

Government of Alberta 

**Electronic Disposition System
Aggregate Annual Return
User Manual**

April 16, 2012

Revision History

Version	Date	Author/Organization	Description
V1.00	2011-11-02	Pauline Peterson	Approved Document
V1.10	2012-04-03	Monarch Delumen	Updated fonts, headings and table of contents

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 five 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 Reports, submit Site Entry notifications, SML Annual Returns and to edit a list of other allowed clients that manage your data.

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, amendments and other transactions 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 submissions.

Applications and self reporting that are accepted by EDS are uploading 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 an application or report has been submitted for processing.

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 Disposition Applications and Amendments

- EDS is limited to MSL, LOC, PLA, PIL, EZE, VCE, SML and REA disposition types 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.
- Clients and stakeholders involved must be active and have a client ID for Department of Energy
- Successful submission does not denote approval by the Crown

1.2.2 Disposition Applications and Amendments

- Disposition Maintenance and Self Reporting
- AOA Maintenance is limited to the submission of Monthly Status Reports
- Site Entry is limited to EAP activities
- Annual Returns are limited to SML activities
- Allowed Clients Edit is limited to a role assigned to an account usually a site administrator.

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 all other documents must be in a Microsoft Word (.doc) or portable document format (PDF). Refer to module detail for specific requirements. 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 special characters such as *, -, (,), @, %, \$, or % are not allowed in the file name.

1.3.2 Application and Amendment 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 (PCS) system. Within this encrypted file is the plan in a PDF format, CAD drawing or Shape file and an attribution file(s), 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

1.5 Navigation

EDS functions like most web applications, other than the Enter and Back keys on your browser. Please use the buttons provided to navigate to the pages required.

Buttons	Description
Submit	This button is located on the bottom of the review page. When the button is selected the data provided is committed to the database.
Back	This button is located on the bottom of most pages. The button is selected to go back to the previous page.
Correct	This button is available when the system detects that there is an error in the data provided. Selecting this button allows 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 menu.
Next	This button is located at the bottom of most pages. Selecting this button forwards to the next page in the process.
Finish	This button is located on the successful submission page (the last button in submitting a successful application amendment). Selecting this button returns you to the main menu.
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.
Hyper Link	
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

ELECTRONIC DISPOSITION SYSTEM

Contact Us
EDS Website
Help
Logout

Alberta Government

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.

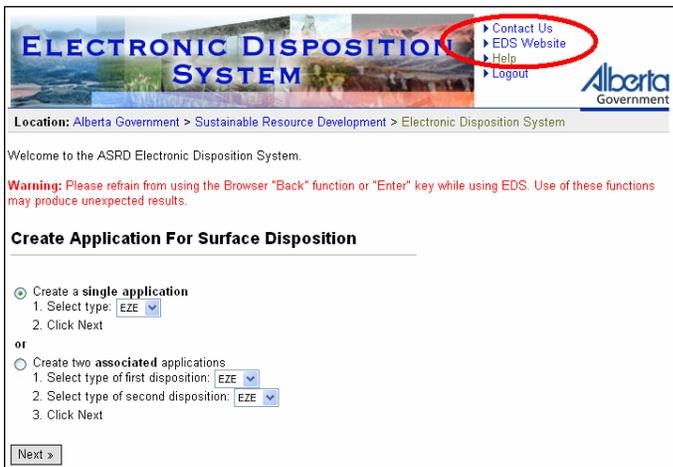
Nov 15, 2011, 08:37AM

After a successful login, Industry Clients will be present with the menu offering five service options. The service options are:

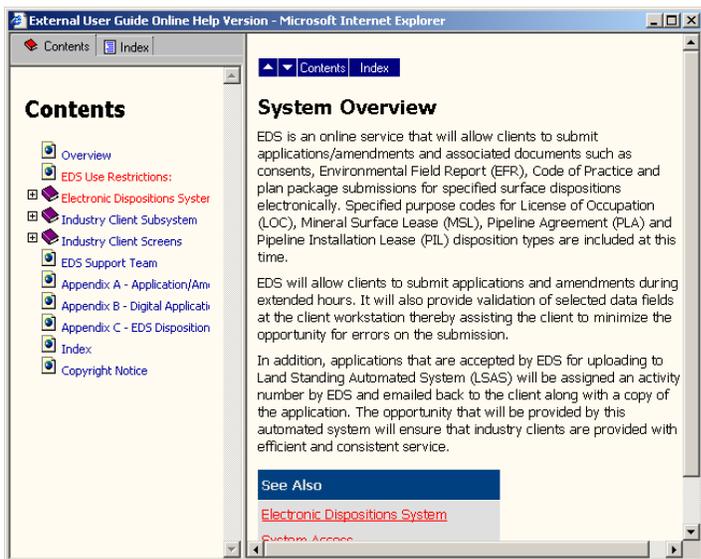
1. Public Land Disposition Applications & Amendments
2. Disposition Maintenance
3. Reclamation Certificate Application Submissions
4. Public Lands Dispositions Enhanced Approval
5. Application/Amendment Status Check Request

3 Getting Help

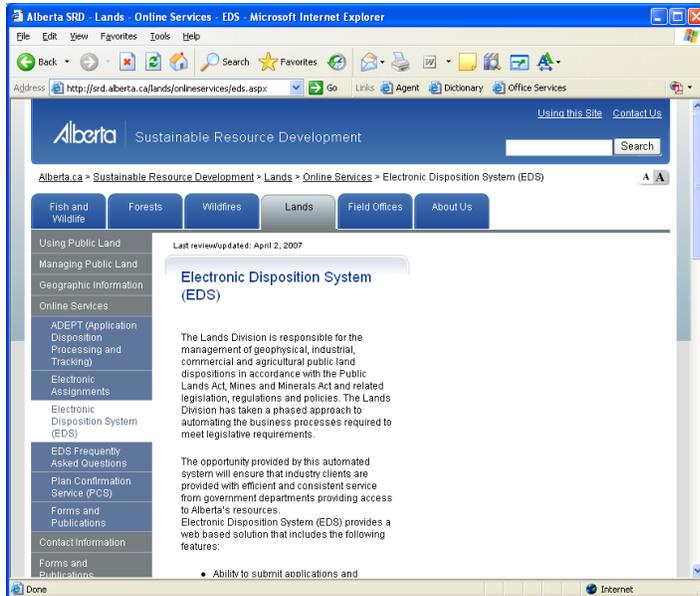
The three Help function, located at the top of the page is “Contact Us”, “EDS Website” and “Help”.



- Selecting ‘Contact Us’ will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.
- Selecting ‘EDS Website’ will forward you to the EDS website where you can browse information available.
- Selecting ‘Help’ will launch the EDS Online Help.



- The Online Help will show a number of topics are displayed.
- To print any topic right click your mouse and select print.



The Lands website for EDS contains information such as Frequently Asked Questions

3.1 Getting Support

If there are any problems with the SecureXNET login contact the GoA help at 1-888-427-1462 and select option 2.

EDS Support Team

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

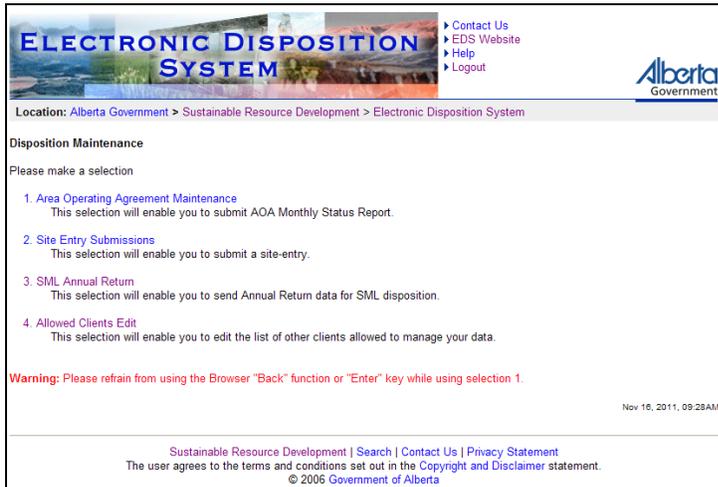
Lands Division Reception – (780) 427-3570

System and Documentation Feedback

Please send any feedback or suggestions to: eds.support@gov.ab.ca.

4 EDS Annual Return Screens

Once a user has successfully logged into EDS and the main menu is displayed, the user should select option 2 Disposition Maintenance and select option 3 SML Annual Return.



4.1 Report Selection Screen



Report Selection Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
SML Annual Report	O	SML ANNUAL REPORT This is a hyper-text link to the Annual Report where a user can save or submit to the department an Annual Report
SML Accrual Report	O	SML ACCRUAL REPORT This is a hyper-text link to the Accrual Report where a user can

Field or button name	Properties	Name/Remarks
		save or submit to the department an Accrual Report.

Legend: M : Mandatory field
 O : Optional field

4.2 Annual Return Activity Search Screen

Annual Return Activity Search Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Client ID	M	CLIENT ID This is the pre-assigned ID used to identify the applicant. The Client ID and activity number must agree otherwise the user cannot proceed. Clients can acquire this from Client Registry.
Activity Number	M	ACTIVITY NUMBER This is the activity number given to the aggregate lease or permit. The Client ID and activity number must agree otherwise the user cannot proceed. Clients can acquire this from the SML holder.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Aggregate Report selection menu
Search	BUTTON	SEARCH Clicking this button will trigger a validation of the Client ID and Activity Number. If valid, the Aggregate Activity Search Results screen will be displayed. If not valid, an error screen will be displayed.

Legend: M : Mandatory field
O : Optional field

The screenshot shows the 'ELECTRONIC DISPOSITION SYSTEM' search page. At the top right, there are links for 'Contact Us', 'EDS Website', 'Help', and 'Logout', along with the Alberta Government logo. The breadcrumb trail reads: 'Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > SML Return Search'. Below this, a prompt says 'Please enter an Application Client ID and SML number and click Search to continue'. Two input fields are shown: 'Client Id' with the value '8061025001' and 'Activity Number' with the value 'SML090065'. A red error message states: 'The client ID 8061025001 entered does not match the stored client id for SML090065.' Below the error message are 'Cancel' and 'Search' buttons. A 'Search Result' table is visible below the buttons, with columns for 'Workspace', 'SML#', 'Client Id', 'Reporting Period Start', and 'Reporting Period End'. The page footer includes the date 'Nov 16, 2011, 09:35AM', a copyright notice '© 2006 Government of Alberta', and the Alberta Government logo.

Error message will display

- At least 9 characters are required for Client ID
- User <Name> is not authorized to submit returns for <Activity Number>
- Client ID entered is not validated against the stakeholder name

4.2.1 Annual Return Activity Search Results Screen

Annual Return Activity Search Screen with Results Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Client ID	O	CLIENT ID Indicates if the Client ID used by the user or allows the user to edit for another search
Activity Number	O	ACTIVITY NUMBER Indicates the Activity Number used by the user or allows the user to edit for another search.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Aggregate Report selection menu
Search	BUTTON	SEARCH Clicking this button will trigger a validation of the Client ID and Activity Number. If valid, the Aggregate Activity Search Results screen will be displayed. If not valid, an error screen will be displayed.
New	Hyper Text Link	NEW Selection of New will display an Annual Return web-form for input
AR<Number>	Hyper text link	AR<NUMBER> Selection of the AR<number> is open any saved AR for editing

Legend: M : Mandatory field
O : Optional field

4.2.2 Annual Return Entry Screen



ELECTRONIC DISPOSITION SYSTEM

[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#) > [SML Create / Edit Return](#)

SML #:	SML090069	User Name:	Pauline peterson
Company Client ID:	8061025001	User Email:	pauline.peterson@gov.ab.ca
Company Name:	CONNACHER OIL AND GAS LIMITED	Company Email:	<input type="text"/>
AR #:	New		

Reporting Period:

From (yyyy/mm/dd) To (yyyy/mm/dd)

Business Records Location:

Company Name Phone

Contact Name Email

Address

Public Work Section:

Select All	Material Type	Do You have a confirmation letter?	Volume(cubic yards)	Purchaser	Material Use	Volume Type
<input type="checkbox"/>	Delete Mixed Sand and Gravel	No	<input type="text"/>	<input type="text"/>	<input type="text"/>	Public Volume Quarter 1
<input type="checkbox"/>	Delete Mixed Sand and Gravel	No	<input type="text"/>	<input type="text"/>	<input type="text"/>	Public Volume Quarter 1
<input type="checkbox"/>	Delete Mixed Sand and Gravel	No	<input type="text"/>	<input type="text"/>	<input type="text"/>	Public Volume Quarter 1
<input type="checkbox"/>	Delete Mixed Sand and Gravel	No	<input type="text"/>	<input type="text"/>	<input type="text"/>	Public Volume Quarter 1
<input type="checkbox"/>	Delete Mixed Sand and Gravel	No	<input type="text"/>	<input type="text"/>	<input type="text"/>	Public Volume Quarter 1

Commerical Work Section:

	Commerical (Jan 1 - Mar 31)	Commerical (Apr 1 - Dec 31)
Sand & Gravel	<input type="text"/>	<input type="text"/>
Top Soil	<input type="text"/>	<input type="text"/>
Sand	<input type="text"/>	<input type="text"/>
Marl	<input type="text"/>	<input type="text"/>
Manufacturing Clay	<input type="text"/>	<input type="text"/>
Non-Manufacturing Clay	<input type="text"/>	<input type="text"/>
Peat	<input type="text"/>	<input type="text"/>
Silica Sand	<input type="text"/>	<input type="text"/>
Silt	<input type="text"/>	<input type="text"/>

Methodology Section:

Measurement Methodology:

Methodology Remarks:

Nov 01, 2011, 10:5

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 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement.
 © 2006 [Government of Alberta](#)

Annual Return Entry Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
SML Number	DISPLAY ONLY	SML # This is the activity number the user has entered in the previous screen which the entries are being prepared for
Company Client ID	DISPLAY ONLY	COMPANY CLIENT ID This is the company Client ID the user has entered in the previous screen. Clients can acquire this from Client Registry.
Company Name	DISPLAY ONLY	COMPANY NAME This is the name of the company or holder of the SML determined from the Client ID entered by the user in the previous screen.
AR #	DISPLAY ONLY	AR # This will display the Annual Return number that is currently being displayed. New indicates that there is no saved AR and that the display is a new form for the user to fill out.
User Name	DISPLAY ONLY	USER NAME This is the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS This is the email address of the user. The system populates this information from the account information.
Company Email	O	COMPANY EMAIL The user can enter an email address. The system will also send to this email address the saved or submitted form.
Reporting Period From	M	REPORTING PERIOD FROM This is the start date of the range for the data submitted.
Reporting Period To	M	REPORTING PERIOD TO This is the end date of the range for the data submitted.

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Field or button name	Properties	Name/Remarks
Business Record Location		
Company Name	M	COMPANY NAME This is the name of the company where the business records are kept.
Contact Name	M	CONTACT NAME This is the name of a contact for the company for above
Address	M	ADDRESS This is the address of the company for above
Phone	M	PHONE This is the phone number of the company above
Email	M	EMAIL This is the email address for the above company
Public Works Section		
Select All	O	SELECT ALL This is a hyper-text link that will select all the record in the Public Works section by turning the check box on.
Delete	O	DELETE This is a hyper-text link that will delete the current row
Material Type	M/O	MATERIAL TYPE The user can select the Material Type from the dropdown for a Public Works record. If a material type is selected all other related fields for the record are Mandatory
Do you have a confirmation letter?	M/O	DO YOU HAVE A CONFIRMATION LETTER? The user selects Yes or No. If this field is selected all other related fields for the record are Mandatory
Volume (cubic yards)	M/O	VOLUME (CUBIC YARDS) The user enters the cubic yard value for the material type for this record. If this field is contains a value all other related

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Field or button name	Properties	Name/Remarks
		fields for the record are Mandatory
Purchaser	M/O	PURCHASER The user enters the name of the purchaser of the material type. If this field contains a value all other related fields for the record are Mandatory
Material Use	M/O	MATERIAL USE The user enters the material use of the volume. If this field contains a value all other related fields for the record are Mandatory
Volume Type	M/O	VOLUME TYPE The user selects if the material type was removed in the first quarter of the year or at some other time during the remainder of the year. If this field is selected all other related fields for the record are Mandatory
Add Row	BUTTON	ADD ROW The user can add additional rows as required under the Public Works section.
Delete Selected	BUTTON	DELETE SELECTION The user can select this button to delete multiple records in the Public Works section. All records where the check box is on will be deleted.
Commercial Work Section		
Sand & Gravel Jan1 – Mar31	O	SAND & GRAVEL (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Sand & Gravel Apr1 – Dec31	O	SAND & GRAVEL (APR 1 – DEC 31) The user enters a volume for the remainder year
Top Soil Jan1 – Mar31	O	TOP SOIL (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Top Soil Apr1 – Dec31	O	TOP SOIL (APR 1 – DEC 31)

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Field or button name	Properties	Name/Remarks
		The user enters a volume for the remainder year
Sand Jan1 – Mar31	O	SAND (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Sand Apr1 – Dec31	O	SAND (APR 1 – DEC 31) The user enters a volume for the remainder year
Marl Jan1 – Mar31	O	MARL (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Marl Apr1 – Dec31	O	MARL (APR 1 – DEC 31) The user enters a volume for the remainder year
Manufacturing Clay Jan1 – Mar31	O	MANUFACTURING CLAY (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Manufacturing Clay Apr1 – Dec31	O	MANUFACTURING CLAY (APR 1 – DEC 31) The user enters a volume for the remainder year
Non-Manufacturing Clay Jan1 – Mar31	O	NON- MANUFACTURING CLAY (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Non-Manufacturing Clay Apr1 – Dec31	O	NON- MANUFACTURING CLAY (APR 1 – DEC 31) The user enters a volume for the remainder year
Peat Jan1 – Mar31	O	PEAT (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Peat Apr1 – Dec31	O	PEAT (APR 1 – DEC 31) The user enters a volume for the remainder year
Silica Sand Jan1 – Mar31	O	SILICA (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Silica Sand Apr1 – Dec31	O	SILICA (APR 1 – DEC 31) The user enters a volume for the remainder year

Field or button name	Properties	Name/Remarks
Silt Jan1 – Mar31	O	SILT (JAN 1 – MAR 31) The user enters a volume for the first quarter of the year
Silt Apr1 – Dec31	O	SILT (APR 1 – DEC 31) The user enters a volume for the remainder year
Methodology Section		
Measurement Methodology	M	MEASUREMENT METHODOLOGY The user selects the method to determine the volume. the user can also select more than one by using the CTRL key
Methodology Remarks	O	METHODOLOGY REMARKS The user enters remarks concerning methodology as required.
Cancel	BUTTON	CANCEL The user can select this button to cancel and return to the report menu. Nothing will be saved or submitted to the department.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the data entered on the form. If not valid, an error will be displayed on the bottom of the page.

Legend: M : Mandatory field

O : Optional field

Possible Errors Returned

- There must be at least one volume record with a value (0.00 is an allowable value)
- Mandatory Fields are missing such as Business Record Location
-
- Reporting period to and from dates missing

4.2.3 Annual Return Upload Screen

Annual Return Upload Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
SML Number	DISPLAY ONLY	SML # This is the activity number the user has entered in the previous screen which the entries are being prepared for
Company Client ID	DISPLAY ONLY	COMPANY CLIENT ID This is the company Client ID the user has entered in the previous screen.
Company Name	DISPLAY ONLY	COMPANY NAME This is the name of the company or holder of the SML determined from the Client ID entered by the user in the previous screen.
AR #	DISPLAY ONLY	AR # This will display the Annual Return number that is currently being displayed. New indicates that there is no saved AR and that the display is a new form for the user to fill out.

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Field or button name	Properties	Name/Remarks
User Name	DISPLAY ONLY	USER NAME This is the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS This is the email address of the user. The system populates this information from the account information.
Company Email	DISPLAY ONLY	COMPANY EMAIL The user can enter an email address. The system will also send to this email address the saved or submitted form.
Delete.	O	DELETE This enables the user to delete a file location row.
Browse	BUTTON	BROWSE When a user selects this button a window opens for file selection will display.
File Location	DISPLAY ONLY	FILE LOCATION This will display the path of the file to be uploaded to the system. Only <i>.pdf</i> documents are acceptable formats. No spaces or special characters are allowed in the file naming scheme.
Add Row	BUTTON	ADD ROW This button will add more File Location rows so that more files can be uploaded to the system.
Back	BUTTON	BACK Clicking this button returns the user to the Annual Return screen.
Next	BUTTON	NEXT Clicking this button will display the confirmation page to the user.

Legend: M : Mandatory field
O : Optional field

Note: Errors will display for different reasons, for example not able to upload file.

4.2.4 Annual Return Confirmation Screen

SML #:	SML090069	User Name:	Pauline peterson
Company Client ID:	8061025001	User Email:	pauline.peterson@gov.ab.ca
Company Name:	CONNACHER OIL AND GAS LIMITED	Company Email:	p.peterson@shaw.ca
AR #:	AR110027		

Reporting Period:
From (yyyy/mm/dd):2007/01/01To (yyyy/mm/dd):2007/12/31

Business Records Location:

Company Name	The Red Company	Phone	780-452-2656
Contact Name	Mr Red	Email	p.peterson@shaw.ca
Address	somewhere in Iceland		

Public Work Section:

Material Type	Do You have a confirmation letter?	Volume (Cubic Yards)	Purchaser	Material Use	Volume Type
Mixed Sand and Gravel	Y	78222.00	the city of edmonton	roadway construction	Public Volume Remainder Year

Documents Attached:

File Name

Summary Section:

(Cubic Yards)	Commerical (Jan 1 - Mar 31)	Commerical (Apr 1 - Dec 31)	Public Work (Jan 1 - Mar 31)	Public Work (Apr 1 - Dec 31)	Commerical Total	Public Work Total
Sand & Gravel	4525.00			78222.00	4525.00	78222.00
Top Soil		2255.00			2255.00	0.00
Sand					0.00	0.00
Marl					0.00	0.00
Manufacturing Clay					0.00	0.00
Non-Manufacturing Clay					0.00	0.00
Peat					0.00	0.00

Summary Section:						
(Cubic Yards)	Commercial (Jan 1 - Mar 31)	Commercial (Apr 1 - Dec 31)	Public Work (Jan 1 - Mar 31)	Public Work (Apr 1 - Dec 31)	Commercial Total	Public Work Total
Sand & Gravel	1000.00				1000.00	0.00
Sand					0.00	0.00
Top Soil (always pay GST)					0.00	0.00
Marl					0.00	0.00
Manufacturing Clay					0.00	0.00
Non-Manufacturing Clay					0.00	0.00
Peat (always pay GST)					0.00	0.00
Silt					0.00	0.00
Silica Sand					0.00	0.00
Total	1000.00	0.00	0.00	0.00	1000.00	0.00

Methodology Section:	
Measurement Methodology	Volumetric survey of pit
Methodology Remarks	Conversion Factor: Cubic Metres X 1.308 = Cubic Yards Sand: 1.365 Tonnes = 1 Cubic Metre (# of Tonnes X 1.308) / 1.365 = Cubic Yards Gravel: 1.632 Tonnes = 1 Cubic Metre (# of Tonnes X 1.308) / 1.632 = Cubic Yards 1 Cubic Yard of Clay = 2650 Pounds or 1.325 Tons 1 Cubic Metre of Clay = 1570 Kilograms or 1.57 Tonnes

Annual Return Confirmation Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
SML Number	DISPLAY ONLY	SML # Displays the activity number the user has entered in the previous screen.
Company Client ID	DISPLAY ONLY	COMPANY CLIENT ID Displays the company Client ID the user has entered.
Company Name	DISPLAY ONLY	COMPANY NAME Displays the name of the company or holder of the SML determined from the Client ID entered by the user.

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Field or button name	Properties	Name/Remarks
AR #	DISPLAY ONLY	AR # This will display the Annual Return number that is currently being displayed.
User Name	DISPLAY ONLY	USER NAME Displays the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS Displays the email address of the user. The system populates this information from the account information.
Company Email	DISPLAY ONLY	COMPANY EMAIL Displays the Company email address entered by the user.
Reporting Period From	DISPLAY ONLY	REPORTING PERIOD FROM Displays the Start date of the range for the data submitted.
Reporting Period To	DISPLAY ONLY	REPORTING PERIOD TO Displays the end date of the range for the data submitted.
Business Record Location		
Company Name	DISPLAY ONLY	COMPANY NAME Displays the name of the company where the business records are kept.
Contact Name	DISPLAY ONLY	CONTACT NAME Displays the name of a contact for the Business Record company.
Address	DISPLAY ONLY	ADDRESS Displays the address of the Business Record company
Phone	DISPLAY ONLY	PHONE Displays the phone number of the Business Record company
Email	DISPLAY	EMAIL

SRD/ EDS Aggregate Annual Return User Manual

Field or button name	Properties	Name/Remarks
	ONLY	Displays the email address for the Business Record company
Public Works Section		
Material Type	DISPLAY ONLY	MATERIAL TYPE Displays the Material Type entered by the user
Do you have a confirmation letter?	DISPLAY ONLY	DO YOU HAVE A CONFIRMATION LETTER? Displays the selection the user selected.
Volume (cubic yards)	DISPLAY ONLY	VOLUME (CUBIC YARDS) Displays the cubic yards of material type the user entered.
Purchaser	DISPLAY ONLY	PURCHASER Displays the name of the purchaser the user entered
Material Use	DISPLAY ONLY	MATERIAL USE Displays the material use the user entered.
Volume Type	DISPLAY ONLY	VOLUME TYPE Displays the selection of material type remove in the first quarter of the year or at some time during the remainder of the year selected by the user.
Documents Attached	DISPLAY ONLY	DOCUMENTS ATTACHED Displays a list of file names of the files uploaded to the system by the user.
Summary Section		
Commercial (Jan 1 – Mar 31)	DISPLAY ONLY	COMMERCIAL (JAN 1 – MAR 31) Displays the volume the user has entered for each material type first quarter of the year
Commercial (Apr 1 – Dec 31)	DISPLAY ONLY	COMMERCIAL (APR 1 – DEC 31) Displays the volume the user has entered for each material type the remainder of the year.
Public Work Jan1 – Mar31	DISPLAY	PUBLIC WORK (JAN 1 – MAR 31)

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Field or button name	Properties	Name/Remarks
	ONLY	Displays the volume the user has entered for each material type first quarter of the year
Public Work Apr1 – Dec31	DISPLAY ONLY	PUBLIC WORK (APR 1 – DEC 31) Displays the volume the user has entered for each material type the remainder of the year.
Commercial Total	DISPLAY ONLY	COMMERCIAL TOTAL Displays the total volume for the reporting period.
Public Work Total	DISPLAY ONLY	PUBLIC WORK TOTAL Displays the total volume for the reporting period.
Methodology Section		
Measurement Methodology	DISPLAY ONLY	MEASUREMENT METHODOLOGY Displays the selection the user has selected as the method to determine the volume.
Methodology Remarks	DISPLAY ONLY	METHODOLOGY REMARKS Displays the remarks the user has provided.
Back	BUTTON	BACK The user can select this button to go to the pervious page
Save	BUTTON	SAVE The user is able to save the AR to be edited at another time. An email showing the DRAFT AR form is email to the user and any email address in the Company Email field
Submit	BUTTON	SUBMIT Clicking this button will deliver the AR data to the department for processing. An email with the AR form is email to the user and any email address in the Company Email field.

Legend: M : Mandatory field

O : Optional field

4.2.5 Annual Return Successfully Saved Screen

Methodology Section:	
Measurement Methodology	Volumetric survey of pit Conversion Factor: Cubic Metres X 1.308 = Cubic Yards Sand: 1.365 Tonnes = 1 Cubic Metre (# of Tonnes X 1.308) / 1.365 = Cubic Yards Gravel: 1.632 Tonnes = 1 Cubic Metre (# of Tonnes X 1.308) / 1.632 = Cubic Yards 1 Cubic Yard of Clay = 2650 Pounds or 1.325 Tons 1 Cubic Metre of Clay = 1570 Kilograms or 1.57 Tonnes
Methodology Remarks	

Annual Return has been saved successfully!

Annual Return Successfully Saved Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Return to Menu	BUTTON	RETURN TO MENU Selecting this button returns the user to the Aggregate Report menu.

4.2.6 Terms of Use and Disclaimer Screen

	Contact Us EDS Website Help Logout	
<p>Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > Submit Confirmation</p>		
<p>Terms of Use and Disclaimer</p> <p>Alberta Sustainable Resource Development (ASRD) is providing this Web site to enable electronic submission of the Surface Materials Lease Annual Operating Return that disposition holders under the <i>Public Lands Administration Regulation</i> (PLAR) – are required to provide to the director under section 119 of the PLAR. This Web site may only be used by disposition holders and their Authorized Users who have a valid User Agreement with the Minister of Sustainable Resource Development.</p> <p>By submitting information through this Web site you are consenting to the terms and conditions set out below.</p> <p>1) This Web site supports only the submission of the Surface Materials Lease Annual Returns and Annual Operating Reports that are specified in the director's Information Letter numbered IL 2011-08 to be submitted electronically to ASRD.</p> <p>THIS SITE DOES NOT SUPPORT: * IMMEDIATE REPORTING OF REPORTABLE EVENTS UNDER PART 6 OF THE PLAR , OR * REPORTING OF ALL OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF ANY APPLICABLE DISPOSITION</p> <p>2) When you sign on with your User ID and password, you will be presented with forms for the entry and submission of your Surface Materials Lease Annual Return, Annual Operating Report and Accruals. These forms must be accurate to the best of the disposition holder's or Authorized User's knowledge, and must reflect the information that the director's Information Letter numbered IL 2011-08 requires to be electronically submitted to the director. It does remain, however, your responsibility to ensure that you comply with the requirements of your dispositions at all times. If you find that this form is not adequate to submit the Surface Materials Lease Annual Return or Annual Operating Report for your dispositions, please contact:</p> <p>Aggregate Unit Third Floor, 9915 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8 Phone: (780)427-3570</p> <p>Identify the name of your operation, the disposition ID, the nature of the problem, and the date.</p> <p>3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.</p> <p>If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.</p>		

<p>Aggregate Unit Third Floor, 9915 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8 Phone: (780)427-3570</p> <p>Identify the name of your operation, the disposition ID, the nature of the problem, and the date.</p> <p>3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.</p> <p>If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.</p> <p>4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.</p> <p>5) Results that you submit will be taken as correct subject to inspection and verification, and to be intended by you to be your submission of the Surface Materials Lease under section 119 of the PLAR.</p> <p>The information that you submit, as well as the time at which it is submitted, will be used by ASRD and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.</p> <p>The information will also be made available to the public under Part 7 of the PLAR.</p> <p>6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.</p> <p>7) ASRD 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.</p> <p>8) It is an offence under s. 56(1)(g) of the Public Lands Act to interfere with the director contrary to s. 57(a) of the <i>Public Lands Act</i> by providing false or misleading information on this form.</p> <p>9) Information submitted on this form is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact ASRD's FOIP and Information Management office at:</p> <p>FOIP & Information Management Fourth Floor 9920 – 108 Street Great West Life Building Edmonton, Alberta T5K 2M4</p> <p><input type="button" value="Back"/> <input type="button" value="I Agree"/></p>

Terms of Use and Disclaimer Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Back	BUTTON	BACK The user is able to return to the pervious screen by selecting this button.
I Agree	BUTTON	I AGREE By selecting this button the user agrees to the Terms of Use.

Legend: M : Mandatory field
 O : Optional field

4.2.7 Annual Return Successful Submission Screen

Phone: (780)421-3370

Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.

If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

5) Results that you submit will be taken as correct subject to inspection and verification, and to be intended by you to be your submission of the Surface Materials Lease under section 119 of the PLAR.

The information that you submit, as well as the time at which it is submitted, will be used by ASRD and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.

7) ASRD 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.

8) It is an offence under s. 56(1)(g) of the Public Lands Act to interfere with the director contrary to s. 57(a) of the *Public Lands Act* by providing false or misleading information on this form.

9) Information submitted on this form is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact ASRD's FOIP and Information Management office at:

FOIP & Information Management
 Fourth Floor 9920 – 108 Street
 Great West Life Building
 Edmonton, Alberta T5K 2M4

Annual Return has been submitted successfully!

Successful Submission Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
----------------------	------------	--------------

Field or button name	Properties	Name/Remarks
Finish	BUTTON	FINISH Selecting this button will return the user to the main report menu where another report can be completed.

Legend: M : Mandatory field

O : Optional field

4.3 Accrual Report Activity Search Screen

Accrual Report Activity Search Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Client ID	M	CLIENT ID This is the pre-assigned ID used to identify the applicant. The Client ID and activity number must agree otherwise the user can not proceed
Activity Number	M	ACTIVITY NUMBER This is the activity number given to the aggregate lease or permit. The Client ID and activity number must agree otherwise the user can not proceed

Field or button name	Properties	Name/Remarks
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Aggregate Report selection menu
Search	BUTTON	SEARCH Clicking this button will trigger a validation of the Client ID and Activity Number. If valid, the Aggregate Activity Search Results screen will be displayed. If not valid, an error screen will be displayed.

Legend: M : Mandatory field
O : Optional field

4.3.1 Accrual Report Activity Search Results Screen

Accrual Activity Search Results Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Client ID	O	CLIENT ID The user enters the Client ID of the SML holder or the user can edit for another search
Activity Number	O	ACTIVITY NUMBER The user enters the Activity Number or the user can edit for

Field or button name	Properties	Name/Remarks
		another search.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Aggregate Report selection menu
Search	BUTTON	SEARCH Clicking this button will trigger a validation of the Client ID and Activity Number. If valid, the Aggregate Activity Search Results screen will be displayed. If not valid, an error screen will be displayed.
New	Hyper Text Link	NEW Selection of New will display an Accrual Report web-form for input
AC<Number>	Hyper Text link	AC<NUMBER> Selection of the AC<number> will display open any saved AC for editing

Legend: M : Mandatory field
O : Optional field

4.3.2 Accrual Report Entry Screen

Accrual Report Entry Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
SML Number	DISPLAY ONLY	SML # This is the activity number the user has entered in the previous screen.
Company Client ID	DISPLAY ONLY	COMPANY CLIENT ID This is the company Client ID the user has entered in the previous screen.

SRD/ EDS Aggregate Annual Return User Manual

Field or button name	Properties	Name/Remarks
Company Name	DISPLAY ONLY	COMPANY NAME This is the name of the company or holder of the SML determined from the Client ID entered by the user in the previous screen.
AC #	DISPLAY ONLY	AC# This will display the Accrual Report number that is currently being displayed. New indicates that there is no saved AC and that the display is a new form for the user to fill out.
User Name	DISPLAY ONLY	USER NAME This is the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS This is the email address of the user. The system populates this information from the account information.
Company Email	O	COMPANY EMAIL The user can enter an email address that the saved or submitted form can be sent to by the system.
Reporting Period Year	M	JANUARY 1 – MARCH 31 OF <YEAR> The user is required to enter the year the accruals are reported for.
Commercial (Cubic Yards)	O	COMMERCIAL (CUBIC YARDS) The user enters a proposed volume for each affected material type. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)
Public Work (Cubic Yards)	O	PUBLIC WORK (CUBIC YARDS) The user enters a proposed volume for each affected material type. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)
Cancel	BUTTON	CANCEL

Field or button name	Properties	Name/Remarks
		The user can select this button to cancel and return to the report menu. Nothing will be saved or submitted to the department.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the data entered on the form. If invalid an error will be displayed

Legend: M : Mandatory field
O : Optional field

4.3.3 Accrual Report Confirmation Screen

ELECTRONIC DISPOSITION SYSTEM

[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)

Alberta
Government

Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > Submit SML Return

SML #: SML090070 User Name: Pauline peterson
 Company Client ID: 8061025001 User Email: pauline.peterson@gov.ab.ca
 Company Name: CONNACHER OIL AND GAS LIMITED Company Email:
 AR #: New

Reporting Period:
January 1 - December 31 of 2013

Accrual Section:
Please report an estimate of materials to be removed from January 1st through March 31st of the following year
Estimated materials to be removed

	Commercial (Cubic Yards)	Public work (Cubic Yards)
Sand & Gravel		
Sand	8888.00	8888.00
Top Soil		
Marl		
Manufacturing Clay		
Non-Manufacturing Clay		
Peat		
Silt		
Silica Sand		
Total	8888.00	8888.00

Back Save Submit

Nov 03, 2011, 02:11PM

Accrual Report Confirmation Screen Components

The following table lists all elements available on this screen:

SRD/ EDS Aggregate Annual Return User Manual

Field or button name	Properties	Name/Remarks
SML Number	DISPLAY ONLY	SML # Displays the activity number the user has entered in a previous screen.
Company Client ID	DISPLAY ONLY	COMPANY CLIENT ID Displays the company Client ID the user has entered in a previous screen.
Company Name	DISPLAY ONLY	COMPANY NAME Displays the name of the company or holder of the SML determined from the Client ID entered by the user in a previous screen.
AC #	DISPLAY ONLY	AC# Displays the Accrual Report number that is currently being displayed. New indicates that the AC has not been saved.
User Name	DISPLAY ONLY	USER NAME Displays the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS Displays the email address of the user. The system populates this information from the account information.
Company Email	DISPLAY ONLY	COMPANY EMAIL Displays the company email address that the user provided in a previous screen.
Reporting Period Year	DISPLAY ONLY	JANUARY 1 – MARCH 31 OF <YEAR> Displays the year the user provided for the accruals reporting period.
Commercial (Cubic Yards)	DISPLAY ONLY	COMMERCIAL (CUBIC YARDS) Displays proposed volume for each affected material type provided by the user. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)

Field or button name	Properties	Name/Remarks
Public Work (Cubic Yards)	DISPLAY ONLY	PUBLIC WORK (CUBIC YARDS) Displays proposed volume for each affected material type provided by the user. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)
Back	BUTTON	BACK The user can select this button to go to the pervious page
Save	BUTTON	SAVE The user is able to save the Accrual Report to be edited at another time. An email containing a pdf file of the DRAFT AC form is email to the user and to the email address in the Company Email field
Submit	BUTTON	SUBMIT Clicking this button will deliver the Accrual Report data to the department for processing. An email with the AC form is email to the user and any email address in the Company Email field.

Legend: M : Mandatory field
O : Optional field

4.3.4 Accrual Report Successfully Saved Submission Screen

ELECTRONIC DISPOSITION SYSTEM

[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)

Alberta
Government

Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > Submit SML Return

AR #:	AC110039	SML #:	SML090072
User Name:	Pauline peterson	Company Client ID:	8061025001
User Email:	pauline.peterson@gov.ab.ca	Company Name:	CONNACHER OIL AND GAS LIMITED
User Agency Name:	CONNACHER OIL AND GAS LIMITED	Company Email:	

Reporting Period:
January 1 - December 31 of 2018

Accrual Section:
Please report an estimate of materials to be removed from January 1st through March 31st of the following year
Estimated materials to be removed

	Commercial (Cubic Yards)	Public work (Cubic Yards)
Sand & Gravel	0.00	
Sand		
TopSoil (always pay GST)		
Marl		
Manufacturing Clay		
Non-Manufacturing Clay		
Peat (always pay GST)		
Silt		
Silica Sand		
Total	0.00	0.00

Accrual Return has been saved successfully!

[Return to Menu](#)

Nov 16, 2011, 09:51AM

Accrual Report Successfully Saved Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
User Name	DISPLAY ONLY	USER NAME Displays the name of the user. The system populates this information from the account information.
User Email	DISPLAY ONLY	USER EMAIL ADDRESS Displays the email address of the user. The system populates this information from the account information.
Company Email	DISPLAY ONLY	COMPANY EMAIL Displays the Company email address the user provided in a pervious screen.

SRD/ EDS Aggregate Annual Return User Manual

Field or button name	Properties	Name/Remarks
Reporting Period Year	DISPLAY ONLY	JANUARY 1 – MARCH 31 OF <YEAR> Displays the year the user provided for the accruals reporting period.
Commercial (Cubic Yards)	DISPLAY ONLY	COMMERCIAL (CUBIC YARDS) Displays proposed volume for each affected material type provided by the user. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)
Public Work (Cubic Yards)	DISPLAY ONLY	PUBLIC WORK (CUBIC YARDS) Displays proposed volume for each affected material type provided by the user. At least one material type in commercial or public work must contain a value (0.00 is a allowable value)
Return to Menu	BUTTON	RETURN TO MENU Selecting this button returns the user to the main menu

Legend: M : Mandatory field
O : Optional field

4.3.5 Accrual Report Successful Submission Screen

4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

5) Results that you submit will be taken as correct subject to inspection and verification, and to be intended by you to be your submission of the Surface Materials Lease under section 119 of the PLAR.

The information that you submit, as well as the time at which it is submitted, will be used by ASRD and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.

7) ASRD 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.

8) It is an offence under s. 56(1)(g) of the Public Lands Act to interfere with the director contrary to s. 57(a) of the *Public Lands Act* by providing false or misleading information on this form.

9) Information submitted on this form is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact ASRD's FOIP and Information Management office at:

FOIP & Information Management
Fourth Floor 9920 – 108 Street
Great West Life Building
Edmonton, Alberta T5K 2M4

Accrual Return has been submitted successfully!

Nov 01, 2011, 10:48A

Accrual Report Successful Submission Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Finish	BUTTON	FINISH Selecting this button will return the user to the main report menu where another report can be completed.

Legend: M : Mandatory field
 O : Optional field

5 EDS Managing Allowable Client ID Screens

Surface Material Lease holders are able to manage companies or individuals that are able to submit Annual Returns on their behalf. The SML holder must designate a user with an EDS account as a site administrator. The site administrator following the steps below can add or remove Client IDs that are required. All users with a Client IDs that are within the Allowed Client list will be able to submit or edit Annual Returns and Accrual Reports for the lease holder.

Alternatively if there is no site administrator available the Surface Material Lease holder can fax to EDS Support a list of companies or individual that would submit Annual Returns or Accrual Reports on their behalf. Ensure that the fax is on company letter head and signed by an authorized staff. The Department will refer to this letter if any disputes occur. The responsibility to ensure the list is up to date is the SML holder's.

Once a Site Administrator has successfully logged into EDS and the main menu is displayed, the user should select option 2 Disposition Maintenance and then select option 4 Allow Clients Edit.

The screenshot displays the EDS Electronic Disposition System interface. At the top, there is a header with the title "ELECTRONIC DISPOSITION SYSTEM" and a navigation menu with links for "Contact Us", "EDS Website", "Help", and "Logout". The Alberta Government logo is visible in the top right corner. Below the header, the breadcrumb trail reads "Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System". The main content area is titled "Disposition Maintenance" and prompts the user to "Please make a selection". It lists four 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.

A warning message is displayed: "Warning: Please refrain from using the Browser 'Back' function or 'Enter' key while using selection 1." The date and time "Nov 16, 2011, 09:28AM" are shown in the bottom right of the main content area. At the bottom of the page, there is a footer with links for "Sustainable Resource Development | Search | Contact Us | Privacy Statement" and a copyright notice: "The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement. © 2008 Government of Alberta".

5.1 Add Client ID Screen

Add Client ID Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Your Client ID	DISPLAY	YOUR CLIENT ID Displays the client ID associated to your EDS account. The system auto-populates this field from the user account information. Clients can acquire this from Client Registry.
Your Client Name	DISPLAY	YOUR CLIENT NAME Displays the name associated to your client ID. The system auto-populates this field from the user account information.
Associated Client IDs	O	ASSOCIATED CLIENT IDS The Site Administrator is able to add or remove client ID's of companies or other authorized representatives for submissions of Annual Returns and Accrual Reports.
Cancel	BUTTON	CANCEL Selecting this button will return the user to the Disposition

Field or button name	Properties	Name/Remarks
		Maintenance menu.
Next	BUTTON	NEXT Selecting this button displays the Allowed Clients Accounts confirmation screen.

Legend: M : Mandatory field
O : Optional field

5.2 Confirming Client ID Screen

Confirmation for Client ID Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Your Client ID	DISPLAY	YOUR CLIENT ID Displays the client ID associated to your account.
Your Client Name	DISPLAY	YOUR CLIENT NAME Displays the name associated to your client ID.

Field or button name	Properties	Name/Remarks
Associated Client IDs	DISPLAY	ASSOCIATED CLIENT IDS Displays client ID of companies or authorized representatives that will be granted permissions to submit Annual Returns and Accrual Reports on behalf of the disposition holder.
Cancel	BUTTON	CANCEL Selecting this button will return the user to the Disposition Maintenance menu.
Back	BUTTON	BACK Selecting this button returns the user to the previous screen.
Save	BUTTON	SAVE Selecting this button saves the data to the system.

Legend: M : Mandatory field
 O : Optional field

6 Quick Steps

6.1 Creating an Annual Return

- Select SML Annual Return
- Enter CLIENT ID of the SML Holder
- Enter the SML NUMBER. (format: SML#####)
- Select SEARCH
- Select NEW or AR#####
- Enter COMPANY EMAIL if required

Reporting Period Section

- Enter the FROM reporting period (format: YYYYMM/DD)
- Enter the TO reporting period (format: YY/MM/DD)

Business Records Location Section

- Enter the COMPANY NAME
- Enter the CONTACT NAME
- Enter the ADDRESS
- Enter the PHONE (format: (###)###-####)
- Enter the EMAIL

Public Work Section

- Select the MATERIAL TYPE from the dropdown
- Select yes or no from the dropdown for DO YOU HAVE A CONFIRMATION LETTER?
- Enter the VOLUME in cubic yards
- Enter the PURCHASER name
- Enter the MATERIAL USE
- Select the VOLUME TYPE first quarter (Jan to Mar) or the remainder of the year (Apr to Dec)

Commercial Work Section

- Enter volume in cubic yards for first quarter, Jan 1 – Mar 31 for each material type
- Enter volume in cubic yards for the remainder of the year, Apr1 – Dec 31 for each material type

Methodology Section

- Select the MEASUREMENT METHODOLOGY, Use the Ctrl key to select more
- Enter METHODOLOGY REMARKS is required
- Select NEXT (SELECT CANCEL to abort)

Upload Files

- Select BROWSE to locate confirmation letters to upload as required
- Select NEXT

Confirmation of Data

- Review the confirmation page to ensure that the data supplied on the forms and the list of files uploaded are correct
- If you want to edit the AR at a later date and not submit to the department select the SAVE button. To edit go to Step 1.

Submit to the Department

- If you are ready to submit to the department select the SUBMIT
- Review the TERMS OF USE AND DISCLAIMER
- Select the I AGREE button to make a submission to the department
- Select the FINISH return to the main menu

6.2 Creating an Accrual Report

- Select SML Accrual Report
- Enter CLIENT ID of the SML Holder
- Enter the SML NUMBER. (format: SML#####)
- Select SEARCH
- Select NEW or AC#####
- Enter COMPANY EMAIL if required
- Add the YEAR to the reporting period
- Enter volume values for any material types that are proposed to the year entered
- Click on the NEXT button
- Review the confirmation page to ensure that the data supplied on the forms is correct
- If you want to edit the AC at a later date and not submit to the department select the SAVE button. To edit go to Step 1.
- If you are ready to submit to the department select the SUBMIT
- Review the TERMS OF USE AND DISCLAIMER
- Select the I AGREE button to make a submission to the department
- Select the FINISH o return to the main menu

6.3 How to Manage Allowed Clients Edit

- Select ALLOWS CLIENTS EDIT
- Enter client ID, use a comma to separate client IDs
- Select NEXT
- Review the list to confirm the data

- Select SAVE to save the data.

7 Appendix A –SML Annual Return Form

Government of Alberta				SML Annual Report		
SML #: SML090071		User Name: Pauline peterson		Company Client ID: 8061025001		
Company Name: CONNACHER OIL AND GAS LIMITED		User Email: pauline.peterson@gov.ab.ca		Company Email: abc@abc.com		
AR #: AR110016		Submitted at 2011/11/03 at 09:12:23		Reporting Period: 2008/01/01 to 2008/06/30		
Summary Section:						
(Cubic Yards)	Commercial		Public Work		Total	
	Jan1 - Mar31	Apr1 - Dec31	Jan1 - Mar31	Apr1 - Dec31	Commercial	Public
Sand & Gravel	8000.00	80000.00			88000.00	
Top Soil (always pay GST)						
Sand				2000.00		2000.00
Marl			1000.00			1000.00
Manufacturing Clay						
Non-Manufacturing Clay						
Peat (always pay GST)						
Silica Sand						
Silt						
Total	8000.00	80000.00	1000.00	2000.00	88000.00	3000.00
Methodology Section:						
Please be reminded that, for compliance audit purposes, SRD will require an explanation of the measurement method used and how volumes removed were determined.						
Measurement Methodology: Photogrammetric applications						
Methodology Remarks: testing						
Business Records Location						
Company Name: dd		Phone: (780)123-1234				
Contact Name: dd		Email: p.peterson@shaw.ca				
Address: dd						
Royalty Charge Section						
	Commercial (Cubic Yards)	Fees	Amount \$	<p style="color: red;">NOTES: These are just estimates, please do not pay this until a formal request is sent to you.</p> <p style="color: red;">GST is not included in the amount.</p>		
Sand & Gravel	88000.00	0.60	52800.00			
Top Soil (always pay GST)		0.20				
Sand		0.35				
Marl		0.05				
Manufacturing Clay		0.50				
Non-Manufacturing Clay		0.10				
Peat (always pay GST)		0.05				
Silica Sand		0.35				
Silt		0.10				
Total	88000.00		52800.00			

If a Conservation & Reclamation Business Plan has been approved for this disposition, complete form LM 17B.
 Personal information taken in this application is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act and Section 1 of the Disposition and Fees Regulation. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 3 of the FOIP Act and the Dispositions and Fees Regulation. Should require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

Government of Alberta

SML Annual Report

SML #:	SML090071	User Name:	Pauline peterson
Company Client ID:	8061025001	User Email:	pauline.peterson@gov.ab.ca
Company Name:	CONNACHER OIL AND GAS LIMITED	Company Email:	abc@abc.com
AR #:	AR110016	Submitted at	2011/11/03 at 09:12:23

Reporting Period: 2008/01/01 to 2008/06/30

Terms of Use and Disclaimer

Alberta Sustainable Resource Development (ASRD) is providing this Web site to enable electronic submission of the Surface Materials Lease Annual Operating Return that disposition holders under the *Public Lands Administration Regulation (PLAR)* - are required to provide to the director under section 119 of the PLAR. This Web site may only be used by disposition holders and their Authorized Users who have a valid User Agreement with the Minister of Sustainable Resource Development.

By submitting information through this Web site you are consenting to the terms and conditions set out below.

- 1) This Web site supports only the submission of the Surface Materials Lease Annual Returns and Annual Operating Reports that are specified in the director's Information Letter numbered IL 2011-08 to be submitted electronically to ASRD.

THIS SITE DOES NOT SUPPORT:

- * IMMEDIATE REPORTING OF REPORTABLE EVENTS UNDER PART 6 OF THE PLAR , OR
- * REPORTING OF ALL OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF ANY APPLICABLE DISPOSITION

- 2) When you sign on with your User ID and password, you will be presented with forms for the entry and submission of your Surface Materials Lease Annual Return, Annual Operating Report and Accruals. These forms must be accurate to the best of the disposition holder's or Authorized User's knowledge, and must reflect the information that the director's Information Letter numbered IL 2011-08 requires to be electronically submitted to the director. It does remain, however, your responsibility to ensure that you comply with the requirements of your dispositions at all times. If you find that this form is not adequate to submit the Surface Materials Lease Annual Return or Annual Operating Report for your dispositions, please contact:

Aggregate Unit
Third Floor, 9915 108 Street
South Petroleum Plaza
Edmonton, Alberta T5K 2G8
Phone: (780)427-3570

Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

- 3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.

If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

- 4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

- 5) Results that you submit will be taken as correct subject to inspection and verification, and to be intended by you to be your submission of the Surface Materials Lease under section 119 of the PLAR.

The information that you submit, as well as the time at which it is submitted, will be used by ASRD and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

- 6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.

- 7) ASRD 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.

- 8) It is an offence under s. 56(1)(g) of the Public Lands Act to interfere with the director contrary to s. 57(a) of the *Public Lands Act* by providing false or misleading information on this form.

- 9) Information submitted on this form is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact ASRD's FOIP and Information Management office at:

FOIP & Information Management
Fourth Floor 9920 - 108 Street
Great West Life Building
Edmonton, Alberta T5K 2M4

Appendix - A Appendix B –SML Accrual Report Form

Government of Alberta		SML Accrual Report	
SML #:	SML090071	User Name:	Pauline.peterson
Company Client ID:	8061025001	User Email:	pauline.peterson@gov.ab.ca
Company Name:	CONNACHER OIL AND GAS LIMITED	Alternative Email:	
AR #:	AC110027	Submitted at	2011/11/04 at 13:13:06
Reporting Period:	2014/01/01 to 2014/12/31		
Accrual Section:			
Please report an estimate of materials to be removed from January 1st through March 31st of the following year			
Estimated materials to be removed			
	(Cubic Yards)	Commercial	Public Work
	Sand & Gravel	1000.00	
	Top Soil (always pay GST)		
	Sand		1000.00
	Marl	12555.00	
	Manufacturing Clay		
	Non-Manufacturing Clay		
	Peat (always pay GST)		
	Silica Sand		
	Silt		
	Total	13555.00	1000.00

If a Conservation & Reclamation Business Plan has been approved for this disposition, complete form LM 17B.
 Personal information taken in this application is collected in accordance with Section 33(a)(c) of the *Freedom of Information and Protection of Privacy Act* and Section 1 of the *Disposition and Fees Regulation*. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 3 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.