

# Frequently Asked Questions

## Digital Data Submission (DDS) System

June 2016

### General

**Q1. How do I log in to the DDS system if I do not know my company's login identification code and password?**

A1. Contact your company master system administrator (CMSA). The CMSA creates additional DDS logins as required. If you do not know who your CMSA is, please contact the AER's DDS administrator at [DDSAdministrator@aer.ca](mailto:DDSAdministrator@aer.ca) or by phone at 403-297-8311, option "3."

**Q2. Why can't I access certain DDS screens even though I have a valid login identification code and password?**

A2. You do not have the necessary access privileges. The CMSA assigns access privileges for each individual or account.

**Q3. How can I contact the AER's DDS administrator?**

A3. For DDS submission inquiries, please navigate to the relevant section in the DDS website for the appropriate contact information. For DDS technical support such as system error tracking, creating an initial company account, or changing corporate administrator access, contact the AER DDS administrator at [DDSAdministrator@aer.ca](mailto:DDSAdministrator@aer.ca). If you have any questions or concerns or require support regarding the use of the Field Inspection System (FIS), including notifications, incidents, and inspections, please contact the FIS administrator at [FIS.Administrator@aer.ca](mailto:FIS.Administrator@aer.ca) or by phone at 403-297-4845.

### Licences

**Q4. Can I make status changes to a licence through DDS?**

A4. No, they must use Petrinex to change the well status (also known as production status).

**Q5. Can I cancel a licence through DDS?**

A5. No. For expired well or facility licences (not drilled or constructed), you must send a request to [applicationassessment@aer.ca](mailto:applicationassessment@aer.ca) to cancel either the well or facility licence. For pipelines,

you must submit a “not constructed” application under *Directive 056* through the Electronic Application System, which can be accessed via DDS.

**Q6. Can industry abandon a licence through DDS?**

A6. Yes, for facilities that have been constructed, companies need to abandon the licence once a facility has been dismantled and is no longer in use. Log in to DDS, choose AER, then Submissions, then Licence Abandonment.

**Q7. At what time of day do licences expire for unspudded wells?**

A7. If a licensed well has not been spudded within one year, the licence will expire at midnight on the date of expiry (e.g., midnight, January 16, 2014, if the licence was issued on January 16, 2013). Industry may request an extension for the date of expiry from the Infrastructure Authorizations group at least one month before the expiry; these are rarely granted but can be in some cases.

**Notifications – General**

**Q8. Can I edit or delete submitted notifications on DDS?**

A8. For all notifications except gas emissions, you can modify a submitted notification up to 48 hours from the operation start date. For gas emissions notifications, you can modify a submitted notification up to 48 hours from the operation end date.

**Q9. How do I edit or withdraw a notification?**

A9. Licensees or their delegates with appropriate permissions can update or delete a submitted notification. If you do not have the correct permissions, your CMSA must add the appropriate role to your profile. The required DDS security role is called Update/Delete Field Surveillance Notification.

To update the selected notification:

- 1) Find the notification you want to update or delete.
- 2) Click Update at the bottom of the details window.
- 3) The details window will refresh. Click the Details tab.
- 4) Make your updates.
- 5) When you are done, click Submit to AER.

To delete the selected notification:

- 1) Find the notification you want to update or delete.
- 2) Click Delete at the bottom of the details window.
- 3) Enter a reason for deleting the notification record.
- 4) When you are done, click Submit to AER.

**Q10. How do I enter a notification if a facility is not licensed?**

A10. All facilities except sweet single-well batteries must be licensed in accordance with *Directive 056: Energy Development Applications and Schedules*. If a facility requires a licence, you must contact the AER Infrastructure Authorization group. You should ensure that all your facilities are licensed, as this is a noncompliance issue. Until you have applied for and received a licence for the facility, please phone the appropriate AER field centre with the notification information.

**Q11. What do I do if a facility is licensed but a message says that there is no licensed facility for the number entered?**

A11. There are two reasons for this message:

- 1) The facility license is not owned by the BA ID you are logged in as. This can happen when companies have more than one licensee BA code. Contact your CMSA.
- 2) The facility has not been added to FIS because production is reported without a licence number. Once the correct licence number is entered in Petrinex, the facility will be shown. In this case, any immediate mandatory notifications must be submitted to the appropriate field centre by phone or fax.

**Q12. Will a notice of noncompliance be issued if notifications are not submitted?**

A12. If you have made a concerted effort to use the system but technical problems prevent it and you have to use phone, fax, or email instead, then no notice of noncompliance will be issued. If you make no effort to use the system, the AER will consider issuing a notice of noncompliance. The AER analyzes notification information and notifies you of potential discrepancies and asks for your comments. Based on your reply and comments, the AER may issue a notice of noncompliance.

**Q13. Can notifications be phoned in before the actual date?**

A13. You can submit prenotifications on DDS with the anticipated date and time. However, if the actual date and time change significantly (more than 12 hours for a spud), you must notify the AER field centre so that the notification can be updated.

**Q14. What do I do if there is a network or system outage?**

A14. The onus is on industry to submit notifications on DDS. Notifications can only be submitted by email, phone, or fax if the AER website is down; however, the intent is to make notification quick and efficient. If you have tried to submit a mandatory notification and could not connect, phone or fax the notification in to the appropriate field centre and explain why you could not use the DDS system. If the notification was not entered by the AER field centre, submit the notification on DDS as soon as the system is running again and include the date and time that you called in the notification in the comments section.

**Q15. What is the difference between a saved and a submitted notification?**

A15. At any time, you can save notification information that you are entering on DDS. For example, if you do not yet have a flare approval number for test flaring gas with hydrogen sulphide concentration greater than 50 moles per kilomole, you can save the notification and enter the number you receive from the AER. You have 30 days from the date you save the notification to make any changes before you must submit it for checking and validation. After 30 days, the saved information is deleted. When you click Save as Draft, the AER is not notified of the operation. Once you are satisfied that the notification is complete, click Submit to AER. The notification is submitted to the AER and considered an official notification. The information is immediately entered into the AER database and the field centres are notified of your operation.

**Q16. What notifications to the AER are mandatory?**

A16. The following is a list of mandatory FIS notifications:

**Mandatory Well Licence Notifications**

- abandonment operations (downhole, surface, etc.)
- drilling activities (spud, deepening, re-entry, preset)
- emergency response plan (ERP) exercises for all licence types
- hydraulic fracturing operations
- flaring events
- venting events

**Mandatory Facility Licence Notifications**

- ERP exercises for all licence types

- flaring events
- venting events

#### Mandatory Pipeline Licence Notifications

- construction
- test
- liner installation
- ERP exercises for all licence types
- flaring events
- venting events

All other FIS notifications are courtesy notifications with no regulatory requirement. The AER encourages licensees to submit nonmandatory notifications as these notifications keep AER field staff aware of industry operations so that they can better address public concerns before they become larger issues for both the licensee and the AER.

#### **Q17. Am I required to submit spill notifications on DDS?**

A17. Reportable releases must be phoned in verbally to the local AER field centre. You can submit nonreportable incidents on DDS, but it is not mandatory. You can also view your company's reportable releases that the AER has entered onto DDS.

#### **Q18. What are the different types of notifications?**

A18. Notifications are grouped by licence type (well, facility, pipeline). Each licence type has mandatory and nonmandatory notifications. Mandatory notifications must be filed with the AER within the requisite time period; nonmandatory notifications are filed on a discretionary basis.

### **Notifications – Wells**

#### **Q19. How much time does industry have to notify the AER of spudding a well?**

A19. 12 hours after spudding the well.

#### **Q20. Is it mandatory to enter a spud notification for setting surface casing?**

A20. Yes, and it is also mandatory to enter a second notification when drilling to total depth (choose resumption of drilling on a nonabandoned well).

**Q21. If I use three rigs to drill a well (e.g., one to set surface casing, one for drilling the intermediate section, and one to drill to total depth), do I have to put three notifications onto DDS?**

A21. No. There is no place in DDS for recording drilling of the intermediate section; therefore, you should enter one notification for setting surface casing and one for resuming drilling on a nonabandoned well. You should only enter one spud notification when using one rig to drill to total depth; in this case, choose Drilling to Total Depth on the notification.

**Q22. Do I have to report when we start drilling to set the surface casing, even if we're not drilling to total depth?**

A22. The AER must be notified of all drilling activities, including setting surface casing and drilling to total depth.

**Q23. What directive tells industry how and what to submit after completing a well?**

A23. *Directive 059: Well Drilling and Completion Data Filing Requirements. (Directive 036: Drilling Blowout Prevention Requirements and Procedures covers drilling; Directive 037: Service Rig Inspection Manual covers well servicing.)*

## Notifications – Facilities

**Q24. Do I have to notify the AER when beginning to construct a facility?**

A24. No, but it is strongly recommended.

**Q25. If flaring or venting operations will be less than four hours in duration and less than 30 thousand cubic metres ( $10^3 \text{ m}^3$ ) in volume, am I still required to submit the event on DDS?**

A25. No, public and AER notification is not required.

**Q26. Do planned flaring, incinerating, and venting events require notification on DDS?**

A26. The AER must be notified at least 24 hours in advance if the flaring, incinerating, or venting operations will last longer than four hours or if more than  $30 \times 10^3 \text{ m}^3$  of gas will be flared, incinerated, or vented.

**Q27. In my notification for flaring, do I report the entire volume of gas (e.g., nitrogen and carbon dioxide plus raw gas)? Or just the raw gas content?**

A27. Report the entire volume, including nitrogen and carbon dioxide volumes.

**Q28. Do I need to go back to the AER and correct my actual volume flared in my DDS notification?**

A28. No. We realize that the volume in your notification is only an estimate.

### **Notifications – Pipelines**

**Q29. What are the required notification times for pipeline construction and testing?**

A29. Pipeline construction requires notification 24 hours before. Pipeline testing requires notification 48 hours before.

**Q30. Do I have to notify the AER of a pipeline test on an existing line?**

A30. No; however, if the test fails, you have to verbally notify the appropriate field centre of the failure.

**Q31. Are pipeline liner installation notifications mandatory?**

A31. Yes. You must notify the AER 12 hours before installing a pipeline liner, and 24 hours before testing it.

**Q32. Do I have to notify the AER when beginning a pipeline abandonment?**

A32. No; however, you must notify the AER through the facility application process as required in AER *Directive 056*, table 6.2.

**Q33. How do I enter a test or construction notification for a new line if it is not in the Pipeline Segment list?**

A33. Newly permitted pipelines may not yet have been processed internally and created in the FIS corporate database. Check again in a day or two and submit the notification when the line appears in the Pipeline Segment list.

### **Notifications – Inspections**

**Q34. When will I receive inspection notification emails?**

A34. At 5:00 a.m., an email notification is sent to you with information about any newly entered or saved inspections from the previous day, regardless of whether the inspections were complete.

**Q35. How can I change or edit inspection email notifications?**

A35. Log in to DDS, choose Field Surveillance, then Inspection; click on Manage Inspection Notification Contacts. You may assign contacts or distribution lists to the different inspection categories. An email address is required for each type of inspection.