

Digital Data Submission (DDS) System User Guide

July 2016

This guide describes how to set up users on DDS. Other guides on submission details are available at <http://www.aer.ca>.

Alberta Energy Regulator

Digital Data Submission (DDS) System User Guide

July 2016

Published by

Alberta Energy Regulator

Suite 1000, 250 – 5 Street SW

Calgary, Alberta

T2P 0R4

Telephone: 403-297-8311

Toll free: 1-855-297-8311

E-mail: inquiries@ aer.ca

Website: www.aer.ca

Contents

1	Introduction	1
1.1	Company Master System Administrator Login	1
1.2	Company User Login	1
2	DDS Administrator Options	2
2.1	Responsibilities of a CMSA	2
2.2	Adding New Users	2
2.3	Assigning Roles to Users.....	3
2.4	Deleting/Deactivating Users	3
2.5	Resetting Passwords	3
2.6	Delegates.....	3
2.7	Roles.....	3
2.8	Description of Roles.....	3
Figure 1.	Add user.	2

1 Introduction

The Digital Data Submission (DDS) system supports the transmission of digital data from authorized Alberta Energy Regulator (AER) customers to the AER over the Internet. This system is used to submit information to the AER. Authorized business associates have a login identification number and password to access to the DDS system.

1.1 Company Master System Administrator Login

To obtain a DDS account, please submit a permission letter on company letterhead requesting a DDS login ID and password.

In this letter, include the following:

- 1) Name of person to become company master system administrator (CMSA)
- 2) Phone number of CMSA
- 3) Fax number of CMSA
- 4) Email address of CMSA
 - a) This is necessary to receive the password.
- 5) Company's business associate code (BA code)

The letter should be signed by someone with signing authority, such as a manager, director, or president.

Email a scanned copy of the letter to DDSAdministrator@ aer.ca. Please do not send paper copies via courier or mail.

Your account will be set up when the letter is received. The user ID and password will be sent in an email, which is generated by the system and is confidential.

A BA code can be obtained through Petrinex. You may also acquire a BA code by following the instructions in *Directive 067: Applying for Approval to Hold EUB Licences*.

Creating two CMSAs per company is highly recommended.

1.2 Company User Login

You can obtain a DDS login and password without being a master administrator by contacting your CMSA. Please refer to section 2 for more information.

2 DDS Administrator Options

The CMSA can perform various functions from the Administrator Options menu.

- Once logged in, select DDS Administrator Options from the left column.

2.1 Responsibilities of a CMSA

CMSAs have a variety of responsibilities, including the following:

- Setting up new users with a DDS account
- Assigning roles to users
- Maintaining the activities of the users
 - deactivating a user’s account if they leave the company
 - reactivating user’s account
 - resetting passwords

2.2 Adding New Users

- To add a new user, click add user in the left column.

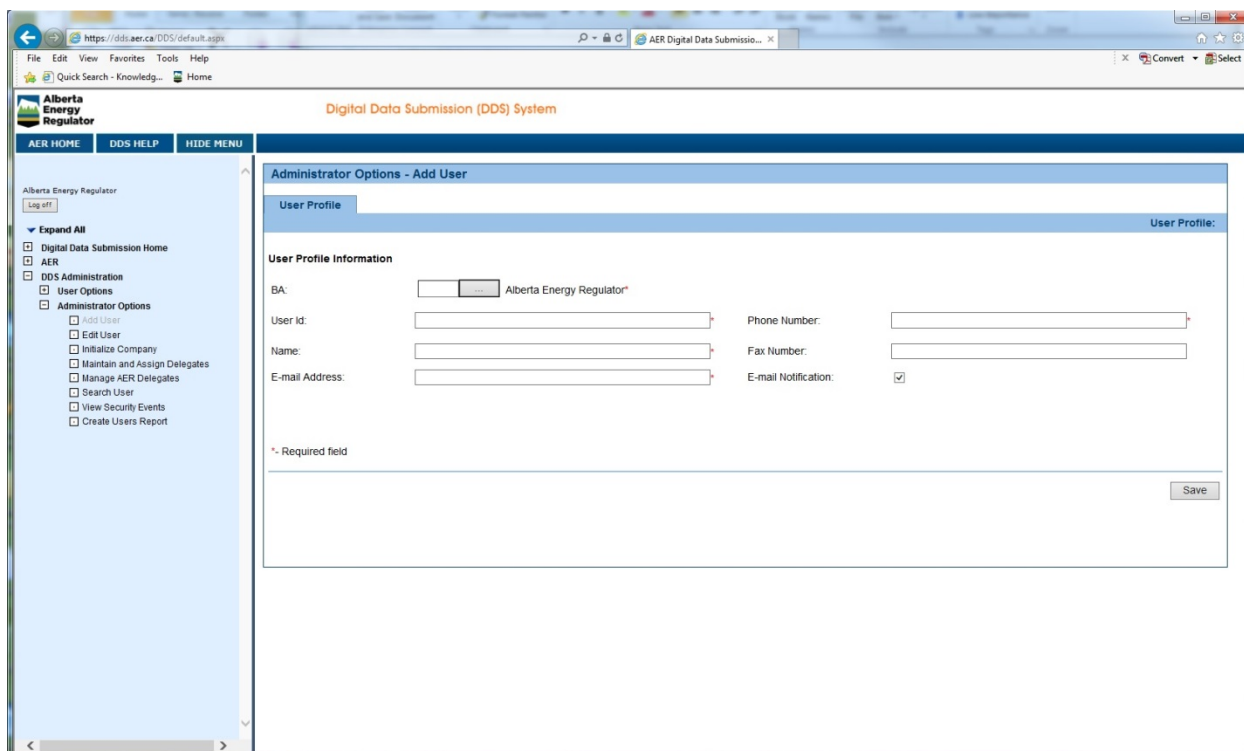


Figure 1. Add user.

- Fill in the information.

- If an error message comes up saying that the user ID is already in use, choose a different user ID.
- Click save.

2.3 Assigning Roles to Users

Once a new user has been added, roles must be chosen for the applications they will be using. See section 2.8 for a list of roles.

2.4 Deleting/Deactivating Users

The DDS system does not automatically remove or delete users; the CMSA is responsible for doing this. If an individual is no longer with the company, the CMSA deactivates the account. To access this function, go to Administrator Options > Edit User. Uncheck the Active box.

2.5 Resetting Passwords

A password might need to be reset when

- a user has made too many attempts to log in and is locked out,
- a user forgot the password, or
- an account has not been used for more than three months.

The CMSA can reset the password or reactivate the user’s account by going to Administrator Options > Edit User > Reset Password.

2.6 Delegates

A company may choose to have another company (e.g., a consulting company) submit information on its behalf. The other company would need to be assigned a delegate role.

When a company assigns a delegate role to a consulting company, a request is sent to the consultant’s CMSA, who assigns the appropriate roles to DDS users in their company.

To assign a delegate, go to Administrator Options > Maintain and Assign Delegates > Add New Delegate.

2.7 Roles

The CMSA will assign roles to individual users. Roles are assigned by selecting Administrator Options > Edit User > User Roles

2.8 Description of Roles

Role	Function	Department
Amend Frac Fluids		
Maintain Emergency Response Plan	ERP users that can maintain current ERPs that have already been registered.	EPA EPAHelpline@aer.ca

Participate in a Proceeding	Allows interested parties to register to participate in active proceedings.	Liability Management LiabilityManagement@aer.ca
Register Emergency Response Plan	ERP users that can register new ERPs only.	EPA EPAHelpline@aer.ca
Save Reclamation Certificate Submission as Draft		
Submit Annual Waste Report		Resources Applications Resources.Applications@aer.ca
Submit Annual Well Packer Test Results		Resource Compliance ResourceCompliance@aer.ca
Submit Costs to Close a WM Facility	Waste management	Resources Applications Resources.Applications@aer.ca
Submit Facilities/Resources/Utilities Application	This role is required to complete any facilities or resources functions.	FIS FIS.Administrator@aer.ca
Submit Facility Licence Abandonment Report		Liability Management LiabilityManagement@aer.ca
Submit Facility Licence Link Notification	<i>Directive 006</i>	Liability Management LiabilityManagement@aer.ca
Submit Fracturing Fluids		Well Data Services WellDataServices@aer.ca
Submit Licence Transfer Application	<i>Directive 006</i>	Liability Management Liability.Management@aer.ca
Submit Monthly Gas Removal Data		Resources Applications Resources.Applications@aer.ca
Submit Monthly Sulphur Balance Reporting	<i>Directive 017</i> , section 11.6 – allows companies to submit Sulphur Balance (S30) reports	S30 S30Support@aer.ca
Submit Multi-Licence Pad Notification	<i>Directive 006</i>	Liability Management LiabilityManagement@aer.ca
Submit Non Registry Throughout	<i>Directive 075</i> (Oilfield Waste Liability – OWL)	Liability Management LiabilityManagement@aer.ca
Submit Non-Routine Well Licence Abandonment		
Submit Surveillance Notification	FIS user can submit notifications only	FIS FIS.Administrator@aer.ca
Submit Well Drilling and Completion Data		Well Data Services WellDataServices@aer.ca
Submit Well Licence Abandonment Report	Well Licence Surface AB <i>Directive 020</i> Non-routine Well <i>Directive 020</i> = Well Ops. Facility Lic = Liability Management	Well Operations WellOperations@aer.ca
Submit Well Licence Suspension	Per the requirements of <i>Directive 013</i>	Well Operations WellOperations@aer.ca
Submit Well Name Change Notification	<i>Directive 006</i>	Corporate Compliance/Liability Management LiabilityManagement@aer.ca
Submit Well Test		ICD – Well Test WellTest-Helpline@aer.ca
Submit/Update Casing Failure Incident		Well Operations WellOperations@aer.ca

Update Applied For Spacing	Well bottomhole well spacing - subsurface Resources Applications matter rather than to do with surface well site location.	Resources Applications, Directive 065 Resources.Applications@aer.ca
Update Approved Spacing		Resources Applications, Directive 065 Resources.Applications@aer.ca
Update Registered Spacing		Resources Applications, Directive 065 Resources.Applications@aer.ca
Update/Delete Field Surveillance Notification	FIS user can view, update, or delete existing notifications.	FIS FIS.Administrator@aer.ca
Validate Well Test		ICD – Well Test WellTest-Helpline@aer.ca
View Liability Rating	<i>Directive 006</i>	Liability Management LiabilityManagement@aer.ca
View Release Incidents (Licensee)		Resources Applications, <i>Directive 065</i> Resources.Applications@aer.ca
View Surveillance Enforcement	FIS user can view the provincial enforcement report in inspection reports.	FIS FIS.Administrator@aer.ca
View Surveillance Enforcement Report Card	FIS user can view the licensee compliance report card in inspection reports.	FIS FIS.Administrator@aer.ca
View Surveillance Notification		FIS FIS.Administrator@aer.ca
View/Download Inactive Well Licence List		Well Operations WellOperations@aer.ca
View/Follow-Up Surveillance Inspections	FIS user can view inspections records and submit follow ups to open inspection records that require follow up.	FIS FIS.Administrator@aer.ca