Completing an OSE Conversion Amendment Application



» Intended User: Well licence applicants

Overview – Well Licence Amendments

This quick reference guide (QRG) describes how to complete an oil sands exploration (OSE) conversion amendment application in OneStop. This amendment type allows for the conversion of OSE wells to conventional wells (OGCR 2.030 to 2.020), post drilling.

This guide assumes the following:

- You have a valid account in OneStop.
- Your account permissions allow complete search, save, and submit access.
- You have logged in. •
- The applicant is displayed in login information under "Company" or "Acting as" delegate.
- You have started an application and completed the General screens.
- An application ID was created. ٠
- OSE Conversion was selected as an amendment type.

Licence Amendment – Overview Screen

A single well point shapefile and a valid survey is required for all OSE conversion amendments.

Upload Shapefile

1. Click Attach.

Licence Amendment - Overview		
Valio	late	
Upl	oad Shapefile	
	Attach well shapefile in .zip format *	Attach
		Submit Shapefile
	Please upload a single well point shapefile.	

Detailed shapefile instructions are outlined in Importing Digital Spatial Data into OneStop Well Licences located on the OneStop Help page.

a) Well location attributes are populated from the submitted shapefile. Any value(s) populated from the shapefile that are different 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 ‡

b) Hover over any highlighted field to view the original value.

Values populated from the shapefile cannot be changed manually.

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

Surface Rights

2. As part of the spatial analysis, OneStop determines surface rights, Crown, or Freehold and populates the screen.

 Alberta Crown	`

- 3. For wells located on Crown land, the related public land authorization or application number, if found, will populate in the Public Land Approval section.
- 4. Survey Plan: Click Attach to add a valid survey plan.

	Survey Plan * 🕚 🛛	Attach	
	Date of Survey *		
5.	Click Valida	te to check the page for errors. Validate	
6.	Click Next.	Next >	

Licence Amendment – Well Details Screen

The well details screen is populated from values in the shapefile.

Well Details					
Surface Location *	10 11	76 8 w	4 м		Type of Drilling Operation * Vertical ~
Bottomhole Location *	10 11	76 8 w	4 м	Proposed	bottomhole location is within a road allowence * Yes No
Well Name*	Wel Name* SUNCOR ET AL HANGSTN 1-19-85-10 Generatie Well Name			Generate Well Name	
Submitted Surface Coordinates and Elevation *	NIS Distance (m) 472.4	N/5 Designation South of North	EW Distance (m) 487.7	E/W Designation West of East	Ground Elevation (m) 872.6
Licensed Surface Coordinates *	N/S Distance (m) 472.4	N/S Designation South	E/W Distance (m) 487.7	E/W Designation West	
Surface Location (NAD83 ATS 4.1) *	Surface Latitude 55.572909		Surface Longitude -111.126350		
Depth Information (m) *	Surface Casing Depth 82		Projected Total Dept 270	,	True Vertical Depth 270
Rightsa *	Mineral Alberta Crown		~		

1. Click Generate Well Name to change discretionary information. Generate Well Name

2. Enter new discretionary details.

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Discretionary Information
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 Click Generate Name and Accept. The new well name is displayed on the well details screen.

Generate Name Accept Cancel

- 4. Click **Validate** to check the page for errors.
- 5. Click Next. Next>

Licence Amendment – Licence Details

- 1. Participant Involvement: Select Yes or No.
 - a) If **No**, click **Attach** to upload the required information.



2. Purpose Section: Select the **Well Type**, **Substance**, and **Formation**. Click in the fields to select from the drop-down menus.

١	Well Type *		
	Observation 🗸		
ſ	Disposal		
	Domestic		
	Evaluation		
	Experimental		
	Injection		
	Observation		
	Oil Sands Evaluation		
	Production		
	Production (Scheme)		
	Storage		
	Test		
1	Training		

Onestop automatically populates the OGCR section based on the selections in the Well Type and Substance fields.

Oil and Gas Conservation Rules Section	2.020
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3. Classification: Complete the required (asterisk*) fields.

Classification 🟮	
AER Classification *	~
Confidential Status *	~
Drill cutting samples are required to be taken *	Yes No

- 4. Click **Validate** to check the page for errors.
- 5. Click Next. Next >
- 6. Confirmation Screen Appears. Review the triggered rules.
- 7. Save and/or submit the application.

Validate