



MONTHLY REFINED PETROLEUM PRODUCTS - SHORT FORM 2004 REPORTING GUIDE

This short form questionnaire has been designed for use by respondents whose operations are such that the long form is not necessary. As a consequence, this short form does not request data on refinery operations. Further, only the major refined petroleum products are indicated. However, respondents are requested to complete one "Other Product" section for each additional product (from the list below) in which they deal.

ADDITIONAL PRODUCTS

- ◆ Butane and butane mixes
- ◆ Petrochemical feedstocks
- ◆ Naphtha specialties
- ◆ Aviation gasoline
- ◆ Aviation turbo fuel (Kerosene type)
- ◆ Aviation turbo fuel (Naphtha type)
- ◆ Asphalt
- ◆ Petroleum coke (including coke from catalytic cracker)
- ◆ Wax and candles
- ◆ Unfinished products

a) TRANSFERS - INTER-PRODUCTS

Report the net movement of product into or out of another product within a given province. Such transfers should be restricted to marketing purposes where, for example, the situation requires the sale of diesel as light fuel oil.

Net transfers into a product are to be shown on that product page as a positive entry, and net transfers out of a product are to be shown on the relevant product page as a negative entry. The sum of all such product movements should thus equal zero.

b) and c) TRANSFERS - INTER-PROVINCIAL IN AND TRANSFERS - INTER-PROVINCIAL OUT

Report the gross movement of each product between provinces. The company holding title to the product as it crosses a provincial boundary will report the amounts involved. Do not report transfers made for another account if ownership lies with the other company. Conversely, you should report transfers made on your behalf by another company provided ownership remains with you during the period of transfer.

Note 1: An inter-provincial transfer may be necessary following an import or a receipt from a reporting or non-reporting company.

The following example illustrates how a combined inter-provincial transfer and inter-product transfer should be recorded.

Company "A" purchases diesel fuel oil from Company "B" in Quebec (both are respondents to this survey) and the change in ownership takes place in Quebec. Company "A" then sells this product as light fuel oil in Ontario.

Company "A" should report the following:

- (i) A receipt "From other reporting companies" of diesel fuel in Quebec, (line 7).
- (ii) An inter-provincial transfer of diesel fuel out of Quebec, into Ontario (lines 5 and 6).
- (iii) An inter-product transfer out of diesel fuel into light fuel oil in Ontario (line 2).

Company "B" should report only a delivery of diesel fuel "to other reporting companies" in Quebec (line 12).

Note 2: For each product, the Canadian level total shown on line 5 must equal that reported on line 6.

d) RECEIPTS FROM OTHER REPORTING COMPANIES

Receipts from and deliveries to another reporting company relate to situations where a change in title to the product being transferred has occurred even if the product remains in the tanks of the "delivering" company. This concept of "receipts" and "deliveries" therefore obviously affects the measurement of inventories - see sections g) and h) of these instructions.

Report all receipts of product from any companies listed on the back of the first page of the questionnaire. Include actual receipts emanating from sales agreements, processing agreements, exchanges, loans, etc.

Exclude, however, loan agreements, exchanges, loans, etc., which are based on future production. The quantities reported as receipts should agree with the amounts shown on the delivering companies' invoices or delivery notices and should be entered under the provinces where the change in title occurred. In most instances, this transaction takes place at the supply point - *i.e.* Refinery, Terminal or Bulk plant gates. If all or any part of the amounts received are then shipped to another province before disposition, please make the appropriate inter-provincial transfers entries (lines 5 and 6).

Receipts of LPG's from gas processing plants should be recorded on line 8 "Receipts from non-reporting companies" even though such plants could be owned by reporting companies.

If refinery-produced butane is purchased from another reporting company for blending into some other product, show both the receipt of the butane and an "Inter-product transfer" to the appropriate product.

Details of inter-company transactions are required where the transactions are for amounts of 200 cubic metres or more.

Please report the receipts in the same product classifications as those shown on the delivering companies' invoices. If all or any part of the amounts received are used in product classifications other than those shown on the invoices, the receiving company must make the appropriate inter-product transfer entries on line 2.

On the reverse side of the product pages, please enter the names of the reporting companies involved and the amount received from each. For each province, the sum of these amounts should agree with line 7 entries on the front of the page.

e) RECEIPTS FROM NON-REPORTING COMPANIES

Report all receipts of product from any companies whose names do not appear on the "List of Reporting Companies" (see back of the first page of the questionnaire).

Note 1: "Paybacks" of quantities of product delivered in a previous month to a non-reporting company and originally reported as a "Net sale in Canada" (under an exchange agreement), should not be recorded and "corrected" in the current month as "negative" receipt (line 8) or as a "negative" sale (line 16). Instead of adjusting a current month for a previous entry, please inform Statistics Canada by way of a note, indicating in detail the nature of the transaction.

Note 2: On the reverse side of the product pages, please enter the names of the "non-reporting" companies involved and the amounts received from each. For each province, the sum of these amounts should agree with line 8 entries on the front of the page.

f) IMPORTS

Report the physical receipts of finished and unfinished products received from sources outside Canada. The company which clears the product through customs, or on whose behalf it was cleared, should report the import. If all or any part of the amount imported is used in a product classification other than that indicated on the customs entry document, the appropriate inter-products transfer must be made (line 2). Similarly, if the product is transported to a province other than that indicated on the entry form, the proper inter-provincial transfer (lines 5 and 6) must be made after recording the import in the province of entry.

g) and h) INVENTORIES

Report all marketing inventories. The opening inventory for the reporting month should match the reported closing inventory of the previous month. Inventories should include those that result from inter-company transactions. As a consequence, if a change in title of a product has occurred (and has been reported), even if the product remains in the tanks of the "delivering" company, this product should nonetheless be reported as inventory of the "receiving" company. Inventories should not include any quantities of product linked to future production for the purpose of loan or repayment.

Revisions to Inventories:

It is noted that the inventory figures are sometimes subject to revision. When such revisions are made, respondents should be guided by the following:

- Minor adjustments of under 200 cubic metres; the opening inventory of the month following the month in error would remain unchanged, with the difference being absorbed in the losses and adjustment item for the current month.
- Major adjustments of over 200 cubic metres; the opening inventory of the month following the month in error should be reported correctly. Revised figures for the previous (incorrectly reported) month should also be provided.

i) DELIVERIES TO OTHER REPORTING COMPANIES

Report all deliveries of product to any companies listed on the reverse side of the first page of the questionnaire. Include actual deliveries emanating from sales agreements, processing agreements, exchanges, loans, etc. Exclude, however, any agreements, exchanges, loans, etc. based on future production. The quantities reported as deliveries should be credited to the province where the change in ownership occurred. In most instances, this transaction takes place at the supply point - *i.e.* Terminal or Bulk plant gates.

Details of inter-company transactions are required where the transactions are 200 cubic metres and over. On the reverse side of the product pages, please enter the names of the reporting companies involved and the amount delivered to each. For each province, the sum of these amounts should agree with line 12 entries on the front of the page.

j) EXPORTS

Report all sales of finished or unfinished products for export outside Canada credited to the province of exit. Note that any inter-provincial movement should be recorded as an inter-provincial transfer on lines 5 and 6.

k) LOSSES & ADJUSTMENTS

Report all marketing losses due to metering differences, shrinkage, spillage, etc. Include also any adjustments caused by inventory revisions.

l) OWN CONSUMPTION

Report all amounts of product produced or purchased and used in company operations. Exclude petro-chemical feedstocks shipments to own petro-chemical complexes, and own production fuels used to generate electricity, to heat office buildings and to move goods (by air, road or ship). These products should be reported on line 16 - *Net Sales in Canada*.

m) NET SALES IN CANADA

Report all sales of finished and unfinished products for the provinces where such sales have taken place.

Note: Net Sales include any Ethanol/Methanol, MTBE/ETBE (Methyl or Ethyl-Tertiary-Butyl-Ether), TAME (Tertiary-Amyl-Methyl-Ether), TBA (Tertiary-Butyl-Alcohol) and other components blended into gasoline which has been added before final sale of any motor gasoline. This line is the sum of lines 7 to 10 (Receipts from Other Reporting companies + Receipts from Other Non-Reporting Companies + Imports + Opening Inventories), and lines 2 and 5 (Transfers Inter-Products + Inter-Provincial Transfers In) LESS lines 11 to 15 (Closing Inventories, Deliveries to Other Reporting Companies, Exports, Losses and Adjustments, and Own Consumption) and LESS line 6 (Inter-Provincial Transfers Out).

This figure should thus agree with the total monthly sales, by product and province, actually made by the company, less any sales "to other reporting companies" (line 12) and less any direct exports (line 13).

n) Page 5, Line 17 - ALL SALES OF MOTOR GASOLINE THROUGH RETAIL PUMPS

Report here all sales of motor gasoline (including any ethanol/ methanol, MTBE/ETBE, TAME, TBA and other similar additives added) to retail outlets, including marinas, irrespective of the type of ownership or operation. Include own brands, subsidiary brands, or an authoritative estimate of retail sales of the respondent's jobbers, resellers, agents, etc.

Note: Any "Card-lock" (Key-lock) facility sales should not be included in this category.

Page 7, Line 17 - VOLUME OF NET SALES (low sulphur content)

Report here all sales of diesel fuel oil with sulphur content lower than 0.05%.

Page 9, Line 17 - VOLUME OF NET SALES (low sulphur content)

Report here all sales of heavy fuel oil with sulphur content lower than 1.0%.

Page 11 - TOTAL, ALL PRODUCTS

This section of the report is the sum of all products reported.

Note 1: The totals of all inter-products transfers (line 2) should add to "zero".

Note 2: The Canadian total line 5 should equal the total of line 6.

Supplement - MOTOR GASOLINE SALES: DISPOSITION OF MOTOR GASOLINE

1. SALES BY "GRADE"

Report here by grade (Premium, Mid-grade, Regular no-lead and Regular leaded) a breakdown of the net sales shown on page 5 line 16 of the motor gasoline section.

2. COMPONENTS BLENDED INTO MOTOR GASOLINE

a) Report all quantities of alcohols:

Line 6 (i) **Ethanol** – A light volatile alcohol intended for gasoline blending.

Line 7 (ii) **Methanol** – The simplest alcohol blended to increase the oxygen level in gasoline. Also called methyl alcohol, wood alcohol and wood spirit.

Line 8 (iii) **TBA (Tertiary Butyl Alcohol)** – An alcohol primarily used as a chemical feedstock, a solvent or feedstock for isobutylene production for MTBE.

b) Report all quantities of ethers such as

Line 9 (i) **MTBE (Methyl tertiary butyl ether)** – A gasoline additive produced from methanol and isobutylene used to increase the octane number and oxygen content of gasoline.

(ii) **ETBE (Ethyl tertiary butyl ether)** – A gasoline additive produced from ethanol and isobutylene for increasing the octane rating and oxygen content of gasoline while reducing its volatility. Similar to MTBE.

(iii) **TAME (Tertiary amyl methyl ether)** – An oxygenate blend stock formed by the catalytic etherification of isoamylene with methanol.

(c) Report all other blending components.

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**For help in completing this form, please contact
Randall Sheldrick at (613) 951-4804**

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ANNEX 1: PRODUCT CLASSIFICATION OF REFINED PETROLEUM PRODUCTS

The following list should be used as a guide when completing the questionnaire. As it is not feasible to list all brand names in use in the industry, this list is intended only to give a reasonable sample of product names that have been established by common use. It should be noted that, where descriptive names do not provide adequate identification, the emphasis for classification purposes has been put on the end use of the product. In cases where products have brand names that are misleading for classification purposes, or are re-brands of basic products, classification should be determined according to the basic products used, e.g. Weed Killer (Naphtha Specialties), Pole Treating Oil (Heavy Fuel), Dust Layer (Asphalt), etc.

<u>PRODUCT CATEGORY</u>	<u>DESCRIPTION</u>
1. (a) Propane and propane mixes	A normally gaseous paraffinic compound (C ₃ H ₈) extracted from refinery gases.
(b) Butane and butane mixes.....	A normally gaseous paraffinic hydrocarbon (C ₄ H ₁₀) extracted from refinery gases.
2. Petrochemical feedstocks.....	Refinery gases or other petroleum derivatives to be used as a raw material in a petrochemical complex.
3. Naphtha specialties	Industrial and commercial solvents, lighting naphtha, mineral spirits and paint thinners.
4. Aviation gasoline.....	All gasoline type fuels for piston-type aircraft engines.
5. Motor gasoline	All gasoline type fuels for internal combustion engines other than aircraft.
6. Aviation turbo fuel	All kerosene type fuels (JetA-1) for turbo-jet or straight jet type aircraft engines.
(Kerosene type)	
7. Aviation turbo fuel	All naphtha type fuels (Jet B) for turbo-jet or straight jet type aircraft engines.
(Naphtha type)	
8. Kerosene, stove oil	Kerosene, mineral lamp oil, no.1 fuel oil Stove oil (including all vapourizing burning oil).
9. Diesel fuel oil	All grades of distillate fuel sold for diesel engine use including low sulphur content (with sulphur content lower than 0.05%).
10. Light fuel oil (nos.2 and 3)	All distillate type fuels for power burners Fuel oil No. 2 (heating oil No. 2) Fuel oil No. 3 (heating oil No. 3) Furnace fuel oil Gas oils Light industrial fuel
11. Heavy fuel oil (Nos. 4, 5 and 6)	All grades of residual type fuels including low sulphur (with sulphur content lower than 1%) for both steam and diesel engines. Bunker B and Bunker C Fuel oils Nos.4, 5 and 6 Residual fuel oil.
12. Asphalt.....	Asphalt flux, asphalt primers, asphaltic saturants, bitumuls, briquetting binder, cutback asphalts, liquid or solid asphalts, oxidized asphalt, paving compounds, road oil, roofing compound, fluxes or primers.

13. Petroleum coke..... All petroleum coke included.
 (including coke from catalytic cracker) Petroleum coke is obtained mainly by cracking and carbonising of residue feedstocks, tar and pitches in processes such as delayed coking or fluid coking. The two most important qualities are green coke and calcinated coke. This category also includes catalyst coke deposited on the catalyst during refining processes: this coke is not recoverable and is usually burned as refinery fuel.
14. Lubricating oil and grease..... All oils and greases of petroleum origin manufactured or sold for lubricating purposes.
 Automotive or industrial oils which may be described as having special properties other than lubricating alone, such as brake fluids, automatic transmission oils or coolants and rust preventatives.
 Cordate oils.
15. Wax and candles All types of paraffin candles, crude scales waxes, dark raw waxes, microcrystalline wax and paraffin waxes.
16. Unfinished product..... Imports or purchases of blending agents in inventory where the end product may be in doubt.
17. Total all products Grand total of all Petroleum Products.