



# **ONLINE PERMITTING AND CLEARANCE SYSTEM (OPaC) USER GUIDE**

## **HOW TO...**

- 1) Register with the OPaC System**
- 2) Apply for Research and Collection Permits**
- 3) Amend/Renew Research and Collection Permits**
- 4) Submit Research and Collection Permit  
Progress Reports**



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## PART 1 – REGISTER WITH THE OPaC SYSTEM

- 1.1 To access the OPaC website, you must register and create a profile the first time you use the system (Figure 1). Press **Register** at the bottom of the page to start your registration. **If you have already registered, please proceed to Part 2.**

Alberta Online Permitting and Clearance [Contact Us/Instructions](#)

Welcome to the Online Permitting and Clearance System (OPaC)

If you have already registered on the site, you may use your User Id and Password to Logon

User Id:

Password:

User Id and Password help

Forgot your user id?

Forgot your password?

**Register**

Need access to this site?

NOTE: In order to apply for Archaeological Permits, you must meet certain requirements. After creating your profile here, please contact the Ministry at 780-431-2331 to register as an archaeologist approved to hold Archaeological Research Permits in Alberta.

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Figure 1

- 1.2 Fill in the required fields and press the Register button (Figure 2). **NOTE: A red asterisk identifies required fields that must be populated to create your profile.** A verification e-mail will be sent to you after successful registration. Click on the e-mail link or copy and paste the link into your browser to access OPaC. This link provides additional security regarding your personal information.

**Security Question for Password Reset**

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.

\* **Security Question:** Where were you born?

\* **Answer:** High Level

\* **Enter the code you see below:** NWRVV

The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. It is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact John Brandon for clearance applications (john.brandon@gov.ab.ca or (780) 431-2301), Brian Ronaghan for archaeological permit applications (brian.ronaghan@gov.ab.ca or (780) 431-2335) or Roy Finzel for parks research permit applications (roy.finzel@gov.ab.ca or (780) 427-5818).

**Register**

Release 1.2.0, Screen ID: 52574

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Figure 2

- 1.3 Congratulations, you are now registered with OPaC and have reached the **Welcome** page. You can access the OPaC system using your **User ID** and **Password** created in the previous step (Figure 3–A).

Alberta Online Permitting and Clearance [Contact Us/Instructions](#)

Welcome to the Online Permitting and Clearance System (OPAC)

**If you have already registered on the site, you may use your User Id and Password to Logon** **A**

User Id:

Password:

**Logon**

**User Id and Password help** **B**

Forgot your user id? **User Id Help**

Forgot your password? **Password Help**

Figure 3

1.3.1 If you have forgotten your user ID, press the **User ID Help** button (Figure 3-B). A window will provide instructions for acquiring a new user ID (Figure 4).

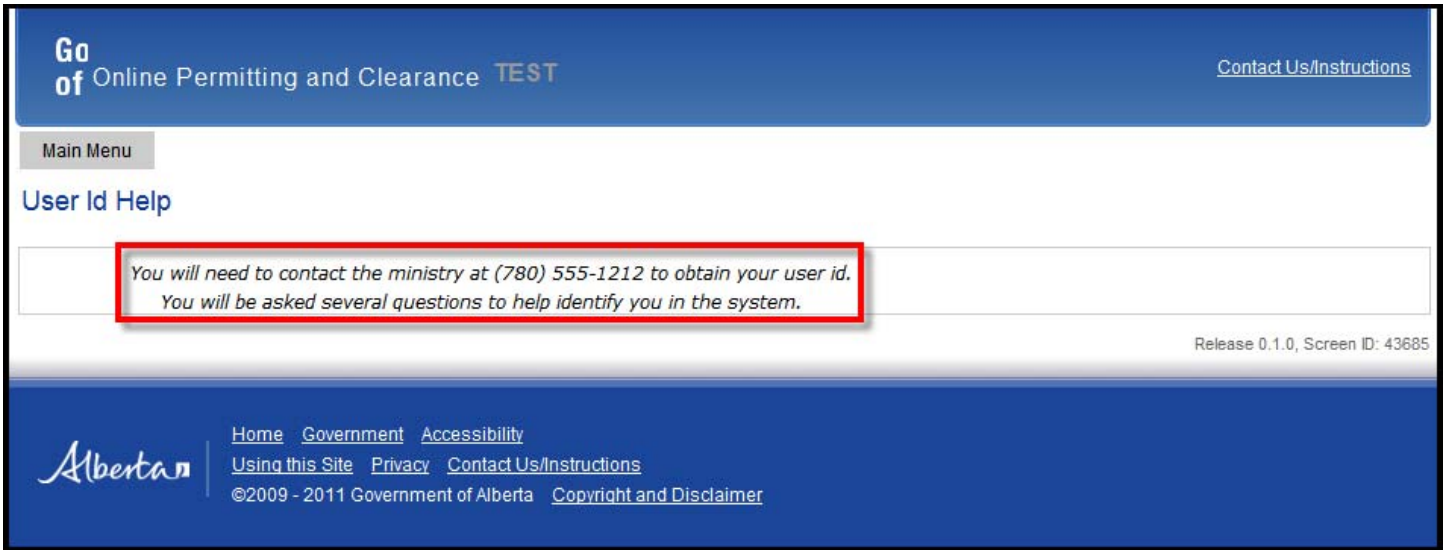


Figure 4

1.3.2 If you have forgotten your password, select the **Password Help** button (Figure 3-B). A new window will prompt you to answer the **Security Question** that you created during registration. Create a new password following the provided guidelines, confirm the password and select **Reset Password** (Figure 5).

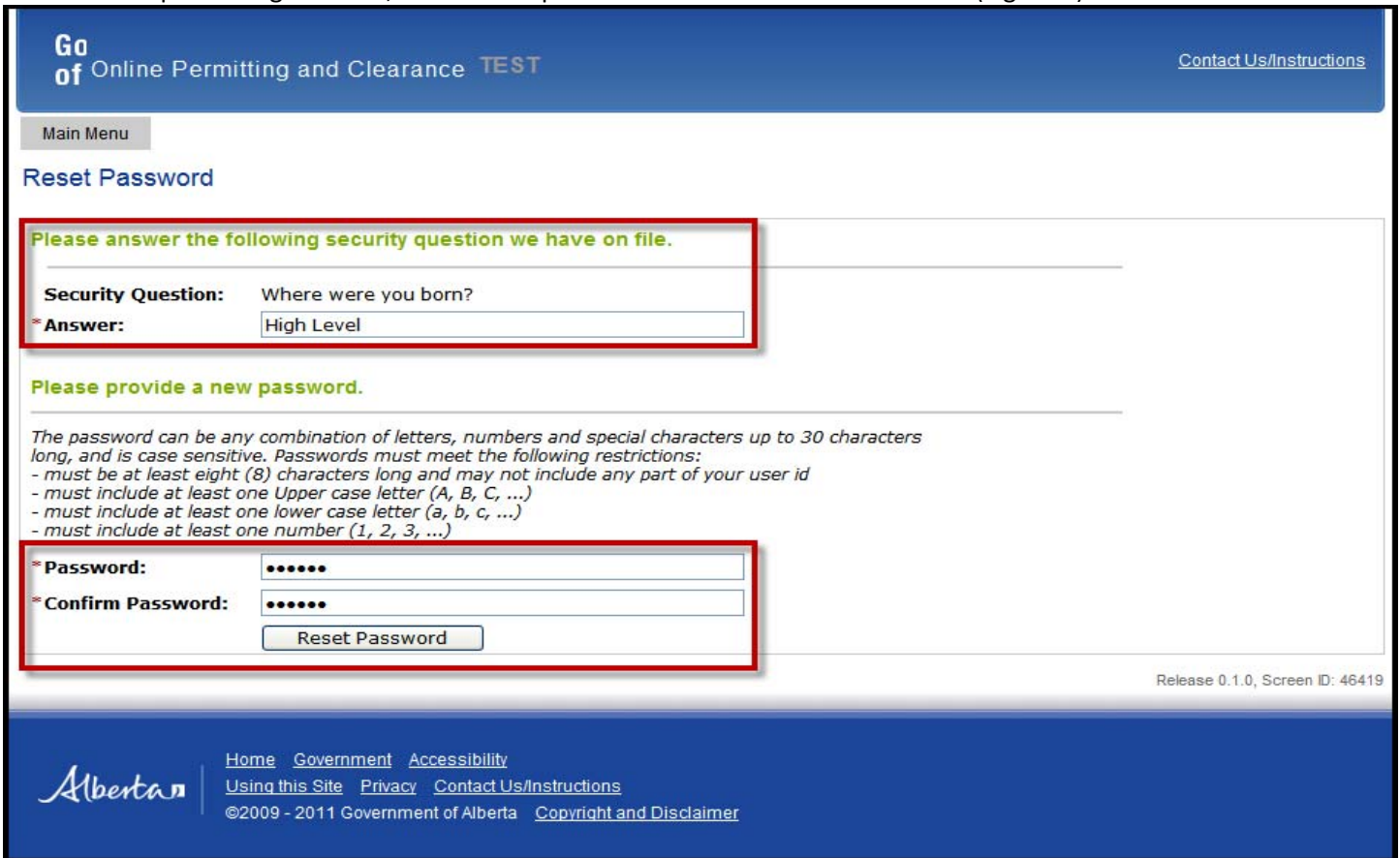


Figure 5

- 1.4 You can update or change your profile information and password once you are logged on to the system. Select the **My Profile** tab on the OPaC page. Ensure that you press the **Save** button at the bottom of the page to preserve changes to your profile or password (Figure 6).

**Alberta** Online Permitting and Clearance **TEST** [Contact Us/Instructions](#)  
Welcome John Smith

Main Menu **My Profile** Log Off

### My Profile

#### User Details

Title:	<input type="text"/>	* Address:	2223-44 Street	
* First Name:	John	Initials:	<input type="text"/>	
* Last Name:	Smith	* City or Town:	Cim City	
* Affiliation:	University of Aurora Borealis	* Province/State:	AB	* Country: Canada
* Work Number:	( <input type="text"/> 111 ) <input type="text"/> 222 - <input type="text"/> 3333	* Postal Code/Zip:	1A1-2B2	
Cell Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>			
Home Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>			
Fax Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>			
* Email Address:	<input type="text" value="jsusb@uoab.ca"/>			
CC Emails To:	<input type="text"/>			

Please note that we will be using your e-mail address to send you periodic notices of changes to our programs and other regulatory announcements. This information will be kept confidential. Detailed information on the Government of Alberta's Privacy Policy can be found at:  
<http://alberta.ca/home/privacy.cfm>

I would like to receive email updates regarding the Listing of Significant Historical Sites and Areas and other regulatory announcements.

#### Security Question for Password Reset

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.

\* Security Question:

\* Answer:

\* An asterisk indicates a required field.

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Figure 6

## PART 2 – APPLY FOR RESEARCH AND COLLECTION PERMIT

- 2.1 Go to the **Main Menu** (Figure 7–A) and select **Apply for Research and Collection Permit** (Figure 7–B) under the **Parks and Protected Areas** subheading (Figure 7–C).

The screenshot displays the 'Online Permitting and Clearance TEST' interface. At the top, the Alberta logo is on the left, and 'Welcome John Smith' is in the center. A navigation bar contains 'Main Menu' (A), 'My Profile', and 'Log Off'. The main content area is titled 'Welcome to the Online Permitting and Clearance System!' and is divided into two sections: 'Historic Resources Management' and 'Parks and Protected Areas' (C). Under 'Parks and Protected Areas', the link 'Apply for Research and Collection Permit' (B) is highlighted. The footer contains the Alberta Government logo and links for 'Home', 'Government', 'Accessibility', 'Using this Site', 'Privacy', 'Contact Us/Instructions', and 'Copyright and Disclaimer'. The release information 'Release 0.1.0, Screen ID: 1000000' is visible in the bottom right corner.

Figure 7

- 2.2 On the **Application for a Research and Collection Permit** page, the **Applicant** section will be automatically populated using information you entered during registration and in **My Profile** (Figure 8–A).
- 2.2.1 If additional people will be working on your project, they must be listed under **Other Project Members** (Figure 8–B). Their names will appear on the issued permit.
- 2.2.2 **Have you previously obtained a permit within a provincial park** (Figure 8–C) is a required field. Enter **Previous Permit Information** including previous permit numbers or, if you have forgotten your previous permit numbers and if it is not available under **My Profile** on OPaC, enter basic information about previous permits.



Alberta Online Permitting and Clearance TEST Welcome John Smith [Contact Us/Instructions](#)

Main Menu My Profile Log Off

### Application for a Research and Collection Permit

Page 1 of 2

#### Applicant

<b>Title:</b>		<b>Initials:</b>	<b>Email:</b> jsusb@uoab.ca
<b>First Name:</b>	John		<b>Work Number:</b> (111) 222-3333
<b>Last Name:</b>	Smith		<b>Cell Number:</b> ( ) -
<b>*Address:</b>	2223-44 Street		<b>Home Number:</b> ( ) -
		<b>*Affiliation:</b>	University of Aurora Borealis
<b>*City:</b>	Sim City		
<b>*Province/State:</b>	AB	<b>*Country:</b>	Canada
<b>*Postal Code/Zip:</b>	1A1-2B2		

**Other Project Members:** Bill Smith, Janet Smith

Yes  No **\*Have you previously obtained a permit within a provincial park?**

*If yes, provide details (Permit Number, Date Issued, and Location) below:*

**Previous Permit Information:**  
Permit # 10-41; 2010-January-31; Miquelon Lake Provincial Park.

Figure 8

- 2.3 The **Parks and Protected Area** section requires you to select and enter the park(s) that are of interest to you.
- 2.3.1 If you don't know the name of your site, click the **Alberta Parks and Protected Areas Map** link (Figure 9-B) to find your site.
- 2.3.2 Click the **Add Park or Protected Area** button (Figure 9-A) which opens a new window **Parks and Protected Areas Search – Select** (Figure 10). Parks of interest can be searched by name (or partial name) or by selecting a particular Management Area.

**Parks and Protected Areas** [Alberta Parks and Protected Areas Map](#)

Park or Protected Area	Type	Management Area
**** Please Select a Park or Protected Area ****		
<a href="#">Add Park or Protected Area ...</a>		

**\* Location of Project:**

*(e.g., UTM Location, Alberta Township System (ATS), Descriptive text of project location, etc.)  
Note: The text in the box above will appear on your permit.*

Figure 9

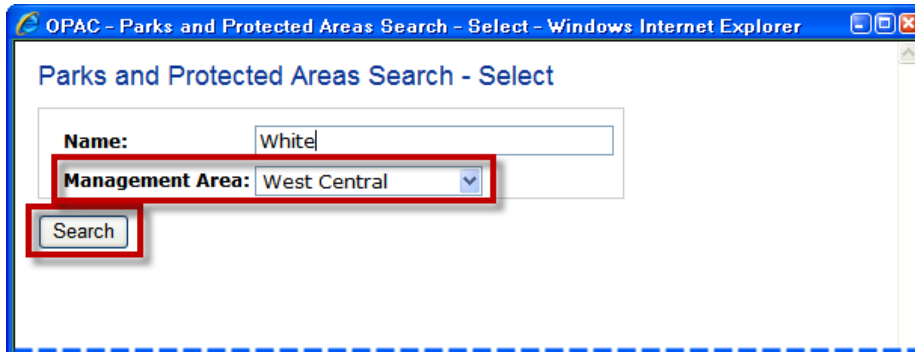


Figure 10

2.3.3 Press the **Search** button and a list of parks will pop up. Select the box to the left of the park name(s) that you will be working in (Figure 11–A) and press the **Select** button (Figure 11–B). The system will automatically transfer the selected parks to your application. To add additional parks and protected areas after the application has been submitted, refer to **PART 3** of the user guide.

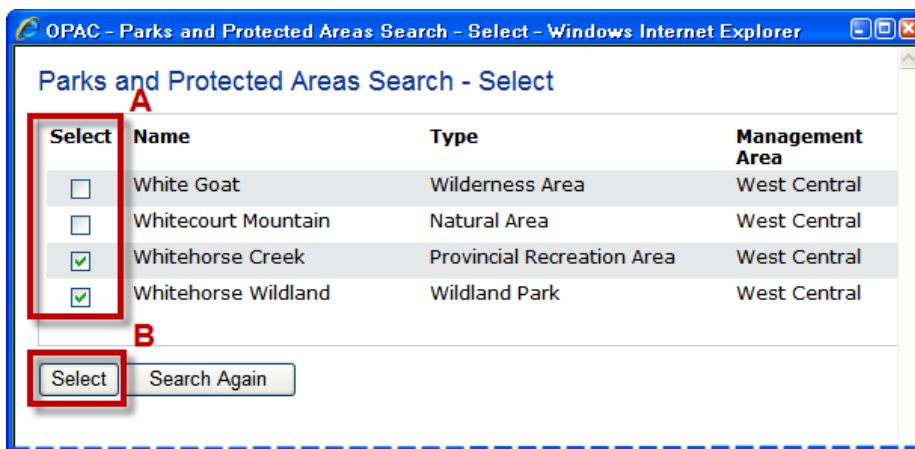


Figure 11

2.3.4 Clicking the link [Alberta Parks and Protected Areas Map](#) (Figure 12–A) will open a provincial map of all parks and protected area with their current names and management area boundaries. If you want to remove one or more of the sites you selected, press the **Delete** button to the right of the list of the protected areas (Figure 12-B).

**NOTE: At least one park or protected area must be selected for the application process to proceed.**

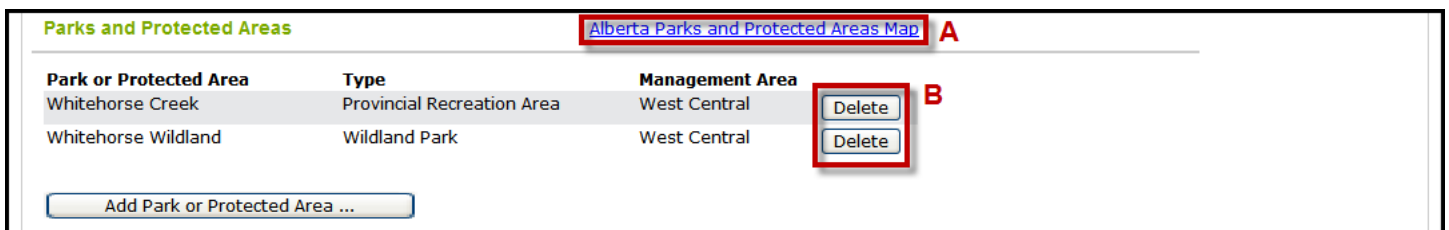


Figure 12

2.3.5 **NOTE: Location of Project (Figure 13) is a required field.** Information included in this field will describe in detail where the research will be taking place within the selected park(s). This information will appear on the issued permit.

\* **Location of Project:** Area that we are interest in to set sampling plots will be within follow Sections 1, 15, 22, and 36 Twp 061 Rge 11 W5M.

*(e.g., UTM Location, Alberta Township System (ATS), Descriptive text of project location, etc.)  
Note: The text in the box above will appear on your permit.*

Figure 13

2.4 The **Project Information** section requires you to enter basic information about your proposed project.

- 2.4.1 **Project Title** (Figure 14–A) should be a descriptive and accurate representation of the project that will appear on the issued permit. **NOTE: This is a required field.**
- 2.4.2 **Multi-year Project** requires you to select **Yes** or **No** and **If so, provide Project End Date** (Figure 14–B). If yes, click the **calendar** icon to the right of the field to display a calendar and select the project end date. **Even if your project is multi-year, permits are issued on a calendar year basis only and will expire on December 31<sup>st</sup> of each year. Therefore, you will need to renew your permit if you are planning to continue with the project next year – see Part 4.** Renewals should be done by November 30<sup>th</sup>, if possible, to allow time for the necessary reviews and approvals.

**Project Information**

\* **Project Title:** Monitoring predaceous diving beetles along Whitehorse Creek **A**

Yes  No \* **Is this a multi-year project? If so, provide Project End Date:** Dec 31, 2013 **B**

*A multi-year project will require annual permit renewal every calendar year.*

Figure 14

2.4.3 Selecting the **Add Type(s) of Activity** (Figure 15) button will open an **Activity Type Search – Select** window with a list of activities (Figure 16–A). Please select all activities that are applicable to your project and then press the **Select** button (Figure 16–B). **NOTE: This is a required field and at least one type of activity must selected.** To delete an activity, press the **Delete** button (Figure 17–B).

**Type(s) of Activity:**

Add Type(s) of Activity ...

**Other Activity Types:**

Figure 15

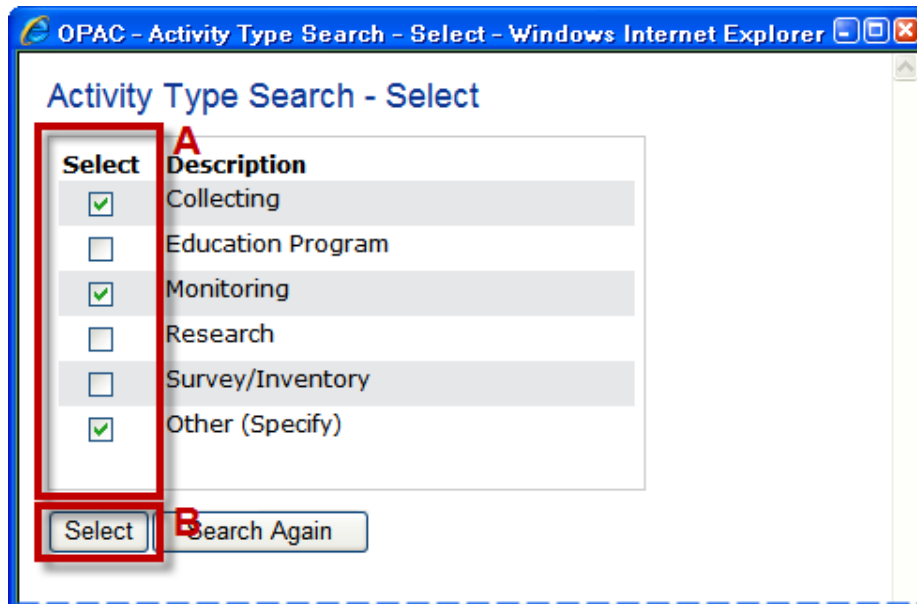


Figure 16



Figure 17

2.4.4 **Other Activity Types** (Figure 17–A), provides the opportunity to outline other types of activities that may be associated with the project that are not on the provided list. Text should provide sufficient information while remaining concise.

2.4.5 Selecting the **Add Type(s) of Research** button (Figure 18) will open a window with a list of research types (Figure 19–A). Select the research type that corresponds best to your project and press the **Select** button (Figure 19–B).

**NOTE: This is a required field and at least one type of research must be selected.** To delete a research type, press the **Delete** button.



Figure 18

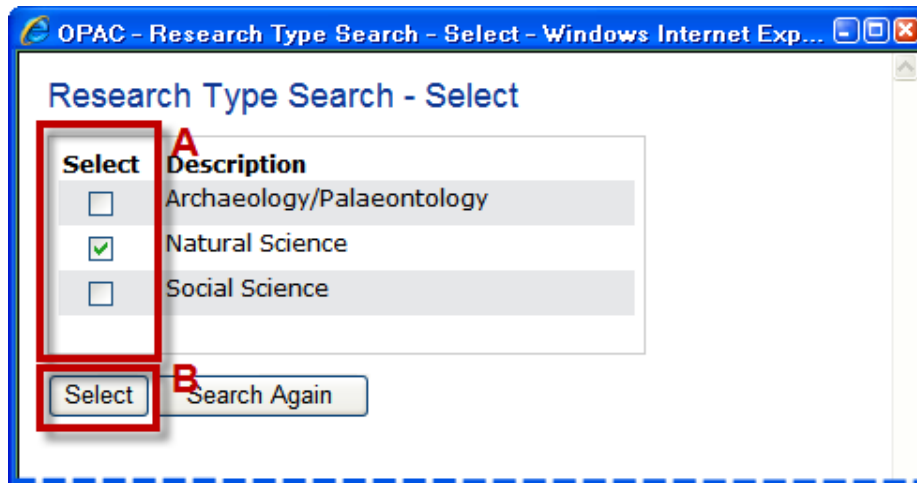


Figure 19

2.5 At the bottom of the first page of the application there are **Save Draft**, **Next** and **Cancel** buttons.

- 2.5.1 Use the **Save Draft** button (Figure 20–A) which allow you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.5.2 Select the **Next** button (Figure 20–B) to take you to page 2 of the application.
- 2.5.3 The **Cancel** button (Figure 20–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** before the **Save Draft** button will erase the entire application.

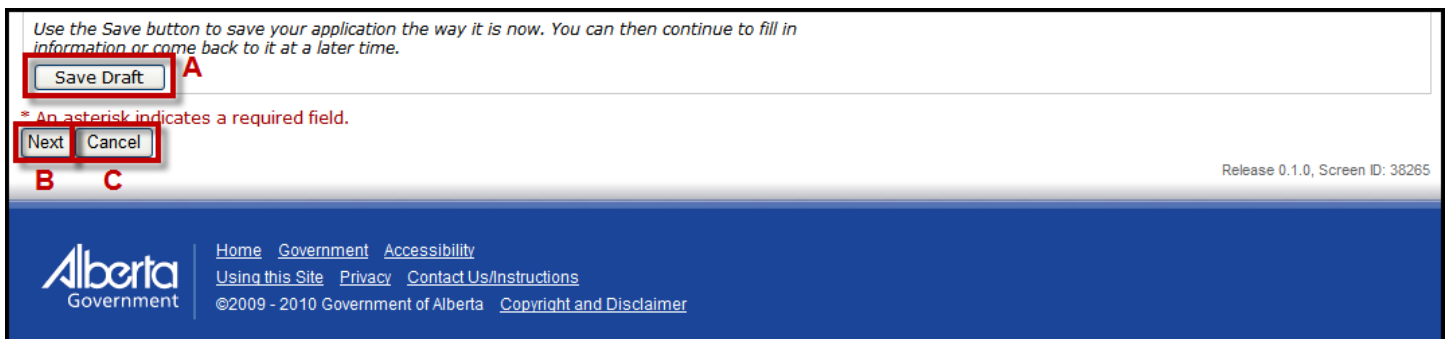


Figure 20

2.6 **Permit Requirements** are required questions that must be answered to proceed with the application process. Supporting documentation such as your proposal or other permits must be uploaded. Your application, with the proposal, will be forwarded to other departments if required unless you have already obtained the appropriate permit(s) (Figure 21).

**\*Permit Requirements**

<input type="radio"/> Yes	<input type="radio"/> No	<b>Will you be working with wildlife as defined under the provincial Wildlife Act?</b> <i>If Yes, include a copy of your research proposal as an attachment to this application. The proposal should identify which wildlife under the Wildlife Act will be the focus of your research and/or collection. Your proposal will be forwarded to the Fish and Wildlife Division of Alberta Sustainable Resource Development for their review. They may issue you their own permit or collection licence. See <a href="http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx">http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx</a></i>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Will your research involve handling, capture, manipulation and release of wildlife?</b> <i>If Yes, include a copy of your research proposal as an attachment to this application. The proposal should describe the details surrounding the handling, capture, manipulation and release of wildlife that will be the focus of your research. Your proposal will be forwarded to the Fish and Wildlife Division of Alberta Sustainable Resource Development for their review. As part of their permitting process, they will require that you submit a signed Wildlife Animal Care Committee Protocol form. See <a href="http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx">http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx</a></i>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Will you be working with species listed as endangered under the provincial Wildlife Act?</b> <i>If Yes, include a copy of your research proposal as an attachment to this application. The proposal should identify the endangered species that will be the focus of your research and/or collection and which are listed under the provincial Wildlife Act. Your proposal (may be the same as in the first question above but with the inclusion of endangered species) will be forwarded to the Fish and Wildlife Division of Alberta Sustainable Resource Development for their review. They may issue you their own permit or collection licence. See <a href="http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx">http://www.srd.alberta.ca/ManagingPrograms/FishWildlifeManagement/ResearchLicencesPermits/Default.aspx</a></i>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Is the research associated with aspects of aboriginal traditional use?</b> <i>If Yes, has the relevant Aboriginal community been notified of the research (provide name of community)? (Depending on the nature of the research, actual consultation, not just notification, may be required).</i> <input type="text"/>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Will you be collecting or excavating materials of historical significance (i.e. artifacts and/or fossils)?</b> <i>If Yes, include an Archaeological Permit and / or Paleontological Permit as an attachment to this application.</i>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Will you be working with human subjects?</b> <i>If Yes, include an Ethics Review Committee approval as an attachment to this application.</i>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Will you be carrying a firearm?</b> <i>If Yes, and this Research permit is approved, contact your local park office for the appropriate firearm permit.</i>

Figure 21

2.7 **Written Products** require you to select the box that relates to the anticipated product of your work (Figure 22).

**Written Products**

Thesis is an anticipated product of the project.

Publication is an anticipated product of the project.

**Other Products:**

Figure 22

2.8 **Field Operations** require you to provide contact details.

- 2.8.1 **Where will you be staying while working in the park** is a required field (Figure 23–A). This information is very important in the event that you or your team members must be contacted (e.g., emergencies, park evacuations, urgent family matters, etc.). Please provide a phone number where you can be reached while in the field (if possible).
- 2.8.2 **Anticipated Commencement of Field Operations** and **Anticipated Termination of Field Operations** are required fields. Use the calendar icon to select appropriate dates (Figure 23–B). **NOTE: Entry for the Anticipated Termination of Field Operations on a multi-year project has to be the termination date in the current calendar year, not the year selected for the Project End Date on the page 1 of the application.**

**Field Operations**

\* Where will you be staying while working in the park? A  
 Whitehorse Recreational Area campground.

Park Stay Phone: ( 111 ) 222 - 3333

\* Anticipated Commencement of Field Operations: Jul 1, 2011 B  
 \* Anticipated Termination of Field Operations: Aug 15, 2011

*Anticipated Termination Date on a multi-year project should refer to the termination date in the current calendar year.*

Name of person who will supervise field operation in applicant's absence:  
 Bill Smith

Alternate Phone Number: ( 111 ) 444 - 5555

Figure 23

2.9 **Vehicles** require you to provide information on the vehicle(s) you will be using for this project. Selecting the **Add Vehicle** button will create a line to enter **Vehicle Description**, **Unit Number**, **Licence Number** and **Province/State** (Figure 24). Press **Add Vehicle** if you be using more than one vehicle. To delete a vehicle entry, press the **Delete** button next to line you want to delete.

**Vehicles**

Vehicle Description	Unit Number	Licence Number	Province/State	
White Jeep Compass	007	YYY-000	AB	Delete
				Delete

**Add Vehicle**

Figure 24

2.10 You will need to complete the **Off Road Access** section if you need off road access in the Park. Pressing the **Add Off Road Access** button will bring up **Access Type**, **Description**, **Licence Number**, and **Route Description** (Figure 25). Select the appropriate line from the drop-down list in the **Access Type** box. If you have more than one type off road access for your project then press the **Add Off Road Access** button again for a new entry line. To delete an entry, press the **Delete** button next to the line you want to delete. **NOTE: A map with proposed routes is required if you are planning to access the park off road.** This map can be uploaded using the **Upload Documents** button in the **Attachments** (next) section.

**Off Road Access** *An Off Road Access Map is required if planning to access the park off road.*

Access Type	Description	Licence Number	Route Description	
ATV	Yellow 2009 Honda TRX500FE Foreman	XXX-111	We will follow track trail along the creek for 3km and than take 500m left up the slope.	Delete
(None)				Delete
Foot				
Bike				
Horse				
ATV				Delete
Boat				
Helicopter				
Airplane				

**Add Off Road Access**

Figure 25

2.11 The **Attachments** section of the application enables you to upload all required and supporting documentation.  
**NOTE: A project proposal is mandatory as are any documents that are outlined in the Permit Requirements and Off Road Access sections.**

2.11.1 Press the **Upload Document** button (Figure 26) and a pop-up window **Document Upload** will open (Figure 27). This will enable you to upload your project proposal or any other supporting documentation.

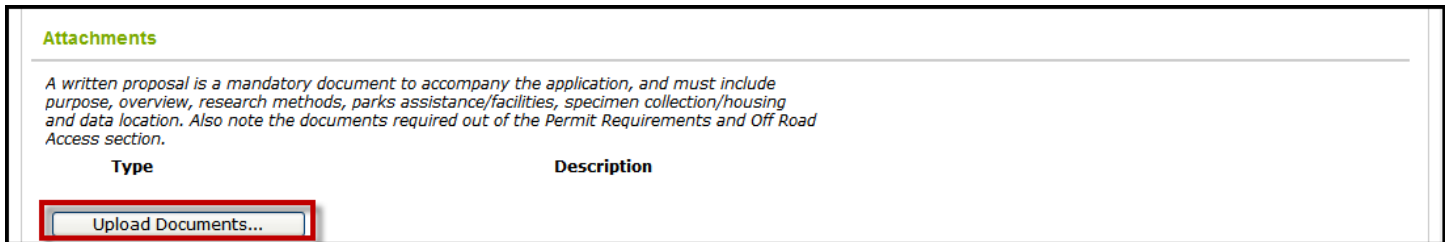


Figure 26

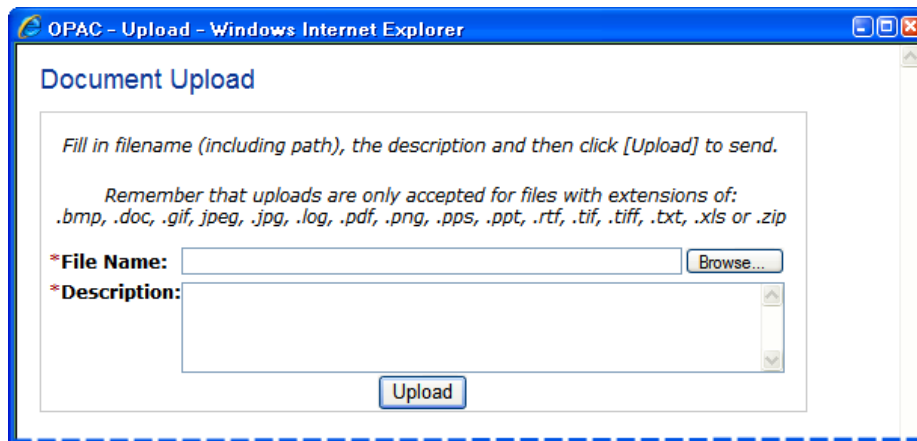


Figure 27

2.11.2 There are two ways to select the files you want to upload:

- a) Type the path to your document directly into the **File Name** field (Figure 28), or

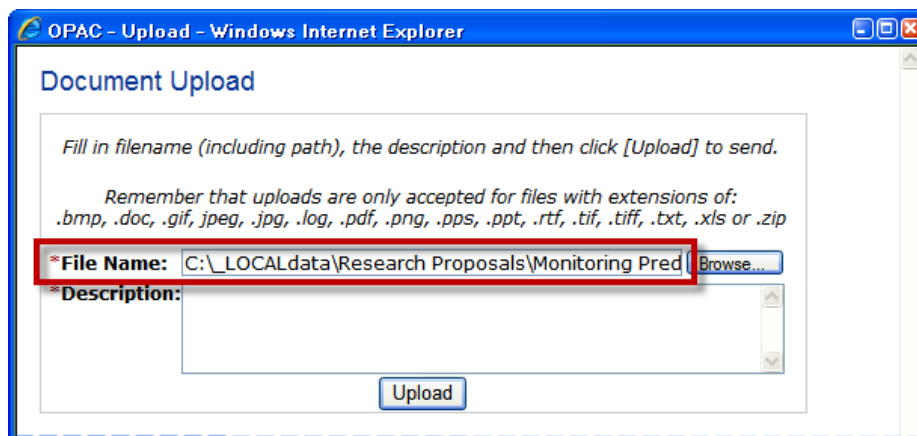


Figure 28

- b) Press **Browse...** and navigate to the document you would like to upload (Figures 29, 30, 31, 32). Select your document and press the **Open** button as marked on the Figure 32. The **Document Upload** pop-up window should be similar to Figure 28.



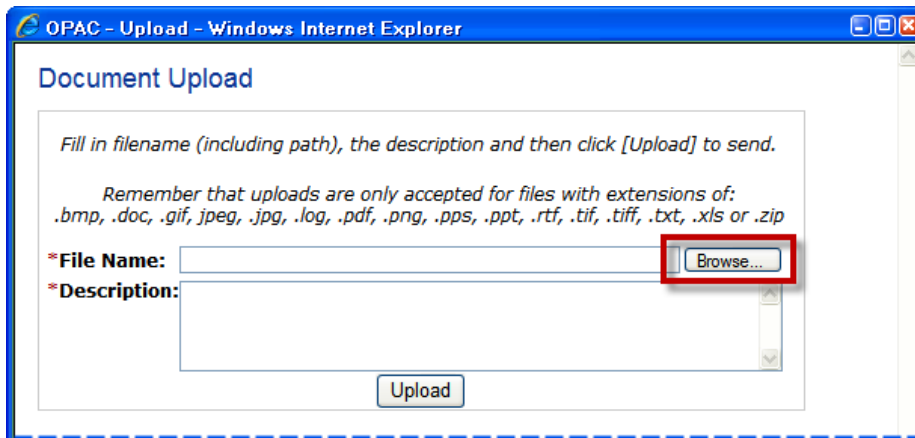


Figure 29

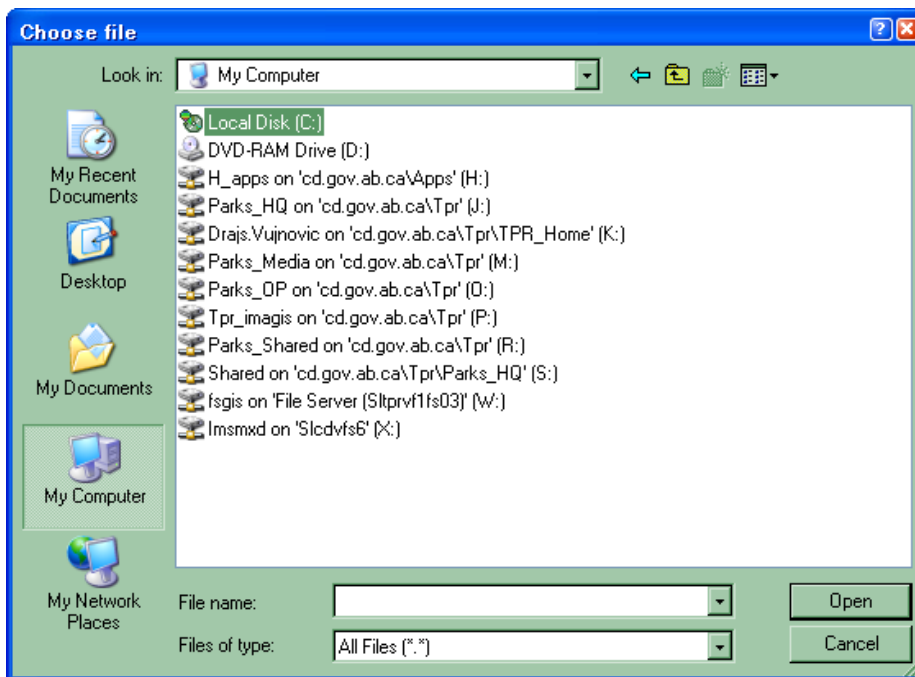


Figure 30

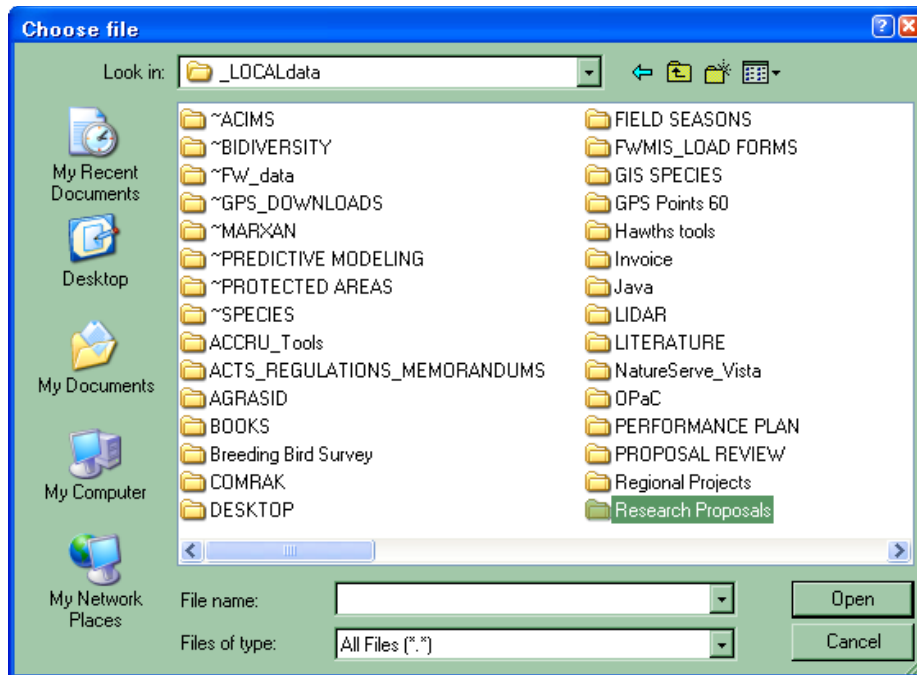


Figure 31

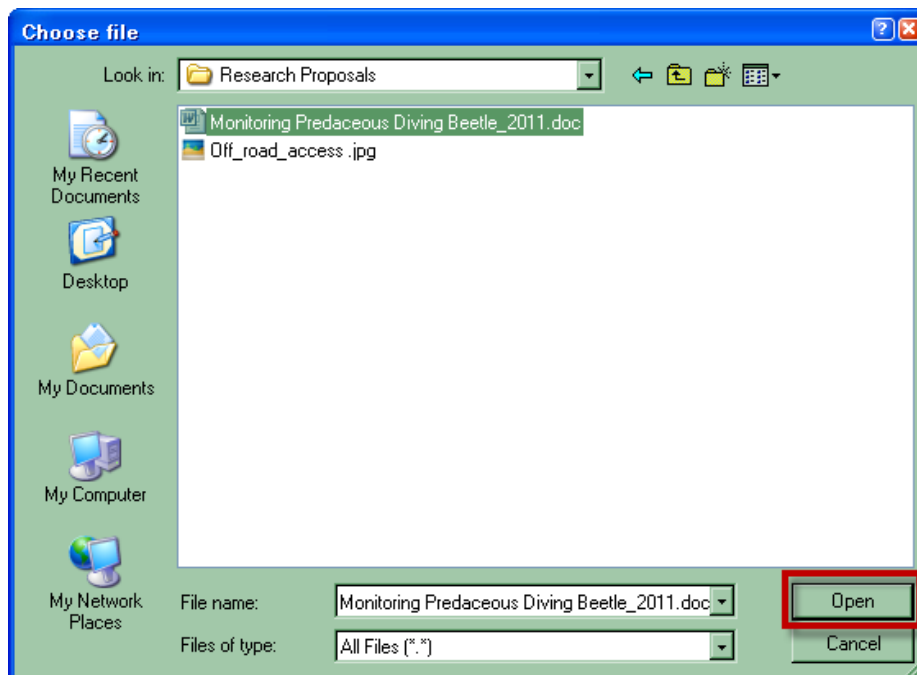


Figure 32

2.11.3 The **Description** field requires a short description of the document you are uploading (Figure 33–A). **NOTE: Both fields, File Name and Description are must be filled in to successfully upload your document.**

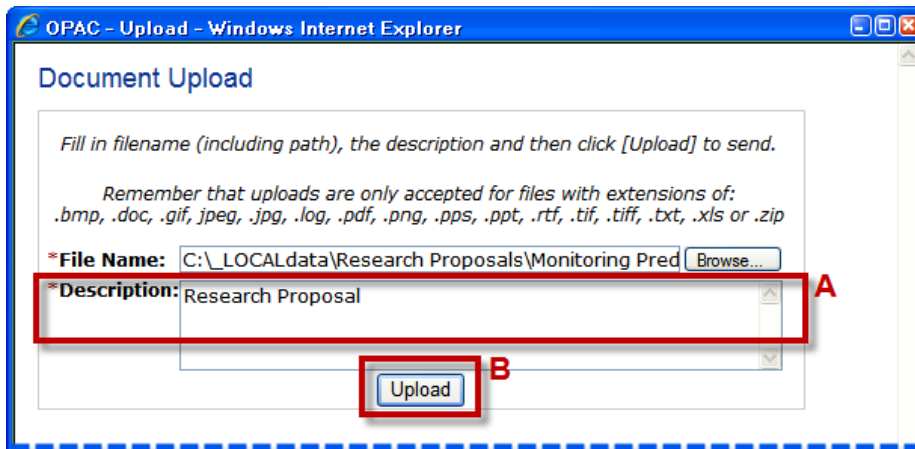


Figure 33

2.11.4 After selecting your document and filling out the information in the **Description** field, press the **Upload** button (Figure 33–B). The **Document Upload** will close and you will be back at the main application window.

2.11.5 From the drop-down list in the **Type** field, select a description that best fits the document you just uploaded (e.g., Proposal)(Figure 34). If you uploaded any document in error, simply press the **Delete** button.

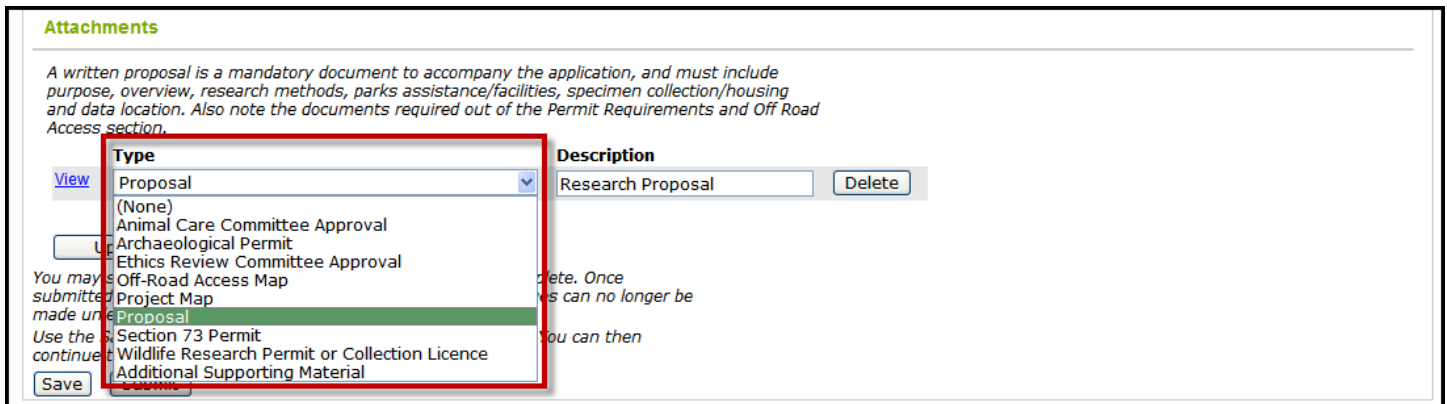


Figure 34

2.11.6 **NOTE:** All steps described in this section (2.11) must be repeated for each document that is uploaded into your application.

2.12 There are **Save** and **Submit** buttons at the bottom of Page 2 of the application (Figure 35).

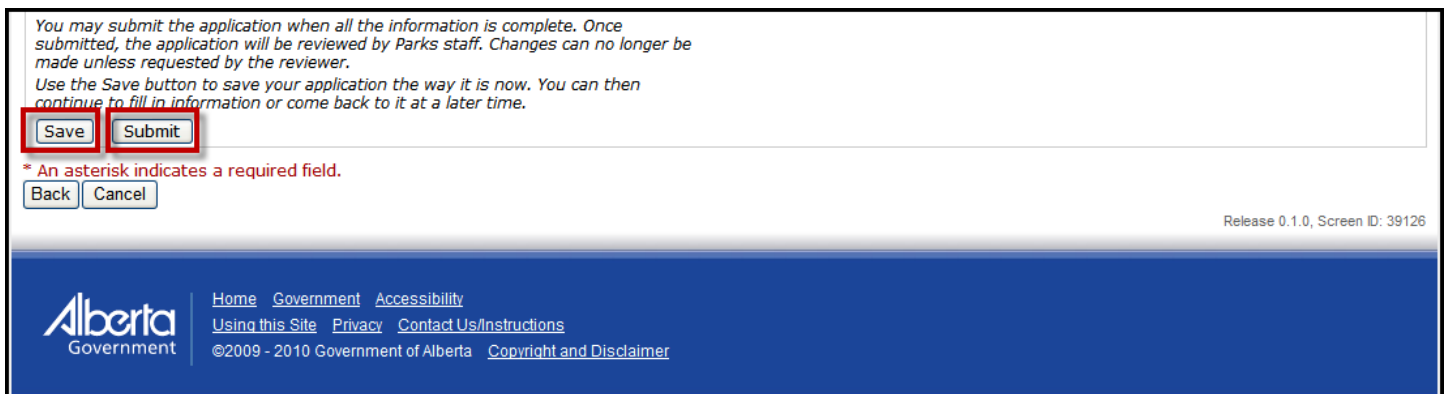


Figure 35

2.12.1 The **Save** button is used to save the application as it is being filled out. This button allows you to return to the application and change/modify any fields as many times as necessary prior to submission.

2.12.2 Once you are satisfied with your application (and all required fields are populated and all required documents are uploaded), press the **Submit** button. Once submitted, the application is automatically sent to the appropriate Parks staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the application reviewer.** A screen similar to Figure 36 should appear.

The screenshot shows a web interface for the Alberta Government's Online Permitting and Clearance system. The header is blue with the Alberta logo on the left, the text "Online Permitting and Clearance TEST" in the center, and "Welcome John Smith" below it. On the right of the header is a link for "Contact Us/Instructions". Below the header is a navigation bar with buttons for "Main Menu", "My Profile", and "Log Off". The main content area is titled "Application for Research and Collection Permit". It displays the following information: "Application Number: 000074554", "Revision Number: 01", "Submitted Date: Apr 28, 2011", and "Revision Date: Apr 28, 2011". Below this is a thank-you message: "Thank you for your application for a permit. We will be reviewing your submission shortly. You can view the status of your application in the My Application list." and a note: "You may want to print a copy of this confirmation for your records." In the bottom right corner of the main content area, it says "Release 0.1.0, Screen ID: 39335". The footer is blue and contains the Alberta Government logo on the left and a list of links: "Home", "Government", "Accessibility", "Using this Site", "Privacy", "Contact Us/Instructions", and "©2009 - 2010 Government of Alberta Copyright and Disclaimer".

Figure 36

## PART 3 – AMEND/RENEW RESEARCH AND COLLECTION PERMIT

3.1 AMEND RESEARCH AND COLLECTION PERMIT – Amendments are intended to request minor changes to information provided in an existing research and collection permit. Additional Parks and Protected Areas can be added to the permit as long as they are within the same Management Area(s) as the original permit. Adding Parks and Protected Areas from the Management Area(s) not listed in the original permit is consider as a major change and will require submitting a new Research and Collection application.

3.1.1 From the **Main Menu** (Figure 37–A), select **Amend/Renew Research and Collection Permit** (Figure 37–B) under the **Parks and Protected Areas** subheading (Figure 37–C). A new window will appear with the **Amendment/Renewal of a Research and Collection Permit** screen (Figure 38).

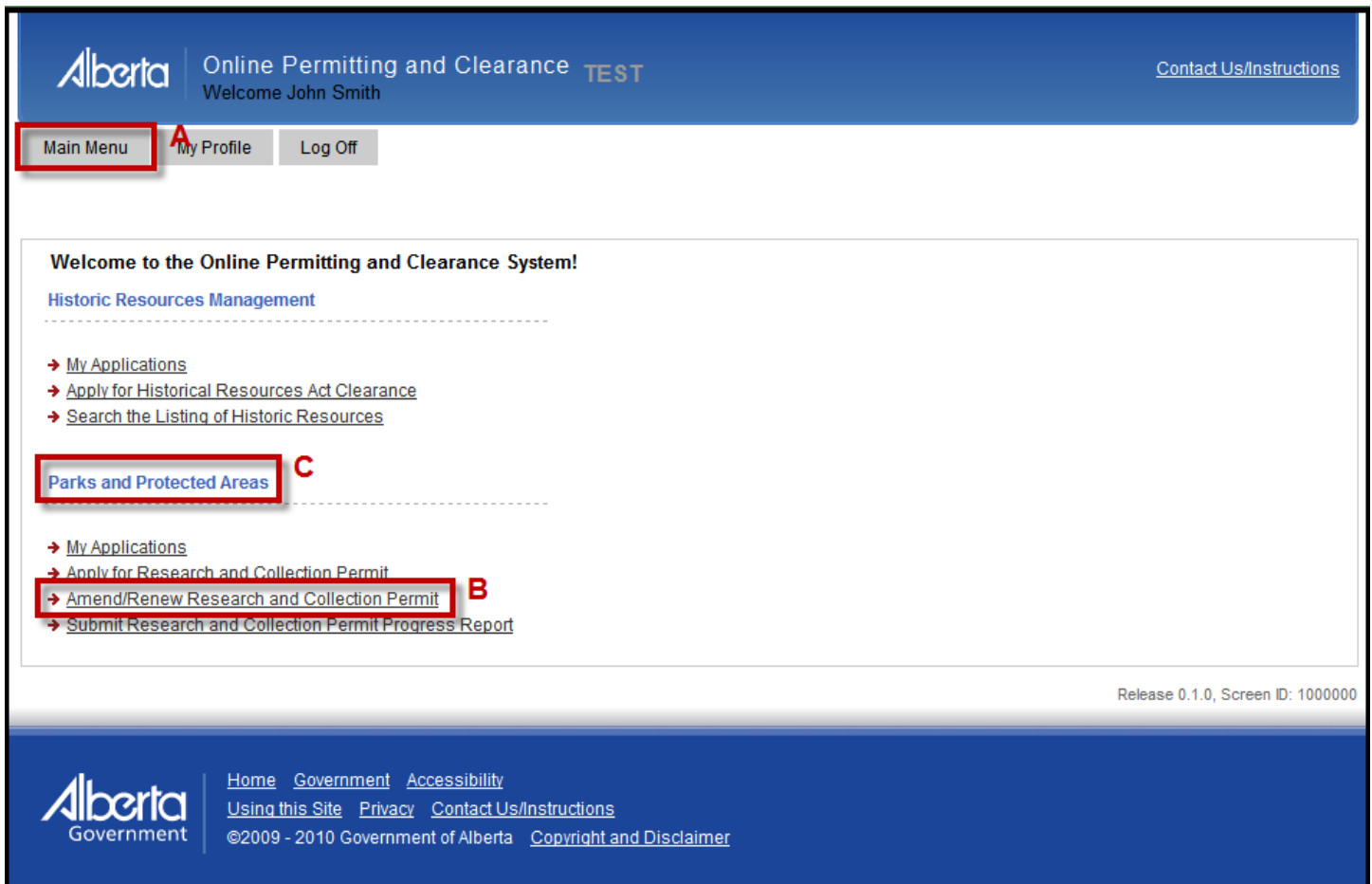


Figure 37

3.1.2 From the **Amendment/Renewal of a Research and Collection Permit** screen, select the permit you wish to amend from the drop down list (Figure 38 – A). **NOTE: Only permits with a valid status that have not expired will be listed.** Selecting a permit to be amended and press the **Next** button (Figure 38–B).

### Amendment/Renewal of a Research and Collection Permit

Select Permit to Amend or Renew

Choose an amendment to request a change to an existing research and collection permit or when your affiliation changes.

Choose a renewal if you wish to extend a multi-year project. This only applies if you checked off the multi-year project box on your original application. Research and collection permits issued for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew those permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted by November 30th of that calendar year.

#### Amendment

Permit Number to Amend: 11-004

Choose a Permit to amend. Only permits in a valid status that have not expired will be in the list.

#### Renewal

Permit Number to Renew: (Select)

Choose Permit to renew. Only Permits in a valid status that can be renewed will be in the list.

The next screens will provide presentations where you can update or change information from the original approved permit. The changed information will be reviewed by Parks staff once the Renewal application is submitted.

Next Cancel

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Figure 38

3.1.3 The new window will display the **Amendment of a research and Collection Permit** page, where amendments to the permit can be entered (Figure 39).

### Amendment of a Research and Collection Permit

Page 1 of 2

**Permit Number:** 11-004  
**Application Number:** 000110580

#### Applicant

**Title:** \_\_\_\_\_

**First Name:** John      **Initials:** \_\_\_\_\_      **Email:** jsusb@uoab.ca

**Last Name:** Smith      **Work Number:** (111) 222-3333

**\*Address:** 2223-44 Street      **Cell Number:** ( ) - \_\_\_\_\_

\_\_\_\_\_      **Home Number:** ( ) - \_\_\_\_\_

\_\_\_\_\_      **\*Affiliation:** University of Aurora Borealis

**\*City:** Sim City

**\*Province/State:** AB      **\*Country:** Canada

**\*Postal Code/Zip:** 1A1-2B2

**Other Project Members:**  
Bill Smith, Janet Smith

Yes     No    **\* Have you previously obtained a permit within a provincial park?**  
If yes, provide details (Permit Number, Date Issued, and Location) below:

**Previous Permit Information:**  
Permit # 10-41; 2010-January-31; Miquelon Lake Provincial Park

#### Parks and Protected Areas

[Alberta Parks and Protected Areas Map](#)

Park or Protected Area	Type	Management Area	
Big Knife	Provincial Park	East Central	<a href="#">Delete</a>
Miquelon Lake	Provincial Park	East Central	<a href="#">Delete</a>
Ribstone Creek Heritage Rangeland	Natural Area	East Central	<a href="#">Delete</a>

[Add Park or Protected Area ...](#)

**\* Location of Project:** Area that we are interest in to set sampling plots will be within following Sections 1, 15, 22, and 36 Twp 061 Rge 11 W5M.

(e.g., UTM Location, Alberta Township System (ATS), Descriptive text of project location, etc.)  
Note: The text in the box above will appear on your permit.

#### Project Information

**\* Project Title:** Bird survey in Big Knife and Miquelon Lake PP

Yes     No    **\* Is this a multi-year project? If so, provide Project End Date:** Aug 31, 2015

A multi-year project will require annual permit renewal every calendar year.

**Type(s) of Activity:**

Monitoring [Delete](#)

Survey/Inventory [Delete](#)

[Add Type\(s\) of Activity ...](#)

**Other Activity Types:**

\_\_\_\_\_

**Type(s) of Research:**

Natural Science [Delete](#)

Social Science [Delete](#)

[Add Type\(s\) of Research ...](#)

#### Emails

Description	Sent	From

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

[Save Draft](#)

\* An asterisk indicates a required field.

[Next](#) | [Cancel](#)

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Figure 39

3.1.4 The **Save Draft** (Figure 39) and **Save** buttons (Figure 40–A) are used to save the amended application as it is being filled out. These buttons allow you to return to the application and change/modify any fields as many times as necessary prior to submission.

3.1.5 After amending the application (be sure that all required fields are populated and all required documents are uploaded), press the **Submit** button (Figure 40–B). Once submitted, the application is automatically sent to appropriate Parks staff for review. **NOTE: At this point, changes can no longer be made by to the application unless requested by the reviewer.**

and data location. Also note the documents required out of the Permit Requirements and Off Road Access section.

Type	Description	
<a href="#">View</a> Off-Road Access Map	The map of the ATV access.	Delete
<a href="#">View</a> Proposal	Project Proposal	Delete
<a href="#">View</a> Research and Collection Permit PDF	Parks Permit - Application No.: 000105924	Delete

Upload Documents...

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Parks staff. Changes can no longer be made unless requested by the reviewer.

Use the **Save** button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

**Save** **Submit**

\* An asterisk indicates a required field.

Back Cancel

Release 0.1.0, Screen ID: 39503

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Figure 40

3.2 RENEW RESEARCH AND COLLECTION PERMIT – Research and collection permits for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted by November 30th of that calendar year.

3.2.1 From the **Main Menu** (Figure 37–A) select **Amend/Renew Research and Collection Permit** (Figure 37–B) under the **Parks and Protected Areas** subheading.

3.2.2 A new window displays the **Amendment/Renewal of a Research and Collection Permit** page (Figure 39).



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Main Menu | My Profile | Log Off

## Amendment/Renewal of a Research and Collection Permit

Select Permit to Amend or Renew

Choose an amendment to request a change to an existing research and collection permit or when your affiliation changes.

Choose a renewal if you wish to extend a multi-year project. This only applies if you checked off the multi-year project box on your original application. Research and collection permits issued for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew those permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted by November 30th of that calendar year.

**Amendment**

Permit Number to Amend: (Select) ▼

Choose a Permit to amend. Only permits in a valid status that have not expired will be in the list.

**Renewal**

Permit Number to Renew: 11-004 ▼

Choose Permit to renew. Only Permits in a valid status that can be renewed will be in the list.

The next screens will provide presentations where you can update or change information from the original approved permit. The changed information will be reviewed by Parks staff once the Renewal application is submitted.

Next | Cancel

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 Using this Site | Privacy | Contact Us/Instructions  
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Figure 41

- 3.2.2 On the **Amendment/Renewal of a Research and Collection Permit** screen, select a permit to renew from the **Permit Number to Renew** drop down menu (Figure 41–A). **NOTE: Only permits with a valid status will be listed.** Press the **Next** button (Figure 41–B).
- 3.2.3 On the second page of the **Renewal of a Research and Collection Permit** page (Figure 42) all necessary updates must be entered in the **Field Operations, Vehicles, and Off Road Access** sections. **NOTE: Entry for the Anticipated Commencement of Field Operations and Anticipated Termination of Field Operations have to be the commencement and termination dates for the year you are submitting the renewal for, not the years selected for the Project Start Date and Project End Date on page 1 of the application.** Use the calendar icon to select appropriate dates (Figure 42–A).

Field Operations

\*Where will you be staying while working in the park?

Big Knife campground

Park Stay Phone: ( 101 ) 222 - 3333

\* Anticipated Commencement of Field Operations: Jun 1, 2012
\* Anticipated Termination of Field Operations: Aug 1, 2012

A

Anticipated Termination Date on a multi-year project should refer to the termination date in the current calendar year.

Name of person who will supervise field operation in applicant's absence:

Bill Smith

Alternate Phone Number: ( 111 ) 444 - 5555

Vehicles

Table with 4 columns: Vehicle Description, Unit Number, Licence Number, Province/State. Includes entries for Blue Honda CRV and White Jeep Compass.

Add Vehicle

Off Road Access

An Off Road Access Map is required if planning to access the park off road.

Table with 4 columns: Access Type, Description, Licence Number, Route Description. Includes entry for ATV with description of track trail.

Add Off Road Access

Attachments

A written proposal is a mandatory document to accompany the application, and must include purpose, overview, research methods, parks assistance/facilities, specimen collection/housing and data location.

Table with 3 columns: Type, Description, and a Delete button. Lists attachments like Off-Road Access Map, Proposal, and Research and Collection Permit PDF.

Upload Documents...

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Parks staff.

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

Save Submit

\* An asterisk indicates a required field.

Back Cancel



Figure 42

- 3.2.4 The **Save** button is used to save the renew application as it is being filled out. This button allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 3.2.5 When all the information on the renew application is complete (be sure that all required fields are populated and all required documents are uploaded), press the **submit** button (Figure 42–C). Once submitted, the application is automatically sent to appropriate Parks staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the reviewer.** A screen similar to Figure 36 should appear.

## PART 4 – SUBMIT RESEARCH AND COLLECTION PERMIT PROGRESS REPORT

- 4.1 From the **Main Menu** (Figure 43–A), select **Submit Research and Collection Permit Progress Report** (Figure 43–B) under the **Parks and Protected Areas** subheading (Figure 43–C) to display a new window.

Alberta Online Permitting and Clearance TEST  
Welcome John Smith [Contact Us/Instructions](#)

Main Menu **A** My Profile Log Off

Welcome to the Online Permitting and Clearance System!

Historic Resources Management

- [My Applications](#)
- [Apply for Historical Resources Act Clearance](#)
- [Search the Listing of Historic Resources](#)

**Parks and Protected Areas** **C**

- [My Applications](#)
- [Apply for Research and Collection Permit](#)
- [Amend/Renew Research and Collection Permit](#)
- [Submit Research and Collection Permit Progress Report](#) **B**

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Figure 43

- 4.2 On the **Research and Collection Permit Progress Report** screen, select the permit number you want to submit a progress report for from the **Permit Number to Report on** drop down menu (Figure 44). **NOTE: Only permits with a valid status will be listed.** Press the **Next** button.

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Main Menu | My Profile | Log Off

### Research and Collection Permit Progress Report

Select Permit

\* Permit Number to Report on: 11-004

Choose a Permit to submit a report on. Only your permits in a valid status that have not expired will be in the list. The next screens will provide presentations where you can enter progress report information. The information will be reviewed by Parks staff once the progress report is submitted.

\* An asterisk indicates a required field.

Next Cancel

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Figure 44

- 4.3 A **Research and Collection Permit Progress Report** window will be displayed (Figure 45). **NOTE: A red asterisk identifies required fields that must be populated to proceed with the progress report** (Figure 45–A).
- 4.4 To upload your progress report document press the **Upload Document** button (Figure 45–B). Follow the process of uploading progress reports as outlined in section 2.11.2 (page 17) of this document. Remember to select **Type** of attachment from the drop down list (Figure 45–B).
- 4.5 The **Save** button is used to save progress report as it is being filled out. This button allows you to return to the application and change/modify any fields as many times as necessary prior to submission (Figure 45–C).

### Research and Collection Permit Progress Report

Details

Permit Number: 11-004

#### Park or Protected Areas

Park or Protected Area	Type	Management Area
Big Knife	Provincial Park	East Central
Miquelon Lake	Provincial Park	East Central
Ribstone Creek Heritage Rangeland	Natural Area	East Central

#### Title:

**First Name:** John **Initials:**  
**Last Name:** Smith  
**Affiliation:** University of Aurora Borealis  
**Other Project Members:** Bill Smith, Janet Smith

#### Project

**Project Title:** Bird survey in Big Knife and Miquelon Lake PP  
**Type(s) of Activity:** Monitoring, Survey/Inventory  
**Type(s) of Research:** Natural Science, Social Science

#### Other Activity Types:

#### Progress Report

**\* Reporting Year:** A 2011 **Final Report?**

**\* Project Start Date:** Sep 5, 2011 **\* Project End Date:** Aug 31, 2015

**\* Project Status:** A (Select)

**\* Purpose of Research:** A (Select)  *Please note if covered in an attachment*  
 Please see the attached  *(Please note if covered in an attachment)*

**\* Finding and Status:** A *(Please note if covered in an attachment)*  
 Please see the attached Progress Report.

**Specimen Storage:** *(Please note if covered in an attachment)*  
 All specimens are submitted to Royal Alberta Museum.

**\* Obstacles and Challenges:** A *(Please note any positive or negative experiences working with us)*  
 Access to sites were challenging due to muddy trail.

**Attachments**

Type	Description
<input type="button" value="View"/> Progress Report	2011 Progress Report <input type="button" value="Delete"/>
(None)	
Final Report	
<input type="button" value="Up"/> Progress Report	
Additional Supporting Material	

*You may submit the progress report when all the information is complete. Once submitted, the progress report will be reviewed by parks staff. Changes can no longer be made unless requested by the reviewer. Use the Save button to save your progress report the way it is now. You can then continue to fill in information or come back to it at a later time.*

\* An asterisk indicates a required field.

Figure 45

The screenshot displays the Government of Alberta's online permitting interface. At the top, the header includes the Government of Alberta logo, the text "Online Permitting and Clearance TEST", and a user greeting "Welcome John Smith". A navigation bar contains links for "Main Menu", "My Profile", and "Log Off". The main content area is titled "Research and Collection Permit Progress Report" and contains the following information:

- Permit #:** 11-004
- Reference Number:** 000110663
- Submitted Date:** Sep 22, 2011

Below the permit details, a message reads: "Thank you for your Progress Report submission on an Alberta Parks and Protected Area Research and Collection Permit. We will be reviewing your submission shortly." A note at the bottom of the message area states: "You may want to print a copy of this confirmation for your records." The footer of the page includes the Alberta logo, navigation links for "Home", "Government", "Accessibility", "Using this Site", "Privacy", and "Contact Us/Instructions", and copyright information: "©2009 - 2011 Government of Alberta Copyright and Disclaimer". A release version "Release 0.1.0, Screen ID: 41757" is noted in the bottom right corner.

Figure 46

- 4.6 When all of the information on the progress report page is complete (be sure that all required fields are populated and all required documents are uploaded), press the **Submit** button (Figure 45–D). Once submitted, the application is automatically sent to appropriate Parks staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the reviewer.** A screen similar to Figure 46 should appear.