

Bore Baseline Assessment Database

Submission Procedure for Petroleum Tenure Holders

Version 0.1

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1 Background

The *Water Act 2000* provides the regulatory framework for the baseline assessment regime. The Department of Environment and Resource Management (DERM) is responsible for administering this framework.

The Queensland Water Commission's (QWC) function is to store information collected during baseline assessments. The QWC may use baseline assessment information as part of undertaking its CSG role.

There are various ways for a petroleum tenure holder (PTH) to submit baseline assessment information to the QWC. Electronic submission is always preferred, particularly for ongoing submission of baseline assessment information.

From a data and systems management perspective, precedence is given to the potential number of Appendix 1 Bore Baseline Assessments of the DERM approved Outcomes of Baseline Assessment Form. Noting this, submission options include:

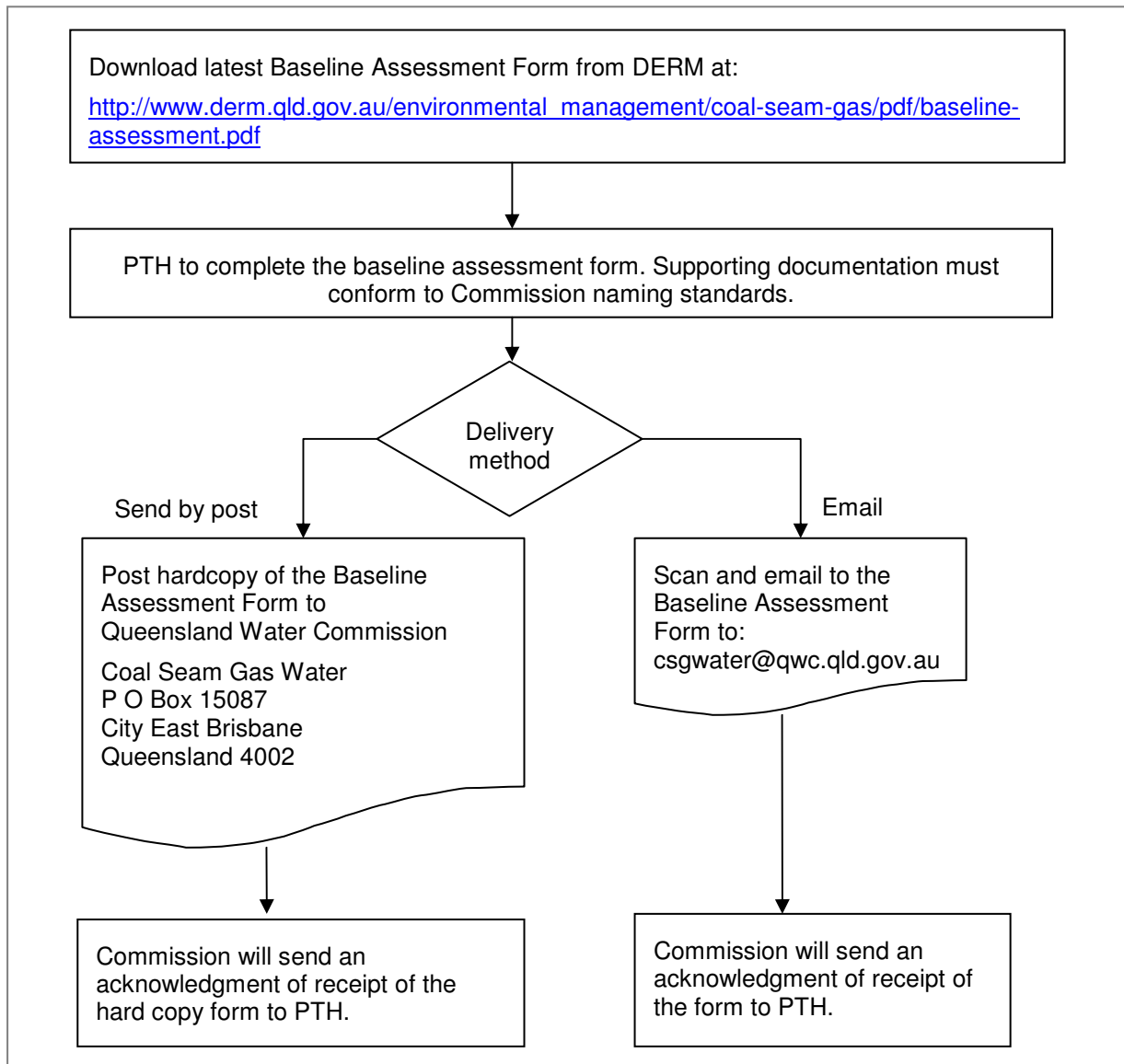
- For PTHs with a limited number (approximately 20) of Appendix 1 Bore Baseline Assessments in total, the QWC will accept hardcopies of the completed Baseline Assessment Form(s) and related Appendix 1 information. These hardcopies can be scanned and emailed to the QWC or sent via post to the QWC. The email address and the postal address are available on the Outcomes of Baseline Assessment Form.
- For PTHs with a large number (more than 20) of Appendix 1 Bore Baseline Assessments in total, submission of Baseline Assessment Form(s) and related Appendix 1 information should be provided electronically.

This document provides petroleum tenure holders with procedural guidance on the submission of information collected during baseline assessments.

2 Hardcopy Submission

PTHs will follow this process if submitting hardcopies of the Baseline Assessment Forms, which is intended to apply only to PTHs with a limited number (approximately 20) of Appendix 1 Bore Baseline Assessments in total.

Electronic submission is always preferred, particularly for ongoing submission of baseline assessment information.



2.1 Hardcopy Procedure

- Supporting baseline assessment information, whether being sent as a hardcopy or emailed, must conform to Commission's [File Naming Standards](#), either written on the bottom right of the hardcopies or the scanned document name as per the naming standards.
- Scan the hardcopy submissions and email to the QWC.
- The maximum size per email including attachments can not exceed six megabytes. It is acknowledged that this may require multiple emails in relation to one Outcome of Baseline Assessment Form.
- The attachments can be compressed into a zip file (preferably using 'WinZip') to reduce the number of emails sent per Outcome of Baseline Assessment submission. Zip files must still conform to the [File Naming Standards](#).
- Where baseline assessment documents span more than a single email, the subject line of all related emails must state the relationship across the sequence of emails.
Example of a subject line with multiple emails parts:
BL_<Tenure_ID>_YYYY_MM_DD_hh24miss part <n> of <total>
BL_ORIGIN_2011_11_08_141032 Part 1 Of 8
BL_ORIGIN_2011_11_08_141032 Part 2 Of 8

Note:

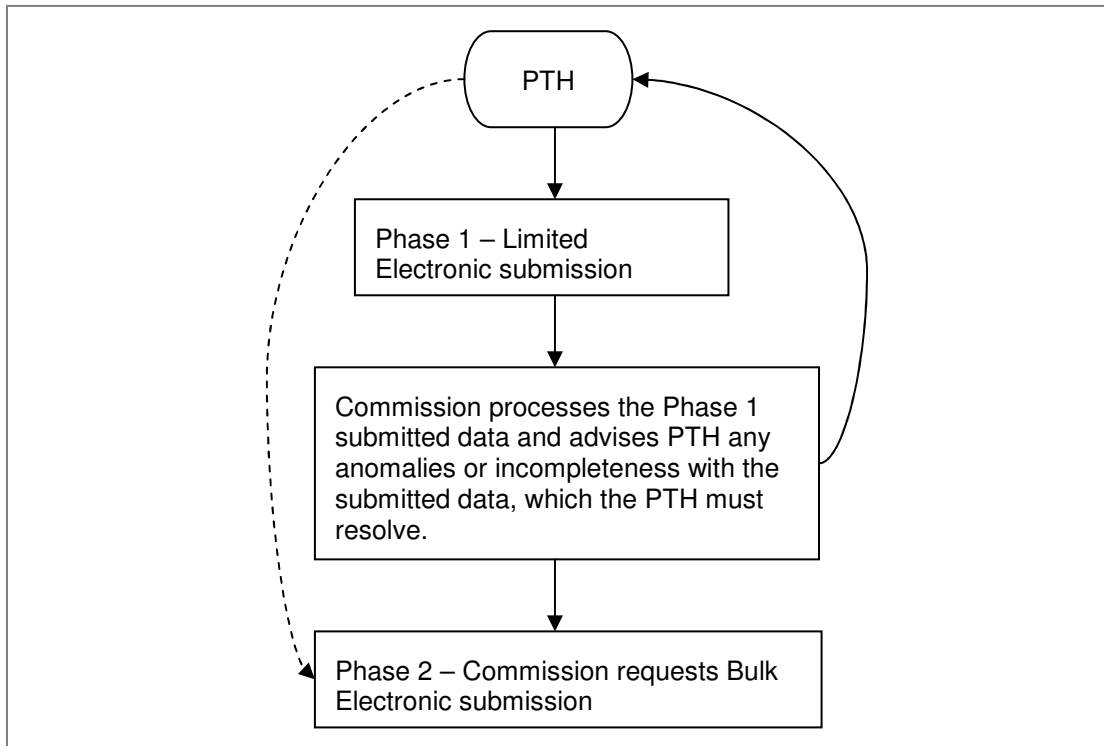
At any time, a PTH may email the QWC at [<csgwater@qwc.qld.gov.au>](mailto:csgwater@qwc.qld.gov.au) to request a <Tenure_ID>.

3 Electronic Submission

PTHs will follow this process if submitting structured electronic of the Baseline Assessment Forms, which is intended to apply only to PTHs with a large number (more than 20) of Appendix 1 Bore Baseline Assessments in total.

The electronic submission process features two phases, including:

1. The QWC and PTHs implement electronic submission transfer arrangements through a limited submission process, enabling resolution of any file or data errors.
2. Pending the outcome of phase 1, the QWC will advise PTHs that bulk transfer of data will be accepted in accordance with refined (tested) electronic submission process.



3.1 Phase 1 – Limited Electronic Submission

This phase applies only to Santos Ltd, Arrow Energy Ltd, QGC Pty Ltd and Origin Energy Resources Ltd and is scheduled to occur over about a six week period.

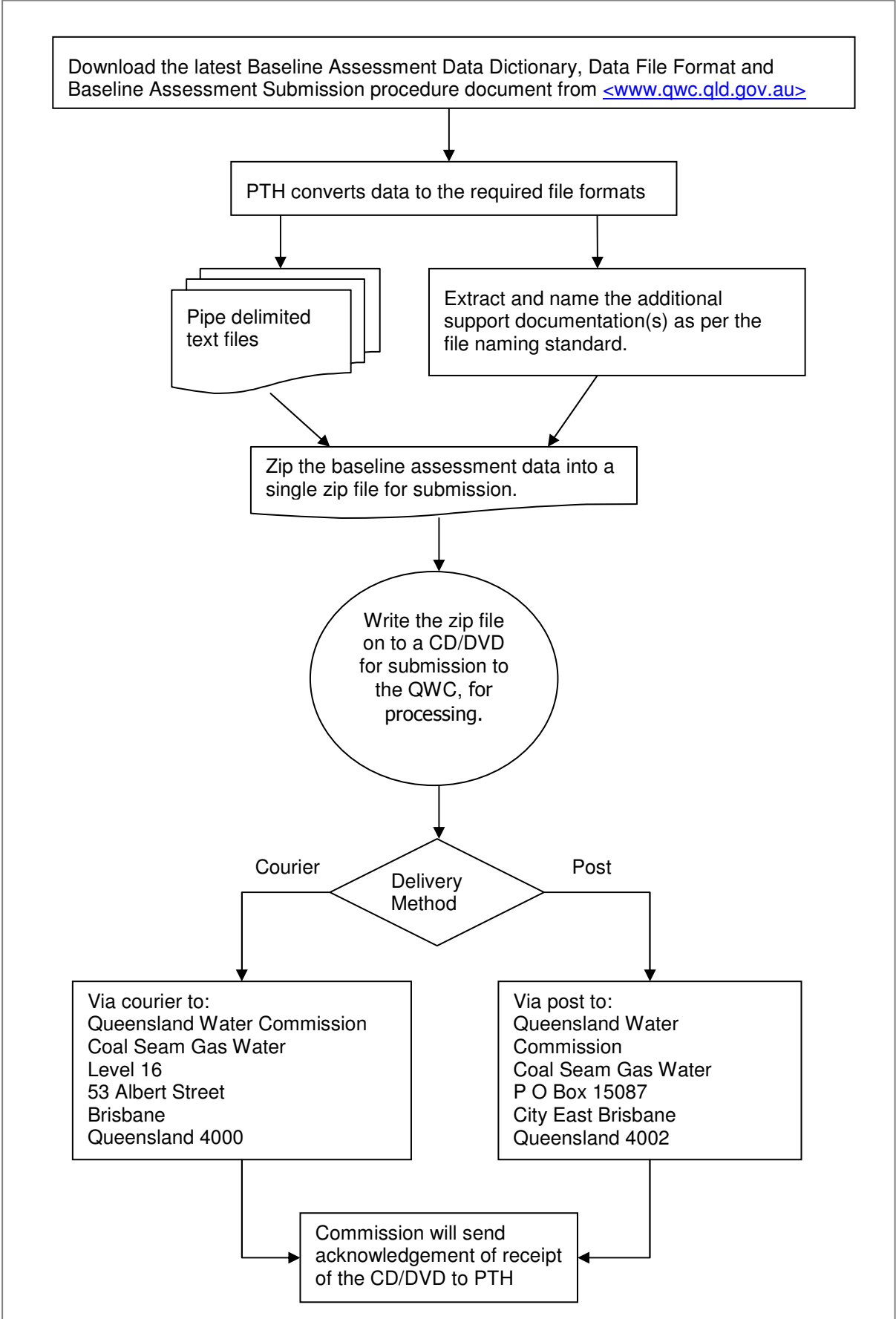
This phase will provide for PTHs and the QWC to trail and clarify the electronic file format submission process. This staging process will ensure that the final bulk submission of data received is in the correct format; that naming standards of documents conform to requirements and; that mandatory supporting information is appropriately included.

Participating PTHs should submit to the QWC one Outcome of Baseline Assessment with approximately ten Appendix 1 Bore Baseline Assessments. The electronic zip file for submission will consist of, a scanned copy of the Outcome of Baseline Assessment (the first four pages); electronic format of the Outcome of Baseline Assessment data; electronic format of the bore baseline assessments relating to the Outcome of Baseline Assessment and the supporting bore baseline assessment data.

The QWC will process the files and advise participating PTHs of any data or file mismatches or incompleteness.

Subject to the limited electronic submission process being refined as necessary and achieving its purpose, the QWC will advise PTHs of the outcome of Phase 1 and initiate Phase 2. This will trigger PTH submitting the remaining baseline assessment data in accordance with the Phase 2 process detailed in section 3.2.

PTHs not scheduled to participate in Phase 1 may contact the QWC to implement a similar phased electronic submission process.



3.1.1 Phase 1 Procedure

- To properly address Phase 1, approximately ten Appendix 1 Bore baseline assessments with supporting documentation should be submitted.
- A zip file for submission will consist of all documentation pertaining to one Outcome of Baseline Assessment such as:
 - A scanned copy of the first four pages of the Outcome of Baseline Assessment Form
 - Electronic format of the first four pages of the Outcome of Baseline Assessment Form
 - Electronic format of approximately ten Appendix 1 Bore Baseline Assessments related to this Outcome of Baseline Assessment,
 - the supporting Bore assessments documentations
- The above assessment data files should be compressed into a single zip file (preferably using “WinZip”). Zip files must conform to the [File Naming Standards](#).
- If more than one Outcome of Baseline Assessment is required to make up the ten bore baseline assessments, zip each Outcome of Baseline Assessment into its own zip file
- All file name letters must be in uppercase text. The file extension (eg. pdf or txt) can be in lowercase.
- The Root folder on the CD/DVD should be the <Tenure_ID>, supplied to the PTH by the QWC.
- Under the root folder add the zip file. This is an additional management check for the Commission to process the baseline assessment data knowing from which PTH the CD/DVD was received from, at all times.
- Example of folder structure on the CD/DVD:
 - (root folder) PTHABC
 - > BL_PTHABC_2011_11_04_131523.zip

Note:

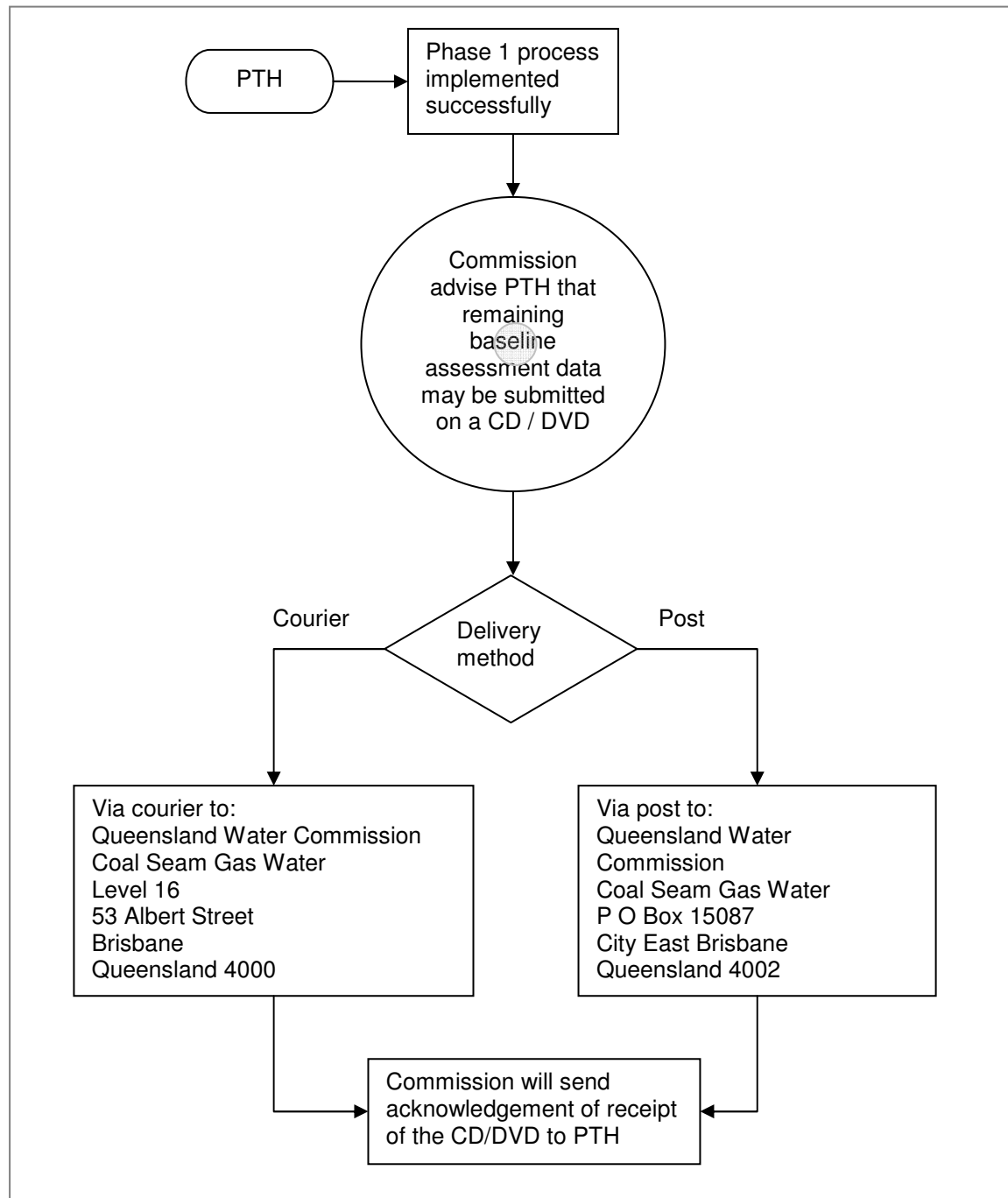
At any time, a PTH may email the QWC at csgwater@qwc.qld.gov.au to request a <Tenure_ID>.

3.2 Phase 2 – Bulk Electronic Submission

This phase is expected to limit the resourcing requirement and time involved to transfer the remaining bulk baseline assessment forms and data for both PTHs and the QWC.

Phase 2 will only be initiated by the QWC where resolution of transfer arrangements is achieved for Phase 1. The QWC will not accept bulk data transfer in the first instance.

All [File Naming Standards](#) and pipe delimited file formats for Phase 1 will also apply to the Phase 2 process.



3.2.1 Phase 2 Procedure

- A zip file for submission will consist of all documentation pertaining to one Outcome of Baseline Assessment such as:
 - a scanned copy of the first four pages of the Outcome of Baseline Assessment Form
 - electronic format of the first four pages of the Outcome of Baseline Assessment Form
 - electronic format of all the appendix 1 Bore Baseline Assessments related to this Outcome of Baseline Assessment
 - the supporting Bore assessments documentations
- The above baseline assessment data files should be compressed into a single zip file (preferably using 'WinZip'). Zip files must conform to the [File Naming Standards](#).
- Each Outcome of Baseline Assessment will be its own zip file.
- All file name letters must be in uppercase text. The file extension (eg. pdf or txt) can be in lowercase.
- The Root folder on the CD/DVD should be the <Tenure_ID>, supplied to the PTH by the QWC.
- Under the root folder add the zip file(s). This is an additional management check for the Commission to process the baseline assessment data knowing from which PTH the CD/DVD was received from, at all times.
- Example of folder structure on the CD/DVD:
 - (root folder) PTHABC
 - BL_PTHABC_2011_11_04_131523.zip
 - BL_PTHABC_2011_11_04_121601.zip
 - BL_PTHABC_2011_11_04_121652.zip
 - BL_PTHABC_2011_11_04_121721.zip

Appendix 1

1. File Naming Standards

It is a requirement that all files are named in accordance with the file naming standards specified in this procedure. An explanation of this structure is outlined below:

A. Zip File Naming Standard – Hardcopy (Email) Submission

This part applies to submissions made in accordance with section 2 (email) of this procedure.

Example: single zip file: BL_ABCPTH_2011_11_14_102308.zip

Example: multiple part zip file: BL_ABCPTH_2011_11_14_102308_01.zip

BL_ABCPTH_2011_11_14_102308_02.zip

| Code | Meaning | Notes |
|----------------------|---|--|
| BL | refers to Baseline meaning that the file holds data for the baseline assessment | |
| <TENURE_HOLDER_ID> | This is the tenure holder identification eg. ABCPTH | |
| Creation date & time | This is the date and time that the zip file was created for submission by the PTH. Date formatted as YYYY_MM_DD_hh24miss | |
| <nn> | For email zip files that span over multiple emails, append the sequence number to the zip file name that corresponds to the part number in the email subject line. Example: (Zip file part 2) BL_ABCPTH_2011_11_14_102308_02.zip Email Subject Line: BL_ABCPTH_2011_11_14_102308 Part 2 Of 6 | Only applies to multiple zip files and emails. |
| Of | | Only applies to multiple emails. |
| <whole> | The total number of emails in this sequence of emails for this submission. | Only applies to multiple emails. |
| <filetype> | Filetype refers to the zip file extension, 'zip'. | |

B. Zip File Naming Standard – Electronic Submission

This part applies to submissions made in accordance with section 3 of this procedure.

Example: single zip file: BL_ABCPTH_2011_11_14_102308.zip

| Code | Meaning |
|----------------------|--|
| BL | refers to Baseline meaning that the file holds data for the baseline assessment |
| <TENURE HOLDER_ID> | This is the tenure holder identification eg. ABCPTH |
| Creation date & time | This is the date and time that the zip file was created for submission by the PTH. Date formatted as YYYY_MM_DD_hh24miss |
| <filetype> | Filetype refers to the zip file extension, 'zip'. |

C. File Naming Standard

This part applies to submissions made in accordance with section 2 and 3 of this procedure.

Example: Scanned copy of the Drillers log file name would be: ABCPTH_ABCBORE1_DRILLGDC_01.pdf

| Code | Meaning |
|--------------------|--|
| <TENURE HOLDER_ID> | This is the tenure holder identification eg. ABCPTH |
| <TH_BORE_ID> | This is the bore's ID given by the tenure holder eg. ABCBORE1 |
| <DOCUMENT_TYPE> | This is a code that indicated the type of document. Please refer to Appendix 1 section II for a list of codes for each document type. |
| <nn> | n refers to the number of the file. In cases where there are more than one file of the same type of data the files should be numbered in numerical order eg. 01, 02...19 etc. Most of the time it will always be 01. |
| <filetype> | Filetype refers to the file extension such as 'txt' or '.pdf' or '.xls' etc. |

2. Document Types

The list of codes that represent the document type:

| Code | Document Type Description |
|------------|--|
| BLAPPDC | Baseline Assessment Outcome Approved Form |
| BLBORDC | Bore Baseline Assessment Information Document (Appendix 1) |
| DRILLGDC | Driller's log document (Part B) |
| WLLNDAGDC | Landholder Agreement Water Level (Part E) |
| WLDS | Water Level Data Set |
| WLMEASPHOT | Water Level Measurement Point Photo (Part E) |
| WLLGDS | Water Level Log Data Set |
| PUMPPHOT | Pump Photo (Part C) |
| WLLGDC | Water Level Log document (Part E) |
| BORASSDS | Bore Assessment Data Set |

| | |
|--------------|--|
| BORASSDCDS | Bore Assessment Documents Dataset |
| WQLABRSDC | Water Quality Lab Results Document from Baseline Assessment (Part F) |
| WQLABRSDS | Water Quality Lab Results Data Set |
| WQFLDRESDS | Water Quality Field Results Data Set |
| WQGASRSDS | Water Quality Gas Result Data Set |
| WQSAMPDS | Water Quality Sample Data Set |
| WQMEASPHOT | Water Quality Measurement Point Photo (Part F) |
| WQSETPHOT | Water Quality Sample Setup Photo (Part F) |
| BOREDS | Bore Data Set |
| ELEVDS | Elevation Data Set |
| HOLECONSDS | Hole Construction Data Set |
| BORECONSDS | Bore construction Data Set |
| EQUIPDS | Equipment Data Set |
| AQUIFERDS | Aquifers Data Set |
| FORMSDS | Formations Data Set |
| STRATALOGDS | Strata Log Data Set |
| STRATIGDS | Stratigraphy Data Set |
| WUDS | Water use Data Set |
| WULGDS | Water use log Data Set |
| WULGDC | Water Use Log Document (Part D) |
| WQHSTLABRSDC | Water Quality Historical Laboratory Results Document (Part F) |
| WQHSTFLDRSDC | Water Quality Historical Field Results Document (Part F) |
| FACPURDS | Facility Purpose Data Set |
| OTHPHOT | Other Photos |
| OTHDC | Other Documents |