



Reporting Assessment Work

A guide for filing assessment work in Ontario
via Compact Disc (CD)

Preface

On August 08, 2006 the Ministry of Northern Development and Mines will be accepting assessment work on compact Disc (CD). This was a major development for the transfer and management of the escalating amount of information being generated by exploration work in the province of Ontario.

It is expected that reporting assessment work on CD will bring significant cost savings to both industry and government. It will make the collection and management and distribution of

Information in the Ministry's geoscience database easier and ensure on-line access to assessment reports and information in a form readily usable by the industry.

Adherence to this Guide will contribute to a successful transition to this new era of digital filing of assessment work.

A digital copy of this Guide is available on our web site at <http://www.gov.on.ca/mdnd/mines/lands>

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<http://www.gov.on.ca/mndm/mines/lands>

This Guide is available at <http://www.gov.on.ca/mndm/mines/lands>

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CONTENTS

PART A – GENERAL REQUIREMENTS

Introduction	4
Submission of Reports	4
Confidentiality	4

PART B – SUBMISSION OF DIGITAL DATA

Introduction	5
Text	5
Tabular Data (Geochemistry, Drilling, Ground Geophysics, etc.)..	5
Figures, Plans and Images	5
Assay Certificates	6
File Size	6
Type of Media	6
Attribute Data	6
Summary of File Formats	6
Unreadable Discs	7
Forms to Accompany Disc	7

PART A – GENERAL REQUIREMENTS

Introduction

This guide is to assist the recorded holders and agents with the preparation and submission of assessment work reports as required by the *Mining Act* and *Regulations*.

Close liaison is encouraged between the Recorded Holders and Agents, and the staff of the Geoscience Assessment Office (GAO). The GAO is responsible for administrative processing and technical evaluation of the submitted work reports. Staff members are available to provide advice on reporting requirements and answer assessment work related questions.

Submission of Reports

Assessment reports filed on CD must be in accordance to Policy [GA601-1](#) (Administration: Where to File Mining Act Documents). [http://www.gov.on.ca/mndm/mines/laws/policies/gapolicy/ga601-1_e.asp]

CDs should be accompanied by the applicable forms (see Forms to Accompany CD) in paper. Forms and CD's should be sent to:

Geoscience Assessment Office
Ministry of Northern Development
and Mines
Willet Green Miller Centre
933 Ramsey Lake Road, 3rd Fl.
Sudbury, Ontario, Canada
P3E 6B5

Please note that digital reports cannot be submitted by e-mail.

They must be on specified media and be submitted to the above address.

The digital reporting requirements are specified in Part B of this Guide.

Confidentiality

Once assessment reports are approved by the Crown, they are public documents. There is no period of confidentiality for assessment reports filed with the Crown in Ontario.

PART B– SUBMISSION OF DIGITAL DATA

Introduction

Digital submissions on Compact Discs (CD's) must retain the well established structure and sequence of hardcopy (paper) reports as outlined in the Assessment Work Regulation. Digital formats for each component of a report are described below.

Digital files must be submitted on Microsoft Windows-compatible CD media (see type of media) and should be readable in a Microsoft Windows environment. Each CD must contain one submission only.

All files must be virus free and must not have any form of password or other security protection.

Text

The main body of the report is to be provided in Adobe Acrobat Portable Document format (PDF). This includes the title page, summary, list of contents, references and any figures and tables that are interwoven with the text.

This ideally should be a single PDF file. Appendixes and attached figures, plans and images may be incorporated if appropriate, as long as the file does not exceed 50 Mb (see File size).

Tabular Data (Geochemistry, Drilling, Ground Geophysics, etc.)

All tabular data (excluding small tables incorporated in the report text) should be supplied in Adobe Acrobat Portable Document format (PDF). File names should reflect the content of the tabular data (i.e. Mag_data_values.pdf)

The amount of data that is included in a single data file PDF depends on the practicalities of each case. File size, however, should not exceed 50 Mb.

Figures, Plans and Images

All graphics should be provided in PDF or Joint Photographic Group (JPEG/JPG) format. They must be readable and of fair print quality, and the colour and spatial data of the original plan or image should be maintained. Resolution should be generally 250 dots per inch (dpi) or better, but no greater than 400 dpi.

Most small-to medium-size graphics can be accommodated in PDF. These may be included in the main report PDF file, particularly if they are interleaved with the text.

For larger plans, or where PDF is not considered appropriate, the raster image formats of JPEG/JPG may be used. Please be aware that JPEG/JPG is suitable for images with subtle gradations of colour or shade. JPEG/JPG is not as suitable for line work because compression techniques play off quality against

file size and may tend to blur sharp edges.

Assay Certificates

Assay certificates must be provided in PDF or JPEG/JPG format. The assay certificates should be on certified laboratory letter head and contain the signature of the lab manager or head assayer.

File Size

Individual files should not exceed 50 Mb in size. This is to facilitate easy handling and delivery of data via the Internet from the ERMES system.

Type of Media

Digital files can only be submitted on:

- Compact Discs (CDs);

CDs must be Microsoft Windows compatible and the files should be readable in a Microsoft Windows environment. Each CD may contain more than one file, but should only contain one submission.

Attribute Data

Each CD submitted to the Crown **must** contain either a .txt file (i.e. attributedata.txt) or a paper list containing the necessary attribute data **for each separate report, map or other document:**

Submitter Information

- Submitter Name
- Phone Number
- E-mail Address (optional)

Technical Reports

- Report Title
- Report Year
- Number of Pages
- Report Author(s)
- Person(s)/Company(s) Work Performed For
- Digital File Name

Maps

- Map Title
- Map Scale
- Map Year
- Digital File Name

Other Documents

- Type of Document
- Document Title/Description
- Digital File Name

<u>SUMMARY OF FILE FORMATS</u>	<u>Mandatory Format</u>
Text – Main body of report and additional reports as Appendices	PDF
Tabular Data	PDF
Figures, Plans and Images	PDF, JPEG/JPG
Assay Certificates	PDF, JPEG/JPG
Other Documents	PDF
Attribute Data	TXT

Unreadable CDs

If for any reason a CD can not be read or any of the files contained on the CD can not be opened, or if a virus is detected on the CD, the digital submission will not be accepted and be unrecordable as per policy [UC 703-1](#). The Geoscience Assessment Office staff will attempt to contact the Recorded Holder and/or Agent notifying them of the unreadable CD or infected CD or file. If the CD/file is received on the due date of the claim(s) and we **can not** contact the Recorded Holder and/or Agent by 4:30 pm EST on the same day, and/or and new readable CD/File is not received by 4:30 pm EST on the due date of the claims, the CD/file will be refused and the claim(s) may forfeit.

If the CD/file is received prior to the due date of the claim(s) GAO will provide the clients with 10 business days or the due date of the claims, whichever comes first, to submit a new readable and virus free CD . The new CD **must** be received in the GAO office prior to the due date of the claim(s), otherwise the CD/file will be rejected and returned and the claim(s) may forfeit.

However, if the approaching due date(s) of the claims do not allow sufficient time to file a new readable CD, then one of two courses of action can be taken:

- 1) Client can submit using the Electronic Assessment System (EAS) available at <http://www.gov.on.ca/mndm/mines/lands> (Note: submission must be completed in the EAS application by 4:30pm EST on or

before the earliest claim's due date)

- 2) Client submits by paper and files documents accordingly to Policy [GA 601-1](#) (Administration: Where to File Mining Act Documents) [http://www.gov.on.ca/mndm/mines/lands/policies/gapolicy/ga601-1_e.asp]

WARNING: it is not advisable to file your assessment work on CD at the last minute. By doing so you may inadvertently jeopardize your claim's status.

Forms to Accompany CD

The applicable paper forms below must accompany the digital submission on CD:

- Assessment Work Performed Before Recording Claim(s)
- Assessment Work Performed on Mining Lands
- Statement of Costs