



**Electronic Disposition System
Public Land Disposition Renewals User Manual**

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Revision History

Version	Date	Author/Organization	Description
V1.00	2014-08-19	ESRD	Document Draft
V1.01	2014-08-27	ESRD	Draft with corrections

Disclaimer

In this disclaimer provision:

“AER” means the Alberta Energy Regulator;

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“ESRD” means the Ministry of Environment and Sustainable Resource Development;

“Minister” means the Minister of the Ministry of Environment and Sustainable Resource Development;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed by the Ministry of Environment and Sustainable Resource Development.

“Regulatory Body” means employees of the Department of Environment and Sustainable Resource Development or the Alberta Energy Regulator.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
 - (i) The use of this material or documentation or EDS or any service connection therewith; or
 - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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EDS Overview

EDS is an online service that allows clients (you) to submit electronic transactions for surface dispositions to ESRD and the AER. Presently EDS has six subsystems:

1. Public Land Disposition Applications & Plan Submission Package

This selection will enable you to submit applications for dispositions on public lands for EZE, LOC, DLO, MSL, DMS, PLA, DPL, PIL, DPI, REA, SML, VCE, and RVC purposes.

2. Public Land Disposition Amendments

This selection will enable you to submit amendments for dispositions on public lands for the following ESRD activity types:

- DLO, DML, DMS, DPL, DPI, VCE, EZE, REA, SML

It will also enable you to submit amendments for the following AER activity types:

- LOC, MSL, PIL, PLA, MLL, RVC

3. Disposition Maintenance

This selection will enable disposition clients to submit Site Entry notifications, SML Annual Returns and to edit a list of other allowed clients that manage your data.

4. Reclamation Certificate Application Submissions

This selection will enable you to submit an application for a Reclamation Certificate on Public Land.

5. Public Lands Disposition Enhanced Approval

All applications for upstream oil and gas activities, (excluding in-situ oil sands production and oil sands mines operations) for the disposition types MSL, LOC, PLA, and PIL must be submitted through the "Public Land Disposition Enhanced Approval" menu item 5, effective September 1st, 2010.

- *Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" menu item 5 must be submitted through the "Public Land Disposition Application & Plan Submission Package" menu item 1, or "Disposition Maintenance" menu item 3, as appropriate.*
- *Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" menu item 5, and submitted through any other selections will be rejected.*
- *Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" menu item 5 that are outside of the defined scope will be rejected.*

6. First Nations Consultation (FNC) Submissions

This selection will enable you to submit requests and updates for a First Nation Assessment.

7. Application/Amendment Status Check Request

This selection will enable you to send a request for the status of an application/amendment. This must be used to request a status of an application processed by ESRD and AER staff.

For details about each of the above subsystems please consult specific user manuals to be found on the ESRD website.

Applications and self reporting that are accepted by EDS are uploaded into the Geographic Land Information Management Planning System (GLIMPS) and EDS will email the client a copy of the transaction. EDS will also notify the appropriate business area that a transaction has been submitted for processing.

1.1 Hours of Operation

EDS Support help desk is available Monday to Friday 8:15 a.m. to 4:30 p.m. except statutory holidays. The system is available from 6:30 a.m. to 10:00 p.m. everyday.

1.2 EDS Use Restrictions

1.2.1 Dispositions

- EDS is limited to MSL, DMS, LOC, DLO, PLA, DPL, PIL, DPI, EZE, VCE, RVC, REA, and SML disposition types for processing applications under Module 1. Public Land Disposition Applications & Plan Submission Package
- EDS is limited to DLO, DML, DMS, DPL, DPI, VCE, EZE, REA, SML, LOC, MSL, PIL, PLA, MLL, and RVC disposition types for processing amendments under Module 2. Public Land Disposition Amendments
- Applications or amendments processed using EDS at this time are limited to only one applicant Client Identification number
- The maximum number of dispositions types shown on a plan is two (Example: SML and LOC)
- A Confirmation number, Landscape Analysis Tool (LAT) report and FNC number can only be used once in a transaction
- Only one purpose and activity code can be selected for each disposition type [Example: SML – Surface Materials - Gravel, LOC – Access Road – Class II]
- Multiple plans for an activity will not be accepted
- Clients/Stakeholders involved must be active and registered in Alberta Department of Energy’s Foundation system.
- All applications are subject to a regulatory completeness and merit review.
- Successful application submissions do not denote approval by the Crown

1.3 Upload Documents Requirements

1.3.1 Documents

All documents submitted to the department other than the plan submission package must be in a portable document format (.PDF). Documents that require imaging must be scanned to the following standard and converted into a .PDF format for submission.

Black & white	300 dpi
Colour	150 dpi

File names must not contain spaces. Use of special characters such as *, -, (,), @, % or \$ are not allowed.

1.4 Relevant Links

EXTERN ADS User Name & Password Maintenance: <https://extern.wln.gov.ab.ca/help/>

The link above is where to activate SecureXNET accounts and change/reset SecureXNET passwords.

SecureXNET EDS: https://securexnet.env.gov.ab.ca/eds_login.html

The link above is where to access EDS through SecureXNET.

SecureXNET PCS: https://securexnet.env.gov.ab.ca/pcs_login.html

The link above is where to access PCS through SecureXNET.

2.0 EDS Main Menu Page

Below is a screenshot of the EDS main menu, displayed upon successful login:

Please make a selection

- 1. Public Land Disposition Applications & Plan Submission Package**
This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA, SML, VCE & DLO, DMS, DPL, RVC purposes.
- 2. Public Land Disposition Amendments (NEW)**
This selection will enable you to submit amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA, SML & VCE purposes.
- 3. Disposition Maintenance**
This selection will enable you to submit Site Entries, SML Returns and Accruals, Client Edits, No Entry Submissions and Renewals.
- 4. Reclamation Certificate Application Submissions**
This selection will enable you to submit application for Reclamation Certificate on *Public Land*.
- 5. Public Lands Disposition Enhanced Approval**
All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4.

Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" selection #4, must be submitted through the "Public Land Disposition Application & Amendments" selection #1, or "Disposition Maintenance" selection #2, as appropriate.

Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" selection #4, and submitted through any other selections will be rejected.

Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.
- 6. First Nations Consultation Submissions**
This selection will enable you to submit applications or updates for a First Nation Assessment Request.
- 7. Application/Amendment Status Check Request**
This selection will enable you to send a request for the status of application/amendment.
This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

The main service options and their submenus are as follows:

1. Public Land Disposition Applications & Plan Submission Package
 - Create a single application
 - Create two associated applications
 - Plan package submission
2. Public Land Disposition Amendments (NEW)
3. Disposition Maintenance
 - Site Entry Submissions
 - SML Annual Return
 - Allowed Clients Edit
 - No Entry Submissions
 - Renewals
4. Reclamation Certificate Application Submissions
5. Public Lands Disposition Enhanced Approval

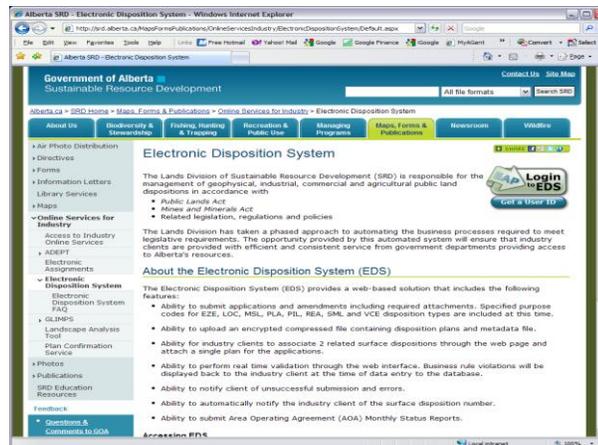
- Create a single application
 - Create two associated applications
6. First Nations Consultation Submissions
 - Create/Edit FNC
 - Cancel FNC
 7. Application/Amendment Status Check Request

2.1 Help Menu Items

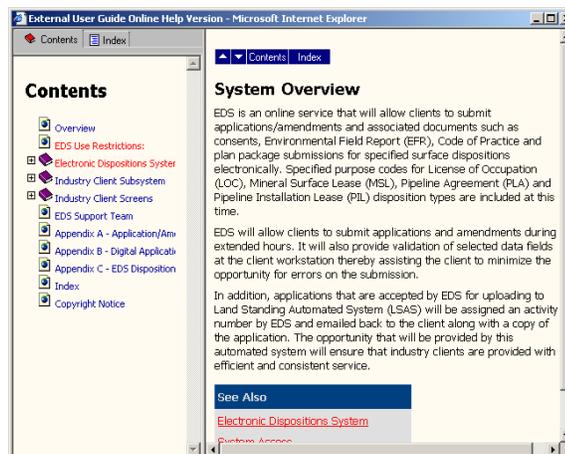
The three Help functions, located at the top of the page are “Contact Us”, “EDS Website” and “Help”. By selecting ‘Contact Us’, this will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.



Clicking ‘EDS Website’ will take you to the SRD External EDS webpage.



Clicking ‘Help’ will take you to the online EDS manual.



3.0 Getting Started with Renewals

3.1 Renewals Overview

To meet the requirements of the *Public Land Administration Regulation* (PLAR), the renewal feature implemented in EDS allows for disposition holders to submit an application to renew dispositions to either the Alberta Energy Regulator (AER) or Environment and Sustainable Resource Development (ESRD).

Also implemented for EZE, REA, DLO, DMS, DML, DPL and DPI dispositions (**ESRD** managed activities), is a renewal notification feature. Notifications will be mailed to disposition holders listing dispositions that will expire 18 months and 2 years from that month as a reminder to request a renewal. Dispositions administered by the AER will not receive a notification; AER managed disposition holders are required to monitor the life cycle of their dispositions and apply for renewal at the appropriate time.

Renewal is only available if;

- there are no changes to the disposition,
- the disposition already has a valid plan of survey on file, and
- the disposition has been entered.

In addition, an application form complete with a signed affidavit from a surveyor confirming that the site boundary has not changed is required. Applications received without the affidavit will be considered incomplete and will be rejected by the reviewing regulatory body. Dispositions listed for renewal where changes have occurred to the approved surveyed boundaries or to the approved purpose type must be submitted as an Amendment application. Amendment applications within 2 years of expiry may request a renewed term be applied to the disposition being amended to which if acceptable, the regulatory body may grant a full renewal term.

4.0 EDS Renewals Client Screens

4.1 Navigating to Renewals

To submit a renewal request using statutory declarations, navigate to EDS Renewals:

- click “3. Disposition Maintenance” from the main EDS menu
- from the “Disposition Maintenance” menu click “5. Renewals”
- and you will be redirected to the application Client ID screen

4.2 Renewals Client ID Search Screen

The first screen shown upon starting the renewal request process is the applicant Client ID screen, where the proponent’s Client ID is to be entered. EDS validates the Client ID and retrieves those activities for which the Client ID is listed as a service Client ID.

- [Users IDs & Client IDs for access to Industry Online Services](#)



The following table lists the relevant elements on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	Text Field	Enter service Client ID of disposition holder here. EDS will validate the Client ID entered by the proponent against GLIMPS to ensure it is either type B (both) or S (service).

Legend:

M: Mandatory field

O: Optional field

4.3 Renewals Main Form Screen

After entering a valid Client ID and clicking next at the Client ID screen (sec. 4.2), EDS displays the main renewal form (see below). The form lists user and service client information, found dispositions, a new dispositions section, and a remarks section. In “Found Dispositions” you’ll find a list of activities up for renewal for which notifications from ESRD have been successfully sent. And using the “New Dispositions” section instead, you will be able to submit renewal requests for activities which have not had notifications sent out, but which still meet renewal request requirements.

Renewals cannot be requested for dispositions where the company is struck, cancelled, in receivership, or bankrupt. Dispositions for which renewal requests are submitted must be at minimum past half their term and cannot have a renewal for the same disposition already in progress (which has not been rejected), and the surface activity must be entered and not have a record of no-entry on file.

To indicate which dispositions you will be submitting renewal requests for, simply upload the appropriate Renewal Application form complete with a signed statutory declaration.

Create Application for Surface Disposition Renewal

Select Expiring Dispositions to Renew. If the disposition(s) you wish to renew do not appear on the list, please enter them on the list, below.

Contact:	Smith, John	Applicant:	Company B
Company:	Company A	ClientID:	0123456789
Address:	12345 - 123 ST NW SUITE 123	Address:	12345 - 123 ST NW SUITE 123
City:	CALGARY	City:	CALGARY
Province:	Alberta	Province/State:	Alberta
Postal Code:	A1B 2C3	Postal/Zip:	A1B 2C3
Country:	CANADA	Country:	CANADA
Email Address:	JohnSmith@gmail.com		
Phone Number:	(555)555-5555		
Fax Number:	(555)555-5555		

Found Dispositions									
Row #	Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Notifications Issued	Statutory Declaration	Uploaded File	
1	Delete PLA123456	EAP	PIPELINE	E131054	2016/07/12	✓		<input type="button" value="Browse..."/>	
2	Delete PLA123457	EAP	PIPELINE	PW0004896 / E132588	2016/07/29	✓		<input type="button" value="Browse..."/>	

New Dispositions									
Row #	Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Statutory Declaration	Uploaded File		
3	Delete						<input type="button" value="Browse..."/>		
4	Delete						<input type="button" value="Browse..."/>		
5	Delete						<input type="button" value="Browse..."/>		
6	Delete						<input type="button" value="Browse..."/>		
7	Delete						<input type="button" value="Browse..."/>		

Remarks Section	
Remarks	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> (Maximum 512 characters)

The following table lists the relevant elements on this screen:

Field or button name	Properties	Name/Remarks
Contact, Company, Address, City, Province, Postal Code, Country, Email Address, Phone	Text Fields	These text fields display information on file for the EDS user submitting the renewal request.

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Field or button name	Properties	Name/Remarks
Number, Fax Number		
Applicant, Client ID, Address, City, Province/State, Postal/Zip, Country	Text Fields	These text fields display information on file for the service client for which the EDS user is submitting a renewal request.
Delete	Link	Click the “Delete” link to remove that row from the current session – re-logging into EDS will show the previously deleted record again in the Found Dispositions section. The feature is useful if you have uploaded statutory declaration documents for several activities but received an error for some: delete the ones that generated errors and submit the renewal requests for the remaining activities. Once you correct the activities that generated errors you can reattempt renewal requests for them.
Disposition Number	Text Field	<p>Lists the activity numbers up for renewal.</p> <p>EDS validates that renewals are not being requested for client corporations which are: Struck, Cancelled, In Receivership, or Bankrupt.</p> <p>Some additional validations made against each disposition having a renewal application / statutory declaration submitted are:</p> <ul style="list-style-type: none"> • the disposition expiry date cannot be greater than half the term from the current date; • the disposition cannot have a renewal already requested (for the current expiry date), unless that renewal had been Rejected; • the surface activity must not have a record of no-entry (this is in EDS – request for no-entry)
EAP - Non-EAP	Text Field	Specifies whether the activity had been applied for under the EAP or Non-EAP stream.
Purpose	Text Field	The value specifies the purpose of the activity on file.
Client File ID	Text Field	Specifies the file id submitted by client and on file
Expiry Date	Text Field	Specifies the expiry date for the activity.
Notification Issued 2 year 18 month	Text Field	Specifies whether notifications (for ESRD dispositions) were issued for the 2 year notice, the 18 month notice, or both.
Statutory Declaration	Upload	Use the browse link to upload your statutory declaration file.
Uploaded File	Text Field	Specifies the already uploaded file or shows blank if no file is uploaded
Cancel	Button	Click to go to main menu.

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Field or button name	Properties	Name/Remarks
Back	Button	Click to go back one page.
Next	Button	Click to go to the next page.

Legend:

M: Mandatory field

O: Optional field

4.4 Error Messages Displayed for Renewals Main Form Screen

Below is a screenshot of sample error messages when, for instance, an activity for which a renewal request is attempted that has not been entered, or when the latest plan on file is not a survey plan.

Before accepting any renewal application, EDS confirms that each activity adheres to the following business rules. Failure to meet these business rules will result in rejection of the renewal application:

- no pending renewal application is awaiting approval;
- for EAP disposition renewal requests the disposition must have a record of site entry in EDS and its latest active plan must be a survey;
- the disposition must be past half its term;
- the disposition must be entered and not have a record of no-entry as verified through Site Entry numbers or inspection;
- a complete application complete with a signed Statutory Declaration must be provided;

NOTE: any Client which had its renewal application “rejected” may resubmit a renewal application provided that the errors are corrected and the activity meets the renewal eligibility criteria;

The following table lists the relevant elements on this screen:

Field or button name	Properties	Name/Remarks
Error section above Cancel/Back/Next buttons	Text Field	The section displays any pertinent errors per activity. Any errors shown will be related to one of the following rules: <ul style="list-style-type: none"> - activity has no pending renewal application awaiting approval, rejection, or refusal; - any activity which had its renewal application “rejected” may have its renewal application resubmitted provided that it still meets the remaining eligibility criteria; - for each EAP disposition renewal request the activity must have a record of site entry in EDS and its latest active plan must be a survey;

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Field or button name	Properties	Name/Remarks
		<ul style="list-style-type: none"> - the activity must be past half its term; - the activity must not have a record of no-entry;

Legend:

M: Mandatory field

O: Optional field

4.5 Confirm Application for Surface Disposition Renewal Screen

Upon clicking next at the main renewal form, the “Confirm Application for Surface Disposition Renewal” screen is displayed. Any information entered at the Renewals Main Form Screen will be shown to submitter for confirmation:

Confirm Application for Surface Disposition Renewal						
Contact:	Smith, John			Applicant:	Company B	
Company:	Company A			ClientID:	0123456789	
Address:	12345 - 123 ST NW SUITE 123			Address:	12345 - 123 ST NW SUITE 123	
City:	CALGARY			City:	CALGARY	
Province:	Alberta			Province/State:	Alberta	
Postal Code:	A1B 2C3			Postal/Zip:	A1B 2C3	
Country:	CANADA			Country:	CANADA	
Email Address:	JohnSmith@gmail.com					
Phone Number:	(555)555-5555					
Fax Number:	(555)555-5555					
Found Dispositions						
Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Notifications Issued	Statutory Declaration
PLA123456	EAP	PIPELINE	E131054	2016/07/12	✔ 2 year 18 month	Statutory_declaration.pdf
Entered Dispositions						
Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Statutory Declaration	
PLA123457	EAP	PIPELINE	PW0004896 / E132588	2016/07/29	Statutory_declaration.pdf	
Remarks Section						
Client Remarks						
<input type="button" value="Back"/> <input type="button" value="Submit"/>						

Refer to section 4.3 for a breakdown of field names and their values.

4.6 Confirmation Screen

For reference, below is the Terms of Use screen for the submitter to read and accept before finalizing their submission:

Create Application for Surface Disposition Renewal

Terms of Use

Alberta Environment and Sustainable Resource Development (AESRD) is providing this Web site to enable the electronic submission of RENEWAL applications. Renewals submissions will be reviewed to ensure they have met the appropriate criteria and merit the issuance of a renewed disposition tenure.

By submitting this Renewal application through this website you agree that you:

1. Are a valid EDS Client or Authorized User give authorization by the company's Site Administrator, 2. The disposition renewal application meets all the required criteria for renewal, 3. Consent to the terms and conditions set out below, 4. Agree that information being submitted is accurate and not falsified in any manner and the information submitted can be used by Regulatory Body staff to assess if a Renewal is warranted.

Be advised, the Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client during its renewal review and decision as per PLAR 25(1)(c).

Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

If you find that the EDS Renewal form is not adequate to submit your request, please contact:

4.7 Terms of Use and Disclaimer Screen

After the submission has been successfully accepted, the final confirmation screen is displayed as below. At this point the renewal request has been accepted and will be evaluated by the ESRD or AER according to activity type.

Confirm Application for Surface Disposition Renewal						
Contact:	Smith, John	Applicant:	Company B			
Company:	Company A	ClientID:	0123456789			
Address:	12345 - 123 ST NW SUITE 123	Address:	12345 - 123 ST NW SUITE 123			
City:	CALGARY	City:	CALGARY			
Province:	Alberta	Province/State:	Alberta			
Postal Code:	A1B 2C3	Postal/Zip:	A1B 2C3			
Country:	CANADA	Country:	CANADA			
Email Address:	JohnSmith@gmail.com					
Phone Number:	(555)555-5555					
Fax Number:	(555)555-5555					
Found Dispositions						
Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Notifications Issued	Statutory Declaration
PLA123456	EAP	PIPELINE	E131054	2016/07/12	✔	Statutory_declaration.pdf
Entered Dispositions						
Disposition Number	EAP - Non-EAP	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Statutory Declaration	
PLA123457	EAP	PIPELINE	PW0004896 / E132588	2016/07/29	Statutory_declaration.pdf	
Remarks Section						
Client Remarks						
<p style="color: blue; font-weight: bold;">Renewal Disposition was successfully submitted!</p> <p style="text-align: center;">Return to Main Menu</p>						

Refer to section 4.3 for a breakdown of field names and their values.

5.0 Getting Support

If there are any problems with the SecureXNET login contact the GoA help desk at 1-888-427-1462 (1GOA).

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to the Provincial Approvals Branch Reception at (780) 427-3570.

System and Documentation Feedback

Please forward any inquiries to eds.support@gov.ab.ca