

Initiating a Well Licence Regulatory Conversion Amendment Application: Mineral

Intended User: Well licence applicants (MRDA to OGCA, OGCA to MRDA)

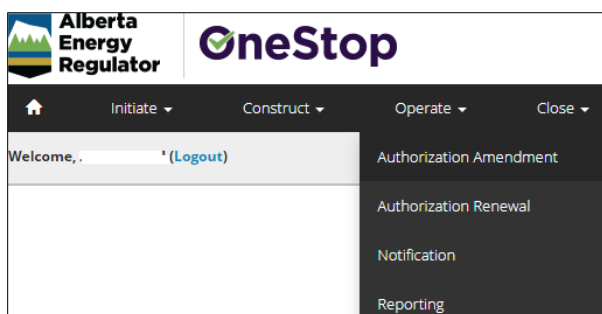
Overview

This quick reference guide (QRG) describes how to initiate a regulatory conversion amendment post drilling activity. The amendment converts wells from one system of regulations/rules (regulatory regime) to the brine-hosted Mineral Resource Development Rules.

Example: Wells regulated under the *Oil and Gas Conservation Act (OGCA)* converted to the *Mineral Resource Development Act (MRDA)* and vice versa.




Authorization Amendment

1. Log in to OneStop and begin on the main landing page.
2. Click **Operate** in the top navigation bar. Select **Authorization Amendment**.

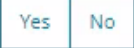


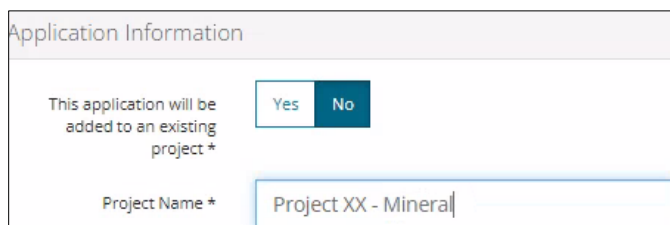
The General - Contact Information page opens.

General - Contact Information

1. Complete the mandatory fields (marked with an **asterisk***) in the Applicant section (**Name, Company Name, Phone, Email**). Some fields may already be autocompleted based on your login credentials.
 - a) Complete the Consultant section as needed.
2. Click **Validate**.  Click **Save** (lower right of screen). 
3. Click **Next** to go to General – Application. Information page. 

General - Application Information

1. Select **Yes** or **No** to indicate whether this application will be added to an existing project. 
 - a) If **No**, enter the new project name in the Project Name field. Include the word "**Mineral**" in the project name if converting to a brine-hosted mineral well.



- b) If **Yes**, click **Search** and search for the existing project.

Application Information

This application will be added to an existing project *

Project Name *

2. Select **Yes** or **No** to indicate whether there are existing authorizations to link to this application.

- a) If **Yes**, add the existing authorizations in the table that appears.

There are existing authorizations to link to this application *

Filter by...

<input type="checkbox"/>	Asset ID	Asset Name	Asset Type	Licens
No items add				

- b) If **No**, proceed to the next step.

3. Click **Save**. Click **Next** to go to General - Proposed Activity page.

General - Proposed Activity

1. In the Proposed Activity section, select the **land type** and **specific activities (Wells)**.

Proposed Activity

This activity is located on *

This application is for the following activities

2. For the associated activity, select the proposed association (i.e., Minerals) not the current.


This application is associated with *

3. Select **Well Licence** as the Type of Amendment.

Type of Amendment *

4. Click **Save**. Click **Next** to go to General – Additional Information page.


Tip

Hover over any information icon  for more information about a requirement.

Land Activity

Public Land - Provincial Crown Land administered under the Public Lands Act for the use of land in respect of energy resource activities.

Freehold - Any land in Alberta not administered under the Public Lands Act including public land administered under other Acts or agreements.

This activity is located on *  Public Land Freehold

General - Additional Information

1. Select **Yes** or **No** for each mandatory requirement listed. Depending on your selection more details may be needed.

Additional Information

There are outstanding concerns related to this application * Yes No

This activity requires an EPEA approval * Yes No

Application/Approval Number

2. Click **Save**. Save Click **Next** to go to Licence Information page. Next >

General - Licence Information

1. In the Well Licence Search section, enter a **licence number or surface location**, not both.

Well Licence Search

Licence Number

Surface Location LSD SEC TWP RGE W M M Search

2. Click **Search**. Results appear in the Search Results section.


Search Results

Select the licence to amend

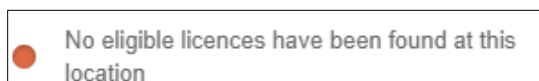
Filter by...

<input type="checkbox"/>	Licence Number	Surface Location	UW
<input type="checkbox"/>	0497602	6-20-95-7W4	00/

If the licence is not eligible for an amendment, an error message appears, and no results are returned in the search table.

 This licence is not eligible for an amendment

If no results are found from a location search, an error message appears.



- When one or more eligible licences are found, the licence number(s) will appear in the Search Results section. Check the **box** beside the licence number you wish to amend. Only **one** licence number may be selected for an amendment.

<input checked="" type="checkbox"/>	Licence Number ▾
<input checked="" type="checkbox"/>	2000433

After the licence number is selected, the system will pre-select the regulatory conversion, provided the licence meets eligibility requirements.

Note: Regulatory conversion amendments cannot be combined with other amendment types, these are unavailable for selection.

Amendment Types

☐ Well Surface ⓘ
 ☐ Well H₂S Information ⓘ
 ☒ Regulatory Conversion ⓘ


☐ Well Subsurface ⓘ
 ☐ Well-Other ⓘ

☐ Well/Production Type ⓘ
 ☐ OSE Conversion ⓘ

Amend

- Click **Amend**.  A confirmation message will be displayed.

Confirm Regulatory Conversion Amendment



This well is eligible for a Regulatory Conversion Amendment only. To update post drilling well surface or subsurface attributes, submit a well licence information update. Proceed with the conversion or delete this draft and submit a well licence information update submission. Are you sure you wish to amend this licence?

No

Yes

- Select **Yes** to proceed with the conversion.

- Click **Save**.  Click **Next** to open the Licence Amendment - Overview page. 

Licence Amendment - Overview

A single well point shapefile and a valid survey is required for all regulatory conversion amendments located on public lands. For wells located on freehold lands, a lease boundary shapefile is also required.

Tip

For detailed instructions on submitting shapefiles, see *Importing Digital Spatial Data into OneStop QRG* located on the AER website [OneStop Help > Guides for Well Licences](#).

1. In the Upload Shapefile section, Click **Attach**. Locate the file from your computer and attach it.

Upload Shapefile

Attach well shapefile in .zip format *

Attach

Submit Shapefile

The table in the Well Location Attributes section autocompletes based on data taken from the shapefile. Values taken from the shapefile cannot be manually changed in the table. Any value(s) that differ from the current licence record are highlighted in yellow.

Well Location Attributes			
Activity ID	Surface Location	Surface N/S Distance (m)	Surface N/S Designation
31806634	11-31-34-19W4	692.5	South of North

Tip

Hover over any highlighted field to view the original value.

Original Value: 1-19-85-10W4
10-11-76-8W4

Surface Rights

As part of the spatial analysis, OneStop determines surface rights (Crown or Freehold) and completes the Surface Rights field.

Surface Rights

Surface Rights

Alberta Crown

Public Land Approval

For wells located on Crown land, the related public land authorization or application number, if found, will autocomplete this section.

Public Land Approval

State of Land Application *

Existing Authorization

Disposition Number *

MSL160663

Search Dispositions

2. If public land approval is not found, select a **State of Land Application** from the drop-down menu.

Public Land Approval

State of Land Application *

Existing Application

Existing Authorization

Included in this Application

Oil Sands Exploration Program

None of the above

Survey Plan

- a) For **Existing Application** and **Existing Authorization**: Enter a valid **Public Land Application** or **Approval number (MSL or MLL)** or click **Search Dispositions** and search for the application or approval number.

Disposition Number *	RSC227065	Search Dispositions
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Survey Plan

3. Click **Attach**. Locate the survey plan from your computer and attach it.

Survey Plan		Survey Plan *	Survey Plan Sample.pdf (255 KB)	X
Survey Plan *		Attach		
Date of Survey *				

4. Click **Date of Survey** field and select the **date** from the calendar.

Disposition Number *	« October 2022 »						
	Su	Mo	Tu	We	Th	Fr	Sa
	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
Survey Plan *							
Date of Survey *							

5. Click **Save**. Click **Next** to go to Licence Amendment - Well Details page.

Save

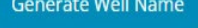
Next >

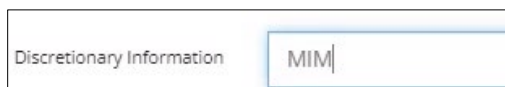
Licence Amendment - Well Details

The Well Details page autocompletes based on values taken from the shapefile and the existing licence record.

Note: When converting from *OGCA* to *MRDA*, discretionary details must be added to the well name.

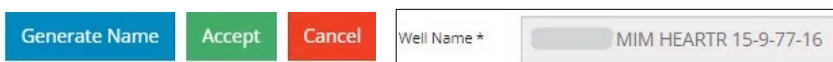
Well Details							
Surface Location *		6	27	92	8 W 4 M	Type of Drilling Operation *	Vertical
Bottomhole Location *		6	27	92	8 W 4 M	Proposed bottomhole location is within a road allowance *	Yes No
Well Name *		-27-92-8				Generate Well Name	
Submitted Surface Coordinates and Elevation *		N/S Distance (m)	N/S Designation	E/W Distance (m)	E/W Designation	Ground Elevation (m)	
						439.0	
Licensed Surface Coordinates *		N/S Distance (m)	N/S Designation	E/W Distance (m)	E/W Designation		
		649.2	North	675.6	East		
Surface Location (NAD83 ATS 4.1) *		Surface Latitude		Surface Longitude			
		57.253960		-111.103762			
Depth Information (m) *		Surface Casing Depth		Projected Total Depth		True Vertical Depth	
		61		206		206	
Rights *		Mineral					
		Alberta Crown					
Terminating Formation Name *		Mcmurray Fm					

1. Click **Generate Well Name** to change discretionary information. 
2. The General Well Name window opens. Enter new **Discretionary information** in the field. Include the letters “MIM” when converting to a brine-hosted mineral well.





Discretionary Information

3. Click **Generate Name** and **Accept**. The new well name is displayed in the Well Details section.




Generate Name **Accept** **Cancel** Well Name *

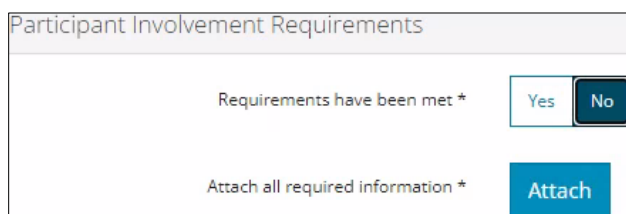
4. Click **Save**.  Click **Next** to go to Licence Amendment - Licence Details page. 

Licence Amendment – Licence Details

Tip

For Purpose and Classification sections, see *Manual 012: Energy Development Applications Procedures and Schedules*, table 8 and *Directive 056: Energy Development Applications and Schedules*, section 7.7.7. [Manuals](#) and [directives](#) are located on the AER website.

1. Select **Yes** or **No**: Requirements have been met. 
 - a) If **Yes**, proceed to **Step 2**.
 - b) If **No**, click **Attach**. Locate the files from your computer and attach them.

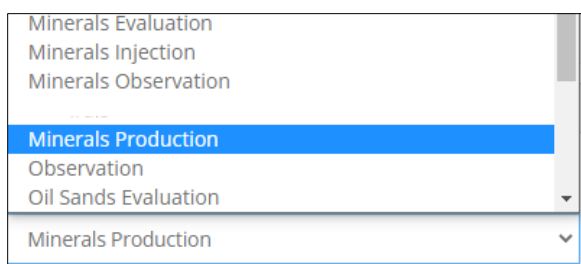


Participant Involvement Requirements

Requirements have been met *

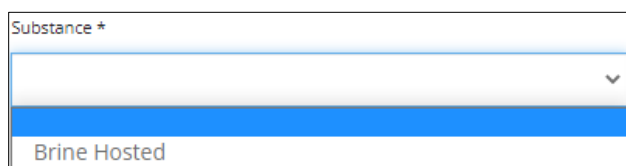
Attach all required information *

2. In the Purpose section, select **Well Type** from the drop-down menu.



Minerals Evaluation
Minerals Injection
Minerals Observation
Minerals Production
Observation
Oil Sands Evaluation
Minerals Production

- a) Select the **Substance(s)** from the drop-down menu.



Substance *

Brine Hosted

- b) Select the **Formation(s)** from the drop-down menu:

Note: Onestop autocomplete the Governing Legislation field based on your well type and substance selections.

3. In the Classification section, select the **AER classification** from the drop-down menu

Note: The Confidential Status will autocomplete based on your classification selection.

4. Select **Yes** or **No**: Drill cutting samples are required to be taken.

- a) If **Yes**, more information will be needed. Provide those requirements in the appropriate sections.

- b) If **No**, proceed to the next step.

Tip

Watch "Drill Cutting" video for help in completing this requirement. The video is located on the AER website OneStop Help > Guides for Well Licences. Refer to *Directive 090: Brine-Hosted Resource Development* for drill cutting requirements.

5. Click **Save**. Click **Next** to get to Licence Amendment - Additional Attachments page.

Save

Next >

Licence Amendment – Additional Attachments


Brine-hosted mineral wells require support documents to form part of the conversion amendment application. For attachment details, refer to *Directive 090*, *Directive 056* (Audit Material only), and section 7.8.6 of *Manual 012*.



Note: This page will not display for wells being converted from *MRDA* to *OGCA*.

1. Complete the mandatory requirements marked with an **asterisk***. Click **Attach** beside the requirement.

Additional Attachments	
Working Interest Participant Details *	Attach
Risk Assessments, Risk Controls, Response Plans, and Subsurface Setbacks	Attach
Support information for Well Conversion	Attach
Copy of Mineral Lease	Attach

2. Locate the file from your computer and attach it. Once attached, the file name will display.

Working Interest Participant Details *	Attach
 PNREG.pdf (15 KB) 	

3. Click **Save**. 
4. You may close your application and return to it later or click **Next**  to go to the Confirmation page and proceed with submitting your application.

Note: If converting to a brine-hosted mineral well, the Minerals Well rule will trigger additional review which will be listed in the Rules Triggered section on the Confirmation page.

Rules Triggered		
Filter by...		
Activity ID	Rule Name	Outcome
32076548	Participant Involvement	Additional Review
32076548	Geothermal Well / Minerals Well	Additional Review