

## Division of Oil & Gas operators and customers:

The Division requests all documents be submitted electronically. This helps speed the review process and makes it more effective and efficient for all parties involved.

### Preparing documents for submittal

Convert most documents to PDF using features built-in to your software or operating system (see picture at right). Older systems may require additional software.

**Please don't print your document and scan it on your office copier to make a PDF.**

### Transmitting documents

Your application may specify an email address for submittals. You may include the Director and Commissioner, but *always* address the agency contact handling your request or application. If unsure, please [email or call](#).

Attachments up to 10 MB may be sent by email. Larger files (up to 8 GB) may be sent using [Alaska ZendTo](#).

### Confidential material

Most communications with the Division are in the public domain. You must mark *each page* containing confidential information with a reference the relevant Alaska Statute\*.

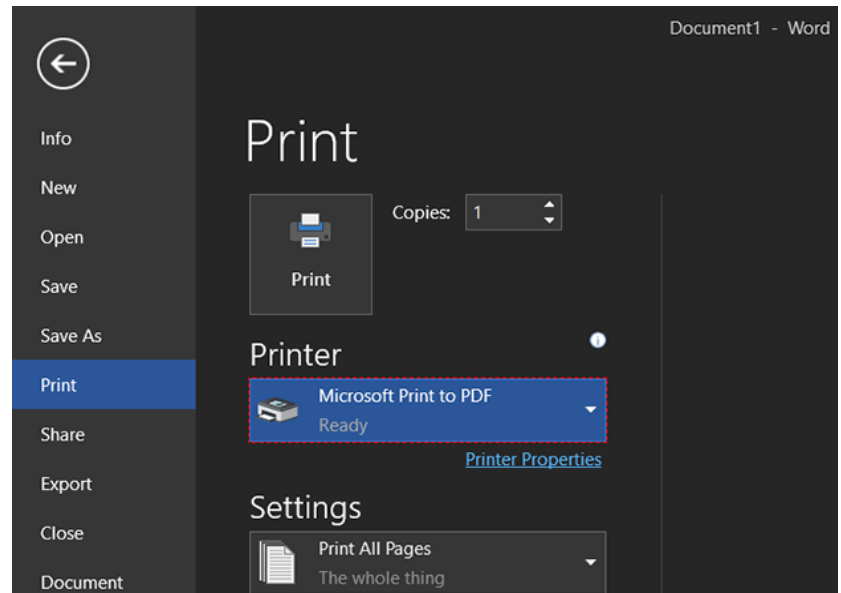
Submit confidential information *only* to your agency contact. Two strategies to ensure safe handling:

- Submit two versions of your document, redact and *clearly mark* one for public consumption, and *clearly mark* the other as confidential; or
- Limit all confidential information to *clearly marked* attachments to public documents.

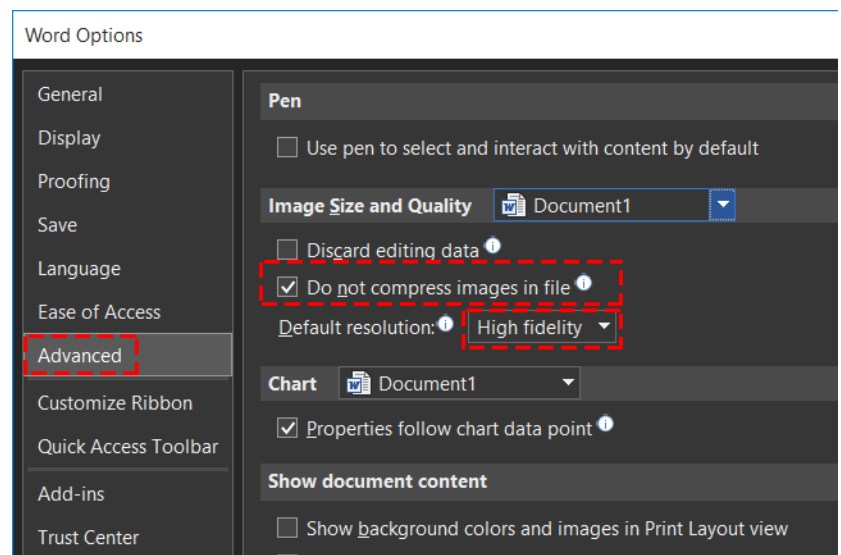
### Format considerations

- Spreadsheets and other documents with small text, fine details, or unusual page sizes should be submitted in the original format, even if a PDF is included.
- If unsure about maps or technical information, consult your agency contact.
- Specific requirements for some applications or data submittals are available on our [applications page](#).

**Tip:** Generate PDFs with Windows 10 or Mac OS X natively by selecting the built-in printer.



**Tip:** If image quality is poor, check your program settings. For example, MS Word's default makes image quality very poor. Change these settings to improve that.



### \*Common confidentiality references

AS 38.05.035(a)(8)(C) — Confidentiality for GG&E data

AS 38.05.035(a)(8)(D) — Confidentiality for financial data