

Adjustment to Well Scenario Form Submission Instructions

February 2025

Licensees may submit artificial lift (identified currently as rods in *Directive 011*) and tubing information that will result in a more accurate categorization of wells for estimated abandonment liability purposes. A well's recategorization may result in a change to the estimated abandonment liabilities attributed to a well.

Submissions can be made for any well licences within Alberta. The AER will use the information in the declaration in order to recategorize wells for estimated abandonment liability purposes. Wells identified as having artificial lift are assessed under the Tubing & Rods category; wells with tubing and no artificial lift are assessed under the Tubing Only category; wells with neither tubing nor artificial lift are assessed under the Empty Not Perforated category or the Empty Perforated category, depending on existing perforation information in our system. Steam assisted gravity drainage (SAGD) wells are assessed in the Tubing & Rods category and will remain in this category even with the submission of a declaration as a result of the increased costs of abandoning SAGD wells.

Email files to WellDataServices@aer.ca.

Send inquiries to LiabilityManagement@aer.ca or the Liability Management Helpline, 403-297-3113.

In providing a submission on behalf of a licensee, you hereby acknowledge, agree, and confirm that

- you have authority to submit or amend information and thereby bind your company or client, and
- the information submitted does not contain personal information as defined in the *Freedom of Information and Protection of Privacy Act* or in privacy legislation applicable to you. Personal information includes personal contact, financial, health, and medical information. All information submitted with this request is publicly available.

The Adjustment to Well Scenario Declaration must be completed by a senior corporate officer of the licensee (e.g., chief executive officer, chief operating officer, chief financial officer, president, etc.).

Well Data Guidelines

1. Complete an Adjustment to Well Scenario declaration form, including signature, and an Adjustment to Well Scenario form for each licensee or business associate (BA) code. Do not modify these templates and ensure that the BA code is valid.
2. Well licence numbers should be seven to nine characters and should not include a preceding w; e.g., 0002779, B0000555, 0062879H. A submission cannot contain duplicate licence numbers.

3. Use the drop-down menus to identify whether a well has tubing or artificial lift.

Submission Guidelines

4. Save the well data submission file using the following naming standard: BA code, well data submission, submission date, and file number (e.g., XXXXWellDataSubmissionYYYYMMDD-01), and save as type comma delimited (*.csv). All tubing data submission files must be in CSV format, not xlsx format.
5. Save the well declaration form in PDF format using the following naming standard: BA code, well declaration, submission date, and file number (e.g., XXXXWellDeclarationYYYYMMDD-01).
6. Email the signed tubing declaration form and tubing data submission file to WellDataServices@aer.ca with “LLR Well Disclosure [BA code]” in the subject line. The email must include the licensee name, a contact name, an email address, and a phone number. Estimated liability will be updated following receipt of a complete submission.
7. Licensees will receive an automatic email acknowledging receipt of the submission. If the submission contains validation errors, licensees will be notified of the error and will be required to correct and resubmit.
8. If tubing or artificial lift is added or removed from a well, resubmit a new well data submission file. Resubmission of well information will override previous submissions for that well licence. A well declaration form may also be required.