

Declaration Completion Guidelines

The following are suggestions of some (but not all) things to keep in mind when completing a Declaration

- For all reporting Themes, any of the following reporting options may be chosen for **SUSPENDED** facilities.
 - Theme is applicable and Controls exist for facility, OR
 - Theme is applicable but Controls do not exist because facility is Suspended, OR
 - Theme is not applicable because facility is Suspended

- **For reporting Themes that would be applicable if a facility was on production**, one of the following reporting options must be chosen for **SHUT IN** facilities.
 - Theme is applicable and Controls exist for facility OR
 - Theme is applicable but Controls do not exist because facility is Shut In.

A FACILITY CANNOT BE REPORTED AS NOT APPLICABLE TO A THEME DUE TO THE FACILITY BEING SHUT IN

- For each reporting Theme, all facilities within the applicable subtypes will be listed, and companies are responsible for identifying whether or not specific facilities are applicable/not applicable to the theme.
 - **Theme 4** – Sampling & Analysis and **Theme 13** – Calculation Factors will not apply to Enhanced Recovery Schemes (SK Subtype 501) **if** the facility is only injecting water.
 - **Theme 7** – EFM only applies to a facility **if** EFM equipment is present.
 - **Themes 9** – Trucked Volumes and **Theme 10** – Fuel/Flare/Vent only apply to a facility **if** the activities associated with the themes are occurring.

- For all reporting Themes, if a facility has been identified as Not Applicable, a detailed description explaining why the reporting Theme does not apply must be entered in the textbox under the column titled “Description.” These comments must provide enough information to support the reporting.

For example:

Theme # 10 – Fuel/Flare/Vent – Facility ABBT 9999999 is indicated as Not Applicable

DESCRIPTION	
Inadequate Response	Adequate Response
Theme does not apply to facility	<ul style="list-style-type: none"> • All 3 activities associated with the Theme do not occur at the facility OR • Fuel/Flare/Vent not occurring

Theme #13 – Calculation Factors – Facility ABBT 9999999 is indicated as Not Applicable

DESCRIPTION	
Inadequate Response	Adequate Response
No calculation factors used at this facility	<ul style="list-style-type: none"> • The application of calculation factors is not required because (provide the reason why factors are not required to be used in the calculation of production for the wells associated with the facility)

- Reporting should be consistent between associated reporting Themes (eg: if a facility is considered to be applicable to **Theme 2** – Measurement Device Maintenance (Calibration, Inspection and Proving), it must also be applicable to **Theme 3** – Measurement Device Operation.

- Prior to submitting or resubmitting a Declaration, ensure the attached report:
 - Is generated using the EPAP on PETRINEX system;
 - Is the most recent version;
 - Is signed and dated; and
 - Includes Attachment A, B and C

- A final review should be conducted to ensure that data entered is appropriate and accurate prior to clicking the **Submit** button

In order to assess and monitor a company's annual compliance performance and to maintain accurate statistical records for Accepted versus Rejected Declarations, reviews of annual Declarations will not be conducted by the ER until after an official Declaration has been submitted.