



Ministry of
Energy, Mines and
Petroleum Resources

Natural Gas Pricing System

Producer Manual

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Introduction

The BC Ministry of Energy, Mines and Petroleum Resources has developed a web based Natural Gas Royalty Pricing System (NGPS) that enables BC gas producers to input or upload gas sales and cost of service data online to calculate the monthly natural gas reference prices used for gas royalty assessment.

Features of the NGPS for gas producers include:

- Input or upload gas sales and cost of service data;
- Query natural gas volume data;
- Perform ad hoc producer price calculations;
- Estimate reference price used for royalty estimate payment;
- Generate Reference Price Report for current and previous production months;
- Amend reference price as needed.

Each Producer will need a **BCeID** in order to be able to access the NGPS. If your company already has a BCeID, please ensure each individual user that will require access to the NGPS gets assigned a user name and password. If your company doesn't have a **BCeID** yet, please apply for one as it is required to access NGPS.

If you have any questions, please feel free to contact us at:

Email: pdata.pdata@gov.bc.ca

Phone: (778) 698-7100

Accessing the System

Logging In

To begin log in, navigate to site: <https://a100.gov.bc.ca/ext/ngps>

Enter **USER ID** and **Password**

- 1) Select **Continue**
- 2) If you have forgotten your user ID or password, select **Forgot your user ID or password?**
- 3) If you need to register an account select **Register for a BCeID**

The screenshot shows the BCeID login interface. At the top, it says "Log in with BCeID" and "Client Test". Below this are two input fields: "User ID" (with the instruction "Use a Business or Basic BCeID") and "Password". A blue "Continue" button is located below the password field. Below the button are two links: "Forgot your user ID or password?" and "No account? Register for a BCeID". The "Continue" button, the "Forgot your user ID or password?" link, and the "Register for a BCeID" link are all circled in red.

Natural Gas Volume

Volume Master

From the **NGPS Home Menu**, navigate to **Volume >Volume Master**

- 1) Select the **Start Period** in the drop down list.
- 2) Enter additional search criteria: End Period, Producer, Shipper, Plant, Receipt Point, production Source, WEI Volume, Operator, Pipeline, Levy, Approved, Royalty Payable, and BC Production. (Optional)
- 3) Click the **Search** button.
- 4) **Reset** will clear all fields.
- 5) **Create Excel Extract** will create an excel spreadsheet of search results.

VOLUME MASTER

Search Criteria

Start Period	<input type="text" value="201701"/>	End Period	<input type="text"/>
Producer	<input type="text"/>	Shipper	<input type="text"/>
Plant	<input type="text"/>	Receipt Point	<input type="text"/>
Production Source	<input type="text"/>	WEI Volume?	<input type="text"/>
Operator	<input type="text"/>	Pipeline	<input type="text"/>
Levy	<input type="text"/>	Approved?	<input type="text"/>
Royalty Payable?	<input type="text"/>	BC Production?	<input type="text"/>

Results

Production Month	Producer Code	Producer	Shipper Code	Shipper	Plant Code	Plant	Marketable 10 ³ m ³	Marketable GJ	1
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Natural Gas Sales

Sales Entry

Sales Data Entry Search

From the **NGPS Home** Menu, navigate to **Natural Gas Sales >Sales Entry**

Note: Sales Entries will only need to be submitted manually if a producer does not have Sales records automatically generated by uploading the data.

Sales Entry Search: Even if there is no record that exists for the desired Effective Period, this search needs to take place in order to create a new record.

- 1) Select the production month in the **Effective Period** drop down list.
- 2) Select a **Producer** by searching via producer name or producer code.
- 3) Click the **Search** button.
- 4) If a **Sales Record** exists for this production month, your Producer Title will be displayed in the **Sales Entry Search Results** box. (Screenshot 1 displays a successful Sales Entry search for “ABC Energy ” in the production month 2016-01)

SALES ENTRY

Sales Entry Search

Effective Period: 201601

Producer: ABC Energy

Search

Sales Entry Search Results

Producer	Delete	Status	Change Status To
ABC Energy-9999	Delete	Review	Producer Entry Pending Approved

Add New Producer

(If a **Sales Record** does not appear in the **Sales Entry Search Results** area, see Manual Item: [Add New Parent Sales Entry](#), **this will be required for every new production month**).

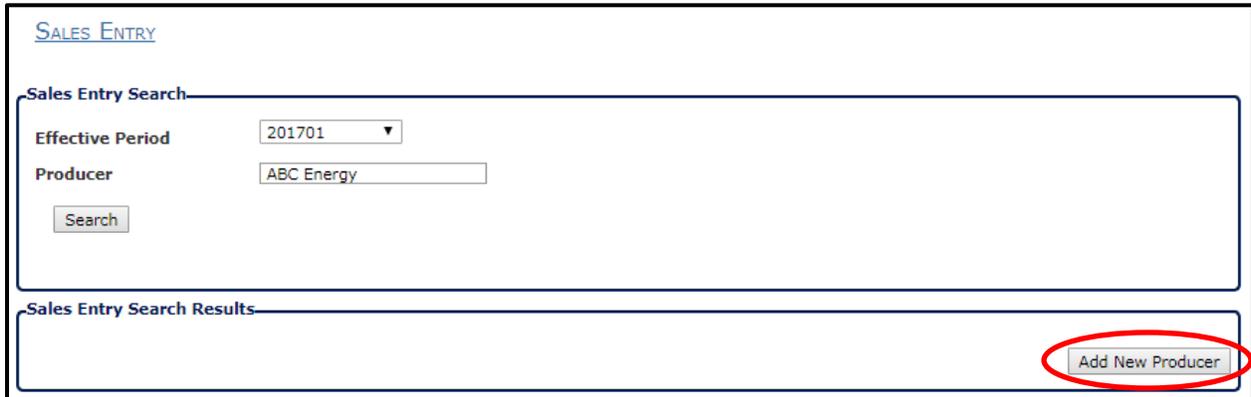
- 5) Click on the name of the **Producer** under the **Sales Entry Search Results** to access the **Sales Details** screen.

This will **only** be available if the **Status** of the record is set to **Producer Entry**. Contact the Ministry Pricing assistant for assistance if this is not the case.

Add New Parent Sales Entry

From the **NGPS Home Menu**, navigate to **Natural Gas Sales >Sales Entry**

- 1) Click the **Add New Producer** button on the **Sales Entry** screen. You will be directed to a new **Sales Details** screen. The **Sales Details** will display any transactions that have been automatically generated from a producer upload.



[SALES ENTRY](#)

Sales Entry Search

Effective Period: 201701 ▼

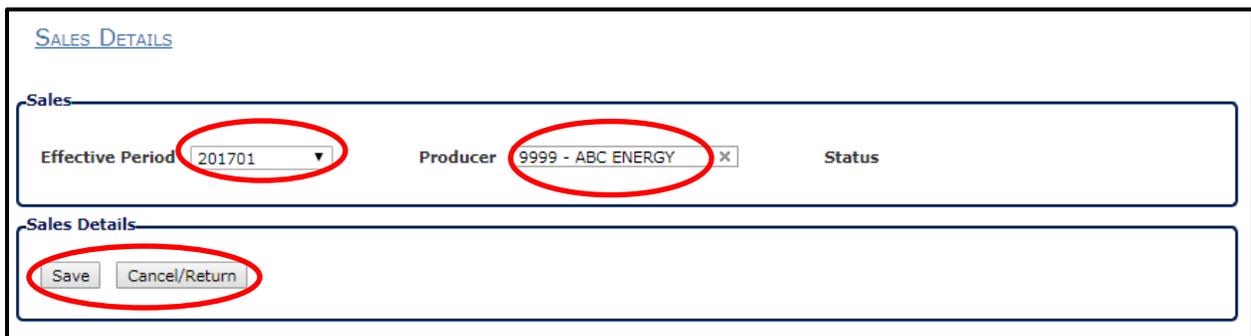
Producer: ABC Energy

Search

Sales Entry Search Results

Add New Producer

- 2) In order to upload a new **Parent Sales Entry**, select the correct **Effective Period** from the drop-down list on the **Sales Details** screen.
- 3) Click **Save** to keep the changes, without submitting to record to the Ministry, or changing the status.
- 4) Click **Cancel/Return** in order to return to the **Sales Entry** screen.



[SALES DETAILS](#)

Sales

Effective Period: 201701 ▼ Producer: 9999 - ABC ENERGY ✕ Status:

Sales Details

Save Cancel/Return

- 5) The system should display a **Confirmation Message**; if the **Parent Sales Record** was successfully created.

Note: if the desired TTP or Buyer is not available on the list of options, contact the Ministry staff in order to have them added to the system correctly.

Add/Edit Sales Details

From the **NGPS Home Menu**, navigate to **Natural Gas Sale >Sales Entry**, select the **Effective Period** and click **Add New Producer** to access the Parent Sales Record.

- 1) Beginning at the **Sales Details** screen, click **Add New** in order to add a new sales detail to the record.
- 2) Click **Copy** in order to duplicate an existing record's TTP and Buyer to a new entry.
- 3) **Add a comment** to the transaction detail by clicking on the **"C"** at right hand side of the screen.
- 4) After filling in all mandatory fields, and other desired information, the user clicks **"Save"** in order to keep the current sales record.

The screenshot shows the 'Sales' entry interface. At the top, it displays 'Effective Period: 201601', 'Producer: ABC Energy-999999', and 'Status: Producer Entry'. Below this is the 'Pool Prices' section with two input fields: 'ALBERTA POOL PRICE' (value: 2.5000) and 'ALLIANCE POOL PRICE' (value: 2.0000). The 'Sales Details' section contains a table with columns: TTP, Buyer, Sales Volume, Volume Type, Total GJs, Sales Revenue(\$), Adjustments(\$), Currency Type, Net Revenue(CDN\$), Sales Unit Price(CDN\$/GJ), Transaction ID, and Sales Deemed. The table lists four entries, each with a 'Copy' button on the left and a 'C' (comment) button on the right. A red circle highlights the 'Add New' button in the top right corner of the Sales Details section. Another red circle highlights the 'Copy' button for the first entry. A third red circle highlights the 'C' comment button for the first entry.

Copy	TTP *	Buyer *	Sales Volume	Volume Type	Total GJs	Sales Revenue(\$)	Adjustments(\$)	Currency Type	Net Revenue(CDN\$)	Sales Unit Price(CDN\$/GJ)	Transaction ID	Sales Deemed
Copy	956_STOODART FUEL RJ	31_BONTERRA ENERGY C	22,000	GJ	MMBTU	22,000	45,500.00	CAD USD	45,500.00	2.0692		C X
Copy	9586_STOODART FUEL RJ	31_BONTERRA ENERGY C	25,000	GJ	MMBTU	25,000	\$9,000.00	CAD USD	\$9,000.00	2.3600		C X
Copy	1234_BROOKS TEST	237_CANADIAN NATURAL	32,000	GJ	MMBTU	32,000	\$4,000.00	CAD USD	\$4,000.00	1.6875		C X
Copy	1234_BROOKS TEST	237_CANADIAN NATURAL	17,000	GJ	MMBTU	17,000	39,000.00	CAD USD	39,000.00	2.2941		C X

Add/Edit Alberta/Alliance Sales

- 1) Enter Alberta/Alliance Pool Price into appropriate field
- 2) Select **Save**.
- 3) An Alberta/Alliance Pool price will be auto-generated using the entered pool price and the gas gigajoules from the Volume Master for a plant that has gas delivered to TransCanada/Alliance pipeline accordingly.

This close-up screenshot shows the 'Pool Prices' section with two input fields: 'ALBERTA POOL PRICE' and 'ALLIANCE POOL PRICE'. The 'ALLIANCE POOL PRICE' field is circled in red. Below this is the 'Sales Details' section, which contains a 'Save' button (circled in red) and a 'Cancel/Return' button.

Delete Sales Record

From the **NGPS Home Menu**, navigate to **Natural Gas Sales >Sales Entry**

- 1) From the **Sales Entry** screen, find the Sales Record you wish to delete, and click on the “Delete” button for that entry. The delete button appears as a red “X” at the right hand side of the screen.

The screenshot shows the 'Sales Entry' screen with the following details:

- Effective Period: 201601
- Producer: ABC Energy-999999
- Status: Producer Entry

Pool Prices:

Pool Price Type	CDN\$/GJ
ALBERTA POOL PRICE	2.5000
ALLIANCE POOL PRICE	2.0000

Sales Details:

Buttons: Save, Submit, Cancel/Return, Add New

copy	TTP *	Buyer *	Sales Volume	Volume Type	Total GJs	Sales Revenue(\$)	Adjustments(\$)	Currency Type	Net Revenue(CDN\$)	Sales Unit Price(CDN\$/GJ)	Transaction ID	Sales Deemed
Copy	9586 STODDART FUEL RL	31 BONTERRA ENERGY C	22,000	GJ	MMBTU	22,000	45,500.00	CAD USD	45,500.00	2.0682		C
Copy	9586 STODDART FUEL RL	31 BONTERRA ENERGY C	25,000	GJ	MMBTU	25,000	59,000.00	CAD USD	59,000.00	2.3600		C
Copy	1234 BROOKS TEST	237 CANADIAN NATURAL	32,000	GJ	MMBTU	32,000	54,000.00	CAD USD	54,000.00	1.6875		C
Copy	1234 BROOKS TEST	237 CANADIAN NATURAL	17,000	GJ	MMBTU	17,000	39,000.00	CAD USD	39,000.00	2.2941		C

Submitting to the Ministry

From the **NGPS Home Menu**, navigate to **Natural Gas Sales >Sales Entry**

- 1) After you have finalized your entries, select the **Submit** button located next to the **Save** button; once selected you will no longer be able to edit entries. (Note: If you need to edit an entry after it has been submitted you will need to contact a PA to reverse the Status)

The screenshot shows the 'Sales Entry' screen with the following details:

- Effective Period: 201601
- Producer: ABC Energy-999999
- Status: Producer Entry

Pool Prices:

Pool Price Type	CDN\$/GJ
ALBERTA POOL PRICE	2.5000
ALLIANCE POOL PRICE	2.0000

Sales Details:

Buttons: Save, **Submit**, Cancel/Return, Add New

copy	TTP *	Buyer *	Sales Volume	Volume Type	Total GJs	Sales Revenue(\$)	Adjustments(\$)	Currency Type	Net Revenue(CDN\$)	Sales Unit Price(CDN\$/GJ)	Transaction ID	Sales Deemed
Copy	9586 STODDART FUEL RL	31 BONTERRA ENERGY C	22,000	GJ	MMBTU	22,000	45,500.00	CAD USD	45,500.00	2.0682		C
Copy	9586 STODDART FUEL RL	31 BONTERRA ENERGY C	25,000	GJ	MMBTU	25,000	59,000.00	CAD USD	59,000.00	2.3600		C
Copy	1234 BROOKS TEST	237 CANADIAN NATURAL	32,000	GJ	MMBTU	32,000	54,000.00	CAD USD	54,000.00	1.6875		C
Copy	1234 BROOKS TEST	237 CANADIAN NATURAL	17,000	GJ	MMBTU	17,000	39,000.00	CAD USD	39,000.00	2.2941		C

Cost of Service

COS Entry

Cost of Service (COS) Data Entry Search

From the **NGPS Home** Menu, navigate to **Cost of Service>COS Entry**

Note: A parent record **must be** created for COS entries to auto-populate (i.e. GCA Rates and West Coast Energy Invoices)

- 1) Select the **Effective Period** in the drop down list.
- 2) Click the **Search** button.
- 3) If a **Parent COS Record** exists, it will be displayed by the system in the **Cost of Service Data Entry Search Results** box
(If a **Parent COS Record** does not appear in the **Cost of Service Data Entry Search Results** area, see Manual Item: [“Add New Parent COS Record”](#)).
- 4) Click on the name of the Producer to access the **COS Details** screen, and to **Add a COS Entry (See Edit COS Entry)**

COST OF SERVICE DATA ENTRY SEARCH

Cost of Service Data Entry Search

Effective Period: 201601

Producer: ABC Energy

Search

Cost of Service Data Entry Search Results

Producer	Delete	Status	Change Status To
ABC Energy-9999	Delete	Pending	Producer Entry Review Approved

Add New Producer

Add New Parent COS Record

- 1) Click the **Add New Producer** button. You will be directed to a new **Cost of Service Data Entry- Create/Edit** screen.
- 2) In order to upload a new **Parent COS Record**, select the correct **Effective Period** from the drop-down list on the **Cost of Service Data Entry- Create/Edit** screen.
- 3) Click **Save**
- 4) Click **Cancel/Return** in order to return to the **Cost of Service Data Entry** screen.

COST OF SERVICE DATA ENTRY SEARCH

Cost of Service Data Entry Search

Effective Period: 201609

Producer: ABC Energy

Search

Cost of Service Data Entry Search Results

Add New Producer

- 5) The system should display a **Confirmation Message**, if the **Parent COS Record** was successfully created. If the Record was not created successfully, an **Error message** will be displayed in red font near the top of the screen. Fix the error, and repeat the above steps to finish creating the record.

Add/Edit COS Entry

From the **NGPS Home Menu**, navigate to **Cost of Service>COS Entry**

- 1) Beginning at the **Cost of Service Data Entry – Create/Edit** screen, click **Add New** in order to **add a new Sales detail to the COS record**.
- 2) Click **Copy** in order to duplicate an existing record.
- 3) After filling in all mandatory fields, and other desired information, the user clicks **Save** in order to keep the current COS record.

COST OF SERVICE DATA ENTRY - CREATE / EDIT

Cost of Service

Effective Period: 201601 Producer: ABC Energy-9999 Status: Pending

Cost of Service Detail

Save Cancel/Return Add New

Copy	Provider *	Routing Code *	Service Type *	Invoice Type *	Invoice Id	Issue #	Marketable 10 ³ m ³	Marketable GJ	Actual Cost CDN\$	CDN\$/GJ		
Copy	2774 - WESTCOAST ENE	EXP-EPX	TS - T-SOUTH	Adjustment -				138,940	55,576.00	0.4000	C	A X
Copy	960 - VERESEN ENERGY	MW Test RCS-MWRCS	TREAT - Treat	3rd Party Ser.	1235			1,000	750.00	0.7500	C	A X
Copy	2774 - WESTCOAST ENE	Stoddart-STODDA	TNLH - T-Nort	Adjustment -				1,000	130.00	0.1300	C	A X
Copy	960 - VERESEN ENERGY	MW Test RC 4-MWRC4	TREAT - Treat	3rd Party Ser.	1234			1,000	800.00	0.8000	C	A X
Copy	2774 - WESTCOAST ENE	MW Test RC 4-MRC4	TNLH - T-Nort	3rd Party Ser.				10,000	1,300.00	0.1300	C	A X
	CANADIAN NATURAL RESOURCES LIMITED	Stoddart	TREAT	G - GCA			3,966	173,217	81,148.02	0.4685	C	A
	MURPHY OIL COMPANY LTD.	Murphy Tupper West	TREAT	G - GCA			10,000	400,000	550,000.00	1.3750	C	A

Delete Cost of Service Record

From the **NGPS Home Menu**, navigate to **Cost of Service>COS Entry**

- 1) From the **Cost of Service** screen, find the Sales Record you wish to delete, and click on the “Delete” button for that entry. The delete button appears as a red “X” at the right hand side of the screen.

COST OF SERVICE DATA ENTRY - CREATE / EDIT

Cost of Service

Effective Period 201601 Producer ABC Energy-9999 Status Pending

Cost of Service Detail

Save Cancel/Return Add New

copy	Provider *	Routing Code *	Service Type *	Invoice Type *	Invoice Id	Issue #	Marketable 10 ³ m ³	Marketable GJ	Actual Cost CDN\$ *	CDN\$/GJ	C	A	X
Copy	2774 - WESTCOAST ENE	EXP-EPX	TS - T-SOUTH	Adjustment -				138,940	55,576.00	0.4000	C	A	X
Copy	960 - VERESEN ENERGY	MW Test RCS-MWRCS	TREAT - Treat	3rd Party Serv.	1235			1,000	750.00	0.7500	C	A	X
Copy	2774 - WESTCOAST ENE	Stoddart-STODDA	TNLH - T-Nort	Adjustment -				1,000	130.00	0.1300	C	A	X
Copy	960 - VERESEN ENERGY	MW Test RC 4-MWRC4	TREAT - Treat	3rd Party Serv.	1234			1,000	800.00	0.8000	C	A	X
Copy	2774 - WESTCOAST ENE	MW Test RC 4-MRC4	TNLH - T-Nort	3rd Party Serv.				10,000	1,300.00	0.1300	C	A	X
	CANADIAN NATURAL RESOURCES LIMITED	Stoddart	TREAT	G - GCA			3,966	173,217	81,148.02	0.4685	C	A	X
	MURPHY OIL COMPANY LTD.	Murphy Tupper West	TREAT	G - GCA			10,000	400,000	550,000.00	1.3750	C	A	X

Submitting to the Ministry

From the **NGPS Home Menu**, navigate to **Cost of Service>COS Entry**

- 2) After you have finalized your entries, select the **Submit** button located next to the **Save** button; once selected you will no longer be able to edit entries. (Note: If you need to edit an entry after it has been submitted you will need to contact a PA to reverse the Status)

COST OF SERVICE DATA ENTRY - CREATE / EDIT

Cost of Service

Effective Period 201601 Producer ABC Energy-999999 Status PRODUCER ENTRY

Cost of Service Detail

Save Cancel/Return **Submit** Add New

copy	Provider *	Routing Code *	Service Type *	Invoice Type *	Invoice Id	Issue #	Marketable 10 ³ m ³	Marketable GJ	Actual Cost CDN\$ *	CDN\$/GJ	C	A	X
Copy	-	X	X	-Select-	-Select-						C	A	X

Cost of Service Master

Cost of Service Master

From the **NGPS Home** Menu, navigate to **Cost of Service>Cost of Service Master**

- 1) Select the **Start Period** in the drop down list.
- 2) Enter additional search criteria: End Period, Producer, Submission Status, Provider, Routing Code, Service Type Code, Invoice Type, and Invoice Id. (Optional)
- 3) Click the **Search** button.

COST OF SERVICE MASTER

Search Criteria

Start Period	<input type="text" value="201701"/>	End Period	<input type="text"/>
Producer	<input type="text"/>	Submission Status	<input type="text" value="-Select-"/>
Provider	<input type="text"/>	Routing Code	<input type="text"/>
Service Type Code	<input type="text" value="-Select-"/>	Invoice Type	<input type="text" value="-Select-"/>
Invoice Id	<input type="text"/>		

Results

Production Month	Producer Code	Producer	Submission Status	Provider Code	Provider	Routing Code	Routing Description

- 4) **Reset** will clear all fields.
- 5) **Create Excel Extract** will create an excel spreadsheet of search results.

Producer File Upload

Producer Sales and COS File Upload

From **NGPS Home Menu**, navigate to **Producer File Upload>Producer Sales and COS File Upload**

Note: Any secondary upload will add onto existing entries.

- 1) Select the **Production Month** in the drop down list.
- 2) Click the **Choose File** Button in either the **Producer Sales File**, or the **Producer Non-Wei COS File** box, to select a file to upload.
- 3) Choose either the **Yes** or **No** circles in order to **Submit** the data to the Ministry or not upon successful file upload. (Note: **Yes** acts as a **Save and Submit**; whereas, **No** acts as a **Save**)
- 4) Once a file has been selected, click the **Upload** button to complete the upload process

PRODUCER COS AND SALES FILE UPLOADS

Producer Information

Production Month: Producer:

Producer Sales File

Status of Sales data for period and producer: N/A

Previously Uploaded File for period and producer: None

Submit data to Ministry upon successful file upload: Yes No

Upload new file: No file chosen

Producer Non-Wei COS File

Status of COS data for period and producer: N/A

Previously Uploaded File for period and producer: None

Submit data to Ministry upon successful file upload: Yes No

Upload new file: No file chosen

Upload Results

Error Code	File Type	Line Number	Column Number	Data
------------	-----------	-------------	---------------	------

- 5) Any **Errors** the system detects in the file will be displayed in the **“Upload Results”** square at the bottom of the screen. Fix the data, and re-upload the file to resolve the issue and complete the upload.

Producer Reference Price

Calculate Reference Price

From **NGPS Home** menu, navigate to **Producer Reference Price>Calculate Reference Price**.

- 1) From the **Calculate Reference Price** Screen, select the correct **Production Period**.



Calculate Reference Price

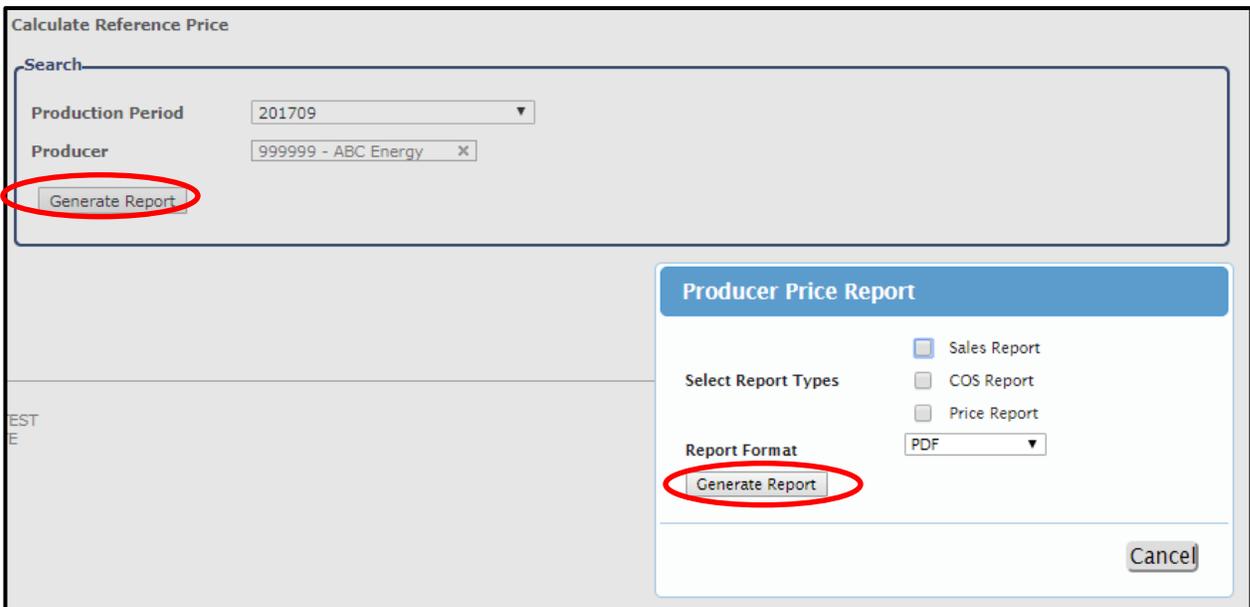
Search

Production Period: 201709

Producer: 999999 - ABC Energy x

Generate Report

- 2) Once the **Production Period** has been selected, the **Generate Report** button will appear, allowing you to **Select Report Types** and **Report Format**.
- 3) Once you have selected all desired **Report Types** and **Report Format**, click **Generate Report**.
- 4) The corresponding reports will be created for viewing, or download on your computer.



Calculate Reference Price

Search

Production Period: 201709

Producer: 999999 - ABC Energy x

Generate Report

EST
E

Producer Price Report

Select Report Types

- Sales Report
- COS Report
- Price Report

Report Format: PDF

Generate Report

Cancel

Amendments

**Producers need to contact the Ministry staff to make changes once the pricing information has been submitted online.*

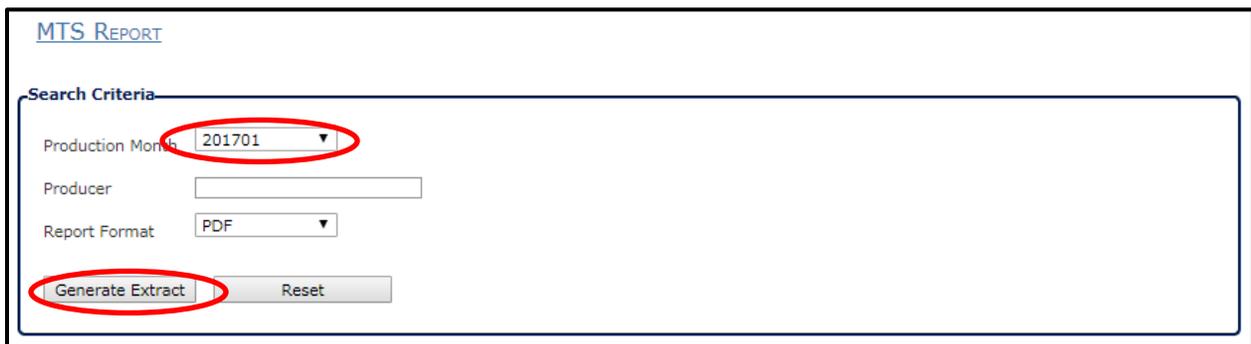
- 1) Pricing Analyst will change status back to Producer Entry
 - 2) Pricing Analyst will review the changes and generate a new version of the Producer Report
 - 3) Producer will receive a notification for a revised producer price report
-

Reports

Monthly Transaction Summary (MTS) Report

From **NGPS Home** menu, navigate to **Report>MTS Report**

- 1) Select desired **Production month** from drop down list.
- 2) Enter in which **Producer** you wish to view.
- 3) Select preferred **Report Format**: PDF or Excel.
- 4) Click **Generate Extract** to retrieve data.
- 5) **Reset** will clear all fields.



The screenshot shows the 'MTS REPORT' search criteria form. It includes a 'Production Month' dropdown menu with '201701' selected, a 'Producer' text input field, and a 'Report Format' dropdown menu with 'PDF' selected. At the bottom, there are two buttons: 'Generate Extract' and 'Reset'. Red circles highlight the 'Production Month' dropdown and the 'Generate Extract' button.

Sales transactions for Alberta/Alliance are auto-generated using the **Energy** (Gigajoules) associated with **To_Nodes** that indicate the gas flows to Alberta/Alliance (as shown on the MTS Report) and the manually entered Alberta/Alliance Pool price. Please refer to [Add/Edit Alberta/Alliance Sales](#) section for details.

References

For more information regarding BC natural gas royalties and Pricing please refer to:

[Oil and Gas Royalty Handbook](#)

[Monthly Natural Gas Pricing Submission Guidelines](#)

[Pricing Order](#)

[Petroleum and Natural Gas Royalty and Freehold Production Tax Regulation](#)
