

## Valid Values for *Directive 084* Monthly and Annual Bulk Upload Templates

The bulk upload templates are provided through OneStop. The table below sets out the valid values for the different fields.

All bulk upload files **must** be submitted as a CSV (comma delimited) file.

To check that the data has been entered correctly, open the CSV file in Notepad or some other plain text editor. Note: Once the file has been saved as a CSV, do not use Excel to double check the data even if the file was created in Excel because the formatting may be affected.

Field label	Valid values <sup>1</sup>	Mandatory
<b>Summary bulk upload</b>		
Reporting Frequency	Annual/Monthly	Y
Licensee BA Code	Valid BA code	Y
Reporting Period	YYYY-MM	Y
Manager Responsible	Alphanumeric	Y
Licensee Representative	Alphanumeric	Y
Licensee Phone Number	Alphanumeric; ###-###-####	Y
<b>Detail bulk upload</b>		
Facility Licence Number or Well Licence Number	Valid licence number  0##### or 00#####	Y
LSD	1–16	Y
Sect	1–36	Y
TwN	1–126	Y
Rge	1–36	Y
Mer	4–6	Y
Heavy Oil or Bitumen	Y/N	Y
<i>If Heavy Oil or Bitumen = N, then the following fields do not need to be completed.</i>		
Site Inspected	Y/N	Y
Reason why site was not inspected	DISPOSALWELL NOPRODUCTION NOTCOMPLETED STRATIGRAPHIC	Y if site was not inspected

(continued)

Field label	Valid values <sup>1</sup>	Mandatory
Component	ACTUATORSEAL BLOWDOWN COMPRESSORSEAL CONNECTOR CRANKCASEVENT FLOWMETER IGNITOR INSTRUMENTFITTING OPENENDED OTHERNONTARGETED OTHERTARGETED PRESSUREREGULATOR PRESSURERELIEF PUMPSEAL SAMPLINGCONNECTION SUMPDRAIN TANKTOP VALVE PRESSURE GAUGE PNEUMATIC BURNER STACK	Y
Targeted Component	Y/N	Y
Date Leak Addressed	YYYY-MM-DD	Y
Leak addressed within required time frame	Y/N	Y
Comments on leaks not addressed	BYPASSED ELIMINATED EXTENSION ISOLATED OTHER SHUTIN	Y if leaks not addressed within required time frame
Comments	Alphanumeric	N

<sup>1</sup> See glossary on next page for definition of terms in all caps.

## Glossary of Values in All Caps

### Reason why site was not inspected

DISPOSALWELL	Disposal well
NOPRODUCTION	No production activities, no storage volumes, fully depressured, site is inactive
NOTCOMPLETED	Requirements in section 3.2 of <i>Directive 084</i> have not been completed.
STRATIGRAPHIC	Stratigraphic test well location, no production activities, no storage volumes, site is inactive

### Component

ACTUATORSEAL	Actuator seals
BLOWDOWN	Blowdown system vents
BURNER STACK	Burner stack
COMPRESSORSEAL	Compressor seals
CONNECTOR	Connectors
CRANKCASEVENT	Engine and compressor crankcase vents
FLOWMETER	Flow meters
IGNITOR	Flare ignitor or pilot
INSTRUMENTFITTING	Instrument fittings
OPENENDED	Open-ended valves and lines
OTHERNONTARGETED	Other component that is not on the licensee's list of targeted components
OTHERTARGETED	Other component that, under <i>Directive 084</i> , the AER has directed be added to the licensee's list of targeted components, has led to an odour complaint, or has leaked more than twice in the preceding three months
PRESSUREREGULATOR	Pressure regulators
PRESSURERELIEF	Pressure-relief devices
PUMPSEAL	Pump seals
SAMPLINGCONNECTION	Sampling connections
SUMPDRAIN	Sump and drain tank vents and covers
TANKTOP	Tank-top components (thief hatches, pressure vacuum relief valves, gage board assemblies)
VALVE	Valves
PRESSURE GAUGE	Pressure gauge
PNEUMATIC	Pneumatic device

**Reason leaks not addressed**

BYPASSED	Leak was bypassed
ELIMINATED	Leak was eliminated
EXTENSION	Request submitted for extending response time
ISOLATED	Leak was isolated
OTHER	Other
SHUTIN	Equipment was shut in