

Procedures for Digital Geophysical Submissions

Dispositions & Technical Services Branch

Public Lands Division

May 30, 2002

TABLE OF CONTENTS

PROCEDURES FOR DIGITAL GEOPHYSICAL SUBMISSIONS	3
1.1 INTRODUCTION	3
1.2 OVERVIEW	3
2.0 PRE PRODUCTION SUBMISSION REQUIREMENTS	4
2.1 ENCRYPTION.....	4
2.2 QUALIFICATION PROCESS	4
3.0 METHOD OF PAYMENT	5
4.0 GENERAL PROCESS MODEL	6
4.1 BUSINESS PROCESS OVERVIEW	7
5.0 CRITICAL SUBMISSION FAILURE POINTS	8
5.1 CRITICAL FAILURE WITH ATTACHMENT	8
5.2 CRITICAL FAILURE IN APPLICATIONS DETAIL FILE.....	9
5.3 CRITICAL FAILURE IN THE SPATIAL FILES	9
6.0 DIGITAL GEOPHYSICAL SUBMISSION EMAIL RESPONSES.....	10
6.1 EXCHANGE MAIL RECEIPT RESPONSE	11
6.2 SUCCESSFUL SUBMISSIONS	11
6.3 UNSUCCESSFUL SUBMISSION	11
6.4 SUBMISSION DIFFICULTY	12
CONTACTS.....	13
ENCRYPTION WAIVER	

Procedures for Digital Geophysical Submissions

1.1 Introduction

Dispositions & Technical Services Branch (DTSB) is developing a system to automate the administration and management of surface activities. The system is named ADEPT (Application, Disposition Processing and Tracking). The objective of ADEPT is to automate the application, referral, approval, and mapping processes as well as provide raw data to Resource Data Branch (RDB) for base map updates. ADEPT is being implemented incrementally, with phase I, dealing with geophysical activities. This information package presents the general overview of the geophysical business processes and the requirements upon which the ADEPT system is based.

1.2 Overview

Currently, the Industrial/Geophysical and Gravel Unit (IGGU) of Disposition Services Section (DSS) and the referral participants operate mainly in a paper-based environment. Industry clients submit applications in paper form to DSS. Referrals, conditions, and approvals are determined and conducted via manual processes. This methodology is labour intensive, inefficient, and costly. Furthermore, it fails to gain the boundless opportunities available through automation.

After performing a thorough analysis of the field operations within the green area and the day-to-day processes in DSS, it was determined that an automated system is essential to effectively perform the administration and management of dispositions and surface activities.

ADEPT ties together the textual and spatial components for decision support and management reporting. The vision of the automated business cycle entails receiving a digital submission from Industry clients and completing the approval process in an automated manner. The application will serve as a conduit to communicate internally for obtaining input from the field, generating approvals, and integrating as-built plans for base mapping. This base map maybe used internally by government for a number of other purposes and externally by Industry for use on other programs and activities. ADEPT will link the client community with Alberta Sustainable Energy headquarters in Edmonton and the field component of Public Lands.

Included in this document is a business process overview, represented by the general process model. The model visually illustrates the major steps and processes for digital preliminary, amendment, and final plan submissions. It entails the new and changed business practices as well as provides an overview of the business process flow.

The qualification process for digital submission includes, alternatives use of encryption, and digital submission qualifications.

2.0 Pre Production Submission Requirements

Prior to clients being allowed to submit digitally to the production environment, they will be required to choose and complete the following:

- Use of encryption
- Qualification for digital submission

2.1 Encryption

Clients who wish to utilize encryption for exchanging data are asked to contact the ADEPT Technical Support staff, for the necessary key to decrypt the data. This key is stored in ADEPT and will be separate from the submission package. When clients contact ADEPT Support, the representative will make sure that the client's email address and indemnification flag is correctly entered in the system. Any key required to decrypt the submission is also communicated at this point by the client. The indemnification flag simply indicates whether the company has signed the agreement to waive their privilege to use encryption.

Clients who choose not to encrypt their data, thus waiving their privilege to use encryption, must sign the waiver attached and submit to:

ADEPT Support
Land Dispositions Branch Branch
2nd floor. 9915 – 108st
Edmonton, Alberta, T5K 2G8

2.2 Qualification Process

Clients must submit their qualification submissions to the ADEPT Acceptance environment email, geosuba@env.gov.ab.ca.

Clients are required to have one successful entry for each stage (Preliminary, Amendment and Final Plan). Once an entry has been successful, for a stage, digital submission to the ADEPT production environment can be started for that particular stage of application.

Clients may contact the ADEPT Support staff for any questions, concerns, and inquiries that they may have with regard to the status of the qualification submission.

Once all concerns are satisfied and required steps and procedures are successfully completed, the applicant will then be asked to direct all digital application submissions to the ADEPT Production environment. The ADEPT production submissions are sent to geosub@env.gov.ab.ca email.

The initial phase I ADEPT implementation release occurred in April 2001. The digital submissions will become mandatory in July 2002. Discontinuance of the paper submission will occur by agreement with stakeholders after the post implementation review.

In the interim hard copies of the digital submissions should be submitted to:

Industrial/Geophysical and Gravel Unit
2nd floor, 9915 – 108 St
Edmonton, Alberta, T5K 2G8
Attn: Geophysical Land Administrator

3.0 Method of Payment

Rather than submitting the appropriate fee in hardcopy form (e.g. cheque) at the submission stage, charges will be applied to the specified client account, once the preliminary or amendment submission has been successfully loaded into the ADEPT database and a GEO number has been issued.

Companies may choose to make payments on a weekly or monthly basis. Clients who choose to make payments on a monthly basis have the option of paying via automatic debit. Clients choosing this method must sign a contract agreement with the Department of Energy. Only an authorized representative of the Department of Energy will have access to confidential information provided in the agreement. The procedures and requirements are outlined at: <http://www.energy.gov.ab.ca/2580.asp>

Clients not wishing to make payments via auto debit must submit a cheque for the amount indicated on the weekly or monthly statement that will be forwarded to all clients.

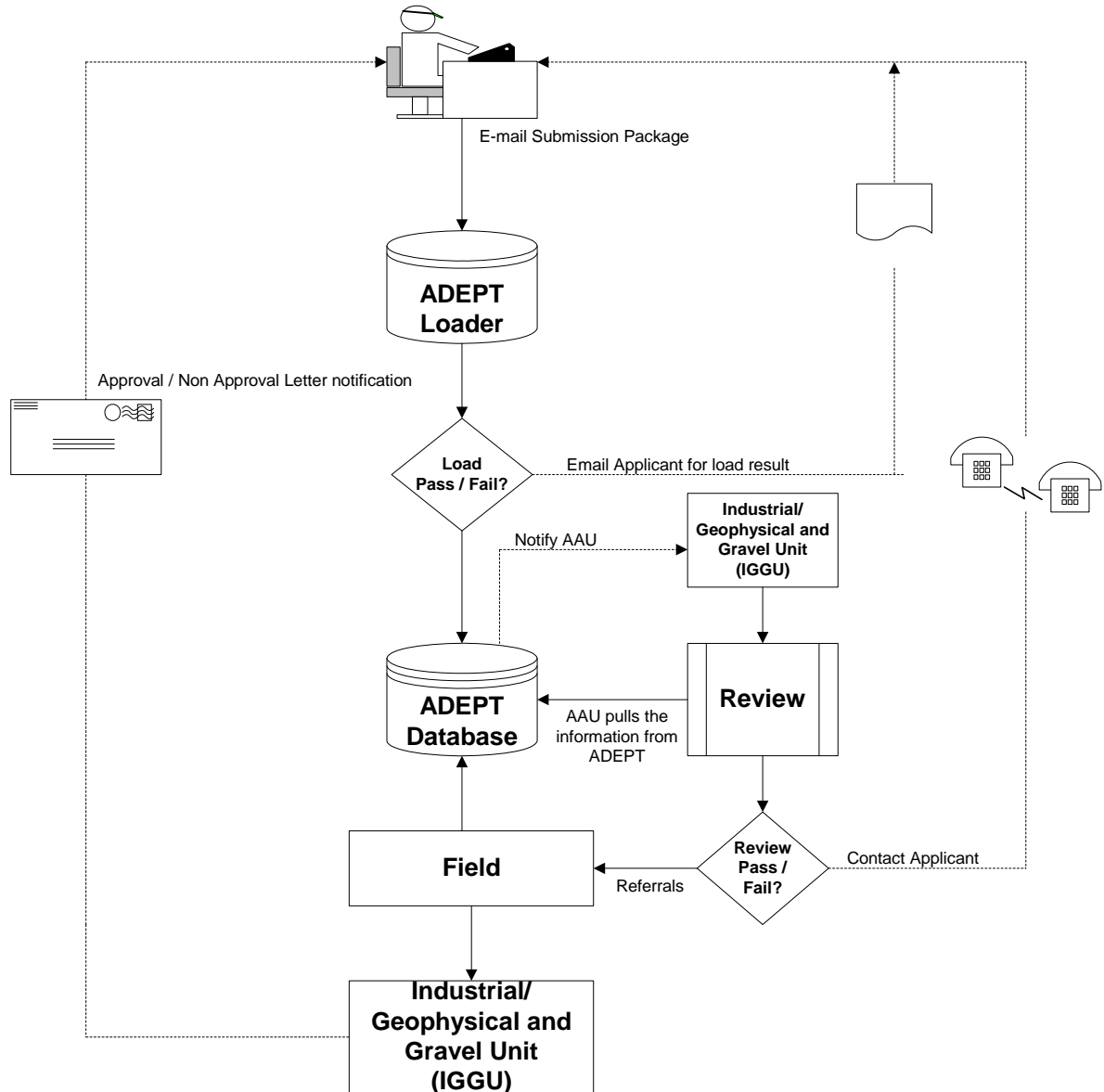
Note:

Although MME's and GEO (VSP's) are not supported for digital submissions at this time, financial procedures will be the same as for digital submissions.

The procedures for submitting TDA payments will remain status quo.

4.0 General Process Model

This procedure formalizes an initial view of the responsibilities and the steps required for taking an application and processing it through approval.



4.1 Business Process Overview

The following section provides high level descriptions of the major steps in this procedure:

- Clients email their submission package to geosub@env.gov.ab.ca. Applications are kept in the submission mailbox. The ADEPT loader accesses this mailbox for processing preliminary, amendments, and final plans.
- The ADEPT database loader loads the submission for the qualification process and validates the package. It checks that the package meets the standard requirements for digital submission. Regardless of the load outcome from the ADEPT loader, the applicant is contacted via email with the result.
- A geophysical number is generated and emailed back to the applicant if the load was successful. It is critical to note that at this stage, the application has only passed the system validation process and that the program is not yet approved by the department. In an event that the application failed the load procedure, the email notification will inform the applicant that the submission has been rejected and the reason(s) why.
- If the submission package passes the load/qualification process, ADEPT database is populated with the submission data. Industrial/Geophysical and Gravel Unit (IGGU) is notified that the submission requires processing.
- IGGU reviews the applications for completeness and correctness by accessing the ADEPT database system. This process ensures that all the necessary fields and supporting documentation (e.g. GFR) are included. In the event that the Submission is missing required information, IGGU will contact the applicant by telephone.
- After the submission is reviewed and verified, IGGU processes the submission for referral. Conditions are applied to the application and processed back to IGGU.
- A letter is sent to the applicant indicating program approval or non-approval.

5.0 Critical Submission Failure Points

ADEPT will attempt to process the entire submission collecting all of the errors contained within the submission. However, should a critical failure occur ADEPT will stop all processing and return any errors that have been generated to that point. A **critical failure** is an error that when encountered prevents ADEPT from accomplishing any further processing

The following is a list of critical failures that will occur if the **subject line** is incorrect:

- Subject line is empty
- The keyword “SUBMISSION” or “CLIENTID” is missing or spelled incorrectly.
- LSAS ID is missing or not found in the database.

Any character following the “CLIENTID” keyword will be considered as part of the LSAS ID, therefore any characters before, between or after the LSAS ID will be considered part of the LSAS ID and will result in a critical failure.

The keywords SUBMISSION and CLIENTID are required for confirming the legitimacy of the application. The LSAS ID is critical for identifying the sender, to retrieve their PGP (Pretty Good Privacy) encryption key or to verify that a waiver exists.

5.1 Critical Failure with Attachment

The following errors will generate a critical failure if the **attachment** is not submitted correctly:

- Missing or multiple attachments
- Attachment is not within ADEPT naming guidelines
 - p_###.zip
 - a_geo#####.zip
 - f_geo#####.zip
 - Required files are missing within the zipped file.
 - Attachment name indicates encryption but not encrypted
- Attachment name indicates no encryption but encrypted.
- Attachment encrypted, unable to find pgp key.

5.2 Critical Failure in Applications Detail File

The following errors within the **Program Application Details file (det file)** will result in a critical failure:

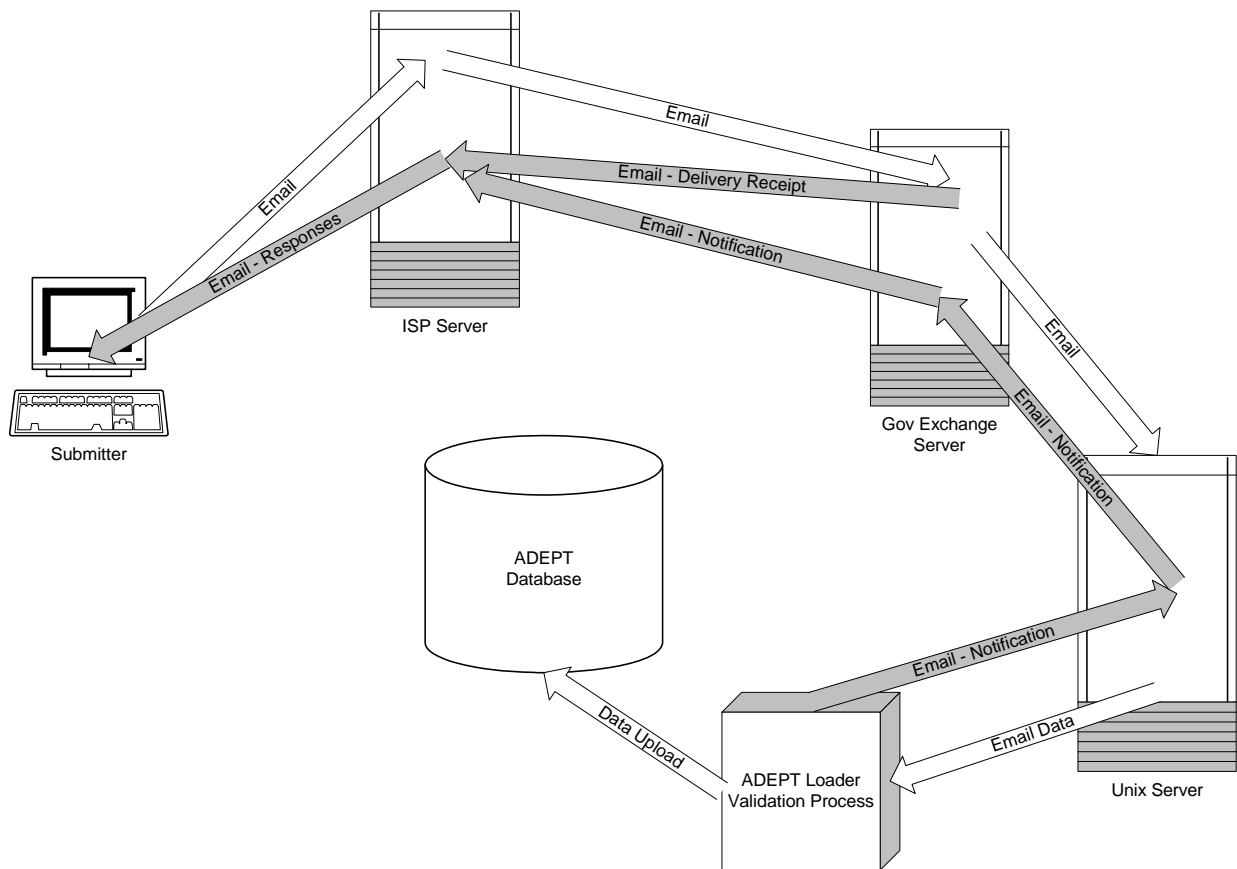
Any keyword is missing or spelled incorrectly.

- UTM_ZONE value is missing or invalid (G, 11 or 12 only)
- DATUM value is missing or invalid (27 or 83 only)
- ATS_VERSION value is missing
- PUR_DATE value is missing where ATS_VERSION is equal to M

5.3 Critical Failure in the Spatial Files

ADEPT will provide a file that indicates the fields that were checked and the status of pass or fail. When a field is “Not Checked” it is likely that a field value related to this field did not pass.

6.0 Digital Geophysical Submission Email Responses



The above diagram shows an email and the various steps it may make before the data is entered into ADEPT.

1. Submitter sends email to Internet Service Provider (ISP).
2. The email sits with the ISP until GOV Exchange Server is available.
3. GOV Exchanged Server receives email – receipt email sent to submitter
4. Email is transferred to Unix server
5. ADEPT Loader gets and validates data
6. If there is a system problem or validation fails or validation is successful – email is sent to submitter
7. ADEPT Loader pushes data to ADEPT Database.

Notifications are always sent to the submitter's email address. Care should be used when submitting from an email address other than what is generally used by the company such as a personal email vs. company email addresses.

The ADEPT Outlook mailbox is virtually available 24 hours. All the servers and mailboxes are supported during business hours, 8:15AM to 4:30PM. Between 7:00AM and 8:15AM and 4:30PM and 11:00PM in the evening servers are running, however, unsupported. There may be instances where there are delays in receiving responses from ADEPT. Network maintenance is conducted between 11:00PM and 7:00AM. The ADEPT loader processing will likely not be working.

6.1 Exchange Mail Receipt Response

It is suggested that your email software delivery receipt option be turned on. If no confirmation has been received in 24 hours please contact ADEPT Support staff.

6.2 Successful Submissions

The following wording will be sent as an email response for successful applications. <*STAGE*> identifies the type of submission Preliminary, Amendment or Final Plan and the text <*Your submission has been assigned the Activity Number GEO******> will only show for Preliminary applications. In the case of Amendments, the phrase would be replaced with a list of changes (e.g. the program prospect name). The subject line field shall contain the words “Successful Validation”. The email wording is as follows:

Your <STAGE> submission has been successfully validated. Notification has been sent to Applications and Approvals Unit, to review your application.

<Your submission has been assigned the Activity Number GEO*****.>

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and/or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

The recipient should check this email and any attachments for the presence of viruses. The Government of Alberta accepts no liability for any damage caused by any virus transmitted by this email.

6.3 Unsuccessful Submission

The wording below will be sent as an email response for application that ADEPT could not validate.

Adept has encountered errors during the validation of your submission. Attached is a copy of the results of the validation and your original data file. Please refer to the Digital Geophysical Submission Specification Guide for further details. You can download the current version on our web site visit.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

The recipient should check this email and any attachments for the presence of viruses. The Government of Alberta accepts no liability for any damage caused by any virus transmitted by this email.

6.4 Submission Difficulty

When the ADEPT loader experiences system problems the following email is sent to the submitter.

Subject line contains the words “Submission Difficulty”

We’ve experienced technical difficulty while processing your submission. ADEPT Support staff have been notified of the problem. At this time, please do not re-submit. Contact ADEPT Support staff at Public Lands Division, (780) 427 3570.

Thank you

Contacts

The following personnel are the contacts for support issues:

ADEPT Technical Support

- adept.support@gov.ab.ca
- **Pauline Peterson**
(780) 415 4612
pauline.peterson@gov.ab.ca
- **Sharon Yap**
(780) 422 2518
sharon.yap@gov.ab.ca

ADEPT Program Manager :

- **Mike Michaud**
(780) 422 0020
mike.michaud@gov.ab.ca

Surveys & Technical Services Section

- (780) 427 3570
- <http://srd.alberta.ca/lands/usingpublicland/oilgasmineraexploration/adept.aspx>

WAIVER

The Dispositions and Technical Services Branch of Alberta Sustainable Resource Development (the “Department”) recommends and makes possible the use of encryption technology to maximize the security and privacy of exchanging geophysical data via e-mail.

The undersigned acknowledges that the undersigned has chosen not to use encryption technology when exchanging geophysical data with the Department via e-mail.

The undersigned assumes any and all risks of not using encryption technology when exchanging geophysical data with the Department via e-mail, including, without limitation, the loss, misdirection and interception of e-mails.

The undersigned hereby waives and will hold harmless the Department from any and all claims, demands or actions arising from not using encryption technology when exchanging geophysical data with the Department via e-mail.

Print Name: _____

Position Held: _____

Company: _____

Signature: _____

Date: _____