

Government of Alberta ■

EDS - Land Status Check Manual

January 27, 2012

Revision History

| Version | Date | Author/Organization | Description |
|----------------|-------------|----------------------------|--------------------|
| V1.00 | 2011-06-09 | Monarch Delumen | • First Draft |
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Disclaimer

In this disclaimer provision:

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

“Minister” means the Minister responsible of the Alberta 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 in Alberta Sustainable Resource Development.

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

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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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1. EDS Overview

EDS is an online service that allows clients to submit specified applications/amendments and documents for surface dispositions to SRD electronically. Presently EDS has 5 subsystems:

- Public Land Disposition Applications & Amendments - This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
- Disposition Maintenance - This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
- Reclamation Certificate Application Submissions - This selection will enable you to submit application for Reclamation Certificate on Public Land.
- 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, effective September 1st, 2010.

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.

- 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. For details about each of the subsystems please review the individual User Manual.

EDS will allow clients to submit applications and amendments during extended hours. It will also provide validation of selected data fields at the client workstation thereby assisting the client to minimize the opportunity for errors on the submission.

Applications that are accepted by EDS for uploading to Land Standing Automated System (LSAS) will be assigned an activity number by EDS and emailed back to the client along with a copy of the application. The opportunity that will be provided by this automated system will ensure that clients are provided with efficient and consistent service.

1.1 Hours of Operations

| |
|--|
| EDS Support help desk is available Monday to Friday 8:15 am to 4:30 pm except statutory holidays. The system is available from 6:30 am to 10:00 pm everyday. |
|--|

1.2 Lands Status Check Use Restrictions

Not applicable.

1.3 Attachment Requirements

Not applicable

1.4 Relevant Links

EXTERN ADS User Name & Password Maintenance

https://extern.wln.gov.ab.ca/help/User_Name_Maint.asp?a=SA

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.

2. EDS Front Page

Below is the EDS main menu.



ELECTRONIC DISPOSITION SYSTEM

- ▶ Contact Us
- ▶ EDS Website
- ▶ Help
- ▶ Logout

Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System

Welcome to Electronic Disposition System

Please make a selection

- 1. Public Land Disposition Applications & Amendments**
This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
- 2. Disposition Maintenance**
This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
- 3. Reclamation Certificate Application Submissions**
This selection will enable you to submit application for Reclamation Certificate on *Public Land*.
- 4. 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, effective September 1st, 2010.

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.
- 5. 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.

Jun 15, 2011, 11:21AM

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After successfully signing on, Industry Clients will be presented with a menu that offers three service options. The service options are:

- Public Land Disposition Applications & Amendments
 - Create applications
 - Create two associated applications
 - Amend dispositions
 - Amend two associated dispositions
 - Amend One of two associated dispositions
 - Amend an existing disposition and create a new associated disposition
 - Plan package submission for paper applications and amendments
- Disposition Maintenance
 - Submission for AOA Monthly Reports
 - Submission of Site Entry Notification
- Reclamation Certificate Application Submissions
 - Submit an application for a reclamation certificate
- Public Lands Disposition Enhanced Approval
 - Create applications
 - Create two associated dispositions
 - Amend dispositions
 - Amend two associated dispositions
 - Submit final plan dispositions
 - Submit two associated final plan dispositions

2.1 Help

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



Please enter an Applicant Client ID and click Next to continue.

Applicant Client ID:

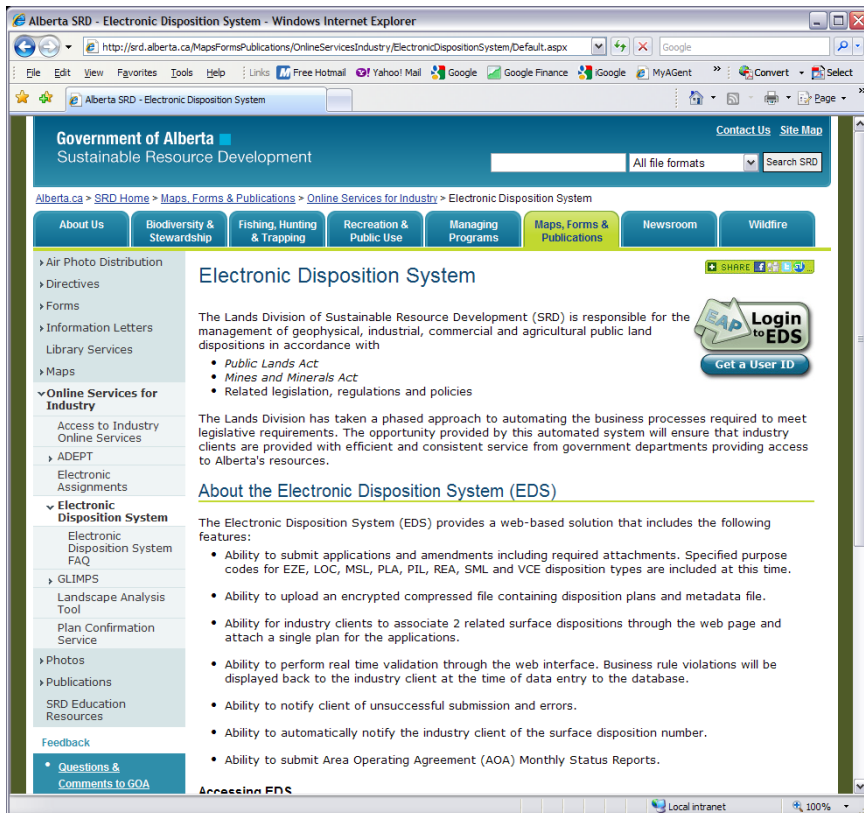
Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).

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

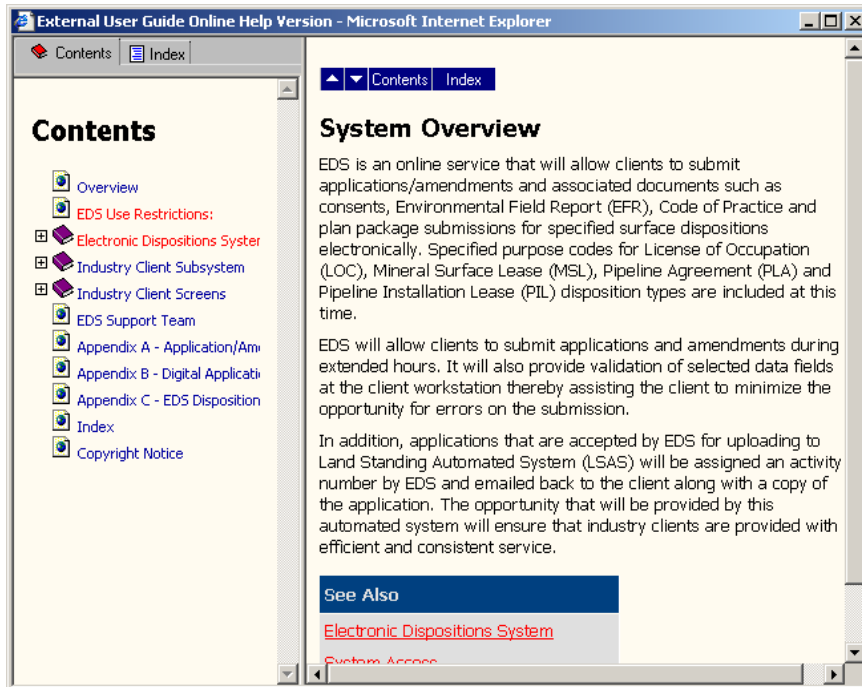
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Clicking EDS Website will take you to the SRD external EDS webpage.



Clicking Help will take you to the online EDS manual.



3. Status Check Page

3.1 Status Check Submission

From the Main Menu, click on option 5 Application/Amendment Status Check Request. The screen below will appear.

| Application/Amendment Status Check Request | |
|---|---|
| Disposition #: | <input type="text"/> |
| Status Check Date: | <input type="text"/> |
| Disposition Submission Date: | <input type="text"/> |
| Type of Application: | <input type="text"/> |
| Company Name: | <input type="text"/> |
| All consents submitted: | <input type="checkbox"/> Consent Submitted Date: <input type="text"/> |
| Deficiencies Resolved: | <input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/> |
| Urgent Status: | <input type="checkbox"/> (reason) <input type="text"/> |
| <input type="button" value="Cancel"/> <input type="button" value="Next"/> | |

PLEASE NOTE:

- Status Requests received prior to the target due date will not be processed
- Urgent requests will be accommodated within 1 business day of receipt
- Standard responses to over-target applications will be completed within 2 business days of receipt
- The target due date for EAP Standard and AOA is 5 working days from the submission date
- The target due date for EAP Non-Standard and EFR is 20 working days from the submission date

Status Check Submission Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|-----------------------------|------------|--|
| Disposition # (M) | TEXTBOX | DISPOSITION NUMBER The disposition the user wants to request. |
| Status Check Date | TEXT ENTRY | STATUS CHECK DATE Date the status request is submitted. |
| Disposition Submission Date | TEXT ENTRY | DISPOSITION SUBMISSION DATE Date when the disposition was submitted. |
| Type of Application | TEXT ENTRY | TYPE OF APPLICATION Type of application being requested. |
| Company Name | TEXT ENTRY | COMPANY NAME Name of the company who is applying for the disposition. |
| All consents submitted (O) | CHECKBOX | ALL CONSENTS SUBMITTED Enabling this checkbox will include all the consents related to the disposition being requested. |
| Consent Submitted Date (O) | TEXTBOX | CONSENT SUBMITTED DATE Submission date of the consent. |
| Deficiencies Resolved | CHECKBOX | DEFICIENCIES RESOLVED |

| Field or button name | Properties | Name/Remarks |
|--------------------------------|------------|--|
| (O) | | Enabling this checkbox will include all the deficiencies related to the disposition being requested. |
| Deficiencies Resolved Date (O) | TEXTBOX | DEFICIENCIES RESOLVED DATE Resolved date of the deficiencies. |
| Urgent Status (O) | CHECKBOX | URGENT STATUS Enabling this checkbox will override the rules of the target due date. |
| Reason (O) | TEXTBOX | REASON If the Urgent Status is enabled, the Reason needs to be entered. |
| Cancel | BUTTON | CANCEL This button cancels the status request submission and takes the user back to the main menu. |
| Next | BUTTON | NEXT This button validates the form and takes the user to the confirmation page when all the data is valid. |

Legend: M : Mandatory field
O : Optional field

3.2 Status Check Confirmation Page

The screen below shows the confirmation page.

| Application/Amendment Status Check Request Confirmation | |
|---|----------------------------------|
| Disposition # | MSL110001 |
| Status Check Date: | 2011/06/16 |
| Application/Amendment Submission Date: | 2011/01/04 12:33:17 |
| Type of Application: | EAP Standard |
| Consents: | All consents submitted: No Date: |
| Deficiencies: | Deficiencies Resolved: No Date: |
| Urgent Status: | No |
| Company Name: | PETERSON, PAULINE |
| <input type="button" value="Back"/> <input type="button" value="Submit"/> | |

Status Check Confirmation Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|-----------------------------|-------------------|--|
| Disposition # | TEXT ENTRY | DISPOSITION NUMBER The disposition the user wants to request. |
| Status Check Date | TEXT ENTRY | STATUS CHECK DATE Date the status request is submitted. |
| Type of Application | TEXT ENTRY | TYPE OF APPLICATION Type of application being requested. |
| Consents | TEXT ENTRY | CONSENTS Consent information the user entered. |
| Deficiencies | TEXT ENTRY | DEFICIENCIES Deficiency information the user entered. |
| Urgent Status | TEXT ENTRY | URGENT STATUS Urgent information the user entered. |
| Company Name | TEXT ENTRY | COMPANY NAME Name of the company who is applying for the disposition. |
| Back | BUTTON | BACK This button takes the user back to the submission screen. |
| Submit | BUTTON | SUBMIT This button submits the request and sends the information to the appropriate SRD department. |

3.3 Status Check Results Page

The screen below shows the results page.

The Status Check Request for MSL110001 has been received.
The Status Check Request Confirmation number STR201100038 has been assigned.

The request will be processed using following guidelines:

- Status Requests received prior to the target due date will not be processed
- Urgent requests will be accommodated within 1 business day of receipt
- Standard responses to over-target applications will be completed within 2 business days of receipt
- The target due date for EAP Standard and AOA is 5 working days from the submission date
- The target due date for EAP Non-Standard and EFR is 20 working days

The Status Check Request Confirmation number is generated and displayed to the user.

4. Getting Support

If there are any problems with the SecureXNET login contact the GoA help at (780) 427-3570 and follow the prompts.

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to:

Email: eds.support@gov.ab.ca

Phone: (780) 427-3570