Please fill in both forms.

Background
The Canadian Subcommittee of the Crude Oil Quality Group (COQG) is working to create a Quick Reference Card for Alberta Crudes. The first part, which is referred to as the “Brewmasters Guide”, will list the key producers, the injection site on the Enbridge pipeline, and the production method for all major Alberta grades. The second part will focus on the key properties for these Alberta crudes. The Crude Characteristics Forms (General Properties and Distillation Results) will be used to gather data on key properties for Alberta crudes. The data will be screened and collated, and averages will be calculated. These resulting averages will be available to the public from the Crude Oil Quality Group's website (www.COQG.org).

As you will notice, the General Properties form is divided into tables. These tables represent a priority ranking, where Table 1 properties are considered necessary, Table 2 properties are considered recommended, Table 3 properties are considered good to have, and Table 4 properties are viewed as sometimes needed. We request that respondents fill all fields in Table 1 and, if possible, all fields in Table 2. Any available results for Tables 3 and 4 will also be greatly appreciated. Distillation results were also ranked as necessary, and their inclusion on a separate form is due solely to space constraints.

Confidentiality
Maintaining the anonymity of respondents while providing reliable and credible information is of the utmost importance to the COQG. The 'Data Source', 'Location' and 'Sample Date' fields have been included to prevent the duplication of identical samples and to ensure that sample results are not outdated. This information will not be presented in the Quick Reference Card, and thus will be unavailable to the public. Cut points on the Distillation Results form have been standardized to protect proprietary company information. At no point will any individual form, or the data from any single form, be available to the public. Only the crude name, crude type, and the average of the received results will be accessible.

Instructions
A drop-down menu for crude names has been included to assist with the input process. Both common names and acronyms have been included. It is also possible to input a custom entry for an unlisted crude. This, however, is not recommended as multiple samples will be required to calculate the averages for each crude.

The Density and API gravity fields on both forms have been set to calculate from each other for your convenience. As a result, you will notice a value of 1076.00 in the Density field upon opening either form. This value is calculated based on an API gravity of zero. If both Density and API gravity are available, the respondent should modify both the API gravity and the Density fields and input their results. If only Density is available, double-click on the number in the density field and input your own value. As soon as you tab away from this field, API gravity is calculated based on your inputted Density. If only API gravity is available, input the value in the API gravity box. When you tab away from the API gravity field, Density is calculated based on your inputted API gravity. Once you have modified either the API gravity or Density value in one field, the formula in that box becomes void.

Click on “Submit by Email”. Data is then stripped from the forms and the numbers (not the forms) are then emailed for collection, screening, and averaging.

Any questions or concerns regarding these forms should be forwarded to rena@crudequality.com. Thank you for your participation in the creating the Crude Oil Quality Group's Quick Reference Card.