

# **Government of Alberta**

## **Electronic Disposition System Area Operating Agreement Maintenance User Manual**

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Version 1.01

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## Revision History

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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.

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 is an online service that allows clients to submit specified applications/amendments and documents for surface dispositions to SRD electronically. Presently EDS has 3 subsystems:

- **Surface Dispositions** allows for submission of specified purpose codes for License of Occupation (LOC), Mineral Surface Lease (MSL), Pipeline Agreement (PLA), Pipeline Installation Lease (PIL), Easement (EZE), Vegetation Control (VCE) and Rural Electrification Association (REA) disposition types.
- **Surface Material Lease** allows for submission of Surface Material Lease (SML) and associated License of Occupation (LOC) dispositions.
- **AOA Maintenance** allows for submission of Area Operating Agreement (AOA) Monthly Status Reports.

For details about each of the subsystems please review their individual User Manuals.

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 EDS Use Restrictions:

#### 1.2.1 Dispositions

- EDS is limited to disposition types MSL, LOC, PLA, PIL, EZE, VCE, SML and REA for processing applications and amendments.
- Applications or amendments processed using EDS at this time must have only one applicant.
- The maximum number of different dispositions types on a plan is two.
- Confirmation Number can only be used once.
- One selected purpose for each disposition type only.
- Multiple plans for an activity will not be accepted.

#### 1.2.2 AOA Maintenance

- AOA Maintenance is limited to the submission of the Monthly Status Report

### 1.3 Attachment Requirements

#### 1.3.1 Documents

All documents submitted to the department other than the plan submission package and the AOA Monthly Status Report must be in a Microsoft Word (.doc) or PDF format. 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

The file naming must not contain spaces or more than one dot (period). Use of characters such as \*, -, (, ), @, %, \$, or % are not allowed in the file name.

### 1.3.2 Plan Package

Other than filing administrative amendments, a plan package is required for all applications and amendments. The plan package is an encrypted file that is produced and downloaded from the Plan Confirmation Service. Within this encrypted file is the plan in a PDF format, CAD drawing and an attribution file, XML.

## 1.4 EDS URL

Within the address bar of the browser, type the following URL:

**[https://securexnet.env.gov.ab.ca/eds\\_login.html](https://securexnet.env.gov.ab.ca/eds_login.html)**

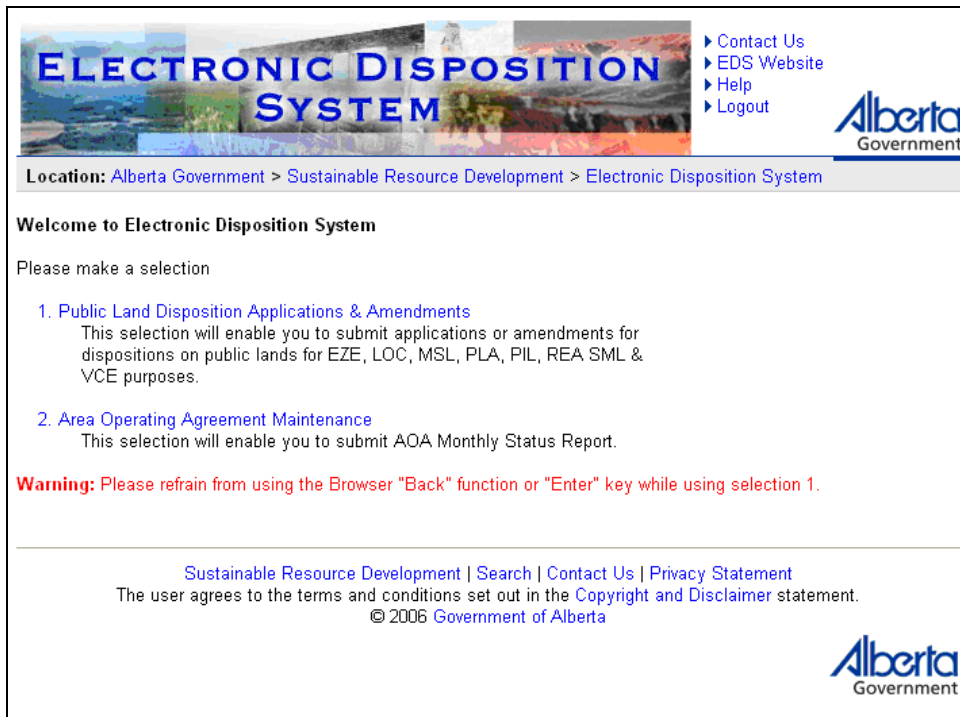
## 1.5 Navigation

EDS functions like most web applications on your browser. Please use the buttons provided to navigate to pages required.

<b>Buttons</b>	<b>Description</b>
Submit	This button is located on the bottom of the review page. When the button is selected the data provided is to commit to the database.
Correct	This button is available when the system detects that there is an error in the data provided. Selecting the button allows the user to go to the page with the error.
Browse	This button is used to browse for the attachments. Selecting this button opens a file-browsing window. Select the file required by highlighting the file, or double clicking on the file and select the OPEN button on the window.
Cancel	This button is used to return to the main page.
Next	This button is located at the bottom of most pages. Selecting this button forwards to the next page in the process.
Finish	This Finish button is located on the successful submission page (the last button in submitting a successful application or amendment). Selecting this button returns you to the main page.
Display & Print Form	This button enables you to print or save the application or amendment form. Selecting this button launches Adobe Reader where you can select to save or print the files.
<b>Hyper Link</b>	
Click here to correct the above form	This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to a form.
Click here to correct attachments	This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to the attachments.

## 2. EDS Front Page

After a successful log in, Industry Clients will be presented with two choices as in the screenshot below.



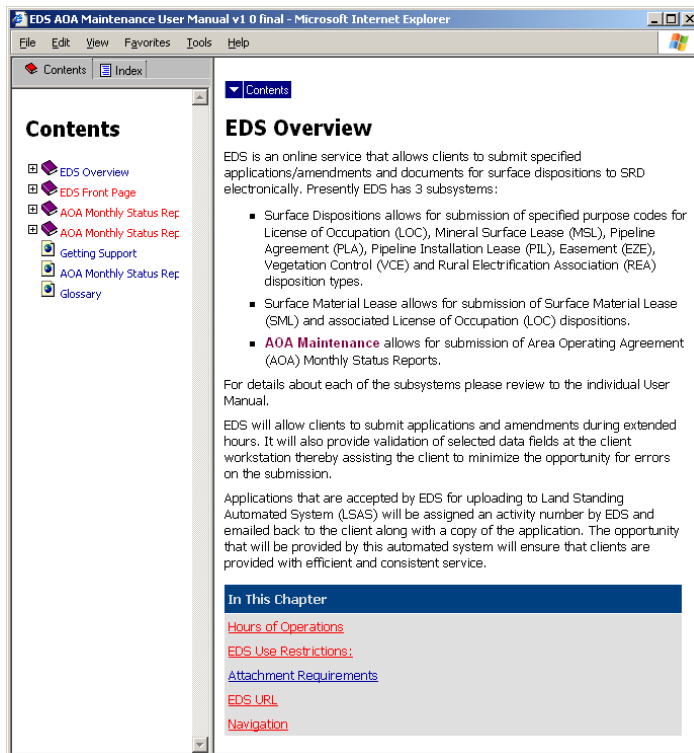
Clicking on the second link of **Area Operating Agreement Maintenance** will display the first screen of several which must be completed to submit an AOA Monthly Status Report. The user will be able to access AOA Monthly Status Report-specific help at this point.

## 2.1 Help

AOA Monthly Status Report-specific help is available from the first screen of the AOA Monthly Status Report submission process. Help links are circled in red below.



- Selecting Contact Us will generate an email to [EDS.support@gov.ab.ca](mailto:EDS.support@gov.ab.ca) where you can indicate any questions or comments.
- Selecting EDS Website will forward you to the EDS website where you can browse information available.
- Selecting Help will launch the EDS Help.



A number of topics are displayed.

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



### 3. AOA Monthly Status Report Screens

#### 3.1 AOA Number Entry

#### AOA Number Entry Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Remarks
AOA Number	TEXT BOX [M]	This is the pre-assigned Id used to identify the AOA
Cancel	BUTTON	Clicking this button will cancel the service and return to the Industry Client menu
Next	BUTTON	Clicking this button will trigger a validation of the AOA NUMBER. If valid, the AOA Upload screen will be displayed. If not valid, an error screen will be displayed.

Legend: <M: Mandatory field>

<O: Optional field>

**Error message will display**



- **AOA Number** entered must be a valid and existing AOA Number

**3.2 AOA Upload**



**AOA Upload Screen Components**

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Browse	BUTTON [MANDATORY FIELD]	Clicking this button will invoke a dialogue to locate and select the required file.
Cancel	BUTTON	Clicking this button will cancel the service and return to the Industry Client menu
Next	BUTTON	Clicking this button will trigger a validation of the file being submitted. If valid, the AOA Submission Acceptance screen will be displayed. If not valid, an error screen will be displayed.

Legend: <M: Mandatory field>

<O: Optional field>

**Error message will display**

- The spreadsheet being uploaded must be the current version.
- The AOA Number entered in the web form and in the spreadsheet must match.

### 3.3 Submission Acceptance



**Submission Acceptance Screen Components** The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Cancel	BUTTON	Clicking this button will cancel the service and return to the Industry Client menu
Submit	BUTTON	Clicking this button will submit the AOA report, taking the user to a final confirmation screen.

Legend: <M : Mandatory field>

<O : Optional field>

### 3.4 Confirmation



#### Confirmation Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Finish	BUTTON	Clicking this button will return the user to the main menu.

Legend: <M : Mandatory field>

<O : Optional field>

## 4. AOA Monthly Status Report Submission Process

### 4.1.1 Populating the spreadsheet

See Appendix B for a screenshot of the spreadsheet, and follow the instructions below for filling it out. To first download the spreadsheet, log in to EDS, click the "Area Operating Agreement Maintenance" link, enter in your AOA number, click Next, and below the Cancel and Next buttons you'll have a link "Download AOA Monthly Status Report Excel Template File". Save the file on your hard drive and proceed as instructed below.

The header section of the spreadsheet has to be populated according to the following criteria (fields that are not self explanatory are elaborated below):

- 1) Company Name.
- 2) Company Representative – the person to be contacted about the information contained in the spreadsheet report.
- 3) Phone Number.
- 4) Date – the date the report was completed in YYYY-MM-DD format.
- 5) Reporting Year-Month – the month and year to which the AOA Monthly Report corresponds in YYYY-MM format.
- 6) AOA #.

The table section of the spreadsheet has to be populated according to the following criteria (see Appendix A for a detailed listing of the codes for the AOA Report spreadsheet fields which have a drop-down selection list):

- 1) Site # - unique numerical identifier (up to four numerals) as per disposition list in AOA Part C.
- 2) Disposition # - MSL, LOC, PLA, PIL, MLL, MLP, VCE types only. No spaces allowed (i.e. MSL071234).
- 3) Land – point location of well center for MSL. For linear type dispositions use location of start and end points.
- 4) Risk Rating – must match to mitigated risk as per AOA Part C (Low, Medium, High, or No Go).
- 5) Date of Entry – date construction commenced.
- 6) Date Surface Construction Completed – date initial construction completed.
- 7) Status of Use Code – one code only (In Use, No Entry, Inactive).
- 8) Reclamation Status Code – up to 2 codes can be used.
- 9) Outstanding Reclamation – up to 3 codes can be used.
- 10) Drilling Waste Disposal Methods – select all methods used (e.g. on-site mix/bury/cover, off-site pump-off).
- 11) Drilling Waste Disposal Lands – record all locations by quarter section.
- 12) Drilling Waste Disposal # - record if a unique DWD number was issued to track off-site disposal location (e.g. DWD071234).
- 13) Incidental Activity – Record type of incidental activity (Campsite, Borrow Pit, Salvage Deck, Temporary Access, Temporary Workspace, Backslope, and Remote Sump).
- 14) Incidental Activity Area – record size of each incidental activity in hectares (e.g. 0.50 ha).
- 15) Incidental Activity TFA # - record Temporary Field Authorization number authorizing incidental activity (if issued) (e.g. TFA071234).

16) As Built Submitted Date – record date As Built plan submitted to field office.

If you have more sites than there are rows available in the table, to add an additional site, click the “Add a New Site” button.

To augment an existing site (for example, if you need to enter several drilling waste disposal methods for a single site, or if you are reporting on a linear disposition that spans 2 quarters and would therefore need to enter in “from” and “to” land descriptors), click the “Add Data to Site” button, with the cursor in a cell in the row you’d like to augment.

To delete an erroneous site entry click on any cell in the row you want deleted and click the “Delete a Site” button and then click “OK” to confirm (note this operation can not be undone so make sure you have the right row selected).

#### 4.2 Using EDS to submit the spreadsheet

- 1) Log in to EDS.
- 2) Click the “2. Area Operating Agreement Maintenance” link on the main menu screen.
- 3) Input the AOA Number into the text box and click the Next button.
- 4) Click the Browse button and locate the completed AOA Report spreadsheet, and then click the Next button.
- 5) Confirm the information listed and click the Submit button.
- 6) Click the Finish button.

#### 4.3 Receiving e-mail confirmation

Once the spreadsheet has been submitted you will be sent a confirmation e-mail within minutes.

The AOA Monthly Status Report has been successfully received in EDS.

AOA Number is AOA 060001

This message is generated by Electronic Disposition System (EDS) on 2007.04.23 at 09:01:08. Please do not reply to this message.

## 5. Getting Support

If there are any problems with the SecureXNET login contact the GoA help at 780-427-4357 and select option 1.

### EDS Support Team

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

Alex Crosland – (780) 415-4609

Sharon Yap – (780) 422-2518

Krystian Staniszewski – (780) 644-1862

Pauline Peterson, Team Lead – (780) 415-4612

Land Dispositions Reception – (780) 427-3570

### System and Documentation Feedback

Please send any feedback or suggestions to [eds.support@gov.ab.ca](mailto:eds.support@gov.ab.ca)

## 6. AOA Monthly Status Report Business Rules

- The commitment to submit Monthly Status reports to SRD by the company is outlined in Part C of the Area Operating Agreement.
- A monthly status report including all approved dispositions must be submitted monthly.
- Approved dispositions are considered to be any disposition issued with a Letter of Authority.
- Companies are encouraged to include all dispositions within the operating area, whether they were approved under this AOA, an EFR, or previous AOA. Companies are also strongly encouraged to develop a strategy to include all dispositions within a time frame of 5 years.

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## **7. Appendix A –AOA Monthly Status Report Spreadsheet Codes**

### **A.1 Risk Rating codes:**

- High
- Medium
- Low
- No Go

### **A.2 Status of Use Code codes:**

- 1a In Use - Under Construction
- 1b In Use - Drilling
- 1c In Use - Production/Operational
- 1d In Use - Interim Reclamation Completed
- 2 No Entry
- 3a Inactive - D&A
- 3b Inactive – Suspended

### **A.3 Reclamation Status Code codes:**

- 1 Satisfactory
- 2 Not Satisfactory
- 3 Reclamation Certificate Issued - Field Inspected
- 4 Reclamation Certificate Requested
- 5 Clearance
- 6 Reclamation certificate request cancelled
- 7 Reclamation certificate/letter of clearance on request
- 8 Reclamation certificate issued - no inspection
- 9 Reclamation certificate rescinded
- 10 Reclamation certificate audit - pass
- 11 Construction and Reclamation Notice Issued
- 12 Environmental protection order/Emergency Environmental Protection Order Issued

### **A.4 Outstanding Reclamation codes:**

- 1 Vegetation Establishment
- 2 Leveling/Backsloping
- 3 Sumps
- 4 Erosion Control
- 5 Brush Disposal
- 6 Waste Removal
- 7 Weed Control
- 8 Fencing
- 9 Timber Salvage

- 10 Berming
- 11 Culverts
- 12 Creek Crossings
- 13 Penalty Assessments
- 14 Pollution
- 15 Reforestation
- 17 Reclamation (general)
- 18 Flare Pit
- 19 See Remarks/Additional Codes
- 20 Flowing or Cratered Shot Holes
- 21 Plugged or Tagged Shot Holes
- 22 Sod Salvage
- 23 Topsoil/Surface Soil Replacement
- 24 Soil Reconstruction
- 25 Flushing
- 26 Company Inspection
- 27 Bio Piles

**A.5 Drilling Waste Disposal Method codes:**

- 1a On Site - Mix Bury Cover
- 1b On Site - Landsread
- 2a Off Site - Landspraying
- 2b Off Site - Pump-off
- 2c Off Site - Landspraying While Drilling
- 2d Off Site - Doloc (DFPL)
- 2e Off Site - Move to other site
- 3 Land Treatment
- 4 Alternative
- 5 None

**A.6 Incidental Activity codes:**

- Campsite
- Borrow Pit
- Salvage deck
- Temporary access
- Temporary workspace
- Backslope
- Remote Sump



## 8. Appendix B –AOA Monthly Status Report Spreadsheet Screenshot

The screenshot displays the 'AOA Monthly Status Report' spreadsheet in Microsoft Excel. The spreadsheet is organized into several sections:

- Header Row (Row 8):** Contains the following columns: Site #, Disposition #, Land, Risk Rating, Date of Entry, Date Surface Construction Completed, Status of Use, Reclamation Status Code, Outstanding Reclamation, Drilling Waste Disposal Method, Drilling Waste Disposal Lands, Incidental Activity, Incidental Activity Area, Incidental Activity TFA #, and As Built Submitted Date.
- Data Entry Rows (Rows 9-20):** A grid for entering monthly status data for various sites.
- Summary Section (Rows 21-23):** Contains three buttons: 'Add a New Site (ctrl + n)', 'Add Data to Site (ctrl + a)', and 'Delete a Site (ctrl + d)'. These buttons are positioned above a grid of input fields for site information.
- Input Fields (Rows 24-27):** Fields for 'Company Name', 'Company Representative', 'Phone Number', 'Date', 'AOA #', 'Email', and 'Reporting Year-Month'.

The spreadsheet is titled 'AOA Monthly Status Report' and 'AOA Report Version: 0.8'. The status bar at the bottom indicates 'Ready'.