

## **DIRECTIVE 056 – FORMS (SCHEDULES)**

The forms contained in Directive 056 represent the official ERCB forms for facilities, pipeline, and well applications. To submit printed forms, you may freely duplicate the schedules found in Directive 056 or download the PDF format schedules from the ERCB Web site at [http://www.ercb.ca/portal/server.pt/gateway/PTARGS\\_0\\_0\\_323\\_253\\_0\\_43/http%3B/ercbContent/publishedcontent/publish/ercb\\_home/industry\\_zone/rules\\_regulations\\_requirements/ercb\\_forms/directive056\\_forms.aspx](http://www.ercb.ca/portal/server.pt/gateway/PTARGS_0_0_323_253_0_43/http%3B/ercbContent/publishedcontent/publish/ercb_home/industry_zone/rules_regulations_requirements/ercb_forms/directive056_forms.aspx) .

Companies are free to develop their own computer-generated forms that must accompany Directive 056 applications, provided they meet the following requirements:

1. Appearance of the forms must closely match the Directive 056 printed form and the layout of information must be an **exact** match.
2. Use comparable font style and size (Arial Narrow 11 point for headings, 9 point for body). Use the same paper size and margins.
3. All data fields must be included and be the same size as on the Directive 056 printed form.
4. **DO NOT SHADE** any areas, even if they are shaded on the printed Directive 056 form.
5. To fill in data use 10, 11, or 12 point type. The ink must be black and of good quality, not faded. All characters must be fully formed.
6. Boxes must be the same size as on Directive 056 original forms and must be filled in using an “X”, not a check mark (i.e., ).
7. Logos: Use the form maker’s or your company logo, but not the ERCB logo, so that the source of the form can be easily identified.

When developing and/or filing computer-generated hard-copy forms, please keep in mind that they must be of high quality, taking into account the needs of those who will be keying, processing, reviewing, and/or updating ERCB computer records, as well as microfilming the hard copy. These requirements are to allow for reproducibility as an official ERCB record. As well, since many replacement forms are faxed in response to deficiency requests, design must allow for the limitations presented by faxing.

If a format problem is found during the processing of a computer-generated form filed as required by the ERCB, the form will be rejected and the application closed.