

Facilities User Guide

April 2017

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What is EAS?

The Electronic Application Submission (EAS) system uses the Web to support the data flow for the submission and disposition of applications to and from the Alberta Energy Regulator (AER).

Use EAS to:

enter application data on the Web

validate application information and attach required application support documents

submit completed applications to the AER for registration in the Integrated Application Registry (IAR)

receive e-mail notification of successful application registration

submit additional or replacement attachments

Use IAR Query to:

locate and view applications and their current status

view and print all application documents for 30 days after application disposition

This help is intended as a tool to assist in filing applications using the EAS. It does not supersede requirements found in the associated AER Directives and Rules.

See also:

Facilities applications

Resources applications

EAS support

User guides that contain some of the same information that's in this help system are available by clicking the following:

Facilities documentation

Resources documentation

EAS Administrator

(403) 297-2228 EAS.Administrator@aer.ca

Facilities business support

(403) 297-4369 Directive56.help@aer.ca

Resources business support

(403) 476-4967 Resources.Applications@aer.ca

DDS support

(403) 297-5802 DDSadministrator@aer.ca

Getting started

EAS Web page

This is the main EAS Web page.
These are the menu options.

Menu	Description
AER	
Applications	
Submit Applications	Opens the EAS main page showing Directives and included categories and types.
View Submission List	Opens a list window to list and view submissions your submissions. See View Submission List.
Query Submission	Opens a query window to enter search parameters to locate a submission. See Query Submission.
Proceedings	
View Proceedings	Opens a window to view proceeding details and download application attachments and proceeding submission as part of the Electronic Proceeding Submission (EPS) system.
Participate in a Proceeding	Opens a window to Proceedings screen to select any of the proceedings you are registered for or search and register for other proceedings.
View Well Spacing Map	Opens the well spacing map that shows all the approved well spacing in Alberta.
Integrated Application Registry (IAR) Query	Opens the IAR Application Query Web page.
Licence Transfer	
Submit Licence Transfer Application	Opens a window to let users identified as delegates for other licensees select the licensee who they are acting for.
Incidents	
Inspections	
Field Surveillance	
Notifications	
Reports	
Submissions	
DDS Administration	

EAS schedules

All application information is entered on the EAS schedules.

Enter application information in the fields in the schedule. Click the buttons in the navy blue header bars to process the application information.

All applications must correctly complete either Schedule 1 Applicant General Information (Facilities) or Schedule 1 Applicant General Information (Resources)

Facilities

Facilities applications overview

Well applications overview

Resources

Resources applications

EAS toolbars

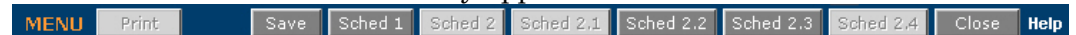
The main toolbar stays at the top of every schedule. Use the buttons to process the information you enter and register the application. Click a toolbar button to see what it does.

Facilities

This is the main toolbar for Schedule 1 for facilities applications.



Buttons on the additional Schedule and forms vary depending on the type of application and the schedule requirements. (Those not currently applicable are shown with grey text.) This, for example, is the main toolbar on Schedule 2 for a facility application.



Resources

This is the main toolbar for Schedule 1 for resources applications.



This is the toolbar used on additional forms for Resources applications.



Toolbars are also used in some schedules/forms to act on that section's information only. For Resources applications, for example, 1. Applicant Information in Schedule 1 has the following toolbar.

These toolbars are described in the help for that section.

Schedule header information

At the top of each schedule you can enter your own file number for the application.

The current Submission Status, the Submission ID, and the Creation Date are also shown here.

Field	Description														
Submission Status	<table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>A new application has been started.</td> </tr> <tr> <td>Incomplete</td> <td>The application has been started and saved, but some information is missing or incomplete. The application has not yet passed all required validation checks.</td> </tr> <tr> <td>Upload attachments</td> <td>All schedules/forms have passed validation checks. Required attachments still need to be included with the application before it can be registered in EAS.</td> </tr> <tr> <td>Register application</td> <td>The application has passed all validation checks and required attachments have been uploaded to the EAS Web server. The application is ready to be registered.</td> </tr> <tr> <td>Submitted</td> <td>A temporary status assigned while the application is validated.</td> </tr> <tr> <td>Registered</td> <td>The application is successfully registered in EAS and has been assigned an application number in IAR.</td> </tr> </tbody> </table>	Status	Description	New	A new application has been started.	Incomplete	The application has been started and saved, but some information is missing or incomplete. The application has not yet passed all required validation checks.	Upload attachments	All schedules/forms have passed validation checks. Required attachments still need to be included with the application before it can be registered in EAS.	Register application	The application has passed all validation checks and required attachments have been uploaded to the EAS Web server. The application is ready to be registered.	Submitted	A temporary status assigned while the application is validated.	Registered	The application is successfully registered in EAS and has been assigned an application number in IAR.
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Submitted	A temporary status assigned while the application is validated.														
Registered	The application is successfully registered in EAS and has been assigned an application number in IAR.														
Submission ID	This is an identification number assigned to your submission for the 7 days it is saved on the EAS Web server and through the disposition and registration process.														
Creation Date	The date the submission was first submitted and saved on the EAS Web server.														

Facilities Applications

Use EAS to file facilities applications for energy development projects that include wells, or facilities.

Schedule 1 - Applicant general information

Facilities applications

Well applications

When you first create an application, the following rules apply:

the owner of the login ID must be the primary applicant or an official agent for the applicant registered with the AER.

application submissions are saved on the EAS Web server for 7 days, during which time you can continue to update the information before registering the application. After 7

days, the submission is deleted. Registered applications are those that have been validated and have been entered into the EAS application database. You receive e-mail acknowledgements during the submission, registration, and disposition process.

Schedule 1- Applicant General Information

Schedule 1 overview

The first step in electronically submitting a facilities application is to complete Schedule 1 where you enter required applicant and application information. This is required for all Directive 056 energy development applications.

See:

Applicant Information

Attached Schedules

The day, month, and year at the top of the form are automatically set to the current date. You can assign your own number to the application in the Applicant's File Number field in the upper right corner of Schedule 1. At any time while completing Schedule 1, click **Save** on the main toolbar to validate and save information. The application is saved on the EAS Web server for 7 days. If errors are found, they must be corrected before the application can be registered in EAS. (see Save and validate an application).

1. Applicant information

All applicants must have a valid BA code from the Petroleum Registry of Alberta. If you require a BA code or DDS login code, please contact the DDS Administrator at (403) 297-5802 or by e-mail at ddsadmin@aer.ca.

- ▶ Click **Add Applicant** on the Applicant Information bar. You are prompted to confirm whether you are the primary applicant or a consultant acting on behalf of the primary applicant.

Applicant

If you are the primary applicant, the company name and Business Associate (BA) code are automatically entered for you in the Applicant section based on your DDS login information.

Consultant

If you are submitting on behalf of an applicant, your company name and BA code are automatically entered in the Consultant section based on your DDS login information. A consultant is a person or corporation retained by the applicant to prepare the application.

As consultant, click **Find** on the Applicant Information toolbar to open the Find Company input window and select the name of the applicant that you are representing. You can also directly enter their BA code. See Find Company. Then enter contact information for that client. You and this person receive e-mail correspondence about the application.

Field	Description
Company Name	View the applicant name.
BA Code	View the applicant's assigned Business Associate code.
Contact First Name and Last Name (Required)	

2. Attached schedules

1. Click **Add** to add a new schedule.
2. Click **Open** to display a schedule in the list.
3. Click **Delete** to remove a schedule in the list.
4. Click **Find Licence** to locate a licence for a re-entry, resumption, or deepening application.
5. Enter the following information:

Field	Description														
Licence Type Required	From the drop-down list, select if this application is for a facility, or well.														
Application Purpose Required	From the drop-down list, select if the application is for: <table border="1"> <thead> <tr> <th>Purpose</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Facility</td> <td></td> </tr> <tr> <td>New</td> <td>New facility application</td> </tr> <tr> <td>Licence</td> <td></td> </tr> <tr> <td>Licence Amendment</td> <td>Amendment to a previously issued facility licence</td> </tr> <tr> <td>Well</td> <td></td> </tr> <tr> <td>New Well</td> <td>New well application</td> </tr> </tbody> </table>	Purpose	Description	Facility		New	New facility application	Licence		Licence Amendment	Amendment to a previously issued facility licence	Well		New Well	New well application
Purpose	Description														
Facility															
New	New facility application														
Licence															
Licence Amendment	Amendment to a previously issued facility licence														
Well															
New Well	New well application														

Re-entry, resumption	You are the licensee of the well and plan to resume drilling after original rig release, or you are not the current licensee and are applying to re-enter a well (see Schedule 4, 6. Re-entry, resumption, deepening of a well).						
Deepening	You are applying to deepen a well while the rig is on hole, resulting in an increase in the well category, for example, from B to C or C to D (see Schedule 4, 6. Re-entry, resumption, deepening of a well).						
Licence amendment	You are amending a previously issued well licence prior to spud or rig release (see Schedule 4, 4. Licence amendment only). Use this to change an oil sands evaluation well to a conventional producing well (within 30 days of drilling).						
Original Licence Number (Required for facility licence amendment and for well re-entry, resumption, deepening, and licence amendment applications)	If the purpose is licence amendment, enter the original 7 digit licence number. Additional prefixes or suffixes can be added; for example, <u>B00000414X</u> . If you do not know the licence number click Find Licence to open a pop-up window to locate it by DLS location.						
Additional Schedules	Schedules that you include with the application are listed here. Highlight an attached schedule and click Open to view the attached schedule. Click Delete to delete a highlighted schedule.						
Self-disclosure	Select this to show that self-disclosure is in effect. For all new and/or licence amendment applications, you must attach: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Required Attachment</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Type</th> </tr> </thead> <tbody> <tr> <td>Self-disclosure</td> <td>Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance</td> <td>.doc, .jpg, .pdf, .xls</td> </tr> </tbody> </table>	Required Attachment	Description	Type	Self-disclosure	Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance	.doc, .jpg, .pdf, .xls
Required Attachment	Description	Type					
Self-disclosure	Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance	.doc, .jpg, .pdf, .xls					
Original Licence Event Sequence	If there are there are multiple licence events, select the correct one from the drop-down list. If the drop-down lists for the Licence Type and Application Purpose fields are blank, you may not be eligible for this type/category of licence. Please contact the Facilities Applications help line.						

When you complete Schedule 1

When you complete entering Schedule 1 information:

1. Click **Save** on the main toolbar at the top of the schedule to save the information entered on the EAS Web server for 7 days from the creation date (see Save and validate an application).
2. Complete additional required schedules/forms.

3. Include required and optional attachments.

Facilities

Facility applications overview

Use EAS to file applications for facility licence to construct and operate any upstream oil or gas production, injection/disposal, or processing facility, or to submit a licence amendment application or records correction.

There are three types of facility applications:

1. **Routine** applications are for any NEW facility except for C300, D400 and E600 category applications (see Facility category type table). No **bold** check boxes on the schedule are selected on any schedule.
2. **Nonroutine-technical** applications have a **bold** box checked
 - on Schedule 2, Section 6. Technical information (for all facility category types) and/or
 - on Schedule 2.2, Section 2. Total recovered products (gas plants category types only) and/or
 - on Schedule 2.3, Section 3. Technical information (categories C, D and E applications only).

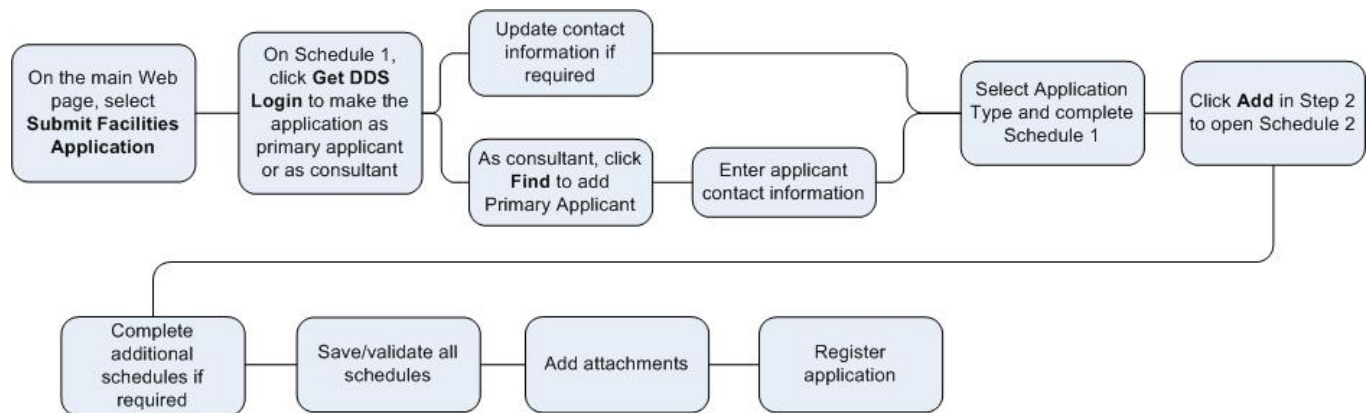
Nonroutine-routine may also mean that the category type has been deemed nonroutine by the AER; e.g., new C300, new D400 and all E600 category applications.
3. **Nonroutine-Participant Involvement (PI)** applications have a **bold** box checked on Schedule 2, Section 2. Participant involvement requirements (for all category types). A Nonroutine-PI application may also include Nonroutine-Technical options (i.e. bold box selected somewhere and/or a deemed Nonroutine category type).

See:

Schedule 1 Applicant general information
 Schedule 2 Facility licence application
 Schedule 2.1 Working interest participants
 Schedule 2.2 Gas plants
 Schedule 2.3 H₂S information
 Schedule 2.4 Compressor/pumps

See:

Facility applications flowchart
 Facility application registration



Facility application registration process

1. Login to the Digital Data Submission system.
Go to the DDS System Web site and login using existing user name and password.
2. Start EAS, select **AER/Applications** from the DDS menu, and then select **Facilities/Resources Application**.
3. Create a new facilities application.

Schedule 1

Click **Submit Facilities Application** in the DDS menu to open a new Schedule 1.

Optionally enter an Applicant Reference File Number to distinguish between applications

In Section 1 - Applicant Information, click **Add** to retrieve applicant information from the DDS login account. Click **Yes** if you are the applicant; click **No** to fill out consultant information.

In Section 2 - Attached Schedules, select the Facility Licence Type, the Application Purpose, and check if self-disclosure is in effect. If the Application Purpose is not New, you must enter the Original Licence Number.

Click **Add** button to create a new application. All Schedule 1 information must be completed before you can save the application.

Schedule 2 (Facility application)

Enter all information for the Schedule and click **Save** on the main toolbar at the top of the page to save the schedule at any time.

If you answer No to Question 15 in Section 6, you must complete Schedule 2.1 (click **Schedule 2.1** on the main toolbar).

If application is for a gas plant (B200, C300, C301, D400, D401, E600), you must complete Schedule 2.2 (click **Schedule 2.2** on the main toolbar).

If the facility is category C, D or E, you must complete Schedule 2.3 (click **Schedule 2.3** on the main toolbar).

If the application has Compressors, or Pumps (Section 6, Questions 12 &13), you must complete Schedule 2.4 (click **Schedule 2.4** on the main toolbar).

Schedule 2.1 Working Interest Participants (WIP)



To change Applicant's percentage

1. Click View beside the company name.
2. Change the percentage.
3. Click Save (click Cancel to cancel changes).



To add new WIP

1. Click Add Participant.
2. Enter BA ID for WIP.
- ▶ Click **Find Participant** to open an input window to enter the company name. Click **Search** and then click Select beside the appropriate company.
3. Enter the percentage.
4. Click **Save**.

All WIP must add up to 100%.

Schedule 2.2 Gas Plant

- ▶ Enter all information for the schedule and click Save on the main toolbar at the top of the page.

Schedule 2.3 H₂S Information

- ▶ Enter all information for the schedule and click Save on the main toolbar at the top of the page.

Schedule 2.4 Compressors and Pumps

Compressors



To add new compressor

1. Click **Add Compressor**.
2. Enter the compressor information.
3. Click **Save**.



To view or change compressor information

1. Click **View** beside the compressor in the list.
2. Change the compressor information.
3. Click **Save**.



To delete a compressor

- ▶ Select the compressor in the list and click **Delete**.

Pumps



To add new pump

1. Click **Add Pump**.
2. Enter the pump information.
3. Click **Save**.



To view or change pump information

1. Click **View** beside the pump in the list.
2. Change the pump information.
3. Click **Save**.



To delete a pump

1. Select the compressor in the list and click **Delete**.
2. Add Attachments.

Once all Schedules are validated the **Attachments** button on the Schedule 1 toolbar is enabled.

3. Click **Attachments** and follow the direction to upload all attachments.
4. Register the Application.

Once all the required attachments for the application are uploaded the Register button on the Schedule 1 toolbar is enabled.

5. Click **Register** to submit your application.

Once this button is pressed you will no longer be able to make any changes to your application.

View existing applications.

1. Click **View Submission List (DDS menu under Facilities/Resources Application)** to open the Application Submission List page.
2. Scroll through the applications and click **View** beside the application you want view to open the Application Submission Details page.
3. In the list at the bottom of the page, click the schedule you want to view.
4. View application status in IAR Query.

Once an application has been submitted in EAS, you can track the application using IAR Query. An Application number is created when you register registration and can be tracked the following ways:

- An e-mail notification is sent to you with a link to the application in IAR Query. Click the link to view all application information.
- If you do not receive an e-mail notification you can still track the application.
- Start DDS and open IAR Application Query.
- Enter the application number or the location of the application and click **Search**.
- Click **View** to look at all application information.
- To view attachments and application/disposition documents, click either **View Attachments** or **View Disposition** at the bottom of the page.

Schedule 2 - Facility Licence Application

Schedule 2 - Facility Licence Application

Use Schedule 2 to apply for a facility licence to construct and operate any upstream oil or gas production, injection/disposal, or processing facility, or to submit a licence amendment application or records correction.

A project is defined as a network of facilities, and/or wells that connect to a common facility. A project submission may consist of a single licence application or multiple licence applications for related facilities, and wells (e.g., a multi-schedule submission).

If you are filing a project submission, a project must be submitted under one company name using one Schedule 1. If there are multiple Schedule 2 submissions with the application, you can identify them by assigning a number in the Applicant's Reference field.

The date, reference number (if used), current submission status, submission ID, and application creation date generated on Schedule 1 are shown at the top of the schedule.

See:

1. Identification
2. Participant involvement requirements
3. Emergency response planning
4. Application type
5. Design criteria
6. Technical information

When you complete Schedule 2

Schedule 2.1 overview

Use Schedule 2.1 to enter any working interest participants in the well. You must complete this schedule if you selected **No** to Question 15, "The licensee is the only working participant. If No, attach a completed Schedule 2.1." in 6. Technical information on Schedule 2.

See:

1. Identification
2. Working interest participant

Schedule 2.2 - Gas Plants

Use Schedule 2.2 to apply for a gas plant facility licence. A Schedule 2.2 must be completed for each Schedule 2 application for a Category B, C, D and E gas plant.

See:

1. Identification
2. Total recovered products
3. Technical information

When you complete Schedule 2.2

The date, reference file number from Schedule 2 (if used), current submission status, submission ID, and application creation date generated on Schedule 1 are shown at the top of the schedule.

Schedule 2.3 - H₂S information

Use Schedule 2.3 to enter facility H₂S details. A separate Schedule 2.3 must be completed for each Category C, D and E Schedule 2 submitted.

See:

1. Identification
2. Gas treating and processing information
3. Technical information

When you complete Schedule 2.3

The date, reference file number from Schedule 2 (if used), current submission status, submission ID, and application creation date generated on Schedule 1 are shown at the top of the schedule.

Schedule 2.4 - Compressor/Pumps

Use Schedule 2.4 to enter Compressor/Pumps. Only one Schedule 2.4 is allowed for each Schedule 2. If there is no installation or removal of compressors and pumps in the facility application, this schedule is not required.

See:

1. Identification
2. Compressors
3. Pumps
4. Technical information

When you complete Schedule 2.4

The date, reference number from Schedule 2 (if used), current submission status, submission ID, and application creation date generated on Schedule 1 are shown at the top of the schedule.

When you complete Schedule 2

When you complete entering Schedule 2 information:

1. Click **Save** on the main toolbar at the top of the schedule to save the information entered on the EAS Web server for 7 days from the creation date (see Save and validate an application).

2. Complete other required schedules.
3. Re-open Schedule 2 to include attachments.

Attachments

Facility attachments overview

Application attachment types for all facilities applications are listed below.

Required attachments are marked Yes.

Non-required attachments are marked Optional.

Conditions for attachments that may change to required are given where applicable.

Type	Description
Required	If required attachments are not attached, you cannot pass the validation checks and successfully submit the application.
Optional	You may choose to include this attachment, but it is not required. Note: These attachments may also be discretionary based on the information contained in the Survey Plan, e.g., water body setbacks or other project specific information. It is your responsibility, to determine if these optional attachments are required.
Conditional	Based on answers to specific questions, EAS may change the attachments to Required. The conditions are listed with a hyperlink to the section. See: Facility application categories/types Facility routine attachments Facility nonroutine - technical attachments Facility nonroutine - PI attachments This help is intended as a tool to assist in filing applications using the Electronic Application Submission (EAS). It <u>does not</u> supersede requirements found in the associated AER Directives.

Facility category type and minimum consultation and notification requirements

Category Name	Type	Description	Personal consultation and confirmation of nonobjection	Notification
---------------	------	-------------	--	--------------

B	Facilities < 0.01 mol/kmol H ² S in inlet stream	001	Exempt single well facility	Landowner and occupants Residents within 0.3 km	Crown disposition holders Local authority
		010	Gas processing plant		
		011	Gas fractionating plant		
		020	Gas battery-multiwell		
		030	Oil battery-multiwell		
		031	Bitumen battery-multiwell		
		040	Compressor station		
		070	Oil satellite-multiwell		
		071	Bitumen satellite-multiwell		
		080	Custom treating facility		
		090	Injection/disposal facility-water		
		091	Injection/disposal facility-EOR		
		200	Straddle plant		
C	Facilities < 1 t/d sulphur inlet	300	Gas processing plant (deemed nonroutine application for new gas plants only)	Landowner and occupants Residents within 1.5 km	Crown disposition holders Local authorities of surface location Landowners, occupants and urban authorities within 2.0 km

				350	Oil satellite-single or multiwell
				351	Bitumen satellite-single or multiwell
D	Facilities \geq 1 t/d sulphur inlet	400	Gas processing plant (deemed nonroutine application for new gas plants only)	Landowner and occupants Residents within 1.5 km	Crown disposition holders Local authority Landowners, occupants and urban authorities within 3.0 km
				450	Oil satellite-single or multiwell
				451	Bitumen satellite-single or multiwell
E	Sulphur recovery facilities	600	Sulphur recovery plant with > 1 t/d sulphur inlet	Landowner and occupants Residents within 1.5 km	Crown disposition holders Local authority Landowners, occupants and urban authorities within 5.0 km

Facility routine attachments

Related attachments are:

Attachment	Description	Required	Types
Cover Letter	Application cover letter	Optional	.doc, .jpg, .pdf
Miscellaneous	Any additional information, e.g. pool, area and/or project development plan	Optional	.doc, .jpg, .pdf, .xls
Plot Plan	Site specific plot plan	Required	.doc, .jpg, .pdf, .xls
Process Flow Diagram	Process flow diagram	Required	.doc, .jpg, .pdf, .xls
Self-disclosure	Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance	Required if Schedule 1, Self-disclosure is Yes	.doc, .jpg, .pdf, .xls

Facility nonroutine technical attachments

Attachment	Description	Required	Types
ACD Explanation	Explanation of why Alberta Community Development has not granted clearance	Required for new and/or licence amendment applications if Schedule 2, Section 6, Question 14a "If Yes, Alberta Community Development has granted clearance for the facility site" is No	.doc, .jpg, .pdf, .xls
ACD Information	Documentation demonstrating Alberta Community Development has granted clearance	Required for new C300, D400, and E600 applications and licence amendment E600 applications if Schedule 2, Section 6, Question 14a "If Yes, Alberta Community Development has granted clearance for the facility site" is Yes	.doc, .jpg, .pdf, .xls
Acid Gas Disposal Method Explanation	Technical discussion of the proposed acid gas disposal method	Required for new and/or licence amendment C300, C301, C302, D400, D401 and E600 applications if Schedule 2.3, Section 2, Acid Gas Disposal Method is Other Required for D400 and E600 applications if Schedule 2.3, Section 2, Acid Gas Disposal Method is selected	.doc, .jpg, .pdf, .xls
AENV	Description of the magnitude and	Required for new C300,	.doc,

Requirements	frequency potential SO ² /N ⁰ x exceedences. Schematic diagram or description of stack. Input parameters and the predicted normal maximum ground-level concentration for SO ² and N ⁰ x modeling. Name of the dispersion model used. Breakdown of all sources of SO ² /NOx.	D400, and E600 applications and licence amendment E600 applications Required for new and/or licence amendment applications B category applications if Schedule 2, Section 6, Question 9 "NOx air emissions meet the Alberta Ambient Air Quality Guidelines" is No Required for new and/or licence amendment applications C and D category applications if Schedule 2, Section 6, Question 9 "NOx air emissions meet the Alberta Ambient Air Quality Guidelines" is No and/or Schedule 2.3, Section 3. Question 3 "SO2 air emissions meet the Alberta Ambient Air Quality Guidelines" is No	.jpg, .pdf, .xls
Cover Letter	Application cover letter	Optional for new and/or licence amendment applications	.doc, .jpg, .pdf
CSA Standards Explanation	Explanation of why CSA requirements have not been met	Required for new and/or licence amendment applications if Schedule 2, Section 6, Question 3 "The facility will meet all current and applicable CSA standards" is No	.doc, .jpg, .pdf, .xls
CSA Standards Information	Description of how the CSA requirements have been met	Required for new C300, D400 applications and new and/or licence amendment E600 applications if Schedule 2, Section 6, Question 3 "The facility will meet all current and applicable CSA standards" is Yes	.doc, .jpg, .pdf, .xls
Emergency Response Plan	Statement of confirmation that a corporate or specific plan has been submitted to AER Operations in accordance with Directive 071. If applicable, submit a copy of pre-approved EPZ issued by AER Operations.	Required for new C300, D400 applications and new and/or licence amendment E600 applications	.doc, .gif, .jpg, .pdf, .xls
Environment Requirements	A description of how the facility meets the environmental	Required for new C300, D400, and E600 applications	.doc, .jpg,

	requirements.	and licence amendment E600 applications if Schedule 2, Section 6, Question 16 "AER environmental requirements will be met?" is Yes .	.pdf, .xls
Environment Requirements Explanation	Explanation of why the environmental requirements will not be met and the alternative mitigative measures proposed to protect the environment.	Required if Schedule 2, Section 6, Question 16 "AER environmental requirements will be met?" is No .	.doc, .jpg, .pdf, .xls
Equipment Spacing Explanation	Description of fluids involved and all sources of gaseous vapours Description of how safety will not be compromised by a relaxation from the requirement, including safety assessment and response time for call out and resident map.	Required for new and/or licence amendment applications if Schedule 2, Section 6, Question 2 "Equipment spacing requirements will be met" is No	.doc, .jpg, .pdf, .xls
Flaring/Venting Explanation	Explanation of why the requirements of Directive 060 will not be met, supported by materials such as air quality dispersion modeling and equipment spacing	Required for new and/or licence amendment applications if Schedule 2, Section 6 Question 4a "If YES, the gas flaring, incinerating, or venting will comply with the requirements of Directive 060" is No	.doc, .jpg, .pdf, .xls
Directive 060 Material	Economic evaluation of gas conservation or an explanation of why the evaluation cannot be completed until the well test is complete, and a description of the plans to complete the evaluation after well testing	Required for all new C300 and D400 applications if Schedule 2, Section 6 Question 4a If YES, the gas flaring, incinerating, or venting will comply with the requirements of Directive 060" is Yes	.doc, .jpg, .pdf, .xls
Manufacturers Specifications	Manufacturer specifications to confirm emission ratings, type of driver, and size of compressor/pump	Required for new C300, D400, and E600 applications and licence amendment E600 applications if Schedule 2, Section 6, Question 12 "The proposed facility will include compressors (new licence only) is Yes, and/or Question 13 "The proposed facility will include pumps (new licence only)" is Yes	.doc, .jpg, .pdf, .xls
Material Balance	Written description of the proposed process at the facility. An explanation of any differences between design rates applied for and those from the material balance.	Required for new C300, D400, and E600 applications and licence amendment E600 applications	.doc, .jpg, .pdf, .xls
Miscellaneous	Any additional information, e.g. pool,	Optional for all new and/or	.doc,

	area and/or project development plan	licence amendment applications	.jpg, .pdf, .xls
Noise Impact Assessment	Copy of the noise impact assessment	Required for new C300, D400, and E600 applications and licence amendment E600 applications if Schedule 2, Section 6, Question 5 "The facility meets the AER Noise Control Directive requirements" is Yes	.doc, .jpg, .pdf, .xls
Noise Impact Explanation	A copy of the noise impact assessment and an explanation of why the noise requirements will not be met. Discussion of the mitigative measures proposed or a discussion of why mitigative measures are not practical.	Required for new and/or licence amendment C, D, and E category applications if Schedule 2, Section 6, Question 5 "The facility meets the AER Noise Control Directive requirements" is No	.doc, .jpg, .pdf, .xls
Plot Plan	Site specific plot plan	Required for all new and/or licence amendment applications	.doc, .jpg, .pdf, .xls
Process Flow Diagram	Process flow diagram and description of the proposed process	Required for new and/or licence amendment applications	.doc, .jpg, .pdf, .xls
Production Measurement Explanation	Explanation of why the measurement requirements will not be met and a proposed alternative	Required for all new and/or licence amendment applications if Schedule 2, Section 6, Question 8 "AER production measurement requirements will be met" is No	.doc, .jpg, .pdf, .xls
Production Measurement Information	A list and location of each meter proposed. Documentation to confirm that the measurement/estimation procedures for flared, incinerated, and vented volumes meet the requirements of Directive 060.	Required for new C300, D400 applications and new and/or licence amendment E600 applications if Schedule 2, Section 6, Question 8 "AER production measurement requirements will be met" is Yes	.doc, .jpg, .pdf, .xls
Proliferation Explanation	For new Category C, D, and E plants, an explanation of why a proliferation review was not conducted	Required for new C300, D400, and E600 applications if Schedule 2.2, Section 3, Question 1 A sour gas proliferation review has been conducted in accordance with ID 2001-03 Sulphur Recovery Guidelines for the Province of Alberta" is No	.doc, .jpg, .pdf, .xls

Proliferation Information	For new Category C, D, and E plants, the results of the feasibility evaluation of existing plants	Required for new C300, D400, and E600 applications if Schedule 2.2, Section 3, Question 1 "A sour gas proliferation review has been conducted in accordance with ID 2001-03 Sulphur Recovery Guidelines for the Province of Alberta" is Yes	.doc, .jpg, .pdf, .xls
Self-disclosure	Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance	Required for all new and/or licence amendment applications if Schedule 1, Self-disclosure is Yes	.doc, .jpg, .pdf, .xls
Sour Setback Explanation	Input parameters to calculate the highest level of Category D pipeline. Pipeline licence and line number for the pipeline that determined the required setback. Explanation of why the setbacks cannot be met. Pipeline map showing ESD and check valve locations.	Required for new and/or licence amendment C, D, and E category applications if Schedule 2.3, Section 3, Question 1 "Sour setback requirements have been met" is No	.doc, .jpg, .pdf, .xls
Sour Setback Information	Input parameters used to calculate the highest level of Category D pipeline associated with the facility. Pipeline licence and line number for the pipeline that determined the required setback. Pipeline map showing ESD and check valve locations.	Required for new C300, D400, and E600 applications and licence amendment E600 applications if Schedule 2.3, Section 3, Question 1 "Sour setback requirements have been met" is Yes	.doc, .jpg, .pdf, .xls
Storage Requirement Explanation	Explanation of why the storage requirements will not be met and a description of alternative storage methods. Discussion of how the environment will not be compromised by a relaxation of the requirements.	Required for new and/or licence amendment applications if Schedule 2, Section 6, Question 6 "AER storage requirements will be met" is No	.doc, .jpg, .pdf, .xls
Storage Requirements Information	Size and type of storage tank(s) proposed. Description of design and construction, leak detection, secondary containment, and weather protection for each tank proposed.	Required for new C300, D400, and E600 applications and licence amendment E600 applications if Schedule 2, Section 6, Question 6 "AER storage requirements will be met" is Yes	.doc, .jpg, .pdf, .xls
Substance Analysis	Wellhead or inlet analysis representative of facility inlet	Required for new C300, D400, and E600 applications and licence amendment E600 applications	.doc, .jpg, .pdf, .xls
Sulphur Recovery Method Explanation	Technical discussion of the proposed sulphur recovery process	Required for new and/or licence amendments for E600 applications if Schedule 2.3, Section 2, Sulphur Recovery	.doc, .jpg, .pdf, .xls

		Process is Other	
Sulphur Recovery Requirements	Explanation of how the facility meets the current sulphur recovery requirements	Required for new and/or licence amendments for E600 applications	.doc, .jpg, .pdf, .xls
Topographic Map	Topographic map (if terrain is the cause)	Required for all new and/or licence amendment applications if Schedule 2, Section 6, Question 2 "Equipment spacing requirements will be met" is No	.doc, .jpg, .pdf
Total Continuous Emission Rates	Breakdown of NO ^x , CO ₂ , and continuous sulphur emission sources. For facilities with NO ^x emissions < 16 kg/h, the input parameters and predicted normal and maximum ground-level concentration of NO ^x . A copy of the AENV approval or registration number.	Required for new C300, D400, and E600 applications and licence amendment E600 applications	.doc, .jpg, .pdf, .xls
Vapour Recovery Explanation	Explanation of why vapour recovery will not be installed. Discussion of mitigative measures to ensure off-lease odours do not occur. Map showing proximity of residents.	Required for new and/or licence amendment C, D, and E category applications if Schedule 2.3, Section 3, Question 2 "A method to recover vapours will be implemented" is No	.doc, .jpg, .pdf, .xls
Vapour Recovery Information	For facilities with H ₂ S > 10 mol/kmol, a description of the method proposed to handle stock tank vapours so that proper combustion occurs. For Category C, D, and E facilities, a description of how off-lease odours will be controlled during the transfer and transport of fluids containing H ₂ S.	Required for new C300, D400 applications and new and/or licence amendment E600 applications if Schedule 2.3, Section 3, Question 2 "A method to recover vapours will be implemented" is Yes	.doc, .jpg, .pdf, .xls

Facility nonroutine PI attachments

Related attachments are:

Attachment	Description	Required	Types
Consultation and Notification	Detailed explanation of why consultation and notification requirements have not been met, including a chronology of the Participant Involvement program and discussion of mitigative measures taken	Required if Schedule 2, Section 2, Question 1 "Public or Industry" is No	.doc, .jpg, .pdf

Cover Letter	Application cover letter	Optional for new and/or licence amendment applications	.doc, .jpg, .pdf
Miscellaneous	Any additional information, e.g. pool, area and/or project development plan	Optional for all new and/or licence amendment applications	.doc, .jpg, .pdf, .xls
Outstanding Objections	Detailed summary of public/industry consultation program explaining all outstanding objections and/or concerns and attempts towards reconciliation.	Required if Schedule 2, Step 2, Question 2 "There are outstanding objections/concerns related to this application" is Yes.	.doc, .jpg, .pdf, .xls
Participant Involvement Package	Public disclosure and consultation documentation	Required for new C300, D400, and E600 applications and licence amendment E600 applications	.doc, .jpg, .pdf, .xls
P. I. Investigation Map	Map detailing the radius of investigation for the Participant Investigation program requirements	Required for new C300, D400, and E600 applications and licence amendment E600 applications	.jpg, .pdf
Plot Plan	Site specific plot plan	Required for all new and/or licence amendment applications	.doc, .jpg, .pdf, .xls
Process Flow Diagram	Process flow diagram and description of the proposed process	Required for new and/or licence amendment applications	.doc, .jpg, .pdf, .xls
Self-disclosure	Explanation of why a self-disclosure is required, the events leading up to the application submission, and the action proposed/taken to ensure compliance	Required for all new and/or licence amendment applications if Schedule 1, Self-disclosure is Yes	.doc, .jpg, .pdf, .xls

Facility licence amendments

Only facilities that have an existing facility licence number can be amended.

Licence amendment applications should be submitted based upon the criteria listed in tables in Directive 056.

These tables are explained below.

This table lists the licence amendments in 4. Application type on Schedule 2.

Licence' Amendment 'Number	Description
1	Change category and/or type of existing licensed facility
2	Install/remove compression
3	Change maximum licensed inlet rates

- 4 Change H²S content of inlet gas
- 5 Install/remove injection/disposal pumps
- 6 Change product /product recovery rates
- 7 Add regenerative sweetening
- 8 Add nonregenerative sweetening
- 9 Change maximum continuous sulphur emissions
- 10 Extend expiry date
- 11 Change status to permanent
- 12 Add new flare/incinerator stack
- 13 Increase sulphur recovery efficiency
- 14 Decrease sulphur recovery efficiency
- 15 Change in acid gas disposal method
- 16 Degrandfather sulphur recovery facility

Certain licence amendment types cannot be combined with other licence amendment types.

In the following table, all combinations except those marked **X** are allowed. Example

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1										X	X					
2										X	X					
3										X	X					
4										X	X					
5										X	X					
6										X	X					
7										X	X					
8										X	X					
9										X	X					
10	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
11	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
12										X	X					
13										X	X					
14										X	X					
15										X	X					
16										X	X					

Some amendment types cannot be used for certain facilities based on the facility's Energy Development Category Type (EDCT). X shows amendment types that ARE allowed for the facility type. Blanks show combinations that are NOT allowed.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
B001	X	X	X		X					X	X	X				
B010	X	X	X		X	X	X			X	X	X				
B011	X	X	X		X	X	X			X	X	X				
B020	X	X	X		X					X	X	X				
B030	X	X	X		X					X	X	X				

B031	X	X	X	X					X	X	X			
B040	X	X	X	X					X	X	X			
B070	X	X	X	X					X	X	X			
B071	X	X	X	X					X	X	X			
B080	X	X	X	X					X	X	X			
B090	X		X	X					X	X	X			
B091	X		X	X					X	X	X			
B200	X	X	X	X	X	X			X	X	X			
C300	X	X	X	X	X	X	X	X	X	X	X			X
C301	X	X	X	X	X	X	X	X	X	X	X			X
C302	X	X	X	X	X	X	X	X	X	X	X			X
C310	X	X	X	X	X			X	X	X	X			
C311	X	X	X	X	X			X	X	X	X			
C320	X	X	X	X	X			X	X	X	X			
C321	X	X	X	X	X			X	X	X	X			
C330	X	X	X	X	X			X	X	X	X			
C331	X	X	X	X	X			X	X	X	X			
C340	X	X	X	X	X			X	X	X	X			
C350	X	X	X	X	X			X	X	X	X			
C351	X	X	X	X	X			X	X	X	X			
D400	X	X	X	X	X	X	X	X	X	X	X			X
D401	X	X	X	X	X	X	X	X	X	X	X			X
D410	X	X	X	X	X			X	X	X	X			
D411	X	X	X	X	X			X	X	X	X			
D420	X	X	X	X	X			X	X	X	X			
D421	X	X	X	X	X			X	X	X	X			
D430	X	X	X	X	X			X	X	X	X			
D431	X	X	X	X	X			X	X	X	X			
D440	X	X	X	X	X			X	X	X	X			
D450	X	X	X	X	X			X	X	X	X			
D451	X	X	X	X	X			X	X	X	X			
E600	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Wells

Well applications overview

Use EAS Schedule 4 to apply for a well licence application for a new oil, gas, or crude bitumen well

- a water well > 150 m
- a new disposal or injection well
- re-entering a well
- resuming drilling operations after original rig release
- an evaluation well or test hole
- a coalbed methane well
- drilling a well through a potential hydrocarbon zone for any other purpose
- amending a previously issued well licence prior to spud or rig release
- deepening an existing well while the rig is on hole
- changing an oil sands evaluation well to a production well (if within 30 day of drilling)

Depending on the project, you must submit one Schedule 1 (Applicant General Information) along with one or more of the following schedules:

Schedule 4 Well licence application

Schedule 4.1 Well working interest participants

Schedule 4.2 Multi-well pad location

Schedule 4.3 Well H₂S information

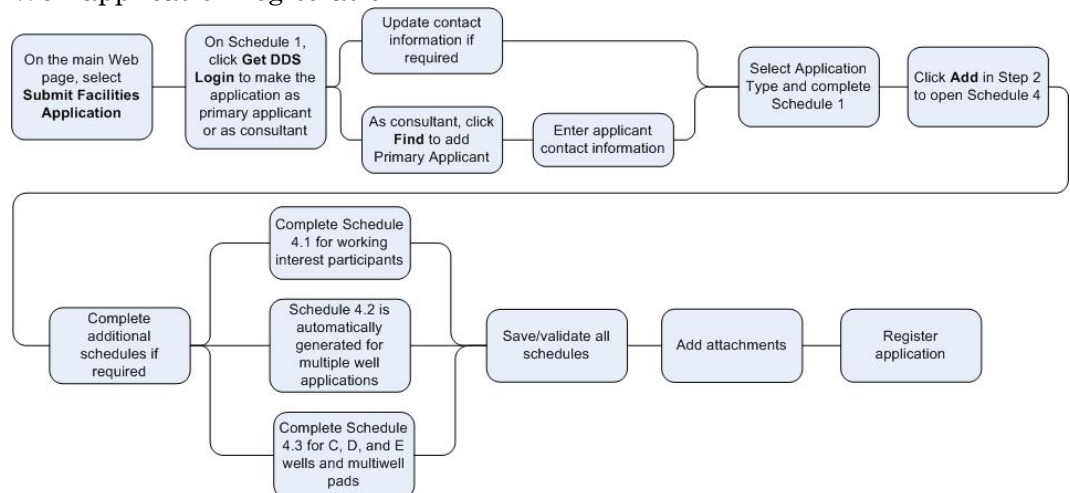
Note: For wells that will be drilled deeper than 150 m to supply water for domestic or stock watering purposes, a well licence application is required. Please contact AER Facilities Applications for details and instruction.

Due to the complexity of some developments, it is possible that you may not be able to act on a licence before the expiry date. If licence expiry is imminent, contact Facilities Applications for advice on how best to proceed.

See:

Well applications registration flow chart

Well application registration



Well applications registration process



To create well applications

1. Login to the Digital Data Submission system
Go to the DDS System Web site and login using existing user name and password.
2. Start EAS
Select **AER / Applications** from the DDS menu and then select **Facilities/Resources Application**.
3. Create a new well application.

Schedule 1

1. Click **Submit Facilities Application** in the DDS menu to open a new Schedule 1.
2. Optionally enter an Applicant Reference File Number to distinguish between applications.
3. In Section 1 - Applicant Information, click **Add** to retrieve applicant information from the DDS login account. Click **Yes** if you are the applicant; click **No** to fill out consultant information.
4. In Section 2 - Attached Schedules, select the Well Licence Type, the Application Purpose, and check if self-disclosure is in effect. If the Application Purpose is not New, you must enter the Original Licence Number and select the event if there are multiple licence events.
5. Click **Add** button to create a new application. All Schedule 1 information must be completed before you can save the application.

Schedule 4 (Well application)

1. Enter all information for the Schedule and click **Save** on the main toolbar at the top of the page to save the schedule at any time. Multiple well information is collected in 7. Well detail of Schedule 4.
2. If Category C, D, or E is selected, you must complete Schedule 4.3 (click **Schedule 4.3** on the main toolbar).

Schedule 4.1 Working Interest Participants (WIP)



To change Applicant's percentage

1. Click **View** beside the company name.
2. Change the percentage.
3. Click **Save**.



To add new WIP

1. If there is already one working interest participant, click **Add New**. If you are entering the first working interest participant, type details directly in the BA Code, Company Name, and Percentage fields.
2. Enter BA ID for WIP.
Click **Find Participant** to open a search window and enter the company name.
Click **Search** and then click **Select** beside the appropriate company.
3. Enter the percentage.
4. Click **Save**.

All WIP must add up to 100%.

Add Attachments

- ▶ Once all Schedules are validated the **Attachments** button on the Schedule 1 toolbar is enabled.
Click **Attachments** and follow the direction to upload all attachments.

Register the Application

- ▶ Once all the required attachments for the application are uploaded the Register button on the Schedule 1 toolbar is enabled.
Click **Register** to submit your application. Once this button is pressed you will no longer be able to make any changes to your application.

View existing applications

1. Click **View Submission List** (DDS menu under Facilities/Resources Application) to open the Application Submission List page.
2. Scroll through the applications and click **View** beside the application you want view to open the Application Submission Details page.
3. In the list at the bottom of the page, click the schedule you want to view.

View application status in IAR Query

- Once an application has been submitted in EAS, you can track the application using IAR Query. An Application number is created when you register registration and can be tracked the following ways:
 - An e-mail notification is sent to you with a link to the application in IAR Query. Click the link to view all application information.
 - If you do not receive an e-mail notification you can still track the application. Start DDS and open IAR Application Query. Enter the application number or the location of the application and click **Search**. Click **View** to look at all application information.
- To view attachments and application/disposition documents, click either **View Attachments** or **View Disposition** at the bottom of the page.

Schedule 4 - Well Licence Application

Schedule 4 overview

See:

Identification

Participant involvement requirements

Emergency response planning

Licence only amendment

Well purpose

Re-entry/resumption/deepening of a well

Well detail

Multiwell pads

Well classification

Mineral rights

Surface rights

Surface impact

Working interest participants

The date, reference number (if used), current submission status, submission ID, and application creation date generated on Schedule 1 are shown at the top of the schedule.

Click **Schedule 4** in the list at the bottom on Schedule 1 to open Schedule 4.

1. Identification

Field	Description
Applicant BA Code	The information shown here was previously entered on Schedule 1. Applicant BA code entered on Schedule 1

Applicant Name	Primary applicant's name entered on Schedule 1
Licence Type	Well or facility licence application type
Purpose of Application	Application purpose entered on Schedule 1
Licensing Process	Current status of the well licence (Well Routine, nonroutine-Technical or nonroutine-Participant Involvement). This is determined based on information entered in the schedules.

2. Participant involvement requirements

Enter the following participant involvement information:

- Consultation and notification requirements have been met
Required

Select **Yes** to show that all applicable requirements as outlined in Directive 056 (Sections 2, 7.8, and Table 7.1), and IL 82-11 Preservation of Archaeological Palaeontological and Historic Resources: Policy Update have been met prior to submission. Select **No** to show that due to exceptional circumstances, the requirements have not been met. This includes being unable to contact a party or receive confirmation of non-objection as required. The Well Category is automatically set to nonroutine Participant Involvement. You must attach:

Required Attachment	Description	Type
Consultation and Notification	Detailed explanation why consultation and notification requirements have not been met	.doc, .jpg, .pdf

For both **Yes** and **No** answers for Category E wells, you must attach:

Required Attachment	Description	Type
Participant Involvement Package	Public disclosure and consultation documentation	.doc, .jpg, .pdf, .xls
PI Map	A map that details the radius of investigation for the Participant Involvement requirements	.jpg, .pdf

- There are outstanding objections/concerns related to this application
Required

Select **Yes** if there are outstanding concerns or objections, or if the well will be located within the tier 1 area of Battle Lake. You must attach:

Required Attachment	Description	Type
Outstanding Objections	Detailed summary of participant involvement program explaining	.doc, .jpg,

- all outstanding objections and/or concerns and attempts towards reconciliation
- Select **No** to show there are no outstanding objections or concerns.
3. Distance to nearest surface development
Required
- Enter the distance to the nearest surface development in kilometers to 2 decimal places.

3. Emergency response planning

Enter the following information:

1. The applicant will meet AER requirements for emergency response planning
Required
- Select **Yes** to show that ERP requirements will be met.

For Category E wells, you must attach:

- Emergency Response Plan
- A statement of confirmation that a corporate or specific plan has been submitted to the AER Emergency Planning and Assessment group in accordance with Directive 071. If applicable, submit a copy of a pre-approved EPZ issued by AER Operations.
- .doc, .gif, .jpg, .pdf, .tif, .xls

4. Licence amendment only

This section is used if you selected Licence Amendment from the drop-down list for 2. Attached Schedules in Schedule 1. A well must have an existing AER licence number before a licence amendment application can be filed.

Note: Enter all 7 digits of a well licence, for example, B00000414X or 0234567. For facility licences, enter only the numeric portion of licence, for example, for F99999, enter 9999.

If you are amending a licence issued prior to 1996, the original licence information may not be available in the AER records. Contact the Facilities Application group for further assistance.

As an applicant, the following licence amendment conditions apply:

You must be the licensee to file a well licence amendment application

You must be able to demonstrate there are no outstanding concerns/objections to file a well licence amendment application

You must file a well licence amendment application if any of the following information changes prior to spudding the well: surface rights (Freehold and Crown), mineral rights (Freehold and Crown), surface location, ground elevation, surface coordinates, total depth, bottomhole location, terminating formation, regulation section, well type, well purpose, schedule 4.3.

You must file a well licence amendment application when re-entering an abandoned well, resuming drilling of a well after rig release, or deepening an existing well while the rig is on hole.

You must file a well licence amendment application to correct inadvertent data entry errors or transposition of numbers.

To amend the category type for an existing well licence, you must contact the Facilities Applications group.

You must file a well licence amendment application to change the bottomhole location prior to spudding the well.

Note: Bottomhole location changes after spud date are captured when you submit a directional survey.

Before spud date

If the category type is changing before the well is spud, request that the AER cancel the original licence and reapply for a new well licence. Consultation/notification must be completed for a new category type. Make any other required revisions to the licence in this section.

While on hole

You must submit either a licence amendment or deepening application if you are drilling more than 150 m deeper than originally licensed or if the deepening will change the terminating formation. When you are applying for a deepening of the well and there are no changes to the category type, file a licence amendment application. If the category type does change, you must file a resumption application and complete 6. Re-entry/ resumption/ deepening of a well.

If after rig release

File an application for a re-entry, resumption, or deepening and complete 6. Re-entry/ resumption/ deepening of a well.

Select all the changes that apply to your licence amendment:

Check all that apply
 Surface Location Change in the surface location of the well within the same Drilling Spacing Unit (DSU). Enter the new surface DLS location, location coordinates, and latitude/longitude in 7. Well Detail. You must attach:

Required Attachment	Description	Type
	Revised Survey Updated	.pdf

	Plan	survey plan	.jpg
Surface Coordinates	Change in the surface coordinates of the well. Enter the new surface coordinates, and latitude/longitude in 7. Well Detail. You must attach:		
	Required Attachment	Description	Type
	Revised Survey Plan	Updated survey plan	.pdf .jpg
Bottomhole Location	Change in the bottom hole DLS location of the well. Enter the new bottomhole location in 7. Well Detail. (If the well is vertical, this location is automatically changed if modifications are made to the well surface location). You must attach:		
	Required Attachment	Description	Type
	Revised Survey Plan	Updated survey plan	.pdf .jpg
Ground Elevation	Change in the ground elevation of the well. Enter the new ground elevation in 7. Well Detail. You must attach:		
	Required Attachment	Description	Type
	Revised Survey Plan	Updated survey plan	.pdf .jpg
Total Depth	Increase in the projected total depth of the well. Enter the new projected depth in 7. Well Detail. (If the drilling type is not vertical, enter the projected vertical depth.)		
Terminating Formation	Change in the terminating formation for the well. Enter the new terminating formation in 7. Well Detail. You must also confirm that you have the mineral rights to the new terminating formation in 9. Mineral Rights.		
Mineral Rights	Change to the mineral ownership record for the well. Enter the new mineral rights owner (head lessor) in 7. Well Detail.		
Surface Rights	Change to the Crown or Freehold surface ownership rights. Enter the surface right owner for the well in 10. Surface Rights.		
Schedule 4.3	Change to any of the required H ² S information. Updates are made in Schedule 4.3.		

Change of purpose

Regulation Section Change of purpose for the well and the

	corresponding regulation section of the OGCR.
Well Type	Change in the well type. Enter the new well type in 5. Well purpose.
Original Licence Number	The original licence number entered on Schedule 1, if re-entry, resumption, deepening, and licence amendments was selected in 2. Attached Schedules.

5. Well purpose

Enter the following well purpose information:

Category/Type Required	From the drop-down list, select the application category and type.	
	Application Type	Description
	B140	Single well with an H ² S content of 0.00 mol/kmol
	B141	Commercial or source water well with an H ² S content of 0.00 mol/kmol
	B150	Multiwell pad with an H ² S content of 0.00 mol/kmol
	C280	Single well with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S
	C290	Multiwell pad wells with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S
	C360	Single well with an H ² S release rate ≥ 0.01 m ³ /s and < 0.3 m ³ /s
	C370	Multiwell pad wells with an H ² S release rate ≥ 0.01 m ³ /s and < 0.3 m ³ /s
	D570	Wells with an H ² S release rate ≥ 0.3 m ³ /s and < 2.0 m ³ /s
	E610	Wells with an H ² S release rate ≥ 2.0 m ³ /s

E620	Wells with an H ² S release rate > 0.01 and < 0.1 m ³ /s and located within 0.5 km of an urban centre
E621	Wells with an H ² S release rate > 0.1 and < 0.3 m ³ /s and located within 1.5 km of an urban centre
E622	Wells with an H ² S release rate > 0.3 but < 2.0 m ³ /s and located within 5.0 km of an urban centre

If you select a Category C, D, or E well, you must complete Schedule 4.3.

Regulation Section (see Directive 056, Table 7.8.)
Required

Check the appropriate box to indicate the section of the OGCR that this application is being submitted under.

Regulation Section	Description
Section 2.020	Conventional well
Section 2.030	Oil sands evaluation well, test hole or an experimental well
Section 2.040	Wells drilled greater than 150 m to supply water for any purpose

Well Type
Required

From the drop-down list, select the type of well.

Substance Name
Required

From the drop-down list, select the target substance(s).

Formation Name
Required

From the drop-down list, select the corresponding target formation(s).

The proposed well is part of an experimental, primary, or commercial crude bitumen scheme?
(Required for Experimental Schemes or Crude Bitumen only)

Select **Yes** to show that the proposed well is part of an approved experimental, primary, or commercial crude bitumen scheme. Select **No** if it is not. If you select Yes, you must enter the Scheme Approval Number and Expiry Date in the next fields.

If Yes, Scheme Approval Number

If the proposed well is part of an approved experimental, primary, or commercial crude bitumen scheme, enter the Scheme Approval number.

Expiry Date
(Experimental schemes only)

If the well is part of an experimental scheme, enter the expiry date in the format dd-mmm-yy.



To change an application category/type:

Use this when you need to change the application type before you have completed your submission.

1. Open Schedule 4 for the application you want to modify.
2. Change the Category/Type. When you tab out of the field, you are prompted to confirm the change.

- Click Yes to continue with the application category/type change. EAS updates related schedules with the new type and deletes any schedules that are no longer required. You must validate all information again before registering the updated application.

6. Re-entry/resumption/deepening of a well

Complete Step 6 if you are resuming drilling operations after rig release, re-entering an abandoned well, or deepening a well while on hole, which results in a change in category type (e.g., B140 to C280).

Before spud date

If the category type is changing before the well is spud, request that the AER cancel the original licence and apply for a new well licence. You must complete consultation/notification for the new category type. Any other revisions to the licence are made by completing Licence amendment only.

While on hole

You must submit a licence amendment or resumption application if you are drilling more than 150 m deeper than originally licensed or if the deepening will change the terminating formation. When you are applying for a deepening of the well and there are no changes to the category type, complete Licence amendment only. If the category type changes, complete this section.

If after rig release

Complete this section, Step 6. Re-entry, resumption, deepening of a well. Enter the following re-entry, resumption, deepening information:

- | | |
|---|---|
| Original Licence Number | The licence number entered on Schedule 1. |
| 1. The applicant is the licensee of the well
Required | Select Yes to show you are the well licensee; select No if you are not. |
| 2. The well is | Select Yes to show that the well is currently abandoned according to |

- currently abandoned
Required
- AER records; select **No** if it is not.
3. The applicant has the rights to the existing wellbore
Required
- Select **Yes** to show that, as applicant, you have the rights. Select **No** if you do not have the rights. You must attach:
- | Required Attachment | Description | Type |
|----------------------------|--|------------------|
| Wellbore Rights Exemption | Re-entry, resumption, deepening of a well. Explanation of why you do not have the rights to the existing wellbore (may require supporting documentation) | .doc, .jpg, .pdf |
- For Category E wells, you must attach:
- | Required Attachment | Description | Type |
|----------------------------|--|-------------|
| Wellbore Rights | Re-entry, resumption, deepening or a well. Letter of indemnification or wellbore transfer documentation. | .jpg, .pdf |
4. Casing will be pressure tested to meet the minimum requirements
- Select **Yes** to show that prior to commencing drilling operations, the existing casing will be tested in accordance with Directive 036 requirements and a casing inspection log will be run to verify the burst rating and/or condition of the existing (in-hole) casing. Select **No** if the existing casing will be pressure tested to meet the minimum requirement and a casing inspection log will not be run to verify the burst rating and/or condition of the existing casing. You must attach:
- | Required Attachment | Description | Type |
|------------------------------|---|------------------|
| Pressure Testing Explanation | Re-entry, resumption, deepening of a well. Detailed explanation to verify that the casing still meets the appropriate design factor for burst as outlined in Directive 036 and Directive 056, Section 7.10.4. | .doc, .jpg, .pdf |
- For Category E wells, you must attach:
- | Required Attachment | Description | Type |
|----------------------------|---|------------------|
| Pressure Testing | Re-entry, resumption, deepening of a well. Explanation of the method used for pressure testing and information regarding a casing inspection log. | .doc, .jpg, .pdf |

7. Well detail

Enter the following well information for single wells and multiwell pads. If filing a multiwell pad application, a completed Schedule 4.2 is automatically generated. See Multiwell pads.

Field	Description										
Bottom Hole Location Required	Enter the DLS location of the well bottom hole. See Entering DLS locations.										
Type of Drilling Operation Required	From the drop-down list, select the type of drilling operation (i.e., vertical, directional, horizontal, slant, or natural drift).										
Surface Location Required	Enter the DLS surface location of the wellbore.										
Surface Coordinates Required	Enter the well surface coordinates.										
	<table border="0"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>N/S Distance</td> <td>North/south distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m</td> </tr> <tr> <td>N/S Code</td> <td>N(orth) or S(outh) to show the direction of measurement from the well to the section boundary</td> </tr> <tr> <td>E/W Distance</td> <td>East/west distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m</td> </tr> <tr> <td>E/W Code</td> <td>E(ast) or W(est) to show the direction of measurement from the well to the section boundary</td> </tr> </tbody> </table>	Field	Description	N/S Distance	North/south distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m	N/S Code	N(orth) or S(outh) to show the direction of measurement from the well to the section boundary	E/W Distance	East/west distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m	E/W Code	E(ast) or W(est) to show the direction of measurement from the well to the section boundary
Field	Description										
N/S Distance	North/south distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m										
N/S Code	N(orth) or S(outh) to show the direction of measurement from the well to the section boundary										
E/W Distance	East/west distance of the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m										
E/W Code	E(ast) or W(est) to show the direction of measurement from the well to the section boundary										
Well Name Required	<p>Click Create Well Name to generate the well name in accordance with the OGCR Section 13.020, and Directive 006.</p> <p>Well names can be up to 36 characters in length. EAS creates a template well name for you that is a concatenation of the Business Associate abbreviation, optional characters if there is space (you are prompted to enter the optional free characters), the field (If there is no field, the strike area is used), and the LSD, section, township, and range of the bottomhole location. For bitumen wells, the oil sands name is used.</p>										
Surface Casing Depth (m) Required	Enter the total depth of the surface casing depth to the nearest metre.										
Projected Total Depth (m) Required	Enter the projected total depth to the nearest metre.										
True Vertical Depth (m) Required	Enter the true vertical depth to the nearest metre if the well is expected to deviate from vertical.										

Ground Elevation (m) Enter the surveyed ground elevation rounded to the nearest 0.1 m.

Required

Mineral Rights From the drop-down list, select if the mineral rights are Alberta Crown, Freehold, or both.

Required

Terminating Formation From the drop-down list, enter the deepest formation that the well will terminate in and where you have the right to produce. Do not record the 15 m overhole formation as the terminating formation unless you hold the mineral rights for this formation.

Surface Latitude Enter the surface well location latitude in decimal degrees to 6 decimal places (NAD 83, ATS Grid May - 2004 Lat/Long coordinates).

Required

Surface Longitude Enter the surface well location longitude in decimal degrees to 6 decimal places (NAD 83, ATS Grid May - 2004 Lat/Long coordinates).

Required

Well Names Added (Multiwell Pads only) Enter and view the names of wells in a multiwell pad or scheme of observation wells. See Multiwell pads.

1. Surface casing meets the requirements of Directive 008, Section 7.10.9. Select **Yes** means the proposed surface casing meets the requirements of Directive 008. Select **No** if the surface casing does not meet the requirements. You must attach:

Required	Required Attachment	Description	Type
	Surface Casing Exemption Request	A discussion that includes an area search for AOF data, geology, thermal schemes and operations, or a copy of an approval granted by AER Operations	.doc, .jpg, .pdf
	Surface Casing Map	A map of wells within a 3 km radius to accompany the surface casing exemption request	.jpg, .pdf

Select **N/A** to show that Directive 008 requirements do not apply, for example, if the well licence application is to re-enter an existing wellbore.

For Category E wells, you must attach:

Required Attachment	Description	Type
Surface Casing Checksheet	A surface casing check sheet, pressure survey, and pressure gradient documentation, as well as documentation confirming protection of the groundwater	.doc, .jpg, .pdf

2. A directional survey will be run if the well deviates from vertical. Select **Yes** to show that a directional survey will be run if the well deviates from vertical.

Required

Select **No** to show that a directional survey will not be run. You must attach:


Required Attachment	Description	Type
Directional Survey	Explanation why a directional survey will not be run	.doc, .jpg, .pdf

▶ Click **Clear** to clear all well details.

Multiwell pads



To enter wells for a multiwell pad

1. Type well details directly in the fields. Once the first entry is made, the **Add Next Well** becomes active so that you can add additional wells.
2. To change information for an existing well, click **View** to the left of the well to change (a pencil  appears and change the information based on the following:

1. Surface casing meets the requirements of Directive 008, Section 7.10.9. Select **Yes** means the proposed surface casing meets the requirements of Directive 008. Select **No** if the surface casing does not meet the requirements. You must attach:

Required

Required Attachment	Description	Type
Surface Casing Exemption Request	A discussion that includes an area search for AOF data, geology, thermal schemes and operations, or a copy of an approval granted by AER Operations	.doc, .jpg, .pdf
Surface Casing Map	A map of wells within a 3 km radius to accompany the surface casing exemption request	.jpg, .pdf

Select **N/A** to show that Directive 008 requirements do not apply, for example, if the well licence application is to re-enter an existing wellbore.

For Category E wells, you must attach:

Required Attachment	Description	Type
Surface Casing Checksheet	A surface casing check sheet, pressure survey, and pressure gradient documentation, as well as documentation confirming protection of the groundwater	.doc, .jpg, .pdf

2. A directional survey will be run if the well deviates from vertical. Select **Yes** to show that a directional survey will be run if the well deviates from vertical. Select **No** to show that a directional survey will not be run. You must attach:

Required Attachment	Description	Type
---------------------	-------------	------

Attachment

Directional Survey	Explanation why a directional survey will not be run	.doc, .jpg, .pdf
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- Click **Save** to add the well to the main list. Repeat to enter additional wells.

8. Well classification

Enter the following well classification information:

Field	Description						
Lahee Classification	From the drop-down list, select the well Lahee classification (see Directive 056, Table 7.10).						
If the Lahee classification is Deeper Pool Test, well will be exploratory below	From the drop-down list, select the formation below which the proposed well will be exploratory.						
Depth (m)	Enter the projected depth (to the nearest metre) to the base of the formation below which the proposed well will be exploratory.						
Confidential Status	From the drop-down list, select the confidential status of the proposed well.						
If status is Confidential Below, well will be confidential below	From the drop-down list, enter the name of the formation below which the proposed well will be confidential.						
1.	Drill cutting samples are required to be taken. Select Yes to indicate that drill cutting samples are required to be taken (Directive 056, Section 7.10.8 and OGCR, Section 11.010). Select No to show that the samples are not required.						
1a.	If Yes, drill cutting samples will be collected and submitted as required. Select Yes to show that drill cutting samples will be collected and submitted as required. Select No to show that the samples will not be collected and submitted. You must attach: <table> <thead> <tr> <th>Required Attachment</th> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Drill Cutting Waiver Request</td> <td>Documentation to support a drill cutting waiver request or a copy of an approval granted by the AER Geology and Reserves group</td> <td>.doc, .pdf, .jpg</td> </tr> </tbody> </table>	Required Attachment	Description	Type	Drill Cutting Waiver Request	Documentation to support a drill cutting waiver request or a copy of an approval granted by the AER Geology and Reserves group	.doc, .pdf, .jpg
Required Attachment	Description	Type					
Drill Cutting Waiver Request	Documentation to support a drill cutting waiver request or a copy of an approval granted by the AER Geology and Reserves group	.doc, .pdf, .jpg					
1b.	If required to be collected and submitted, drill cutting samples will be provided as follows If drill cutting sample collection and submission are ended and then resumed deeper in the well, repeat the following procedure for the next deeper interval in the second row provided. <table> <tbody> <tr> <td>From Formation</td> <td>From the drop-down list, select the formation or the casing depth 30 m above which submission of drill cutting samples begins.</td> </tr> </tbody> </table>	From Formation	From the drop-down list, select the formation or the casing depth 30 m above which submission of drill cutting samples begins.				
From Formation	From the drop-down list, select the formation or the casing depth 30 m above which submission of drill cutting samples begins.						

Depth	To the nearest metre, enter the proposed depth at which drill cutting sample collection submission begins.
To Formation	From the drop-down list, select the formation or the casing depth 30 m below which sample collection and submission ends or enter total depth if that is where sample collection ends.
Depth	To the nearest metre, enter the proposed depth at which drill cutting sample collection submission ends.

9. Mineral rights

Enter the following mineral rights information:

1. The applicant has the rights for all intended purposes of the proposed well
Required
- Select **Yes** to show that you have acquired the right to produce from the intended formation(s) for the complete drilling spacing unit as stated in Well Purpose.
Select **No** to show that due to exceptional circumstances, all applicable requirements as cited above have not been met. You must attach:

Required Attachment	Description	Type
Mineral Rights/DSU Exemption	Explanation why you do not have the mineral rights and/or the complete DSU (may require supporting documentation)	.doc, .jpg, .pdf

For Category E wells, you must attach:

Required Attachment	Description	Type
Mineral Rights	Crown mineral lease number or Freehold minerals agreement	.doc, .jpg, .pdf

2. The applicant has the rights to a complete drilling spacing unit
Required
- Select **Yes** to show that you have secured the rights to a complete drilling spacing unit.
Select **No** if you have not. You must attach:

Required Attachment	Description	Type
Mineral Rights/DSU Exemption	Explanation why you do not have the mineral rights and/or the complete DSU (may require supporting documentation)	.doc, .jpg, .pdf

Note: If you do not have all mineral rights for the entire drilling spacing unit and you are awaiting other AER approvals (e.g., reduced spacing application), your application may be premature. In these instances, you should not submit your well licence application unless you can meet current spacing requirements.

If you answer **No** to both of the Mineral Rights questions, you only need to submit the mineral Rights/DSU Exemption once.

10. Surface rights

Enter the following surface rights information:

The surface owner is (Required) Select **Alberta Crown** to show that the surface owner is Crown.
Select **Freehold** if the surface owner is Freehold.

11. Surface impact

Enter the following surface impact information:

1. The AER water body setback requirements have been met **Required** Select **Yes** to show that the well will meet the water body setback requirements (Directive 056, Section 7.10.12.1), or that there is no water body within 100 m of the well centre.
Select **No** to show that due to exceptional circumstances, the requirements have not been met. You must include the following Water Body Protection attachment.
If the proposed well is a Category E well and is located within 100 m of a water body, you must also include this attachment.

Required Attachment	Description	Type
Water Body Protection	If the well centre is less than 100m from a water body, submit an explanation that outlines acceptable methods to prevent pollution of the water, addressing both the drilling and future production operations and considering the consequences of a spill	.doc, .jpg, .pdf

- 1a. All other AER setback requirements have been met **Required** Select **Yes** to show that the proposed well will meet all applicable surface improvement setback requirements outlined in Directive 056, Sections 7.10.12.2 to 7.10.12.5.
Select **No** if due to exceptional circumstances, all applicable requirements as cited above have not been met, or the surface improvement is not a pipeline/utility right-of-way, a gas co-op right-of-way, or a private access, or you are not able to acquire the consent of the surface improvement owner.
You must include the following Other Setbacks attachment.
If the proposed well is a Category E well and is located within 100 m of a surface improvement, you must also include this attachment:

Required Attachment	Description	Type
Other Setbacks	If the well centre is located less than 100 m from a surface improvement, documentation confirming that consent from the surface improvement owner was received prior to application or an explanation of why you are not	.doc, .jpg, .pdf

able to acquire consent

2. The proposed well site and/or access road will meet AER environmental requirements **Required**
- Select **Yes** to show that the proposed well site or access road will meet all applicable environmental requirements stated in Directive 056, Section 7.9.13.
 Select **No** if the well will be located within the Eastern Slopes Area defined by IL93-09, or if due to exceptional circumstances, all applicable requirements as cited above have not been met. You must attach:

Required Attachment	Description	Type
Environmental Requirements Exemption	If you cannot meet the environmental requirements, submit a detailed explanation outlining why you cannot meet the requirements and the alternative mitigative measures proposed to protect the environment	.doc, .jpg, .pdf

For Category E wells, you must attach:

Required Attachment	Description	Type
Environmental Requirements	If mitigation measures are necessary to protect the environment, you must submit documentation outlining the steps that will be taken to ensure the protection of the environment and that all AER requirements are met	.doc

3. The proposed well site requires Historical Resources Act clearance **(Freehold land only)**
- Select **Yes** to show that proposed well site requires clearance by Alberta Community Development (ACD), in accordance with the Historical Resources Act.
 Select **No** to show that the proposed well site does not require clearance by ACD.

- 3a. If Yes, Alberta Community Development has granted clearance for the well site **(Freehold land only)**
- Select **Yes** to show that Alberta Community Development has granted clearance for the proposed well site.
 Select **No** if the clearance has not been granted. You must attach:

Required Attachment	Description	Type
ACD Explanation	Explanation of why ACD has not provided clearance	.doc, .jpg, .pdf

For both **Yes** and **No** answers for Category E wells, you must attach:

Required Attachment	Description	Type
ACD Clearance	Documentation granting clearance from ACD	.doc, .jpg, .pdf

12. Working interest participants

You must provide working interest participant information when you are not the 100 per cent interest participant in the proposed well.

As applicant, you must be a working interest participant in the well in order to apply for a well licence.



To enter working interest participants

▶ Enter the following information:

<p>The licensee is the only working participant. If No attach a completed Schedule 4.1 Required</p>	<p>Select Yes to show that at the time of application, you are the 100 per cent working interest participant in the proposed well. Select No if at the time of application, you are not the only working interest participant. You must complete Schedule 4.1, identifying all of the working interest participants and their percentage interest in the proposed well.</p>
--	---

Working interest participation must total 100 per cent.

13. Operational disclosure

Enter the following scheme disclosure information:

- | | |
|---|---|
| <p>1. Underbalanced drilling operations will be conducted.
(Required)</p> | <p>Select Yes if underbalanced drilling operations will be conducted. See ID 94-03 Underbalanced Drilling, the current Directive 010, and IRP Volume 1.
Select No if underbalanced drilling operations will not be conducted.</p> |
| <p>2. The well will encounter reservoirs that will be subject to enhanced recovery or acid gas injection schemes or CO² greater than 1 percent in the producing formation.
(Required)</p> | <p>Select Yes to show that the well will encounter at least one reservoir subject to an enhanced recovery scheme, an acid gas injection or disposal scheme, an unusual or atypical reservoir scenario that may impact the H²S release rate assessment for the well, or CO² gas present in a volume greater than 1 per cent in the producing formation.
Select No to show that the well will not encounter a reservoir as described above.</p> |

When you complete Schedule 4

When you complete entering Schedule 4 information:

1. Click **Save** on the main toolbar at the top of the schedule to save the information entered on the EAS Web server for 7 days (see Save and validate an application).
2. Complete other required schedules.

3. Re-open Schedule 1 to include attachments.

Schedule 4.1- Working Interest Participants

Schedule 4.1 overview

Use Schedule 4.1 to enter any working interest participants in the well. You must complete this schedule if you selected No to Question 1, "The licensee is the only working participant. If No, attach a completed Schedule 4.1" in 12. Working Interest Participants on Schedule 4.

See:

Identification

Working interest participants

1. Identification

Field	Description
Applicant BA Code	The information shown here was previously entered on Schedule 1. View the applicant BA code entered on Schedule 1.
Applicant Name	View the primary applicant's name entered on Schedule 1.
Licence Type	View if the licence application is for a well or facility.
Purpose of Application	View the application purpose entered on Schedule 1. If the Well Category is Well Routine, nonroutine-Technical or nonroutine-Participant Involvement is shown. This changes depending on the information entered in the schedules.
Licensing Process	View the current status of the well licence. This is determined based on information entered on the schedules.


2. Working interest participants

Use Schedule 4.1 to enter any working interest participants in the well. Complete this schedule if you selected No to Question 1, "The licensee is the only working participant. If No, attach a completed Schedule 4.1" in 12. Working Interest Participants on Schedule 4.



To add working interest participants

1. Type participant details directly in the BA Code, Company Name, and Percentage fields. Once the first entry is made, the **Add Next Participant** button becomes active so that you can add additional participants.
If you don't know the BA code, click **Find Participant** to display the Find company dialog box and type the Company Name and then click **Search**.

- To change an existing participant, click **View** to the left of the participant to change (a pencil  appears to the left of the BA code of the currently selected participant). The participant details appear at the top of the Working Interest Participants pane. Type the desired information based on the following:

BA Code	Enter the 4-digit business associate (BA) code issued to the working interest participant for each participating company including your own.
Company Name Required	Enter the full corporate name of all working interest participants, including your company name. This field is automatically populated if Find company is used.
Percentage Required	Enter each participant's percentage of participation in the well.

Working interest participation must total 100 per cent.

- Click **Save** to add the participant to the main list. Repeat to enter additional participants.

When you complete Schedule 4.1

- ▶ Click **Save** on the main toolbar at the top of the schedule to save the information entered on the EAS Web server for 7 days from the creation date (see Save and validate an application).
- ▶ Complete other required schedules.
- ▶ Re-open Schedule 1 to include attachments.

Schedule 4.2 - Multiwell Pad Locations

In EAS, multiple well information is collected in 7. Well Detail of Schedule 4.

The following conditions apply to all wells in a multiwell pad application:

the surface location of all wells will be the same legal subdivision or adjoining legal subdivision,

all wells are the same well type (e.g., injection, production), and

all wells are to be licensed under the same section of the OGCR.

Oil sands evaluation wells that are licensed under Section 2.030 of the OGCR may be applied for as a multiwell pad application if

they are part of the same project, and

the producing and terminating formations of all wells applied for are the same.

Schedule 4.3 - Well H₂S Information

Schedule 4.3 overview

A separate Schedule 4.3 is required for C, D, and E well applications. For well pad licence applications, choose the maximum cumulative H₂S release rate assessment values for the entire pad. You can file separate well or well pad licence applications if you do not want to accept the maximum cumulative H₂S release assessment rate value for the entire pad.

See:

H₂S release rate well prognosis H₂S horizon

Cumulative H₂S release rate

Calculated emergency planning zone

Scheme disclosure

Critical well only


Identification

Field	Description
Applicant BA Code	The information shown here was previously entered on Schedule 1. View the applicant BA code entered on Schedule 1.
Applicant Name	View the primary applicant's name entered on Schedule 1.
Licence Type	View if the licence application is for a well or facility.
Purpose of Application	View the application purpose entered on Schedule 1. If the Well Category is Well Routine, nonroutine-Technical or nonroutine-Participant Involvement is shown. This changes depending on the information entered in the schedules.
Licensing Process	View the current status of the well licence. This is determined based on information entered on the schedules.

1. H₂S release rate well prognosis by potential H₂S horizon

This is where you address the H₂S potential of all prospective formations encountered by the well. If your analysis has determined that there is no potential to meet H₂S in a formation, you must demonstrate that the formation has been considered in your evaluation by recording zero for the release rate information.

For the purpose of the H₂S evaluation, you must consider the formation encountered at the total depth when completing the drilling case (i.e., evaluate the 15 m overhole formation).

1. Type H₂S details directly in the Drilling Case, Completion/Service Case, and Suspended/Producing Case fields. Once the first entry is made, the **Add Next H₂S Rate** button becomes active so that you can add additional formations.
2. To change existing H₂S details, click **View** to the left of the details to change (a pencil  appears to the left of the formation name of the currently selected H₂S details). The H₂S details appear at the top of the *H₂S Release Rate Well Prognosis by Potential H₂S Horizon* pane. Type the desired information based on the following:

Formation Name Required	From the drop-down list, select the formation(s) considered in your H ₂ S evaluation.
Drilling Case (m³/s) Required	Enter the drilling case H ₂ S release rate in m ³ /s (to 4 decimals) for each formation considered in your H ₂ S evaluation. Include the formation encountered at total depth when completing drilling case. Enter zero (0) if there is no potential to encounter H ₂ S in the formation.
Completion/Service Case (m³/s) Required	Enter the completion/service case H ₂ S release rate in m ³ /s (to 4 decimals) for each formation considered in your H ₂ S evaluation. Enter zero (0) if there is no potential to encounter H ₂ S in the formation.
Suspended/Producing Case (m³/s) Required	Enter the suspended/production case H ₂ S release rate in m ³ /s (to 4 decimals) for each formation you plan to produce that was considered in your H ₂ S evaluation. Enter zero (0) if there is no potential to encounter H ₂ S in the formation.

3. Click **Save** to add the formation to the main list. Repeat to enter additional locations.

For Category E wells, you must attach:

Required Attachment	Description	Type
H ₂ S Information	Documentation supporting the H ₂ S release rate and assessment, including any required maps; documentation from AER Geology and Reserves group indicating the H ₂ S release rate is acceptable or that the documentation was submitted manually	.bmp, .doc, .jpg, .pdf, .ppt, .xls

2. Cumulative H₂S release rate

Enter the following cumulative H₂S release rate information:

Maximum cumulative H₂S release rate	Enter the maximum cumulative H ₂ S release rate. The content is validated based on the category/type of the well.
Drilling Case (m³/s) Required	Enter the maximum drilling case cumulative H ₂ S rate in m ³ /s (to 4 decimals) as determined by your H ₂ S release rate assessment.
Completion/Service Case (m³/s) Required	Enter the completion/service cumulative H ₂ S rate in m ³ /s (to 4 decimals) as determined by your H ₂ S release rate assessment for the completion/service formation(s).
Suspended/Producing Case (m³/s)	Enter the maximum suspended/producing H ₂ S rate in m ³ /s (to 4 decimals) as determined by your cumulative H ₂ S release rate

Required	assessment for the producing formation(s).
Intermediate casing to be set	Select Yes if intermediate casing is to be set in the well. If you select No and the intermediate casing is not set, the maximum cumulative H ² S release rate should reflect the total potential flow from the well.
Required	
Maximum H ² S concentration encountered in well	Enter the maximum potential H ₂ S concentration that you anticipate encountering in the well and select the unit of measurement - ppm, mol/kmol, or percentage (see Conversions). This value must be greater than zero for sour wells.
Required	
Anticipated suspended/producing level as per ID97-06	Select one of the following:
Required	
	Level 1 Any well with a maximum potential H ² S release rate of 0.01 m ³ /s or greater, and less than 0.3 m ³ /s. All wells remain subject to section 2.110 of the OGCR which requires a 0.1 km separation distance between each well and any surface improvement. The AER may specify some other separation distance for a Level 1 sour well should the circumstances warrant such action.
	Level 2 Any well with a maximum potential H ² S release rate of 0.3 m ³ /s or greater and less than 2.0 m ³ /s. A Level 2 sour well shall be located to provide 0.1 km separation distance between it and any dwelling, and 0.5 km separation distance between it and any public facility or corporate boundary of an urban centre.
	Level 3 Any well with a maximum potential H ² S release rate of 2.0 m ³ /s or greater and less than 6.0 m ³ /s. A Level 3 sour well shall be located to provide 0.1 km separation distance between it and any dwelling, 0.5 km separation distance between it and any unrestricted country development, and 1.5 km separation distance between it and any public facility or corporate boundary of an urban centre.
	Level 4 Any well with a maximum potential H ² S release rate of 6.0 m ³ /s or greater. A Level 4 sour well shall be so located that, as a minimum, it meets the requirements set out for a Level 3 sour well. However, the AER may require greater separation distances or set out other such requirements, as deemed necessary.
	N/A The producing horizon will not produce gas containing H ² S.

For Category E wells, you must attach:

Required Attachment	Description	Type
H ² S Information	Documentation supporting the H ² S release rate and assessment including any required maps. Applicant can also submit documentation from the AER Geology and Reserves group indicating that the H ² S release rate is acceptable or that the documentation was submitted manually.	.doc, .pdf, .xls, .bmp, .jpg, .ppt

3. Calculated emergency planning zone

	Enter the maximum calculated EPZ for each following release rate scenario (Directive 056, Section 7.10.2.)		
	Drilling Case	Completion/Service Case	Suspended/Producing Case
Maximum Calculated EPZ Required	Enter the maximum calculated EPZ for the drilling case in km (rounded to the nearest 0.01 km).	Enter the maximum calculated EPZ for the completion/servicing case in km (rounded to the nearest 0.01 km).	Enter the maximum calculated EPZ for suspended/producing case in km (rounded to the nearest 0.01 km).
Number of occupied dwellings, public facilities and/or place of business inside the EPZ Required	Enter the number of occupied dwellings, public facilities and/or place of business inside the EPZ for the drilling case.	Enter the number of occupied dwellings, public facilities and/or place of business inside the EPZ for the completion/servicing case.	Enter the number of occupied dwellings, public facilities and/or place of business inside the EPZ for the suspended/producing case.
Distance to nearest surface development Required		Enter the distance in km (to 2 decimals) to the nearest occupied dwelling (automatically populated from Schedule 4).	
Distance to nearest urban centre Required		Enter the distance in km (to 2 decimals) to the nearest urban centre. This distance must fall within the levels entered in 2. Cumulative H ² S release rate.	
A site-specific ERP is required Required		Select Yes if a site specific ERP is required. You must answer the next question. Check No if a site-specific ERP is not required.	
If Yes, it has been submitted to the Air and Safety Compliance Section (Required)		Select Yes if the site-specific ERP is required and has been submitted to the Operations Group, Air and Safety Compliance Section. Select No if a site-specific ERP is required but has not been submitted.	

4. Critical well only

Enter the following critical well information:

All equipment and practices for the drilling of this well will meet or	Select Yes to show that for Category E wells all equipment and practices for the drilling of the well will meet or exceed the requirements of Directive 071 and the current IRP Volume 1.
--	--

exceed the requirements of ID97-06 and Directive 036.

(Required for critical wells)

Select **No** to show that all equipment and practices for the drilling of this well will not meet or exceed these requirements.

For Category E wells, you must attach:

Required Attachment	Description	Type
Drilling Plan	A drilling plan including intermediate casing depth if applicable, and any wavier requests or approvals obtained from AER Operations for the requirements outlined in Directive 071 and IRP Volume 1	.doc, .jpg, .pdf

Note: The following attachments are also required for Category E wells.

Attachment	Description
Participant Involvement Pkg.	Public disclosure and consultation documentation
Participant Involvement Map	A map that details the radius of investigation for the Participant Involvement requirements
H ² S Information	Documentation supporting the H ² S release rate and assessment, including any required maps; documentation from the Geology and Reserves group indicating the H ² S release rate is acceptable or that the documentation was submitted manually
Emergency Response Plan	A statement of confirmation that a corporate or specific plan has been submitted to AER Operations in accordance with Directive 071 and, if applicable, a copy of a pre-approved EPZ issued by AER Operations

When you complete Schedule 4.3

When you complete entering Schedule 4.3 information:

1. click **Save** on the main toolbar at the top of the schedule to save the information entered on the EAS Web server for 7 days from the creation date (see Save and validate an application),
2. complete other required schedules,
3. re-open Schedule 1 to include attachments.

Attachments

Well attachments overview

Application attachment types for all well applications are listed below.

Required attachments are marked Yes.

Non-required attachments are marked Optional.

Conditions for attachments that may change to required are given where applicable.

Type	Description
Required	If required attachments are not attached, you cannot pass the validation checks and successfully submit the application.
Optional	You may choose to include this attachment, but it is not required. Note: These attachments may also be discretionary based on the information contained in the Survey Plan, e.g., water body setbacks or other project specific information. It is your responsibility, to determine if these optional attachments are required.
Conditional	Based on answers to specific questions, EAS may change the attachments to Required. The conditions are listed with a hyperlink to the section. Well nonroutine - Participant Involvement attachments (B,C,D) Well nonroutine - Participant Involvement attachments (E) Well nonroutine - Technical attachments (B,C,D) Well Routine - attachments This help is intended as a tool to assist in filing applications using the Electronic Application Submission (EAS). It <u>does not</u> supersede requirements found in the associated AER Directives.

Well Routine - attachments

Application Type	Description		
B140	Single well with an H ² S content of 0.00 mol/kmol		
B141	Commercial or source water well with an H ² S content of 0.00 mol/kmol		
B150	Multiwell pad with an H ² S content of 0.00 mol/kmol		
C280	Single well with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S		
C290	Multiwell pad wells with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S		
C360	Single well with an H ² S release rate ≥ 0.01 m ³ /s and < 0.3 m ³ /s H ² S		
C370	Multiwell pad wells with an H ² S release rate ≥ 0.01 m ³ /s and < 0.3 m ³ /s		
D570	Wells with an H ² S release rate ≥ 0.3 m ³ /s and < 2.0 m ³ /s		
Related attachments are:			
Attachment	Description	Required	Types
Survey Plan	Survey plan	Yes	.jpg, .pdf
Cover Letter	Application cover letter	Optional	.doc, .jpg, .pdf
Miscellaneous	Any additional information e.g. pool, area and/or project development plan	Optional	.doc, .gif, .jpg, .pdf, .tif, .xls

Well nonroutine - Technical attachments (B, C, D)

Application Type	Description
B140	Single well with an H ² S content of 0.00 mol/kmol
B141	Commercial or source water well with an H ² S content of 0.00 mol/kmol
B150	Multiwell pad with an H ² S content of 0.00 mol/kmol
C280	Single well with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S
C290	Multiwell pad wells with an H ² S content > 0.00 mol/kmol and a release rate < 0.01 m ³ /s H ² S
C360	Single well with an H ² S release rate > 0.01 m ³ /s and < 0.3 m ³ /s
C370	Multiwell pad wells with an H ² S release rate 0.01 m ³ /s and < 0.3 m ³ /s
D570	Wells with an H ² S release rate 0.3 m ³ /s and < 2.0 m ³ /s

Related attachments are:

Attachment	Description	Mandatory	Types
Survey Plan	Survey plan	Yes	.jpg, .pdf
ACD Explanation	Explanation of why Alberta Community Development (ACD) has not provided clearance	Required if Schedule 4, Section 11, Question 3a, "If Yes, Alberta Community Development has granted clearance for the well site" is No	.doc, .jpg, .pdf
Cover Letter	Application cover letter	Optional	.doc, .jpg, .pdf
Directional Survey	Explanation of why a directional survey will not be run	Required if Schedule 4, Section 7, Question 2, "A directional survey will be run if the well deviates from vertical" is No	.doc, .jpg, .pdf
Drill Cutting Waiver Request	Documentation to support a drill cutting waiver request or a copy of an approval granted by the AER Geology and Reserves group	Required if Schedule 4, Section 8, Question 1a, "If Yes, drill cutting samples will be collected and submitted as required" is No	.doc, .jpg, .pdf
Environmental Requirements Exemption	If you cannot meet the environmental requirements, a detailed explanation outlining why you cannot meet requirements and the alternative mitigative measures proposed to protect the environment	Required if Schedule 4, Section 11, Question 2, "The proposed well site and/or access road will meet AER environmental requirements" is No	.doc, .jpg, .pdf
Mineral Rights/DSU	Explanation of why you do not have the mineral rights and/or	Required if Schedule 4, Section 9, Question 1, "The applicant has the	.doc, .jpg,

Exemption	the complete DSU (may require supporting documentation)	rights for all intended purposes of the proposed well" is No and/or Question 2, "The applicant has the rights to a complete drilling spacing unit" is No	.pdf
Miscellaneous	Any additional information, e.g., pool, area and/or project development plan	Optional	.doc, .jpg, .pdf
Other Setbacks	If the well centre is located less than 100 m from a surface improvement, documentation confirming that consent from the surface improvement owner was received prior to application or an explanation of why you are not able to acquire consent	Required if Schedule 4, Section 11, Question 1a, "All other AER setback requirements have been met" is No	.doc, .jpg, .pdf
Pressure Testing Explanation	Re-entry, resumption, deepening of a well. Detailed explanation to verify the casing still meets the appropriate design factor for burst as outlined in as outlined in Directive 036 and Directive 056, Section 7.9.4.	Required if Schedule 4, Section 6, Question 4, "Casing will be pressure tested to meet the minimum requirements" is No	.doc, .jpg, .pdf
Surface Casing Exemption Request	A discussion that includes an area search for AOF data, geology, thermal schemes and operations, or a copy of an approval granted by AER Operations	Required if Schedule 4, Section 7, Question 1, "Surface casing meets the requirements of Directive 008: Surface Casing Depth Minimum Requirements,Section 7.9.9." is No	.doc, .jpg, .pdf
Surface Casing Map	A map of wells within a 3 km radius to accompany the surface casing exemption request	Required if Schedule 4, Section 7, Question 1, "Surface casing meets the requirements of Directive 008: Surface Casing Depth Minimum Requirements,Section 7.9.9." is No	.jpg, .pdf
Water Body Protection	If the well centre is less than 100m from a water body, an explanation that outlines acceptable methods to prevent pollution of the water addressing both the drilling and future production operations and considering the consequences of a spill	Required if Schedule 4, Section 11, Question 1, "The AER water body setback requirements have been met." is No	.doc, .jpg, .pdf
Wellbore Rights Exemption	Re-entry, resumption, deepening of a well. Explanation of why you do not have the rights to the existing wellbore (may require supporting documentation).	Required if Schedule 4, Section 6, Question 3, "The applicant has the rights to the existing wellbore" is No	.doc, .jpg, .pdf

Well nonroutine - Participant Involvement attachments (E)

Application Type	Description
E610	Wells with an H ₂ S release rate ≥ 2.0 m ³ /s
E620	Wells with an H ₂ S release rate > 0.01 and < 0.1 m ³ /s and located within 0.5km of an urban centre
E621	Wells with an H ₂ S release rate > 0.1 and < 0.3 m ³ /s and located within 1.5 km of an urban centre
E622	Wells with an H ₂ S release rate > 0.3 but < 2.0 m ³ /s and located within 5.0 km of an urban centre

Related attachments are:

Attachment	Description	Mandatory	Types
Survey Plan	Survey plan	Yes	.jpg, .pdf
ACD Clearance	Documentation granting clearance from Alberta Community Development	Yes (Schedule 4, Section 11, Question 3a, "If Yes, Alberta Community Development has granted clearance for the well site")	.doc, .jpg, .pdf
Drilling Plan	A drilling plan, including intermediate casing depth if applicable, and any wavier requests or approvals obtained from AER Operations for the requirements outlined in Directive 071 and IRP Volume 1	Yes (Schedule 4.3, Section 5, "All equipment and practices for the drilling of this well will meet or exceed the requirements of Directive 071 and IRP Volume 1)	.doc, .jpg, .pdf
Emergency Response Plan	A statement of confirmation that a corporate or specific plan has been submitted to AER Operations in accordance with Directive 071 and, if applicable, copy of a pre-approved EPZ issued by AER Operations	Yes (Schedule 4, Section 3, Question 1, "The applicant will meet the AER requirements for emergency response planning" and Schedule 4.3, Section 5, "Critical well only")	.doc, .gif, .jpg, .pdf, .tif, .xls
Environmental	If mitigation measures are	Yes	.doc,

Requirements	necessary to protect the environment, documentation outlining the steps that will be taken to ensure the protection of the environment and that all AER requirements are met	(Schedule 4, Section 11, Question 2, "The proposed well site and/or access road will meet AER environmental requirements)	.jpg, .pdf
H ² S Information	Documentation supporting the H ² S release rate and assessment, including any required maps; documentation from AER Geology and Reserves group indicating the H ² S release rate is acceptable or that the documentation was submitted manually	Yes (Schedule 4.3, Section 1 "H ² S release rate well prognosis by potential H ² S horizon" and Section 5 "Critical well only")	.bmp, .doc, .jpg, .pdf, .ppt, .xls
Mineral Rights	Crown mineral lease number or freehold minerals agreement	Yes (Schedule 4, Section 9, Question 1, "The applicant has the rights for all intended purposes of the proposed well)	.doc, .jpg, .pdf
Participant Involvement Package	Public disclosure and consultation documentation	Yes (Schedule 4.3, Section 5, <i>Critical well only</i>)	.doc, .jpg, .pdf, .xls
Participant Involvement Map	A map that details the radius of investigation for the participant involvement requirements	Yes (Schedule 4.3, Section 5, Critical well only)	.jpg, .pdf
Pressure Testing	Re-entry, resumption, deepening of a well. Explanation of the method used for pressure testing and information regarding a casing inspection log	Yes (Schedule 4, Section 6, Question 4, "Casing will be pressure tested to meet the minimum requirements")	.doc, .jpg, .pdf
Surface Casing Checksheet	A surface casing check sheet, pressure survey, and pressure gradient documentation, as well as documentation confirming protection of the groundwater	Yes (Schedule 4, Section 7, Question 1, "Surface casing meets the requirements of Directive 008: Surface Casing Depth Minimum Requirements, Section 7.9.9")	.doc, .jpg, .pdf
Wellbore Rights	Re-entry, resumption, deepening letter of indemnification or wellbore transfer documentation	Yes	.jpg, pdf
ACD Explanation	Explanation why Alberta Community Development has not provided clearance	Required if Schedule 4, Section 11, Question 3a, "If Yes, Alberta Community Development has granted clearance for the well site (Freehold land only)" is No	.doc, .jpg, .pdf
Consultation and Notification	Detailed explanation why consultation and notification	Required if Schedule 4, Section 2, Question 2, "Consultation and	.doc, .jpg,

	requirements have not been met, including a chronology of the Participant Involvement Program, and a discussion of mitigative measures taken	notification requirements have been met" is No	.pdf
Cover Letter	Application cover letter	Optional	.doc, .jpg, .pdf
Directional Survey	Explanation of why a directional survey will not be run	Required if Schedule 4, Section 7, Question 2, "A directional survey will be run if the well deviates from vertical" is No	.doc, .jpg, .pdf
Drill Cutting Waiver Request	Documentation to support a drill cutting waiver request or a copy of an approval granted by the AER Geology and Reserves group	Required if Schedule 4, Section 8, Question 1a, "If Yes, drill cutting samples will be collected and submitted as required" is No	.doc, .jpg, .pdf
Environmental Requirements Exemption	If you cannot meet the environmental requirements, detailed explanation of why you cannot meet requirements and the alternative mitigative measures proposed to protect the environment	Required if Schedule 4, Section 11, Question 2, "The proposed well site and/or access road will meet AER environmental requirements" is No	.doc, .jpg, .pdf
Mineral Rights/DSU Exemption	Explanation of why you do not have the mineral rights and/or the complete DSU (may require supporting documentation)	Required if Schedule 4, Section 9, Question 1, "The applicant has the rights for all intended purposes of the proposed well" is No and/or Question 2, "The applicant has the rights to a complete drilling spacing unit" is No	.doc, .jpg, .pdf
Miscellaneous	Any additional information, e.g., pool, area and/or project development plan	Optional	.doc, .jpg, .pdf
Other Setbacks	If the well centre is located less than 100 m from a surface improvement, documentation confirming that consent from the surface improvement owner was received prior to application or an explanation why you are not able to acquire consent	Required if Schedule 4, Section 11, Question 1a, "All other AER setback requirements have been met" is No	.doc, .jpg, .pdf
Outstanding Objections (OS)	Detailed summary of public/industry consultation program explaining all outstanding objections and/or concerns and attempts towards reconciliation	Required if Schedule 4, Section 2, Question 2, "There are outstanding objections/concerns related to this application" is Yes	.doc, .jpg, .pdf
Pressure Testing	Re-entry, resumption, deepening of a well. Detailed	Required if Schedule 4, Section 6, Question 4, "Casing will be	.doc, .jpg,

Explanation	explanation to verify the casing still meets the appropriate design factor for burst as outlined in Directive 036 and Directive 056, Section 7.9.4.	pressure tested to meet the minimum requirements" is No	.pdf
Surface Casing Exemption Request	A discussion that includes an area search for AOF data, geology, thermal schemes and operations, or a copy of an approval granted by AER Operations	Required if Schedule 4, Section 7, Question 1, "Surface casing meets the requirements of Directive 008: Surface Casing Depth Minimum Requirements,Section 7.9.9." is No	.doc, .jpg, .pdf
Surface Casing Map	A map of wells within a 3 km radius to accompany the surface casing exemption request	Required if Schedule 4, Section 7, Question 1, "Surface casing meets the requirements of Directive 00: Surface Casing Depth Minimum Requirements,Section 7.9.9." is No	.jpg, .pdf
Water Body Protection	If the well centre is less than 100 m from a water body, an explanation that outlines acceptable methods to prevent pollution of the water, addressing both the drilling and future production operations and considering the consequences of a spill	Required if Schedule 4, Section 11, Question 1, "The AER water body setback requirements have been met." is No	.doc, .jpg, .pdf
Wellbore Rights Exemption	Re-entry, resumption, deepening of a well. Explanation of why you do not have the rights to the existing wellbore (may require supporting documentation)	Required if Schedule 4, Section 6, Question 3, "The applicant has the rights to the existing wellbore" is No	.doc, .jpg, .pdf

Save and validate an application

Click **Save** on the main toolbar of each schedule to validate application information and save it on the EAS Web server for 7 days from the creation date, the date the date the application is first saved. The Submission Status changes from New to Incomplete (or Upload Attachments), and a submission ID is assigned.

If no errors are found, the application is saved for up to 7 days while you continue to complete the application before you register it. After 7 days, the application submission is deleted.

Fields that require input or are incorrectly entered are labeled in red. Hold the mouse over the **red text** to open a pop-up description of what is required or what the error is. Enter the information and when you tab to the next field, the label changes back to black if you have entered the information correctly.

Some critical information, i.e., location, must be entered correctly before you can proceed.

Certain errors and warning messages may also be shown at the top of the schedule. Warnings are shown in black and will not prevent you from continuing with the application. Errors are shown in red and require correction before you can register the application.

You can check if schedules have passed validation and are complete on the bottom of Schedule 1.

Once an application submission is completed without errors, the Submission Status changes from Incomplete to Upload Attachments. You must now include the required and optional attachments for the application.

During the 7 days that the submission is saved on the EAS Web server, you can continue to update and save application information. Locate the application submission using Query Submissions and View Submissions List.

Attachments

Uploading Attachments

When all schedules required for an application are validated without errors, you must include the required attachments before you can register the application.

Attachments are a fundamental part of EAS and IAR. Each type of application has a list of attachments that may be Required, Optional, or Conditional.

Type	Description
Required	If required attachments are not attached, you cannot pass the validation checks and successfully submit the application.
Optional	You can choose to include this attachment, but it is not required.
Conditional	Based on answers to specific questions, EAS may change the attachments to mandatory. These attachments will be listed.

An application cannot be registered until all required attachments have been loaded to the EAS Web server.

When you first open the Attachments window, you are prompted to load the XFile software from Software Artisans Inc. This is required to run the attachments mapping and loading. Click **Yes** in this pop-up. You are then ready to include attachments with your application.



To upload an attachment

1. Open Schedule 1 and click **Attachments** on the main toolbar to open the Application Attachments window. You can also open the Application Attachments

window by locating the submission using Query Submissions or View Submission List. The submission status must be *Upload Attachment(s)*.

2. Select **Attachments** in the Application Submission Detail window.
The main Attachments window opens. Required attachments are shown in red.
3. Select from the following options:
 - Load multiple attachments
 - Load single attachments
 - Replace attachments before registration
 - Append/replace attachments after registration

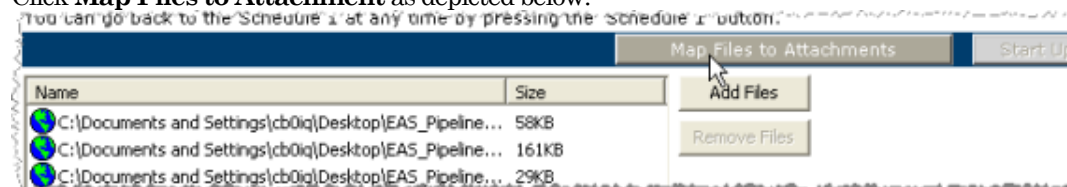
Load multiple attachments

Select multiple attachments, associate them with an attachment type, and then upload them to the EAS web server.



To load multiple attachments

1. Using the Application Attachments window, click **Add Files** to open an *Add File* input window to locate the files to attach.
2. Highlight one or more files to match to the attachment list, and click **Open** to show the files in the *Attachments List* window (CTRL+Click or SHIFT+Click for multiple selection).
- ▶ Click **Add Files** to load files from different directories.
3. Click **Map Files to Attachment** as depicted below.



The window updates to display a pane on the left labelled *File Name(s)* and a pane on the right labelled *Attachment Types*. Required attachments are shown in red.

4. Click a file in the left pane and then click an attachment type in the right pane with which to associate it.
You can also highlight several files or several attachments to associate with a single file or single attachment type.
5. Click **Add Relationship** below the two panes to associate the file with the attachment type.

EAS checks that the file has the correct extension (e.g., .pdf or .doc) and associates the file with the attachment. Hold the mouse over an attachment type in the *Attachment Types* listing to see a description and the file types.

6. Enter a description of the file attachment (maximum 256 characters). Attachments must have a description, and good descriptions are useful if subsequent attachments are added to an Application Type. Click **Default** to load a default attachment description and then modify the information.
7. Repeat steps 4 to 6 to map all the attachments you are submitting with the application.
 - ▶ Click a file name in the *File Name(s)* column in the list of mapped attachments and click **Remove Relationship** to delete it from the list of files that will be uploaded.
8. Click **Save Relationships** when you have mapped all attachments.
9. Click **Start Upload** to the right of the *Map Files to Attachments* button to copy the file attachments to the EAS Web server.

If you have selected more files than you have mapped, you are prompted to delete them before you can upload the attachment files. Highlight the file and click **Remove Files** to delete the file from the input list.
10. When the transfer is complete, click **OK** in the input window.

Schedule 1 reopens and the submission status changes to *Register Application*. The **Register** button is enabled and the application is ready to be registered with the AER.

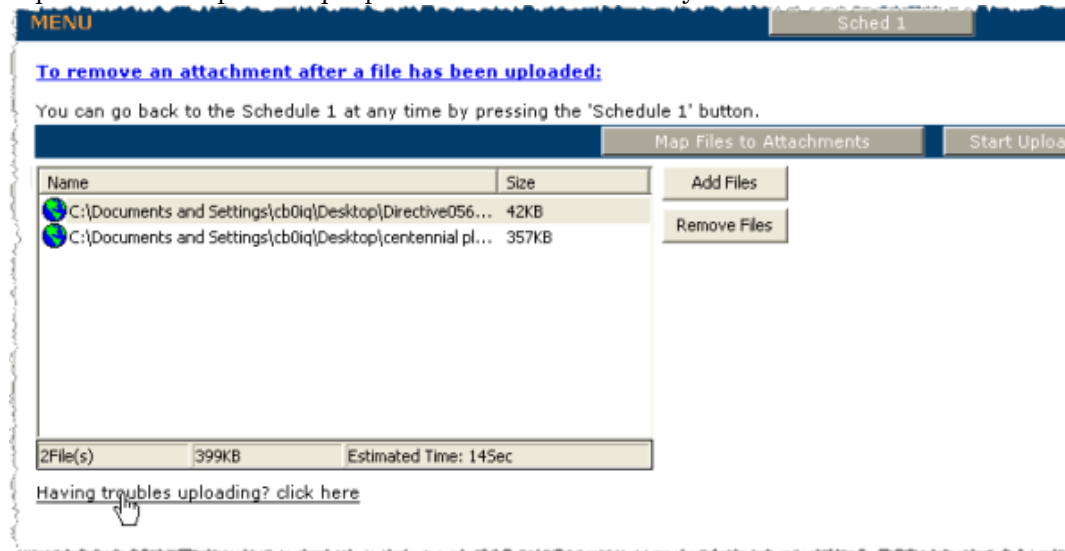
Load single attachments

Add individual attachments to the application that may have failed to load when you attempted to load multiple attachments.



To load individual attachments

1. Click **Having troubles uploading? Click here** below the *Add Files* area as depicted below to open an input panel to load files individually.



2. Click **Browse** to open a Browser input window to locate the file to attach.
3. Highlight the file and click **Open** to list the file in the *Upload File* box.
4. Select the application and attachment type, and then enter a description.
5. Click **Upload** to load the selected file to the EAS Web server.

The file appears in the attachment list and is colored green to indicate that it has successfully been added to the application.

Replace attachments before registration

Replace a file you may have erroneously attached before your application is reviewed by the AER.



To replace attachments

1. Using the Application Attachments window, locate the attachment lists table.
2. Click a file name in the *File Name(s)* column in the list of mapped attachments and click **Remove Relationship** to delete it from the list of files that will be uploaded.

Append/replace attachments after registration

Subsequent or replacement attachments are those that the AER requires after an application is submitted. If a file is flagged for replacement by AER staff, you must map and attach it before you can proceed further.



To append or replace attachments after registration

1. To append subsequent attachments after an application is registered, first locate the application using Query Submissions or View Submission List in the main EAS menu, and then open the *Application Submission Details* window.
2. Click the **Attachments** link to open the *Attachments* window.
3. Add the subsequent file and map it to the attachment type (see Load multiple attachments and Load single attachments).

The original attachment is shown in grey.

Register an application

All required schedules must be complete and correct and all required attachments must be loaded to the EAS Web server before you can register an application with the AER.



To register an application

1. Open Schedule 1 of the application:
 - Locate the submission using Query Submissions or View Submission List. Then select Attachment List in the Application Details window
OR Click **Schedule 1** on the main toolbar at the top of the schedule you are already working on.

2. Click **Register** on the main toolbar in Schedule 1. The Submission Status must be **Register Application**.

When you register an application, it is assigned a temporary status of **Submitted** while it is validated against some internal EAS checks which include, for example, boundaries based on the latitude and longitude entered.

3. This status changes to **Registered** when the application passes the EAS validation checks, an application number is assigned, and the applicant contacts entered in Schedule 1 are notified by e-mail.


**To view application documents after registration**

After an application is registered, you can append or replace attachments if required. All other application schedules and forms can be viewed in the Adobe .PDF format.



Click **Application Forms** in the *Application Submission Detail* window to open application documents in an Adobe Reader window.

View Submission List

	This is a list all submissions for the current user ID.	
Field	Description	
	Click this to open the Application Submission Details window for the current record.	
Submission ID	A temporary identification number assigned to your submission for the 7 days it is saved on the EAS Web server and through the disposition and registration process.	
Application Group	Facilities or Resources application group.	
Creation Date	Date that the submission was first validated and saved on the EAS Web server.	
Registration Status	Status	Description
	Incomplete	The application has been started and saved, but some data are missing or incomplete. The application has not yet passed all required validation checks.
	Register Application	The application has passed all validation checks and the required attachments have been uploaded to EAS. The application is ready to be registered.
	Registered	The applications is successfully registered in IAR and has been assigned an application number.
	Requires Attachment	The application has been registered but the AER requires a replacement attachment.
	Submitted	A temporary status assigned while the application is validated against EAS internal checks.
	Upload Attachments	All schedules have passed validation checks, but required attachments still need to be included with the application before it can be registered with the AER.
Your File Number	A number you can assign to the application. This is entered at the top of Schedule 1.	
Application Number	If the application is successfully registered with the AER, an application number is assigned and is shown here.	



Click **View** beside an application to view the detailed information. You can only edit applications that have not been registered.

Application Submission Details

When you click **View** in the View Submission List window the *Application Submissions Details* window opens showing more detailed information about the selected application.

Field	Description														
General Information															
Application Submission	The temporary submission ID for assigned to your submission for the 7 days it is saved on the EAS Web server and through the disposition and registration process.														
Your File Number	The corporately assigned number that can be entered on Schedule 1.														
Application Group	A facilities or resources application.														
Creation Date	Date the application was initially created and saved on the EAS Web server.														
Registration Status	<table border="0"> <thead> <tr> <th style="text-align: left;">Status</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Incomplete</td> <td>The application has been started and saved, but some data are missing or incomplete. The application has not yet passed all required validation checks.</td> </tr> <tr> <td>Register Application</td> <td>The application has passed all validation checks and the required attachments have been uploaded to EAS. The application is ready to be registered.</td> </tr> <tr> <td>Registered</td> <td>The applications is successfully registered in IAR and has been assigned an application number.</td> </tr> <tr> <td>Requires Attachment</td> <td>The application has been registered but the AER requires a replacement attachment.</td> </tr> <tr> <td>Submitted</td> <td>A temporary status assigned while the application is validated against EAS internal checks.</td> </tr> <tr> <td>Upload Attachments</td> <td>All schedules have passed validation checks, but required attachments still need to be included with the application before it can be registered with the AER.</td> </tr> </tbody> </table>	Status	Description	Incomplete	The application has been started and saved, but some data are missing or incomplete. The application has not yet passed all required validation checks.	Register Application	The application has passed all validation checks and the required attachments have been uploaded to EAS. The application is ready to be registered.	Registered	The applications is successfully registered in IAR and has been assigned an application number.	Requires Attachment	The application has been registered but the AER requires a replacement attachment.	Submitted	A temporary status assigned while the application is validated against EAS internal checks.	Upload Attachments	All schedules have passed validation checks, but required attachments still need to be included with the application before it can be registered with the AER.
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Upload Attachments	All schedules have passed validation checks, but required attachments still need to be included with the application before it can be registered with the AER.														
Last Updated	The date and time the submission was last updated.														

Applicant Information

Primary Applicant BA ID	The Business Associate (BA) code for the primary applicant.
Primary Applicant	Name of the applicant according the Business Associate table.

Application Schedules

Schedule Name & Status	The current status of the form.						
	<table border="0"> <thead> <tr> <th style="text-align: left;">Status</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Incomplete</td> <td>The schedule or form is incomplete. It must still pass validation checks and required attachments loaded.</td> </tr> <tr> <td>Valid</td> <td>The schedule or form has passed validation checks. Required attachments must still be loaded.</td> </tr> </tbody> </table>	Status	Description	Incomplete	The schedule or form is incomplete. It must still pass validation checks and required attachments loaded.	Valid	The schedule or form has passed validation checks. Required attachments must still be loaded.
Status	Description						
Incomplete	The schedule or form is incomplete. It must still pass validation checks and required attachments loaded.						
Valid	The schedule or form has passed validation checks. Required attachments must still be loaded.						

Complete The schedule or form has passed validation checks and all required attachments have been loaded.

Query Submission

Once applications have been submitted to the AER, you can locate and view the detailed application information. If a submission is not yet complete, you can use this option to locate an application submission and continue to enter information and upload attachments. Application submissions are kept on the EAS Web server for 7 days.



To query submissions

1. Enter the following query parameters:

Field	Description												
Get applications submitted by	Select User ID to search for submissions using the ID that you are currently logged into DDS with. This is the default. Select Company to search for submissions using the corporate ID. Submissions for all company user IDs are listed. Either User ID or Company is required.												
Creation date between	Use the calendar to enter a date range to search for. If a To date is entered without a From date, all submissions before and on that date are selected. To select all submissions for a specific date, make both the From and To dates the same. The default is the current date.												
Application Group	From the drop-down list, select the type of application. <table border="1"> <thead> <tr> <th>Application Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>All application groups are listed (Facilities and Resources).</td> </tr> <tr> <td>Facilities</td> <td>Only facilities applications are listed.</td> </tr> <tr> <td>Resources</td> <td>Only resources applications are listed.</td> </tr> </tbody> </table>	Application Group	Description	All	All application groups are listed (Facilities and Resources).	Facilities	Only facilities applications are listed.	Resources	Only resources applications are listed.				
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Facilities	Only facilities applications are listed.												
Resources	Only resources applications are listed.												
Registration Status	From the drop-down list, select the status of the submission. <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>Show applications for all statuses.</td> </tr> <tr> <td>Incomplete</td> <td>The application has been started and saved, but some data are missing or incomplete. The application has not yet passed all required validation checks.</td> </tr> <tr> <td>Register Application</td> <td>The application has passed all validation checks and the required attachments have been uploaded to EAS. The application is ready to be registered.</td> </tr> <tr> <td>Registered</td> <td>The applications is successfully registered in IAR and has been assigned an application number.</td> </tr> <tr> <td>Requires Attachment</td> <td>The application has been registered but the AER requires a replacement attachment.</td> </tr> </tbody> </table>	Status	Description	All	Show applications for all statuses.	Incomplete	The application has been started and saved, but some data are missing or incomplete. The application has not yet passed all required validation checks.	Register Application	The application has passed all validation checks and the required attachments have been uploaded to EAS. The application is ready to be registered.	Registered	The applications is successfully registered in IAR and has been assigned an application number.	Requires Attachment	The application has been registered but the AER requires a replacement attachment.
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Submitted	A temporary status assigned while the application is validated against EAS internal checks.
Upload Attachments	All schedules have passed validation checks, but required attachments still need to be included with the application before it can be registered with the AER.

Required

2. Click **Get Submissions List** to list the submissions that meet the criteria entered in a new Application Submissions List window.

FAQs

Attachment FAQs

How do I map a subsequent attachment?

You need to install the XFile control before you can upload attachments.

Are the first few attachment types listed shown with a green background?

You've been asked to replace one or more attachments. You must replace those attachments before you can load other attachments.

How do I upload attachments in EAS?

You need to install the XFile control before you can upload attachments.

You are prompted to install this from the Attachments window.

How do I add attachments?

When all schedules required for an application are validated without errors, you must include the required attachments before you can register the application.

See the following topics:

Load multiple attachments

Load single attachments

Append/replace attachments after registration

What is the SoftArtisans Xfile?

This is software that is required to run the application attachment mapping. Click Yes in the pop-up Security Warning window to load it.

EAS FAQs

How do I log into DDS?

Do you have a DDS login?

If not contact your company's DDS administrator. They can issue new login IDs for your company.

Does your company have a DDS administrator?

If not, contact the DDS Administrator at 403-297-5802 to have your company's DDS Administrator setup. View company contacts in the DDS Administration

- options.
- I've forgotten my password. What do I do? Use the **Forgot Password?** link on the DDS login pane to request your password be reset.
- I can't remember my user name or answer to the secret question. What do I do? Contact your company's DDS Administrator.
- I can't open the DDS page. What do I do? Right click on the Internet Explorer icon
Go to Properties
Select the General tab
Delete cookies
Delete temporary files
Reboot computer
- Where do I find out how to use DDS? Click the DDS Help link in the toolbar to open the online help for DDS. Print a copy of the Guide using the link on the first page of help.
- How do I receive e-mail notification of a registration?
E-mail confirming registration is sent to everyone listed in Schedule 1 as well as the DDS Administrator for the submitter's company. Is your e-mail address entered on the application correct? If your e-mail address is incorrect on the application, contact the AER to have it corrected.
- How do I know my application was received by the AER?
E-mail notification of receipt of a submission and disposition of application is automatically sent to:
- the contact for the applicant company
 - the consultant contact if used
 - the corporate DDS Login Administrator for the Company.
- How do I convert latitude/longitude to decimal degrees?
The formula to convert degrees, minutes, and seconds to decimal degrees is:
A = Degrees
B = Minutes
C = Seconds
Decimal Degrees = $A + (B/60) + (C/3600)$
- Do survey plans need to be signed by the applicant?
Survey companies must sign and certify survey plans prior to submitting them to the AER. An applicant signature is not required. (Section 2.020 [3.1] [a] of the Oil and Gas Conservation Regulations was repealed as a result of the incorporation of the well licensing requirements into the integrated energy development application process. See Directive 056.)
- I can't print the form correctly. What do I do?
Are you using the Internet Explorer print function? Instead use the Print buttons at the top of each form. These buttons will display a printer friendly PDF file (Adobe Acrobat must be installed).
- How long can file names be?
The length of a file name is limited to 256 characters.
- How do I know what will be confidential or non-confidential?

An agreement/disclaimer page is shown when you login to EAS. When you accept it, all application information submitted is considered to be non-confidential. Requests to submit confidential material must be made before submitting an application using EAS.

How do I enter DLS locations?

The legal survey location component for Alberta is the Dominion Land Survey (DLS) system. It is used in Alberta, Saskatchewan, Manitoba, and a portion of British Columbia.

Enter the DLS location according to the following rules.

Field	Descriptions	Valid Values
ES	The event sequence (ES) code is a one-character code showing the chronological sequence of a significant drilling and/or completion operation of a drillhole that yields a separate and unique set of geological or production data. Example	0-9 1 is not used.
LSD	A section is divided into legal subdivisions (LSDs) which are numbered from 1 to 16. An LSD measures 402 by 402 m. (1320 by 1320 feet). Diagram	01-16
Section	After township, range, and meridian have been located for a drillhole, the next portion of the DLS is the section. Sections are numbered 1 - 36. A section measures 1.609 by 1.609 km (1 mile by 1 mile). Diagram	01-36
Township	Each area west of a meridian subdivides north-south into townships. Townships are numbered 001-126. A township measures 9.7 km (6 miles) north to south. Diagram	001-126
Range	Each meridian area (e.g., W4, W5, and W6) subdivides into ranges. A range measures 9.7 km (6 miles) east to west. Diagram	1-30 for W4 & W5; 1-14 for W6
Meridian	The province of Alberta is subdivided into three areas defined by the meridians of longitude referred to as west (W) of the fourth, fifth, and sixth meridians. Diagram	W4, W5, W6
LE	The location exception (LE) code is used to identify cases where there is more than one drillhole on the smallest land area described by the DLS system. The LE code describes more than one drillhole in a legal subdivision. In addition, LE is generally used to describe the sequence in which the drillholes were drilled in the legal subdivision. Example	00-19 01 is not used.

Quick reference

Alberta Township Survey (ATS) Grid

The Alberta Township System (ATS) program maintains a record of the geographical positions of monuments and governing points in the Alberta Township Survey System. The ATS coordinate file is a digital data file containing geographical coordinates for every governing quarter section in the province of Alberta.

Application location information must be referenced to the NAD83 datum and the ATS March 2005 Grid.

Data sets affected are:

General Well Data File

Drilling Well Data File

Coal Hole Data File

Implications

The latitude and longitude submitted with an application are kept with the application on the Application table. EAS calculates the latitude and longitude using the NAD83 datum and the ATS March 2005 Grid and stores the information on the Well licence table. This calculated latitude/longitude is then replicated to all other related tables and shown in IAR.

Amendments use latitude and longitudes from the Application table.

All locations previously calculated from metes and bounds descriptions have been recalculated.

A 2 section buffer has been built at the Alberta BC Border to specifically address some issues with coal data with B.C. locations.

Resources applications quick reference

1. Login to the Digital Data Submission system.
Go to the DDS System Web site and login using existing user name and password.
2. Start EAS, select **AER Applications** from the DDS menu, and then select **Facilities/Resources Application**.

3. Create a new resources application.
4. Click **Submit Resources Application** in the DDS menu to open a new Schedule 1.
 - ▶ Optionally enter an Applicant Reference Number to distinguish between applications
5. In Section 1 - Applicant Information, click **Add Applicant** to retrieve applicant information from the DDS login account.
6. In Section 2 - Application Schedules, select the Application Type and enter a description.
7. Enter the location and select the field and pool.
8. Enter ownership, notification, and future application information.
9. Click **Save** on the main toolbar at the top of the page to create a new application. All Schedule 1 information must be completed before you can save the application.
 - ▶ Complete Directive 065 schedules if required.
10. Click **Go To Form** on the main toolbar to open additional detailed Directive 065 application schedule if required. Complete and save the additional schedule information.
11. Click **Save** on the main toolbar at any time to validate and save information entered. Errors must be corrected before adding attachments.
12. Add Attachments.

Once all Schedules are validated the **Attachments** button on the Schedule 1 toolbar is enabled.
Click **Attachments** and follow the direction to upload all attachments.
13. Register the Application.

Once all the required attachments for the application are uploaded the Register button on the Schedule 1 toolbar is enabled.
14. Click **Register** to submit your application.

Once this button is pressed you will no longer be able to make any changes to your application.
15. View existing applications.
 - Click **View Submission List** (DDS menu under Facilities/Resources Application) to open the *Application Submission List* page.
 - Scroll through the applications and click **View** beside the application you want to view in the *Application Submission Details* page.
 - In the list at the bottom of the page, click the schedule to view.
16. View application status in IAR Query.

Once an application has been submitted in EAS, you can track the application using IAR Query.

An Application number is created when you register registration and can be tracked the following ways:

- An e-mail notification is sent to you with a link to the application in IAR Query. Click the link to view all application information.
- If you do not receive an e-mail notification you can still track the application.
- Start DDS and open IAR Application Query.
- Enter the application number or the location of the application and click **Search**.
- Click **View** to look at all application information.
- To view attachments and application/disposition documents, click either **View Attachments** or **View Disposition** at the bottom of the page.

Well applications quick reference

1. Login to the Digital Data Submission system.
Go to the DDS System Web site and login using existing user name and password.
2. Start EAS, select **AER/Applications** from the DDS menu, and then select **Facilities/ Resources Application**.
3. Create a new well application.
4. Click **Submit Facilities Application** in the DDS menu to open a new Schedule 1.
5. Optionally enter an Applicant Reference File Number to distinguish between applications
6. In Section 1 - Applicant Information, click **Add** to retrieve applicant information from the DDS login account. Click Yes if you are the applicant; click No to fill out consultant information.
7. In Section 2 - Attached Schedules, select the Well Licence Type, the Application Purpose, and check if self-disclosure is in effect. If the Application Purpose is not New, you must enter the Original Licence Number and select the event if there are multiple licence events.
8. Click **Add** button to create a new application. All Schedule 1 information must be completed before you can save the application.

Schedule 4 (Well application)

1. Enter all information for the Schedule and click **Save** on the main toolbar at the top of the page to save the schedule at any time. Multiple well information normally recorded on Schedule 4.2, is now collected in 7. Well detail of Schedule 4. Completing Schedule 4.2 is no longer required.

2. If Category C, D, or E is selected, you must complete Schedule 4.3 (click **Schedule 4.3** on the main toolbar).

Schedule 4.1 Working Interest Participants (WIP)



To change Applicant's percentage

1. Click **View** beside the company name.
2. Change the percentage.
3. Click **Save**.



To add new WIP

1. Click Add Participant.
2. Enter BA ID for WIP.
Click **Find Participant** to open an input window and enter the company name.
Click **Search** and then click Select beside the appropriate company.

3. Enter the percentage.

4. Click **Save**.

All WIP must add up to 100%.

5. Add Attachments.

Once all Schedules are validated the **Attachments** button on the Schedule 1 toolbar is enabled.

6. Click **Attachments** and follow the direction to upload all attachments.

7. Register the Application.

Once all the required attachments for the application are uploaded the Register button on the Schedule 1 toolbar is enabled.

8. Click **Register** to submit your application.

Once this button is pressed you will no longer be able to make any changes to your application.

9. View existing applications.

10. Click View Submission List (DDS menu under Facilities/Resources Application) to open the Application Submission List page.

11. Scroll through the applications and click **View** beside the application you want view to open the Application Submission Details page.

12. In the list at the bottom of the page, click the schedule you want to view.
13. View application status in IAR Query.
Once an application has been submitted in EAS, you can track the application using IAR Query. An Application number is created when you register registration and can be tracked the following ways:
 - An e-mail notification is sent to you with a link to the application in IAR Query. Click the link to view all application information.
 - If you do not receive an e-mail notification you can still track the application.
14. Start DDS and open IAR Application Query.
15. Enter the application number or the location of the application and click **Search**.
16. Click **View** to look at all application information.
 - ▶ To view attachments and application/disposition documents, click either **View Attachments** or **View Disposition** at the bottom of the page.

Facility applications quick reference

1. Login to the Digital Data Submission system.
Go to the DDS System Web site and login using existing user name and password.
2. Start EAS, select **AER/Applications** from the DDS menu, and then select **Facilities/Resources Application**.
3. Create a new facilities application.
4. Click **Submit Facilities Application** in the DDS menu to open a new Schedule 1.
5. Optionally enter an Applicant Reference File Number to distinguish between applications
6. In Section 1 - Applicant Information, click **Add** to retrieve applicant information from the DDS login account. Click Yes if you are the applicant; click No to fill out consultant information.
7. In Section 2 - Attached Schedules, select the Facility Licence Type, the Application Purpose, and check if self-disclosure is in effect. If the Application Purpose is not New, you must enter the Original Licence Number.
8. Click **Add** button to create a new application. All Schedule 1 information must be completed before you can save the application.

Schedule 2 (Facility application)

Enter all information for the Schedule and click **Save** on the main toolbar at the top of the page to save the schedule at any time.

If you answer No to Question 15 in Section 6, you must complete Schedule 2.1 (click **Schedule 2.1** on the main toolbar).

If application is for a gas plant (B200, C300, C301, D400, D401, E600), you must complete Schedule 2.2 (click **Schedule 2.2** on the main toolbar).

If the facility is category C, D or E, you must complete Schedule 2.3 (click **Schedule 2.3** on the main toolbar).

If the application has Compressors, or Pumps (Section 6, Questions 12 &13), you must complete Schedule 2.4 (click **Schedule 2.4** on the main toolbar).

Schedule 2.1 Working Interest Participants (WIP)



To change Applicant's percentage

1. Click **View** beside the company name.
2. Change the percentage.
3. Click **Save** (click Cancel to cancel changes).



To add new WIP

1. Click Add Participant.
 2. Enter BA ID for WIP.
 - Click **Find Participant** to open an input window to enter the company name.
 - Click **Search** and then click Select beside the appropriate company.
 - Enter the percentage.
 - Click **Save**.
- All WIP must add up to 100%.

Schedule 2.2 Gas Plant



Enter all information for the schedule and click Save on the main toolbar at the top of the page.

Schedule 2.3 H₂S Information

- ▶ Enter all information for the schedule and click **Save** on the main toolbar at the top of the page.

Schedule 2.4 Compressors and Pumps Compressors



To add new compressor

1. Click **Add Compressor**.
2. Enter the compressor information.
3. Click **Save**.



To view or change compressor information

1. Click **View** beside the compressor in the list.
2. Change the compressor information.
3. Click **Save**.



To delete a compressor

- ▶ Select the compressor in the list and click **Delete**.

Pumps



To add new pump

1. Click **Add Pump**.
2. Enter the pump information.
3. Click **Save**.



To view or change pump information

1. Click **View** beside the pump in the list.
2. Change the pump information.
3. Click **Save**.



To delete a pump

- ▶ Select the compressor in the list and click **Delete**.

Add Attachments.

Once all Schedules are validated the **Attachments** button on the Schedule 1 toolbar is enabled.

- ▶ Click **Attachments** and follow the direction to upload all attachments.

Register the Application

Once all the required attachments for the application are uploaded the Register button on the Schedule 1 toolbar is enabled.

- ▶ Click **Register** to submit your application.

Once this button is pressed you will no longer be able to make any changes to your application.

View existing applications

1. Click View Submission List (DDS menu under Facilities/Resources Application) to open the Application Submission List page.
2. Scroll through the applications and click **View** beside the application you want view to open the Application Submission Details page.
3. In the list at the bottom of the page, click the schedule you want to view.
4. View application status in IAR Query

Once an application has been submitted in EAS, you can track the application using IAR Query. An Application number is created when you register registration and can be tracked the following ways:

An e-mail notification is sent to you with a link to the application in IAR Query. Click the link to view all application information.

If you do not receive an e-mail notification you can still track the application.

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- Enter the application number or the location of the application and click **Search**.
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