



# **FIS Web User Guide**

Version 2.0, April 2015

## Change Control Log

Version	Date	Primary Author	Change Description
1.0	August 18, 2008	David Anthony	First Draft of DOTNET version of FIS WEB
1.1	January 4, 2010	David Anthony	First draft for R1
1.2	February 8, 2010	David Anthony	Updated for R1
2.0	April 1, 2015	Wayne Gilbert	Updated for AER branding. Updated screenshots to incorporate latest enhancements and new functionality.

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## GETTING STARTED

This section describes how to run FIS on the Web, and includes the following topics:

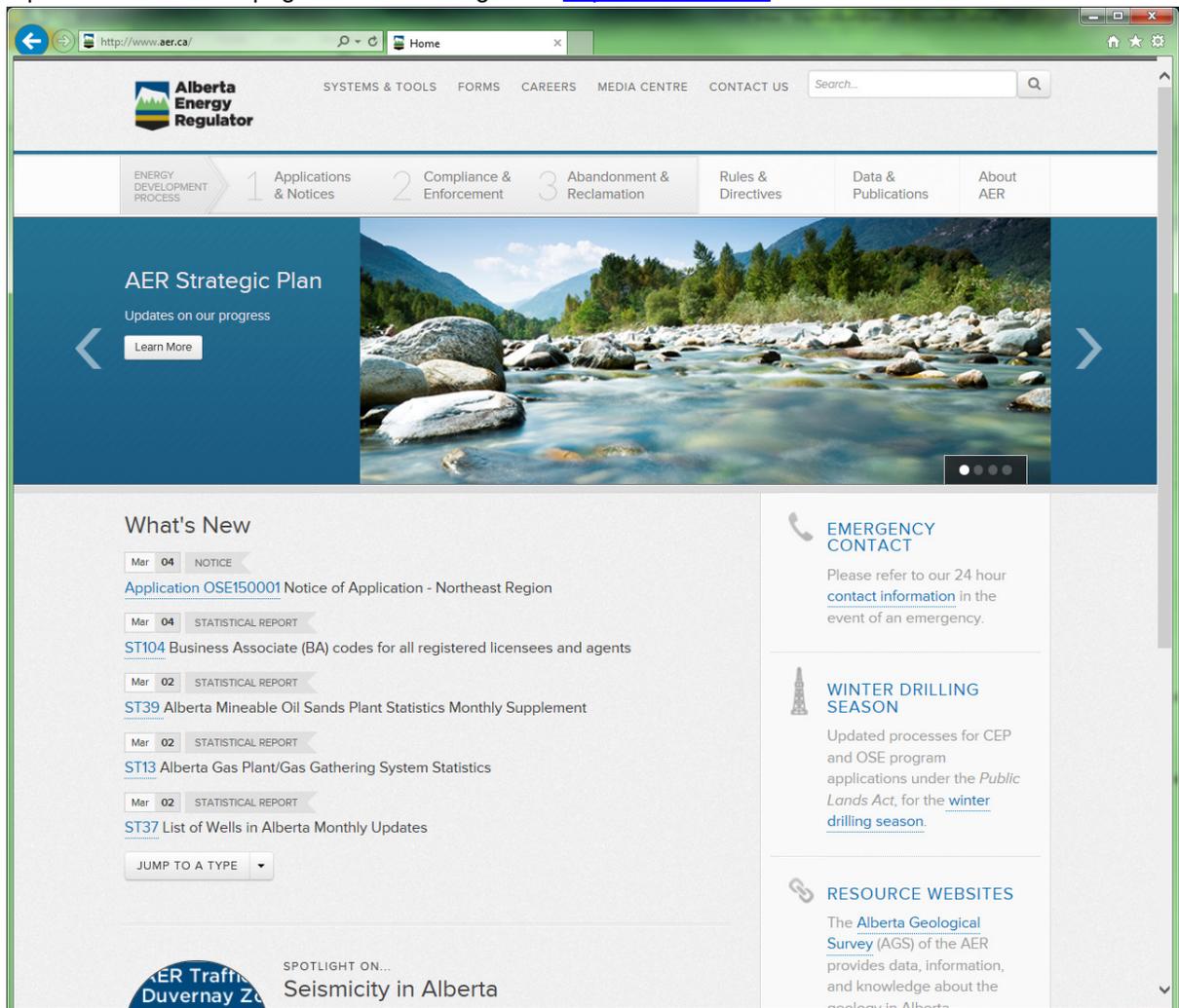
- Accessing FIS on the Web
- AER Digital Data Submission (DDS) Web site
- How to set up and change DDS logins and passwords

## ACCESSING FIS ON THE WEB

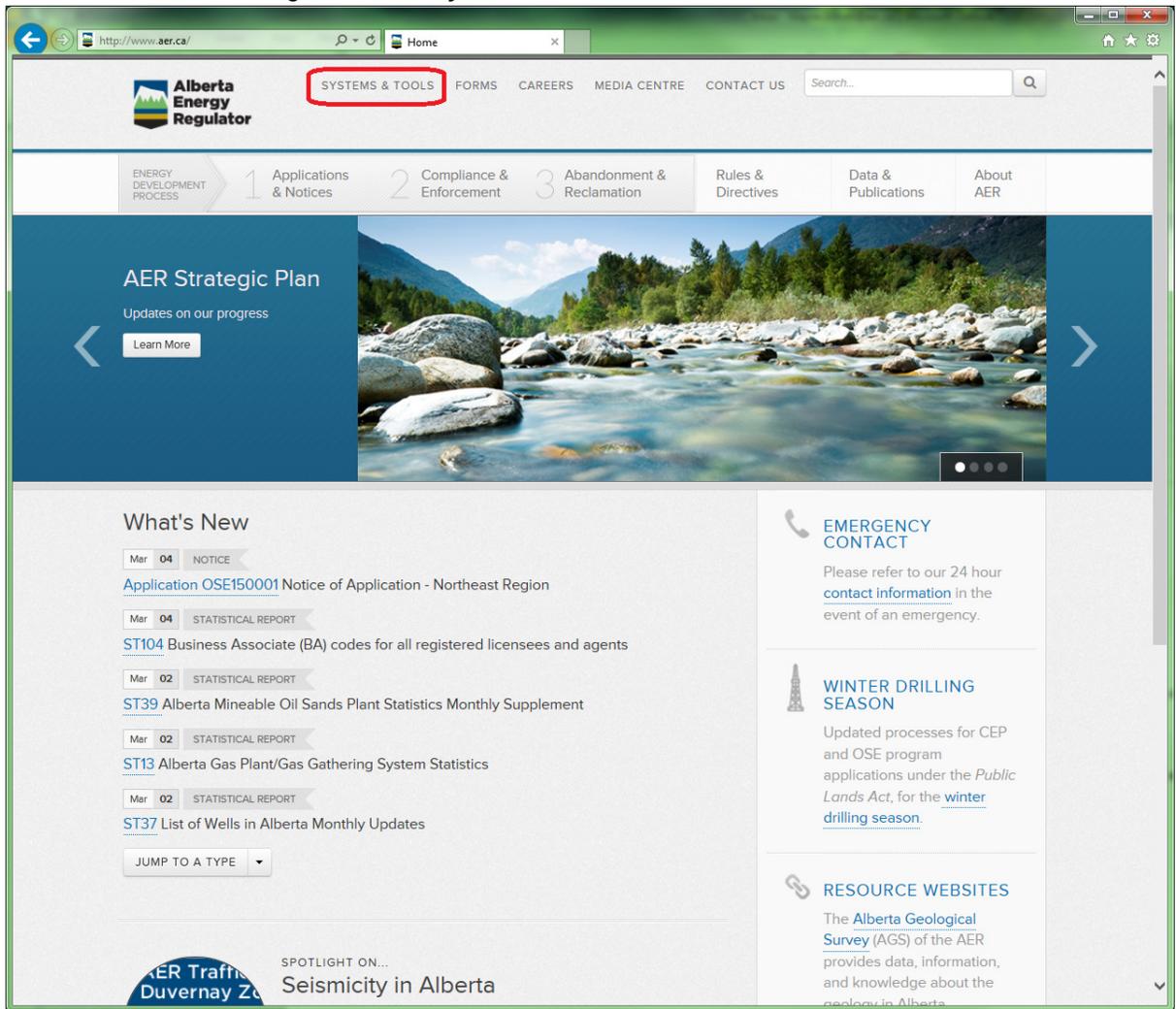
You can access FIS via the AER website as follows:

**Note:** As a minimum you need either Internet Explorer (IE) 9.0 to access this web site.

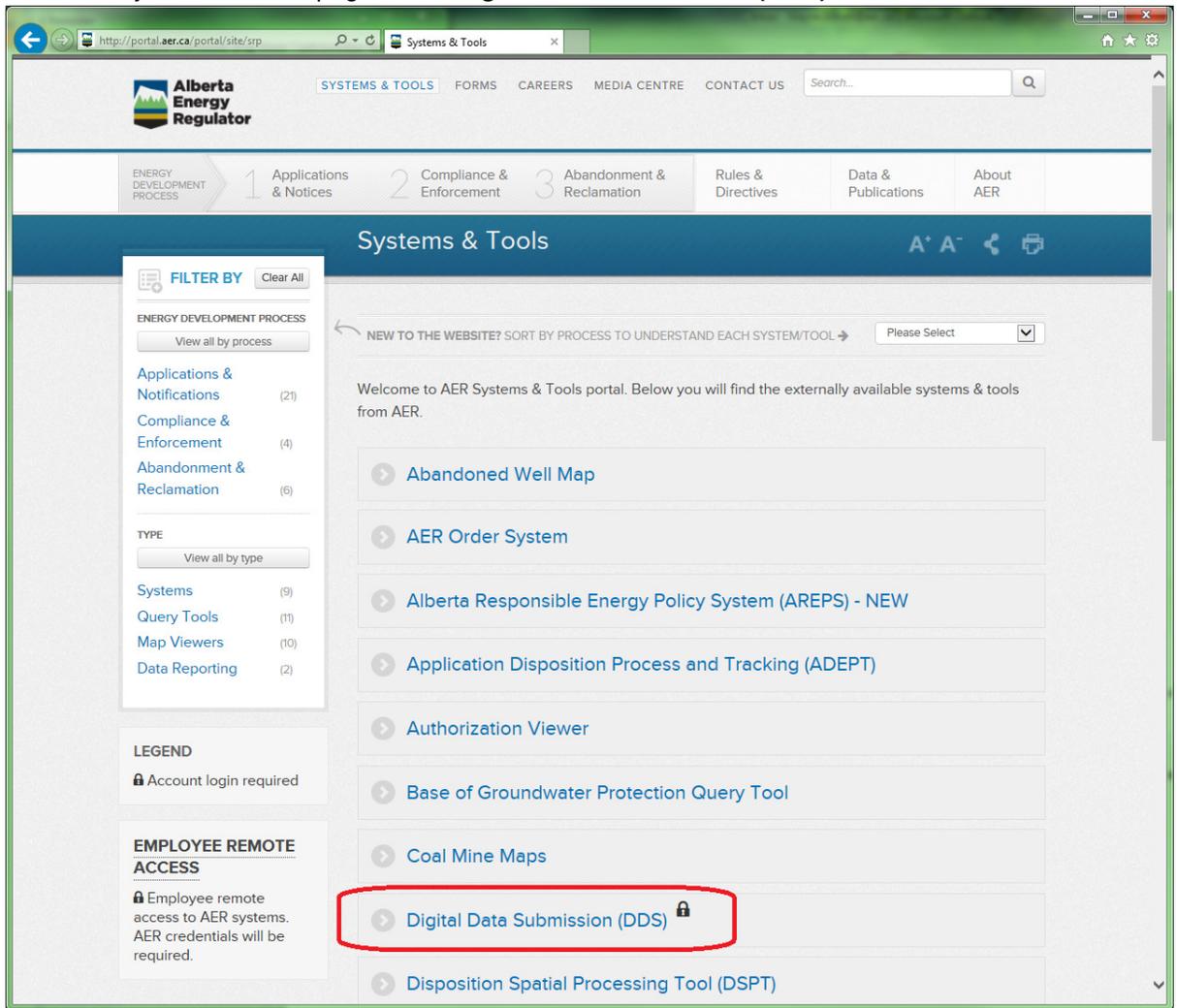
1. Open the AER home page at the following URL: <http://www.aer.ca/>



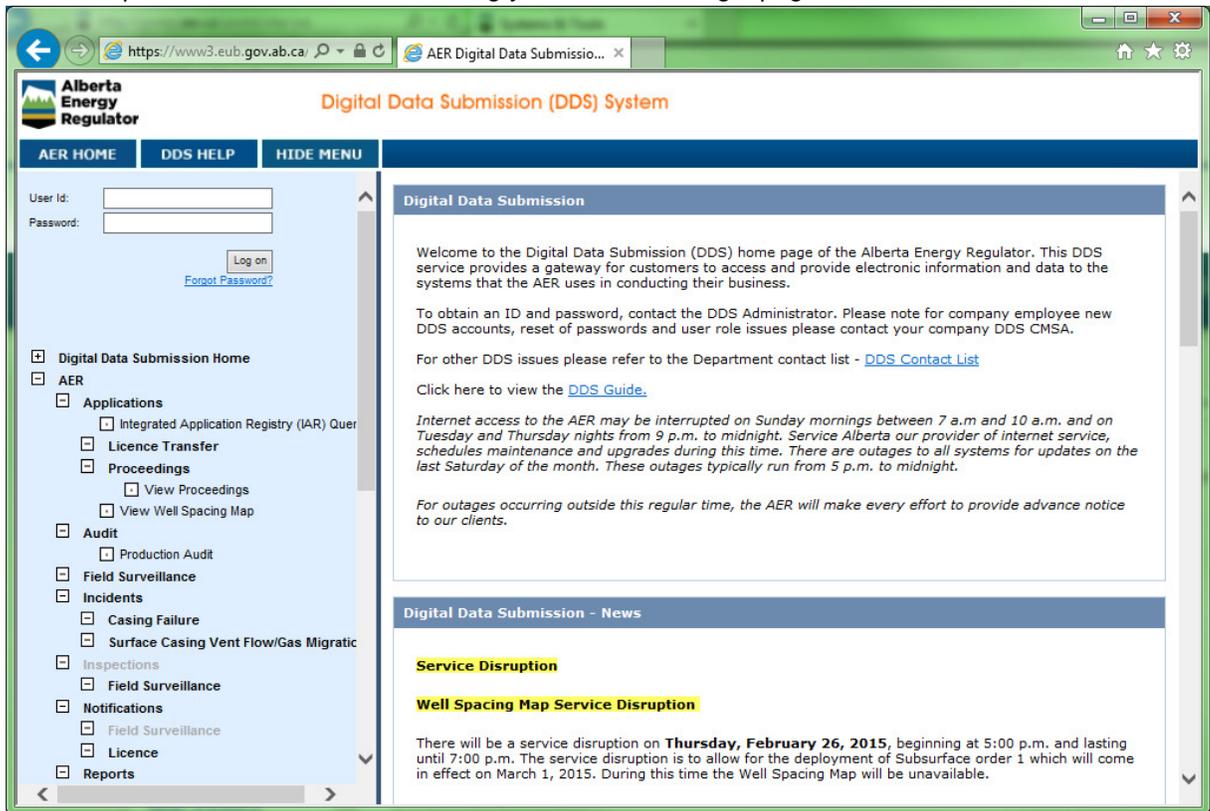
- From the main Home Page, click the **Systems & Tools** link.



3. From the Systems & Tools page select **Digital Data Submission (DDS)** link.



- This will open a new window or tab, taking you to the DDS login page.



- In the **User ID** and **Password** fields, enter your authorized DDS login ID and password, and click the **Log on** button.

The menu items shown vary depending on the rights assigned by your corporate DDS administrator. If you have permission for more than one module, they are listed in this window. If you only have permission to one module, the main page for that section opens.

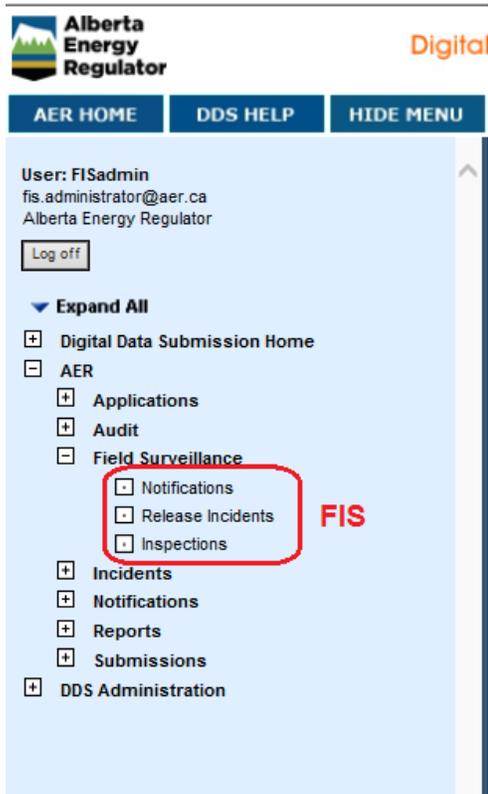
- In the left side menu, to access FIS, expand the Menu item labelled “AER”.



- Then expand the Menu item labelled “Field Surveillance”.



8. Within the “Field Surveillance” Menu item, there could potentially be three components of FIS that a user may access. These items will only appear if the user has been granted the associated security roles by their company’s DDS Administrator.



## NOTIFICATION OVERVIEW

The first component of FIS is “Notifications”.

Notifications made to the AER by or on behalf of a licensee, provide information about specific upstream oil and gas activity. Drilling Activity (spud), Pipeline Construction/Test, Flaring/Venting, etc.

**Note:** Notifications are time/date stamped when they are submitted to the AER. As deadlines are an important part of the notification process, please submit accurate notification information on a timely basis to avoid noncompliance actions.

## NOTIFICATION PROCESS

Following is a general overview of the FIS Notification process:

1. The licensee or authorized representative accesses FIS on the AER DDS web site and provides required notification information, for example, licence type and number, contact name/phone, contractor information, and start date.
2. The Notification information is validated and the information is reviewed by AER field staff.
3. Inspections may be conducted as a result of the prioritization of these notifications or as part of planned operational performance activities.

Notifications are grouped by licence type. Each licence type has mandatory and non-mandatory notifications. Mandatory notifications must be filed with the AER within the requisite time period as per the Oil & Gas Conservation Rules (OGCR) , Pipeline Rules or various AER Manuals and Directives. Non-mandatory notifications are filed on a discretionary basis.

Licence Type	Notification Types
Facility	Mandatory <ul style="list-style-type: none"> <li>▪ ERP Exercise</li> <li>▪ Flaring</li> <li>▪ Temporary Surface Water Pipelines</li> <li>▪ Venting</li> </ul>
	Non- mandatory <ul style="list-style-type: none"> <li>▪ Abandonment</li> <li>▪ Construction</li> <li>▪ Miscellaneous</li> <li>▪ Non-reportable incident</li> <li>▪ Turnaround</li> </ul>
Pipeline	Mandatory <ul style="list-style-type: none"> <li>▪ Construction / Test / Liner Installation</li> <li>▪ ERP Exercise</li> <li>▪ Flaring</li> <li>▪ Venting</li> </ul>
	Non-mandatory <ul style="list-style-type: none"> <li>▪ Abandonment</li> <li>▪ Corrosion Monitoring</li> <li>▪ Gas Migration Repair</li> <li>▪ Miscellaneous</li> <li>▪ Non-reportable incident</li> </ul>

Licence Type	Notification Types
Well	<p>Mandatory</p> <ul style="list-style-type: none"> <li>▪ Well Abandonment</li> <li>▪ Drilling Activity</li> <li>▪ ERP Exercise</li> <li>▪ Flaring</li> <li>▪ Hydraulic Fracturing</li> <li>▪ Temporary Surface Water Pipelines</li> <li>▪ Venting</li> </ul>
	<p>Non-mandatory</p> <ul style="list-style-type: none"> <li>▪ Bioremediation</li> <li>▪ Completion</li> <li>▪ Corrosion Monitoring</li> <li>▪ Gas Migration Repair</li> <li>▪ Miscellaneous</li> <li>▪ Non-reportable incident</li> <li>▪ Pit Remediation</li> <li>▪ Servicing</li> <li>▪ Vent Flow Repair</li> <li>▪ Wellhead Hit</li> </ul>

**MANDATORY NOTIFICATIONS**

**Mandatory notifications** must be filed with the AER within the requisite time period. Some are prioritized for inspection and the information is reviewed by AER field staff.

**NON-MANDATORY NOTIFICATIONS**

**Non-mandatory notifications** are filed on a discretionary basis for a wide variety of oil and gas activities such as well pit remediation, facility construction, pipeline corrosion monitoring, etc. Non-mandatory notifications usually require only contact information, start and end dates, and comments. They are not prioritized for inspection. See **Notification Overview** for a list of all non-mandatory notifications by licence type.

## SUBMITTING NOTIFICATIONS

When you create a Field Surveillance notification, the following rules apply:

- The owner of the login ID must be the licensee or an official delegate for the licensee registered with the AER (see Maintain and Assign Delegates in the DDS online help).
- A valid facility, pipeline, or well licence number must be entered. The prefix and suffix fields are used for old well licence numbers.
- SAVED draft notifications are those that have not yet been submitted. These notifications are saved on the Web server for up to 30 days. If a notification is not updated and/or submitted within this time, it is automatically deleted. SUBMITTED notifications are those that are validated and entered into the AER corporate notification database. Users are sent an email DDS acknowledgement for accepted notifications.
- The official notification date/time is the system date and time the submission is made and accepted by the AER.

**Note:** If there is a network or system outage, phone, fax or email the notification to the appropriate Field Centre and explain why you could not use the FIS system. Then submit the notification over the Web as soon as the system is running again. Include in the Notifications Comments area, the date and time the notification was phoned in. You will receive a confirmation.

## SUBMITTING A NEW NOTIFICATION

### TO SUBMIT A NEW NOTIFICATION:

1. Log on to the DDS system.
2. Click **Notifications** on the left DDS menu.  
The **New Notification** screen appears in the right pane.

3. Select the Licence Type.

Licence Type	Description
Well	A well licenced by the AER
Facility	Any facility licenced by the AER.
Pipeline	Any pipeline licenced by the AER

4. Enter the licence number. For wells, the prefix and suffix fields are used for older well licence numbers.

Licence Number	Description
Well	A well licence number can have a one-character prefix and a one-character suffix. These were often used in old well licences. (If a prefix and/or suffix are not entered, they are filled with spaces.) The main well licence number is zero-filled to 7 digits. For example, if you enter the licence number 2407, it is stored in the FIS system as 0002407.
Facility	A facility licence number contains only the number entered and is not zero-filled.
Pipeline	A pipeline licence number contains only the number entered and is not zero-filled.

5. Select the **Notification Type** from the drop down list. Click **Add** to open different windows to enter detailed information for different notifications. When you have finished entering the new notification information, you can do the following:
  - Click **Submit** to AER to submit the notification information to the AER for checking. If errors are found, the fields that require correction are indicated by a red error icon. Make the necessary changes, and submit the notification again. When the notification successfully passed all validation checks, it is stored in the corporate notifications database.
  - Click **Save as Draft** to store the notification information entered so far on the Web server for 30 days (see Saving a Draft Notification).

### FINDING A LICENCE NUMBER

If you do not know the licence number for the notification you want to submit, you can find the licence using the licence look up feature. This allows you to search for a licence number based on DLS location.

The image shows a search interface for finding a licence number. It consists of a text input field labeled "Licence", a dropdown menu with a blue arrow, a magnifying glass icon, and a search button.

1. Select if you are looking for a well, facility or pipeline licence.
2. Click the magnifying glass icon.
3. Enter the DLS location information:

The image shows a form for entering DLS location information. It has two rows of input fields labeled "From Location" and "To Location". Each row has columns for LSD, SEC, TWP, RGE, and MER, followed by a "W" checkbox. Below the "To Location" row is a checkbox labeled "Bottom Hole" and a "Find" button. At the bottom, there is a search result box containing the text "Search For Licence By Location ...".

4. Click **Find** to locate licences for your company for this location.
5. Click the licence number you want to work with.

## SAVING A DRAFT NOTIFICATION

You have 30 days from the date you save the draft notification to make any changes before you must submit it for checking. After 30 days, the saved information is deleted.

To save a draft notification:

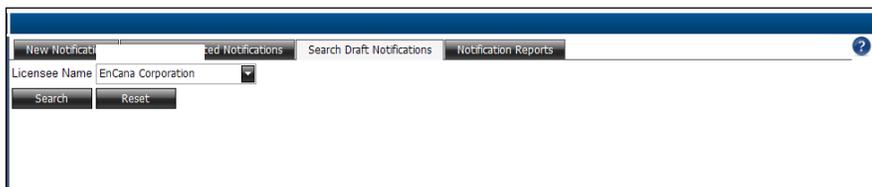
1. Enter the notification information.
2. Click **Save as Draft**. This stores the notification information entered on the Web server notification database.

Any time you save a notification, a DDS acknowledgement is displayed in your Web browser. A copy is also emailed to the contact of the notification if requested. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

## VIEWING AND EDITING A SAVED DRAFT NOTIFICATION

To open and modify a saved notification:

1. Click the Search Draft Notifications tab in the FIS New Notification window.



2. Select the appropriate licensee name
3. Click **Search**. If there are any saved notifications, they are listed in order by Activity Start Date.
4. Select the appropriate notification.
5. Edit the notification information.
6. Click **Save as Draft** to save the notification again if necessary or click **Submit to AER** to validate the information and submit the notification to the AER.

## 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. 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 AER is not notified of the operation.

When you are satisfied that the notification is complete, click Submit to AER. The notification is validated and submitted to the AER. It is then considered an official notification of commencement of the operation. The information is entered into the AER database and the Field Centres are notified of your operation. If you have subscribed to email notification, you are emailed a submission acknowledgement to confirm successful receipt of the submitted notification.

## NOTIFICATION VALIDATION AND ERROR CHECKING

When the information entered for a notification is complete, it is validated when you submit it to the AER.

Examples of validation checks are:

- the contact name and phone number are entered
- estimated volume and duration, maximum rate, and start date/time are entered for flaring and venting notifications

A notification is not considered officially submitted until it is validated, accepted, and an acknowledgement is shown. The system date and time that the notification is submitted successfully is the official notification date.

If errors are found, a red error icon will appear prompting you to correct them. For example, if you have forgotten to enter the contact telephone number, a red error icon will appear when you attempt to submit the record. Hover your mouse over the red error icon and FIS will display a help tip explaining that you must enter data in this field.

Fields that require input or have incorrect information are highlighted with additional red error icons.

At any time, you can save notification information that you are entering. In this example, if you do not know the rig number, enter all other information, and click Save as Draft. The information is stored and you have 30 days to locate and enter the rig number and actually submit the notification vs. simply saving it.

A DDS acknowledgement of the change is shown on your screen and another confirmation will be emailed to the contact email address associated to the user's DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmations.

## MANDATORY NOTIFICATIONS

Mandatory notifications must be filed with the AER within the requisite time period. They include:

Licence Type	Mandatory Notification Types
Facility	ERP Exercise Flaring Temporary Surface Water Pipelines Venting
Pipeline	Construction / Test / Liner Installation ERP Exercise Flaring Venting
Well	Abandonment Drilling Activity ERP Exercise Flaring Hydraulic Fracturing Temporary Surface Water Pipelines Venting

## DRILLING ACTIVITY NOTIFICATIONS

Notifications are submitted to the AER about any new drilling activity. You must enter the following information:

- primary field contact name and phone number
- drilling activity type and rig number and contractor
- activity start date
- if the drilling waste disposal is off lease
- remote sump location (if applicable)
- new projected total depth, terminating formation, and drilling operation type for resumption/re-entry activities

When you enter a licence number for a drilling activity notification, it is checked against corporate well databases to see if the login ID is for the licensee or registered agent, if the licence has an associated well, and if the well has a spud date.

If there is no spud date for the well licence entered, the notification is for a new well (the UWI event sequence is 0), a deepening, re-entry, or resumption.

If the licenced well has an existing spud date, the notification is for a deepening, re-entry, or resumption drilling activity. The notification is applied to the next available well event sequence. You must enter a new projected total depth in metres, new terminating formation, and drilling operation type. This information is forwarded to the AER Well Records and Applications Groups to verify that the new drilling activity does not require a new application to the AER, and does not contravene regulations.

---

#### ADD A DRILLING ACTIVITY NOTIFICATION

To enter a new drilling activity notification:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **New Notification** tab in the FIS window.
4. Select **Well Licence** from the **Licence Type** drop-down list.
5. Select **Drilling Activity** from the **Notification Type** drop-down list.
6. Enter the licence number for the notification.
7. Click **Add**.

The spud date for all associated wells is checked. If all wells have a spud date, you are prompted to confirm this is the correct licence.

- Click **Yes** to temporarily assign the next available event sequence number to the well. This information is automatically forwarded to the AER Well Records group to check if a new event sequence number can be assigned or if a new licence is necessary. If a new licence is required and is not applied for, the local Field Centre is notified and an inspector will follow-up.
- Click **No** to re-enter the licence number.

8. Enter the following drilling activity notification detail information:

Field	Description										
<b>Primary Field Contact Information</b>											
First Name	Enter the first name of the primary contact person to be reached about the drilling activity. The contact should be based in the field. <b>Required</b>										
Last Name	Enter the last name of the primary contact person to be reached about the drilling activity. The contact should be based in the field. <b>Required</b>										
Phone Number	Enter the 10-digit phone number of the primary contact. <b>Required</b>										
<b>Drilling Activity</b>											
Drilling Activity Type	From the drop-down list, select the type of drilling activity.										
	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Drilling to Set Surface Casing Only</td> <td>Surface casing is set by a surface casing/drilling rig. A drilling rig will be brought in at a later date to drill to the licenced depth.</td> </tr> <tr> <td>Drilling to Licenced Depth</td> <td>Drilling operations are completed to the licenced depth (same drilling rig drills surface hole, sets surface casing, and drills the well to completion).</td> </tr> <tr> <td>Resumption of Drilling of a Non-abandoned Well</td> <td>An existing well is re-entered for the purpose of drilling to the licenced depth (surface casing previously set), deepening, whipstocking, or drilling a horizontal section.</td> </tr> <tr> <td>Re-entry of an Abandoned Well</td> <td>Re-entry of a previously abandoned well for the purpose of deepening, whipstocking, or drilling a horizontal section.</td> </tr> </tbody> </table>	Type	Description	Drilling to Set Surface Casing Only	Surface casing is set by a surface casing/drilling rig. A drilling rig will be brought in at a later date to drill to the licenced depth.	Drilling to Licenced Depth	Drilling operations are completed to the licenced depth (same drilling rig drills surface hole, sets surface casing, and drills the well to completion).	Resumption of Drilling of a Non-abandoned Well	An existing well is re-entered for the purpose of drilling to the licenced depth (surface casing previously set), deepening, whipstocking, or drilling a horizontal section.	Re-entry of an Abandoned Well	Re-entry of a previously abandoned well for the purpose of deepening, whipstocking, or drilling a horizontal section.
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Re-entry of an Abandoned Well	Re-entry of a previously abandoned well for the purpose of deepening, whipstocking, or drilling a horizontal section.										
<b>Required</b>											
Rig Contractor	Select the rig contractor from the drop-down list. If a rig contractor is not in the list, use AER-New Rig Drilling Contractor (this increases the likelihood of an inspection). <b>Required</b>										

Field	Description												
Rig Number	Enter the 4-character rig number. <b>Required</b>												
Start Date	Enter the start date of the drilling activity. The default is the current date. Use the drop-down list beside each field to select the day, month, and year. <b>Required</b>												
Start Time	Enter the start time of the drilling activity. Use the drop-down list beside each field to select the hour, minutes, and AM/PM. <b>Required</b>												
<b>Drilling Waste</b>													
Drilling Waste Disposal Off Lease	Select the checkbox to show how the waste is to be disposed of off lease, i.e., disposal while drilling. See <a href="#">Directive 050: Drilling Waste Management</a> .												
Remote Sump Location	<p>Enter the DLS location of the remote sump.</p> <table border="1" data-bbox="727 1010 1369 1541"> <thead> <tr> <th>Field</th> <th>Valid Values</th> </tr> </thead> <tbody> <tr> <td>LSD</td> <td>01-16</td> </tr> <tr> <td>Section</td> <td>01-36</td> </tr> <tr> <td>Township</td> <td>001-126</td> </tr> <tr> <td>Range</td> <td>1-30 for W4 &amp; W5 1-14 for W6</td> </tr> <tr> <td>Meridian</td> <td>W4, W5, W6</td> </tr> </tbody> </table> <p>If a sump is to be used and the drilling waste disposal methodology is unknown, enter the location of the sump as on or off lease and provide details in the Comments section. If more than one remote sump location is used, enter the additional locations in the following Comments section.</p>	Field	Valid Values	LSD	01-16	Section	01-36	Township	001-126	Range	1-30 for W4 & W5 1-14 for W6	Meridian	W4, W5, W6
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Township	001-126												
Range	1-30 for W4 & W5 1-14 for W6												
Meridian	W4, W5, W6												
Mud Type	From the drop-down list, select the drilling mud used during mainhole drilling. If more than one mud system is used, all other mud systems should be entered in the following Comments section.												

Field	Description												
Disposal Method	From the drop-down list, select the means of disposing of the drilling waste. If there is more than one disposal type, choose the type that is anticipated to be used for the majority of the disposal. All other anticipated disposal types should be listed in the following Comments section.												
Disposal Location	<p>Enter the DLS location where the majority of the drilling waste is to be disposed.</p> <p>If more than one location is anticipated; for example, landfill, onsite, and/or remote site, the locations should be listed in the following Comments section.</p> <p>If the location of the drilling waste is outside of Alberta, enter the location into the Comments section in DLS format.</p> <table border="1" data-bbox="732 785 1468 1318"> <thead> <tr> <th data-bbox="732 785 862 846">Field</th> <th data-bbox="862 785 1468 846">Valid Values</th> </tr> </thead> <tbody> <tr> <td data-bbox="732 846 862 934">LSD</td> <td data-bbox="862 846 1468 934">01-16</td> </tr> <tr> <td data-bbox="732 934 862 1014">Section</td> <td data-bbox="862 934 1468 1014">01-36</td> </tr> <tr> <td data-bbox="732 1014 862 1094">Township</td> <td data-bbox="862 1014 1468 1094">001-126</td> </tr> <tr> <td data-bbox="732 1094 862 1234">Range</td> <td data-bbox="862 1094 1468 1234">1-30 for W4 &amp; W5 1-14 for W6</td> </tr> <tr> <td data-bbox="732 1234 862 1318">Meridian</td> <td data-bbox="862 1234 1468 1318">W4, W5, W6</td> </tr> </tbody> </table>	Field	Valid Values	LSD	01-16	Section	01-36	Township	001-126	Range	1-30 for W4 & W5 1-14 for W6	Meridian	W4, W5, W6
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Range	1-30 for W4 & W5 1-14 for W6												
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Environmental Contractor	Enter the name of the company responsible for the drilling waste disposal.												
Environmental Contractor Phone	Enter a contact phone number for the environmental contractor.												
<b>Re-entry &amp; Deepening</b>													
New Projected Total Depth	<p>Enter the projected total depth of the new drilling activity measured in metres.</p> <p><b>Required for wells that have an existing spud date</b></p>												
New Terminating Formation	<p>Select the terminating formation of the new drilling activity from the drop-down list.</p> <p><b>Required for wells that have an existing spud date</b></p>												

Field	Description
Drilling Operation Type	From the drop-down list, select the drilling operation. Options are directional, horizontal, natural drift, slant, and vertical. <b>Required for wells that have an existing spud date</b>
<b>Notification Comments</b>	
Notification Comments	Enter any associated comments about the notification.

- Click **Submit** to AER to submit the notification for validation. If errors are found, you are prompted to correct them.

A DDS acknowledgement of the change is shown on the terminal and emailed to the contact if requested for the DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

## FLARING AND VENTING NOTIFICATIONS (ALL LICENCE TYPES)

AER [Directive 060: Upstream Petroleum Industry Flaring, Incinerating and Venting](#) requires that additional information about flaring and venting be reported to the AER Field Centres.

Flaring and venting may take place at any well, facility, or pipeline installation. Notification requirements vary depending on the source and cause of the flaring or venting, for example, where the duration of emergency flaring at plants meets or exceeds limits.

Venting notifications should not have an H<sub>2</sub>S concentration, but if the facility H<sub>2</sub>S concentration is greater than zero, a message is shown asking you to contact the AER Field Centre to let them know about it. FIS automatically sends an email to the Field Centre indicating that a sour gas venting notification was received with the licence number, date, and time.

Required flaring and venting notification information includes:

- primary field contact first and last name and phone number
- estimated volume and duration
- maximum rate
- start and end date and time of the flaring or venting
- flaring or venting location (the default location for wells or facilities is the surface location)
- service rig contractor & number
- reason for the flaring or venting
- if there is public within notification area, if they have been notified, and if there were any resident objections
- comments (required if the public is not notified or there are objections).

---

## ADD A FLARING/VENTING NOTIFICATION

To enter a new flaring or venting notification:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **New Notification** tab in the FIS window.
4. Select the type of licence from the **Licence Type** drop-down list.
5. Select Flaring or Venting from the **Notification Type** drop-down list.
6. Enter the well Licence Number that the new notification applies to. This is a required field.

7. Click **Add** to open the Notifications – Flaring/Venting form. Enter the following flaring/venting notification information:

Field	Description
<b>Primary Field Contact Information</b>	
First Name	Enter the first name of the primary contact person to be reached about the flaring or venting activity. <b>Required</b>
Last Name	Enter the last name of the primary contact person to be reached about the flaring or venting activity. The contact should be based in the field. <b>Required</b>
Phone Number	Enter the 10-digit phone number of the primary contact person. <b>Required</b>
<b>Details</b>	
Estimated Volume	Enter the estimated flare or vent volume in $10^3\text{m}^3$ . <b>Required</b>
Estimated Duration	Enter the estimated duration of the flaring or venting in hours. <b>Required</b>
Max. Rate	Enter the estimated maximum rate flaring or venting in $10^3\text{m}^3/\text{day}$ . <b>Required</b>
H <sub>2</sub> S Concentration	Enter the flaring and venting emission H <sub>2</sub> S concentration and select the unit of measurement. Options are mol/kmol, ppm (parts per million), and percent. (If ppm or percentage is entered, FIS automatically converts to mol/kmol, the unit of measurement in the FIS database.)  If a venting notification has an H <sub>2</sub> S concentration greater than zero, you are asked to confirm that H <sub>2</sub> S will be in the vented gas. If so, you must contact the AER Field Centre. A message is also automatically sent to the Field Centre indicating that a sour gas venting notification was received with the licence number and date. <b>Required</b>
Start Date and Time	Select the start date and time of the flaring or venting from the calendar. This date cannot be more than 30 days in the future. <b>Required</b>

Field	Description												
End Date and Time	Select the end date and time of the flaring or venting from the calendar. <b>Required</b>												
Flare Approval Number	Enter a flare approval number if required by <a href="#">Directive 060</a> .												
Flare/Vent Location	<table border="1"> <thead> <tr> <th data-bbox="651 455 792 518">Licence</th> <th data-bbox="792 455 1468 518">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 518 792 627">Well</td> <td data-bbox="792 518 1468 627">The surface location is automatically entered for well licences. This can be modified if required.</td> </tr> <tr> <td data-bbox="651 627 792 737">Facility</td> <td data-bbox="792 627 1468 737">The LSD, section, township, range, and meridian are automatically shown for facilities. This can be modified if required.</td> </tr> <tr> <td data-bbox="651 737 792 816">Pipeline</td> <td data-bbox="792 737 1468 816">Enter the exact location of the flaring or venting.</td> </tr> </tbody> </table>	Licence	Location	Well	The surface location is automatically entered for well licences. This can be modified if required.	Facility	The LSD, section, township, range, and meridian are automatically shown for facilities. This can be modified if required.	Pipeline	Enter the exact location of the flaring or venting.				
	Licence	Location											
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	Facility	The LSD, section, township, range, and meridian are automatically shown for facilities. This can be modified if required.											
	Pipeline	Enter the exact location of the flaring or venting.											
	<table border="1"> <thead> <tr> <th data-bbox="651 884 792 947">Field</th> <th data-bbox="792 884 1468 947">Valid Values</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 947 792 1062">LSD</td> <td data-bbox="792 947 1468 1062">01-16 <b>Required</b></td> </tr> <tr> <td data-bbox="651 1062 792 1178">Section</td> <td data-bbox="792 1062 1468 1178">01-36 <b>Required</b></td> </tr> <tr> <td data-bbox="651 1178 792 1293">Township</td> <td data-bbox="792 1178 1468 1293">001-126 <b>Required</b></td> </tr> <tr> <td data-bbox="651 1293 792 1409">Range</td> <td data-bbox="792 1293 1468 1409">1-30 for W4 and W5, 1-14 for W6 <b>Required</b></td> </tr> <tr> <td data-bbox="651 1409 792 1524">Meridian</td> <td data-bbox="792 1409 1468 1524">W4, W5, W6 <b>Required</b></td> </tr> </tbody> </table>	Field	Valid Values	LSD	01-16 <b>Required</b>	Section	01-36 <b>Required</b>	Township	001-126 <b>Required</b>	Range	1-30 for W4 and W5, 1-14 for W6 <b>Required</b>	Meridian	W4, W5, W6 <b>Required</b>
	Field	Valid Values											
	LSD	01-16 <b>Required</b>											
	Section	01-36 <b>Required</b>											
	Township	001-126 <b>Required</b>											
Range	1-30 for W4 and W5, 1-14 for W6 <b>Required</b>												
Meridian	W4, W5, W6 <b>Required</b>												
<b>Required</b>													
Service Rig Contractor & Number	Enter the service rig contractor name and rig number if applicable.												
Reason	From the drop-down list, select the reason for the flaring or venting. Options are Emergency, Planned Maintenance, Test, and Unplanned Maintenance. <b>Required</b>												

Field	Description
Public within Notification Zone	<p>Select Yes to show that there are public residents within the flaring/venting notification area.</p> <p>Select No if there are no residents within the boundary defined in <a href="#">Directive 060</a>.</p>
Public Notified	<p>Indicate whether or not the public has been notified of the flaring or venting operation. You must explain how you have met flaring notification requirements under Notification Comments.</p> <p><b>Required</b></p>
Resident Objections	<p>Indicate whether or not there are resident objections to the flaring or venting operation. You must explain the objection(s) and the appropriate solution under Notifications Comments. If no solution was agreed to, explain the outcome of the objection (for example, hearing).</p> <p><b>Required</b></p>
Notification Comments	<p>Explain how you have met the flaring reduction requirements for flaring/venting of gas from conserving facilities (<i>Directive 060</i>), or enter comments about public notifications/objections. Include as much information as possible in the Comments field and a secondary contact where possible.</p> <p><b>Required</b></p>

- Click Submit to AER to submit the flaring or venting notification for validation. If errors are found, you are prompted to correct them.

A DDS acknowledgement of the submission is shown on the terminal and emailed to the contact if requested for the DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

## PIPELINE CONSTRUCTION/TEST NOTIFICATIONS

Notifications are submitted to the AER about any pipeline construction and test activity. A notification for a pipeline licence can report on one or more lines associated with the licence.

You must enter the following information:

- primary field contact name and phone number
- contractor name and phone number
- if the notification is for pipeline construction or testing
- start date and time
- duration (if applicable)
- test substance (if applicable)
- a minimum of one segment
- associated comments

---

### ADD A PIPELINE CONSTRUCTION/TEST NOTIFICATION

To enter a new pipeline notification:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **New Notification** tab in the FIS window.
4. Select the type of licence from the **Licence Type** drop-down list.
5. Select **Pipeline or Liner Construction/Test** from the **Notification Type** drop-down list.
6. Enter the pipeline **Licence Number** that the new notification applies to. This is a required field.
7. Click **Add** to open the Notifications – Pipeline Construction/Test form.

## 8. Enter the following pipeline notification detail information:

Field	Description
<b>Licensee Contact Information</b>	
First Name	Enter the first name of the primary contact person to be reached about the pipeline activity. <b>Required</b>
Last Name	Enter the last name of the primary contact person to be reached about the pipeline activity. The contact should be based in the field. <b>Required</b>
Phone Number	Enter the 10-digit phone number of the primary contact person. <b>Required</b>
<b>Contractor Information</b>	
Contractor	Enter the name of the contractor. <b>Required</b>
Phone Number	Enter the 10-digit contractor phone number. <b>Required</b>
<b>Type of Pipeline Notification</b>	
Operation Type	From the drop-down list, select if the pipeline notification is for new line or pipeline liner construction, new line testing, existing line testing, or maintenance.  Construction notifications must have a start date. The start date applies to all pipeline segments selected.  Testing notifications must have a start date, duration in hours, and substance used in the test. This information applies to all pipeline segments selected. <b>Required</b>
Start Date	Enter the date the pipeline construction, testing, or maintenance will start. <b>Required</b>
Start Time	Enter the start time for the pipeline construction or testing. <b>Required</b>

Field	Description																
Duration	Enter the duration of the pipeline testing in hours. <b>Required if Operation Type is Test</b>																
Test Substance	Select one of the following test substances from the drop-down list: <ul style="list-style-type: none"> <li>• Water</li> <li>• Water with freeze-up depressant</li> <li>• Air</li> <li>• Inert gas</li> <li>• Natural gas</li> <li>• Other (If you select this, explain what the substance is in Comments.)</li> </ul> <b>Required if Operation Type is Test</b>																
<b>Pipeline Segments</b>																	
Pipeline Segments	All pipeline segments are listed. For each segment the following information is shown. <table border="1" data-bbox="683 1031 1455 1824"> <thead> <tr> <th data-bbox="683 1031 862 1100">Tab</th> <th data-bbox="862 1031 1455 1100">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 1100 862 1220">Line #</td> <td data-bbox="862 1100 1455 1220">The pipeline segment number. The line numbers are sorted in descending order.</td> </tr> <tr> <td data-bbox="683 1220 862 1304">Material</td> <td data-bbox="862 1220 1455 1304">The material this segment is made from</td> </tr> <tr> <td data-bbox="683 1304 862 1423">Technical Standard</td> <td data-bbox="862 1304 1455 1423">The technical standard for pipeline construction</td> </tr> <tr> <td data-bbox="683 1423 862 1507">Grade</td> <td data-bbox="862 1423 1455 1507">The grade of the pipeline segment specification.</td> </tr> <tr> <td data-bbox="683 1507 862 1627">Max Pressure</td> <td data-bbox="862 1507 1455 1627">The maximum pipeline pressure</td> </tr> <tr> <td data-bbox="683 1627 862 1711">Location</td> <td data-bbox="862 1627 1455 1711">The DLS start location of the segment</td> </tr> <tr> <td data-bbox="683 1711 862 1824">OD (mm)</td> <td data-bbox="862 1711 1455 1824">The outside diameter of the pipe measured in millimetres</td> </tr> </tbody> </table>	Tab	Description	Line #	The pipeline segment number. The line numbers are sorted in descending order.	Material	The material this segment is made from	Technical Standard	The technical standard for pipeline construction	Grade	The grade of the pipeline segment specification.	Max Pressure	The maximum pipeline pressure	Location	The DLS start location of the segment	OD (mm)	The outside diameter of the pipe measured in millimetres
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Grade	The grade of the pipeline segment specification.																
Max Pressure	The maximum pipeline pressure																
Location	The DLS start location of the segment																
OD (mm)	The outside diameter of the pipe measured in millimetres																

Field	Description	
	Length (km)	Length of this pipeline segment measured in kilometres
	Crossing Type	The pipeline crossing type if applicable
	Seg. ID	The unique ID for the pipeline segment
	Status	The pipeline segment status, for example, Permitted or Operating
	Specification ID	The ID of a set of pipeline specifications that apply to the segment
<b>At least one line number must be selected</b>		
<b>Notification Comments</b>		
Notification Comments	Enter any associated comments about the pipeline notification. <b>Required</b>	

9. Click **Submit** to AER to submit the notification for validation. If errors are found, you are prompted to correct them.

A DDS acknowledgement of the submission is shown on the terminal and emailed to the contact if requested for the DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

**NON-MANDATORY OPERATIONAL NOTIFICATIONS**

Non-mandatory operational notifications are courtesy notifications for a wide variety oil and gas activities such as well pit remediation, facility bioremediation, and pipeline corrosion monitoring. They are submitted to the AER on a discretionary basis and generally require only contact information, start and end dates, and comments. They are not prioritized for inspection.

Licence Type	Non-mandatory Notification Types
<b>Facility</b>	Abandonment Construction Miscellaneous Non-reportable incident Turnaround
<b>Pipeline</b>	Abandonment Corrosion Monitoring Gas Migration Repair Miscellaneous Non-reportable incident
<b>Well</b>	Bioremediation Completion Corrosion Monitoring Gas Migration Repair Miscellaneous Non-reportable incident Pit Remediation Servicing Vent Flow Repair Wellhead Hit

## ADD A NON-MANDATORY OPERATIONAL NOTIFICATION

To enter a new non-mandatory notification:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **New Notification** tab in the FIS window.
4. From the drop-down list, select if the notification is for a well, facility, or pipeline licence.

Licence Type	Description
Facility	Any facility licenced by the AER. This includes any building, structure, installation, or equipment licenced by the AER and associated with the recovery, development, production handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes.  <b>Note:</b> Sweet single-well facilities have a well licence, not a facility licence.
Pipeline	Any pipeline licenced by the AER
Well	A well licenced by the AER.

5. Select the type of notification from the Notification Type drop-down list.

Notification Type	Description
<b>Facility Licence</b>	
Abandonment	The permanent dismantlement of a facility according to AER regulations. Abandonment includes any measures required to ensure that the facility is left in a permanently safe and secure condition.
Construction	Construction or licenced facility construction.
Miscellaneous	Any operational types not identified in this Operational Type list.
Non-reportable incident	Any incident that is not reportable to or under the jurisdiction of the AER. An example of oil/gas release that is non-reportable is the release of less than 2 m <sup>3</sup> of liquid on the lease.

Notification Type	Description
Turnaround	Regular facility maintenance at gas plants or batteries.
<b>Pipeline Licence</b>	
Abandonment	The permanent dismantlement of a pipeline according to AER regulations. Abandonment includes any measures required to ensure that the pipeline is left in a permanently safe and secure condition.
Corrosion Monitoring	The licensee is monitoring pipelines for corrosion using, for example, weld/vessel x-ray or a smart pig.
Gas Migration Repair	Gas flow outside of the outermost casing string (often referred to as external migration or seepage).
Miscellaneous	Any operational types not identified in this Operational Type list.
Non-reportable incident	Any incident that is not reportable to or under the jurisdiction of the AER. An example of oil/gas release that is non-reportable is the release of less than 2 m <sup>3</sup> of liquid on the lease.
<b>Well Licence</b>	
Bioremediation	The biological breakdown (conversion of matter to simpler substances) in a contained and controlled environment. Examples include land farms, biocells and biopiles.
Completion	All operations that are continuously attended subsequent to the drilling stage and that are necessary to prepare the well to produce.
Corrosion Monitoring	The licensee is monitoring pipelines for corrosion using, for example, weld/vessel x-ray or a smart pig.
Gas Migration Repair	Gas flow outside of the outermost casing string (often referred to as external migration or seepage).
Miscellaneous	Any operational types not identified in this Operational Type list.
Non-reportable incident	Any incident that is not reportable to or under the jurisdiction of the AER. An example of oil/gas release that is non-reportable is the release of less than 2 m <sup>3</sup> of liquid on the lease.
Pit Remediation	The reclamation of an existing pit.

Notification Type	Description
Servicing	Includes all operations that are required to restore or repair a well.
Vent Flow Repair	Restoration of the surface casing vent flow annulus.
Wellhead Hit	Damage to the wellhead with no associated release.

6. Enter the licence number for the notification. This is required information.

Licence Number	Description
Well	<p>A well licence number can have both a one-character prefix and suffix. These were often used in old well licences. (If a prefix and/or suffix are not entered, they are filled with spaces.)</p> <p>The main well licence number is zero-filled to 7 digits. For example, if you enter the licence number 2407, it is stored in the FIS system as 0002407.</p>
Facility	A facility licence number contains only the number entered and is not zero-filled.
Pipeline	A pipeline licence number contains only the number entered and is not zero-filled.

7. Click **Add**.
8. Enter the following operational notification information:

Field	Description
<b>Contact Information</b>	
First Name	<p>Enter the first name of the primary contact person to be reached about the operation.</p> <p><b>Required</b></p>
Last Name	<p>Enter the last name of the primary contact person to be reached about the operation. The contact should be based in the field.</p> <p><b>Required</b></p>

Field	Description
Phone Number	Enter the 10-digit phone number of the primary contact. <b>Required</b>
<b>Details</b>	
Start Date	Enter the start date of the operation. This date must be after the licence issue date. It also cannot be more than 30 days in the future. <b>Required</b>
End Date	Enter the end date of the operation.
Service Rig Contractor & Number	Enter the service rig contractor name and rig number if applicable.
Comments	Enter any comments that you want to add to further explain the notification. <b>Required</b>

9. Click **Submit** to AER to submit the notification for validation. If errors are found, you are prompted to correct them.

A DDS acknowledgement of the submission is shown on the terminal and emailed to the contact if requested for the DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

## ADD A FACILITY CONSTRUCTION NOTIFICATION

Facility construction notifications identify proposed facility construction and on-production dates for valid facility licences.

To add a facility construction notification:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **New Notification** tab in the FIS window.
4. From the drop-down list, select **Facility** licence.
5. Enter the following facility construction notification information:

Field	Description
<b>Contact Information</b>	
First Name	Enter the first name of the primary contact person to be reached about the operation. <b>Required</b>
Last Name	Enter the last name of the primary contact person to be reached about the operation. The contact should be based in the field. <b>Required</b>
Phone Number	Enter the 10-digit phone number of the primary contact. <b>Required</b>
<b>Details</b>	
EDCT Code	View the Energy Development Category Type Code
EDCT Description	View a description of the Energy Development Category Type
Location	View the construction location based on the licence information.
Proposed Construction Date	Enter the start date of the construction. Cannot be more than 30 days in the future. <b>Required</b>
Proposed On-Production Date	Enter the date that production is expected to start.
Comments	Enter any associated comments about the facility construction. <b>Required</b>

6. Click **Submit** to AER to submit the notification for validation. If errors are found, you are prompted to correct them.

A DDS acknowledgement of the submission is shown on the terminal and emailed to the contact if requested for the DDS login ID. See the online DDS help (User Options/My Profile) for a description of how to set up the option to receive email confirmation.

## VIEW SUBMITTED NOTIFICATIONS

Note: You can view submitted notifications only if you have the correct permissions. Refer to *Appendix A: FIS Security Roles* for more information.

Use Search Submitted Notifications to:

- search for notifications submitted for licences your company currently owns and notifications submitted while you previously owned a licence
- view detailed information for each notification
- generate a detailed report for a selected notification

## SEARCH SUBMITTED NOTIFICATIONS

To search for submitted notifications:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **Search Submitted Notifications** tab in the FIS window.

4. Enter the following notification search criteria:

You must enter at least one of the following search parameters:

- Notification ID
- Licence Type
- Notification Type
- Licence Number
- Notification From Date
- NW Corner Location

Field	Description										
Notification ID	Enter the submission ID...										
Licence Type	<p>From the drop-down list, select the licence type:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Licence Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>All licence types</td> </tr> <tr> <td>Well</td> <td>A well licenced by the AER</td> </tr> <tr> <td>Facility</td> <td>Any facility licenced by the AER.</td> </tr> <tr> <td>Pipeline</td> <td>Any pipeline licenced by the AER</td> </tr> </tbody> </table> <p><b>Required if Licence Number is entered.</b></p>	Licence Type	Description	Blank	All licence types	Well	A well licenced by the AER	Facility	Any facility licenced by the AER.	Pipeline	Any pipeline licenced by the AER
Licence Type	Description										
Blank	All licence types										
Well	A well licenced by the AER										
Facility	Any facility licenced by the AER.										
Pipeline	Any pipeline licenced by the AER										
Notification Type	<p>From the drop-down list, select ...</p> <p><b>The Notification Type is based on the Licence Type selected.</b></p>										
Licence Number	Enter the licence number. Prefix and suffix fields are used for some old licence numbers.										
Notification From Date	<p>Use the drop-down lists to enter the From date to search for notifications.</p> <p><b>Required</b></p>										

Field	Description										
Notification To Date	Use the drop-down lists to enter the To date to search for notifications. <b>Required</b>										
NW Corner Location	Enter the following NW corner location information: <table border="1" data-bbox="646 451 1443 1031"> <thead> <tr> <th data-bbox="646 451 743 520">Field</th> <th data-bbox="743 451 1443 520">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 520 743 669">Sec</td> <td data-bbox="743 520 1443 669">                             Enter the DLS section. Valid values are 1 to 36.  <b>If Section is entered, you must also enter Township, Range, and Meridian</b> </td> </tr> <tr> <td data-bbox="646 669 743 789">Twp</td> <td data-bbox="743 669 1443 789">                             Enter the DLS township. Valid values are 1 to 126.  <b>Required</b> </td> </tr> <tr> <td data-bbox="646 789 743 909">Rge</td> <td data-bbox="743 789 1443 909">                             Enter the DLS range. Valid values are 1 to 30.  <b>Required</b> </td> </tr> <tr> <td data-bbox="646 909 743 1031">Mer</td> <td data-bbox="743 909 1443 1031">                             Enter the DLS meridian. Valid values are 4, 5, and 6.  <b>Required</b> </td> </tr> </tbody> </table>	Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>	Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>
Field	Description										
Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>										
Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>										
Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>										
Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>										
SE Corner Location	Enter the following SE corner location information: <table border="1" data-bbox="646 1119 1443 1703"> <thead> <tr> <th data-bbox="646 1119 743 1188">Field</th> <th data-bbox="743 1119 1443 1188">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 1188 743 1337">Sec</td> <td data-bbox="743 1188 1443 1337">                             Enter the DLS section. Valid values are 1 to 36.  <b>If Section is entered, you must also enter Township, Range, and Meridian</b> </td> </tr> <tr> <td data-bbox="646 1337 743 1457">Twp</td> <td data-bbox="743 1337 1443 1457">                             Enter the DLS township. Valid values are 1 to 126.  <b>Required</b> </td> </tr> <tr> <td data-bbox="646 1457 743 1577">Rge</td> <td data-bbox="743 1457 1443 1577">                             Enter the DLS range. Valid values are 1 to 30.  <b>Required</b> </td> </tr> <tr> <td data-bbox="646 1577 743 1703">Mer</td> <td data-bbox="743 1577 1443 1703">                             Enter the DLS meridian. Valid values are 4, 5, and 6.  <b>Required</b> </td> </tr> </tbody> </table> <p data-bbox="646 1730 992 1759"><b>Optional but requires a NW corner</b></p>	Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>	Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>
Field	Description										
Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>										
Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>										
Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>										
Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>										

Field	Description
Exclude Currently Owned Licences	Select this checkbox to search for all notifications for licences your company previously owned. Only notifications made while you were owner of the licence are listed.  <b>One of Previously Owned licences must be selected.</b>
Exclude Previously Owned Licences	Select this checkbox to search for notifications for licences currently owned by your company.  <b>One of Currently Owned Licences must be selected.</b>

EXAMPLE DLS SEARCHES

Location	Inspections Found															
<table border="1"> <tr> <td></td> <td>Sec</td> <td>Twp</td> <td>Rge</td> <td>Mer</td> </tr> <tr> <td><b>NW Corner Location:</b></td> <td>17</td> <td>045</td> <td>07</td> <td>W 5</td> </tr> <tr> <td><b>SE Corner Location:</b></td> <td></td> <td></td> <td></td> <td>W</td> </tr> </table>		Sec	Twp	Rge	Mer	<b>NW Corner Location:</b>	17	045	07	W 5	<b>SE Corner Location:</b>				W	All notifications in section 17-045-07 W5
	Sec	Twp	Rge	Mer												
<b>NW Corner Location:</b>	17	045	07	W 5												
<b>SE Corner Location:</b>				W												
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	Sec	Twp	Rge	Mer												
<b>NW Corner Location:</b>		045	05	W 4												
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	Sec	Twp	Rge	Mer												
<b>NW Corner Location:</b>	28	043	08	W 5												
<b>SE Corner Location:</b>	01	041	07	W 5												

## VIEW SUBMITTED NOTIFICATIONS

Notifications are sorted by Notification Date & Time.

View the following information in the View Submitted Notifications results window.

Field	Description
Licence Type	Licence Type associated with the Notification
Licence Number	The licence number for the current notification. Click this to view a report of this notification.
Current Licensee	The BA code and name of the current licensee.
Licensee at Notification	The licensee when the notification was first submitted.
Notification Type	The type of notification, for example, Well Drilling Activity.
Notification Date	The date the notification was submitted to the AER.
Creation Date	The date the notification was originally created.
Location	The surface location of the licence in the format LSD/Sec/Twp/Rge/Mer.
Contact Name	The first and last names of the contact entered on the notification.
Contact Phone	The 10-digit contact phone number entered on the notification.
Field Centre	The Field Centre for the location entered on the notification.

## SUBMITTED NOTIFICATION REPORT/DATA EXTRACT

The search for submitted notifications shows different types of notifications and a detailed report is generated for each type.

Report	Description
Drilling Activity Notification report	Report of licence and notification information, drilling activity and drilling waste details, and notification comments.
Flaring/Venting Notification report	Report of licence and notification information, flaring or venting details, and notification comments.
Operational Notification report	Report of licence and notification information, operational details, and notification comments.
Facility Construction Notification report	Report of licence and notification information, facility construction details, and notification comments.
Pipeline Notification report	Report of licence and notification information, pipeline details including pipeline segment information, and notification comments.

### PRINT AND SAVE REPORTS

In the Adobe Reader window click **Print** on the reporting toolbar to open a Print window where you select the printer, print range, and number of copies of the report you want to copy.

You can also save the report as an Adobe .PDF file or export the information the information in the grid to a .TXT text file.

### UPDATING/DELETING SUBMITTED NOTIFICATIONS

Licensees or their delegates with appropriate permissions can update or delete a Submitted Notification (refer to *Appendix A: FIS Security Roles* for information on security permissions).

**Note:** If you do not have the correct permissions, your Comp. Master Security Administrator (CMSA) must add the appropriate role to your profile. The required DDS security role, called *Update/Delete Field Surveillance Notification*, allows you to:

- Search Submitted Notifications
- Update a Submitted Notifications
- Delete a Submitted Notifications

For all Notifications except Gas Emissions, you can modify a Submitted Notification up until 48 hours from the operation Start Date.

For Gas Emissions Notifications, you can modify a Submitted Notification up until 48 hours from the operation End Date.

TO UPDATE OR DELETE A SUBMITTED NOTIFICATION

SEARCH FOR THE SUBMITTED NOTIFICATION YOU WANT TO UPDATE/DELETE:

1. Log on to the DDS system.
2. Click **Notification** in the DDS menu.
3. Click the **Search Submitted Notifications** tab in the FIS window.  
The results window will appear with modifiable notifications highlighted in **green**.

New Notification									
Search Submitted Notifications		Search Draft Notifications			Notification Reports				
<input type="checkbox"/> Show only Modifiable Records (highlighted in green)									
Notification Id	View Report	Notification type	Notification Date	Licence	Location	Facility Type	Start Date	Drilling Type	Pipeline
521949		Well Drilling Activity	03 Feb 2010	W 0410397	09-26-025-23W4		03 Feb 2010	Initial	
521943		Well Drilling Activity	15 Jan 2010	W 0000124	15-26-050-01W5		15 Jan 2010	Drilling To Total Depth	

4. Click the **Notification ID** of the record you want to update.  
The details will appear in the details window.

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 AER** 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 AER** button.

## NOTIFICATION REPORTS

Notification Reports provides three reports with the following information:

Report	Description
Drilling Activities with Late Notification Date / Time	List of your company drilling activities that have not been reported to the AER within 12 hours after commencement as required by the Oil and Gas Conservation Regulations.
Pipeline Test with No Construction Notification	List of your company pipeline segments with test notifications that do not have a corresponding construction notification.
Wells with TOUR Report Spud Date and No Drilling Activity Notification	List of your company wells that have a tour report spud date but do not have an AER Field Surveillance drilling activity start date for the licence number, i.e., spuds that have not been reported to AER.

## VIEW RELEASE INCIDENTS

Note: You can view release incidents only if you have the correct permissions.

Use View Release Incidents to:

- search for release incidents submitted for current and previously owned licences to your company
- view detailed information for each release incident
- generate a detailed report for a selected release incident

Incident Number <input style="width: 150px;" type="text"/>	Licence: <input style="width: 80px;" type="text"/>								
Exclude Currently Owned Licences <input type="checkbox"/>	From Date <input style="width: 150px;" type="text"/>							NW Corner	<input type="checkbox"/>
Exclude Previously Owned Licences <input type="checkbox"/>	To Date <input style="width: 150px;" type="text"/>							SE Corner	<input type="checkbox"/>
	Specified Enactment Type: <input style="width: 150px;" type="text"/>								
	Specified Enactment Number: <input style="width: 150px;" type="text"/>								
	CIC Reference number: <input style="width: 150px;" type="text"/>								

Note: only incidents with an associated well, facility or pipeline licence will be accessible via DDS.

**SEARCH RELEASE INCIDENTS**

Enter the following release incident search criteria:

You must enter at least one of the following search parameters:

- Incident Number
- Licence Type
- Licence Number
- Incident From Date
- NW Corner Location
- Specified Enactment Type
- Specified Enactment Number
- CIC Reference Number

Field	Description										
Incident Number	Enter the Incident Number.										
Licence Type	<p>From the drop-down list, select the licence type:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Licence Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>All licence types</td> </tr> <tr> <td>Well</td> <td>A well licenced by the AER</td> </tr> <tr> <td>Facility</td> <td>Any facility licenced by the AER.</td> </tr> <tr> <td>Pipeline</td> <td>Any pipeline licenced by the AER</td> </tr> </tbody> </table> <p><b>Required if Licence Number is entered.</b></p>	Licence Type	Description	Blank	All licence types	Well	A well licenced by the AER	Facility	Any facility licenced by the AER.	Pipeline	Any pipeline licenced by the AER
Licence Type	Description										
Blank	All licence types										
Well	A well licenced by the AER										
Facility	Any facility licenced by the AER.										
Pipeline	Any pipeline licenced by the AER										
Licence Number	Enter the licence number. Prefix and suffix fields are used for old licence numbers.										
Incident From Date	<p>Use the calendar to enter the From Date to search for notifications. The default is the current date less 3 months.</p> <p><b>Required</b></p>										

Field	Description										
Incident To Date	Use the calendar to enter the To date to search for notifications. The default is today's date. The From and To date cannot exceed 12 months.  <b>Required</b>										
Specified Enactment Type	Select from the drop down list select the desired Specified Enactment Type (EPEA, MSL, LOC, Water Act, etc)										
Specified Enactment Number	Enter the Specified Enactment Number associated to the incident record.										
CIC Reference Number	Enter the CIC Reference Number associated to the incident record.										
NW Corner Location	Enter the following NW corner location information: <table border="1" data-bbox="526 852 1468 1407"> <thead> <tr> <th data-bbox="526 852 626 919">Field</th> <th data-bbox="626 852 1468 919">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 919 626 1043">Sec</td> <td data-bbox="626 919 1468 1043">                             Enter the DLS section. Valid values are 1 to 36.   <b>If Section is entered, you must also enter Township, Range, and Meridian</b> </td> </tr> <tr> <td data-bbox="526 1043 626 1167">Twp</td> <td data-bbox="626 1043 1468 1167">                             Enter the DLS township. Valid values are 1 to 126.   <b>Required</b> </td> </tr> <tr> <td data-bbox="526 1167 626 1291">Rge</td> <td data-bbox="626 1167 1468 1291">                             Enter the DLS range. Valid values are 1 to 30.   <b>Required</b> </td> </tr> <tr> <td data-bbox="526 1291 626 1407">Mer</td> <td data-bbox="626 1291 1468 1407">                             Enter the DLS meridian. Valid values are 4, 5, and 6.   <b>Required</b> </td> </tr> </tbody> </table>	Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36.  <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126.  <b>Required</b>	Rge	Enter the DLS range. Valid values are 1 to 30.  <b>Required</b>	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6.  <b>Required</b>
Field	Description										
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Rge	Enter the DLS range. Valid values are 1 to 30.  <b>Required</b>										
Mer	Enter the DLS meridian. Valid values are 4, 5, and 6.  <b>Required</b>										

Field	Description										
SE Corner Location	<p>Enter the following SE corner location information:</p> <table border="1" data-bbox="526 329 1468 884"> <thead> <tr> <th data-bbox="526 329 625 394">Field</th> <th data-bbox="625 329 1468 394">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 394 625 520">Sec</td> <td data-bbox="625 394 1468 520">                     Enter the DLS section. Valid values are 1 to 36.  <b>If Section is entered, you must also enter Township, Range, and Meridian</b> </td> </tr> <tr> <td data-bbox="526 520 625 640">Twp</td> <td data-bbox="625 520 1468 640">                     Enter the DLS township. Valid values are 1 to 126.  <b>Required</b> </td> </tr> <tr> <td data-bbox="526 640 625 760">Rge</td> <td data-bbox="625 640 1468 760">                     Enter the DLS range. Valid values are 1 to 30.  <b>Required</b> </td> </tr> <tr> <td data-bbox="526 760 625 884">Mer</td> <td data-bbox="625 760 1468 884">                     Enter the DLS meridian. Valid values are 4, 5, and 6.  <b>Required</b> </td> </tr> </tbody> </table> <p><b>Optional but requires a NW corner</b></p>	Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>	Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>
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Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>										
Exclude Currently Owned Licences	Select this checkbox to search for all incidents for licences your company previously owned.										
Exclude Previously Owned Licences	Select this checkbox to search for incidents for licences currently owned by your company.										

Click **Search** to apply the search criteria entered and list the results in the Search Notifications Results window. (Click **Reset** to clear all search fields and re-enter criteria.)

## VIEW RELEASE INCIDENTS

Release Incidents are sorted by Location and Incident Date.

View the following information in the View Release Incidents results window, also known as the Results Grid. This grid has a sorting feature so users can sort their results by any of available columns shown in the grid.

Field	Description
View Report	Click the PDF icon to launch a copy of the detailed release report (RR8201).
Incident Number	The FIS release incident number.
Location	The surface location of the licence or incident in the format LSD/Sec/Twp/Rge/Mer.
Licence Number	The licence number associated with the release incident.
Incident Date	The date the release incident was first reported.
Facility Type	The type of facility associated with the release incident.
Cause	The reported cause of the release incident.
Closed Date	Shows if all mandatory and required information has been received for the incident and a Completion Date assigned.

## RELEASE INCIDENT REPORT

The Release Incident report (RR8201) can be accessed by clicking the PDF icon displayed in the Results Grid. The report contains the following release incident information.

Field	Description
<b>General Detail</b>	
Incident Number	The unique number assigned to the incident.
Licence Number and Type	The licence number and type associated with the release incident.
Facility Type	The type of facility associated with the release incident if applicable.

Field	Description
Surveillance EDCT	The Field Surveillance superset of the licence energy development category type for the licence at the time of notification.
Licence Location	The licence location for the release incident.
Incident Location	The DLS surface location of the release incident.
Strike Area	The strike area for the entered licence.
IRRP Unregulated Event	Shows if the release incident has an unknown origin or is caused by an event such as fire, explosion, or flood and does not result in a release of product. Unregulated events require that the ERG be contacted.
Licensee Code/Name	The BA code and name of the current licensee.
Operator Code/Name	The BA code and name of the current operator (blank indicates that the operator is not known).
CIC Reference Number	The CIC Reference Number associated to this incident record.
Incident Date/Time	The date and time of the release.
Notification Date/Time	The date and time that the AER was notified of the release incident.
Field Centre	The field centre that has responsibility for the incident (based on DLS location).
AER Contact	The AER contact person for the release incident.
Assessed	Shows if the incident has been reviewed.
Data Complete	Shows if all mandatory and required information has been received for the incident and a Completion Date assigned.
Incident Complete Date	The date the release incident was completed.
Latitude	The latitude of the incident. Well latitude/longitudes are taken from the well table. The facility latitude/longitude is the entrance to the facility; a calculated latitude/longitude (where an actual value is not available) is the centre of the LSD. The pipeline latitude/longitude is the incident source; a calculated latitude/longitude is the centre of the LSD of the first segment from location.

Field	Description
Longitude	View the longitude of the incident. Well latitude/longitudes are taken from the well table. The actual facility latitude/longitude is the entrance to the facility; a calculated latitude/longitude (where an actual value is not available) is the centre of the LSD. The actual pipeline latitude/longitude is the incident source; a calculated latitude/longitude is the centre of the LSD of the first segment from location.
Actual Lat/Long	Yes shows that actual latitude/longitude are used. No shows that these are calculated values.
Legacy Reporting ID	The reporting facility ID used to identify converted ENV data that may not have a licence number.
Associated Specified Enactments - Type	Displays the type of Specified Enactment associated to this release incident.
Associated Specified Enactments - Number	Displays the Specified Enactment number associated to this release incident.
<b>Contact Information</b>	
First Name	The incident contact's first name.
Last Name	The contact's last name.
Phone	The 10-digit area code and phone number of the contact.
Third Party Type	The type of third party - AER Licenced, Non Licenced, Public, Vandalism, and Unknown.
Third Party Code/Name	The BA Code and name of the third party.
Environmental Contractor	The name of the environmental contractor if applicable.
Phone	The environmental contractor's 10-digit telephone number.
Referred By	The agency that referred the release to the AER jurisdiction if applicable.
Referred To	The agency jurisdiction that the AER referred the release to.
ERG Contacted	The Emergency Response Group has been contacted regarding this release incident.

Field	Description		
Emergency Level	The emergency level.		
	<table border="1"> <thead> <tr> <th data-bbox="545 331 659 380">Level</th> <th data-bbox="659 331 1477 380">Description</th> </tr> </thead> </table>	Level	Description
	Level	Description	
	0	Information is not forwarded to the Field Surveillance Management Team (FSMT), or the Emergency Response Group (ERG).	
	1	<p>There is no danger outside company property or right-of-way. The situation can be handled entirely by company personnel.</p> <ul style="list-style-type: none"> <li>• immediate control of the hazard/source is possible</li> <li>• no threat to public</li> <li>• minimal environmental impact</li> <li>• little or no media interest</li> </ul>	
2	<p>The potential exists for the emergency to extend beyond company property, therefore, the following must be alerted and kept informed of the situation</p> <ul style="list-style-type: none"> <li>• municipal services, police, fire, and other emergency services</li> <li>• provincial gov't, AER, INFRAS, and AENV</li> </ul>		
3	<ul style="list-style-type: none"> <li>• uncontrolled hazard</li> <li>• public safety jeopardized</li> <li>• significant on-going environmental impact</li> <li>• significant media interest</li> <li>• immediate municipal and provincial gov't involvement</li> <li>• assistance from outside parties required</li> </ul>		
Agencies Notified	The name of agencies notified and the date/time the notification was made.		
<b>Volumes</b>			
Release Start Date/Time	The start date and time of the release.		
Release End Date/Time	The end date and time of the release.		

Field	Description										
Duration	The length of the release.										
Substance Category Type	The type of substance released.										
Volume Released	The volume of the substance released. This volume is the operator's best estimate of total volume and estimate of oil/water/gas split in case of emulsion. Gas is measured in $10^3\text{m}^3$ ; liquids and solids in $\text{m}^3$ . If the released volume is minimal record 0.1 (the smallest acceptable value).										
Volume Recovered	The volume of spill fluids recovered only. This does not include run off or flush fluids. Gas is measured in $10^3\text{m}^3$ ; liquids and solids in $\text{m}^3$ .										
Shipped to Licence	The licence number of the installation receiving the recovered liquids or solids. The licence number must exist in the AER facility installation table.										
Disposed To Licence	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>LANDFILL</td> <td>Land fill</td> </tr> <tr> <td>SASK</td> <td>Saskatchewan</td> </tr> <tr> <td>WASTE CMP</td> <td>Waste Component (Eco-pit)</td> </tr> <tr> <td>WM###</td> <td>Oilfield Waste Management approval number (See <a href="#">AER Approved Oilfield Waste Management Facilities</a>).</td> </tr> </tbody> </table>	Code	Description	LANDFILL	Land fill	SASK	Saskatchewan	WASTE CMP	Waste Component (Eco-pit)	WM###	Oilfield Waste Management approval number (See <a href="#">AER Approved Oilfield Waste Management Facilities</a> ).
	Code	Description									
	LANDFILL	Land fill									
	SASK	Saskatchewan									
	WASTE CMP	Waste Component (Eco-pit)									
WM###	Oilfield Waste Management approval number (See <a href="#">AER Approved Oilfield Waste Management Facilities</a> ).										
<b>Impact Detail</b>											
Release Offsite	Shows if any portion of a spill has extended off of an oil or gas lease. A spill is considered off-lease only when it extends beyond the legal lease boundaries, regardless of whether the area is being used by the operator or not. All pipeline right-of-ways are off lease.										
Sensitive Environment	Shows if this is a sensitive environment (see Government of Alberta, <a href="#">Sustainable Resource Development</a> ).										
H <sub>2</sub> S Concentration	The H <sub>2</sub> S concentration measured in mol/kmol.										

Field	Description
Area Affected	The affected area covers more than 1000 sq. m., between 100 and 1000 sq. m., or is less than 100 sq. m.
Environment Affected	The type of environment affected - Air/Land, Muskeg/Stagnant Water, Flowing Water.
Wildlife/Livestock Affected	The impact on wildlife or livestock - No impact, Habitat Affected or Animal(s) injured.
Public Affected	The impact on the public - No effect/normal notification or Public notified/potential hazard/Evacuation ordered.
Property Damage	The degree of property damage - Minor or no property damage, Substantial impact, or Extensive impact.
Equipment Loss	The amount of equipment loss - Minor or no equipment loss, Substantial loss, or Extensive loss.
Number Evacuated	The number of persons evacuated. 0 indicates that this is not applicable.
Injuries	The number of human injuries as a result of the incident if any.
Fatalities	The number of human fatalities as a result of the incident if any.
Release Priority	The calculated priority based on an AER internal ranking of incident attributes.
Jurisdiction Category & Type	The jurisdiction category (Crown, Freehold, or Other), and the detailed corresponding type.
<b>Incident Cause</b>	
Cause of Incident Cat & Type	The cause of the incident category and type.
Failure Type	The release failure type.
<b>Response Evaluation</b>	
Response Date	The date of the response evaluation.
Overall Response Result	The overall inspection status.

Field	Description
Response Category	The category for the response investigation item.
Result	The response for the investigation item - Satisfactory, Low or High.
Response Item	The response investigation item.
<b>Remediation</b>	
Release Cleanup Date	The date the release cleanup is completed. The date must fall between the incident date and the current date.
Biodegradation Required	Shows if biodegradation is required.
<b>Biodegradation</b>	
Site Licence Type	Shows if the biodegradation is for a well, pipeline, or facility site licence.
Site Licence Number	The site licence number.
Site Location	The DLS site location.
Treatment Type	Shows if the biodegradation treatment type is biocell, biopile, or landfarm.
Complete Date	The date the biodegradation is complete.
<b>Pipeline Detail (if applicable)</b>	
Pipeline From/To Locations	The From and To locations for the pipeline segment.
Segment Line Number	The segment number for the pipeline release incident.
Segment ID	The unique segment number.
Damage Type	Shows if the damage is Leak, Rupture, or Hit.  Hit is only shown when the cause is damage by others and there is no product released. If product is released as a result of contact damage, Rupture shows catastrophic releases and Leak shows associated spills.
Normal Operating Pressure	The normal operating pressure of the line measured in kPa.

Field	Description
Test Failure	Shows if a failure occurred while the line was being pressure tested. This applies to both initial testing of new lines and re-qualification of old lines.
Cathodic Protection	Shows if cathodic protection has been installed. All buried steel or aluminum pipelines must be cathodically protected within one year following completion of construction, unless otherwise authorized by the AER.
Corrosion Mitigation/Monitoring Program	The pipeline has internal mitigation program. This includes pigging programs, but not pipe lining.
External Coating	The pipeline has external coating.
External Coating Type	The type of external coating; for example, Yellow Jacket.
Retest Segment	The pipeline must be retested after the line repair is made. This is required for corrosion failures, unless otherwise approved by the pipeline inspector.
Repair Pre-tested	A pre-tested pipe section has been used to make the line repair if a retest of the line is not required.
Sleeve Repair Status	The repair status - Permanent or Temporary.
Licence Amendment Required	Indicates if a licence amendment is required.
Sleeve Repair Type	The type of repair used on pipeline; for example, Steel Reinforcement.
<b>Pipeline Specification</b>	
Substance Category	The primary substance that the pipeline carries.
Licenced H <sub>2</sub> S Content	The hydrogen sulphide content of the pipeline substance measured in mol/kmol.
Pipe Material	The pipe manufactured material.
Pipe Type	The pipe type as stated on the licence. Type is the standard to which the pipe was manufactured (API, ASTM, or CSA).
Pipe Grade	The pipe grade as stated on the licence.

Field	Description
Outside Diameter	The outside diameter of the pipe measured in mm.
Pipe Wall Thickness	The wall thickness of the pipe measured in mm, as stated on the pipeline licence.
Joint Method	The joint type stated on the licence ( <a href="#">Directive 056</a> ).
Internal Protection	The internal coating method as approved on the licence ( <a href="#">Directive 056</a> ).
Max. Operating Pressure	The maximum operating pressure of the pipe measured in kPa.
Pipe Stress Level	The stress level of a pipe. This is a percent of yield strength.
Segment Status	The code identifying the status of a pipeline segment.
Segment Crossing Type	The type of surface or water crossing that a segment required, if any.
Segment Length	The length of the segment measured in kilometers.
Previous Segment Releases	The calculated value of previous segment releases.
Last Occurrence Year	The year of the last construction, test, or status change of the pipeline.
Original Licence Issue Date	The date the pipeline licence was originally issued.

## VIEW/FOLLOW-UP SURVEILLANCE INSPECTIONS

Note: You can only View/Follow-up Surveillance Inspections if you have the appropriate permissions.

Use View/Follow-up Surveillance Inspections to:

- search for inspections on well, facility or pipeline licences or to search for inspections on Coal Mine Numbers, Oil Sands Approvals or Waste Management Facility Approvals your company currently owns and inspections performed on previously owned licences.
- view detailed information for each inspection
- submit comments on non-compliant inspection(s)
- submit a follow-up notification for inspection(s) where you have completed required follow-up
- manage inspection notification email contacts and distribution lists

Search Inspections		Manage Inspection Notification Contacts		Inspection Reports	
Licence	<input type="text"/>	Field Centre	<input type="text"/>	LSD	SEC TWP RG MER
Approval Number	<input type="text"/>	From Date	<input type="text"/>	NW Corner	<input type="text"/>
Inspection Group	<input type="text"/>	To Date	<input type="text"/>	SE Corner	<input type="text"/>
Inspection Result	<input type="text"/>	Specified Enactment Type:	<input type="text"/>		
Exclude Currently Owned Licences	<input type="checkbox"/>	Specified Enactment Number:	<input type="text"/>		
Exclude Previously Owned Licences	<input type="checkbox"/>	CIC Reference Number:	<input type="text"/>		
Outstanding Follow Ups Only	<input type="checkbox"/>				
Search		Reset			

**SEARCH INSPECTIONS**

Enter the following inspections search criteria:

You must enter at least one search parameter.

Field	Description										
Licence Type	<p>From the drop-down list, select the licence type:</p> <table border="1"> <thead> <tr> <th>Licence Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>All licence types</td> </tr> <tr> <td>Well</td> <td>A well licenced by the AER</td> </tr> <tr> <td>Facility</td> <td>Any facility licenced by the AER.</td> </tr> <tr> <td>Pipeline</td> <td>Any pipeline licenced by the AER</td> </tr> </tbody> </table>	Licence Type	Description	Blank	All licence types	Well	A well licenced by the AER	Facility	Any facility licenced by the AER.	Pipeline	Any pipeline licenced by the AER
Licence Type	Description										
Blank	All licence types										
Well	A well licenced by the AER										
Facility	Any facility licenced by the AER.										
Pipeline	Any pipeline licenced by the AER										
Licence Number	<p>Enter the licence number. Prefix and suffix fields are used for old well licence numbers.</p> <p><b>Required if Licence Type is selected</b></p>										
Mine No. / Approval Type	<p>From the drop-down list, select the licence type:</p> <table border="1"> <thead> <tr> <th>Mine No. / Approval Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>All Mine No. / Approval Types</td> </tr> <tr> <td>Waste Mgmt Facility</td> <td>Any Waste Management Approval Number issued by the AER. (Example: WM 456)</td> </tr> </tbody> </table>	Mine No. / Approval Type	Description	Blank	All Mine No. / Approval Types	Waste Mgmt Facility	Any Waste Management Approval Number issued by the AER. (Example: WM 456)				
Mine No. / Approval Type	Description										
Blank	All Mine No. / Approval Types										
Waste Mgmt Facility	Any Waste Management Approval Number issued by the AER. (Example: WM 456)										

Field	Description							
	Oil Sands Mine	Any Oil Sands Mine approval issued by the AER. Note: This refers to the approval issued for the entire mine site/scheme						
	Coal Mine	Any Mine No. issued by the AER. Note: This refers to the mine number issued for the entire mine site. Not a basic permit or licence issued for operations within a mine site.						
Inspection Group	From the drop-down list, select the inspection category. Inspection categories are coal mine, drilling operations, drilling waste, gas facility, oil facility, oil sands mine, pipeline, waste management facility, well service operations, wellsite inspection.							
Inspection Result	From the drop-down list, select inspection result. Satisfactory, Low Risk, High Risk.							
Field Centre	From the drop-down list, select the Field Centre with jurisdiction for the inspection.							
From Date	Select the date to search for inspection information from the calendar.							
To Date	Select the date to search for inspection information to from the calendar.							
Specified Enactment Type	Select from the drop down list select the desired Specified Enactment Type (EPEA, MSL, LOC, Water Act, etc.)							
Specified Enactment Number	Enter the Specified Enactment Number associated to the inspection record.							
CIC Reference Number	Enter the CIC Reference Number associated to the inspection record.							
NW Corner Location	<p>Enter the following NW corner location information:</p> <table border="1" data-bbox="513 1528 1455 1879"> <thead> <tr> <th data-bbox="513 1528 613 1593">Field</th> <th data-bbox="617 1528 1455 1593">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 1598 613 1738">Sec</td> <td data-bbox="617 1598 1455 1738">Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b></td> </tr> <tr> <td data-bbox="513 1743 613 1879">Twp</td> <td data-bbox="617 1743 1455 1879">Enter the DLS township. Valid values are 1 to 126. <b>Required</b></td> </tr> </tbody> </table>		Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>
Field	Description							
Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>							
Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>							

Field	Description											
	Rge	Enter the DLS range. Valid values are 1 to 30. <b>Required</b>										
	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>										
SE Corner Location	<p>Enter the following SE corner location information:</p> <table border="1" data-bbox="513 619 1432 1262"> <thead> <tr> <th data-bbox="513 619 613 686">Field</th> <th data-bbox="613 619 1432 686">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 686 613 831">Sec</td> <td data-bbox="613 686 1432 831">Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b></td> </tr> <tr> <td data-bbox="513 831 613 976">Twp</td> <td data-bbox="613 831 1432 976">Enter the DLS township. Valid values are 1 to 126. <b>Required</b></td> </tr> <tr> <td data-bbox="513 976 613 1121">Rge</td> <td data-bbox="613 976 1432 1121">Enter the DLS range. Valid values are 1 to 30. <b>Require</b></td> </tr> <tr> <td data-bbox="513 1121 613 1262">Mer</td> <td data-bbox="613 1121 1432 1262">Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b></td> </tr> </tbody> </table> <p><b>Optional but requires a NW corner</b></p>		Field	Description	Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>	Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>	Rge	Enter the DLS range. Valid values are 1 to 30. <b>Require</b>	Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>
Field	Description											
Sec	Enter the DLS section. Valid values are 1 to 36. <b>If Section is entered, you must also enter Township, Range, and Meridian</b>											
Twp	Enter the DLS township. Valid values are 1 to 126. <b>Required</b>											
Rge	Enter the DLS range. Valid values are 1 to 30. <b>Require</b>											
Mer	Enter the DLS meridian. Valid values are 4, 5, and 6. <b>Required</b>											
Exclude Currently Owned Licences	<p>Select this checkbox to search for all inspections for licences your company previously owned.</p> <p><b>Previously Owned Licences must be selected</b></p>											
Exclude Previously Owned Licences	<p>Select this checkbox to search for inspections for licences currently owned by your company.</p> <p><b>Currently Owned Licences must be selected</b></p>											
Outstanding Follow-ups Only	<p>Select this checkbox to search for your company licences where enforcement action has not yet been taken are listed.</p>											

Click **Search** to apply the search criteria entered and list the results in the Search Inspections: Results window. (Click Reset to clear all search fields and re-enter criteria.)

View the following information in the Search Inspections results window, also known as the “Results Grid”. This grid has a sorting feature so users can sort their results by any of available columns shown in the grid.

Field	Description
View Report	Click the PDF icon to launch a copy of the detailed inspection report (IR1000). PDF report displays all details regarding the inspection including comments.
View Comments	Click the “View” link to launch a PDF report showing only the comments associated with that inspection. If the Result Grid displays N/A, there are no comments logged within the inspection record.
Result	Displays the overall result of the inspection. (see <a href="#">Directive 019: AER Compliance Assurance-Enforcement</a> for a description of the new AER compliance process and risk types)
Submit Follow Up / Add Comment	Displays either a “Follow Up / Add Comment” icon  or N/A. If the “Follow Up / Add Comment” icon  appears, user can click this icon to access the “Follow Up / Add Comments” screen. If N/A appears, users are unable to submit any follow up information or add comments of that inspection record.
Follow Up Due Date	The deadline date on which a Follow Up must be submitted to the AER.
Follow-up Complete	The date on which the Follow Up was submitted by the licensee.
Licence Number	The licence number for the current inspection.
Approval	The Mine No. / Approval for the current inspection.
Current Licensee	The BA code and name of the current licensee
Licensee at Inspection	The licensee when the inspection was conducted
Location	The surface location of the licence in the format LSD/Sec/Twp/Rge/Mer
Inspection Category	Inspection categories are coal mine, drilling operations, drilling waste, gas facility, oil facility, oil sands mine, pipeline, waste management facility, well service operations, well site inspection.
Date	The date the original inspection was performed. Also known as the Inspection Date.

Field	Description
Facility Type	The type of facility the inspection was conducted on.

### SUBMIT FOLLOW-UP

If a site is found to be in noncompliance, as the licensee you are required to fix the problem within a specified period.

You can then use FIS Inspections to notify the AER that the site issues identified during the inspection/investigation have been resolved by indicating your Follow Up is complete. If fixing the problem is the only AER requirement, the inspection will be closed by AER staff. If outstanding issues are unresolved (re-inspection required, enforcement, licence amendment, etc.) and further action is required, the notification lets the inspector know that the site work is complete and a review of the inspection/investigation is required. The overall inspection will be completed/closed by AER staff after all issues are resolved.

If you have inspections that require Follow Up corrections, you can locate them in the View Inspections search window and notify the AER that you have completed the follow-up requirements.

Comments can be submitted even after follow-up has been submitted, until closed by an inspector.

## MANAGE INSPECTION CONTACTS

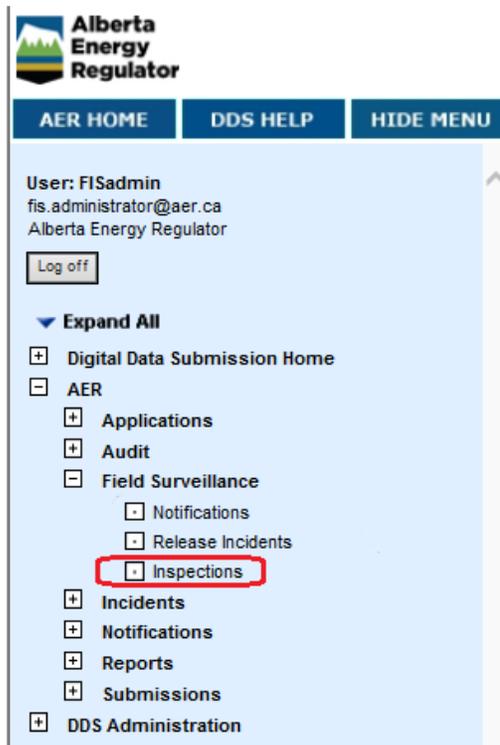
After an inspection has been conducted, the licensee is notified of the inspection results. Summaries of inspection results for any inspections during the previous 24 hour period are automatically sent to licensee contact(s) via email.

Different licensee contact or distribution lists can be assigned for different inspection categories. This information is entered in the **Manage Contacts** screen.

**Note:** Your corporate DDS Administrator has access to and maintains contact information.

To manage contact information:

1. Log on to the DDS system.
2. Click **Inspections** in the DDS menu.



- Click the **Manage Inspection Notification Contacts** tab in the FIS window.



The **Manage Inspection Contacts** screen will open.

Manage Inspection Contacts

	First Name	Last Name	Phone Number	Email Address
Coal Mine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drilling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drilling Waste	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas Facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oil Facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oil Sands Mine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pipeline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Waste Management Facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Well Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Well Site	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- For *each type of inspection*, enter the following information:

Field	Description
First Name	The first name of the contact person
Last name	The last name of the contact person
Phone Number	The 10-digit phone number of the contact
Email Address	<p>The email address of the contact.</p> <p>If you wish to enter multiple email addresses, the email addresses must be separated by a comma with no spaces, as illustrated by the following example:</p> <p><a href="mailto:name1@email1.com">name1@email1.com</a>,<a href="mailto:name2@email2.com">name2@email2.com</a>,<a href="mailto:name3@email3.com">name3@email3.com</a></p> <p>The number of email addresses is limited to a maximum of 128 characters per field.</p> <p>Note: Using your email service, you can forward the AER notification to an internal distribution list if required.</p>

**APPENDIX A: FIS SECURITY ROLES**

<b>Security Role</b>	<b>Draft Notification</b>	<b>Add Notification</b>	<b>Manage Draft Notification</b>	<b>Search Notification</b>	<b>Update Submitted Notification</b>	<b>Delete Notification</b>	<b>View Report: Notification Details</b>	<b>View inspections</b>	<b>View Report: Inspection</b>	<b>Manage Contacts</b>	<b>Submit Follow Up Inspection</b>	<b>View report: Surveillance Compliance</b>	<b>View report: Provincial Enforcement History</b>	<b>View report: Release Incidents - Licensee</b>	<b>View Incident</b>
Comp Master Security	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sub FSv Notification <sup>1</sup>	Y	Y	Y												
Upd Field Inspection								Y	Y		Y				
Upd Field Inspection (DDS Role Admin)								Y	Y	Y	Y				
Vw FS Enforcement Rpt												Y			
Vw FSurv Enforcement													Y		
Vw FSv Incidents														Y	Y
Vw FSv Notification <sup>1</sup>							Y								
Upd Fsv Notification <sup>1</sup>				Y	Y	Y									

**Note 1: These roles can be assigned to delegates.**

## APPENDIX B: CONTACTS

Contact the FIS Administrator for business issues during normal business hours at (403) 297-4845, or by email at [fis.administrator@aer.ca](mailto:fis.administrator@aer.ca) anytime.

Contact the DDS Administrator at (403) 297-8696 for DDS issues during normal business hours or by email at [DDSAdministrator@aer.ca](mailto:DDSAdministrator@aer.ca) anytime.

The Field Centres also provide support during normal business hours. Their locations, phone and fax numbers, and email addresses are listed at [www.aer.ca](http://www.aer.ca) under the **Contacts** tab.