

Government of Alberta 

EDS - Surface Dispositions User Manual

April 25, 2012

Revision History

Version	Date	Author/Organization	Description
0.01X	2006-10-31	Pauline Peterson	<ul style="list-style-type: none"> ● Conversion to new standard template ● Added “Amend One of Associated Disposition ● Minor edits though out the document
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3.01	2007-07-19	Krystian Staniszewski	Updated screenshots
3.02	2008-01-18	Krystian Staniszewski	Updated screenshots and text to reflect the new large land list functionality.
4.0	2012-03-07	Jon Pelster	Updated screenshots and text. Reformatted.

Disclaimer

In this disclaimer provision:

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

“Minister” means the Minister responsible of the Alberta Sustainable Resource Development;

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

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

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

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

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

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1. EDS Overview

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

- Public Land Disposition Applications & Amendments - This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
- Disposition Maintenance - This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
- Reclamation Certificate Application Submissions - This selection will enable you to submit application for Reclamation Certificate on Public Land.
- Public Lands Disposition Enhanced Approval - All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4, effective September 1st, 2010.

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

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

Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.

- Application/Amendment Status Check Request - This selection will enable you to send a request for the status of application/amendment. This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit. For details about each of the subsystems please review the individual User Manual.

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

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

1.1 Hours of Operations

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

- 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 registered in LSAS
- Successful submission does not denote approval by the Crown

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 portable document format (PDF). Documents that require imaging must be scanned to the following standard and converted into a PDF format for submission.

Black & white 300 dpi

Colour 150 dpi

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 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 and an attribution file, XML.

1.4 Relevant Links

EXTERN ADS User Name & Password Maintenance

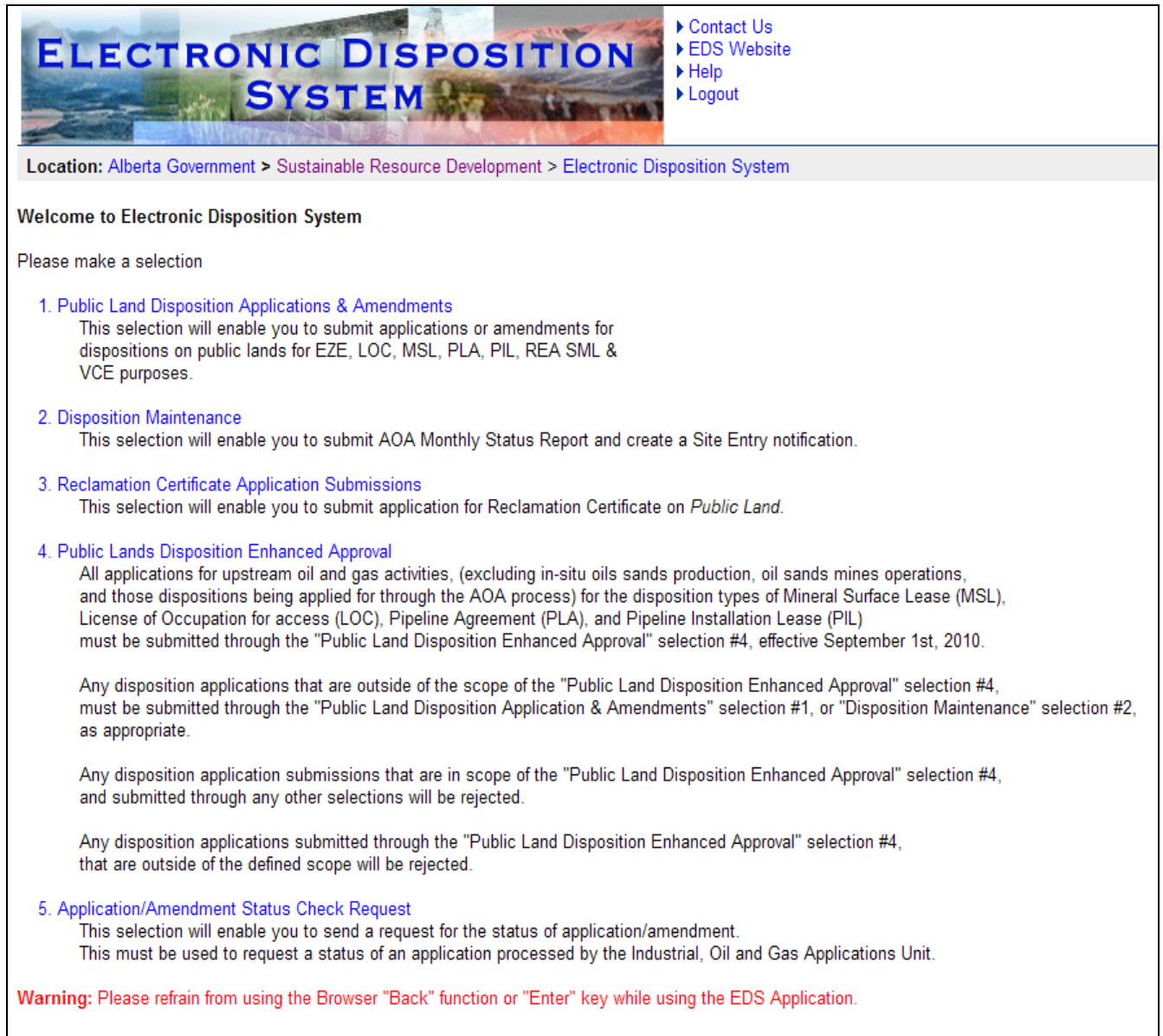
https://extern.wln.gov.ab.ca/help/User_Name_Maint.asp?a=SA

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

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

The link above is where to access EDS through Securexnet.

2. EDS Front Page



ELECTRONIC DISPOSITION SYSTEM

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

Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Welcome to Electronic Disposition System

Please make a selection

1. [Public Land Disposition Applications & Amendments](#)
This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
2. [Disposition Maintenance](#)
This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
3. [Reclamation Certificate Application Submissions](#)
This selection will enable you to submit application for Reclamation Certificate on *Public Land*.
4. [Public Lands Disposition Enhanced Approval](#)
All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4, effective September 1st, 2010.

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

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

Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.
5. [Application/Amendment Status Check Request](#)
This selection will enable you to send a request for the status of application/amendment.
This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

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

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

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

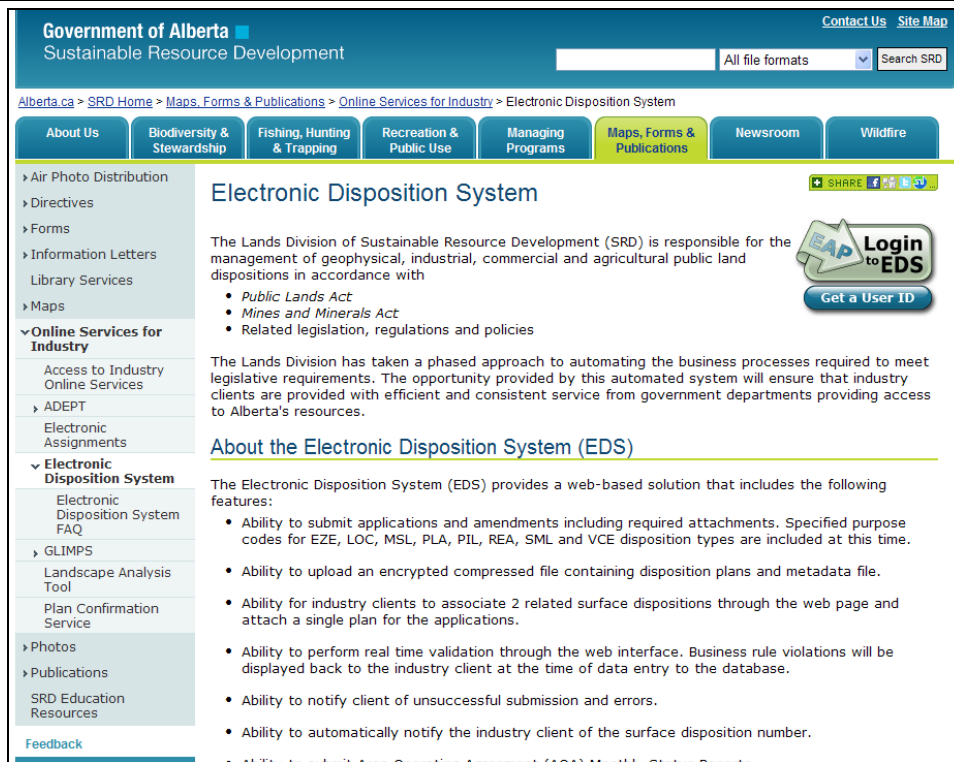
- Disposition Maintenance
 - Submission for AOA Monthly Reports
 - Submission of Site Entry Notification
- Reclamation Certificate Application Submissions
 - Submit an application for a reclamation certificate
- Public Lands Disposition Enhanced Approval
 - Create applications
 - Create two associated dispositions
 - Amend dispositions
 - Amend two associated dispositions
 - Submit final plan dispositions
 - Submit two associated final plan dispositions

2.1 Help

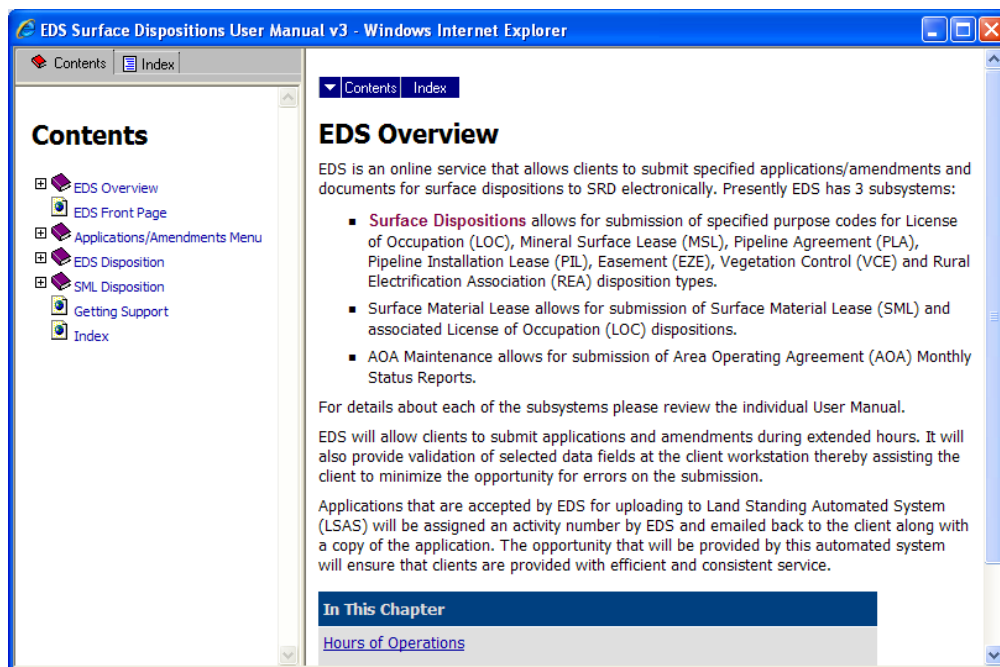
- The three Help functions, located at the top of the page, are “Contact Us”, “EDS Website” and “Help”. Selecting ‘Contact Us’ will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.



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




Clicking Help will take you to the online EDS manual.




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

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

3. Public Land Disposition Applications & Amendments Menu



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



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > Electronic Disposition System

Welcome to the ASRD Electronic Disposition System.

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using EDS. Use of these functions may produce unexpected results.

Create Application For Surface Disposition

Create a **single application**

1. Select type: ▾
2. Click Next

or

Create two **associated applications**

1. Select type of first disposition: ▾
2. Select type of second disposition: ▾
3. Click Next

Amend Surface Disposition

Amend a **single** disposition

1. Enter the disposition # of the disposition:
2. Click Next

or

Amend two **associated** dispositions

1. Enter first disposition #:
2. Enter second disposition #:
3. Click Next

or

Amend one of two **associated** dispositions

1. Enter the # of the disposition to be amended:
2. Enter the # of the associated disposition:
3. Click Next

or

Amend an existing disposition and create a new associated disposition

1. Enter the # of the disposition to be amended:
2. Select type of new disposition: ▾
3. Click Next

Plan Package Submission

Submitting Plan Package Only

1. Enter the disposition #:
2. Enter the Confirmation # of the Plan Package:
3. Click Next

After selecting **Public Land Disposition Applications & Amendments**, Industry Clients will be presented with a menu that offers a total of seven options within three categories. The options are:

- Create Application for Surface Disposition
 - Create a single application
 - Create two associated applications
- Amend Surface Disposition
 - Amend a single disposition
 - Amend two associated dispositions
 - Amend One of two associated dispositions
 - Amend an existing disposition and create a new associated disposition
- Plan Package Submission

The Industry Client will be required to provide further information on this menu. The type of information required is based upon the chosen service option. Refer to Section 3 for details regarding the content of this menu.

- Menu navigation, menu bar format, toolbar format
- MS Windows GUI (i.e. minimize, maximize windows etc.), explain how to get to MS Windows help
- Table lookups

4. EDS Disposition Module Screens

4.1 Client ID Search



Client Search Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	M	APPLICANT CLIENT ID This is the pre-assigned ID used to identify the applicant
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Industry Client menu

Field or button name	Properties	Name/Remarks
Next	BUTTON	NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Client Search Results screen will be displayed. If not valid, an error screen will be displayed.

Legend: *M* : Mandatory field
O : Optional field

Error message will display



- Client ID entered must be 10-digit number
- Client ID must match LSAS record
- Client ID must be valid and active
- Client ID cannot be of type “Mineral”
- Client ID entered is not validated against the stakeholder name

4.2 Client Search Results



Client Search Results Screen Components


The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	DISPLAY ONLY	APPLICANT CLIENT ID This is the APPLICANT CLIENT ID specified on the previous screen.
Organization Name	DISPLAY ONLY	ORGANIZATION NAME This is the name of the applicant organization.
Address	DISPLAY ONLY	ADDRESS This is the street address of the organization.
City	DISPLAY ONLY	CITY This is the city associated with the address of the organization.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the organization.
Postal/Zip	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the organization.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the organization.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Industry Client menu.
Back	BUTTON	BACK Clicking this button triggers a return to the Client Search screen.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Applicant Search Result screen will be displayed. If not valid, an error screen will be displayed.


Legend: M : Mandatory field

O : Optional field

4.3 Application for Surface Disposition



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



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

Disposition Type: MSL

Plan Confirmation #:

EFR attached? Yes
 Indicate the number of EFRs to attach:

No If No: **AOA #:** or **Reason:**

Occupant's Consent: Required
 Indicate the number of consent forms to attach:

 # of Consents to Follow:

Not Required

Purpose of Disposition: BATTERY SITE

Applicant Details

Applicant Name:	PEYTO EXPLORATION & DEVELOPMENT CORP.	File #:	<input type="text"/> (optional)
Address:	450 1 ST SW SUITE 2900	Tel:	<input type="text"/> Format: (###)###-####
City:	CALGARY	Fax:	<input type="text"/> Format: (###)###-####
Province/State:	Alberta	Postal/ZIP:	T2P 5H1
Country:	CANADA		

Contact Details

File #:	<input type="text"/> (optional)
Organization Name:	YAP, SHARON
Contact Name:	Krystian Staniszewski
Email:	krystian.staniszewski@gov.ab.ca
Address:	9915 108 ST FLOOR 2
Tel:	(780)644-1862
City:	EDMONTON
Fax:	(555)555-5555
Province/State:	Alberta
Postal/ZIP:	T5K 2G8
Country:	CANADA

Land being applied for **Upload Large Land List** Yes No

Otr/LS	Sec	Twp	Rge	Mer
Add Row				


Name of Subdivision	Subdivision Plan	Block	Lot	Parcel
Add Row				

Remarks:

By continuing with this application submission you are indicating your agreement with the following disclaimer:
 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 Dispositions and Fees Regulation*. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 2 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should you require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

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

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 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement.
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Field or button name	Properties	Name/Remarks
Disposition Type	DISPLAY ONLY	DISPOSITION TYPE This is the DISPOSITION TYPE as specified on the Industry Client menu.
Plan Confirmation No.	M	PLAN CONFIRMATION # This is the confirmation number of the submission package. THE ACCEPTABLE FORMAT IS YEAR##### (IE. 200650095)
EFR attached? Yes	RADIO BUTTON	EFR ATTACHED? YES Choosing this radio button indicates that an EFR is going to be attached to the surface disposition application. When selected, an edit check will be performed to ensure that an EFR attachment is supplied with the surface disposition application. This is mutually exclusive with the No radio button.
EFR attached? No	RADIO BUTTON	EFR ATTACHED? NO Choosing this radio button indicates that no EFR will be provided with the surface disposition application. When selected, an edit check will be performed to ensure that AOA # or a REASON is specified. This is mutually exclusive with the Yes radio button.
AOA #	DROPDOWN LIST O	AOA # A valid AOA number must be supplied if the EFR ATTACHED? NO Radio Button is checked and a REASON is not supplied. A valid AOA # is a number that has been provided by Alberta Sustainable Resource Development and has not expired. All valid AOA numbers will be provided through a dropdown list. The list is populated based upon the APPLICANT CLIENT ID.
Reason	O	REASON This allows a reason to be provided indicating why an EFR is not being attached and AOA # is not being provided with the surface disposition application. The maximum character limit for this field is 50.
Occupant's Consent Required/Not Required	RADIO BUTTON	OCCUPANTS' CONSENT REQUIRED/NOT REQUIRED A surface disposition application may require attachments be provided in the form of occupants' consent documents. Choosing Required enables the "Indicate the number of consent forms to attach" and "# of Consents to Follow" field.
Indicate the number of consent forms to attach	DROPDOWN LIST	INDICATE THE NUMBER OF CONSENT FORMS TO ATTACH This drop down box is provided to enable the applicant to attach such consents as part of the surface disposition application. For example, if the applicant has a requirement to attach one occupants' consent, then 5 should be selected from the drop down list. At the appropriate time, the application will be given the opportunity to attach the occupants' consent and up to 9 more. If a value greater than 0 is selected within this field, then at least one occupants' consent must be

Field or button name	Properties	Name/Remarks
		attached to the surface disposition application. Only <i>.doc</i> and <i>.pdf</i> documents are acceptable formats. No spaces or special characters are allowed in the file naming scheme.
# Of Consents to Follow	O	# OF CONSENTS TO FOLLOW This allows the user to enter in the number of consent forms intended to be sent by the applicant directly (by fax, etc.) after the application has been submitted in EDS. For example, if the applicant has a requirement to include three consents, then 3 should be entered into this field. "To Follow" attachments will not be requested by EDS during the application process.
Code of Practice Yes/No	RADIO BUTTON	CODE OF PRACTICE Choosing the 'Yes' radio button indicates that a <i>Water Act</i> Notice must be attached to the surface disposition application. When selected, an edit check will be performed to ensure that the attachment is supplied with the surface disposition application. Choosing the 'No' radio button indicates that a <i>Water Act</i> Notice is not required. This is mutually exclusive with the 'Yes' radio button. Applies to PLA disposition type only.
Applicant Details		
Applicant Name	DISPLAY ONLY	APPLICANT NAME This is the name of the applicant organization.
File #	O	FILE # A reference number used by the applicant organization to refer to the surface disposition application. This field is for the applicants' internal use only and will not be validated by the EDS application.
Address	DISPLAY ONLY	ADDRESS This is the street address of the applicant organization.
Tel	M	TEL This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered in this field. Format (NNN)NNN-NNNN
City	DISPLAY ONLY	CITY This is the city associated with the address of the applicant organization.
Fax	O	FAX This is the fax number associated with the applicant organization. A valid North American fax number is optional within this field. Format (NNN)NNN-NNNN.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the applicant organization.

Field or button name	Properties	Name/Remarks
Postal/ZIP	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the applicant organization.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the applicant organization.
Contact Details		
File #	O	FILE # A reference number used by the Contact to refer to the surface disposition application. This field is for the Contacts' internal use only and will not be validated by the EDS application.
Organization Name	DISPLAY ONLY	ORGANIZATION NAME This is the name of the Organization for the Contact for the surface disposition application. It is resolved via the user sign on.
Contact Name	DISPLAY ONLY	CONTACT NAME This is the name of the Contact for the surface disposition application. It is resolved via the user sign on.
Email	DISPLAY ONLY	EMAIL This is the e-mail address of the Contact for the surface disposition application. It is resolved via the user sign on.
Address	DISPLAY ONLY	ADDRESS This is the street address of the Contact for the surface disposition application.
Tel	DISPLAY ONLY	TEL This is the telephone number of the Contact for the surface disposition application. A valid North American telephone number must be entered in this field. Format (NNN)NNN-NNNN
City	DISPLAY ONLY	CITY This is the city associated with the address of the Contact for the surface disposition application.
Fax	DISPLAY ONLY	FAX This is the fax number associated with the Contact for the surface disposition application.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the Contact for the surface disposition application
Postal/ZIP	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the Contact for the surface disposition application.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the Contact


Field or button name	Properties	Name/Remarks
		for the surface disposition application.
Purpose of Disposition	M	PURPOSE OF DISPOSITION This is the purpose for the surface disposition application. This field is a drop down list that has been pre-populated with the first record on the drop-down list based on the available purposes for the DISPOSITION TYPE.
Land being applied for		
Upload Large Land List	O	Upload Large Land List Used to indicate whether a land list will be uploaded in a separate excel spreadsheet document instead of being entered row by row using the ‘Add Row’ button.
Qtr/LS	O	QTR/LS Quarter section and/or legal subdivision that constitute an ATS land parcel for which the surface disposition application applies.
Sec	O	SEC Section that constitutes an ATS land parcel for which the surface disposition application applies.
Twp	O	TWP Township that constitutes an ATS land parcel for which the surface disposition application applies.
Rge	O	RGE Range that constitutes an ATS land parcel for which the surface disposition application applies.
Mer	O	MER Meridian that constitutes an ATS land parcel for which the surface disposition application applies.
Add Row	BUTTON	ADD ROW Clicking this button will allow additional rows of ATS parcels to be added. You can add up to 300 records in this section of the form.
Name of Subdivision	M	NAME OF SUBDIVISION Name of subdivision that constitutes a PBL land parcel for which the surface disposition application applies.
Subdivision Plan	M	SUBDIVISION PLAN Name of subdivision plan that constitutes a PBL land parcel for which the surface disposition application applies.
Block	O	BLOCK Name of block that constitutes a PBL land parcel for which the surface disposition application applies.
Lot	O	LOT Lot number that constitutes a PBL land parcel for which the

Field or button name	Properties	Name/Remarks
		surface disposition application applies.
Parcel	O	PARCEL Parcel that constitutes a PBL land parcel for which the surface disposition application applies.
Add Row	BUTTON	ADD ROW Clicking this button will allow additional rows of PBL parcels to be added. You can add up to 150 records in this section of the form.
Additional Remarks	O	ADDITIONAL REMARKS Free format text for any additional comments to be made. The maximum character for this field is 150. This field is used to inform that more consents are to follow
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and returns to the Industry Client menu.
Back	BUTTON	BACK Clicking this button triggers a return to the Client Search screen.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the surface disposition application. In the event that errors are detected, a screen listing all errors will be presented. If no errors are detected, the Attachments screen will be displayed.


Legend: M : Mandatory field

O : Optional field

4.3.1 Application for PLA Surface Disposition



▶ Contact Us
▶ EDS Website
▶ Help
▶ Logout



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Disposition Type: PLA

Plan Confirmation #:	<input type="text"/>
EFR attached?	<input type="radio"/> Yes Indicate the number of EFRs to attach: <input type="text" value="0"/>
	<input checked="" type="radio"/> No If No: AOA # <input type="text"/> or Reason: <input type="text"/>
Occupant's Consent:	<input type="radio"/> Required Indicate the number of consent forms to attach: <input type="text" value="0"/> # of Consents to Follow: <input type="text"/>
	<input checked="" type="radio"/> Not Required
Purpose of Disposition:	CATHODIC PROTECTION/ANODE BED

C&R Application #:	<input type="text"/>
C&R Class:	<input type="text"/>
Code of Practice:	CLASS I Green and White Area CLASS I Green Area CLASS I White Area CLASS II Green and White Area CLASS II Green Area CLASS II White Area

Applicant Details

Applicant Name: PEYTO EXPLORATION & DEVELOPMENT CORP.	File #: <input type="text"/> (optional)
Address: 450 1 ST SW SUITE 2900	Tel: <input type="text"/> Format: (###)###-####
City: CALGARY	Fax: <input type="text"/> Format: (###)###-####
Province/State: Alberta	Postal/ZIP: T2P 5H1
Country: CANADA	

Field or button name	Properties	Name/Remarks
C&R Application #	O	C&R APPLICATION # This is a conservation and reclamation number. It applies to PLA disposition type only with the purpose of pipeline only.
C&R Class	DROPDOWN LIST	C&R CLASS This is a conservation and reclamation class. It applies to PLA disposition type only with the purpose of pipeline.

Legend: M : Mandatory field

O : Optional field

4.3.2 Application for EZE Surface Disposition

ELECTRONIC DISPOSITION SYSTEM

[Contact Us](#)
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Alberta Government

Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Disposition Type: EZE

Plan Confirmation #:

EFR attached? Yes
 Indicate the number of EFRs to attach:

 No If No: **AOA #:** or **Reason:**

Occupant's Consent: Required
 Indicate the number of consent forms to attach:

 # of Consents to Follow:
 Not Required

Purpose of Disposition:

Easement (Transmission Line)

Length: km Format: ###.## **Kilovolts:** Format: ####

Applicant Details

Applicant Name:	PEYTO EXPLORATION & DEVELOPMENT CORP.	File #:	<input type="text"/> (optional)
Address:	450 1 ST SW SUITE 2900	Tel:	<input type="text"/> Format: (###)###-####
City:	CALGARY	Fax:	<input type="text"/> Format: (###)###-####
Province/State:	Alberta	Postal/ZIP:	T2P 5H1
Country:	CANADA		

Field or button name	Properties	Name/Remarks
Length	O	LENGTH Provide the length of the powerline in kilometer to 2 decimal places
Kilovolts	O	KILOVOLTS Provide the kilovolts of the powerline only.

Legend: *M* : Mandatory field

O : Optional field

Note: Errors will display for different reasons, for example telephone number is missing

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The following validation errors have been found with your application. Click the Correct button to go back and correct them.

- The telephone number of the applicant is required.

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4.4 Attachments

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The following attachments are required as part of your application.

To support Electronic Referrals, all EFR and/or Code of Practice documents must be re-attached for each amendment submitted. Refer to FAQ at <http://srd.alberta.ca/lands/onlineservices/edsfaqs.aspx>.

Attachments for EZE:

EFR 1
 EFR 2
 EFR 3
 EFR 4
 EFR 5
 Land Description

Plan submission package

Download Land Description Excel Template File

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Attachment for EFR required only if EFR attached flag is set to Yes. ‘Land Description’ only required if radio box for ‘Upload Large Land List’ is set to Yes.

Attachments Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Browse	BUTTON	BROWSE Clicking this button will invoke a dialogue to locate and select the required file.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Industry Client menu.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the surface disposition application. In the event that errors are detected, a screen listing all errors will be presented. If no errors are detected, the Application Review screen will be displayed.

Legend: *M* : Mandatory field
O : Optional field

4.5 Application Acceptance

Application Acceptance Screen Components


The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Reference #	DISPLAY ONLY	REFERENCE # This is a unique number generated when a surface disposition application has been accepted.
Disposition #	DISPLAY ONLY	DISPOSITION # This is a unique number generated when a surface disposition application has been accepted.
Display and Print Form	BUTTON	DISPLAY AND PRINT FORM Clicking this button will invoke a dialogue to view and print the surface disposition application as accepted by EDS.
Finish	BUTTON	FINISH Clicking this button completes the service and returns to the Industry Client menu.

Legend: M : Mandatory field


O : Optional field

4.6 Amendment for Surface Disposition



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

Disposition #:	MSL060001
Plan Confirmation #:	<input type="text"/>
EFR attached?	<input type="radio"/> Yes Indicate the number of EFRs to attach: <input type="text" value="0"/>
	<input checked="" type="radio"/> No If No: AOA #: <input type="text"/> or Reason: <input type="text"/>
Occupant's Consent:	<input type="radio"/> Required Indicate the number of consent forms to attach: <input type="text" value="0"/> # of Consents to Follow: <input type="text"/>
	<input checked="" type="radio"/> Not Required

Reason for amendment

Change of route

Change of location

Width of right-of-way: From: To:

Dimensions: From: To:

Purpose of Disposition: From: To:

Plan submission package replacement

Other:

Applicant Details

Applicant Name:	PEYTO EXPLORATION & DEVELOPMENT CORP.	File #:	<input type="text"/>
Address:	450 1 ST SW SUITE 2900	Tel:	<input type="text"/> Format: (###)###-####
City:	CALGARY	Fax:	<input type="text"/> Format: (###)###-####
Province/State:	Alberta	Postal/ZIP:	T2P 5H1
Country:	CANADA		

Contact Details

File #:	<input type="text"/>
Organization Name:	YAP, SHARON
Contact Name:	Krystian Staniszewski
Email:	krystian.staniszewski@gov.ab.ca
Address:	9915 108 ST FLOOR 2
Tel:	(780)644-1862
City:	EDMONTON
Fax:	(555)555-5555
Province/State:	Alberta
Postal/ZIP:	TSK 2G8
Country:	CANADA

Land being applied for Upload Large Land List Yes No

Action	Otr	LS	Sec	Twp	Rge	Mer
<input type="button" value="Add Row"/>						

Action	Name of Subdivision	Subdivision Plan	Block	Lot	Parcel
<input type="button" value="Add Row"/>					


Remarks:

By continuing with this application submission you are indicating your agreement with the following disclaimer:

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 Dispositions and Fees Regulation*. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 2 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should you require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

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April 25, 2012

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Amendment for Surface Disposition Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition #	DISPLAY ONLY	DISPOSITION # This is the DISPOSITION # as specified on the Industry Client menu.
Plan Confirmation #	M	PLAN CONFIRMATION # This is the confirmation number of the submission package. THE ACCEPTABLE FORMAT IS YEAR##### (IE. 200650095)
EFR attached? Yes	RADIO BUTTON	EFR ATTACHED? YES Choosing this radio button indicates that an EFR is going to be attached to the surface disposition amendment. When selected, an edit check will be performed to ensure that an EFR attachment is supplied with the surface disposition amendment. This is mutually exclusive with the No radio button.
EFR attached? No	RADIO BUTTON	EFR ATTACHED? NO Choosing this radio button indicates that no EFR will be provided with the surface disposition amendment. When selected, an edit check will be performed to ensure that an AOA# or a REASON is specified. This is mutually exclusive with the Yes radio button.
AOA #	DROPDOWN LIST O	AOA # A valid AOA number must be supplied if the 'EFR ATTACHED?' No Radio Button is checked and a REASON is not supplied. A valid AOA # is a number that has been provided by Alberta Sustainable Resource Development and has not expired. All valid AOA numbers will be provided through a dropdown list. The list is populated based upon the APPLICANT CLIENT ID.
Reason	O	REASON This allows a reason to be provided indicating why an EFR is not being attached and an AOA # is not being provided with the surface disposition amendment. The maximum character limit for this field is 50.
Occupant's Consent Required/Not Required	RADIO BUTTON	OCCUPANT'S CONSENT REQUIRED/NOT REQUIRED A surface disposition application may require attachments be provided in the form of occupants consent documents. Choosing 'Required' enables the "Indicate the number of consent forms to attach" and "# of Consents to Follow" field.
Indicate the number of consent forms to attach	DROPDOWN LIST	INDICATE THE NUMBER OF CONSENT FORMS TO ATTACH This drop down box is provided to enable the applicant to attach such consents as part of the surface disposition application. For example, if the applicant has a requirement to attach one occupants' consent, then 5 should be selected from the drop down list. At the appropriate time, the application

Field or button name	Properties	Name/Remarks
		<p>will be given the opportunity to attach the occupants' consent and up to 9 more. If a value greater than 0 is selected within this field, then at least one occupants' consent must be attached to the surface disposition application.</p> <p>Only <i>.doc</i> and <i>.pdf</i> documents are acceptable formats. No spaces or special characters are allowed in the file naming scheme.</p>
# of Consents to Follow	O	<p># OF CONSENTS TO FOLLOW</p> <p>This allows the user to enter in the number of consent forms intended to be sent by the applicant directly (by fax, etc.) after the application has been submitted in EDS. For example, if the applicant has a requirement to include three consents, then 3 should be entered into this field. "To Follow" attachments will not be requested by EDS during the application process.</p>
Code of Practice Yes/No	RADIO BUTTON	<p>CODE OF PRACTICE</p> <p>Choosing the 'Yes' radio button indicates that a <i>Water Act</i> Notice must be attached to the surface disposition amendment. When selected, an edit check will be performed to ensure that the attachment is supplied with the surface disposition amendment. Choosing the 'No' radio button indicates that a <i>Water Act</i> Notice is not required. This is mutually exclusive with the 'Yes' radio button.</p> <p>Applies to PLA disposition type only.</p>
Reason for Amendment		
Change of Route	CHECKBOX	<p>CHANGE OF ROUTE</p> <p>Checking this box indicates that the surface disposition amendment pertains to a change of route. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.</p>
Change of Location	CHECKBOX	<p>CHANGE OF LOCATION</p> <p>Checking this box indicates that the surface disposition amendment pertains to a change of location. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.</p>
Width of Right-of-Way	CHECKBOX	<p>WIDTH OF RIGHT-OF-WAY</p> <p>Checking this box indicates that the surface disposition amendment pertains to a change to the width of a right-of-way. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.</p>
From	O	<p>FROM</p> <p>This is the width of the right-of-way as specified on the original surface disposition amendment. It is mandatory if the WIDTH OF RIGHT-OF-WAY box is checked.</p>

Field or button name	Properties	Name/Remarks
To	O	To This is the amended width of the right-of-way. It is mandatory if the WIDTH OF RIGHT-OF-WAY box is checked.
Dimensions	CHECKBOX	DIMENSIONS Checking this box indicates that the surface disposition amendment pertains to a change to the dimensions. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.
From	O	FROM This is the dimension as specified on the original surface disposition amendment. It is mandatory if the DIMENSIONS box is checked.
To	O	To This is the amended dimension. It is mandatory if the DIMENSIONS box is checked.
Purpose of Disposition	CHECKBOX	PURPOSE OF DISPOSITION Checking this box indicates that the surface disposition amendment pertains to a change to the purpose. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.
From	O	FROM This is the purpose as specified on the original surface disposition amendment. It is mandatory if the PURPOSE OF DISPOSITION box is checked.
To	O	To This is the amended purpose. It is mandatory if the PURPOSE OF DISPOSITION box is checked.
Plan Submission Package Replacement	O	PLAN SUBMISSION PACKAGE REPLACEMENT Checking this box indicates that the surface disposition amendment pertains to a plan submission package replacement. When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the surface disposition amendment.
Other	O	OTHER Free format text for any additional description of the amendment. NOTE: for this section there is no request for a confirmation package or validation for a confirmation number.
Applicant Details		
Applicant Name	DISPLAY ONLY	APPLICANT NAME This is the name of the applicant organization.
File #	O	FILE #

Field or button name	Properties	Name/Remarks
		A reference number used by the applicant organization to refer to the surface disposition amendment. This field is for the applicants' internal use only and will not be validated by the EDS application.
Address	DISPLAY ONLY	ADDRESS This is the street address of the applicant organization.
Tel	M	TEL This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered in this field. Format (NNN)NNN-NNNN
City	DISPLAY ONLY	CITY This is the city associated with the address of the applicant organization.
Fax	O	FAX This is the fax number associated with the applicant organization. A valid North American fax number is optional within this field. Format (NNN)NNN-NNNN.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the applicant organization.
Postal/ZIP	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the applicant organization.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the applicant organization.
Contact Details		
File #	O	FILE # A reference number used by the Contact to refer to the surface disposition amendment. This field is for the Contacts' internal use only and will not be validated by the EDS application.
Organization Name	DISPLAY ONLY	ORGANIZATION NAME This is the name of the Organization for the Contact for the surface disposition amendment. It is resolved via the user sign on.
Contact Name	DISPLAY ONLY	CONTACT NAME This is the name of the Contact for the surface disposition amendment. It is resolved via the user sign on.
Email	DISPLAY ONLY	EMAIL This is the e-mail address of the Contact for the surface disposition amendment. It is resolved via the user sign on.
Address	DISPLAY ONLY	ADDRESS This is the street address of the Contact for the surface

Field or button name	Properties	Name/Remarks
		disposition amendment.
Tel	DISPLAY ONLY	TEL This is the telephone number associated with the Contact for the surface disposition amendment. A valid North American telephone number must be entered in this field. Format (NNN)NNN-NNNN
City	DISPLAY ONLY	CITY This is the city associated with the address of the Contact for the surface disposition amendment.
Fax	DISPLAY ONLY	FAX This is the fax number associated with the Contact for the surface disposition amendment.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the Contact for the surface disposition amendment
Postal/ZIP	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the Contact for the surface disposition amendment.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the Contact for the surface disposition amendment.
Purpose of Disposition	DROPDOWN O	PURPOSE OF DISPOSITION This is the purpose for the surface disposition amendment. This field is a drop down list that has been pre-populated based on the available purposes for the DISPOSITION TYPE.
Land being applied for		
Upload Large Land List	O	Upload Large Land List Used to indicate whether a land list will be uploaded in a separate excel spreadsheet document instead of being entered row by row using the ‘Add Row’ button.
Action	DROPDOWN LIST	ACTION Indicates the update action to be applied against the ATS land parcel.
Qtr/LS	O	QTR/LS Quarter section and/or legal subdivision that constitute an ATS land parcel for which the surface disposition amendment applies.
Sec	O	SEC Section that constitutes an ATS land parcel for which the surface disposition amendment applies.
Twp	O	TWP Township that constitutes an ATS land parcel for which the

Field or button name	Properties	Name/Remarks
		surface disposition amendment applies.
Rge	O	RGE Range that constitutes an ATS land parcel for which the surface disposition amendment applies.
Mer	O	MER Meridian that constitutes an ATS land parcel for which the surface disposition amendment applies.
Add Row	BUTTON	ADD ROW Clicking this button will allow additional rows of ATS parcels to be added.
Action	DROPDOWN LIST	ACTION Indicates the update action to be applied against the PBL land parcel.
Name of Subdivision	M	NAME OF SUBDIVISION Name of subdivision that constitutes a PBL land parcel for which the surface disposition amendment applies.
Subdivision Plan	M	SUBDIVISION PLAN Name of subdivision plan that constitutes a PBL land parcel for which the surface disposition amendment applies.
Block	O	BLOCK Name of block that constitutes a PBL land parcel for which the surface disposition amendment applies.
Lot	O	LOT Lot number that constitutes a PBL land parcel for which the surface disposition amendment applies.
Parcel	O	PARCEL Parcel that constitutes a PBL land parcel for which the surface disposition amendment applies.
Add Row	BUTTON	ADD ROW Clicking this button will allow additional rows of PBL parcels to be added.
Additional Remarks	O	ADDITIONAL REMARKS Free format text for any additional comments to be made.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and returns to the Industry Client menu.
Back	BUTTON	BACK Clicking this button triggers a return to the Client Search screen.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the surface disposition amendment. In the event that errors are detected, a


Field or button name	Properties	Name/Remarks
		screen listing all errors will be presented. If no errors are detected, the 'Attachments' screen will be displayed.

Legend: M : Mandatory field


O : Optional field

NOTE: Any added lands under the 'Add Land Action' will automatically be added to the 'Lands Required' column in the amendment form.

4.7 Submission Review



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Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Review your data before submission.

Disposition Type: EZE					
Plan Confirmation #:	2006100898				
EFR attached?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No: AOA # SW3-2004/05-11 or Reason:				
Occupant's Consent:	<input type="checkbox"/> Required # of Consents to Follow: 0 <input checked="" type="checkbox"/> Not Required				
Purpose of Disposition:	POWERLINE				
Easement (Transmission Line)					
Length: 0.5 km	Kilovolts: 800				
Applicant Details					
Applicant Name: PEYTO EXPLORATION & DEVELOPMENT CORP.	File #:				
Address: 450 1 ST SW SUITE 2900	Tel: (555)555-5555				
City: CALGARY	Fax:				
Province/State: Alberta	Postal/ZIP: T2P 5H1				
Country: CANADA					
Contact Details					
File #:					
Organization Name: YAP, SHARON					
Contact Name: Staniszewski, Krystian	Email: krystian.staniszewski@gov.ab.ca				
Address: 9915 108 ST FLOOR 2	Tel: (780)644-1862				
City: EDMONTON	Fax: (780)422-4252				
Province/State: Alberta	Postal/ZIP: T5K 2G8				
Country: CANADA					
Land being applied for					
Qtr	LS	Sec	Twp	Rge	Mer
	NW	12	12	12	4
Name of Subdivision	Subdivision Plan	Block	Lot	Parcel	

Submission Review Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Click here to correct the above item	LINK	CLICK HERE TO CORRECT THE ABOVE ITEM Clicking this link will allow the user to go back to the Application for Surface Disposition Screen or Amendment for Surface Distribution Screen to correct the data that has been entered previously.
Click here to correct attachments	LINK	CLICK HERE TO CORRECT ATTACHMENTS Clicking this link will allow the user to go back to the Attachment Screen to reattach application attachments.
Submit	BUTTON	SUBMIT Clicking this button will attempt to submit the entire validated disposition and attachments. In the event that errors are detected, a screen listing all errors will be presented. If no errors are detected, the Application Acceptance Screen will be displayed.

Legend: *M* : Mandatory field
O : Optional field

4.8 Submit Plan Submission Package

Submit Plan Submission Package Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Browse	BUTTON	BROWSE Clicking this button will invoke a dialogue to locate and select the required file.
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and returns to the Industry Client menu.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the package. In the event that errors are detected, a screen listing all errors will be presented. If no errors are detected, the Plan Package

Field or button name	Properties	Name/Remarks
		Acceptance screen will be displayed.

Legend: *M* : Mandatory field
O : Optional field

4.9 Plan Package Acceptance



Plan Package Acceptance Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Reference #	DISPLAY ONLY	REFERENCE # This is a unique number generated when a plan package has been accepted.
Disposition #	DISPLAY ONLY	DISPOSITION # This is the disposition number provided on the Industry Client menu.
Confirmation #	DISPLAY ONLY	CONFIRMATION # This is the confirmation number provided on the Industry Client menu.
Finish	BUTTON	FINISH Clicking this button completes the service and returns to the Industry Client menu.

Legend: *M* : Mandatory field
O : Optional field

5. Using EDS

5.1 Creating an Application

- 1) Select
 - a. Create single application
 - b. Create two associated applications
- 2) Click on the NEXT button
- 3) Input the Client ID and click on the NEXT button
- 4) Confirm the client information and click on the NEXT button
- 5) Input the confirmation number
- 6) Select EFR to be attached 'YES' or 'NO' if yes indicate the number of documents to be attached. If no select the AOA or input a reason that the EFR is not attached
- 7) Select CONSENT required or not if required indicate the number of document to be attached and/or the number of consents to follow
- 8) Input the Client file number (optional)
- 9) Input the Client phone number
- 10) Input the Client fax number (optional)
- 11) Confirm the Contact information – if any contact information needs to be changed contact EDS Support
- 12) Select a purpose for the application
- 13) Either click the ADD ROW button and select quarter, input the section, township, range and meridian, repeating this step for each land that is required for the application, or, instead of entering each land separately, select YES for the UPLOAD LARGE LAND LIST radio button where you'll be able to populate a spreadsheet with all the lands and upload it along with the other attachments.
- 14) Click on ADD ROW button. Input name of subdivision, subdivision plan, block, lot or parcel. Repeat this step for each land that is required for the application
- 15) Add remarks if required
- 16) Click NEXT if this is an associated application; the form for the associated application will appear. Repeat the above steps as required
- 17) If in step 13 you had chosen to Upload a Large Land List, you'll be able to download (if you don't have it already) the template excel file on this screen by clicking the DOWNLOAD LAND DESCRIPTION EXCEL TEMPLATE FILE and populate it with the lands pertaining to your application.
- 18) Browse for EFR and/or Consents as required for each application submitted to attach
- 19) Browse for the Land Description Excel file if you chose the Large Land List option in step 13.
- 20) Browse for the Encrypted Plan Package to attach
- 21) Click NEXT
- 22) Confirm the information on each form and the attachments provided
- 23) Select SUBMIT

- 24) The system will generate a disposition number and application form for each activity. You may view and print the form as needed. Additionally EDS will email the application form to the Contact email address.

5.2 Creating an Amendment

- 1) Select either
 - a. Amend a single disposition and input disposition number
 - b. Amend two associated dispositions and input disposition numbers
 - c. Amend one of two associated dispositions and input disposition numbers
 - d. Amend an existing disposition and create a new associated disposition and input disposition number
- 2) Click on the NEXT button
- 3) Input the Client ID and click on the NEXT button
- 4) Confirm the client information and click on the NEXT button
- 5) Input the confirmation number, for administrative amendments DO NOT ENTER A CONFIRMATION NUMBER
- 6) Select EFR to be attached 'YES' or 'NO' if yes indicate the number of documents to be attached. If no select the AOA or input a reason that the EFR is not attached
- 7) Select CONSENT required or not if required indicate the number of document to be attached and/or the number of consents to follow
- 8) Select reason for amendment and input data as required, for administrative amendments input data in the "Other" reason only
- 9) Input the Client file number (optional)
- 10) Input the Client phone number
- 11) Input the Client fax number (optional)
- 12) Confirm the Contact information – if any contact information needs to be changed contact EDS Support to change the data.
- 13) Either click the ADD ROW button and select quarter, input the section, township, range and meridian, repeating this step for each land that is required for the application, or, instead of entering each land separately, select YES for the UPLOAD LARGE LAND LIST radio button where you'll be able to populate a spreadsheet with all the lands and upload it along with the other attachments.
- 14) Click on ADD ROW button. Input name of subdivision, subdivision plan, block, lot or parcel. Repeat this step for each land that is required for the application
- 15) Add remarks if required
- 16) Click NEXT if this is an associated application, the form for the other application will appear repeat the above steps as required
- 17) If in step 13 you had chosen to Upload a Large Land List, you'll be able to download (if you don't have it already) the template excel file on this screen by clicking the DOWNLOAD LAND DESCRIPTION EXCEL TEMPLATE FILE and populate it with the lands pertaining to your application.
- 18) Browse for EFR and/or Consents as required for each application submitted to attach as required
- 19) Browse for the Land Description Excel file if you chose the Large Land List option in step 13.

- 20) Browse for the Encrypted Plan Package to attach, for administrative amendments, no plan package is required
- 21) Click NEXT
- 22) Confirm the information on each form and the attachments provided
- 23) Select SUBMIT
- 24) The system will generate an amendment form for each amendment filed. You may view and print the form as needed. Additionally EDS will email the application form to the Contact email address.

5.3 Submitting a Plan Package

- 1) Select 'Submitting Plan Package Only' and input the disposition number and confirmation number
- 2) Click NEXT
- 3) Browse for Plan Package to attach
- 4) Click NEXT
- 5) The system will indicate if the submission was successful with a reference number.

6. Getting Support

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

EDS Support Team


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

- Email: eds.support@gov.ab.ca
- Phone: (780) 427-3570

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

Appendix A – Electronic Application/Amendment Form

Application for Surface Disposition



Public Lands & Forests

Application for Surface Dispositions

Confirmation #: 200623434	Department File Number
Application Date: 2006-05-24	PIL061003

EFR attached? Yes No
 If No, AOA# SE1-2004/07-09 or Reason:

Type of Application: **PIPELINE INSTALLATION LEASE**

Applicant: ADVANTAGE OIL & GAS LTD.		Client ID: 8028918001
Address: 150 6 AVE SW SUITE 3100		Tel: (780)234-3434
City / Town: CALGARY	Province: Alberta	Postal Code: T2P 3Y7
Applicant File No:		
Contact/Agent: Pang, Candy		E-mail: candypang@hotmail.com
Organization: ADVANTAGE OIL & GAS LTD.		
Address: 150 6 AVE SW SUITE 3100		Tel: (780)644-1237
City / Town: CALGARY	Province: Alberta	Postal Code: T2P 3Y7
Contact File No:		
Purpose: COMPRESSOR SITE		
Occupant's Consent: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Not Required		Number of Consent to Follow: 0

Land being applied

Subdivision					Plan					Block					Lot					Parcel				
Qtr/LS	Sec	Tw	Rge	Mer	Qtr/LS	Sec	Tw	Rge	Mer	Qtr/LS	Sec	Tw	Rge	Mer	Qtr/LS	Sec	Tw	Rge	Mer	Qtr/LS	Sec	Tw	Rge	Mer
NW	1	1	1	4																				

Remarks:

FOR DEPARTMENTAL USE ONLY

Authorization is hereby granted to enter upon and immediately occupy public land as described on this application and in accordance with the plan/sketch submitted to the Department subject to conditions specified in schedule 'A'


Date For Minister of Sustainable Resource Development

Dept. Plan No.:

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 Dispositions and Fees Regulation. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Dispositions and Fees Regulation. Should you require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

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Amendment for Surface Disposition



Public Lands & Forests

Amendment for Surface Dispositions

Confirmation #: **200623435**
Application Date: **2006-05-24**

Department File Number
PIL061003

EFR attached? Yes No
 If No, AOA# **SE1-2004/07-09** or Reason:

Reason for Amendment: Change of Route Change of location Plan Replacement

Width of right-away From: To:
 Dimensions From: To:
 Purpose From: To:
 Other:

Applicant: **ADVANTAGE OIL & GAS LTD.** Client ID: 8028918001
 Address: **150 6 AVE SW SUITE 3100** Tel: (780)234-1241
 Municipality: **CALGARY** Province: **Alberta** Postal Code: **T2P 3Y7** Fax:
 Applicant File No:
 Contact/Agent: **EDS Test User 1** E-mail: **candypang@hotmail.com**
 Organization: **HUSKY OIL OPERATIONS LIMITED**
 Address: **707 8 AVE SW PO BOX 6525 STN D** Tel: (111)111-1111
 City / Town: **CALGARY** Province: **Alberta** Postal Code: **T2P 3G7** Fax: (111)111-1111
 Contact File No:
 Occupant's Consent: Attached Not Required Number of Consent to Follow: **0**

Lands Affected:

Add lands					Delete lands					Lands now required				
Subdivision	Plan	Blk	Lot	Par.	Subdivision	Plan	Blk	Lot	Par.	Subdivision	Plan	Blk	Lot	Par.
Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer
NW	2	1	1	4	NW	1	1	1	4	NW	2	1	1	4

Remarks:

FOR DEPARTMENTAL USE ONLY
 Authorization is hereby granted to enter upon and immediately occupy public land as described on this application and in accordance with the plan/sketch submitted to the Department subject to conditions specified in schedule 'A'

 Date For Minister of Sustainable Resource Development

Dept. Plan No.:

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Appendix B – Surface Disposition Purposes

Purpose	Disposition Type
Access Road	LOC
Access Road	EZE
Access Road - Coal/Oil Sands/Quarry/Heavy Oil/Insitu	LOC
Anchor	EZE
Battery Site	MSL
Battery Site And Access Road	MSL
Cathodic Protection/Anode Bed	PIL
Cathodic Protection/Anode Bed	PLA
Coal Mining	MSL
Communications Cable	EZE
Compressor Site	PIL
Compressor Site And Access Road	PIL
Drainage And Irrigation	EZE
Easement Right Of Way	EZE
Fibre Optic Cable	EZE
Fibre Optic Cable	REA
Flare Stack	MSL
Flowline	PLA
Ground Bed	PIL
Header Site	PIL
Header Site And Access Road	PIL
Heater Site	PIL
Heater Site And Access Road	PIL
Heavy Oil In-Situ	MSL
Meter Station Site	PIL
Meter Stn. Site And Access Road	PIL
Oil Sands Facility	MSL
Piezometer Site- Water Monitoring Site Coal/Oil Sands/Quarry/Heavy Oil/Insitu	LOC
Piezometer Site, Water Monitoring Site Industrial	LOC

EDS-Surface Dispositions User Manual

Piezometer Site & Access Road, Coal/Oil Sands/Heavy Oil/Insitu	LOC
Piezometer Site & Access Road, Industrial	LOC
Pipeline	PLA
Plant Site	MSL
Plant Site And Access Road	MSL
Powerline	EZE
Powerline	REA
Powerline & Anchor	EZE
Pumping Station Site	PIL
Pumping Station Site And Access Road	PIL
Quarry	MSL
Railway Spurline	EZE
Remote/Off Lease Sump	MSL
Remote/Off Lease Sump & Access Road	MSL
RISER SITE	PIL
Riser Site And Access Road	PIL
Satellite Site	MSL
Satellite Site And Access Road	MSL
Separator Site	PIL
Separator Site And Access Road	PIL
Valve & Dehydrator Site & Flare Stack	PIL
Valve Site	PIL
Valve Site And Access Road	PIL
Vegetation Control	VCE
Water Injection Line	PLA
Wellsite	MSL
Wellsite And Access Road	MSL
Wellsite Water Injection Well	MSL