



## **Site-id Catalog**

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**EPCOR Distribution and  
Transmission Inc.**

**September 11, 2008**



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## Site ID catalogue (SID)

### Process Rules

Maintaining the catalog of site identification numbers (site IDs), Load Settlement Agent identification numbers (LSA IDs) and service addresses is a WSP responsibility. This catalog is referred to in other documents as the “phone book” or “site directory”

EPCOR is providing the WSP services to the EPCOR Distribution and Transmission Inc. service area. EPCOR Distribution and Transmission Inc. will publish the Site-id Catalog, on EPCOR’s web page at [www.epcor.ca](http://www.epcor.ca).

### Updates

The Site Directory file will be replaced every business day with an updated version. The daily updated catalogs will include all existing, new and updated sites for the respective service area.

### Contents of the Site Directory

- a) The SID is an electronic file in CSV format.
- b) No commas are permitted within a field. Abbreviations used in addressing Schemes follow the English language version of Canada Post standards.
- c) The SID file is to be refreshed monthly at a minimum.
- d) Transport/delivery is at the discretion of each WSP.
- e) WSP’s have an obligation to provide a Site ID and location information for all sites to which they provide delivery services in the SID file format.
- f) WSP may use multiple methods to identify location, but at least one of the addressing schemes must be populated in enough detail so as to disclose the location of the site. For example, if an apartment number exists as a part of the Urban Addressing Scheme, it is required to be provided. That is, a WSP may choose the “Urban Addressing Scheme”, the “Rural Addressing Scheme”, or the “LEGAL Addressing Scheme”, and must provide all of the information within that scheme that is normally required to identify the site’s location. If information is available to populate more than one addressing scheme for the same site, WSP’s may do so.

Field Sequence	Process Requirement	Element	Datatype / Size	Description
1	Basic Site Info. Fields 1 through 7	Transaction Abbreviation	'SID'	Abbreviation for the transaction name
2		Transaction Date time	Date time format	Date the transaction was created
3		MDM ID	MDM ID format	MDM for the site.
4		WSP ID	WSP ID Format	WSP for the site. (sender)
5		Settlement ID	Settlement ID format	LSA for the site.
6		Site ID	Site ID format	See definition in Universal Standard section of this document
7		Municipality	Varchar(50)	Name of the municipal entity to which MCAF or franchise fees apply for the site.
8	Urban Addressing Scheme. Fields 8 through 16.	<b>Optional within the scheme.</b> Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g., BACK, BASEMENT
9		<b>Optional within the scheme.</b> Unit Number	Varchar(6)	Apartment number, etc.
10		<b>Required within the scheme.</b> House Number	Varchar(6)	
11		<b>Optional within the scheme.</b> Street Pre-Direction	Varchar (2)	Standard direction codes (N, W, SW, etc.) which appear in front of the Street Name, e.g., W Georgia ST
12		<b>Required within the scheme.</b> Street Name	Varchar(50)	If street name is a number, include the digit, not the spelled out name
13		<b>Optional within the scheme.</b> Street Type Code	Varchar(8)	Valid Canada Post Codes are required
14		<b>Optional within the scheme.</b> Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the Street Name, e.g., Millwoods RD W
15		<b>Optional within the scheme.</b> City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city
16		<b>Required within the scheme.</b> City/town Name	Varchar(30)	Usual name of the City, town, village, etc.
17	Rural Addressing	<b>17 OR 19</b> required within the scheme. Legal Subdivision Code (LSD)	Varchar(2)	Sections are divided into four quarters or into sixteen legal sub-divisions. They are numbered from 1 to 16.
18		<b>Optional within the group if 16 used,</b> otherwise not used. LSD Quadrant	Varchar(1)	LSD's are divided into four quadrants, A,B, C, and D

Field Sequence	Process Requirement	Element	Datatype / Size	Description
19	<b>17 OR 19</b> required within the scheme.	Quarter Section Code	Varchar(2)	Quarters divide each section into 4 pieces: NE,NW, SE, SW This field may optionally be used for RL – “River Lot” or SL – “Settlement Lot” or SV – “Summer Village”
20	<b>Optional if 19</b> Used, otherwise, not used.	Lot	Varchar(6)	A lot number to identify a lot within a Quarter Section Code (of RL/SL/SV).
21	<b>Required within the scheme.</b>	Section	Number(2)	Sections are divided into four quarters or into sixteen legal sub-divisions. They are numbered from 1 to 36.
22	<b>Required within the scheme.</b>	Township	Number(3)	Townships are numbered from south to north starting at the U.S. border. They are numbered from 1 to 129 and 141. Each township is 6 miles (~10 kilometers) wide.
23	<b>Required within the scheme.</b>	Range	Number(2)	Ranges are numbered from east to west Starting from each meridian. They are Numbered 1 to 34. Each range is 6 miles (~10 kilometers) wide.
24	<b>Required within the scheme.</b>	Meridian	Varchar(1)	A Meridian defines a block of land between an east and west boundary. For Alberta, the Meridian is 4, 5, 6 with 4 being the Saskatchewan border, 5 running just east of the Calgary Airport and 6 being just east of Jasper. The “W” is implied.
25	<b>Optional within the scheme.</b>	Rural House Number	Varchar(4)	A house number. This is Sometimes used in First Nations Reserves to identify unique residences within the Rural Scheme.
26	<b>Required within the scheme.</b>	Lot	Varchar(6)	Defines a lot within a city block.
27	<b>Optional within the scheme.</b>	Lot Range ID	Varchar(5)	
28	<b>Required within the scheme.</b>	Block	Varchar(5)	Defines a city block within a plan.
29	<b>Required within the scheme.</b>	Government Plan ID	Varchar(8)	For urban areas, a plan defines an area within a city, usually a community.
30		Area Name	Varchar(20)	Oilfield name, subdivision name, etc.
31		Cluster Correlation Key	Number(6)	Optional. Identifies a grouping of sites which are normally handled jointly as regards enrollment.
32		Unformatted Address	Varchar(65)	Address information that does not fit Canada Post standard rules.
33		Site Reference	Varchar(50)	Supporting helpful information