

Completing OneStop Amendment Overview Screen

» Intended User: Public Land applicants

Overview – Amendment Overview Screen

This quick reference guide (QRG) describes how to complete the Amendment Overview screen in OneStop for formal disposition amendments.

By getting here you have already initiated an amendment for a disposition and now need to complete the Overview screen for each activity.

Tip:

Only the following dispositions can be included in the same amendment application:

- Disposition being amended
- Associated disposition (if not being disassociated), except for additional plans
- New incidental regulator temporary field authorizations (RTFs) related to one of the above as a result of the amendment

Re-submitted shapefiles cannot have the same name as any previously submitted shapefiles in the same draft application.

Getting to Public Lands Amendment Overview Screen

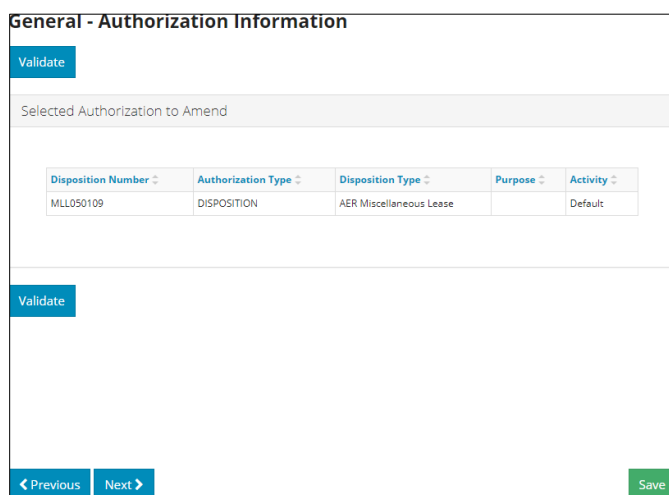
There are two ways to reach to the Overview screen after initiating an amendment:

Click **Overview** in the left navigation bar.



or

From the Authorization Information screen, click **Next** at the lower left corner of the screen.



A screenshot of a web application screen titled 'General - Authorization Information'. At the top left is a 'Validate' button. Below it is a section 'Selected Authorization to Amend' containing a table with the following data:

Disposition Number	Authorization Type	Disposition Type	Purpose	Activity
MLL050109	DISPOSITION	AER Miscellaneous Lease		Default

Below the table is another 'Validate' button. At the bottom left are 'Previous' and 'Next' buttons, and at the bottom right is a 'Save' button.



Associated Disposition

If applicable, the associated disposition automatically displays in the table.

Associated Disposition				
Disposition Number	Disposition Type	Disposition Purpose	Activity Code	Action
MSL070874	AER Mineral Surface Lease			Amend

- Mandatory:** Select **Action** from the drop-down menu.

Tip:

Unless being disassociated, the shapefile must include both associated dispositions.

Upload Shapefile

- Optional: Shapefile templates are available in this pane if required. Click **Shapefile Templates**.

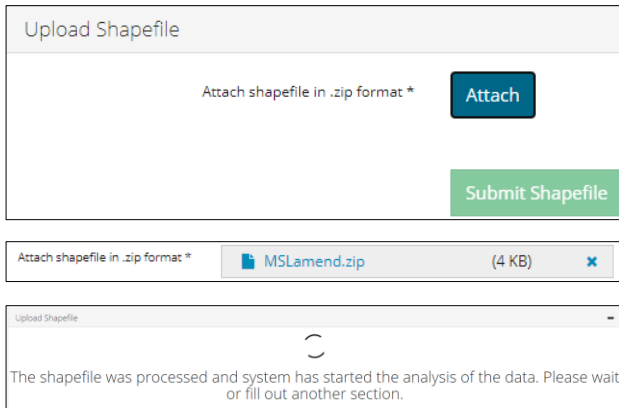
A window opens displaying a list of shapefile templates available for download.

- Optional: Select and download the appropriate **Public Lands Act Disposition** template.
- Optional: Click **Close** to close the window.

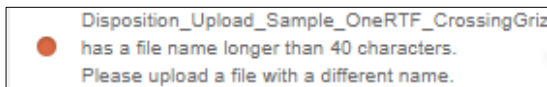
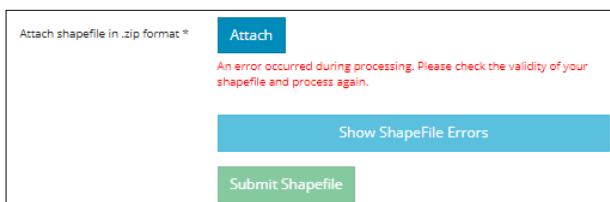
Tip:

Refer to **Importing Spatial Data – Public Lands** QRG on the OneStop Help page for more information. The shapefile templates are also available for download there.

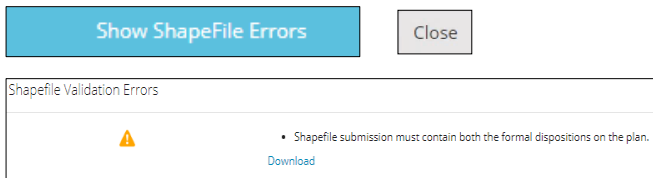
- Mandatory:** Click **Attach**. Browse for the file and attach it in ZIP file format.
- Mandatory:** Click **Submit Shapefile**. It may take some time to process the shapefile.



Any error messages will appear in red or as a pop-up message at the lower right corner of the screen.



- Optional: Click **Show Shapefile Errors**. The Shapefile Validation Errors window opens. View the errors. Click **Close** to exit the window.



- Repeat **steps 4 and 5** to fix any errors and re-submit the shapefile.

Tip:
The re-submitted shapefile cannot have the same name as any previously submitted shapefiles in the same draft application.

View on Map

Note: This QRG does not describe the full function of OneStop’s map viewer.

- Optional: After analyzing the shapefile in the Public Land Disposition pane, return to Upload Shapefile pane, and click **View on Map**.



The Map It! Window opens.

Tip:
Analyze shapefiles before viewing draft dispositions on the map. This ensures all attributes such as purpose and activity are included in the map.

Map It!

<input type="checkbox"/>	Disposition Type	Purpose	Activity	Authorization ID
<input type="checkbox"/>	AER License of Occupation			LOC070665
<input type="checkbox"/>	AER Mineral Surface Lease			MSL070874

<input type="checkbox"/>	Disposition Type	Purpose	Activity	Activity ID
<input type="checkbox"/>	AER Mineral Surface Lease	Wellsite	PNG Production (MW)	30688537
<input type="checkbox"/>	AER License of Occupation	Access	Class II - All Weather or Dry	30688538
<input type="checkbox"/>	AER Temporary Field Authorization	Incidental Activity	Log Deck	30688539
<input type="checkbox"/>	AER Temporary Field Authorization	Incidental Activity	Borrow Pits	30688540

2. **Mandatory:** Check the **box** beside the **disposition(s)** you wish to view on the map.

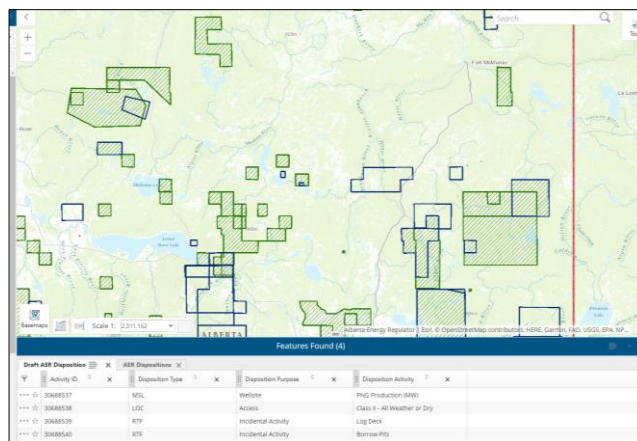
<input checked="" type="checkbox"/>	Disposition Type	Purpose	Activity	Authorization ID
<input checked="" type="checkbox"/>	AER License of Occupation			LOC070665
<input checked="" type="checkbox"/>	AER Mineral Surface Lease			MSL070874

<input checked="" type="checkbox"/>	Disposition Type	Purpose	Activity	Activity ID
<input checked="" type="checkbox"/>	AER Mineral Surface Lease	Wellsite	PNG Production (MW)	30688537
<input checked="" type="checkbox"/>	AER License of Occupation	Access	Class II - All Weather or Dry	30688538
<input checked="" type="checkbox"/>	AER Temporary Field Authorization	Incidental Activity	Log Deck	30688539
<input checked="" type="checkbox"/>	AER Temporary Field Authorization	Incidental Activity	Borrow Pits	30688540

a) Optional: Select **Close** to return to the main screen.



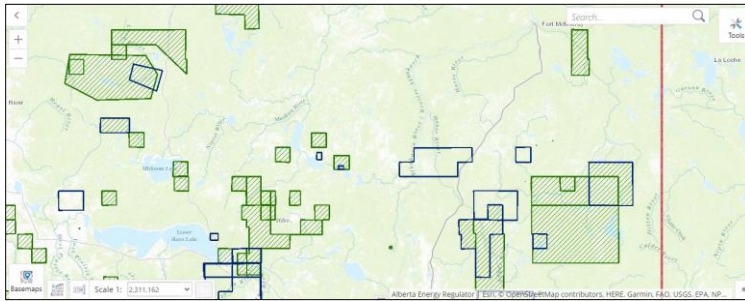
3. **Mandatory:** Click **Map It!** OneStop's map viewer opens displaying your selection of draft dispositions.



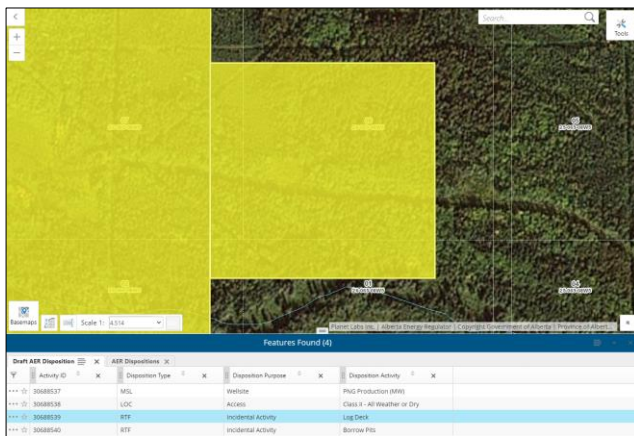
Details of the draft dispositions are also listed in the Features Found section at the bottom of the screen.

Features Found (4)			
Draft AER Disposition		AER Dispositions	
Activity ID	Disposition Type	Disposition Purpose	
30688537	MSL	Wellsite	PNG Production (MW)
30688538	LOC	Access	Class II - All Weather or Dry
30688539	RTF	Incidental Activity	Log Deck
30688540	RTF	Incidental Activity	Borrow Pits

Your map will zoom in on the disposition and draft layer selection extent.

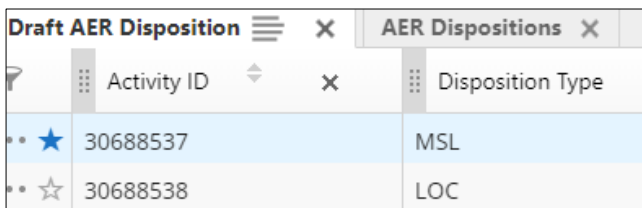


4. **Mandatory:** Click the **row** you wish to view in Features Found. The map will zoom in on the disposition extent.



5. **Mandatory:** Select the **star** beside the disposition(s) you wish to view on the map. Ensure you are zoomed to an appropriate extent.

The star turns blue when it has been selected.




Selections are highlighted in blue on the map



a) Optional: Click the star again to turn off the selection.

Tip:
Use the tabs at the top of the screen to move between the OneStop application and the map viewer.



Amending Disposition Type

Note: This is a major amendment and should be carefully considered.

- i) To amend your disposition type, upload a shapefile with the amended disposition type.
- ii) You may include the amended purpose/activity in the shapefile attributes for autocompletion or select it on the screen in the Public Land Dispositions pane.

A new disposition number will be created.

Public Land Dispositions

The Public Land Dispositions table will autocomplete based on available shapefile attributes.

Public Land Dispositions

In order to proceed with the application, all information on related incidental activities and plan associations must be filled in. For all disposition types this involves associating a plan to each activity, recognizing only certain activities can share the same plan as per the GOA plan requirements. For RTFs this includes relating the activity to a formal disposition (if incidental).

Filter by... Show ▾

View Shapefile Info
Relate Activity
Applicable Incidental Activity Information

<input type="checkbox"/>	Shapefile Name ▾	Unique ID ▾	Disposition Type ▾	Purpose ▾	Activity ▾
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite	PNG Production (MW)
<input type="checkbox"/>	Disposition	2	AER License of Occupation	Access	Class II - All Weather or D
<input type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental Activity	Log Deck

View Shapefile Info

1. Optional: Check the **box** beside the appropriate **disposition** and click **View Shapefile Info**.

<input checked="" type="checkbox"/>	Shapefile Name ▾	Unique ID ▾	Disposition Type ▾	Purpose ▾
<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite

[View Shapefile Info](#)

The Shapefile Information window opens displaying shapefile details. Click **Close** when you've completed your review.

Shapefile Information

Shapefile Name: Disposition

Disposition Type: AER Mineral Surface Lease

Unique ID: 1

Related Unique ID: 0

[Close](#)

Identify Activity Polygon Representing Each Formal Disposition

2. **Mandatory:** Select the first formal **disposition** to identify.

View Shapefile Info		Identify Activity Polygon Representing Each Formal Disposition	
<input type="checkbox"/> Shapefile Name	Unique ID	Disposition Type	Purpose
<input checked="" type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/> Disposition	2	AER License of Occupation	Access
<input type="checkbox"/> Disposition	3	AER Temporary Field Authorization	Incidental Activity

a) **Mandatory:** Click **Identify Activity Polygon Representing Each Formal Disposition**. A new window opens listing associated dispositions.

Identify Activity Polygon Representing Each Formal Disposition

Identify Activity Polygon Representing Each Formal Disposition

When amending associated dispositions the amendment shapefile must have both dispositions required. The amendment shapefile represents each of the existing formal dispositions. Care must be taken when choosing the selection this could cause cancellation of existing dispositions and creation of new formal dispositions.

Select

<input type="checkbox"/>	Unique ID	Disposition Number	Disposition Type
<input type="checkbox"/>	2	LOC070665	AER License of Occupation
<input type="checkbox"/>	1	MSL070874	AER Mineral Surface Lease

b) **Mandatory:** Check the **box** beside the appropriate **disposition** and click **Select**.

Select

<input type="checkbox"/>	Unique ID	Disposition Number	Disposition Type
<input type="checkbox"/>	2	LOC070665	AER License of Occupation
<input checked="" type="checkbox"/>	1	MSL070874	AER Mineral Surface Lease

c) Optional: **Close** to close the window without saving your entry.

Close

3. **Mandatory:** Repeat **steps 1 to 2** for other formal dispositions.

Enter, Update, or Amend Purpose/Activity

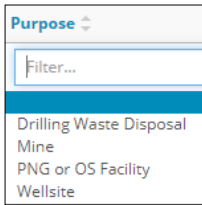
Unless already auto-completed from the shapefile, you will need to provide the purpose and activity for each disposition in the amendment application.

Disposition Type	Purpose	Activity
AER Mineral Surface Lease		

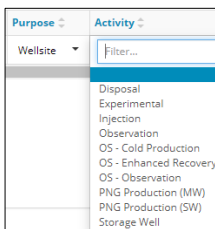
Purpose/Activity Options:

- **Enter:** If no change to the purpose/activity, enter as currently approved.
- **Update:** If purpose/activity is outdated, update it to a modern equivalent.
- **Amend:** Through the application, select a different purpose and/or activity which is a change from what is currently approved.

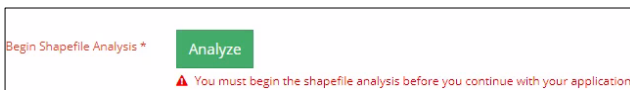
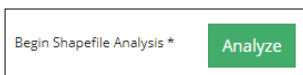
1. **Mandatory:** For each disposition, select the **Purpose** from the drop-down menu, if not already autocompleted from the shapefile.



2. **Mandatory:** For each disposition, select the **Activity** from the drop-down menu, if not already autocompleted from the shapefile.



3. **Mandatory:** Click **Analyze** to begin shapefile analysis. You cannot proceed without first completing this step.



Shapefile analysis may take a few minutes to process.



Once complete, additional tabs will appear if applicable:

- Relate Activity and Applicable Incidental Activity Information



or

- Associate Plan and Applicable Incidental Activity



Tip:

After shapefile analysis, point your cursor over each cell in the **Disposition Type, Purpose, or Activity** columns to view the original values.

Disposition Type	Original Value: N/A (MSL043603)	Activity
AER Mineral Surface Lease	Wellsite	PNG Production (MW)
AER Temporary Field Authorization	Incidental Activity	Borrow Pits
AER Temporary Field Authorization	Incidental Activity	Temporary Work Space
AER Temporary Field Authorization	Incidental Activity	Log Deck

Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane. Show ▾

Filter by... Show ▾

View Shapefile Info | Relate Activity | **Applicable Incidental Activity Information**

<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose	Activity
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite	PNG Production (MW)
<input type="checkbox"/>	Disposition	2	AER License of Occupation	Access	Class II - All Weather or Dr
<input type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental Activity	Log Deck

2. Enter the **value** in any column to filter or select the appropriate options from the drop-down menus. Click **Apply Filters**.

Shapefile Name <input checked="" type="checkbox"/> Search values like...	Unique ID <input checked="" type="checkbox"/> Search values like...	Disposition Type <input checked="" type="checkbox"/> []	Purpose <input checked="" type="checkbox"/> []
Activity <input checked="" type="checkbox"/> []	Activity ID <input checked="" type="checkbox"/> Search values exact...	Related Activity <input checked="" type="checkbox"/> []	Plan Name <input checked="" type="checkbox"/> Search values like...
Survey Plan ID <input checked="" type="checkbox"/> Search values like...	Area <input checked="" type="checkbox"/> Search values like...	Applicable Incidental <input checked="" type="checkbox"/> []	Analysis Status <input checked="" type="checkbox"/> []

Uncheck boxes to hide columns.

Apply Filters Clear Filters

Filtered results are displayed.

2 items

View Shapefile Info | Relate Activity | **Applicable Incidental Activity Information**

<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental Activity
<input type="checkbox"/>	Disposition	4	AER Temporary Field Authorization	Incidental Activity

3. Click **Clear Filters** on the right side of the pane to remove your selection. Clear Filters
4. Optional: Click **Hide** on the right side of the pane to hide the filters. Hide ▲

Tip:

Repeat the steps above to filter information in any pane.

Relate Activity

This feature only applies to RTFs (incidental activities) related to a formal parent disposition. The relationship may already be established and autocompleted by the shapefile.

1. **Mandatory:** Check the **box** beside the **RTF** that relates to a parent disposition. Select only one RTF at a time.

View Shapefile Info		Relate Activity	Applicable Incidental Activity Information	
<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/>	Disposition	2	AER License of Occupation	Access
<input type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental Activity
<input checked="" type="checkbox"/>	Disposition	4	AER Temporary Field Authorization	Incidental Activity

2. **Mandatory:** Click **Relate Activity**. Relate Activity

The Relate Disposition window opens.

Relate Disposition

Would you like to relate this activity to an already approved formal disposition or an activity within this application?

Already Approved
Within Application

Close
Save

3. **Mandatory:** Select **Within Application** to relate the activity.

Important:

For amendment applications, only new incidental RTFs can be related to a formal disposition **Within Application**. There are only two possible formal dispositions within the amendment application:

- Disposition being amended
- Associated disposition (if applicable)

Within Application

- a) Check the **box** beside the related parent disposition that is linked to the incidental RTF(s). There can only be one parent.
- b) Click **Select**. Select

Select		
<input type="checkbox"/>	Disposition Type	Purpose
<input checked="" type="checkbox"/>	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/>	AER License of Occupation	Access

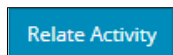
The window closes. The related parent disposition appears in the main table above its incidental RTF(s). The Activity ID column also displays the associated activity identification number.

Disposition Type	Purpose	Activity ID
AER Mineral Surface Lease	Wellsite	30662687
AER Temporary Field Authorization	Incidental Activity	30662690
AER Temporary Field Authorization	Incidental Activity	30662689

- c) Repeat **steps a) and b)** until all RTF incidental activities have been linked to a parent disposition.
- d) Optional: To revise your entry, select the **incidental RTF**, you wish to change the relationship for.

Shapefile Name	Unique ID	Disposition Type	Purpose
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite
<input checked="" type="checkbox"/> Disposition	3	AER Temporary Field Authorization	Incidental Activity
<input type="checkbox"/> Disposition	2	AER License of Occupation	Access
<input type="checkbox"/> Disposition	4	AER Temporary Field Authorization	Incidental Activity

- e) **Mandatory:** Click **Relate Activity**. The Relate Disposition window opens.



- i) **Mandatory:** Select **Change Relationship** or **Remove Relationship**.



- **Change Relationship:** Repeat **steps a) and b)**. Click **Save**. Your selection is updated on the Public Land Dispositions table.
- **Remove Relationship:** Click **Save**. Your selection is removed from the Public Land Dispositions table.
- Optional: Click **Close** to cancel your changes and return to the Public Land Dispositions table.

Applicable Incidental Activity Information

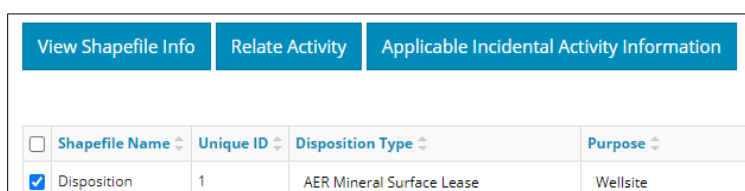
This feature applies to the following eligible incidental activities within this application and associated to the same plan as their parent disposition:

- Log deck
- Push out
- Temporary work space
- Bank stabilization
- Borrow pit

Tip:
This section can be completed in three ways:

- Completely or partially autocompleted from shapefile attributes
- Manual entry in the online table
- Autocompleted table from an uploaded spreadsheet (.csv)

- 1. **Mandatory:** Check the **box** beside the parent disposition with related eligible applicable RTF incidental activities.



2. **Mandatory:** Click **Applicable Incidental Activity Information**. The Related Disposition window opens



3. **Mandatory:** Complete the table if not already autocompleted.

Tip:
The information icon in each column header provides more detail about each field.

Option 1: Manually enter information for the following:

- a) **Area (ha):**

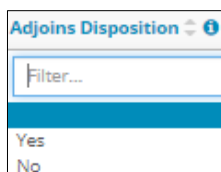
- If the area exceeds size parameters for an applicable incidental activity, no further entry is required. Proceed to **Validate Entry**.
- If the area meets size parameters for an applicable incidental activity, proceed to the next step.



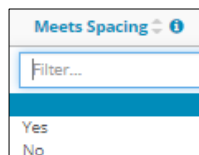
- b) **Free of Conflict:** Select **Yes** or **No** from the drop-down menu.



- c) **Adjoins Disposition:** Select **Yes** or **No** from the drop-down menu.



- d) **Meets Spacing:** Select **Yes** or **No** from the drop-down menu if the area meets size requirements for the following activity types: log deck, borrow pit, and push out.

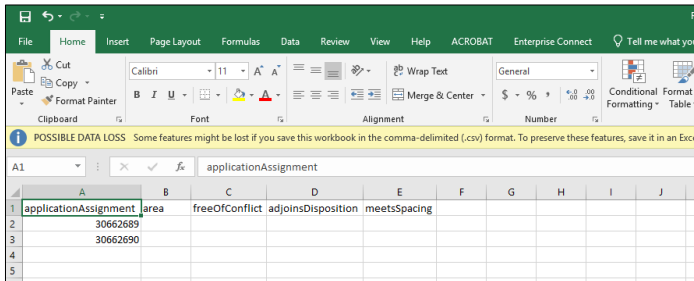


Option 2: Upload a spreadsheet (.csv).

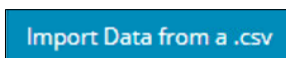
- a) Click **Download Template** in the upper left corner of the pane.



- b) The template downloads. **Open** and **save** the file.
- c) Repeat **steps a) to d)** in **Option 1** to complete the spreadsheet.



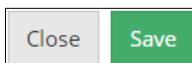
- d) Click **Import Data from a .csv** in the upper left corner of the pane.



- e) Locate the file on your computer and upload it to OneStop. OneStop will transfer the imported data to the online Related Dispositions table.

Area (ha)	Free of Conflict	Adjoins Disposition	Meets Spacing
0.050	Yes	Yes	Yes
0.850	Yes		

- f) **Mandatory:** Select **Save** to save your entry and return to the main table, or **Close** to return to the main table without saving your entry.



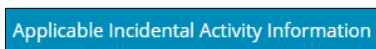
- g) Optional: Click **Validate** or **Save** on the Public Lands Amendment – Overview screen to run the analysis.



- h) View the results in **Applicable Incidental** column in the Public Land Dispositions table.

Related Activity	Plan Name	Survey Plan ID	Area	Applicable Incidental
	Plan1.pdf			No
	Plan1.pdf			No
30674732	Plan1.pdf		0.06	Yes
30674732	Plan1.pdf		0.76	No

You may also view it in **Applicable Incidental Activity Information** tab in the Related Dispositions table.



Adjoins Disposition	Meets Spacing	Applicable Incidental
Yes	Yes	Yes
		No

- i) Optional: Relate point of use for surface material lease (RML) and surface material licence (RSC) to indicate where the surface material will be used.

- i) Check the **box** beside the surface material activity that relates to a parent disposition.

<input checked="" type="checkbox"/>	Disposition	1	Regulator Materials Lease	Surface Materials
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- ii) Click **Relate Activity or Disposition**.

Relate Activity or Disposition

- iii) Select **Already Approved** or **Within the Application**.

Relate Disposition

Would you like to relate this activity to an already approved formal disposition or an activity within this application?

Already Approved

- iv) Enter the **Authorization ID** or the **Location** in the designated fields.

- v) Click **Search**.

Relate Disposition

Would you like to relate this activity to an already approved formal disposition or an activity within this application?

Authorization ID

Location

- vi) Results appear in a table. Check the **box** beside the related formal disposition.

<input checked="" type="checkbox"/>	Disposition	1	Regulator Materials Exploration	Surface Materials
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- vii) Click **Select** and **Save**. The related formal disposition appears on the Public Lands Disposition table indicating a point-of-use relationship.

Purpose	Activity	Activity ID	Related Activity
Surface Materials	Sand	31446157	MLL217002 (Point of Use)

Within Application

viii) Repeat steps vi) and vii).

Tip:

Choose the formal disposition that most represents point of use. Only one point-of-use relationship can be identified.

Plan Information

The Plan Information pane will display following a successful shapefile analysis of single or multiple plans.

Plan Information

Filter by... Show ▾

Replace

<input type="checkbox"/>	Submission Number ▾	Plan Number ▾	Plan Type ▾	LTO Number ▾	Status ▾	Version Date ▾	Plan Number
<input type="checkbox"/>	1425558	115484	Conventional Survey		Active	5/14/2007	MS

Update Replace Remove

<input type="checkbox"/>	Submission Number ▾	Plan Number ▾	Plan Type ▾	LTO Number ▾	Status ▾	Version Date ▾	Plan Number
<input type="checkbox"/>	1266667	114515	Conventional Survey		Active	4/6/2009	MS
<input type="checkbox"/>	1266668	114515	Conventional Survey		Active	3/11/2011	MS
<input type="checkbox"/>	1551579	114515	Sketch		Active	7/25/2012	MS

Update IHS Import Plans

If your current plan is an IHS Import Plan type, update it.

- Mandatory:** Check the **box** beside the **plan** you wish to update.

Update Replace Remove

<input checked="" type="checkbox"/>	Submission Number ▾	Plan Number ▾	Plan Type ▾
<input checked="" type="checkbox"/>	1429575	15442	IHS IMPORT

- Mandatory:** Click **Update**. The Plan Type Update window opens.

Update

Plan Type Update

Make sure the plan type is correct. If the draft has been saved corrections can only be made by deleting the draft. Once submitted corrections cannot be made.

Submission Number:

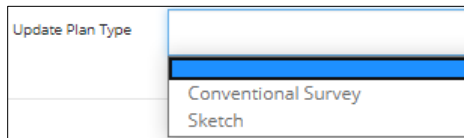
Plan Number:

Plan Type:

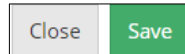
Update Plan Type:

Close Save

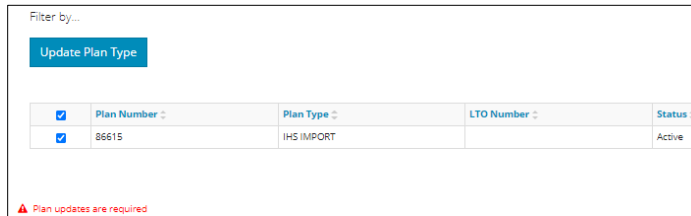
3. Select the **Updated Plan Type** using the drop-down menu.



4. Select **Close** to return to the main screen without saving your update or select **Save** to update your plan type and return to the main screen.



Note: You cannot proceed with the amendment until you update the plan type.



Important:

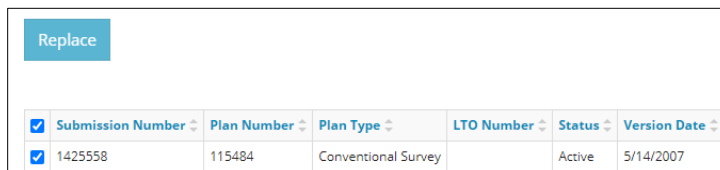
IHS plan types need to be updated in OneStop to reflect whether they are a sketch or survey.

Once the plan type has been updated and saved, it cannot be changed. Ensure your plan type selection is accurate before saving.

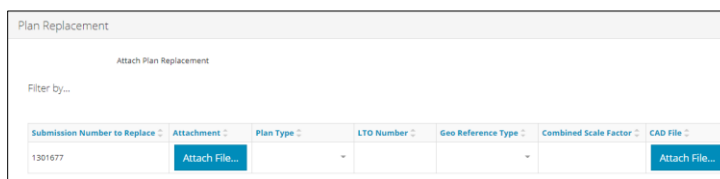
Replace

- Use **Replace** feature for most amendments that consist of one plan of record being amended (e.g., adding, deleting or modifying lands).
- Use **Replace** feature when amending one plan in a group of plans that belong to a disposition (itemized plans).
- Plan replacement is only optional when using another feature such as “Add” or “Remove” for multiple plans.

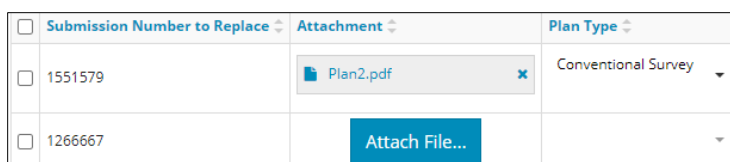
1. Check the **box** beside the **plan** you wish to replace. Click **Replace**.



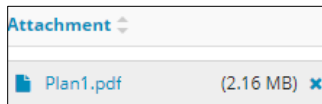
The Plan Replacement pane appears.



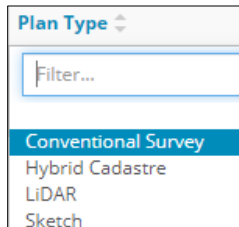
2. **Mandatory:** Click **Attach File** beside the appropriate **submission number**.



- Mandatory:** Locate the plan from your computer and attach it in PDF format.



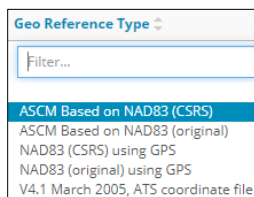
- Mandatory:** Select **Plan Type** from the drop-down menu.



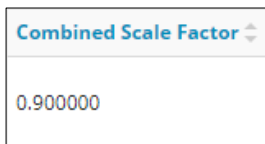
- Optional:** Enter the **LTO number** if applicable. If not applicable, leave it blank.



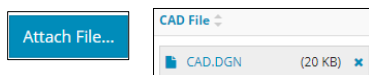
- Mandatory:** Select the **Geo Reference Type** from the drop-down menu.



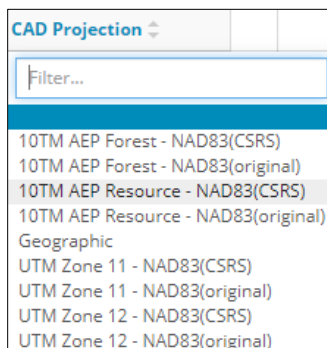
- Mandatory:** Enter the **Combined Scale Factor**.



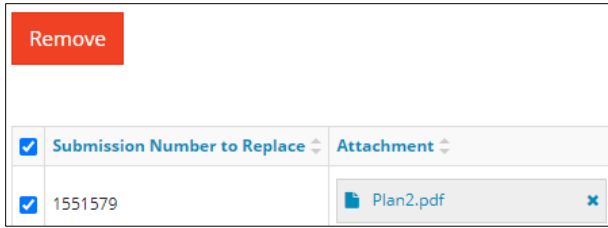
- Mandatory:** Click **Attach File** to include a **CAD File**.



- Mandatory:** Select the **CAD Projection** from the drop-down menu.



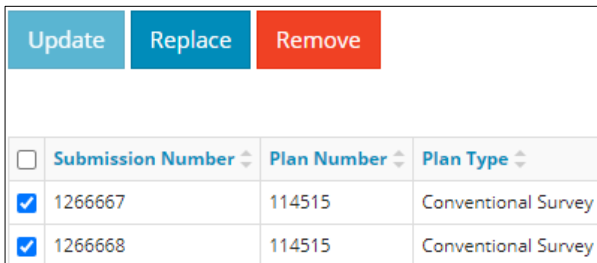
- Mandatory:** Repeat **steps 1 to 9** until all plans have been added.
- Optional: To remove plans in the Plan Replacement pane, Check the **box** beside the plan you wish to remove. Click **Remove**.



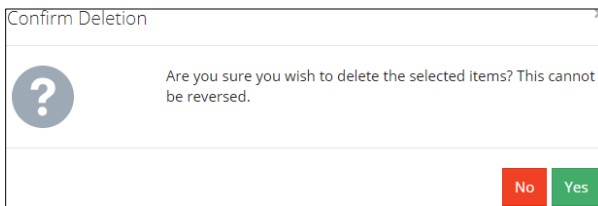
Delete Active Plans

This feature only applies to multiple active plans.

- Optional: To delete active plans from the Plan Information pane, check the **box** beside the plan you wish to remove. Click **Remove**.



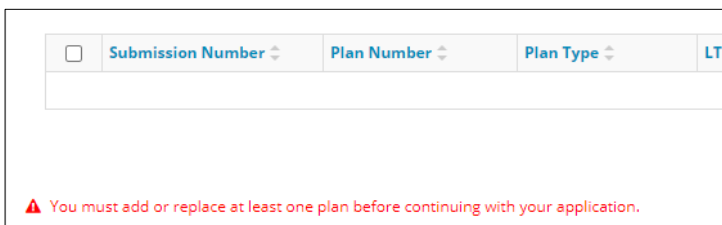
The Confirm Deletion window opens.



- Mandatory:** Select **Yes** to return to the main screen with your selection(s) deleted, or **No** to cancel deletion and return to the main screen.



Important:
If you delete all active plans, you must add a plan in the Additional Plans pane. You cannot proceed without at least one plan.



Additional Plans

This pane only displays if your disposition is eligible for an additional itemized plan. You may add plans here if required. This means more than one active plan will make up the disposition extent.

Important:
 The following dispositions allow for additional plans:

- Dispositions without associated dispositions (incidental RTFs may also be included)
- MSL, MLL, PIL, or RML where the total area is ≥ 10 ha
- LOC, PLA, or RVC where the total length is ≥ 6500 m

1. **Mandatory:** Click **Add**. A row is added to the table. Add rows as needed.

<input type="checkbox"/>	Attachment	Plan Type	LTO Number	Geo Reference Type
<input type="checkbox"/>	Attach File...			

2. **Mandatory:** Click **Attach File** in a row. Browse for your plan and attach it in PDF format.

Attachment

Plan1.pdf (2.16 MB) x

3. **Mandatory:** Select the **Plan Type** from the drop-down menu.

Plan Type

Filter...

Conventional Survey

Hybrid Cadastre

LiDAR

Sketch

4. **Optional:** Enter the **LTO number** if applicable. If not applicable, leave it blank.

LTO Number

1234567

5. **Mandatory:** Select the **Geo Reference Type** from the drop-down menu.

Geo Reference Type

Filter...

ASCM Based on NAD83 (CSRS)

ASCM Based on NAD83 (original)

NAD83 (CSRS) using GPS

NAD83 (original) using GPS

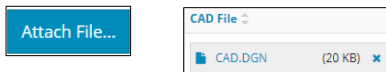
V4.1 March 2005, ATS coordinate file

6. **Mandatory:** Enter the **Combined Scale Factor**.

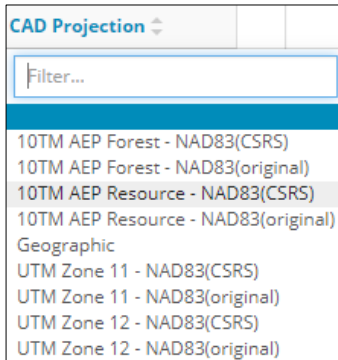
Combined Scale Factor

0.900000

7. **Mandatory:** Click **Attach File** to include a **CAD File**.

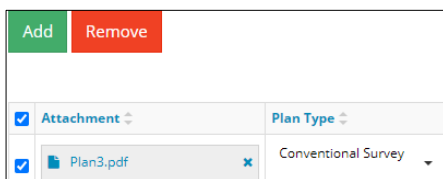


8. **Mandatory:** Select the **CAD Projection** from the drop-down menu.



9. **Mandatory:** Repeat **steps 1 to 8** until all plans have been added.

10. **Optional:** To remove plans, check the **box** beside the plan you wish to remove. Click **Remove**.



Associate Plan

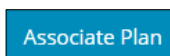
Reminders:

- This feature is located in the Public Land Dispositions pane.
- Upload plans to OneStop *before* using this option. See **Additional Plans** in this QRG.
- Only dispositions with additional plans not automatically associated to the disposition being amended (i.e., incidental RTFs), require this function.

1. **Mandatory:** Check the **box** beside the **disposition(s)** you wish to associate with the uploaded plans.

View Shapefile Info		Associate Plan		Applicable Incidental Activity Information	
<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose	Activity
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite	PNG Production (MW)
<input checked="" type="checkbox"/>	Disposition	4	AER Temporary Field Authorization	Incidental Activity	Borrow Pits
<input checked="" type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental Activity	Temporary Work Space
<input checked="" type="checkbox"/>	Disposition	2	AER Temporary Field Authorization	Incidental Activity	Log Deck

2. **Mandatory:** Click **Associate Plan**.



3. The Associate Plan window opens. In the **Plan Name** column, select the plan for each disposition from the drop-down menu.

Associate Plan

Filter by... Show ▾

Purpose ▾	Activity ▾	Activity ID ▾	Plan Name ▾	Survey Plan ID ▾
Incidental Activity	Borrow Pits	30688531		

Plan Name ▾

Filter...

Plan3.pdf

- Optional: Enter a **Survey Plan ID** for the activities, as needed. This is for your reference.

Activity ▾	Activity ID ▾	Plan Name ▾	Survey Plan ID
Temporary Work Space	30688530	Plan3.pdf ▾	TWS 1
Borrow Pits	30688531	Plan3.pdf ▾	BP 1
Log Deck	30688529	Plan3.pdf ▾	LD 1

- Mandatory:** Click **Save** to save your entry, or **Close** to close the window without saving your entry.

Activity ID ▾	Plan Name ▾	Survey Plan ID ▾
30688530	Plan3.pdf ▾	TWS 1
30688531	Plan3.pdf ▾	BP 1
30688529	Plan3.pdf ▾	LD 1

Close Save

Close Save

Validate Entry

- Click **Validate** at the top or bottom left side of the screen. Errors will appear in red. Fix errors.

Public Lands Amendment - Overview

Validate

Associated Disposition ▾

Re-upload Shapfile ▾

Public Land Dispositions ▾

Plan Information

Filter by... Show ▾

Validate

Submission Number	Plan Number	Plan Type	LTD Number	Status	Version Date	Plan Number Type	Plan Name	PDF Plan	Associated Dispositions
142258	11544	HD SURFPT		Active	8/14/2017	HD			MULTIPLAN

Tip: You must make at least one plan before continuing with your application.

Validate

Previous Next Save

Validate

Tip:

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

The screenshot shows a web interface titled "Public Lands Amendment - Overview". At the top left of the main content area is a blue "Validate" button. Below it are five grey expandable menu items, each with a downward arrow: "Re-Upload Shapefile", "Public Land Dispositions", "Plan Information", "Plan Replacement", and "Additional Plans". Below these items is another blue "Validate" button. At the bottom left of the main content area are two blue buttons: "< Previous" and "Next >". At the bottom right is a green "Save" button. Below the main content area, there is a separate green "Save" button.