

## Submission Process - 3rd party

- Electronic submissions can be forwarded to the DOE on diskette or via 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 submission.
- Due to the confidential nature of the information involved, for data submitted on diskette, the diskette will be erased after the DOE is finished processing it; however, the diskette will not be returned to the submitting company.
- Each diskette submission must be accompanied by a letter identifying the type of submission and the submitting company. Please identify the type of submission as Third Party Information - Gas Transmission Reports. The letter should identify the submitting company and the third party code assigned by the DOE.
- Diskette submissions must be labelled on the outside with a serial number identified on the accompanying transmittal letter. The serial number must be different from any other submissions received in the same month.