

September 22, 2009

OIL SANDS INFORMATION BULLETIN 2009-13

SUBJECT: Cost Analysis & Reporting Enhancements (CARE)

The first reporting of CARE information is due on September 30, 2009, for the first two quarters of 2009. Please refer to the CARE Filing Timetable (Appendix 1) for filing details.

All CARE reporting forms are available on the [Alberta Energy website](#) in Excel and PDF formats. From our main internet site, navigate to “Our Business,” then “Oil Sands,” then “Forms.” All forms must be submitted electronically in Excel format through the secure web application Electronic Transfer System (ETS).

Electronic Transfer System (ETS)

To receive access to the Electronic Transfer System, an ETS account Set Up/Change Form must be submitted to the department. The majority of our clients have access to ETS with various permissions to provide information or request a service from the department. However, their permissions need to be enhanced to include access to the Correspondence folder. This will allow you to submit the CARE forms to Oil Sands Operations Division (OSOD). For an overview of the services available through ETS, see the [ETS Overview](#). For more details about confidentiality, security and ETS availability, see the [Client Account Handbook](#). For further ETS details specific to CARE, please refer to the September 3, 2009, presentation on CARE.

You may obtain the application form from the Alberta Energy [ETS page](#).

ETS Form File Naming

Form naming conventions have been developed for all CARE form reporting. When saving the form documents in Excel format you must use the following conventions:

For Cost/Operation Forms

OSR Project Number, Year and Quarter (where applicable), Report Name

Examples: OSR015_2009_2QTR_CAPEX(M)
OSR047_2009_DPST(M)

For Revenue Forms

Company Name, BA ID, Stream, Year & Quarter, Report Name

Example: Oil Company_0ABC_LLE_2009_QTR2_BLENDREV

Form Name	Form Naming Convention
Bitumen/Bitumen Blend Revenue	BLENDREV
Bitumen Blend Netback Calculation	NETBKCAL
Diluent Supplied to a Stream	DILUENT
Transportation Costs	TRANSCST
Other Oil Sands Products Revenue	OOSPREV
Western Canadian Select Bitumen Sales	WCSBS
Capital Cost - In Situ	CAPEX(IS)
Capital Cost - Mining	CAPEX(M)
Operating Costs – In Situ	OPEX(IS)
Operating Costs – Mining	OPEX(M)
Deposit – Mining	DPST(M)
Operations	OPER
Reserves	RESERVES
Reservoir – In Situ	RSVR(IS)
Volumetric Non-Integrated	VOLNINT
Volumetric Integrated	VOLINT

Statement of Approval

All form submissions must be accompanied by a statement indicating approval of the report by a chief financial officer of the operator or by another senior officer of the operator approved in advance by the Minister. If this delegation already exists for other reporting under the Regulations, then this document will suffice. If delegation needs to be pursued, please refer to Information Bulletin 2009-03.

- The approval must accompany the CARE reporting to which it relates.
- The chief financial officer or senior officer should provide a statement indicating his or her approval of the specified reports.
- The statement must be signed by the chief financial officer or senior officer who is approving the report to which the statement relates, and must clearly indicate the name of the individual.
- A scanned signature page included with an electronic submission is acceptable.
- Oil Sands Operations Division will accept a separate document, such as a letter, accompanying the CARE report, providing that such a letter clearly references the report to which it relates.
- A scanned copy of this letter must be saved as a PDF file and be submitted with the quarterly or annual submissions but need only be attached once, in the reporting period, to one of the forms submitted through ETS. In this ETS Send Form template, in the Notes section, indicate that the Statement of Approval for the reporting quarter/year has been attached for all the CARE form submissions for the time period.

All data covered by CARE reporting forms will be included in the Oil Sands Administrative and Strategic Information System (OASIS) Phase 2 that is currently being developed. Due to this development, no changes to the CARE forms' format will be allowed.

The CARE Glossary of Terms has been finalized and is available in the Forms section of the department's website.

For further reference, the CARE presentation given on September 3, 2009, has been added to the website with a link to [Frequently Asked Questions](#) for both revenue and cost reporting.

Questions regarding the Information Bulletin may be directed to:

For Cost-Related Questions:

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For Revenue-Related Questions:

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Anne Denman
Executive Director
Oil Sands Operations

Appendix 1 – Filing Timetable for CARE Documents

Capital and Operating costs are filed on a year to date basis. Amendment to these forms can be trued up in the next quarter's filing or with the last quarter filing where reconciliation to the End of Period Statements (EOPS) is required. Amendments to all other forms are full form replacement and should not be trued up in the last quarter but amended in the quarter the changes relate to.		
CARE Spreadsheet	Frequency	Filing Requirement
Capital Costs Data (Mining & In-Situ Projects)	Year to Date filed Quarterly	1 st & 2 nd Qtrs of 2009 due September 30, 2009. 3 rd Qtr of 2009 due December 31, 2009 4 th Qtr of 2009 due April 30, 2010 and must reconcile to the EOPS. For subsequent filing the form is due quarterly: 1 st Qtr – May 15 th 2 nd Qtr – Aug 15 th 3 rd Qtr - Nov 15 th 4 th Qtr – April 30th of the following year and must reconcile with EOPS.
Operating Costs Data (Mining & In-Situ Projects)	Year to Date filed Quarterly	1 st & 2 nd Qtrs of 2009 due September 30, 2009. 3 rd Qtr of 2009 due December 31, 2009 4 th Qtr of 2009 due April 30, 2010 and must reconcile to the EOPS. For subsequent filing the form is due quarterly: 1 st Qtr – May 15 th 2 nd Qtr – Aug 15 th 3 rd Qtr - Nov 15 th 4 th Qtr – April 30th of the following year and reconcile with EOPS.
Volumetric Data (Mining & In-Situ Projects)	Year to Date filed Annually June 30 th	Filing of the 2009 volumetric data due June 30, 2010.
Operations Data (Mining & In-Situ Projects)	Year to Date filed Annually June 30 th	Filing of the 2009 operations data due June 30, 2010.
Reserves Data (Mining & In-Situ Projects)	Annually June 30th	Filing of the 2009 Reserves is due June 30, 2010. If the operator's fiscal year is not December 31, they may apply to DOE requesting a change in the filing requirement.
Reservoir Data (In-Situ Projects)	Filed upon initial OS project assessment and updated with project expansion or addition of leases.	For existing approved OS projects must be filed for the first time March 31, 2010. For new OS project applications, new projects and expansions, this form is required with the application.
Deposit Data (Mining Projects)	Filed upon initial OS project assessment and updated with project expansion or addition of leases	For existing approved OS projects must be filed for the first time March 31, 2010. For new OS project applications, new projects and expansions, this form is required with the application.
Bitumen/Bitumen Blend Revenue (In-Situ Projects reporting at stream level)	Quarterly (detailed by month)	1 st & 2 nd Qtrs of 2009 due September 30, 2009. 3 rd Qtr of 2009 due December 31, 2009 4 th Qtr of 2009 due April 30, 2010 For subsequent filing, the form is due quarterly: 1 st Qtr – May 15 th 2 nd Qtr – Aug 15 th 3 rd Qtr - Nov 15 th 4 th Qtr – February 15 th
Bitumen Blend Netback Calculation (In-Situ Projects reporting at stream level)	Quarterly (detailed by month)	1 st & 2 nd Qtrs of 2009 due September 30, 2009. 3 rd Qtr of 2009 due December 31, 2009 4 th Qtr of 2009 due April 30, 2010 For subsequent filing, the form is due quarterly: 1 st Qtr – May 15 th 2 nd Qtr – Aug 15 th 3 rd Qtr - Nov 15 th 4 th Qtr – February 15 th

<p>Transportation Costs (In-Situ Projects reporting at stream level)</p>	<p>Quarterly (detailed by month)</p>	<p>1st & 2nd Qtrs of 2009 due September 30, 2009. 3rd Qtr of 2009 due December 31, 2009 4th Qtr of 2009 due April 30, 2010</p> <p>For subsequent filing, the form is due quarterly: 1st Qtr – May 15th 2nd Qtr – Aug 15th 3rd Qtr - Nov 15th 4th Qtr – February 15th</p>
<p>Diluent Supplied to a Stream (In-Situ Projects reporting at stream level)</p>	<p>Quarterly (detailed by month)</p>	<p>1st & 2nd Qtrs of 2009 due September 30, 2009. 3rd Qtr of 2009 due December 31, 2009 4th Qtr of 2009 due April 30, 2010</p> <p>For subsequent filing, the form is due quarterly: 1st Qtr – May 15th 2nd Qtr – Aug 15th 3rd Qtr - Nov 15th 4th Qtr – February 15th</p>
<p>Other Oil Sands Products Revenue (Mining & In-Situ Projects reporting at a stream level)</p>	<p>Quarterly (detailed by month)</p>	<p>1st & 2nd Qtrs of 2009 due September 30, 2009. 3rd Qtr of 2009 due December 31, 2009 4th Qtr of 2009 due April 30, 2010</p> <p>For subsequent filing, the form is due quarterly: 1st Qtr – May 15th 2nd Qtr – Aug 15th 3rd Qtr - Nov 15th 4th Qtr – February 15th</p>