

Submission Process

- Electronic submissions can be forwarded to the DOE on diskette or the Web to the DOE ETS. For more information on the ETS alternative, contact DOE Applications Development at (403) 297-8955.

- All submissions on diskette should be sent to:

Department of Energy
Computer Services
300, 801 - 6 Avenue S.W.
Calgary, Alberta
T2P 3W2

Telephone: (403) 297-8955

- The data in the submission file will be loaded onto the DOE's computer. If problems are encountered during the loading process, the company submitting the information may be required to produce a duplicate copy of the file.
- Due to the confidential nature of the information involved, submitted diskettes will be erased after the DOE is finished processing them; however, the diskette will not be returned to the submitting company.
- Both original information and amendments may be submitted electronically.
- One or more submissions may be made throughout the month.
- Each submission (diskette or ETS) may only contain information for a single reporting company; however, it may contain information for more than one delivery month.
- Volume (10^3m^3) is required to be reported for delivery months 9401 to 9810. Effective 9811, volume is no longer required (refer to Information Bulletin 98-01).
- Information may be submitted on hardcopy forms in addition to the information submitted electronically. This may be particularly useful when:
 - the reporting company receives further data or changes to data for the current reporting month after the original submission file has been created.
 - the reporting company finds that automated processing of amendments is impractical or infeasible, yet still wants to submit original data electronically.

An APMC-600 must accompany each type of submission.

ETS Complete the APMC-600 entry fields (one APMC-600 for every delivery month referenced in the submission).

Diskette Complete a hardcopy APMC-600 form (one APMC-600 for every delivery month included on the medium; each APMC-600 must be signed by the company-authorized person responsible for the information being submitted).

The diskette submission must be labelled on the outside with the serial number identified on the corresponding APMC-600 forms.

The serial number must be different from other submissions received in the same month.

Hardcopy Reports Complete a hardcopy APMC-600 form (one APMC-600 for every delivery month; each APMC-600 must be signed by the company-authorized person responsible for the information being submitted).

Reports submitted without an APMC-600 are not considered a valid submission. If current month reports are submitted without an APMC-600 (as described above) and the APMC-600 is not received by the reporting deadline, the reports will be identified as a late filing. In the case of an ETS submission lacking an APMC-600, you can either re-transmit the entire submission (now including the APMC-600) or you can provide a hardcopy APMC-600. An APMC-600 should not be transmitted separately by ETS as it will not be identified as belonging to the original batch.