

Aggregate Facility Registration Guidance for Upstream Oil and Gas Facilities Under *The Management and Reduction of Greenhouse Gases (Upstream Oil and Gas Aggregate Facility) Standard*

Introduction

This guide is intended to provide direction to operators of upstream oil and gas facilities on how to register individual facilities as an aggregate facility under *The Management and Reduction of Greenhouse Gases (Standards and Compliance) Regulations* (the Regulations) and *The Management and Reduction of Greenhouse Gases (Upstream Oil and Gas Aggregate Facility) Standard* (the Standard).

The Regulations and the Standard are part of Saskatchewan's climate change strategy, *Prairie Resilience*. They are designed to reduce emissions from the upstream oil and gas (UOG) industry, while considering impacts to competitiveness, to ensure Saskatchewan's economy stays strong.

The Ministry of Environment's (the ministry) Climate Change Branch is the main contact for the Regulations and the Standard. If you have any questions, please contact the ministry at OBPSENV@gov.sk.ca.

Outline of the Registration Process

UOG Aggregate Facility Registration

1. As your notice of intent (NOI), send an email to OBPSENV@gov.sk.ca stating that your aggregate facility intends to register under the Standard. Within the email, include the following information:
 - a. Your company's legal name;
 - b. All applicable Business Associate (BA) IDs; and
 - c. Public contact information (name, email and phone number). This will be the main contact person for ministry correspondence.

The subject line of the email should be formatted as follows:

[Company Name] Aggregate Registration NOI

2. After the ministry has received your NOI, we will populate the registration form with all individual facilities operated by your company that are listed in the petroleum registry. This will

include all new, active, and suspended facilities as of the first day of the month in which the NOI was sent to the ministry. The prepopulated registration form will be emailed to you to complete as per the instructions that follow.

3. Open the registration form with a device capable of running Active X controls. Once the document is opened, click “Enable Editing” on the ribbon at the top of the screen and then click “Enable Content”. If you have any issues opening or viewing the registration form, please contact the ministry at OBPSENV@gov.sk.ca.
4. Review the information filled in by the ministry and complete any outstanding fields within the registration form. It is the regulated emitter’s responsibility to ensure the content of the registration form is complete and accurate. Submit the form along with the following supporting documents to OBPSENV@gov.sk.ca:
 - a. Proof of authority for authorized signing officer
 - b. Request for confidentiality (if applicable)
 - c. Signed declaration (within registration form or PDF copy)
 - d. A facility boundary map, if one is requested by the ministry
5. The ministry will review the registration form and supporting documents.
6. Once the registration is approved, the ministry will provide you with a signed approval letter which includes your Output-Based Performance Standards (OBPS) registration number and a list of the individual facilities within the aggregate facility. This email will include the next steps required to complete registration as an emitter with the Canada Revenue Agency (CRA).

Guidance for Completing the Aggregate Registration Form

READ ME

Please read carefully through this tab before completing the registration form.

Should you wish to submit a request for confidentiality to keep any information provided in your application confidential, please attach a written request in PDF format, as part of your submission.

CONTACT INFORMATION

The Public Contact is the person identified in the Contact Information tab of the registration form that the ministry may contact for information related to this application. If no Public Contact is identified, all correspondence regarding this application will go to the Authorized Signing Officer.

Please enter all contact information related to the Operator, Authorized Signing Officer, and Public Contact for the aggregate facility.

Operator

Legal Name

Enter the legal name of the Operator.

Trade Name

This is the name under which an individual, partnership or corporation chooses to operate. It is synonymous with “operating name”. The operating name is the name by which the company may be known to its customers or clients. It may be the same as the legal name, but this is not always the case.

Business Number

A nine-digit business number is issued by the CRA to Canadian businesses that register for one or more of the following:

- Corporate income tax;
- Importer/exporter account number;
- Payroll (source) deductions (trust accounts); or
- Goods and services tax.

This number can be found on all forms issued to a business by the CRA. The business number is the first nine digits that appear in the CRA forms. This number will stay the same no matter how many or what types of accounts a business has.

Business Structure

Indicate the business structure of the Operator (i.e. partnership, sole proprietorship, corporation, limited liability company).

Address

Enter the physical address, city/municipality, province/territory, country and postal code for the Operator.

Authorized Signing Officer and Public Contact

If the Authorized Signing Officer and the Public Contact are the same person, please click the box labelled “Same as the Authorized Signing Officer” located in the Public Contact section of the form, as this information need only be entered once.

Please note: Proof of authority to act on behalf of the aggregate facility must be supplied for the Authorized Signing Officer if the Authorized Signing Officer does not hold the title of Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), President or Vice President. Send the proof of authority, with your submission, to OBPSENV@gov.sk.ca that clearly demonstrates the individual named as the Authorized Signing Officer has been granted authority to act on behalf of the aggregate facility and each corresponding individual facility. For example, this could be a signed copy of a decision of the Board of Directors, a letter on company letterhead signed by the CEO, or a similar document.

Name

Enter the first name, last name, and if desired, preferred individual title (e.g. Mr., Mrs., Miss, Ms., Dr., etc.) of the Authorized Signing Officer and the Public Contact.

Position Title

Please provide the job title held by the Authorized Signing Officer and the Public Contact.

Mailing Address, Email and Telephone

Please provide the mailing address, email address and telephone number at which the Public Contact and the Authorized Signing Officer can be contacted. The ministry may use this information to contact the Authorized Signing Officer or the Public Contact for additional information related to this registration.

FACILITY INFORMATION

The ministry will fill in the following information for each individual facility to be included within the aggregate facility:

- Legal name;
- Registry identification number;
- Production class; and
- Dominion Land Survey (DLS) surface location.

It is the regulated emitter's responsibility to ensure the content of the registration form is accurate and complete.

Number of Individual Facilities

The ministry will determine the number of individual facilities to be included in the aggregate facility, based on the number of facilities registered within the petroleum registry on the first day of the month.

If there are any additional facilities that you would like to include as part of this aggregate, please include the facility name and registry identification number in the Additional Information tab of the registration form. This may include the facility names and OBPS numbers of facilities that have been previously registered under the Regulations and *The Management and Reduction of Greenhouse Gases (Baselines, Returns and Verification) Standard* that are to be transferred to the aggregate facility. Similarly, if there are any individual facilities that have been included in the list of facilities for your aggregate that have emissions above 10,000 tonnes of CO₂e that you would like to register under *The Management and Reduction of Greenhouse Gases (Baselines, Returns and Verification) Standard* as an individual large emitter facility, list these in the Additional Information tab as well.

If there are any concerns with the facility list, please email OBPSENV@gov.sk.ca.

Individual Facility Legal Name

The ministry will input the legal name, from the petroleum registry, for each individual facility comprising the aggregate facility. **Please confirm that all legal names are correct for each individual facility.**

Registry Identification Number

The ministry will input the registry identification number used in the petroleum registry, established pursuant to section 66 of *The Oil and Conservation Act*, for each individual facility comprising the aggregate facility. **Please confirm that all registry identification numbers are correct for each individual facility.**

Individual Facility Production Class

Each individual facility comprising the aggregate facility is assigned to a production class by the ministry according to Table 1 in the Standard. The purpose of production classes is to account for different crude types by assigning default emission factors to different areas of the province. **Please confirm that all production class designations are correct for each individual facility.**

Please note: If the production class for an individual facility is highlighted in yellow, please ensure that the production class is correct as assumptions may have been made. Changes can be made to these cells, if required. If the production class cell for an individual facility is blank, please enter the correct production class. If any changes are made in the Facility Information tab, please highlight the updated text in red.

Individual Facility Geographical Coordinates

Please fill in the geographical latitude and longitude coordinates for each individual facility in the decimal degrees format, such as “50.42738, -104.61628”.

DLS Surface Locations

The ministry will input the DLS surface location for each individual facility. **Please confirm that all DLS surface locations are correct for each individual facility.**

Please note: If the DLS surface location for an individual facility is highlighted in yellow, please enter the correct location. If the cell is blank or contains a DLS surface location of “00-00-000-00W0”, enter a DLS surface location that best represents that individual facility. Changes can be made to these cells, if required. If any changes are made in the Facility Information tab, please highlight the updated the text in red.

ADDITIONAL INFORMATION

This section provides the opportunity to offer any additional information that may be pertinent to assist in the registration of your aggregate facility. If further explanation or corrections to the information provided in the registration form are required, it may be entered here. To correct any information for an individual facility, list the registry identification number of the facility with the incorrect information and provide the correct information for that facility.

If there are any additional facilities that you believe should be registered as part of this aggregate, please include the facility name and registry identification number in the Additional Information tab of the registration form. If there are facilities that you believe should not be included within the aggregate, please include the registry identification number of the facility to be removed, reason for removal, and any other relevant information.

DECLARATION

Please review the form to ensure that all required information has been entered accurately on each tab before completing the Declaration tab.

After the information has been confirmed, this section is to be completed by the Authorized Signing Officer for your aggregate facility. Enter the name of the Authorized Signing Officer in the box provided. A signature from the Authorized Signing Officer is also required. To include the signature electronically, double click beside the large X and follow the on-screen instructions. Please enter the date of signature in the box provided. If you encounter issues with the Declaration tab, please print and sign manually. Attach a separate scanned PDF copy of the Declaration to your submission.