

November 17, 2009

To all parties participating in EPS proceeding 169
Via EPS

USE OF ELECTRONIC PROCEEDING SYSTEM (EPS) FOR PROCEEDING 169

This letter is to advise you that the Energy Resources Conservation Board (ERCB/Board) intends to use its EPS exclusively for the further filing and sharing of material in Applications No. 1613543, 1616123, and 1506272 (proceeding ID 169), provided however that very large documents or those that for other reasons are not conducive to filing or sharing in EPS may be handled differently, as and when the need arises.

The ERCB expects all correspondence, submissions, motions, and other communications related to proceeding 169 to be submitted through the digital data submission (DDS) system. Proper use of EPS ensures that all parties receive information in a timely manner and in a consistent format.

Please be advised that although the Board may communicate by other means in order to ensure that all potentially interested persons have notice of the proceeding and steps taken within it, the Board expects registered parties to use EPS for all correspondence.

At this time, I would like to suggest a standardized format for the 'Description of Submission' text entry. Please include the name of the submitter and the objective of the submission. For example:

- ERCB response to information request round 1
- ERCB letter to interested parties re technical meeting
- ERCB correspondence regarding shut-in of gas production

The attached file, containing a user's guide to EPS, is provided for your reference. If you have any questions about uploading submissions or external correspondence, please contact the undersigned at 403-476-4783.

Yours truly,



Jennifer Koppe
Advisor, Business Operations and Development
Applications Branch

Attachment