

MAGNETIC MEDIA SUBMISSIONS

The APMC accepts submissions of the 600-series forms on magnetic media, with the exception of the APMC-625 and 651 (If there is industry demand for specifications for these forms, they will be added). Approval is required from the APMC prior to submitting on magnetic media. Additional approval is required before changing an approved medium or method. Until formal approval is obtained, submissions must be reported on the 600-series forms as provided by the APMC. The APMC will also accept submissions of information by modem, as explained under the heading *Electronic Submissions*.

The APMC is able to process various tape and diskette formats as outlined in the *Submissions on Magnetic Media* document available upon request. If you wish to report on a magnetic medium other than those listed, contact Alberta Energy's Information Systems Department to determine whether the medium is acceptable.

SUBMISSION PROCESS

Send all submissions on magnetic media to:

Alberta Department of Energy
Information Technology Department
300, 801 6th Avenue S.W.
Calgary, Alberta
T2P 3W2
Telephone: (403) 297-8955

- ❖ Deadlines for submission on magnetic media are identical to those for hardcopy forms. Refer to the Reporting Calendar included in this guide for the specific dates.
- ❖ If problems are encountered with the process, the company submitting the information may be required to produce a duplicate copy of the medium.

- ❖ Due to the confidential nature of the information, tapes are erased before they are returned. If a diskette is submitted, the information is erased after processing is completed; however, the diskette will not be returned. If this procedure creates problems, other arrangements can be made.
- ❖ Both original information and amendments may be submitted on a magnetic medium.
- ❖ One or more submissions may be made throughout the month.
- ❖ Each tape/diskette must only contain information for a single reporting company; however, the tape / diskette may contain information for more than one delivery month.
- ❖ When submitting forms in addition to tape / diskette submissions, the forms are submitted separately and must be accompanied by a separate APMC-600 transmittal form.
- ❖ Each tape / diskette submission must be accompanied by a completed APMC-600 transmittal form; one APMC-600 form for each delivery month included on the medium. The transmittal forms must be signed by the company-authorized person responsible for the information being submitted.
- ❖ The tape / diskette submission must be labelled on the outside with the serial number identified on the corresponding APMC-600 form. The serial number must be different from other submissions received in the same month.

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- ❖ Additional information may be submitted on hardcopy forms along with the information submitted on magnetic media. This may be particularly useful when:
 - ◆ The reporting company receives further data or changes to data for the current reporting month after the original tape / diskette has been created.
 - ◆ The reporting company finds that automated processing of amendments is impractical or not feasible but still wants to submit original data on a magnetic medium.
- ❖ Magnetic Media submissions can be created in one of two formats, Fixed Format (refer to the 'Submissions on Magnetic Media' document referenced above) or more commonly the Delimited Text Format detailed below.

DELIMITED TEXT FILE – SPREADSHEET EXPORT

One acceptable method of preparing a submission is to create a *delimited text file* which can usually be created from spreadsheet packages, database packages or query tools. Information can be submitted on a diskette using the following method:

- ❖ Each field must be entered in a separate column in the spreadsheet and the columns must be in the order specified in the 'Submissions on Magnetic Media' document mentioned above. Alternatively, the APMC can provide spreadsheet templates on request.
- ❖ It is recommended that you submit one file per record type. In this case, the diskette will contain multiple files, with each file corresponding to a specific record type (ex. 601, 631).

- ❖ The spreadsheet must be saved in a *text* format. In most common spreadsheet packages, this is accomplished by specifying a file type of *text* after specifying the *save as* option. This will produce a tab delimited file from Excel or a space delimited file from Lotus 1-2-3. This *text* file is the file that must be placed on the diskette.

ELECTRONIC SUBMISSIONS

The APMC will also accept submissions of information electronically (i.e. via modem). Companies will be required to sign up with the APMC for this feature and an account and password would be assigned to each company to maintain the *Confidentiality of Data* requirements.

A company would 'dial-up' using its personal computer communications software. The company could then choose one of three options:

- 1) upload file
- 2) view log
- 3) change password

The log records file information when the records are loaded. A company can then access its account at any time and check whether a submission has been accepted.

If you wish to report electronically, contact Alberta Energy's Information Systems Department at 297-5500.

QUESTIONS & ANSWERS

How much lead time is required for the approval process?

We require that you supply your test tape / diskette / electronic submission **at least one month in advance** of the first scheduled submission.