



Aggregate Application TIER Fact Sheet

If information in this document conflicts with the Standard for Developing Benchmarks (the Standard), the *Emissions Management and Climate Resilience Act* (the Act) or the Technology Innovation and Emissions Reduction Regulation (the Regulation), then the standard, act and/or regulation prevail over this document.

Eligibility

Facilities that meet the definition of a conventional oil and gas facilities under the Technology Innovation and Emissions Reduction (TIER) Regulation emit less than 100,000 tonnes of carbon dioxide equivalent per year, are not opted-in facilities and share a common person responsible for the facility may apply to become subject to TIER as an aggregate facility.

TIER defines a conventional oil and gas facility as:

- A facility for extracting, from an underground geological deposit or reservoir, gas, oil or primary bitumen.
- A facility for processing gas.
- A facility for the primary processing of oil or primary bitumen.
- A facility for disposing of waste in an underground geological formation.
- A facility for transporting, in a pipeline, gas, oil or primary bitumen (except local gas distribution systems or facilities transporting oil, gas or primary bitumen across provincial or international borders).
- A facility to supply or transport water to a conventional oil and gas facility.
- A facility for storing gas, oil or primary bitumen in the course of the gas, oil or primary bitumen being transported by a facility.

Two or more facilities that meet the conventional oil and gas definition may apply to create an aggregate facility under TIER. The aggregate facility is then subject to an emissions reduction obligation as well as reporting and compliance requirements under TIER.

How to apply: step-by-step

Before applying, facilities should review the Regulation, applicable standards and other program requirements

outlined on [the TIER website](#). Facilities can then download, complete and submit the [Aggregate Application Form](#) and provide the required [boundary files](#) where applicable. The submission process is outlined in this document.

Application form

- The [Aggregate Application Form](#) requests a Petrinex facility ID ex:ABBT0000000 and Petrinex facility subtype where applicable.
- If the integrated nature of the operation requires combining multiple Petrinex reporting IDs to form a single facility under the regulatory definition, facilities can enter each Petrinex reporting entity as a separate row. Consult the definition of facility in the Regulation 1(1)(w) when submitting adjacent Petrinex reporting entities. Further guidance on integrated facilities is also available in the Standard for Developing Benchmarks.
- Facilities should enter the same conventional oil and gas facility name and boundary shape file name for each row that is to be considered part of the same facility.

Boundary files

- A geospatial boundary file must also be submitted for each facility applying to be part of the aggregate that had emissions of 10,000 tonnes of carbon dioxide equivalent or more in the prior year. This file must be in a .kmz or .kml format (compressed or uncompressed files in the Keyhole Markup Language) and represent the boundary or perimeter of the facility.
- Instructions on how to create this file are available in our [boundary file instruction document](#).
- Sections of public roadways that separate parts of the facility may be included within the boundary.
- The name of the boundary file for each facility should be included in the row(s) of the aggregation application that describe that facility.

Person responsible

- The aggregation application requires an indication of how the reporting company meets the definition of person responsible for each Petrinex site. See section 1(1)(hh) of the Regulation for the definition of person responsible.

- The person responsible for a conventional oil and gas facility is, in most cases, the operator of record for that facility.
- In exceptional cases where the facility may not have an operator as defined by the Regulation, the person responsible may be the holder (or licensee) of an *Environmental Protection and Enhancement Act* approval, the holder of the Alberta Energy Regulator approval or license or the owner of the site.

You will receive instructions on this process with your acceptance notification. For more information about the federal fuel charge, please visit the [federal website](#) and [federal fuel charge fact sheet](#)

Signing the application form

- The application form must be signed by a certifying official for the reporting company. This is an individual who is designated by the person responsible for the facilities who is authorized to bind the company.
- To sign the completed application form, the certifying official can double click the signature block on the statement of certification tab. A “save file” prompt will appear once signed. Note: the file should only be signed once it is final. Any further changes will remove the signature.
- If the aggregation form has been signed by someone who is not the certifying official, the signature can be removed by editing the aggregation application or by right clicking on the signature and selecting “remove signature.”
- The signature will be validated against the information entered in Section A2 for the certifying official when the application form is reviewed.

ETS upload

Once the application form and facility boundary files are complete, please submit the file via the [Electronic Transfer System](#) (ETS). If you do not have login information for ETS, please contact ETSAccountSetup@gov.ab.ca. Once you have logged in to ETS, you will see a TIER folder to the left. Click that folder. You will see “submit form” and a screen that allows you to load the application form and boundary files. Please add the boundary files under supporting documentation.

Acceptance and next steps

Your submission will be reviewed, and the contacts indicated in the application will receive an approval of the application, a rejection of the application or a request for information or correction. A status update may take up to 10 business days.

Once the aggregate application is accepted, the person responsible for the aggregate may apply for an exemption from the federal fuel charge and would only be subject to the compliance requirements of the provincial TIER system.