SITREP Quick Start Terminal Operator Guidance: ANNEX B

STEP 1. Log on to <https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login>

STEP 2.From your work basket click on Edit Report

STEP 3. Complete your contact details (DECC or your TGL will use these details to make contact with you if they have any questions).

STEP 4. Complete Forecast Availability or Delivery Information using instructions on the screen i.e.

For UKCS producing fields, provide forecast gas production availability (not nominations) taking account of any problems

For LNG Import terminals, provide forecast maximum gas delivery and duration taking into account current stock levels and anticipated tanker deliveries

For Pipeline Import Terminals, provide operational availability of the facilities in terms of maximum gas flow rate

For Gas Importers, provide daily booked volumes

For Oil Terminals, you do *not* normally need to enter any production quantities but you should provide information about any constraints or issues that might impact on associated gas production

STEP 5 Complete formation under Additional Production or Delivery Capabilitytelling us aboutany constrains production or delivery capability and if there is any scope to increase production or delivery e.g. non-essential maintenance due to be carried out but could be delayed.

STEP 6 (Optional) If the incident directly affects your terminal, please provide DECC with a summary of the current incident. Please give brief details of any operational problems or potential problems identified. What action has been taken to mitigate the effects of any problem(s)? Are there any mitigation measures that could be taken by the Government or any other third party? If the current incident does not relate to your terminal, please put N/A in the **\*Summary** box

STEP 7 (Optional) you can Save and Exit to save any data entered whilst, for example, you collect other information up until DECC locks the SITREP.

STEP 8 Submit SITREP to send information to TGL and DECC

Before the SITREP has been locked by DECC, you can Update Report from your work basket. By pressing Save and Exit, changes are automatically forwarded to the TGL.

If the SITREP has been locked and you have missed the deadline, made a mistake or have an update please contact your TGL or DECC who will be able to make any changes for you.

Comprehensive guidance is also available in Help Documentation on the left hand side menu on the SITREP page of the Portal.