

Initiating a New Mineral Well Licence Application

Intended User: Mineral well licence applicants

Overview

This quick reference guide (QRG) describes how to initiate a brine-hosted mineral well licence application, **specifically the mineral sections of a new application.**

For detailed instructions on completing the general steps in a well licence application, watch “New Well Licence Application” video located on the AER website – Regulating Development > OneStop > OneStop Help > Guides for Well Licences.




Initiate New Application

1. Log in to OneStop and begin on the main landing page.
2. Click **Initiate** in the top navigation bar. Select **New Application**.





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.

A screenshot of the 'Application Information' form. It contains a question: 'This application will be added to an existing project *' with 'Yes' and 'No' radio buttons. Below this is a text input field labeled 'Project Name *' containing the text 'Project XX - Mineral'.

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

- 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.

- 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)**.

Tip

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

Proposed 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

- 2. For the associated activity, select **Minerals**.

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

General - Additional Information

1. Select **Yes** or **No** for each mandatory requirement listed in this section. Depending on your selection more details will 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**. Click **Next** to go to Wells – Overview page.

Wells – Overview

1. Complete the following sections: **Upload Shapefile**, **Public Land Approval**, and **Survey Plan**. Well Location Attributes and Surface Rights sections will autocomplete using data from the submitted shapefile.

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](#).

2. Click **Save**. Click **Next** to go to Wells – Wells Details page.

Wells – Wells Details

Some areas of the Wells Details page are autocompleted using data from the submitted shapefile.

Note: Greyed-out fields cannot be manually changed.

1. Complete the mandatory fields marked with an **asterisk***.
 - **Type of Drilling Operation**
 - **Bottomhole Location**
 - **Proposed bottomhole location is within a road allowance**
 - **Depth Information (Surface Casing Depth, Projected Total Depth, True Vertical Depth)**
 - **Mineral Rights**
 - **Terminating Formation Name**

Well Details

Surface Location * W M Type of Drilling Operation *

Bottomhole Location * W M Proposed bottomhole location is within a road allowance * Yes No

Well Name *

Submitted Surface Coordinates and Elevation *	N/S Distance (m)	N/S Designation	E/W Distance (m)	E/W Designation	Ground Elevation (m)
	<input type="text" value="400.4"/>	<input type="text" value="South of North"/>	<input type="text" value="434.0"/>	<input type="text" value="West of East"/>	<input type="text" value="711.8"/>

Licensed Surface Coordinates *	N/S Distance (m) 400.4	N/S Designation South	E/W Distance (m) 434.0	E/W Designation West
Surface Location (NAD83 ATS 4.1) *	Surface Latitude 55.661358	Surface Longitude -116.414087		
Depth Information (m) *	Surface Casing Depth 200	Projected Total Depth 600	True Vertical Depth 600	
Rights *	Mineral Alberta Crown			
Terminating Formation Name *	Beaverhill Lake Grp			

- A mineral well name must include the letters “MIM.” Click **Generate Well Name.**
- The Generate Well Name window opens. Enter “MIM” in Discretionary Information field. Additional characters may be added to the title (maximum 36 characters).

Discretionary Information

- Click **Generate Name** and **Accept.** The window closes and the new name appears in the Well Name field.

Well Name *

- Click **Save.** Click **Next** to go to Wells – Licence Details page.

Wells – 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.

- In the Participant Involvement Requirements section, select **Yes** or **No**: Requirements have been met.
 - If **No**, click **Attach**. Locate the required file(s) from your computer and attach them.

Participant Involvement Requirements

Requirements have been met *

Attach all required information *

- If **Yes**, proceed to the next step.
- Enter the distance (km) to the nearest surface development.

Distance to nearest surface development (km) *

Yes	No
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3. Select **Yes** or **No** to request a two-year licence term.

a) If **Yes**, the 2 Year Licence Commitment message will appear. Click **I Agree**.

2 Year Licence Commitment

Participant involvement notifications will be updated and completed prior to construction activities. The survey information must be validated to ensure details are up to date.

I Agree
I Disagree

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

4. In the Purpose section, select the **well type** from the drop-down menu.

Well Type *

Minerals Production

- Geothermal Closed-Loop In-Multi
- Geothermal Closed-Loop Out-Multi
- Geothermal Closed-Loop Single
- Geothermal Observation
- Geothermal Open-Loop Injection
- Geothermal Open-Loop Production
- Geothermal Other

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

5. Select the **substance(s)** from the drop-down menu.

Substance *

Brine Hosted

6. Select the **formation(s)** from the drop-down menu.

Formation *

- Alexo Fm
- Arcs Mbr
- Badheart Fm
- Bakken Fm
- Baldonnel Fm

Note: The Governing Legislation field will autocomplete based on your well type, and substance selections.

Governing Legislation

Section 8 of the Brine-Hosted Mineral Resource Develc

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

AER Classification *

Development

Note: Mineral wells default to Confidential status.

AER Classification *	Development
Confidential Status *	Confidential

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

Drill cutting samples are required to be taken *	Yes	No
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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 Mineral Resource Development* for drill cutting requirements.

9. Select **Yes** or **No** to indicate meeting the requirements outlined in the following sections: **Minerals Rights, Surface Impact, Additional Information, and Operational Disclosure.**

Yes	No
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a) Based on your “Yes” or “No” response to meeting requirements, more information may be needed. Provide those requirements in the appropriate sections.

Example:

Operational Disclosure	
Specialized drilling operations will be conducted *	Yes No
Type of specialized drilling *	

10. Click **Save**. Save Click **Next** to go to Wells – Working Interest Participants page. Next >

Well – Working Interest Participants (WIP)

Tip

Watch “Wells Working Interest Participants (WIP)” video for help in completing this section. The video is located on the AER website OneStop Help > Guides for Well Licences.

The Working Interest Participants table autocompletes with parties who are participants in the application.

1. To add new participants to the table, Click **Add**. Search for business associate(s) and add them to the table.

Note: The interest total must equal 100%.

Working Interest Participants

Filter by...

<input type="checkbox"/>	Business Associate Code	Company Name
<input type="checkbox"/>	0H1	CANADIAN
<input type="checkbox"/>	01	CITY OF

2. Click **Save**. Click **Next** to go to Wells – H₂S Information page.

Wells – H₂S Information

Tip

Watch “H₂S Information Well Application” video for help in completing this section. The video is located on the AER website OneStop Help > Guides for Well Licences.

1. Select **Yes** or **No**: Wells included in this activity are expected to encounter H₂S.

Wells included in this activity are expected to encounter H₂S *

- a) If **No**, the Well Category field autocompletes. Proceed to **Step 2**.

Well Category B140

Wells included in this activity are expected to encounter H₂S *

- b) If **Yes**, more information is needed. New sections appear: Potential H₂S Release Rate by Formation, Cumulative H₂S Release Rate, and Emergency Planning. **Complete these sections.**

Note: Grey-out fields will be autocompleted based on the information entered in the form.

2. Click **Save**. Click **Next** to go to Wells – Additional Attachments page.

Wells – Additional Attachments

Mineral wells require supporting documents to form part of the application.

Tip



For more details about attachments, see *Directive 090*, *Directive 056* (Audit Material only), and section 7.8.6 of *Manual 012*. Manuals and directives are located on the AER website.

1. Click **Attach** beside Working Interest Participant Details, a **mandatory** requirement.

Working Interest Participant Details *

- a) Locate the file(s) from your computer and attach them.



2. Repeat **Step 1** to attach supporting documents to other requirements in this section.
3. Click **Save**. 
4. You may close your application and return to it later or click **Next**  to go to the Confirmation page and submit the application.

Note: The Minerals Well rule will trigger additional review and will be listed in the Rules Triggered section on the Confirmation page.

Rules Triggered		
Filter by...		
Activity ID	Rule Name	Outcome
32068329	Geothermal Well / Minerals Well	Additional Review
32068329	Operator Criteria	Baseline Review
32068329	Participant Involvement	Baseline Review