DDS

USER GUIDE

This is a guide for the basics of DDS, setting up users etc..

For more details on each submission section

Please refer http://www.aer.ca/

search for the users guides available.

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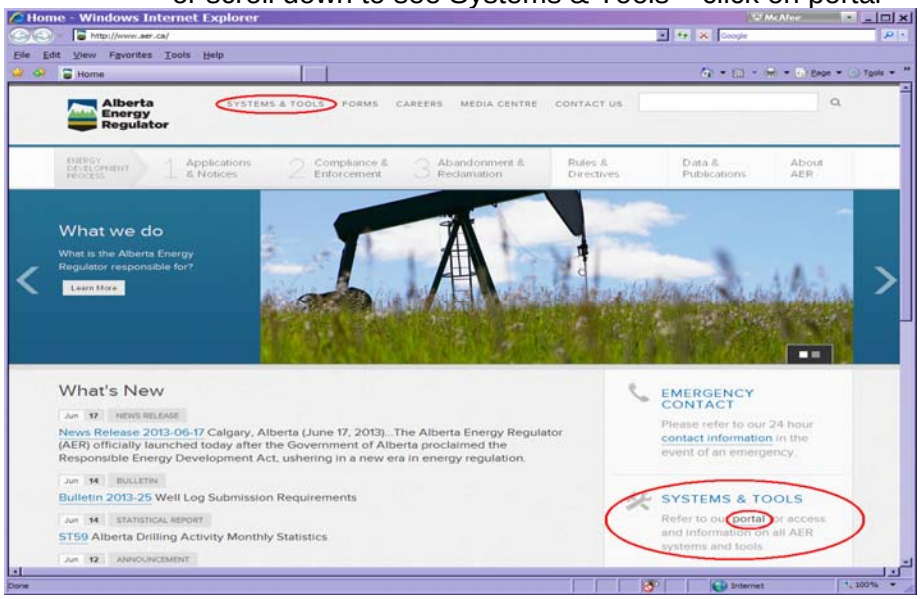
SECTION 1 - DDS INTRODUCTION

1.1 - SIGNING ON TO DDS WEBSITE

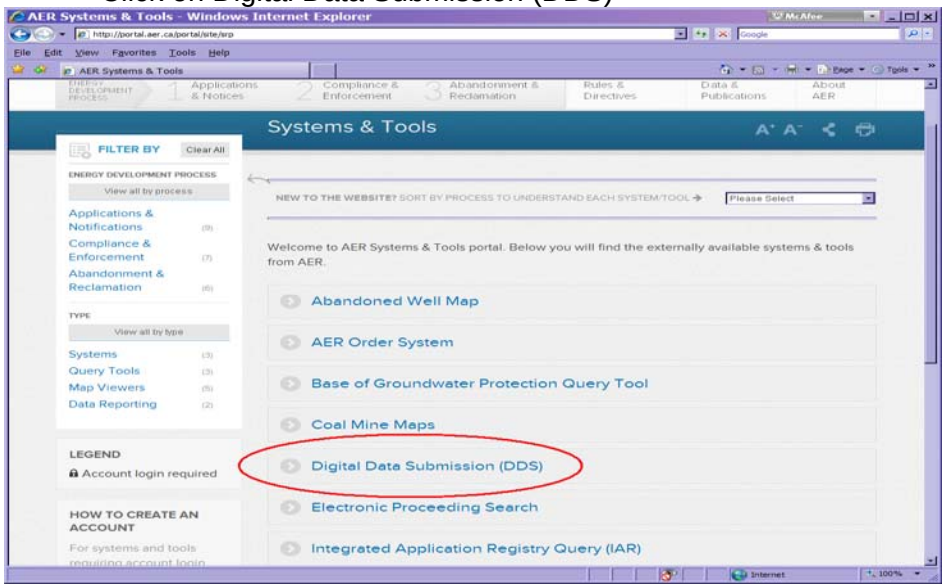
Front page before login contains news items – i.e. updates, shut downs etc. should read to see if it pertains to calls that may come in for the day.

There are ***2 ways*** to get the AER website http://www.aer.ca to the DDS system

- top of screen click on Systems & Tools –
- or scroll down to see Systems & Tools – click on portal



- Click on Digital Data Submission (DDS)



1.2 - DDS CONTACT LIST

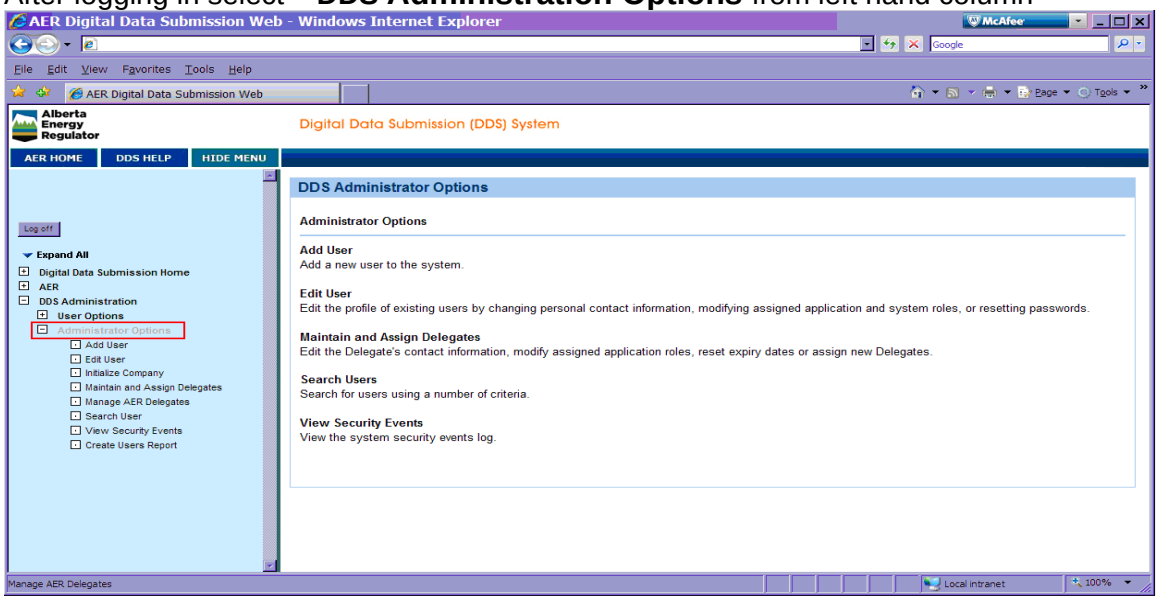
AER DDS DEPARTMENT CONTACT LIST			
AER - also see on DDS Website under AER - Applications - Submit Applications for a fuller Dir, types & dept. contacts			
ISSUE/NOTE	**DEPARTMENT**	**PHONE #**	**EMAIL**
	DDS ADMINISTRATOR - helpline	403-297-8952 - option 1	DDSAdministrator@aer.ca
General dds inquiries	CUSTOMER CONTACT CENTRE	403-297-8311 - option 0	
To order data or information publications	INFORMATION SERVICES INQUIRIES	403-297-8311 - option 2	infoservices@aer.ca
UWI submissions	WELL DATA SERVICES HELP LINE -WDS	403-297-8952 - option 2	WellDataServices@aer.ca
	DIRECTIVE 59	403-297-8952 - option 2	directive059.help@aer.ca
	DIRECTIONAL SURVEYS	403-297-8952 - option 5	directionalsurveys@aer.ca
	CORE RESEARCH CENTRE	403-297-6400	CRC.ServiceDesk@aer.ca
	WELL LOGS		wellloginquiries@aer.ca
Change to company name, address, or contacts - well name change, transfer etc. - also mineral leases - Lic transfers of wells, facilities, pipelines & batteries - working interests see note at bottom - For partnership changes or changes to working interest participation - in LLRs - if one company is looking for another company they go through Info services	LIABILITY MANAGEMENT (Corporate Compliance) Helpline	403-297-3113	enforcement@aer.ca

Spud reports - now called Rig activities / enforcement inspections/ lic. reports/notifications - drilling & tour reports/ release incidents/ construction notifications/ liner installation/ pipeline testing - venting	FIS (FIELD INSPECTION SURVEILLANCE)	403 - 297-4845 option 2	FIS.Administrator@aer.ca
Well lic. Amendments/ multiple page downloads - gas removals/ oil effluent/ well lic apps/ well loc. Approval to drill/ to register a well before drilling/ waste storage; ground elevation issues	FACILITY APPLICATIONS (DIRECTIVE 56)	403-297-2228	Directive56.help@aer.ca
	EAS/FACILITIES HELP LINE - (Electronic Application Submission)	403-297-2228	EASAdministrator@aer.ca
Well lic./ well suspensions/ inactive - non routine well abandonment - pressure survey	WELL OPERATIONS	403-297-5290	WellOperations@aer.ca
Well testing compliance Directive 40	WELL TEST HELP LINE	403-355-5742	WellTest-HelpLine@aer.ca
	CORE RESEARCH CENTRE	403-297-6400	CRC.ServiceDesk@aer.ca
Application for down spacing - spacing issues & reservoir development applications - Gas Removal Applications - commingling - water disposal, no enhanced recovery, waste disposal	RESOURCES APPLICATIONS (Directive 65)	403-476-4967	Resources.Applications@aer.ca
GRD - Gas Removal Data	GRD		GRDadmin@aer.ca

	PA (Production Accounting)	403 - 297-8952 option 3	PA.Help@aer.ca
	EPAP SUPPORT	403 - 297-8311 option 0	epapsupport@aer.ca
Emergency Response Plan requirements, land use planning (municipal setbacks), D-71, ERCBH2S, -table top exercises	EMERGENCY RESPONSE - EPA -ERP	403-297-2625	EPAhelpline@aer.ca
Sulphur balance report	S-30 DDS SUPPORT DESK	403-297-8468	s30support@aer.ca
	ENERGY STATISTICS		energystatistics@aer.ca
EXTERNAL CONTACTS			
Utility Questions	AUC	780-643-1055	AUCSystemservices@auc.ab.ca
	AUC System Services	780-643-1055	AUCSystemservices@auc.ab.ca
Tariff issues	AUC	403-592-4410	
	PETRINEX INQUIRIES	403-297-6111(Calgary) 1-800-992-1144 (other locations)	http://www.petrinex.ca
	BA CODES	1(780) 422-1395	

SECTION 2 - DDS ADMINISTRATOR OPTIONS

After logging in select – **DDS Administration Options** from left hand column



DDS ADMINISTRATOR

- is a CMSA (company master security administrator) of the DDS Accounts in the company.

RESPONSIBILITIES of a COMPANY DDS CMSA

- Setting up new users for the company's DDS account

Assigning roles to each of the users which they will require to do their DDS submissions

- Maintaining the activities of the users
  - ❖ De-activating a user's account if they leave the company.
  - ❖ reactivating user's accounts
  - ❖ resetting pass words
  - ❖ adding other CMSAs with in the company
- Adding and maintaining delegate's
  - ❖ setting up access or an account
  - ❖ monitoring the access
  - ❖ assisting in DDS problems that may occur

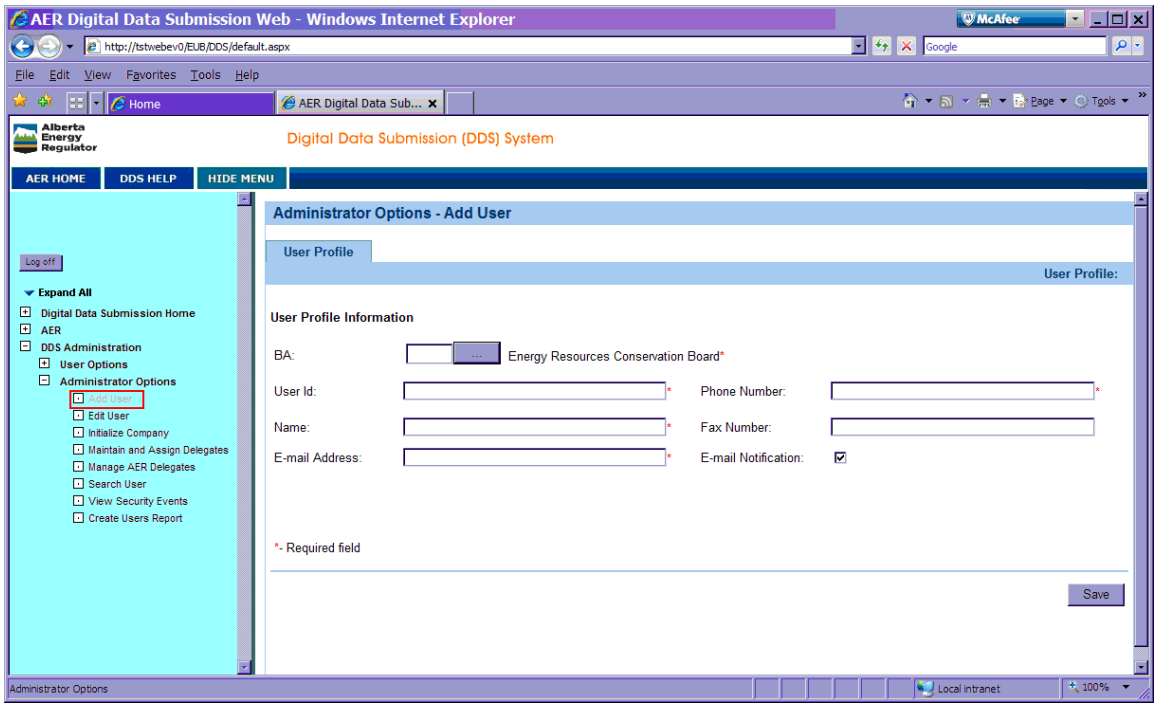
2.1 – NEW USERS

1.1 - ADDING A NEW USER

- **New accounts** or account changes – Company CMSAs are able to set up new users.
- **First time user** in company **a permission letter** [1] is required before setting up new user accounts or changing company administrators.

  [1] Section 3 Glossary - 3.1i for permission letters
- **Change of CMSA** permission letter to send is [1] change the CMSA.

  [1] Section 3 Glossary - 3.1ii for permission letters
- left hand column click **add user**



- Fill information
- if an error message comes up with **user id already in use** – chose a different user id
- Click save.

Please Note: important step

Once adding a new user is completed - ROLES must be chosen for the applications they will be using or the user will not be able to submit – See Section C - ROLES

1.2 - ADDING A COMPANY CMSA

- When a user is set up by the AER DDS CMSA the user automatically receives the company CMSA status and roles.
- When a company CMSA leaves and does not re-appoint a new company CMSA. The permission letter to change of company administrator should be sent out for those requesting a new CMSA.

  Section 3 Glossary - 3.1 - ii

1.3 - DELETING/DEACTIVATING USERS

- **REMOVING/DELETING** – the DDS system does not have the capability of removing or deleting users. This is a function for the company DDS CMSA.
  If a user has left the company - 1> de-active the user's account 2> - change the user's id to indicate that they have left etc. (deactivate – left – not here etc.) 3> click active box off.
- **DEACTIVATING** Every 3-6 months a program runs to check on the account activities of the clients, those users who have not used their account after that time period are "deactivated". To prevent the deactivation, please log in every 3 months or so
- **REACTIVATING** accounts – go to user's profile – click on active box – save – the user can use the old user id and pass word.

2.2 - RESETING PASSWORDS

Resetting a users pass word

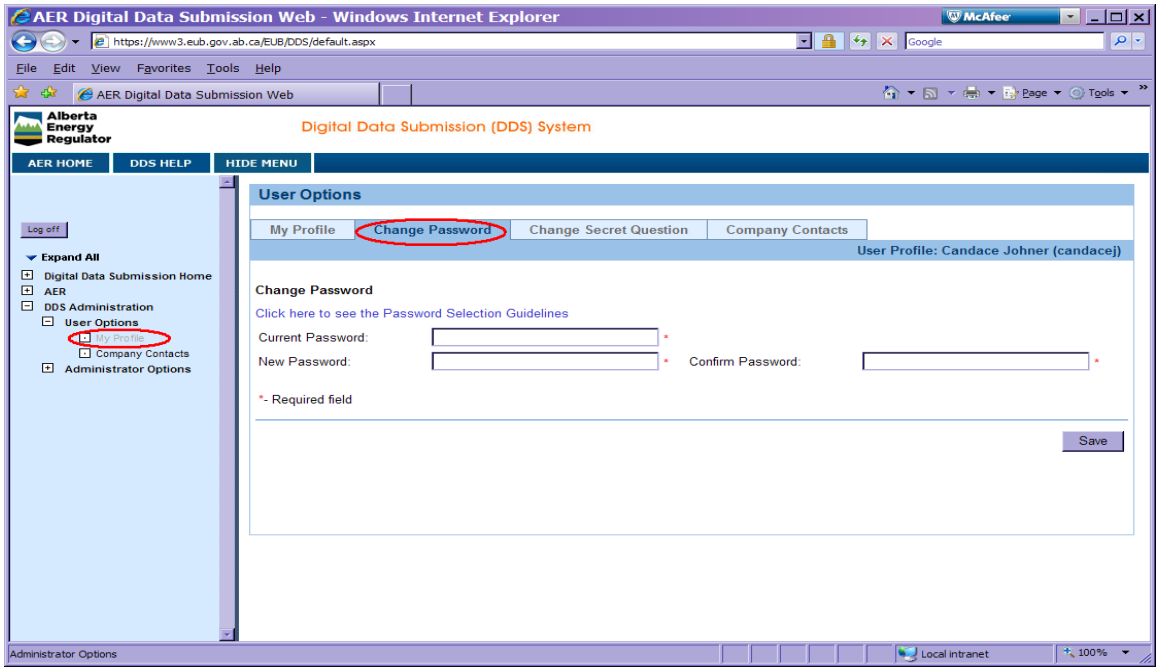
- Reason - too many incorrect attempts – (3) or forgot in-active user – if an account is not used for more then 3 months the system
- Automatically deactivates the account. To avoid this log on & off at least every 3 months.
- The company CMSA can reset the pass word or reactivate the user's account

Resetting a CMSA's pass word

- the AER DDS CMSA is the only one who can reset the company CMSA's pass word

1.1 - CHANGING PASS WORDS

- to change a pass word for one's own account - sign in with current pass word – in left hand column – click on – DDS Administrator – user options – my profile - on top bar click on change pass word



2.3 - ROLES

- **4 pages of Roles will show –** a CMSA will receive all the roles. For other users the roles which pertain to what they require will be assigned by the CMSA.
- **Please Note the AER DDS Administrator can not add roles to company accounts only the company CMSA can do this.**
- **Below** is the list of roles which will appear on the 4 pages

Amend Frac Fluids
EPAP Editor
EPAP Viewer
Submit Costs To Close A WM Facility
Maintain Emergency Response Plan
Register Emergency Response Plan
Submit Facility Licence Abandonment Report
Submit Facility Licence Link Notification
Submit Surveillance Notification
Submit Monthly Gas Removal Data
Update Approved Spacing
Update Applied For Spacing
Submit/Update Surface Casing VF/GM Incident
Submit/Update Casing Failure Incident
Submit Well Test
Submit Well Name Change Notification
Submit Well Licence Suspension
Submit Well Licence Abandonment Report
Submit Well Drilling and Completion Data
Submit Surveillance Notification

Submit Non-Routine Well Licence Abandonment
Submit Non Registry Throughput
Submit Multi-Licence Pad Notification
Submit Monthly Sulphur Balance Reporting
Submit Monthly Gas Removal Data
Submit Licence Transfer Application
Submit Licence Liability
Submit Fracturing Fluids
Submit Facility Licence Link Notification
Submit Facility Licence Abandonment Report
Submit Facilities/Resources/Utilities Application
Submit Costs To Close A WM Facility
Submit Annual Well Packer Test Results
Submit Annual Waste Report
Register Emergency Response Plan
Participate in a Proceeding
Maintain Emergency Response Plan

- Colour coding on the chart refers to the departments

MEANINGS OF AER DDS ROLES				
NAME	MEANING/FUNCTION	CONTACT		DEPARTMENT
		PHONE	EMAIL	
EPAP	**Enhanced Production Audit Program** - Operator's compliance with ERCB measurement & reporting requirements - EPAP department will have to be contacted	403-8311 option 0	epapsupport@aer.ca	Production Audit
EPAP Viewer	EPAP Users that can view only	403-8311 option 0	epapsupport@aer.ca	Production Audit
EPAP Editor	EPAP Users that can view data add & edit data.	403-8311 option 0	epapsupport@aer.ca	Production Audit
Submit costs to close a WM Facility	Waste Management	403-476-4967	Resources.Applications@aer.ca	resources Application
Maintain Emergency Response Plan	ERP Users that can maintain current ERPs that have already been registered.	403-297-2625	EPAssessment@aer.ca	EPA
Register Emergency Response Plan	ERP Users that can register new ERPs only.	403-297-2625	EPAssessment@aer.ca	EPA
Submit Facility Licence Abandonment Report		403-297-3113	LiabilityManagement@aer.ca	Liability Management
Submit Facility Licence Link Notification	Directive 006	403-297-3113	LiabilityManagement@aer.ca	Liability Management
Not a role only a notation - Field Inspection System (FIS)	FIS is used to capture: - Notifications for submitting spuds, pipeline construction/tests and flaring/venting notifications. - Incidents for viewing release incident records - Inspection for viewing and submitting follow ups on inspection records.	403- 297-4845 options 2	FIS.Administrator@aer.ca	FIS
Submit Surveillance Notification	FIS User can submit notifications only.	403-297-4845 options 2	FIS.Administrator@aer.ca	FIS
Submit Monthly Gas Removal Data			GRDadmin@aer.ca	Resources Applications, Directive 65; MIRA
Submit Facilities/Resources/Utilities Application	To do any Facilities or Resources functions this one is required	Res. # 403-476-4967 Facilities # 403-297-2228	Resources email - Resources.Applications@aer.ca Facilities email – EASAdministrator@aer.ca	Resources, Facilities & Utilities Applications
Submit Licence Liability	Site Specific Liability - only	403-297-3113	LiabilityManagement@aer.ca	Corporate Compliance/Liability Management

Submit Licence Transfer Application	Dir. 006	403-297-3113	LiabilityManagement@aer.ca	Liability Management
Submit Non Registry Throughput	Dir. 75 (Oilfield Waste Liability - OWL)	403-297-3113	LiabilityManagement@aer.ca	Liability Management
Participate in a Proceeding	allows put on documents of the hearing is run through DDS	403-476-4783	Jennifer Koppe@aer.ca	Liability Management
Submit Monthly Sulphur Balance Reporting	Directive 17, section 11.6 - allows companies to submit Sulphur Balance (S30) reports	403-297-8468	s30support@aer.ca	S30
Submit Annual Waste Report		403-476-4967	Resources.Applications@aer.ca	Resources
Submit Well Name Change Notification	Dir. 006	403-297-3113	LiabilityManagement@aer.ca	Corporate Compliance/Liability Management
Submit Well Drilling and Completion Data		403-297-8952 option 2	welldataservices@aer.ca	WDS
Submit Fracturing Fluids		403-297-8952 option 2	welldataservices@aer.ca	WDS
Submit Well Test		403-355-5742	Welltest-Helpline@aer.ca	ICD - Well Test
Update Applied For Spacing	well bottomhole well spacing - subsurface Resources Applications matter rather than to do with surface well site location	403-476-4967	Resources.Applications@aer.ca	Resources Applications, Directive 65
Update Approved Spacing		403-476-4967	Resources.Applications@aer.ca	Resources Applications, Directive 65
Submit/Update Casing Failure Incident		403-297-5290	WellOperations@aer.ca	Well Operations
View/Follow-Up Surveillance Inspections	FIS User can view inspections records and submit follow ups to open inspection records that require follow up.	403-297-4845 options 2	FIS.Administrator@aer.ca	FIS
Update/Delete Field Surveillance Notification	FIS User can view, update or delete existing notifications.	403-297-4845 options 2	FIS.Administrator@aer.ca	FIS
Submit Multi-Pad Notification	Dir. 006	403-297-3113	LiabilityManagement@aer.ca	Liability Management
Submit Well Licence Suspension	As per the requirements of Directive 013	403-297-5290	WellOperations@aer.ca	Well Operations
Update Registered Spacing		403-476-4967	Resources.Applications@aer.ca	Resources Applications, Directive 65

Submit/Update Surface Casing VF/GM Incident		403-297-5290	WellOperations@aer.ca	Well Operations
Submit Annual Well Packer Test Results		403-297-5290	WellOperations@aer.ca	Well Operations
Submit Well Licence Abandonment Report	Well Licence Surface **AB** Directive 020 Non-routine Well Dir 020 = Well Ops. Facility Lic = Liability Management	403-297-5290	WellOperations@aer.ca	Well Operations
Validate Well Test		403-355-5742	Welltest-Helpline@aer.ca	ICD - Well Test
View Surveillance Enforcement Report Card	FIS User can view the Licensee Compliance Report Card in inspection reports.	403- 297-4845 options 2	FIS.Administrator@aer.ca	FIS
View Surveillance Enforcement	FIS User can view the Provincial Enforcement Report in inspection reports.	403- 297-4845 options 2	FIS.Administrator@aer.ca	FIS
View Release Incidents (Licensee)			GRDadmin@aer.ca	Resources Applications, Directive 65; MIRA
View Surveillance Notification		403-297-4845 options 2	FIS.Administrator@aer.ca	FIS
View/Download Inactive Well Licence List		403 - 297-5290	WellOperations@aer.ca	Well Operations
View Liability Rating	Dir. 006	403- 297-3113	LiabilityManagement@aer.ca	Liability Management

EPAP – Enhanced Production Audit Program - Operators' compliance with the AER measurement and reporting requirements - **Roles** – EPAP Editor, Viewer & Admin – Admin is only for the person who is controlling the people who will do the submissions.

See Section 3 – Glossary – 3.3 – EPAP

EPA – Emergency Response

2.4 - DELEGATES

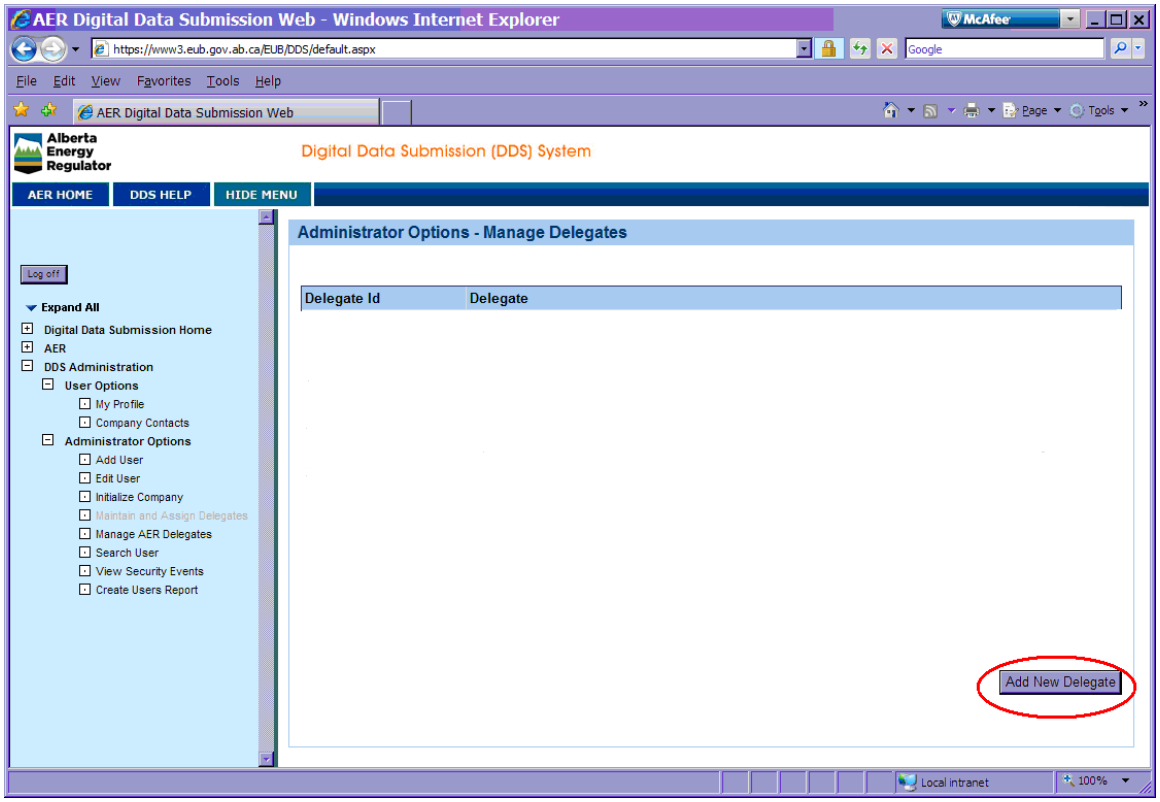
(Please note as of July 11/11 – Submit Facilities/Resources/Utilities Application – role is no longer available to delegates. Other Resources applications are not available as well)

Please note that the delegate has to have a BA Code and should have the same roles in their account as what the client will select them for.

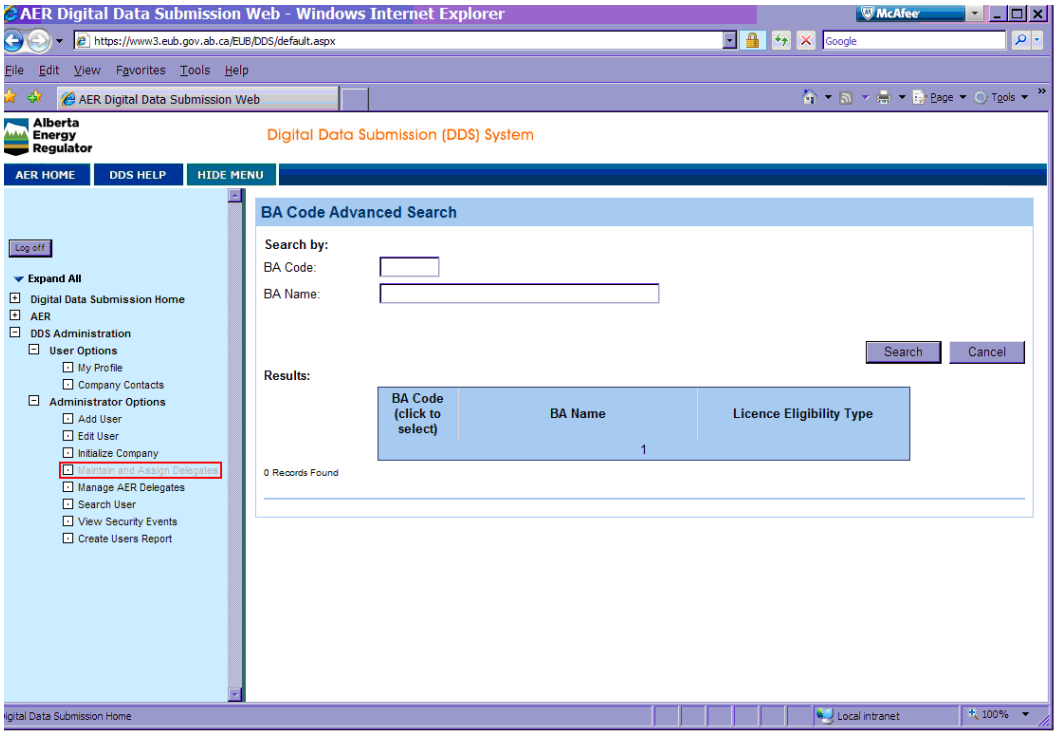
The client usually shows up in the Delegates Master Security Administrator's account

Delegates can no longer submit resources applications for their clients. The client will have to add the delegate as a user with the roles that are appropriate.

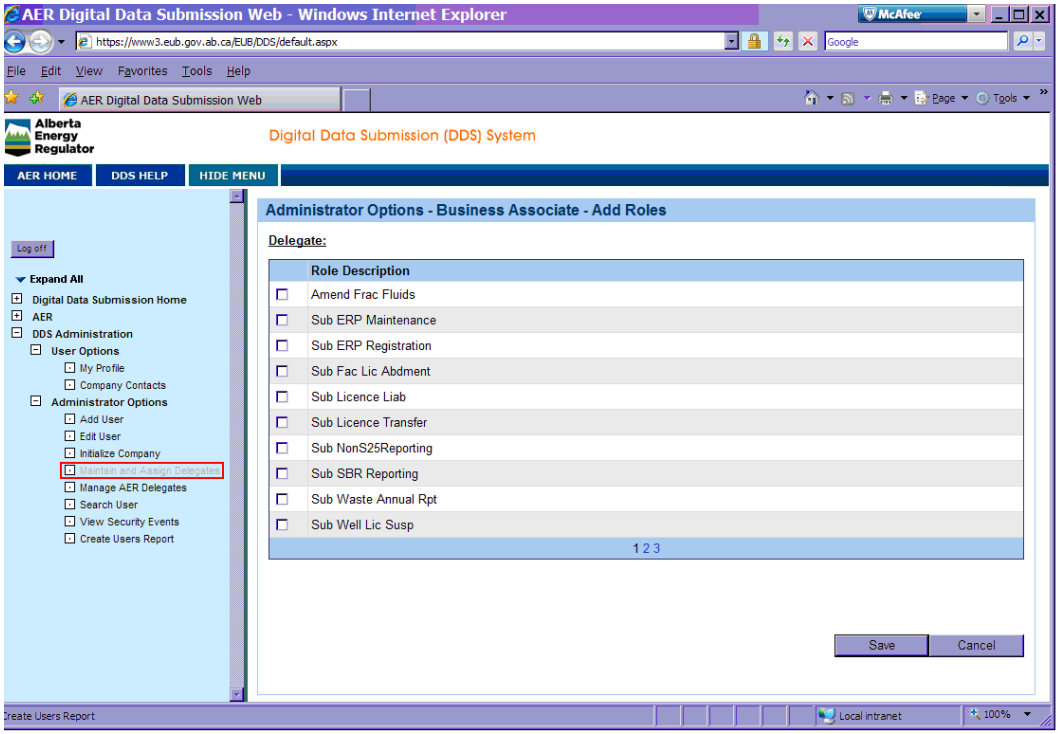
- from left hand side bar click on Maintain and Assign Delegates
- click on add new delegate button



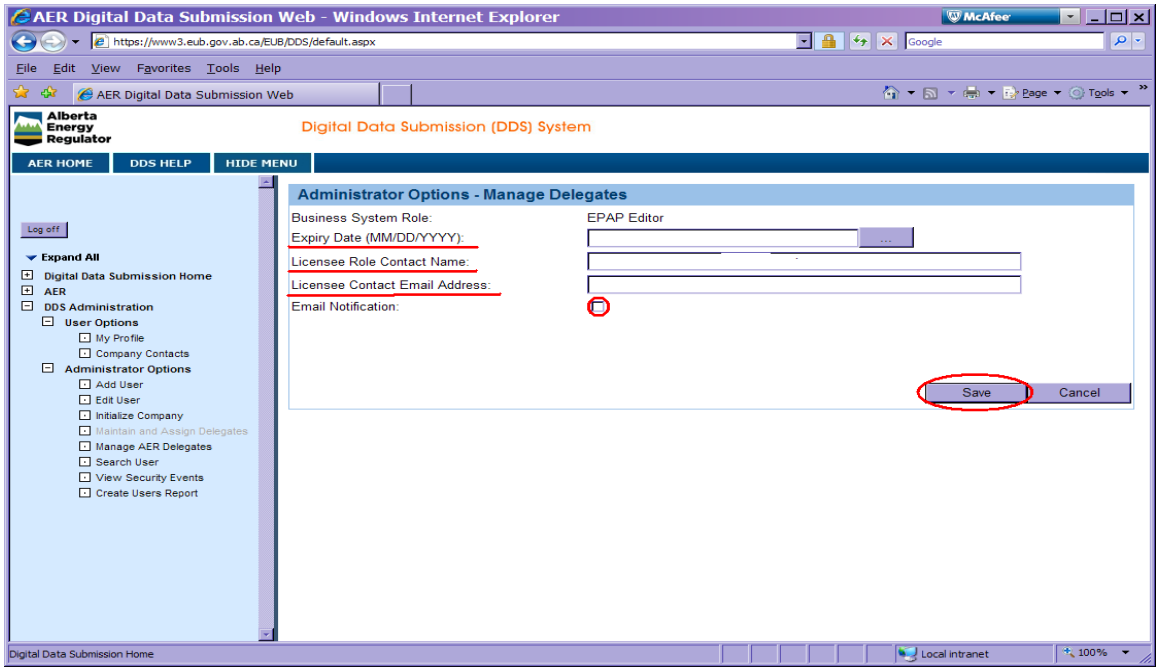
- **Add a New Delegate** - Type in either their BA Code or their company name.
- click on the blue BA Code that will appear under BA Code (click to select)



- **The roles** are selected by clicking on the squares then clicking save. There are 3 pages of roles



- **The next** step is to put in an expiry date (reflective of length of time the delegate will be doing the submissions) on the first line, fill in the contact name & the contact email address.



SECTION 3 DDS GLOSSARY

3.1 Permission Letters Samples

3.2 BA Code Status

3.3 General Notes

3.4 Acronym Reference

3.1 - SAMPLES of DDS ACCOUNT REQUESTS GUIDELINES

i General Request Letter

- if you have a BA Code add it to point 7 and ignore the Petrinex notation.

To obtain a DDS account, please follow the succeeding guidelines below:

1. Letter on a company letterhead
2. Requesting a DDS Login ID and Password
3. Name of person
4. Phone Number
5. Fax Number
6. Email Address
7. Include AER Business Associate Code (BA Code)

* Please visit the following link if a BA Code is required to be obtained:
http://www.petrinex.ca/62.asp

8. Letter to be signed by someone of signing authority i.e. : Manager, or President
9. Fax it to (403) 297-7303 Attn: Production & Well Data Services or you may email a scanned copy to DDSAdministrator@aer.ca

Your account will be set up when the letter is received. An email will be sent to the listed Client's email address containing a User ID, the Password will be sent in a separate email which is generated by the system and is confidential. It is recommended that the Client print off the Digital Data System User Guide on the front page of the DDS website and in the DDS Help. This outlines some of the different functions of the DDS system. Any questions you may contact the DDS Administrator at 403-297-5802 or email DDSAdministrator@aer.ca.

Ii Letter to change Company CMSA

1. Letter on a company letterhead
2. Requesting a DDS Login ID and Password – or to change the currently listed Administrator
3. Name of person to become Company Administrator
4. Phone Number of Company Administrator
5. Fax Number of Company Administrator
6. Email Address of Company Administrator
7. Include AER Business Associate Code (**BA Code**)
8. Letter to be signed by someone of signing authority
   Ex: Manager, or President
9. Fax it to (403) 297-7303 Attn: Production & Well Data Services or you may email a scanned copy to DDSAdministrator@aer.ca

* Your account will be set up when the letter is received. An email will be sent to the listed Company Administrator's email address containing a User ID, the Password will be sent in a separate email which is generated by the system and is confidential. It is recommended that the Company Administrator print off the Digital Data System User Guide on the front page of the DDS website and in the DDS Help. This outlines some of the different functions of the DDS system. Any questions you may contact the DDS Administrator at 403-297-5802 or email DDSAdministrator@aer.ca.

3.2 - BA CODE STATUS (BUSINESS ASSOCIATE CODE)

AMALGANATIONS

- Companies who have amalgamated BA Codes no longer exist therefore can not access the old accounts nor can they be reactivated or pass words reset.
- To access data for transfer please contact Liability Management – enforcement@aer.ca or 403-297-3113

STRUCK

- **'Struck'** refers to a company's status on the Alberta Corporate Registry system. Companies are most commonly 'struck' from the Corporate Registry for failure to file annual returns (essentially its taxes). If a company is struck from the Corporate Registry it means that it has ceased to exist (from a legal perspective) in Alberta.
- Please be advice no access to DDS accounts. Please contact- Corporate Registry in Edmonton - Their website is - http://www.servicealberta.ca/Corporate_Registry.cfm

START

- This is basically step one to the process of being struck. The company has missed some filings but is still Active and users can still be added.

CANCELLED

- BA Code was cancelled for some reason by Petrinex – please contact Petrinex - 780-427-7899

CON OUT

- Office is out of province – a “non-active” status is assigned to an Alberta legal entity once it has continued to a non-jurisdiction (province etc.) and is no longer an Alberta legal entity. The BA Status will have to be re-registered with Petrinex to get the Con-Out status removed.

3.3 EPAP - Steps to Assigning Authorized Contacts

Complied by AER EPAP

Background Information

In order to access the EPAP System, users must first access the AER's Digital Data Submissions System (DDS System). The DDS System acts as a doorway in to the EPAP System. That is why Users require both:

- A DDS Log in and pass word,
- An assigned EPAP Rile to have authorized access to the EPAP System.

The EPAP Role will give the user Authorized Contact permissions in the EPAP System. Please read below for complete instructions on how to obtain a DDS log in and pass word and also be given an EPAP Role in the EPAP System.

STEP ONE: To obtain a log in and pass word for the AER Digital Data Submission (DDS) System.

If a **staff member** doesn't already have a DDS log in and pass word, then **your company** will need to follow the steps below to provide a letter to the AER Digital Data Submission Administrator.

To obtain a DDS account, please follow the succeeding guidelines below:

1. Letter on a company letterhead
2. Requesting a DDS Login ID and Password
3. Name of person
4. Phone Number
5. Fax Number
6. Email Address
7. Include AER Business Associate Code (BA Code)

* Please visit the following link if a BA Code is required to be obtained:
http://www.petrinex.ca/62.asp

8. Letter to be signed by someone of signing authority
   Ex: Manager, or President
9. Fax it to (403) 297-7303 Attn: Production & Well Data Services or you may email a scanned copy to DDSAdministrator@aer.ca

* Your account will be set up when the letter is received. An email will be sent to the listed Client's email address containing a User ID, the Password will be sent in a separate email which is generated by the system and is confidential. It is recommended that the Client print off the Digital Data System User Guide on the front page of the DDS website and in the DDS Help. This outlines some of the different functions of the DDS system. Any questions you may contact the DDS Administrator at 403-297-8952 ext. 1 or email DDSAdministrator@aer.ca.

*The staff member's account will be set up when the letter received. An email will be sent to the listed Client's email address containing a User ID, the Pass word will be sent in a separate email which is generated by the system and is confidential. It is recommended that the Client print off the Digital Data System User Guide on the front page of the DDS website and in the DDS Help. This outlines some of the different functions of the DDS system. Any questions you may contact the DDS Administrator at 403-297-8952 ext 1 or email DDSAdministrator@aer.ca

STEP TWO: Once **the staff member** has a DDS log on and pass word, then the next step is to designate them as an EPAP Authorized Contact.

Your Company's Master Security Administrator (CMSA) has to login in to the DDS (using their own DDS login and pass word) and assign any new Authorized Contacts an "EPAP Role".

Please refer to Digital Data System User Guide on the front page of the DDS website. This outlines some of the different functions of the DDS system, including setting up "User Roles" (see page 12 C> ROLES of

the DDS User Guide). Any questions please contact the DDS Administrator at 403-297-8952 ext 1 or email DDSAdministrator@aer.ca

Since the EPAP System access is via DDS, the CMSA must authorize new Users as a DDS user with an "EPAP Role" of either EPAP Editor or EPAP Viewer.
EPAP Editor: this role permits both viewer and editor (read and write) access to the EPAP System
EPAP Viewer: this role permits only viewing (read) access to the EPAP System.

Please note that only CMSAs should have **both** EPAP Editor and EPAP Viewer assigned to them. Having both of these roles allows the CMSA to assign roles (Editor or Viewer) to other staff within your company.

Once a User is assigned an "EPAP Role", they will become Authorized Contacts for your company and be given immediate access permissions to the EPAP System.

Viewing Your Company's EPAP Authorized Contacts in the EPAP System
To see all EPAP Authorized Users and their roles, go to the *Findings* tab in the top tool bar in the EPAP System, select *Open All* in the drop down. All *Authorized Contacts* will be listed on the *General Tab*.

3.4 AER Directives links

http://www.aer.ca/ - bar at top of page Regulations & Directives – mouse over to see drop down click on directives – list appears click on the directive in blue.

3.5 GENERAL NOTES

NOTES

For partnership changes or changes to working interest participation (WIP)	Partnership changes or changes to Working Interest Participant (WIP) information may only be made at the time of a transfer otherwise the only way to update the information is to submit the new information and have it attached to the well/facility file.	Liability Management
Well Status change	Can be done through Petrinex - online and live or DDS. This depends on what the status of the well is currently and what it is going to be.	PA - Production Accounting
	ABD (& Fish) -Abandonments, Fish-in-hole (ghost-hole),Enforcement Abandonment's, Abandonment Coordinator; **Blow-Outs & BOP**- Blow-outs Incidents, BOP inquiries, BOP Class 1 Requests; **Casing** - Casing Design, Surface Casing; **Caverns** - Disposal, Mining & Storage; **Cementing** -Problems - Drilling, Problems - Abandonments; **Compliance** - D019 & ST99 Compliance & Enforcement Coordinator; **Critical Sour Wells** -Declassifications, Drilling, Completions/Walkovers; **Failures & Repairs** - Casing failures (repair) Migration, Packer Isolation Problems,SCVF – Gas Migration; **Injection & Disposal** - Injection & Disposal Registration, Applications, Gas Storage, Heavy Oil / SAGD; Suspensions	Well Operations

	GRD (gas removal data) –contact the GRD Admin. – GRDadmin@aer.ca - to request that the change of company name on the old permit to the new company name – after this change the client will be able to view the permit under the new company BA Code (new company)	

3.6 ACRONYM REFERENCES

BA Code	Business Associate Code
CMSA	Company Master Security Administrator
CRC	Core Research Centre
DS	Directional Surveys
DDS	Digital Data Submission
EAS	Electronic Application Submission – this is for Facilities
EPAP	Enhanced Production Audit Program
ERP or EPA	Emergency Response Plan
FIS	Field Inspection Surveillance
FSOB	Field Surveillance Operations Branch
GRD	Gas Removal Data
LLR	Licensee Liability Rating
LMR	Liability Management Rating
OWL	Oil Waste Liability
OGCR	Oil and Gas Conservation Regulations
WDS	Well Data Services
WTC	Well Test Capture
WM	Waste Management