

# RECEIPT POINT CHANGE FORM

For changes to: Flow Rates, Piping, Ownership, Deactivation/Reactivation  
Measurement Equipment, Analyzers, PC/OPP and Communications



Please submit completed form to the Tie-in Coordinator [christina.lynch@enbridge.com](mailto:christina.lynch@enbridge.com) and [meastechservices@enbridge.com](mailto:meastechservices@enbridge.com)

Section A Site Information		
Company Name:		Address:
Project Manager:		Phone: Email:
Field Contact:		Phone: Email:
Receipt Point #:	In-Service Date (yyyy-mm-dd):	New Flow Rate:
Equipment Location (LSD/UTM):		
Change Description:		

Section B Enbridge System		
<input type="checkbox"/> T-North	<input type="checkbox"/> T-Central	<input type="checkbox"/> T-South

Section C Status or Equipment Change		
Ownership Change:	<input type="checkbox"/> No <input type="checkbox"/> Yes	New Owner:
RP Deactivation:	<input type="checkbox"/> Temporary (< 12 months of no flow)	<input type="checkbox"/> Permanent
	Reason for deactivation:	
	Are there any third-parties flowing through your sales lateral pipeline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is this a Swing site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is this a full or partial deactivation? <input type="checkbox"/> Full <input type="checkbox"/> Partial	
Is all weather access available to site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
RP Reactivation:	<input type="checkbox"/> Resume Flow (< 12 months of no flow)	<input type="checkbox"/> Reactivation (≥ 12 months of no flow)
Metering / EFM:		
RTU / Analyzers:		
PC/OPP:		
Communications:		
Sample Points:		
Other:		

**Before Enbridge can proceed, the customer must complete and sign the following to authorize work and cover possible costs incurred by Enbridge (there are no charges for deactivations):**

\_\_\_\_\_ has requested an inspection of its site at \_\_\_\_\_.  
(Company Name) (Location)

Enbridge will invoice \_\_\_\_\_ for Enbridge's field time and expenses associated with the inspection.  
\_\_\_\_\_ will pay such invoice within 30 days of receipt.  
(Company Name)

While Enbridge will endeavor to keep costs to a minimum, they will vary based on distance of the Receipt Point from the Enbridge office, travel methods, etc. Should Enbridge, at its discretion, use a contractor, a 15% surcharge will apply.

Agreed and Accepted by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized Signatory)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Information (only for clients who require electronic invoicing)		
Which electronic invoicing system do you use?	<input type="checkbox"/> Open Invoice	<input type="checkbox"/> Cortex

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## Receipt Point Change Form Instructions

- Enbridge must receive a signed copy of this form prior to completing any work.
- Enbridge will typically not charge for any work resulting from the deactivation of a Receipt Point.
- For assistance completing this form, please contact the Tie-in Coordinator at 587-357-2795 or email [christina.lynch@enbridge.com](mailto:christina.lynch@enbridge.com) and [meastechservices@enbridge.com](mailto:meastechservices@enbridge.com)

## Section A

## Site Information

- Complete all necessary fields.

## Section B

## Enbridge System

- Select the appropriate region of the transmission system.

## Section C

## Status or Equipment Change

- Fill out the necessary fields based on the RP Change that is being requested.
- Third-parties are other sites sharing the sales lateral pipeline for delivery onto an Enbridge system.
- Swing site is a site that has a separate connection to deliver onto another system other than Enbridge.
- Full deactivation consists of a complete site shut-in (i.e., entire site is no longer in service).
- Partial deactivation could involve the removal of a single meter run (i.e., remaining site is still in service).
- Resume flow is permitted if the site has delivered to Enbridge within the last 12 months.
- Reactivation is required if the site has not flowed to Enbridge in more than 12 months.

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