



Methane Technology
Implementation Program

Program Guide

1.0	Introduction.....	3
2.0	Program Eligibility.....	3
2.1	Eligibility Criteria	3
2.2	Eligible Projects	4
2.3	Eligible Project Costs	6
2.4	Project Aggregation	6
3.0	Incentive Details.....	7
4.0	Program Process.....	8
4.1	Portal Registration	8
4.2	Project Application Submission	8
4.3	Project Approval and Fund Reservation	9
4.4	Project Procurement Submission	10
4.5	Project Completion Submission	10
5.0	Project Timeline Extension and Scope Changes.....	11
6.0	Quality Assurance and Privacy Procedures.....	11
6.1	Disclaimer and FOIP	11
6.2	Incentive Payment	12
6.3	Data Privacy and Storage	12
6.4	Quality Control	12
7.0	Contact Us.....	13
	Appendix 1 – Documentation Guidance for Application Submission.....	14
	Appendix 2 – Documentation Guidance for Procurement Submission.....	17
	Appendix 3 – Documentation Guidance for Project Completion Submission.....	18

The Methane Technology Implementation Program is brought to you by Carbon Connect International, funded by the Government of Alberta and supported by the Methane Emissions Leadership Alliance.

Cover photo by Janaina Spady

1.0 Introduction

The Methane Technology Implementation Program (MTIP) is designed to achieve immediate methane emissions reduction from upstream oil and gas operations while supporting the growth of Alberta's technology sector.

Through the demonstration and use of proven technologies, the program will

- reduce the regulatory compliance burden from methane emissions reduction regulations that industry will face over the coming years;
- support a made-in-Alberta approach to industry's emissions reduction performance;
- provide the industry and the provincial government with the performance metrics required to demonstrate leadership on the global stage; and
- accelerate export capacity and support the growth of Canada's technology sector.

The program is managed and administered by Carbon Connect International (CCI), who works closely with industry leaders to deliver tangible methane emissions reduction. Using a streamlined process, the program provides operators with incentives, up to 50% of the total eligible project cost, to implement projects with proven methane reduction potential. With a maximum of \$1,000,000 per operator, multiple submissions for a variety of projects can be completed. Once a project is approved by the program, incentives are paid upon two key milestones. Half the incentive, 50%, is disbursed upon procurement of project equipment, and the remaining 50% is disbursed upon project completion.

This document outlines the requirements and processes for operators and service providers interested in participating in MTIP and is intended to guide participants through the program. For the purpose of the MTIP program, a service provider means either a technology vendor or manufacturer, consultant or organization offering offset project support.

2.0 Program Eligibility

2.1 Eligibility Criteria

MTIP funding is available for upstream oil and gas operators, with opportunities for methane reduction projects that meet all of the following criteria:

- Eligible projects will be at facilities subject to Section 8 requirements set out under Alberta Energy Regulator (AER) [Directive 60](#);
- Eligible projects will be at facilities located in Alberta
- The operator has the right to install equipment at the facility for the duration of the project
- Eligible project facilities are either:
 - Part of an aggregate facility as defined in the [Technology Innovation Emissions Reduction \(TIER\) Regulation](#), OR
 - Facilities that are not regulated under TIER

Please note that facilities that are defined as “large emitters” or “opted-in facilities” under TIER, are not eligible.

For Surface Casing Vent Flow (SCVF) projects, suspended, inactive, or shut-in wells are eligible for MTIP funding only if the project results in those wells returning to Active status as defined by the AER and regulated under Directive 60

Project equipment must be new, with the exception of VRUs which may be new or refurbished, please see the Refurbished VRU Requirements document on the CCI Portal in the MTIP Documents and Templates tab. Also please note that some eligible expenses can be incurred prior to project approval; however, project construction or installation cannot occur before the project is approved.

Methane reduction projects must be retrofits (brownfield); new construction projects (greenfield) are not eligible. Greenfield means (1) a new site where previously there was no facility or (2) a facility expansion which significantly alters the footprint, capacity or function of the facility. Brownfield means an existing facility where the project is retrofit, modification or upgrade. Projects may receive additional funding from other government or TIER funding sources, including the federal government, but the combined total funding cannot exceed 100% of the total eligible project cost or as otherwise required by the other funding source. Any other approved or applied for funding sources and the amount requested or received must be disclosed upon submission of a project application. Additionally, projects that receive funding through MTIP are required to forfeit the rights to the associated environmental attributes, therefore are not eligible to later register for the [Alberta Emissions Offset System](#) or any other carbon credit entity. Participants who receive MTIP funding for a project that would like to retain the associated environmental attributes for the project, can do so by returning all MTIP funding prior to June 30, 2021 (free of interest). If all MTIP funding is not returned by this date, the participant continues to forfeit any rights to associated environmental attributes.

For a detailed list of eligibility and program criteria please see the MTIP Terms and Conditions located in the Documents and Templates tab on the MTIP Portal. A Pre-Qualification Survey must be completed with every project application submission.

2.2 Eligible Projects

Eligible projects will reduce methane emissions through system or equipment upgrades. To ensure the program is streamlined and efficient, there are pre-screened technologies with proven methane emissions reduction potential which are eligible for funding. These technologies are listed below. Only these project types are eligible through the standard MTIP project process, though unique project types not listed here will be considered with the submission of the Eligible Technology Application. Please note that this list will be updated from time to time.

Although a project may fall into one of the listed eligible project types, each application will be evaluated for eligibility individually. Consideration will be made on the abatement cost of the project, specifically the life-time abatement cost for projects must be below \$50/tonne CO₂e to be eligible for funding. The abatement cost threshold values may be updated from time to time. CCI reserves the right to approve or reject projects at our discretion based on project specific GHG abatement cost evaluation.

Projects must involve new equipment only, with the exception of VRUs which may be new or refurbished, please see the Refurbished VRU Requirements document on the CCI Portal in the MTIP Documents and Templates tab.

Each project application can only include one project type. If there are multiple project types being installed at a single facility, each project type must be submitted in a separate project application. Multiple units of the same technology can be combined into one application. Also, projects of the same type but at different facilities can be aggregated into one application, see section 2.4 for details on project aggregation.

Eligible Project Types

Pneumatic Devices

- 1a - Pneumatic Devices Electrification (including instruments, actuators, VFDs, motors, chemical injection pumps)
- 1b - High Bleed Pneumatic Instruments Conversion to Low Bleed Pneumatic Instruments ** **UPDATE:** Conversions from high to low bleed will no longer be eligible for MTIP funding effective January 31, 2022 (no approvals for this Program Type will be granted after this date).
- 1c - Instrument Gas to Instrument Air Conversion
- 1d - Vent Gas Capture from Pneumatic Devices

Hydrocarbon Storage Tanks

- 2a - Hydrocarbon Storage Tank Vapour Destruction in Clean Combustor
- 2b - Hydrocarbon Storage Tank Vapour Recovery Unit
- 2c- Tank Destruction Emissions Elimination Using Vapour Recovery

Compressors

- 3a - Compressor Vent Gas Utilization and Destruction
- 3b - Compressor Vent Gas Conservation
- 3c - Compressor Destruction Emissions Elimination

Other & Non-Routine

- 4a - Vent Gas Reduction from Desanders
- 4b - Surface Casing Vent Gas Flow and Gas Migration

Casing Gas

- 5a - Casing Gas Capture and Destruction in a Clean Combustor
- 5b - Casing Gas Conservation
- 5c - Casing Gas Capture with Separation Process and Destruction
- 5d-Casing Gas Destruction Emissions Elimination

ERF Approved Elimination Projects

Greenhouse Gas (GHG) emissions must be quantified for each project and compared to baseline conditions. Details on the calculations and specific eligibility details associated with each project type can

be found in the GHG Emissions Quantification Methodology for each listed project type, which are located in the Documents and Templates tab on the MTIP Portal.

Other technologies not listed above may be considered for funding through MTIP. To receive funding for other technologies, an application for the technology must be submitted to CCI for review. Service providers, vendors or operators may apply for other technologies. The application will be evaluated and, if successful, the technology will be added to the list of eligible project types. The program will not qualify an individual vendor or service provider. The Eligible Technology Application, located on the MTIP program website, provides a list of criteria required for the approval of other technologies, along with the application form that needs to be submitted. For any questions about eligible project types or how to submit an application for other technologies, please contact info@carbonconnectinternational.com.

Project Type 1b – High Bleed Pneumatic Instruments Conversion to Low Bleed Pneumatic Instruments will no longer be eligible for MTIP funding effective January 31, 2022. That is, approvals for Project Type 1b will continue until January 31, 2022, beyond which no approvals will be granted for this project type.

2.3 Eligible Project Costs

For projects to be eligible, no costs should have been incurred prior to January 1, 2020. Costs incurred between January 1, 2020 and September 25, 2020 cannot be included in the total eligible project costs, which determines the incentive amount. Eligible costs include, but are not limited to, Front End Engineering Design (FEED), project equipment, construction equipment, and labour. No more than 10% of total eligible costs can be from FEED costs and no more than 2% of the total eligible costs can be from in-kind services. Ineligible costs include GST/PST and costs incurred prior to the timeframe outlined above. For a full list of the eligible and ineligible project costs, please see the Project Cost Summary Eligible and Ineligible document found on the Documents and Templates tab on the MTIP Portal.

Project approvals for MTIP will continue until September 30, 2022, or until funds have been reserved in full, beyond which no project approvals will be granted. Project applications should be submitted for approval well in advance of this date to allow sufficient time for application review and approval. All approved MTIP projects must be completed by March 31, 2023. Absolutely no extensions will be granted beyond this date. Please note that MTIP projects still have a maximum timeframe of 6 months from project approval to completion. For MTIP, some expenses can be incurred prior to project approval, including front-end engineering design, flow rate measurements, gas composition analysis and ordering of project equipment. However project construction or installation cannot occur before the project is approved. Please note that incurring cost prior to project approval is always a risk as project approval is not guaranteed. If you have any questions about project eligibility or the approval process please contact us at info@carbonconnectinternational.com

2.4 Project Aggregation

Projects for a single operator can be aggregated, provided they are located in the same municipality and are of the same project type. For example, where multiple high to no bleed conversions are happening across multiple well pads for the same operator in the same municipality, those projects can be aggregated and submitted in one project application. Note that on all applicable program documentation (schedule, project cost, quotes/PO summary, etc.), information must be separated by LSD and Facility ID (as listed in Petrinex). However, GHG emissions quantification calculations can be done in aggregation, but must also include the LSD and Facility ID (as listed in Petrinex) for each installed device or technology. Assumptions and calculations may be different for each project, but all assumptions used for the calculations must be clearly listed and include proper justification for the values used. See the GHG Emissions Quantification Methodology and sample calculations for the eligible project type, located in the Documents and Templates tab on the MTIP Portal, for more information about project eligibility and GHG emissions quantification procedure.

3.0 Incentive Details

MTIP incentives are available for upstream oil and gas operators who wish to implement methane emissions reduction projects at their sites located in Alberta. The program provides operators with incentives of up to 50% of the total eligible project cost. There is a maximum of \$2,000,000 available per operator, which can be dispersed among multiple projects. There is a total eligible project cost minimum of \$20,000 (or \$10,000 in incentives). Smaller projects may be considered for funding, but project aggregation is encouraged to meet the minimum eligible incentive value. Incentives are paid out at two milestones: 50% of the incentive at completion of project procurement and 50% of the incentive at final project completion. A full list of eligible project costs can be found in the Documents and Templates tab on the MTIP Portal.

Upon completion of either of the two milestones, submission of all required documentation, and approval of the submission by the program, the operator will be notified to submit their Electronic Fund Transfer (EFT) details for payment. Unless consent is granted to continue to hold the banking information using an Information Retention Consent Form. Payments can only be made to the operator. EFT details will be deleted once the payment for the procurement submission is made and will need to be resubmitted for final project completion submission. Payments will be made within 15 business days. For information about the privacy procedures, see section 6.0.

When a project is approved, an offer letter will be sent to the operator indicating the total incentive amount approved for the project. If the project cost changes from the initial submission, adjustments to the total incentive amount will be made at the project completion payment and will not exceed the total incentive amount indicated on the offer letter. If there are any other funding sources associated with the project, adjustments to the total incentive amount will be such that the combined total incentive is no more than 100% of the total eligible project cost, or as otherwise limited by the other funding source. Any changes to the total project cost due to changes in the scope of the project must be communicated to the program immediately. For details about project timeline extensions and changes to project scope, see section 5.0. Major changes may require submission of a new project application and would go through the approval process again. Examples of adjustments to the final incentive amount:

Example 1: Total eligible project cost in the application submission is \$200,000, then the total approved incentive on the offer letter is \$100,000. If at the final project submission total eligible project costs are now \$220,000, then

Procurement payment: \$50,000

Final payment: \$50,000

Example 2: Total eligible project cost in the application submission is \$200,000, then the total approved incentive on the offer letter is \$100,000. If at the final project submission total eligible project costs are now \$180,000, then

Procurement payment: \$50,000

Final payment: \$40,000

The MITP incentive maximum has been increased from \$1 million to \$2 million per operator. Operators whose incentives were previously capped at \$1 million will be eligible to receive funds up to the new maximum of \$2 million.

4.0 Program Process

4.1 Portal Registration

To participate in MTIP, the first step is to register for an account on the MTIP Portal, located on the Programs tab of the CCI website. Each user will need an account to be able to view and submit project applications. Registration can be done as either an operator or service provider, and company information will be input at the first stage of registration. Once a user registers for an account, they will be asked to confirm their email address.

Notification of the registration of a new user to the MTIP Portal will be sent to the program team, who will then activate the account. Once the account is activated, the user will have full access to the MTIP Portal. The first time the user logs in into the MTIP Portal, they will be asked to acknowledge a disclaimer. For more information about the disclaimer, please see section 6.1. The MTIP Portal provides access to all program documentation, such as the MTIP Sample Offer Letter and Terms and Conditions, GHG Emissions Quantification Methodology and Sample Calculations for each project type, as well as submission templates, such as the Confirmation of Relationship Form, Fund Allocation Confirmation Form, Eligible Project Costs Workbook, and Commissioning Report Requirements. Participants will also be able to submit project applications, view and track projects submitted by their company, and contact their technical reviewer directly with any questions.

4.2 Project Application Submission

Project applications are submitted through the MTIP Portal. Applications may be submitted by either an operator or service provider. If a service provider is applying or submitting documents on behalf of an operator, the operator must sign the Confirmation of Relationship form, located on the Documents and Templates tab on the MTIP Portal, confirming their involvement in the project, and the form must be submitted with the project application. All required documents must be submitted through the portal. A full list of required documents, file formats, and naming conventions for application submission can be found in [Appendix 1](#). For help with submitting documentation or questions about program requirements, please contact info@carbonconnectinternational.com.

When a new project application is initiated, a project ID is automatically generated and assigned to the project, and the Pre-Qualification Survey must be then completed to confirm project eligibility. Once the survey is complete, additional users from either the operator or service provider company can be added to the project. When a user is added to a project, a notification email will be sent for them to either register for an account or login to their account if they already have one. Users from the service provider can only view projects they have initiated or have been added to. Users from an operator can see all projects submitted for their company upon request, however by default can only view projects they have initiated or have been added to.

Once all project documents are uploaded, the application can be submitted. Before the application is submitted, the user will be asked to certify that all information provided is correct and accurate. At this point all the input fields in the portal will be locked and no further edits can be made. A technical reviewer will then be assigned to the project and will be the main point of contact for the duration of the project. Projects will be reviewed within 20 business days once all project requirements are met. If there is missing or inconsistent information, there may be delays in the review process.

The technical reviewer will contact the assigned primary point of contact if any additional information is required. If the participant is unresponsive for an extended period (two months), the application may be cancelled by the technical reviewer. A warning of the cancellation will be sent to all users in advance. If the project is cancelled and the participants wish to proceed with the project, a new application will need to be submitted.

4.3 Project Approval and Fund Reservation

Once the technical review is complete, an email notification will be sent to all users regarding the outcome of the review (approved or rejected). If the project is approved, the operator will be notified to sign the offer letter and the program Terms and Conditions, which will be available on the MTIP Portal. The offer letter and Terms and Conditions must be signed by the operator and uploaded to the portal within 10 business days.

The date when offer letter is signed, is the effective start date of the project. The offer letter will also outline the forecasted project completion date. Projects are allowed no more than six (6) months for completion from the effective start date. Funding for the project will be reserved from the effective start date to the project completion date listed on the offer letter. Extensions to this date may be considered on a case-by-case basis, but requests must be made prior to the project completion date. For any changes

to the scope of the project, the program must be notified immediately. For details about project timeline extension and changes to the scope of the project, please see section 5.0. Major changes may require submission of a new project application and would go through the approval process again. Once the offer letter, Terms and Condition are signed, the project can commence. At this point, the technical reviewer will regularly check in on the progress of the project with the participant.

4.4 Project Procurement Submission

The project incentive is paid out at two milestones: after completion of project procurement and after project completion. The project procurement submission happens once all equipment is in the possession of the operator and is ready to be installed. To receive payment at this stage, all required documentation must be submitted through the MTIP Portal. The operator or service provider on behalf of the operator can submit these documents. A full list of required documents, file formats, and naming conventions for the project procurement submission can be found in [Appendix 2](#).

Once all documents are submitted, the user will be asked to certify that all information provided is correct and accurate. At this point, the input fields in the portal will be locked and no further edits can be made. The technical reviewer will then begin the review process. The review will be completed within 20 business days once all project requirements are met. If there is missing or inconsistent information, there may be delays to the review process. The technical reviewer will contact the assigned primary point of contact if any additional information is required.

Once the procurement submission is approved, the portal status will be updated, and an email notification will be sent to all users. An email notification will also be sent to the operator directing them to upload a direct deposit form for EFT to the MTIP Portal. Incentives are only paid to the operator. Once the payment is made, all banking information will be deleted from CCI's records. Payments will be made within 15 business days. For information about the privacy procedures, see section 6.0.

4.5 Project Completion Submission

Once the equipment is installed, the project completion documents must be submitted for processing of the final incentive payment. All documentation must be submitted by the project completion date stated in the offer letter. Extensions to this date may be considered on a case-by-case basis, but requests must be made prior to the project completion date. For details about project timeline extensions or changes to the project scope, please see section 5.0. Email notifications will be sent to all users associated with the project one (1) month and two (2) weeks before the project completion date. A full list of required documents, file formats, and naming conventions for the project completion submission can be found in [Appendix 3](#).

Once all documents are uploaded and submitted, the user will be asked to certify that all information provided is correct and accurate. At this point, the input fields in the portal will be locked and no further edits can be made. The technical reviewer assigned to the project will then begin the review process. The

review will be completed within 20 business days once all project requirements are met. If there is missing or inconsistent information, there may be delays in the review process. The technical reviewer will contact the assigned primary point of contact if any additional information is required.

Once the project completion submission is approved, the portal status will be updated, and an email notification will be sent to all users along with a satisfaction survey. An email notification will once again be sent to the operator directing them to upload a direct deposit form for EFT to the MTIP Portal. Incentives are only paid to the operator. Once the payment is made, all banking information will be deleted from CCI's records. Unless consent is granted to continue to hold the banking information using an Information Retention Consent Form. Payments will be made within 15 business days. For information about the privacy procedures, see section 6.0.

5.0 Project Timeline Extension and Scope Changes

Projects are allowed a maximum of six (6) months from project approval to project completion. However, project timeline extensions may be considered on a case-by-case basis. Requests for timeline extension must be made one (1) month prior to the completion date outlined in the offer letter. A maximum of six (6) months may be added to the project timeline. An updated project schedule and reasons for the extension must be submitted along with the project timeline extension request. All approved MTIP projects must be completed by March 31, 2023. Note that absolutely no extensions will be granted beyond this date.

Any changes to the scope of the project must be notified to the technical reviewer immediately. If the change to the scope includes any change to the project type, the current application must be withdrawn, and a new application must be submitted. If there is a change in the size of the scope, an expansion or reduction of the current project type, a new application may be required. However, an explanation of the change must be provided with the notification, and additional documentation may be requested by the technical reviewer. If the incentive amount is affected, there is no guarantee that additional funding will be available. Please contact us at info@carbonconnectinternational.com if you have any questions about project timeline extensions, scope changes, or changes to the project size.

6.0 Quality Assurance and Privacy Procedures

6.1 Disclaimer and FOIP

When registering for the MTIP Portal, each participant user is required to acknowledge and accept the disclaimer before proceeding. When accepting the disclaimer, the participant, on behalf of their

organization, acknowledges that the Freedom of Information and Protection of Privacy (FOIP) Act applies to all information and records provided. Additionally, the participant acknowledges that this information and data may be subject to disclosure under the FOIP Act. CCI will ensure that all information and data comply with the Terms of the Act. More information about FOIP and the Terms in the Act can be found [here](#). The disclaimer also includes an acknowledgement that the participant understands the eligibility criteria for participation in the program. For any additional information, please contact info@carbonconnectinternational.com.

6.2 Incentive Payment

MTIP is designed to allow operators or service providers, on behalf of operators, to submit applications and project documentation through the MTIP Portal. This design is intended to ensure participation in the program is streamlined and efficient. However, payment of incentives can only be made to the operator. Incentive payments are done at two milestones in the program, at approval of the procurement submission, and approval of the project completion submission. Once the program approves either of these submissions, the user assigned to the project from the operator will receive an email notification to submit a direct deposit form for EFT to the MTIP Portal. Payments will be made within 15 business days of the form submission, following which all banking information will be deleted from CCI's records. The direct deposit form will have to be complete for both incentive payment milestones separately. The participant may, however, choose to grant consent to CCI to hold the banking information for the duration of the project or the program by using an Information Retention Consent Form.

6.3 Data Privacy and Storage

All documents and information submitted through the MTIP Portal will be stored for 5 years from the project completion date in a secured location. Individual data will be confidential and will not be shared outside of CCI, except for when required by the Government of Alberta or its assignee. Data will be subject to relevant privacy and transparency legislation. Raw or aggregate data may be used in a manner such that the participant is unidentifiable.

6.4 Quality Control

Following the MTIP Terms and Conditions, the Government of Alberta or an agent acting on its behalf, such as, but not limited to, the Government of Canada, the Alberta Energy Regulator, or CCI, reserves the right to complete site verification of select projects for up to 5 years after the offer letter is signed. Site verification is one of the methods the program uses to ensure quality control of submitted documentation and project implementation. Notification of an upcoming site verification will be given at a minimum of 7

calendar days prior to the visit, and coordination will be done with the assigned point of contact from the operator for the project. The site verification will be completed by a CCI team member or a member of the agency acting on behalf of Government of Alberta, who will follow all Health and Safety procedures required by the site as discussed and outlined prior to the visit. All visits will be documented and require sign off by an active site representative.

7.0 Contact Us

All participants, operators, service providers, or parties interested in MTIP are welcome to submit inquiries or feedback to

Email: info@carbonconnectinternational.com.

Initial responses to inquiries will be addressed within 2 business days.

On behalf of everyone at Carbon Connect International, thank you for your interest and participation in MTIP.

Appendix 1 – Documentation Guidance for Application Submission

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Project Schedule	The project schedule must include the start date, arrival date of equipment, and estimated completion date. Please note that there is a maximum project duration of 6 months from project approval. If aggregating projects, include each facility in the project schedule. All projects must be completed by December 31, 2022 – absolutely no extensions beyond this date will be granted. Please note that MTIP projects still have a maximum timeframe of 6 months from project approval to completion.	ABXXXXXX-Project Schedule	Excel, PDF	No
Total Eligible Cost Estimate	<p>Please fill out the Eligible Project Costs Workbook, located in the Documents and Templates tab on the MTIP Portal, for all project cost tracking. Only fill out all applicable estimates in the workbook, the columns highlighted in green, at this stage. Actual costs will be added at the project procurement and completion stages.</p> <p>If aggregating projects, separate the costs for each facility. Please see the Project Cost Summary Eligible and Ineligible document located in the Documents and Templates tab on the MTIP Portal for details about eligible and ineligible costs.</p>	ABXXXXXX-Total Cost Estimate	Excel	Template and Guidance Document

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Confirmation of Relationship Form	Operator or service providers, on behalf of operators, can submit applications. However if a service provider is submitting documents or applications on behalf of an operator, the Confirmation of Relationship Form , located in the Documents and Templates tab on the MTIP Portal, must be filled out, and then signed by a representative from the operator with signing authority. If multiple service providers are submitting documents for the same project, each service provider must submit a separate form.	ABXXXXXX-Confirmation of Relationship Form-[insert service provider name]	Signed PDF	Template
Funding Allocation	Documentation declaring capital is allocated for the project must be submitted. This document must be signed by a project manager or higher from the operator. The declaration is a necessity due to market volatility. The Funding Allocation Confirmation Form located in the Documents and Templates tab on the MTIP Portal or an equivalent document may be used.	ABXXXXXX-Funding Allocation	Signed PDF	Template
Project Quotes	Project quotes for all equipment and all labour costs must be submitted. Quotes should clearly outline each cost and be broken down by facility (if project is aggregated). Please combine into one PDF if possible.	ABXXXXXX-Project Quote-[insert description]	PDF	No
Manufacturer Specification Sheets	When available, manufacturer specification sheets or data sheets must be provided. Please combine into one PDF if possible.	ABXXXXXX-Data Sheet-[insert description]	PDF	No

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
GHG Emissions Estimates	<p>GHG emissions estimates must be calculated following the GHG Emissions Quantification Methodology documents located on the MTIP Portal. Most of the eligible technologies have a specific document to help with the calculations. All assumptions and any support documentation for assumptions, when no default value is available or the default value is not used, must also be provided. Provide the LSD locations, Facility IDs, and UWIs (when applicable).</p> <p>1b – High Bleed Pneumatic Instruments Conversion to Low Bleed Pneumatic Instruments will no longer be eligible for MTIP funding effective January 31, 2022.</p> <p>Mandatory support documents:</p> <ul style="list-style-type: none"> • For tank clean combustor and tank VRU: the gas composition analysis (mass) • For compressor vent gas and utilization: the compressor seal test measurement • For surface casing vent flow and gas migration: the vent flow measurement 	<p>ABXXXXXX-GHG Emissions Estimates for [insert eligible technology type]</p> <p>ABXXXXXX-GHG Emissions Support Document-[insert description]</p>	Excel, PDF	Guidance Document
Declaration of Other Funding Sources	<p>Fund stacking is allowed; however, the total combined funding received for the project cannot exceed 100% of the total project cost. Any other funding source that has been applied for or received must be provided with the application. The Declaration of Other Funding Sources Form, located in the Documents and Templates tab on the MTIP Portal, must be filled out, and then signed by a representative from the operator with signing authority. If multiple funding sources exist then can be noted on the same form, if not enough room is present please submit a separate form. This is a mandatory document.</p>	ABXXXXXX-Declaration of Other Funding Source	Signed PDF	Template

Appendix 2 – Documentation Guidance for Procurement Submission

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Proof of Purchase	<p>The following are acceptable formats as proof of purchase:</p> <ul style="list-style-type: none"> • Purchase Order (PO) signed by the issuer • Invoice • Authorization for Expenditures (AFE) number with listed expenses 	ABXXXXXX-Proof of Purchase-[insert description]	PDF	No
Photos	<p>Photos of the equipment must be provided once it has arrived and is in possession of the operator. Photos must be high resolution and should clearly show the nameplate with the serial number. Multiple photos may be submitted. Maximum file size is 15 MB. If aggregating projects, please include photos of each facility.</p>	ABXXXXXX-Procurement Photo-[insert description]	JPEG, PNG, PDF	No
Total Eligible Cost Summary	<p>Please update the Eligible Project Costs Workbook with the purchase order number/invoice number/AFE number, date received, cost, and serial number, as applicable. If aggregating projects, separate the costs for each facility.</p>	ABXXXXXX-Cost Summary	Excel	Template
Material Receiving Report	<p>If the facility has a material receiving report, please attach the report here. If available, please include the packing slip that has been received. This must be signed and dated by the person responsible for receiving the materials. This is not a mandatory document.</p>	ABXXXXXX-Material Receiving Report	Signed PDF	No
Vendor Documents	<p>Any technology specific documentation provided by the vendor. This will include anything other than datasheets associated with the technology. Please combine into one PDF if possible. This is not a mandatory document.</p>	ABXXXXXX-Vendor Documents	PDF	No

Appendix 3 – Documentation Guidance for Project Completion Submission

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Final Project Schedule	Please provide an updated schedule with actual dates of each key milestone including the start date, installation date, and project completion date, if different. If aggregating projects, include each facility in the project schedule.	ABXXXXXX-Final Project Schedule	Excel, PDF	No
Final Eligible Cost Summary	Please update the Eligible Project Costs Workbook with all final project costs. All columns highlighted in orange must be filled out and finalized. If aggregating projects, separate the costs for each facility. The serial number of installed equipment must be provided in the Excel file along with the Facility ID and LSD where the equipment is installed.	ABXXXXXX-Final Cost Summary	Excel	Template
Proof of Payment	<p>Proof of payment must be submitted for all payments made. The total payments must match the amount in the Final Eligible Cost Summary. The following are acceptable formats for the proof of payment:</p> <ul style="list-style-type: none"> • Copy of the payment cheque • Invoice with a dated paid stamp • Receipts <p>Each document must be signed by an authorized signatory. Other proof of payment may be accepted, please contact your technical reviewer.</p>	ABXXXXXX-Proof of Payment-[insert description]	Signed PDF	No

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Final GHG Emissions Calculations	<p>Please submit the final GHG emissions calculations with the final project conditions, following the GHG Emissions Quantification Methodology guidelines found in the Documents and Templates tab on the MTIP Portal. Please make sure to highlight and provide a description of any changes that have occurred.</p> <p>All assumptions and any support documentation for assumptions, when no default value is available or the default value is not used, must also be provided. Provide the LSD locations, Facility IDs, and UWIs (when applicable).</p>	ABXXXXXX-Final GHG Emissions Calculations for [insert technology type]	Excel, PDF	Guidance Document
	<p>Mandatory support documents:</p> <ul style="list-style-type: none"> • For tank clean combustor and tank VRU: the gas composition analysis (mass) • For compressor vent gas and utilization: the compressor seal test measurement • For surface casing vent flow and gas migration: the vent flow measurement 	ABXXXXXX-GHG Emissions Support Document-[insert description]		
Installation Documentation	Any additional documents that verifies installation has been completed and accepted. This is not a mandatory document.	ABXXXXXX-Installation Documentation	PDF	No
Photos	Please provide photos of the installed equipment. Photos must be high resolution, timestamped, and show that the equipment is electrified and operational. Multiple photos may be submitted. Maximum file size is 15 MB. If aggregating projects, please include photos of each facility.	ABXXXXXX-Completion Photo-[insert description]	JPEG, PNG, PDF	No

Document Name	Requirement Description	File Naming Convention	Acceptable Format	Available Template or Guidance Document on MTIP Portal
Commissioning Report	A commissioning report must be submitted outlining when the equipment was installed and confirming that it is operational. Please follow the Commissioning Report Requirements found in the Documents and Templates tab on the MTIP Portal. The commissioning report must be signed by the superintendent or equivalent. A single commissioning report can be completed for all facilities.	ABXXXXXX-Commissioning Report	PDF	Guidance Document