NEB** means the National Energy Board.
- (o) **Onshore Pipeline Regulations** means *National Energy Board Onshore Pipeline Regulations*, 1999, SOR/99-294, as amended.
- (p) **operator** has the meaning given to it in section 284(1)(p) of the *Municipal Government Act* or section 228(1)(w) of *The Lloydminster Charter*.
- (q) **PFD** means process flow diagram.
- (r) **pipelines** has the meaning given to it in section 284(1)(k) of the *Municipal Government Act* or section 228(1)(n) of *The Lloydminster Charter*.
- (s) **Pipeline Rules**
  - 1. for pipelines subject to the AER regulatory regime, means the *Pipeline Act, Pipeline Rules* (AR 91/2005), as amended;
  - 2. for pipelines subject to the ER regulatory regime, means *The Pipelines Regulations, 2000* (Saskatchewan) (Chapter P-12.1 Reg 1), as amended.

**(t) pressure testing**

1. for pipelines subject to the AER regulatory regime, means pressure testing as referred to in *Pipeline Rules*, including *CSA Z662 – Oil and Gas Pipeline Systems* as incorporated therein;
2. for pipelines subject to the NEB regulatory regime, means pressure testing as referred to in *Onshore Pipeline Regulations*, including *CSA Z662 – Oil and Gas Pipeline Systems* as incorporated therein;
3. for pipelines subject to the ER regulatory regime, means pressure testing as referred to in *The Pipelines Act, 1998* (Saskatchewan) and *The Pipelines Regulations, 2000* (Saskatchewan), including *CSA Z662 – Oil and Gas Pipeline Systems* as incorporated therein.

**(u) pressure testing records**

1. for pipelines subject to the AER regulatory regime, means charts, records or documents related to recording pressure tests as referred to in *Pipeline Regulation*, including *CSA Z662 – Oil and Gas Pipeline Systems*, and any prescribed notices or related information submitted to the AER or other regulatory body;
2. for pipelines subject to the NEB regulatory regime, means charts, records or documents related to recording pressure tests as referred to in *Onshore Pipeline Regulations*, including *CSA Z662 – Oil and Gas Pipeline Systems*, the *Request for Leave to Open* and corresponding *Grant to Leave to Open* that reference any such pressure test, and prescribed notices or related information submitted to the NEB or other regulatory body;
3. for pipelines subject to the ER regulatory regime, means charts, records or documents related to recording pressure tests as referred to in *The Pipelines Act, 1998* (Saskatchewan) and *The Pipelines Regulations, 2000* (Saskatchewan), including *CSA Z662 – Oil and Gas Pipeline Systems* and the *Application for Leave to Open* and corresponding *Grant of Leave to Open* that reference any such pressure test, and any prescribed notices or related information submitted to the ER or other regulatory body.

**(v) regulation** means the *Matters Relating to Assessment and Taxation Regulation* (AR 220/2004), as amended.

**(w) Request for Information (RFI)** means the report referred to in section 292(3) of the *Municipal Government Act* or section 238(3) of *The Lloydminster Charter*, and the information requested by the assessor pursuant to sections 294(1) and 295(1) of the *Municipal Government Act* or sections 240(1) and 241(1) of *The Lloydminster Charter*.

## **General Information**

### **What information must you report in the inventory file?**

You must report all of the information requested in the 2017 AY RFI, and provide copies of supporting documents where requested. The 2017 AY RFI provides detailed instructions to assist you to prepare a fully compliant 2017 AY RFI Report.

To get you started, your current linear property has been pre-populated in your 2017 AY RFI Excel file with the best information known to the assessor. If the pre-populated information is correct and you have no changes, then submit the Excel file as your 2017 AY RFI Report to the Provincial Assessor. For further instructions, please go to section “Filing your 2017 AY RFI Report” in this document.

However, if the pre-populated information is incomplete or otherwise deficient or inaccurate, you must update the pre-populated information with additions, deletions and changes as required to reflect your inventory as of October 31, 2017. **Based upon your 2017 AY RFI Report, AER records and other information that may be available, the assessor will determine if the inventory is assessable linear property or not.**

### **Other publications you may need**

Copies of the *Municipal Government Act*, *2016 Alberta Linear Property Assessment Minister's Guidelines*, the *Freedom of Information and Protection of Privacy Act*, *The Lloydminster Charter*, *the Pipeline Act*, *the Pipeline Regulation*, other legislation and regulations, and the *2005 Construction Cost Reporting Guide* can be purchased from the Alberta Queen's Printer Bookstore. For more information, visit the Queen's Printer website at [www.qp.alberta.ca](http://www.qp.alberta.ca). AER Directives may be accessed at the AER website at [www.aer.ca](http://www.aer.ca). The *National Energy Board Act* and the *Onshore Pipeline Regulations* may be accessed at the NEB website at *The Pipelines Act, 1998* (Saskatchewan) and *The Pipelines Regulations, 2000* (Saskatchewan) may be accessed at the Government of Saskatchewan, Queen's Printer website at [www.qp.gov.sk.ca](http://www.qp.gov.sk.ca).

### **What do you include with your 2017 AY RFI Report and what records do you keep?**

Unless specifically requested in this 2017 AY RFI, documentation to support reported inventory details do not have to be filed with the 2017 AY RFI Report. The operator should retain these supporting documents until at least December 31, 2020 in case the assessor requests them for verification of the 2017 AY RFI Report. In particular, you should keep a copy of any pressure testing records (as defined in the Terms and Definitions section) in case the assessor requests a copy of the same.

**Filing your 2017 AY RFI Report**

Submit your 2017 AY RFI Report to the assessor no later than December 31, 2017.

2017 AY RFI Reports may be e-mailed to:

[ma.alpasmail@gov.ab.ca](mailto:ma.alpasmail@gov.ab.ca)

2017 AY RFI Reports may be mailed, couriered or hand delivered to:

Provincial Assessor  
Assessment Services Branch  
Alberta Municipal Affairs  
15<sup>th</sup> Floor, Commerce Place  
10155 102 St NW  
Edmonton AB T5J 4L4  
Canada

All information reported to the assessor will be managed in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

It is your statutory duty (per section 295 of the *Municipal Government Act* and section 241 of *The Lloydminster Charter*) to ensure that the 2017 AY RFI Report is complete and accurate as the information contained therein will be relied upon by the assessor for the 2018 tax year.

**What happens after you file your 2017 AY RFI Report?**

The assessor will review your submission and may ask for additional information to clarify or support your 2017 AY RFI Report. This information will be used to prepare and determine assessability of your 2017 linear property assessment for property taxation in 2018.

In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.

**What are the consequences of not filing a 2017 AY RFI Report by December 31, 2017?**

You will not be compliant if you do not submit your 2017 AY RFI Report by December 31, 2017:

1. In accordance with section 292(5) of the *Municipal Government Act* or section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment and determine assessability using the most accurate information available about the linear property.
2. You may lose your right to file a complaint to the Municipal Government Board about your linear assessment per section 295(4) of the *Municipal Government Act* and section 241(4) of *The Lloydminster Charter*.
3. The assessor may apply to the court to obtain the required information under section 296(1) of the *Municipal Government Act* or section 242(1) of *The Lloydminster Charter*.

**Getting Started**

Please open your 2017 AY RFI Excel file which has been pre-populated with the best information known to the assessor. The 2017 AY RFI PDF document provides the detailed

instructions on how to report your inventory **in the Province of Alberta and the City of Lloydminster, Saskatchewan** as of October 31, 2017.

If you have any questions or require assistance with your 2017 AY RFI, please contact one of the following:

- a. Shanna McConnell at [Shanna.McConnell@gov.ab.ca](mailto:Shanna.McConnell@gov.ab.ca) or 780-427-3969
- b. Janet Hayes at Janet Hayes at [Janet.Hayes@gov.ab.ca](mailto:Janet.Hayes@gov.ab.ca) or 403-754-6298
- c. Mike Minard at [Michael.Minard@gov.ab.ca](mailto:Michael.Minard@gov.ab.ca) or 780-643-6381
- d. Vasily Kim at [Vasily.Kim@gov.ab.ca](mailto:Vasily.Kim@gov.ab.ca) or 780-644-2764
- e. Gail Reykdal at [Gail.Rekydal@gov.ab.ca](mailto:Gail.Rekydal@gov.ab.ca) or 780-422-8302

Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000.

E-mail general inquiries to [ma.alpasmail@gov.ab.ca](mailto:ma.alpasmail@gov.ab.ca)

**NOTE: Our office will be closed between Monday December 25, 2017 and Monday January 1, 2018. We will be available Tuesday January 2, 2018.**



**Open the Pre-populated 2017 AY RFI Inventory File**  
**(Company Number\_RFI\_ERCB\_AND\_SR\_PL\_2017.xls)**

**Instructions for Reporting Operator Details on Sheet 1 (Oper)**

**Sheet 1 (Oper)** captures information about the operator and the Canada Post mailing address for the assessment notice.

**Sheet 1 (Oper)** has been pre-populated with the best information known to the assessor. However, all operators of pipelines as of October 31, 2017 **must** update the information that appears in Sheet 1 (Oper) of the enclosed inventory file using the instructions in Table 1.

**Table 1 – Operator Identification**

Row	Label	Reporting Instructions
<b>Note:</b> The information in rows 1 and 2 are for the assessor's use only and do not need to be reviewed or updated by the operator.		
<b>Operator (row 3)</b>		
3	AsseName	Enter the full legal name of the operator (individual or corporation). If the operator is a corporation, enter the name as recorded on the incorporation documents.
<b>Person accountable for the RFI (rows 4 and 5)</b>		
4	RfiActName	Enter the name of the individual in the operator's organization who is accountable for the completeness and correctness of the information submitted to the assessor. This individual <b>must</b> be a representative of the organization.
5	RfiActTitle	Enter the title of the accountable person.
<b>Contact person for the RFI (rows 6 and 7)</b>		
6	RfiContactName	Enter the full name of the individual who will act as the first point of contact if the assessor has questions about the 2017 AY RFI Report.
7	RfiContactTel	Enter the daytime business telephone number (including area code and country code if applicable) for the contact person.
<b>Assessment notice mailing address (rows 8 through 15).</b> The address must be inside the operator's organization and must follow Canada Post address standards per <a href="http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp">www.canadapost.ca/tools/pg/manual/PGaddress-e.asp</a>		
8	Addr1	Enter the first line of the mailing address.
9	Addr2	Enter the second line of the mailing address.
10	Addr3	Enter the third line of the mailing address.
11	Addr4	Enter the fourth line of the mailing address.
12	Muni	Enter the Canada Post municipality.
13	PrSt	Enter the two-character Canada Post code for the province or state.
14	PcZip	Enter the postal code/zip code (5 or 5+4 format).
15	Cntry	Enter the full name of the country. Enter <b>USA</b> for the United States.

### **Instructions for Reporting Licensed/Permitted Pipelines in “Alberta” on Sheet 2 (P)**

**Sheet 2 (P)** has been pre-populated with the AER data/information known to the assessor. However, all operators of recently licensed/permitted AER-recorded pipelines **must** update the information that appears in Sheet 2 (P) of the enclosed inventory file using the instructions in Table 2 to reflect the actual status of their pipelines as of October 31, 2017.

The assessor will record a pipeline as licensed/permitted when its AER status, as contained in the records of the AER, indicates Permitted (P) or Operational (O) between November 1, 2016, and October 31, 2017, or when it otherwise has a permitted, operational, or discontinued status as of October 31, 2017. The only exception to the above, is when the operator is able to provide the assessor with acceptable evidence showing that the status was different than that shown in the AER records as of October 31, 2017.

#### **Note:**

1. **This sheet may be blank.** An operator may not have any newly licensed/permitted AER-regulated pipelines as of October 31, 2017. This sheet may be blank. This sheet is NOT a listing of the company's assessable linear inventory.
2. When this RFI was issued, the best information available to the assessor about the AER pipeline status for assessment year 2017 was the AER pipeline attribute file dated September 30, 2017. The assessor **will not** re-issue this 2017 AY RFI when the October 31, 2017 pipeline attribute file is released by the AER. The onus is on the operator to **add** any pipelines that were newly licensed/permitted during October 2017 to Sheet 2 (P), regardless of when the pipeline licence appears in the AER records.
3. If a pipeline had a permitted (P) status as of October 31, 2016, that pipeline will default to an operational (O) status as of October 31, 2017 unless the operator provides evidence acceptable to the assessor to support a pipeline status other than operational (O).

**Table 2 – Pipelines Recently Licensed/Permitted in “Alberta”**

<b>Col</b>	<b>Label</b>	<b>Reporting Instructions</b>
<b>A</b>	Trx	Enter <b>A (add)</b> , <b>C (change)</b> or <b>D (delete)</b> or leave blank. See Appendix, Record Transaction for other instructions.
<b>Note:</b> The information in columns <b>B</b> through <b>E</b> is for information only and does not need to be reviewed or updated by the operator.		
<b>B</b>	License	The pipeline licence number on record at the AER.
<b>C</b>	LineNo	The pipeline line number on record at the AER.
<b>D</b>	PrevStatus	The latest AER pipeline status from assessment year 2016.
<b>E</b>	CurrStatus	The AER pipeline status from the AER records as indicated by the monthly AER pipeline attribute file as of September 30, 2017.  <b>Note:</b> If this status was reported as permitted (P) as of October 31, 2016 and the licensee has not extended the permit status with the AER, the AER status will be reflected as operational (O), as of October 31, 2017.
<b>Alberta Construction State (Columns F and G)</b>		
<b>F</b>	Oct31State	The state of pipeline construction, as defined in the <i>MGA</i> , as of October 31, 2017. Enter one of the following codes: <ul style="list-style-type: none"> <li>• <b>N</b> for pipelines that will <u>never</u> be constructed or where construction has not started as of October 31, 2017.</li> </ul>

Table 2 – Pipelines Recently Licensed/Permitted in “Alberta”

Col	Label	Reporting Instructions
		<ul style="list-style-type: none"> <li>• <b>U</b> for pipelines where construction has started (including suspended construction) but pressure testing of the pipeline has not yet been successful as at October 31, 2017.</li> <li>• <b>F</b> for pipelines where pressure testing of the pipeline has been successful as at October 31, 2017.</li> </ul> <p>Where pressure testing has been provided in Col I, enter <b>F</b> in agreement with pressure testing information, if not enter <b>U</b> or <b>N</b> and provide information to support this status.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If <b>N</b> or <b>U</b> where the construction permit has lapsed prior to October 31, 2017 you must complete column G.</li> <li>• If <b>U</b> or <b>F</b> then you must complete columns W, X, Y, and Z</li> <li>• If <b>F</b> you must complete column H, and columns H and I where pressure testing has not been already provided.</li> </ul> <p>“Construction” means the building or installation or both of the pipeline but does not include the commissioning, operation or use of the pipeline (per the <i>MGA</i> section 291).</p>
<b>G</b>	NtceToERCB	<p>The notice(s) to the AER per <i>Pipeline Regulation</i> section 5 and AER Directive 56 section 6.3.1 indicating the cancellation, delay or failure to complete the licensed work for the pipeline specified in columns B and C.</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if the required notice(s) were sent to the AER prior to October 31, 2017; or</li> <li>• <b>N</b> otherwise</li> </ul> <p><b>Note:</b> If <b>Y</b>, you must include a dated copy of the notice(s), sent to the AER with your 2017 AY RFI Report.</p>
<b>Alberta Oct31State = F only (Columns H and I)</b>		
<i>Pressure testing details (columns H and I)</i>		
<b>H</b>	PressTest	<p>Pressure testing</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if all pressure testing of the pipeline was successful on or before October 31, 2017; or</li> <li>• <b>N</b> otherwise</li> </ul> <p>“Pressure testing” is a defined term in the Terms and Definitions section.</p> <p><b>Note:</b> If <b>Y</b>, you must maintain a dated copy of the pressure testing records (as defined in the Terms and Definitions section), and provide a copy of the same to the assessor upon request. If <b>Y</b>, you must complete column I.</p>

Table 2 – Pipelines Recently Licensed/Permitted in “Alberta”

Col	Label	Reporting Instructions
I	PressTestDate	<p>This year, the PressTestDate column has been pre-populated with the best information available from AER as of September 30, 2017.</p> <p>If in disagreement with the pressure testing data provided, please do not delete the information. This information is already stored in our assessment system. Instead, place a “U” or “N” in the Oct31State column and this action will notify the assessor.</p> <p>Please provide information to support the change in status to “U” or “N”.</p> <p>Where pressure testing was successful by October 31, 2017 and has not been provided in this column, enter the date this pressure testing was successfully completed. The date must be in the DD-MMM-YY format (example: 31-OCT-16).</p>
<b>Alberta Facilities (Column J)</b>		
J	InFacility	<p>Does the licence–line enter into or exit from any processing, refining, manufacturing, marketing, transmission line pumping, heating, treating, separating or storage facilities (as per MGA section 284(1)(k)(iii)(F)(l))?</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if the licence-line To or From Facility is B, CP GP, IP, PP, PT, RF, ST or TF from Table 8</li> <li>• <b>N</b> otherwise</li> </ul> <p><b>Note:</b> You must provide the assessor with a copy of a process flow diagram (PFD) which shows where and how the pipeline enters or exits the facility.</p>
<b>Alberta Pipeline Location Details:</b> The information in columns <b>K</b> through <b>V</b> is for information only and does not need to be reviewed or updated by the operator.		
<i>From location details (columns <b>K</b> through <b>P</b>)</i>		
<b>K</b>	FrFac	The pipeline from facility type recorded at the AER.
<b>L</b>	FrLSD	Legal subdivision
<b>M</b>	FrSec	Section
<b>N</b>	FrTwp	Township
<b>O</b>	FrRge	Range
<b>P</b>	FrMer	Meridian
<i>To location details (columns <b>Q</b> through <b>V</b>)</i>		
<b>Q</b>	ToFac	The pipeline to facility type recorded at the AER.
<b>R</b>	ToLSD	Legal subdivision
<b>S</b>	ToSec	Section
<b>T</b>	ToTwp	Township
<b>U</b>	ToRge	Range
<b>V</b>	ToMer	Meridian

Table 2 – Pipelines Recently Licensed/Permitted in “Alberta”

Col	Label	Reporting Instructions
<b>Alberta Pipeline State of Construction</b>		
<b>W</b>	Const1	<p>Have all mainline pipe, including any loops, by-passes, cleanouts, distribution meters, distribution regulators, remote telemetry units, valves, fittings, and improvements used for the protection of the pipeline (as per the <i>MGA</i> definitions) been installed and constructed (as defined in section 291 of the <i>MGA</i>)?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul> <p>If <b>N</b>, supporting documentation may be requested by the assessor.</p>
<b>X</b>	Const2	<p>Have all tie-ins been completed and inspected?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul> <p>If <b>N</b>, supporting documentation may be requested by the assessor.</p>
<b>Y</b>	Const3	<p>Are there any items (example: valves that will be cut in later) which have not been built, installed, and pressure-tested?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul>
<b>Z</b>	Const4	<p>Is the pipeline (per the <i>MGA</i> definitions) or any listed part of it known to be defective or deficient?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul> <p>If <b>Y</b>, the assessor may request information to understand the impact of known defects and deficiencies and whether how and when those defects and deficiencies will be addressed.</p>
<b>Other Details:</b> The information in columns <b>AA</b> and <b>AB</b> is for information only and does not need to be reviewed or updated by the operator.		
<b>AA</b>	BACode	The business associate code assigned by Petrinex to the pipeline licensee.
<b>AB</b>	TaxJurList	The municipality (code and name) in which the pipeline resides.

### Instructions for Reporting Pipelines Not Regulated by the AER in “Alberta” on Sheet 3 (SR)

This sheet may be blank. If your company is not a licensee/operator of any pipelines that are listed in numbers 1 to 3 below, then Sheet 3 (SR) may remain blank.

Self-reported pipelines not regulated by the AER include, but are not limited to:

1. Pipelines less than 50 metres in length;
2. Pipelines under the regulatory authority of the NEB; and
3. Pipelines under the regulatory authority of the ER located inside the City of Lloydminster, Saskatchewan.

**Sheet 3 (SR)** has been pre-populated with the best information known to the assessor. However, operators of pipelines must update (add to, change and delete) where applicable, the information that appears in Sheet 3 (SR) of the enclosed inventory file using the instructions in Table 3 to reflect their self-reported pipelines as of October 31, 2017.

**Table 3 – Pipelines Not Regulated by the AER in “Alberta”**

Col	Label	Reporting Instructions
<b>Note:</b> The information in column <b>A</b> is for the assessor’s use only and does not need to be reviewed or updated by the operator.		
<b>B</b>	Trx	Enter <b>A</b> , <b>C</b> or <b>D</b> or leave blank. See Appendix, Record Transaction for other instructions.
<b>Location - Allocation Area (columns C through E)</b> <b>Codes from 2017 Allocation Area Guide</b>		
<b>C</b>	TaxJurID	Municipality code. Code from <b>column 3</b> , Table 3
<b>D</b>	AsmntJurID	Assessment jurisdiction code. Code from <b>column 4</b> , Table 3
<b>E</b>	AAName	Allocation area name. Name from <b>column 1</b> , Table 3
<b>Alberta Pipeline Details (columns F through P)</b>		
<i>Pipeline identification (columns F through J)</i>		
<b>F</b>	LicBody	The regulatory body for the pipeline.  Enter one of the following codes: <ul style="list-style-type: none"> <li>• <b>NEB</b>; or</li> <li>• <b>ER</b>; or</li> <li>• <b>O</b> otherwise.</li> </ul> <b>Note:</b> If <b>NEB</b> , <b>ER</b> , or <b>O</b> you must complete columns G and H. Otherwise, you must complete columns I and J
<b>G</b>	License	The pipeline licence number, if unknown default to 0 and fill in column I.
<b>H</b>	LineNo	The pipeline line number, if unknown default to 0 and fill in column I.
<b>I</b>	OthLicense	Pipeline identifiers such as NEB Order or Certificate number.
<b>J</b>	CompRefId	Company Reference Identification. Created by your company where there is not a licence and line assigned by a regulatory body.

**Table 3 – Pipelines Not Regulated by the AER in “Alberta”**

Col	Label	Reporting Instructions
<i>Pipeline characteristics (columns K through Q)</i>		
<b>K</b>	PLStat	Pipeline status. Use Table 5 below. Enter the code from column 1 for the description in column 2 that describes the status of the pipeline as of October 31, 2017.
<b>L</b>	PLMOP	Maximum operating pressure. Enter the licensed operating pressure of the pipeline in kPa (up to 99999) as of October 31, 2017.
<b>M</b>	PLMat	Pipeline material. Use Table 6 below. Enter the code from column 1 for the description in column 2 that describes the pipeline material as of October 31, 2017.
<b>N</b>	PLDiam	Enter the outside diameter of the pipeline in millimetres (mm) as of October 31, 2017.
<b>O</b>	PLSub	Pipeline substance. Use Table 7 below. Enter the code from column 1 for the description in column 2 that describes the pipeline substance as of October 31, 2017.
<b>P</b>	Assessed Length	The length of the pipeline assessed in the municipality listed in column C and D. If the pipeline is in more than one municipality, the sum of all the portions must equal licensed length.
<b>Q</b>	Licensed Length	Enter the total length of the pipeline in kilometres (km) using 3 decimals to report lengths to the nearest metre as of October 31, 2017.
<b>Alberta Location– From (columns R through W) – Enter the location that best describes the origin or starting point (“from”) of the pipeline</b>		
<b>R</b>	FrFac	Facility type. Use Table 8 below. Enter the code from column 1 for the description in column 2 that best describes the ‘from’ facility type of the pipeline as of October 31, 2017.
<b>S</b>	FrLSD	Legal subdivision. Enter <b>01</b> to <b>16</b> or leave blank.
<b>T</b>	FrSec	Section. Enter <b>01</b> to <b>36</b>
<b>U</b>	FrTwp	Township. Enter <b>001</b> to <b>126</b>
<b>V</b>	FrRge	Range. Enter <b>01</b> to <b>30</b>
<b>W</b>	FrMer	Meridian. Enter <b>3</b> to <b>6</b> (4, 5 or 6 in Alberta, 3 in Lloydminster)
<b>Alberta Location– To (columns X through AC) – Enter the location that best describes the termination or finishing point (“to”) of the pipeline.</b>		
<b>X</b>	ToFac	Facility type. Use Table 8 below. Enter the code from column 1 for the description in column 2 that best describes the ‘to’ facility type of the pipeline as of October 31, 2017.
<b>Y</b>	ToLSD	Legal subdivision. Enter <b>01</b> to <b>16</b> or leave blank.
<b>Z</b>	ToSec	Section. Enter <b>01</b> to <b>36</b>
<b>AA</b>	ToTwp	Township. Enter <b>001</b> to <b>126</b>
<b>AB</b>	ToRge	Range. Enter <b>01</b> to <b>30</b>
<b>AC</b>	ToMer	Meridian. Enter <b>3</b> to <b>6</b> (4, 5 or 6 in Alberta, 3 in Lloydminster)
<b>Alberta Construction Information – Pipelines with a “P” permitted status only (columns AD through AF)</b>		
<b>AD</b>	CurrStatus	The pipeline status as known to the assessor as of September 30, 2017. See Table 5.

Table 3 – Pipelines Not Regulated by the AER in “Alberta”

Col	Label	Reporting Instructions
AE	Oct31State	<p>The state of pipeline construction as of October 31, 2017. Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>N</b> for pipelines that will <u>never</u> be constructed or where construction has not started as of October 31, 2017.</li> <li>• <b>U</b> for pipelines where construction has started (including suspended construction) but pressure testing of the pipeline has not yet been successful as at October 31, 2017</li> <li>• <b>F</b> for pipelines where pressure testing of the pipeline has been successful as at October 31, 2017</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If <b>N</b> or <b>U</b> where the construction permit has lapsed prior to October 31, 2017 you must complete column AF</li> <li>• If <b>U</b> or <b>F</b> then you must complete columns AJ, AK, AL, and AM</li> <li>• If <b>F</b> you must complete columns AG and AH</li> </ul> <p>“Construction” means the building or installation or both of the pipeline but does not include the commissioning, operation or use of the pipeline (as per <i>MGA</i> section 291).</p>
AF	NtceToAuth	<p>The notice(s) to the applicable regulatory authority indicating the delay or failure to complete the licensed work for the pipeline specified in columns G, H, or I.</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if the required notice(s) were sent to the applicable regulatory authority prior to October 31, 2017; or</li> <li>• <b>N</b> otherwise</li> </ul> <p><b>Note:</b> If <b>Y</b>, you must maintain a dated copy of the notice(s), showing the date sent to the applicable regulatory authority with your 2017 AY RFI Report, and provide a copy of the same to the assessor upon request.</p>
<b>Alberta Oct31State = F only (columns AG and AH)</b>		
<i>Pressure testing details</i>		
AG	PressTest	<p>Pressure testing</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if all pressure testing of the pipeline was successful on or before October 31, 2017; or</li> <li>• <b>N</b> otherwise</li> </ul> <p>“Pressure testing” is a defined term in the Terms and Definitions section.</p> <p><b>Note:</b> If <b>Y</b>, you must maintain a dated copy of the pressure testing records (as defined in the Terms and Definitions section), and provide a copy of the same to the assessor upon request. If <b>Y</b>,</p>



Table 3 – Pipelines Not Regulated by the AER in “Alberta”

Col	Label	Reporting Instructions
		you must complete column AG.
AH	PressTestDate	Enter the date the pressure testing was successfully completed. The date must be in the DD-MMM-YY format (example: 31-OCT-16).
<b>Alberta Facilities (Column AI)</b>		
AI	InFacility	<p>Does the licence–line enter into or exit from any processing, refining, manufacturing, marketing, transmission line pumping, heating, treating, separating or storage facilities (as per <i>MGA</i> section 284(1)(k)(iii)(F)(I))?</p> <p>Enter one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if the licence-line To or From Facility is B, CP GP, IP, PP, PT, RF, ST or TF from Table 8</li> <li>• <b>N</b> otherwise</li> </ul> <p><b>Note:</b> You must provide the assessor with a copy of a process flow diagram (PFD) which shows where and how the pipeline enters or exits the facility.</p>
<b>Alberta Pipeline State of Construction (Column AJ to AM)</b>		
AJ	Const1	<p>Have all mainline pipe, including any loops, by-passes, cleanouts, distribution meters, distribution regulators, remote telemetry units, valves, fittings, and improvements used for the protection of the pipeline (per the <i>MGA</i> definitions) been installed and constructed?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul> <p>If <b>N</b>, supporting documentation may be requested by the assessor.</p>
AK	Const2	<p>Have all tie-ins on been completed and inspected?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul> <p>If <b>N</b>, supporting documentation may be requested by the assessor.</p>
AL	Const3	<p>Are there any items (example: valves that will be cut in later) which have not been built, installed, and pressure-tested?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul>
AM	Const4	<p>Is the pipeline (as per the <i>MGA</i> definitions) or any listed part of it known to be defective or deficient?</p> <ul style="list-style-type: none"> <li>• <b>Y</b> if yes</li> <li>• <b>N</b> if no</li> </ul>

**Table 3 – Pipelines Not Regulated by the AER in “Alberta”**

Col	Label	Reporting Instructions
		If Y, the assessor may request information to understand the impact of known defects and deficiencies and whether how and when those defects and deficiencies will be addressed.

**Instructions for Reporting Pipelines Projects not Currently Assessed in “Alberta” on Sheet 4 (Project)**

**Note:** If you did not receive a Sheet 4 (Project), please disregard the instructions in Table 4.

Please respond to the questions on Sheet 4 (Project) and add any additional projects the assessor may not have identified.

**Table 4 – Pipeline Projects Not Currently Assessed in “Alberta”**

<b>Col</b>	<b>Reporting Instructions</b>
<b>A</b>	Company Name
<b>B</b>	Project Name
<b>C</b>	Project Overview and Scope Includes but not limited to pipeline length, purpose, end location, bullet line?, regulatory jurisdiction, design capacity and projected capacity, etc.
<b>D</b>	From Facility Name and Legal Location Provide PFD and facility application for the pipeline coming from this facility
<b>E</b>	To Facility Name and Legal Location Provide PFD and facility application for pipeline coming from this facility
<b>F</b>	Provide the relative identifiers for this project, i.e. NEB Order #/Certificate #, AER license-line #(s) and/or Petrinex Reporting Code/Facility ID.
<b>G</b>	Have all mainline pipe, fittings, and valves for the pipeline (as per the <i>MGA</i> definitions) including any loops, by-pass, cleanouts, distribution meters, distribution regulators, remote telemetry units, and improvements used for the protection of the pipeline been installed and constructed?  <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> If N, explain in detail
<b>H</b>	Have all tie-ins on the pipeline (per <i>MGA</i> definitions) been completed and inspected?  <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> If N, explain in detail.
<b>I</b>	Has pressure testing of all sections of the pipeline been successfully completed as of October 31, 2017?  <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> If Y, provide a copy of the pressure testing record. If N, explain in detail.

Table 4 – Pipeline Projects Not Currently Assessed in “Alberta”

Col	Reporting Instructions
J	<p>Are there any items (example: valves that will be cut in later) which have not been built, installed, inspected and pressure-tested?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If Y, explain in detail as to whether any of these deferred items are significant impediments to commissioning or operation of the pipeline?</p>
K	<p>Are any of the parts of the pipeline (as per the <i>MGA</i> definitions) known to be defective or deficient and require repair and maintenance?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If Y, please provide information to outline the impact of known defects and deficiencies and whether how and when those defects and deficiencies will be addressed.</p>
L	<p>Has the application for Leave to Open been submitted to the NEB?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If Y, please provide the date submitted with a copy of the application.</p>
M	<p>Has the application for Leave to Open been granted by the NEB?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If Y, please provide the date granted with a copy of the approval letter from the NEB</p>
N	<p>Has commissioning of the pipeline [per the <i>MGA</i> definitions] begun?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If Y, has it been completed? Explain in detail.</p>
O	<p>Is the pipeline “safe” and “ready to go”?</p> <ul style="list-style-type: none"> <li>• Y if yes</li> <li>• N if no</li> </ul> <p>If N, explain in detail.</p>

**Table 4 – Pipeline Projects Not Currently Assessed in “Alberta”**

Col	Reporting Instructions
<b>P</b>	Has there been any flow through the pipeline? <ul style="list-style-type: none"><li>• <b>Y</b> if yes</li><li>• <b>N</b> if no</li></ul> If <b>Y</b> , what was the average daily volumetric flow between November 1, 2016 and October 31, 2017?

**Appendix – Common Reporting Instructions****Table 5 – Pipeline Status**

Column 1	Column 2
Code	Description
O	Operational
P	Permitted/To be Constructed
A	Abandoned
D	Discontinued
R	Removed
N	Not Constructed

**Table 6 – Pipeline Material Type**

Column 1	Column 2
Code	Description
A	Aluminum
B	Poly Butylenes
C	Cellulose Acetate
F	Fibreglass
G	Composite
H	Asbestos Cement
I	Stainless Steel
N	Cast Iron
P	Polyethylene
R	Non-certified
S	Steel
U	Unknown
V	Polyvinyl Chloride
Other	All others

**Table 7 – Pipeline Substance Type**

Column 1	Column 2
Code	Description
SG	Sour Natural Gas
HV	HVP Products
LV	LVP Products
CO	Crude Oil
OE	Oil Well Effluent
NG	Natural Gas
FG	Fuel Gas
SW	Salt Water
ML	Miscellaneous Liquids
MG	Miscellaneous Gases
FW	Fresh Water

**Table 8 – Pipeline From/To Facility Type**

Column 1	Column 2
Code	Description
B	Battery
BE	Blind End
CP	Chemical Plant
CS	Compressor Station
CO	Consumer
CK	Creek
ES	Experimental Station
GL	Gas Distribution Line
GP	Gas Processing Plant
IP	Injection/Disposal Facility
LA	Lake
LH	Line Heater (Category C or D)
LR	Oil Loading and Unloading Terminal
MR	Meter/Regulation Station
MS	Meter Station
PP	Petrochemical Plant
PL	Pipeline
PT	Pipeline Terminal
PS	Pump Station
RF	Refinery
RS	Regulator Station
RE	Reservoir
RI	River
S	Satellite
SC	Storage Cavern
ST	Storage Tank
TF	Tank Farm
WE	Well

**Record Transaction (Trx)**

The 2017 AY RFI inventory file is pre-populated with the best information known to the assessor. You must change the information as necessary to accurately reflect the inventory that you own as of October 31, 2017. The Trx column allows you to flag the records you have changed.

Enter:

- **A** for new records (these records did not exist on the pre-populated inventory file); or
- **C** for changed records (these records are on the pre-populated inventory file, but the content is now different); or
- **D** for records that are no longer applicable as of October 31, 2017 (these records are on the pre-populated inventory file, but should not be used for the 2017 assessment year); or

- Leave the column blank if the entire record is identical (no changes) to the pre-populated inventory file.