Digital Data Submission (DDS) Frequently Asked Questions

General

Question: What is the Digital Data Submission (DDS) system?
The Digital Data Submission (DDS) system supports the transmission of digital data from authorized Energy Resources Conservation Board (ERCB) customers to the ERCB via an Internet connection. This system is used to submit information to the ERCB via the Web. Authorized business associates have a login ID and password to access to the DDS system.

Question: Where do I find the DDS system on the ERCB Web site?
From the ERCB home page, follow the path: ERCB Home : Industry Zone : Data Submission and Reporting OR you can find it in the drop-down menu under Quick Links on the ERCB home page.

Question: How do I logon to the DDS system if I do not know our logon identification code and password?
It is recommended that you contact your company's system administrator. The company system administrator creates additional DDS logins as required. If you do not know who your company's system administrator is, please contact the ERCB's FIS administrator at FIS.Administrator@ercb.ca or by phone at (403)-297-4845.

Question: Why am I not allowed access to certain DDS screens even though I have a valid login identification code and password?
The system administrator for your company assigns the access privileges for each individual or account.

Question: How can I contact the ERCB's DDS administrator?
For DDS submission inquiries, please navigate to the appropriate section in the DDS website for the appropriate contact information. For DDS support such as system error tracking, creating initial company account, or changing corporate administrator access, contact the ERCB DDS Administrator at DDSAdministrator@ercb.ca or (403) 297-5802. If you have any questions, concerns, or require support regarding the use of Field Inspection System (FIS) including notifications, incidents, and inspections, please contact the FIS Administrator at FIS.Administrator@ercb.ca or by phone at (403)-297-4845.

Question: Where can I learn more about DDS?
The ERCB has a DDS user guide which can be found on the ERCB website at the following link.: https://www3.eub.gov.ab.ca/Eub/Dds/Help/DDSGuide.pdf. Information can also be found in the FIS Web User Guide at the following link: http://www.ercb.ca/docs/Documents/manuals/Fiswebguide.pdf.

Licence

Question: Can Licensees make status changes to a licence through DDS?
No, they have to use Petroleum Registry to make status changes.

Question: Is Industry able to cancel a licence through DDS?
No, for expired licenses (not constructed) or when a company has determined that it will not construct a facility, they can send a letter to Facilities Applications, requesting that it be cancelled. Field Surveillance will confirm the site was never constructed and the licence will be cancelled.

Question: Can Industry abandon a licence through DDS?
Yes, for facilities that have been constructed companies need to abandon the licence if it was dismantled and is no longer in use. Logon to DDS, choose ERCB, then choose Submissions, then choose Licence Abandonment.

Question: Well Licenses state the following when issued "This Licence will expire one year from the date of issue if well has not been spudded", exactly what time?

Midnight on the date of expiry (e.g. Midnight January 16, 2010 if the Licence was issued on January 16, 2009). Industry may request an extension for the date of expiry from the Facilities Applications department at least one month prior to the expiry; these are rarely granted but are in some cases.

ERCB Inspections

Question: When do inspection notifications get e-mailed to the operator?
At 5:00 a.m. an e-mail notification is sent to the licensee with information about any newly entered or saved inspections from the previous day regardless of whether the inspections were complete.

Question: How does industry change/edit inspection e-mail notifications?
Log on to DDS, choose Field Surveillance, then choose Inspection, click on **Manage Inspection Notification Contacts** tab, licensee may assign licensee contacts or distribution lists to the different inspection categories. An e-mail address is required for each type of inspection.

Notifications- General

Question: How can I enter Notifications for a newly acquired licence from a different licensee?
If a licence transfer to a new owner has not been completed, a notification for that licence by the new owner will not be accepted by the Field Surveillance Inspection System (FIS) until a transfer is completed and the new owner is the official licensee in the ERCB system. This could result in the new owner not being able to notify the ERCB within the time period specified in the regulations and may result in subsequent enforcement actions.

Questions: Can Licensees edit/delete their Submitted Notifications on DDS?
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.

Question: How do I edit or withdraw a Submitted Notification?
Licensees or their delegates with appropriate permissions can update or delete a Submitted Notification. If you do not have the correct permissions, your Company Master Security Administrator must add the appropriate role to your profile. The required DDS security role is called *Update/Delete Field Surveillance Notification*.

To Update or Delete a Submitted Notification:

Search for the Submitted Notification you want to update/delete:

To Update the selected Notification

1. Click the **Update** button at the bottom of the details window.
2. The Details window will refresh. Click the **Details** tab.
3. Make your updates.
4. When you are done, click the **Submit to ERCB** button.

To Delete the selected Notification

1. Click the Delete button at the bottom of the details window.
2. Enter a reason for deleting the notification record.
3. When you are done, click the **Submit to ERCB** button.

Question: How do I enter a Notification if a facility is not licensed?
All facilities with the exception of sweet single-well batteries must be licensed in accordance with ERCB *Directive 056: Energy Development Applications an Schedules*. This includes existing facilities licensed through the Retrospective Facility Licensing program. If a facility requires a licence, the licensee must contact the ERCB Applications Branch. Licensees should ensure that all their facilities are licensed as this is a non-compliance issue. Until you have applied for and received a licence for the facility, please phone the appropriate ERCB Field Centre with the notification information.

Question: What do I do if a facility is licensed but a message says that there is no licensed facility for the number entered?
There are two reasons for this message:

1. The facility licence is not owned by the BA ID you are logged in as. This can happen where companies have more than one licensee BA code. Contact your corporate DDS Administrator.
2. The facility has not been added to the FIS system because production is reported without a licence number. Once the correct licence number is entered in the Petroleum Registry, the facility is shown. In this case, any immediate mandatory notifications must be submitted to the appropriate Field Centre by phone or fax.

Question: What enforcement action is taken if Notifications are not submitted?
If a concerted effort has been made by the licensee to use the system, but technical problems prevent it, and the licensee has to use phone, fax, or e-mail instead, then no enforcement action will be taken. If the licensee makes no effort to use the system, enforcement action will be considered. The ERCB analyzes notification information and notifies the licensee of potential discrepancies and asks for their comments. Based on the licensee's reply and comments, the ERCB may take compliance enforcement action. See ERCB *Directive 019: Compliance Assurance.*

Question: Can Notifications be phoned in prior to the actual date?
You can submit pre-notifications on DDS with the anticipated date and time. However, if the actual date and time change significantly from the anticipated (more than 12 hours for a spud), you must notify the ERCB Field Centre so that the notification can be updated.

Question: What do we do if there is a network or system outage?
The onus is on industry to make sure they can submit the notification(s) via the Web site. Notifications can only be submitted by e-mail, phone or fax, if our Web site is down; however, the intent is to get notifications quickly and efficiently. If you have tried to submit the notification and could not connect (and it is a mandatory type of notification), 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 ERCB Field Centre, then submit the notification on the Web as soon as the system is running again, and include the date and time the notification was phoned in the Notification Comments.

Question: What is the difference between a Saved and a Submitted Notification?
At any time, you can save notification information that you are entering on the Web. For example, if you do not yet have a flare approval number for test flaring where the hydrogen sulphide (H_2S) concentration is greater than 50 mol/kmol, you can save the notification and enter the number when you receive it from the ERCB. 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 ERCB is **not** notified of the operation. Once you are satisfied that the notification is complete, click **Submit to ERCB**. The notification is submitted to the ERCB and considered an official notification of commencement of the operation. The information is immediately entered into the ERCB database and the Field Centres are notified of your operation.

Question: What is the difference between mandatory and non-mandatory (courtesy) Notifications?
For the Field Surveillance Inspection System (FIS), Emergency Response Plan (ERP) exercises for all licence types, flaring and venting for all licence types, drilling activity and abandonment, for well licences, and construction/test and liner installation for pipeline licences are the only mandatory field notifications. All other FIS notifications are courtesy notifications with no regulatory requirement (there is no enforcement if they are not submitted). The ERCB encourages licensees to submit non mandatory notifications as these notifications keep ERCB 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 ERCB.

Question: Are licensees required to submit spill notifications on DDS?
Reportable releases must be phoned in verbally to the local ERCB Field Centre. Licensees can submit non-reportable incidents on DDS but it is not mandatory. Licensees can also view their company's ERCB reportable release incidents that have been entered by the ERCB on the DDS system.

Question: What are the different types of Notifications?

Notifications are grouped by licence type (Facility, Well, Pipeline). Each licence type has mandatory and non-mandatory notifications. Mandatory notifications must be filed with the ERCB within the requisite time period; non-mandatory notifications are filed on a discretionary basis.

Drilling/Servicing Notifications

Questions: How much time does Industry have to notify of spudding a well?
Within 12 hours after spudding the well.

Question: Is it mandatory to enter a spud notification for Setting Surface Casing?
Yes, and it is also mandatory to enter a 2^{nd} notification when drilling to Total Depth (TD) (choose resumption of drilling on a non-abandoned well).

Question: If a company uses 3 rigs to drill a well, (e.g. 1 for set surface casing, 1 for intermediate & 1 for drilling to Total Depth) does the company have the put 3 notifications in the DDS system?
No, there is no place in DDS for recording intermediate; therefore, the company should enter 1 notification for set surface casing and 1 for resumption of drilling on a non-abandoned well. A company should only enter 1 spud notification when they are using 1 rig to drill to Total Depth, choosing Drilling to Total Depth on the Notification.

Question: Do I use Drilling Activity to report when we start a drilling operation that is just setting the surface casing and not actually beginning to drill to total depth?
The ERCB now must be notified of all Drilling Activities including setting surface casing and drilling to total depth.

Question: What directive tells industry how/what to submit upon completion of a well?
Directive 059 (Completions Guide - *Directive 036* is the Drilling, *Directive 037* – Well Service).

Facility Notifications

Question: Does Industry have to notify the ERCB of start of construction of a facility?
No.

Question: If flaring or venting operations will be less than 4 hours in duration and less than 30 10^3m^3 in volume are we still required to submit the event on DDS?
No notification to the ERCB or public required.

Question: Do planned Flaring, Incinerating and Venting events require notification on DDS?
Notification at least 24 hours in advance of operations must be made to the ERCB if the flare/incineration or venting operations are greater than 4 hours in duration or the gas to be flared/vented is greater than 30 10^3m^3.

Question: In my notification for flaring, do I report the entire volume of gas (eg: N_2/CO_2 + Raw Gas)? Or just the Raw Gas content?
The entire volume including N_2/CO_2 volumes.

Question: Do I need to go back to the ERCB and correct my actual volume flared in my DDS notification?
No. We realize that the volume in your notification is only an estimate.

Pipeline Notifications

Question: What are the required Pipeline Construction & Test Notification times?
Pipeline Construction is 24 hours prior to commencement.
Pipeline Test is 48 hours prior to test.

Question: Do Licensees have to notify the ERCB of a pipeline test on an existing line?

No, however, if the test fails, licensees have to verbally notify the appropriate Field Centre of the failure.

Question: Are Pipeline Liner Installation Notifications Mandatory?
Yes. Licensees must notify the ERCB 12 hours prior to, and also 24 hours prior to a test.

Question: Do Licensees have to notify the ERCB of construction start on a pipeline abandonment?
No. Section 1.1.15 of *Directive 066* states: “If a pipeline is discontinued or abandoned, the company must notify the ERCB, as required in ERCB *Directive 056,* within 90 days on completing discontinuation or abandonment operations.”

Question: How do I enter a test/construction notification for a new line if it is not in the Pipeline Segment list?
Newly permitted pipeline(s) may not yet have not been processed internally and created in the Field Surveillance Inspection System (FIS) corporate database. Check in a day or two and submit the notification when the line appears in the Pipeline Segment list.