

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.
- 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**.

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	Surface N/S Designation
31012130	10-11-76-8W4	472.4	South of North

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

Values populated from the shapefile cannot be changed manually.

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

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.

5. Click **Validate** 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.

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

Generate Well Name

2. Enter new discretionary details.

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

4. Click **Validate** to check the page for errors. 

5. Click **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.

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

3. Classification: Complete the required (asterisk*) fields.

4. Click **Validate** to check the page for errors. 

5. Click **Next**. 

6. Confirmation Screen Appears. Review the triggered rules.

7. **Save** and/or **submit** the application.