

Government of Alberta 

EDS-Site Entry User Manual

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Revision History

Version	Date	Author/Organization	Description
1.0	2011-06-08	Jon Pelster	First Draft

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.

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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1. EDS Overview

EDS (Electronic Disposition System) 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 GLIMPS (Geographic Land Information Management Planning System) 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 Site Entry Use Restrictions

- One site entry for each disposition only.
- Clients and stakeholders involved must be active and registered in LSAS

1.3 Attachment Requirements

Not applicable

1.4 Relevant Links

EXTERN ADS User Name & Password Maintenance

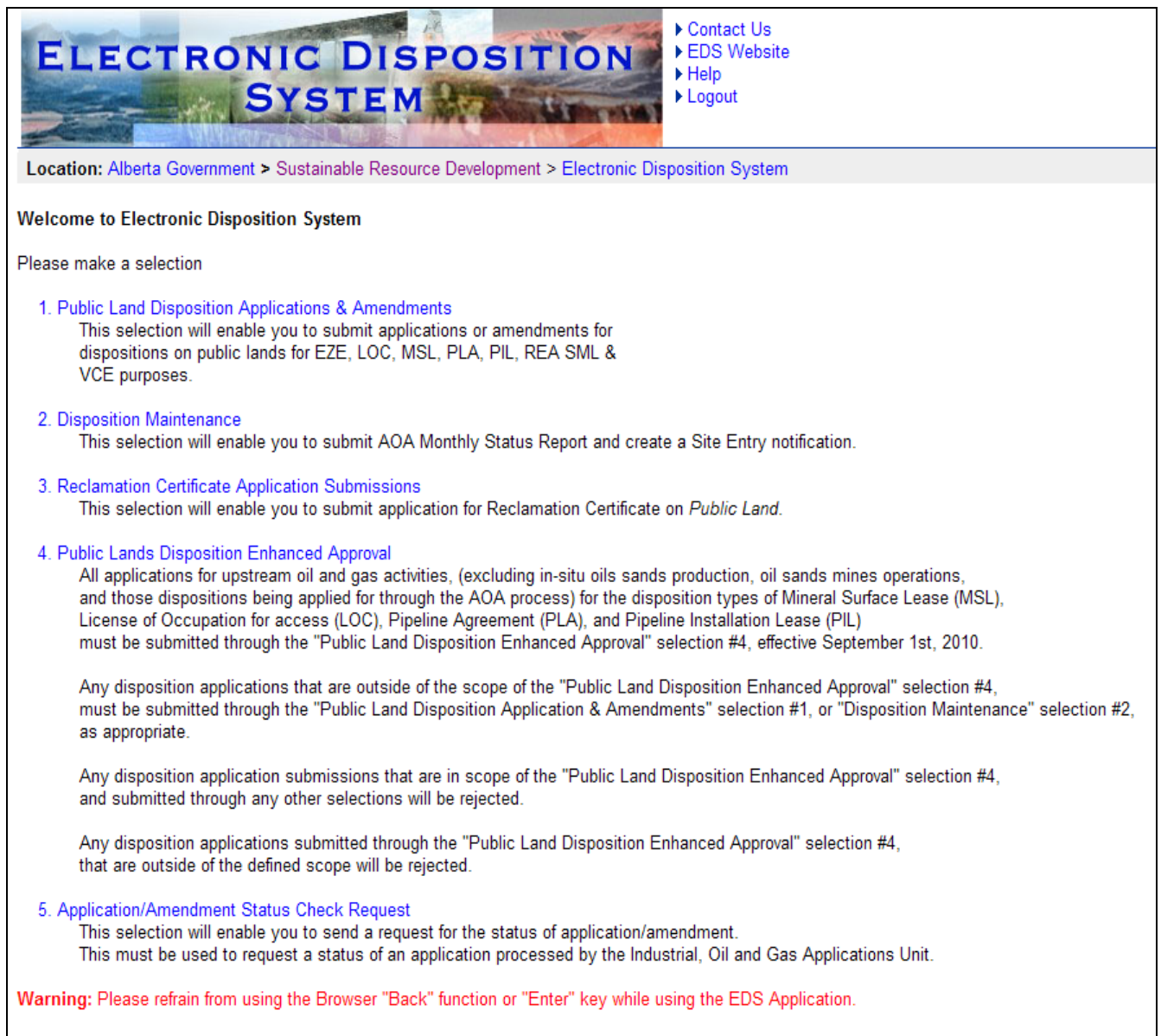
https://extern.wln.gov.ab.ca/help/User_Name_Maint.asp?a=SA

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



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.

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

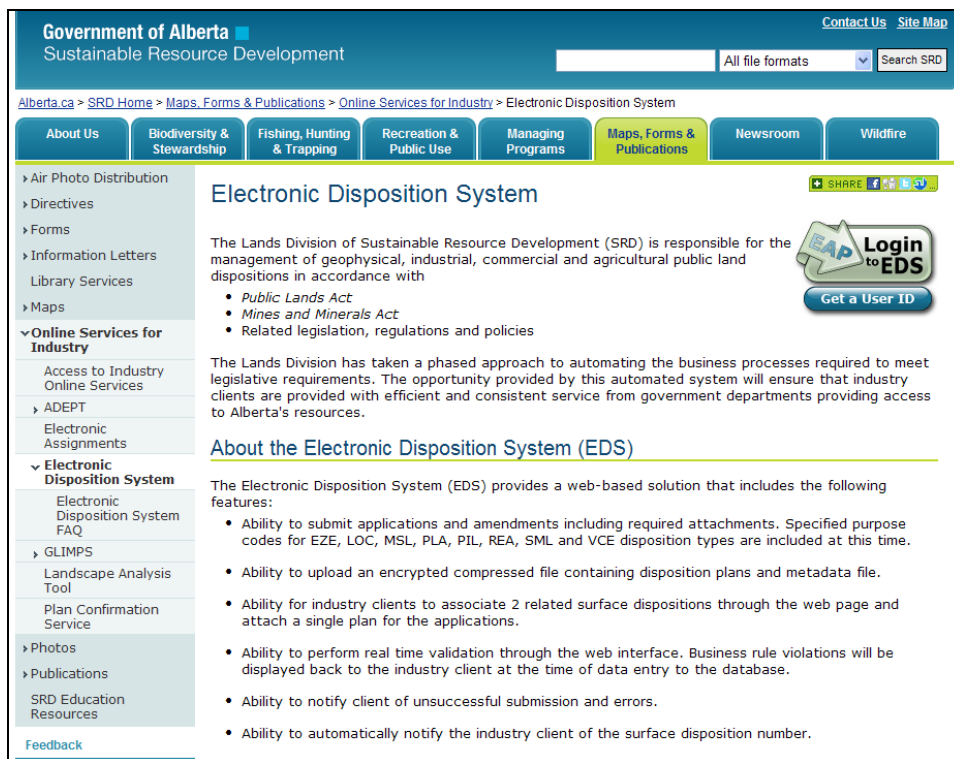
- **Public Land Disposition Applications & Amendments**
 - Create applications
 - Amend dispositions
 - Amend two associated dispositions
 - Amend One of two associated dispositions
 - Amend an existing disposition and create a new associated disposition
 - Plan package submission for paper applications 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

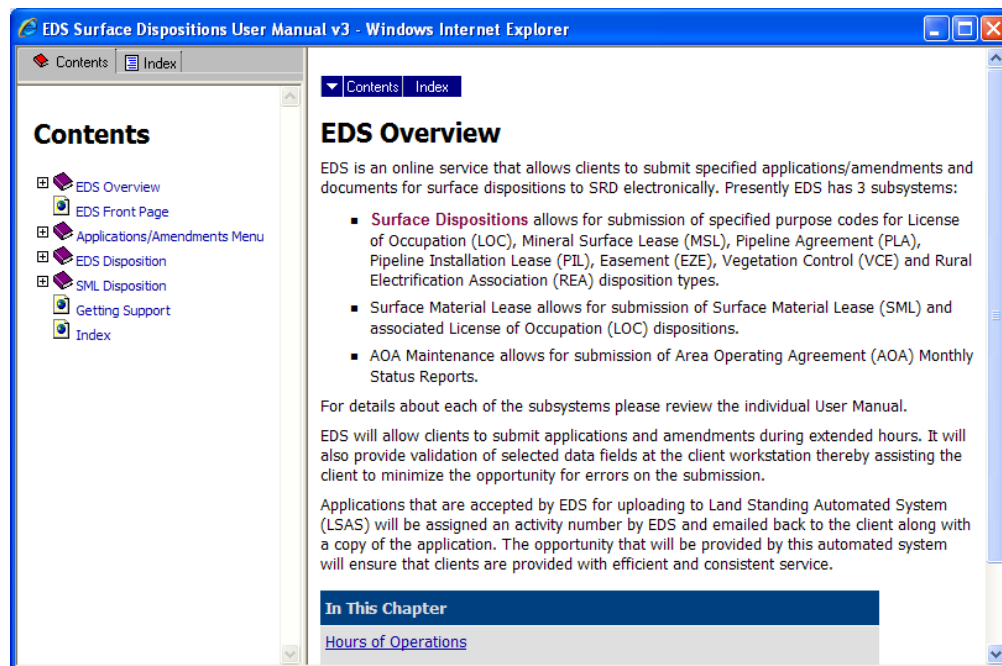
- The three Help functions, located at the top of the page, are “Contact Us”, “EDS Website” and “Help”. Selecting ‘Contact Us’ will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.



- Selection ‘EDS Website’ will forward you to the EDS website where you can browse information available.



Clicking Help will take you to the online EDS manual.



The Online Help will show a number of topics are displayed.

To print any topic right click your mouse and select print.

3. Site Entry Submissions Page

To better manage industrial operations occurring in the field, notification of site entry is required.

The Site Entry module can be found under the EDS Main Menu option # 2, *Disposition Maintenance*. You must obtain an EDS account and be granted the proper permission in order to access this module.

Should you require an account, go to srd.alberta.ca and search for the “*EDS, LAT & PCS User ID Request Form*” and send the completed copy to eds.support@gov.ab.ca

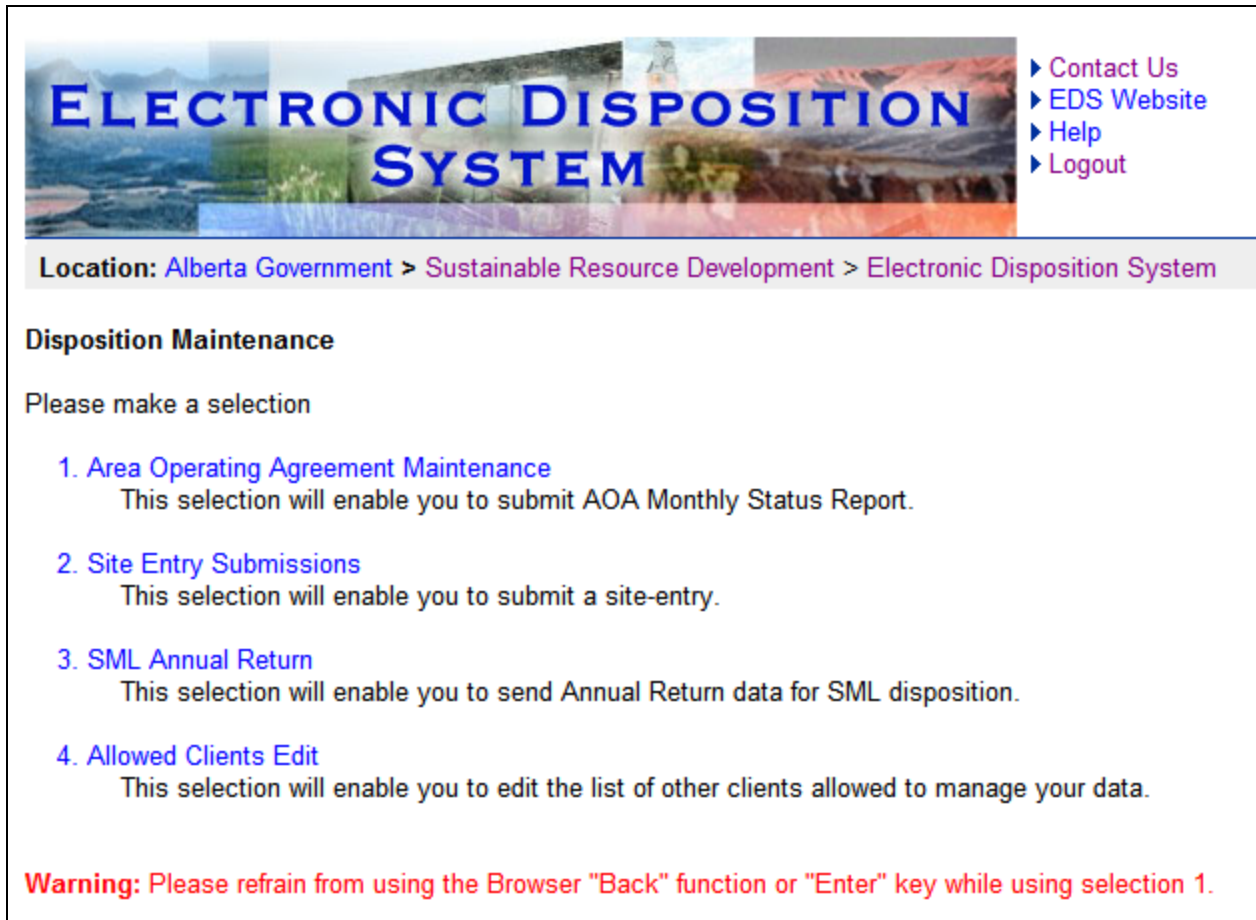
3.1 Site Entry Data Input Page

Entry of an approved site is to occur within the four year time period of the short term disposition. Notification must be entered into EDS by the disposition holder within 48 hours of entry on to the land. The date of the site entry can not be before the date the short term disposition was issued and it can not be a future date.

To submit a Site Entry notification:

1. Select option # 2, *Disposition Maintenance*, from the EDS Main Menu.
2. Select option # 2, *Site Entry Submissions*, from the *Disposition Maintenance* menu.

The screen is displayed below.



The screenshot shows the Electronic Disposition System (EDS) website. At the top, there is a banner with the text "ELECTRONIC DISPOSITION SYSTEM" in large blue letters. To the right of the banner are four navigation links: "Contact Us", "EDS Website", "Help", and "Logout". Below the banner is a breadcrumb trail: "Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System". The main content area is titled "Disposition Maintenance" and contains the instruction "Please make a selection". There are four numbered options:

1. **Area Operating Agreement Maintenance**
This selection will enable you to submit AOA Monthly Status Report.
2. **Site Entry Submissions**
This selection will enable you to submit a site-entry.
3. **SML Annual Return**
This selection will enable you to send Annual Return data for SML disposition.
4. **Allowed Clients Edit**
This selection will enable you to edit the list of other clients allowed to manage your data.

At the bottom of the screenshot, there is a red warning message: "Warning: Please refrain from using the Browser 'Back' function or 'Enter' key while using selection 1."

3. Enter the disposition number being applied for.
4. In the *LAT #* box, specify the LAT number associated to the disposition as generated from the LAT tool.
5. Enter the date of entry in the *Site Entry Date* box using YYYY/MM/DD format
6. Click down on the *Land Use Area Office* and select the land use office the disposition falls within.
7. Input the name of a person in the company that can be contacted by the Land Use Office in the *Company Field Contact Name* box.
8. Input the telephone number of the Company Contact Name in *the Company Field Contact Phone* field.

ELECTRONIC DISPOSITION SYSTEM

- Contact Us
- EDS Website
- Help
- Logout

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

Site Entry

Disposition #:	<input type="text"/>
LAT #:	<input type="text"/>
Site Entry Date:	<input type="text"/> Format: yyyy/mm/dd
Company Field Contact Name:	<input type="text"/>
Company Field Contact Phone:	<input type="text"/> Format: (###)###-####

Cancel Next

NOTE: From the creation of a Site Entry Number, you must submit a Final Plan Submission prior to the disposition holder.

Site Entry Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition #:	M	A valid disposition number must be entered using the Enhanced Process
LAT #	M	Must use valid LAT number format refer to LAT design specification
Site Entry Date	M	Valid date must be entered YYYY/MM/DD format. Must not be a future date
Company Field Contact Name	M	Text field where user can input the name of the company or of a person in the company that can be contacted by the Land Use Office
Company Field Contact Phone Number	M	Field where user can input the Phone number of the Company Contact Name
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to EDS Main menu
Next	BUTTON	NEXT Clicking this button will trigger a validation of the THAT THE DISPOSITON # AND LAT NUMBER AGREE

Legend: M : Mandatory field
O : Optional field

3.2 Site Entry Data Confirmation Page

Upon completely supplying all the required information on the Site Entry screen, pressing the “Next” button will display the Site Entry confirmation page.

Review your data before submission.	
Disposition #	MSL129012
LAT #	000000DC78
Site Entry Date:	2012/03/27
Company Field Contact Name:	Jon Pelster
Company Field Contact Phone:	(780)422-0035

This is an opportunity to confirm the information you provided. Select the “Back” button to correct any information. Pressing “Cancel” will cancel the submission and route the applicant back to the EDS Main Menu. Pressing the “Submit” button will check your entry and generate an “EN” number if it passes all validations.

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition #:	DISPLAY	A valid disposition number must be entered using the Enhanced Process
LAT #	DISPLAY	Must use valid LAT number format refer to LAT design specification
Site Entry Date	DISPLAY	Valid date must be entered YYYY/MM/DD format. Must not be a future date
Company Field Contact Name	DISPLAY	Text field where user can input the name of a person in the company that can be contacted by the Land Use Office
Company Field Contact Phone	DISPLAY	Field where user can input the Phone number of the Company Contact Name
Back	BUTTON	BACK Clicking this button will show the previous page for corrections
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to EDS Main menu
Next	BUTTON	NEXT Clicking this button will trigger a validation of the THAT THE DISPOSITON # AND LAT NUMBER AGREE

Legend: M : Mandatory field
O : Optional field

3.3 Site Entry Issue Number Page

The EDS application will execute a number of real-time validations when the “Submit” button on the Site Entry screen is pressed.

If the submission is successful, the EDS will:

- Generate an EN number
- Send an email message to the applicant
- Send an email message to the Land Use Office
- Create an email log of who/when the submission occur
- Create an email log of what Land Use Office was the email sent to

Site Entry number has been created. Click the Finish button to return to the main menu.

Site Entry #: EN1200117	
Disposition #	MSL129012
LAT #	000000DC78
Site Entry Date:	2012/03/27
Company Field Contact Name:	Jon Pelster
Company Field Contact Phone:	(780)422-0035



Click on the “Print” button to acquire a printable copy of the Site Entry notification details.

Press the “Finish” button to be routed back to the EDS Main Menu.

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Site Entry Number	DISPLAY	
Disposition #:	DISPLAY	A valid disposition number must be entered using the Enhanced Process
LAT #	DISPLAY	Must use valid LAT number format refer to LAT design specification
Site Entry Date	DISPLAY	Valid date must be entered YYYY/MM/DD format. Must not be a future date
Company Field Contact Name	DISPLAY	Text field where user can input the name of a person in the company that can be contacted by the Land Use Office
Company Field Contact Phone	DISPLAY	Field where user can input the Phone number of the Company Contact Name
Finish	BUTTON	FINISH Clicking this button will return the user to EDS Main menu
Print	BUTTON	Start the print function in Internet Explorer

Legend: M : Mandatory field

O : Optional field

3.4 Site Entry Email Sample

Shortly after the EN number is issued, the EDS application will generate an email notification to the applicant. The email notice should contain the same information provided during submission.

From: SRD.EDS-SupprtTest.m
To: Jon Pelster
Cc:
Subject: Site Entry Email Notification EN1200117 for MSL129012

The following notification has been created in EDS:

Disposition #: MSL129012
LAT #: 000000C78
Site Entry: EN1200117
Field Office:

Entry Date: 2012/03/27
Company Field Contact Name: Jon Pelster
Company Field Contact Phone: (780)422-0035

Affected Lands:

Qtr/LS	Sec	Twp	Rge	Mer
NE	8	37	13	4

This message is generated by Electronic Disposition System (EDS) on 2012/03/27 at 09:58:37. Please do not reply to this message.

Should you fail to receive an email after EDS after has generated your EN number, the applicant must contact the Business Operations Unit at 780.427.3570 or via email at eds.support@gov.ab.ca

4. System Support Contacts

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