

Alberta  Government
**Procedures for Digital Geophysical
Submissions**

December 1, 2013

Procedures for Digital Geophysical Submissions

1.1 Introduction

The objective of ADEPT (Application, Disposition Processing and Tracking) is to automate the application, referral, approval, and mapping processes as well as provide raw data for base map updates dealing with geophysical activities. This information package presents the general overview of the geophysical business processes and the requirements upon which the ADEPT system is based.

1.2 Overview

ADEPT ties together the textual and spatial components for decision support and management reporting. The vision of the automated business cycle entailed receiving a digital submission from Industry clients and completing the approval process in an automated manner. The application serves as a conduit to communicate internally for obtaining input from the field, generating approvals, and integrating as-built plans for base mapping. This base map maybe used internally by government for a number of other purposes and externally by Industry for use on other programs and activities. ADEPT links the client community with the Alberta Energy Regulator (AER) for authorizations.

Included in this document is a business process overview, represented by the general process model. The model visually illustrates the major steps and processes for digital preliminary, amendment, and final plan submissions. It entails the new and changed business practices as well as provides an overview of the business process flow.

The qualification process for digital submission includes, alternatives for method of payment, use of encryption, and digital submission qualifications.

1. Pre-Production Submission Requirements

Prior to clients being allowed to submit digitally to the production environment, they will be required to choose and complete the following:

- use of encryption
- qualification for digital submission

2.1 Encryption

Clients who wish to utilize encryption for exchanging data are asked to contact the ADEPT Technical Support staff, for the necessary key to decrypt the data. This key is stored in ADEPT and will be separate from the submission package. When clients contact ADEPT Support, the representative will make sure that the client's email address and indemnification flag is correctly entered in the system. Any key required to decrypt the submission is also communicated at this point by the client. The indemnification flag simply indicates whether the company has signed the agreement to waive their privilege to use encryption.

Clients who choose not to encrypt their data, thus waiving their privilege to use encryption, must sign a waiver (see Appendix A) and submit to:

ADEPT Support
Provincial Programs Branch
2nd Floor. 9915 – 108st
Edmonton, Alberta, T5K 2G8

Applications that are rejected by the department are sent back encrypted if the client has chosen to utilize encryption.

2.2 Qualification Process

Clients must submit their qualification submissions to the ADEPT Acceptance environment email, geosubacceptance@aer.ca

Clients are required to have one successful entry for each stage (Preliminary, Amendment and Final Plan). Once an entry has been successful, for a stage, digital submission to the ADEPT production environment can be started for that particular stage of application.

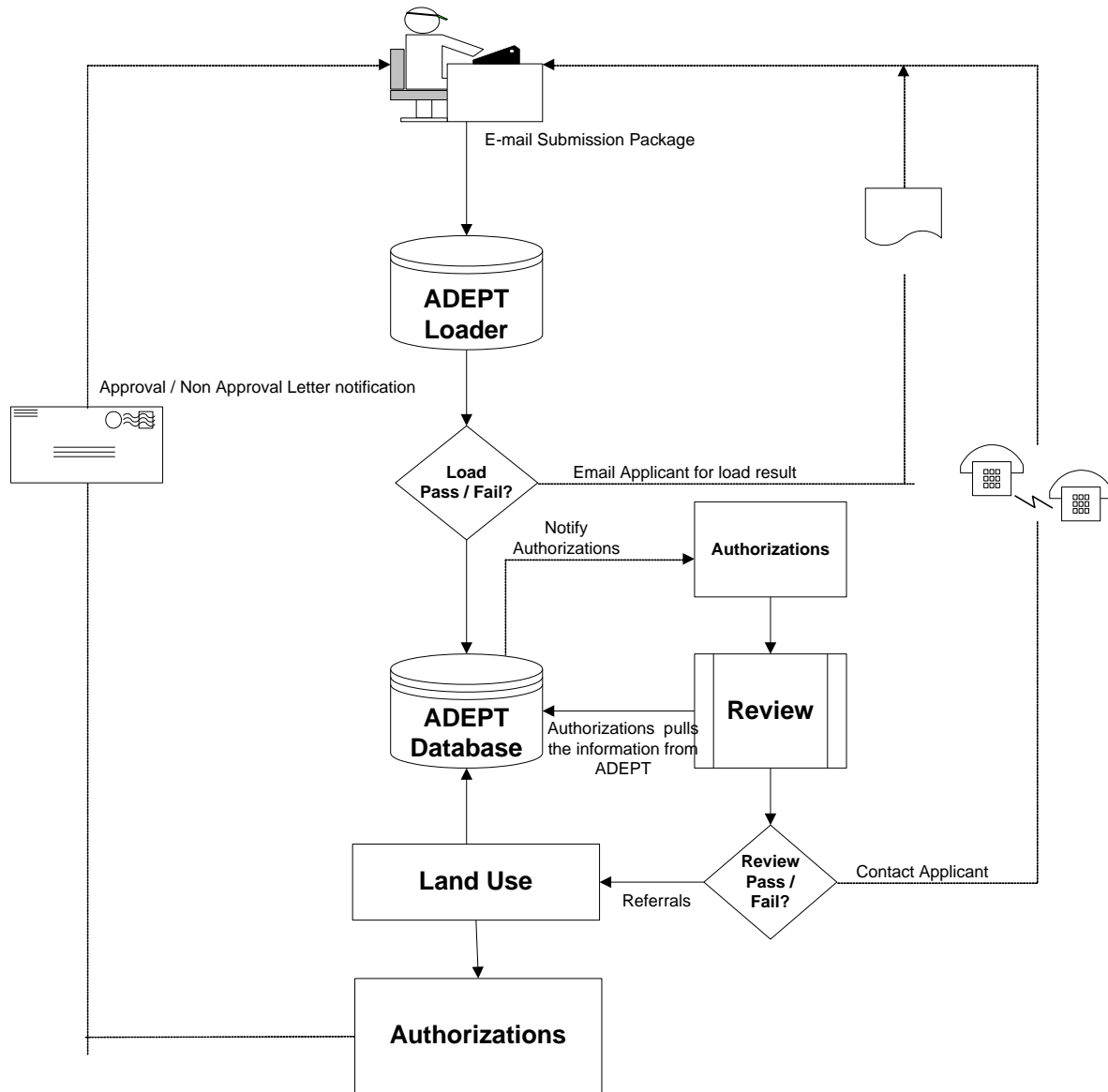
Clients may contact the ADEPT Support staff for any questions, concerns, and inquiries that they may have with regard to the status of the qualification submission.

Once all concerns are satisfied and required steps and procedures are successfully completed, the applicant will then be asked to direct all digital application submissions to the ADEPT Production environment. The ADEPT production submissions are sent to geosub@aer.ca email.

The initial phase I ADEPT implementation release occurred in April 2001. The digital submissions became mandatory in July 2002.

3.0 General Process Model

This procedure formalizes an initial view of the responsibilities and the steps required for taking an application and processing it through approval.



3.1 Business Process Overview

The following section provides high level descriptions of the major steps in this procedure:

- Clients email their submission package to geosub@aer.ca. Applications are kept in the submission mailbox. The ADEPT loader accesses this mailbox for processing preliminary, amendments, and final plans.
- The ADEPT database loader loads the submission for the qualification process and validates the package. It checks that the package meets the standard requirements for digital submission. Regardless of the load outcome from the ADEPT loader, the applicant is contacted via email with the result.
- A geophysical number is generated and emailed back to the applicant if the load was successful. It is critical to note that at this stage, the application has only passed the system validation process and that the program is not yet approved by the department. In an event that the application failed the load procedure, the email notification will inform the applicant that the submission has been rejected and the reason(s) why.
- If the submission package passes the load/qualification process, ADEPT database is populated with the submission data. AER authorizations personnel are notified that the submission requires processing.
- Authorizations personnel review the applications for completeness and correctness by accessing the ADEPT database system. This process ensures that all the necessary fields and supporting documentation (e.g. GFR) are included. In the event that the Submission is missing required information, personnel will contact the applicant by telephone.
- After the submission is reviewed and verified, Authorizations personnel process the submission for referral. Conditions are applied to the application and processed.
- A letter is sent to the applicant indicating program approval or non-approval.

4.0 Critical Submission Failure Points

ADEPT will attempt to process the entire submission collecting all of the errors contained within the submission. However, should a critical failure occur ADEPT will stop all processing and return any errors that have been generated to that point. A **critical failure** is an error that when encountered prevents ADEPT from accomplishing any further processing

The following is a list of critical failures that will occur if the **subject line** is incorrect:

- Subject line is empty
- The keyword "SUBMISSION" or "CLIENTID" is missing or spelled incorrectly.

- Client ID is missing or not found in the database.
Any character following the "CLIENTID" keyword will be considered as part of the Client ID, therefore any characters before, between or after the Client ID will be considered part of the Client ID and will result in a critical failure.

The keywords SUBMISSION and CLIENTID are required for confirming the legitimacy of the application. The Client ID is critical for identifying the sender, to retrieve their PGP (Pretty Good Privacy) encryption key or to verify that a waiver exists.

4.1 Critical Failure with Attachment

The following errors will generate a critical failure if the **attachment** is not submitted correctly:

- Missing or multiple attachments
- Attachment is not within ADEPT naming guidelines
- p_###.zip
- a_geo#####.zip
- f_geo#####.zip
- Required files are missing within the zipped file.
- Attachment name indicates encryption but not encrypted
- Attachment name indicates no encryption but encrypted.
- Attachment encrypted, unable to find pgp key.

4.2 Critical Failure in Applications Detail File

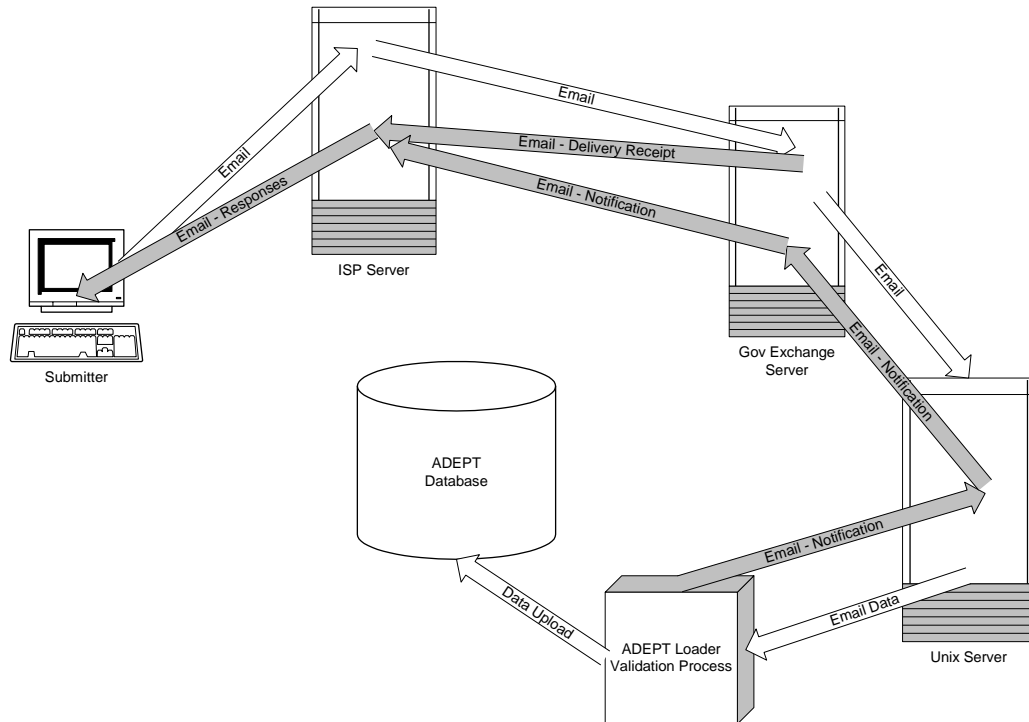
The following errors within the **Program Application Details file (det file)** will result in a critical failure:

- Any keyword is missing or spelled incorrectly.
- UTM_ZONE value is missing or invalid (G, 11 or 12 only)
- DATUM value is missing or invalid (27 or 83 only)
- ATS_VERSION value is missing
- PUR_DATE value is missing where ATS_VERSION is equal to M

4.3 Critical Failure in the Spatial Files

ADEPT will provide a file that indicates the fields that were checked and the status of pass or fail. When a field is "Not Checked" it is likely that a field value related to this field did not pass.

5.0 Digital Geophysical Submission Email Responses



The above diagram shows an email and the various stops it may make before the data is entered into ADEPT.

1. Submitter sends email to Internet Service Provider (ISP).
2. The email sits with the ISP until GOV Exchange Server is available.
3. GOV Exchanged Server receives email – receipt email sent to submitter
4. Email is transferred to Unix server
5. ADEPT Loader gets and validates data
6. If there is a system problem or validation fails or validation is successful – email is sent to submitter
7. ADEPT Loader pushes data to ADEPT Database.

Notifications are always sent to the submitter's email address. Care should be used when submitting from an email address other than what is generally used by the company such as a personal email vs. company email addresses.

The ADEPT Outlook mailbox is virtually available 24 hours. All the servers and mailboxes are supported during business hours, 8:15AM to 4:30PM. Between 7:00AM and 8:15AM and 4:30PM and 11:00PM in the evening servers are running, however, unsupported. There may be instances where there are delays in receiving responses from ADEPT. Network maintenance is conducted between 11:00PM and 7:00AM. The ADEPT loader processing will likely not be working.

5.1 Exchange Mail Receipt Response

It is suggested that your email software delivery receipt option be turned on. If no confirmation has been received in 24 hours please contact ADEPT Support staff.

5.2 Successful Submissions

The following wording will be sent as an email response for successful applications. <**STAGE**> identifies the type of submission Preliminary, Amendment or Final Plan and the text <**Your submission has been assigned the Activity Number GEO*******> will only show for Preliminary applications. In the case of Amendments, the phrase would be replaced with a list of changes (e.g. the program prospect name). The subject line field shall contain the words "Successful Validation". The email wording is as follows:

Your <STAGE> submission has been successfully validated.
<Your submission has been assigned the Activity Number GEO*****.>

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and/or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

The recipient should check this email and any attachments for the presence of viruses. The Government of Alberta accepts no liability for any damage caused by any virus transmitted by this email.

5.3 Unsuccessful Submission

The wording below will be sent as an email response for application that ADEPT could not validated.

Adept has encountered errors during the validation of your submission. Attached is a copy of the results of the validation and your original data file. Please refer to the Digital Geophysical Submission Specification Guide for further details. You can download the current version on our web site visit.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

The recipient should check this email and any attachments for the presence of viruses. The Government of Alberta accepts no liability for any damage caused by any virus transmitted by this email.

5.4 Submission Difficulty

When the ADEPT loader experiences system problems the following email is sent to the submitter.

Subject line contains the words "Submission Difficulty"

We've experienced technical difficulty while processing your submission. ADEPT Support staff have been notified of the problem. At this time, please do not re-submit. Contact ADEPT Support staff at (780) 427 3570.

Contacts

The following personnel are the contacts for support issues:

ADEPT Technical Support

- adept.support@gov.ab.ca
- [Sharon Yap](#)

ADEPT Program Manager

- [Pauline Peterson](#)

Alberta Energy Regulator

- 1-855-297-8311
- inquiries@aer.ca

Appendix A

Encryption Waiver

Dispositions and Technical Services Branch, Sustainable Resource Development, recommends the use of encryption to maximize the security and privacy of data being transmitted via email for transmission of geophysical data. The user, however, has the option to choose not to use encryption when submitting and/or receiving geophysical data via email.

By signing this waiver, you as the user, are indicating that you have chosen not to use encryption, thereby holding harmless, Provincial Programs Branch for any loss, misdirection, interception and/or undelivered messages, relating to geophysical submissions.

Print Name: _____

Company: _____

Position Held: _____ Date: _____

Signature: _____