

# Emergency Response Plan Registration Guide

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## Contents

Contents .....	1
Accessing DDS and the Emergency Response Plan Service .....	1
ERP Application Form .....	1
Submit a New ERP in DDS .....	2
Step 1: Contact Details .....	3
Step 2: Plan Details .....	3
ERP Category and Plan Type .....	4
Operation-specific .....	4
Corporate .....	4
EMP 4	
Discontinued ERP Types .....	4
Step 3: Add Licences .....	5
Direct Input .....	5
Bulk Input File .....	5
Step 4: Comments .....	6
Step 5: Upload Documents .....	6
Step 6: Submit .....	7
Maintain an Existing ERP .....	7
ERP Status .....	7
Updating an ERP or EMP .....	8
View Pending Submissions .....	8
Plan No Longer In Effect .....	8
ERP Exercise Notifications .....	9



## Accessing DDS and the Emergency Response Plan Service

The Emergency Response Plan service (ERP service) is part of the Alberta Energy Regulator's Digital Data Submission (DDS) system. The ERP service enables electronic registration and maintenance of an emergency management program (EMP) and emergency response plan (ERP), as required by [Directive 071: Emergency Preparedness and Response](#).

A valid DDS user ID is required to use DDS. For more information about DDS, see the [DDS System User Guide](#). Contact your company's DDS administrator for a user ID and password to access DDS. If your company does not have a DDS administrator, you can reach out to us directly for assistance at [DDSAdministrator@aer.ca](mailto:DDSAdministrator@aer.ca).

To access the ERP service:

- 1) Navigate to the DDS system home page.
- 2) Enter your DDS user ID and password.
- 3) Navigate the following path: AER > Submissions > Emergency Response Plan.
- 4) Select either **Register Emergency Response Plan** or **Maintain Emergency Response Plan** to open the appropriate screen.

If you are a delegate for more than one approval holder, select the business associate (BA) code for the approval holder on whose behalf you are acting using the **Licensee Selection** screen.

## ERP Application Form

The ERP Application form has been updated to align with *Directive 071* and the DDS ERP Registration page. See [Directive 071](#) for submission requirements.

The information entered onto the ERP Application form must match the information entered in DDS. The AER may request additional information, revisions to the submission, or close the submission if information is missing or does not match DDS.

## What's New on the ERP Application Form

Section 1 has been reorganized for ease of reading and use.

Section 2 has been changed to align with *Directive 071* and the updated DDS page. When completing this section:

- 1) Select one option for the Category (Operation-specific or Corporate).
- 2) Select one option for the Type. For the Corporate Category, only Corporate may be selected.

Section 3 is to be completed only when submitting an operation-specific ERP or ERP supplement. The section has been reorganized for ease of reading and use.

Section 4 is an amalgamation of content from several sections in the previous ERP Application form. Additional questions have been added to facilitate the review and approval process.

Section 5 was added to capture additional comments not covered in other sections. This section may be used to provide relevant context for the submission that may assist the AER with its review.

For questions about ERP Application form submission, contact [Directive071@aer.ca](mailto:Directive071@aer.ca).

### **Submit a New ERP in DDS**

Select **Register Emergency Response Plan** from the menu. There are six steps to register a new ERP:

- 1) Enter the approval holder contact details.
- 2) Enter the plan details.
- 3) Enter the site-specific details.
- 4) Enter comments, including the nature of the submission.
- 5) Upload the ERP and supporting documentation as a ZIP file.
- 6) Submit the file.

A red asterisk indicates a mandatory field that must be completed to save the submission in DDS.

You can save the registration at any time during steps 1 to 4. Once files are uploaded in step 5, proceed directly to step 6 and submit; uploaded files cannot be saved—only submitted. (If you click Save in step 5, any uploaded files will be removed.)

Saved ERP registrations that have not been submitted are not visible in DDS to AER staff.

You may cancel a saved registration at any time before submission (step 6). Cancelled registrations cannot be retrieved.

For the ERP Application form, you will need the ERP authorization number, which is not assigned until the DDS submission is saved or submitted.

The following sections provide detailed instructions for the six steps to register a new ERP in DDS. The same information is required on the ERP Application” form.

## Step 1: Contact Details

Enter the approval holder contact information. All fields are required for the plan to be accepted. If applicable, provide consultant contact details.

Default contact information is displayed based on the DDS account settings. Prepopulated information can be changed by entering new information.

## Step 2: Plan Details

Enter all required information. Refer to the ERP Application form, as there are different requirements for operation-specific ERPs and corporate ERPs.

New plan registrations are assigned a unique number when the plan is first saved. A submission acknowledgement notice with the ERP authorization number is issued by email after the plan registration is saved the first time. Saving does not mean the plan registration has been submitted.

Enter the following information to complete the plan details section:

- If the plan is a supplement to an existing ERP, enter the ERP reference number in the **Primary ERP Plan Ref #** field. Click **Search** to find an existing ERP.
- Enter the ERP name in the **ERP Name** field.
- Select the ERP **Category** from the drop-down list. (See the “ERP Category and Plan Type” section below.)
- Select the ERP **Plan Type** from the drop-down list. (See the “ERP Category and Plan Type” section below.)
- Enter the distance in kilometres to the nearest urban centre in the **Proximity to Urban Centre** field (whole number only, maximum 9999). For a well ERP, the distance is measured from the well centre. For a sour production ERP, the distance is measured from the main facility within the emergency planning zone (EPZ).
- Enter the name of the nearest urban centre in the **Name of Urban Centre** field.
- Enter the EPZ size in kilometres of the largest EPZ in the **Size of largest EPZ** field (maximum 999.99).
- Enter the number of surface developments in the **Total # of surface developments** field (whole numbers only, maximum 99 999). See *Directive 071* for the definition of surface development..
- Enter the calculated maximum H<sub>2</sub>S release rate in cubic metres per second (m<sup>3</sup>/s) in the **Max. H2S Release Rate (m3/sec)** field (maximum 999.99).
- Enter the calculated maximum H<sub>2</sub>S volume in m<sup>3</sup> in the **Max. H2S Release Volume (m3)** field (allows values up to 999.99).

- Enter the highest H<sub>2</sub>S concentration per cent in the **Max. H<sub>2</sub>S%** field (maximum 999.9999).
- Enter the legal subdivision (LSD), section (SEC), township (TWP), range (RG), and meridian (M) in the **Surface Location** field. For a sour production ERP, use the location of the main facility or, where there are no facilities, the location of any well or pipeline within the gathering system.

#### ERP Category and Plan Type

The **Category** and **Plan Type** drop-down menus have been updated to align with *Directive 071*. DDS includes three categories: Operation-specific, Corporate, and EMP. Select the category for your submission. See *Directive 071* for more information on what ERPs and documents must be submitted and their timelines.

#### Operation-specific

Includes the following ERP types:

- HVP (high-vapor pressure ERP)
- Sour (operation-specific H<sub>2</sub>S ERP for drilling, production, or other operations)
- Sour critical (H<sub>2</sub>S critical sour drilling and completions ERP)
- Supplement (all supplement types; must relate to an existing ERP; does not apply to corporate ERPs)
- Other (e.g., spill contingency plans that require AER approval)

#### Corporate

Includes all corporate ERP types and may include EMP documentation.

Where an operation-specific ERP is not required, approval holders may use a corporate ERP to manage emergency response and preparedness. Corporate ERPs are subject to AER review and audit and must be submitted every 12 months to the AER (see *Directive 071* for more information).

#### EMP

Includes all EMP documentation to be submitted only upon AER request.

#### Discontinued ERP Types

If ERP submission options change in DDS, resubmission of the ERP is not required. ERPs under discontinued categories and types will continue to display as those categories and types and will remain available for update in DDS. The AER will update the ERP type as annual updates or revisions are submitted.

The AER no longer accepts “Core ERP” submissions. This ERP type existed to alleviate the administrative burden and cost associated with submitting multiple paper ERPs to the AER that contained similar “core” information. Now that the submission process is fully electronic, this is no longer an issue.

### Step 3: Add Licences

Licences can be added by direct input or bulk upload in the **Site Specific Details** section. Input all licences associated with the ERP.

#### Direct Input

- 1) In the **Search for a Licence** field, select the licence type from the drop-down list. A list of all licences for that licence type will be displayed.
- 2) Select the required licence and click **Add to List** to add the licence to the list.

If the licence number is incorrect, or if there are multiple licences with that number, you will be taken to the **Licence Number Advanced Search** screen. Select the **Back** button to return to the previous screen, or select **Search**, and the system will display all the licences containing that number. The licence number can be corrected here; then select **Search** to reduce the number of listed licences. Select the licence number, and you will return to the **Emergency Response Plan Registration** screen. Select **Add to List**.

#### Bulk Input File

Both text files (.txt) or comma-separated value files (.csv) are acceptable for upload. File names must start with a single uppercase letter to indicate the licence type—W for well, F for facility, P for pipeline—followed by a comma and the licence number without spaces.

Examples of valid upload file names are shown below:

- W,0000939.txt or W,0000939.csv (licence number is seven digits including leading zeros)
- F,11423.txt or F,11423.csv
- P,1013.txt or P,1013.csv

All licence numbers in this file must be in the correct format for a successful upload. If one licence number is incorrect, the entire upload will fail. Add leading zeros to well licence numbers so they are seven digits long. Licence W0000939 may display as W939 in Excel causing the upload to fail.

To set the correct licence number format in Excel:

- 1) Select the cells containing the licence numbers.
- 2) Right-click and choose **Format Cells**.
- 3) Click **Number** tab and select **Custom** from the list.
- 4) In the **Type** entry field, input **0000000#**.
- 5) Click **OK**.

To upload the file:

- 1) Click **Upload List** on the **Emergency Response Plan Registration** screen.
- 2) Click **Choose File**. The file browser will open.
- 3) Navigate to the file containing the licence numbers you wish to upload and select it.
- 4) Click **Open**. The dialogue box closes, and the file name is displayed.
- 5) Click **Upload**. The **Emergency Response Plan Registration** screen will reopen once the process is complete. The licence numbers in the file will be added to the **Site Specific Details** section.

Consider breaking the upload into more than one file if you have more than 100 licences to add.

#### Step 4: Comments

In the **Comments** section, describe the purpose of the submission and provide any information that may assist the AER in reviewing the documents. Submissions that are unexpected and without comments may not be accepted or subject to closure.

#### Step 5: Upload Documents

The **Emergency Response Plan and Support Documents** section is used to upload a ZIP (.zip) file of the ERP and applicable supporting documentation (e.g., *Directive 071* application form, ERCBH2S file). Files must be submitted in ZIP format only and use the required naming conventions (see examples ZIP file names below).

- ERP: [BA Code]-ERP[Ref#]-[Date] (example, ABCD-ERP2100-04Jan26)
- Application Form: [BA Code]-[Ref#]-AppForm (example, ABCD-2100-AppForm)
- ERCBH2S CSV: [BA code]-[Ref#]-[Date] (example ABCD-2100-04Jan26.csv).
- EMP [BA Code]-EMP[Ref#]-[Date]

The ERP should a searchable PDF. Ensure that all figures and spatial information submitted in the PDF documents are at a scale and resolution that reviewers can easily read (e.g., when zooming into a figure, any elements remain clear and legible). Documents labelled as “draft” or “sample” will not be accepted.

To upload a ZIP file:

- 6) Click **Choose File**; the file browser will open.
- 7) Navigate to the file containing the documents you wish to upload.
- 8) Click **Open**. This will upload the file to DDS and close the file browser.

## Step 6: Submit

After you click **Submit**, the registration is sent to the AER. You will either see the **Submission Acknowledgement** screen or be redirected to the **Licensee Selection** page if you are a delegate. Submission details will also be emailed to the contact address listed in the AER Licence Management System.

AER staff will review and approve new ERP registrations within five business days. Incomplete submissions may take longer to process. If you have questions about the submission process, contact [Directive071@aer.ca](mailto:Directive071@aer.ca).

After you submit a registration, you can make changes to it through the **ERP Maintenance** screen.

If your submission contains errors, red text will appear on the screen explaining what is missing. Any files you uploaded will be deleted and must be uploaded again.

Submissions without the required documents or incorrect formatting might be rejected, and approval holders will need to resubmit them. Do not submit documents other than those specified above in support of your submission unless requested by the AER.

## Maintain an Existing ERP

Use the **Maintain Emergency Response Plan** screen to

- view the status of an ERP or EMP,
- submit an updated ERP and associated documents, including the annual update,
- submit an updated EMP and associated documents,
- view pending submissions, and
- record when a plan is no longer in effect.

### ERP Status

**Approved:** The AER has reviewed the ERP and issued an approval letter.

**Plan Received:** For an operation-specific ERP, the ERP is currently under review for approval. For a corporate ERP or EMP, the submission has been received and filed.

**Revised:** The approval holder or delegate has changed an ERP without clicking the “Annual Update” checkbox. Changes can be made to the ERP and resubmitted. A resubmitted ERP will continue to have a status of “Revised.” After reviewing the submission, the AER will change the status to either Approved or Plan Received, depending on the submission type.

**Submitted:** The AER has received the submission but has not yet reviewed it. ERP with this status can be changed and resubmitted. Resubmission will change the ERP status to “Revised.”

### Updating an ERP or EMP

Per *Directive 071*, approval holders must review and update ERPs at least annually. Ensure the **Contact Details, Plan Details, Site Specific Details, and Comments** are updated. In the comments section, provide a summary of the changes or a comment stating no changes are necessary. Ensure that an updated ERP file is submitted. The ERP revision history page should be updated even if no changes were necessary.

**Important:** Before submitting an annual update, ensure that the **Annual Update Complete** box is checked, otherwise the submission will appear in DDS as **Revised**.

Approval holders or their delegates may update ERP information or submit updated ERP files at any time via the maintenance screen. The information and files will be updated in the AER system. It is important to clarify the reason for revision in the comments section. Submitting a revision to an ERP does not fulfil the requirement for an annual update.

To select an ERP or EMP to update:

- 1) Navigate to the **Emergency Response Plan Maintenance – Selection** screen.
- 2) Select **Select Existing ERP**.
- 3) Select the registration number to update using the **Select Existing ERP** drop-down list.
- 4) Click **Continue**. The **Emergency Response Plan Maintenance** screen will then open. Enter the information relevant to the update.

### View Pending Submissions

To view submissions that are pending:

- 1) Select **View Pending Emergency Response Plans**.
- 2) Select **Continue**. The **Emergency Response Pending List...** screen will then open, displaying a list of pending submissions and associated information. No modifications can be made on this screen.

### Plan No Longer In Effect

An ERP must be archived when it is no longer in effect. This can occur due to a licence transfer, sale of property, incorporation of a supplement into the primary ERP, or other reasons. To indicate that an ERP is no longer in effect, click the Plan No Longer In Effect checkbox located below the Surface Location section.

## ERP Exercise Notifications

Submit ERP exercise notifications using the **Field Surveillance** tab. Select **Notifications**, then link the notification to a specific well, facility, or pipeline licence. Select **ERP exercise** as type of notification. Provide details about the exercise in the comments section, including exercise type, ERP being tested, the exercise location, and a brief description of the exercise scenario.