

# Initiating a New Carbon Capture Well Licence Application

Intended User: Carbon capture licence applicants

## Overview

This quick reference guide (QRG) describes how to initiate a well licence application, **specifically the sections related to carbon capture and sequestration activities.**

For detailed instructions on completing the general steps in a well licence application, watch “New Well Licence Application” video located on the AER website: Systems & Tools > 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.

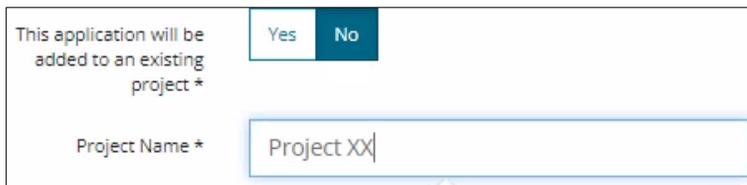
## General - Contact Information

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

4. Select **Yes** or **No** to indicate whether this application will be added to an existing project. 
  - a) If **No**, enter the project name in the Project Name field.

A screenshot of a form section. It contains a label 'This application will be added to an existing project \*' with two radio buttons, 'Yes' and 'No'. Below this is a label 'Project Name \*' followed by a text input field containing the text 'Project XX'.

- b) If **Yes**, click **Search**, search for the existing project, and add it to this application.

- 5. 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.

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

### General - Proposed Activity

- 7. 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

- 8. For the associated activity, select **Oil and Gas**.

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

## General - Additional Information

10. 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 \*

This activity requires an EPEA approval \*

Application/Approval Number

11. 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 sections of the Wells Details page are autocompleted using data from the submitted shapefile.

**Note:** Greyed-out fields cannot be manually changed.

3. 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**

**Note:** Directive 056, section 7.7.6, states: “For the purpose of well licensing, the terminating formation is defined as the deepest formation in which the well will terminate and which the applicant has the right to produce for all intended purposes of the well.

*The applicant may drill to a maximum overhole depth of 15 m below the base of the terminating formation. This overhole depth is permitted to accommodate logging tools and casing.*

*The applicant must not identify any formations within the 15 m overhole as the terminating formation on a well licence application unless the applicant holds the mineral rights.*

*The applicant must have the permission of the mineral rights holder, whether Crown or Freehold owner or lessee, to exceed the 15 m maximum overhole depth.”*

**Well Details**

Surface Location \*     W  M      Type of Drilling Operation \* Vertical

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

Well Name \*  Generate Well Name

Submitted Surface Coordinates and Elevation *	N/S Distance (m) <input type="text" value="249.3"/>	N/S Designation <input type="text" value="South of North"/>	E/W Distance (m) <input type="text" value="706.0"/>	E/W Designation <input type="text" value="East of West"/>	Ground Elevation (m) <input type="text" value="719.0"/>
Licensed Surface Coordinates *	N/S Distance (m) <input type="text" value="249.3"/>	N/S Designation <input type="text" value="South"/>	E/W Distance (m) <input type="text" value="706.0"/>	E/W Designation <input type="text" value="East"/>	

Surface Location (NAD83 ATS 4.1) \*

Surface Latitude	<input type="text" value="55.313197"/>	Surface Longitude	<input type="text" value="-110.943997"/>
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Depth Information (m) \*

Surface Casing Depth	<input type="text" value="720"/>	Projected Total Depth	<input type="text" value="820"/>	True Vertical Depth	<input type="text" value="820"/>
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Rights \*

Mineral

Terminating Formation Name \*

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

**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.

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

Participant Involvement Requirements

Requirements have been met \* Yes No

Attach all required information \* Attach

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

Distance to nearest surface development (km) \*

Yes	No
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7. 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

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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.

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I Agree
I Disagree

- b) If **No**, proceed to the next step.
8. In the Purpose section, select the **well type** from the drop-down menu for the following scenarios:
- **Injection:** For wells injecting carbon dioxide (CO<sub>2</sub>) to enhance oil recovery or for CO<sub>2</sub> storage
  - **Disposal:** For wells intended to dispose of CO<sub>2</sub> under a carbon sequestration agreement
  - **Disposal (CCS):** For wells evaluating subsurface reservoir properties under a sequestration evaluation agreement intended to be used as future CO<sub>2</sub> disposal wells once a sequestration agreement is granted

Well Type \*

Injection

- Disposal
- Disposal (CCS)
- Domestic
- Evaluation
- Experimental
- 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

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

Substance \*

- Carbon Dioxide
- Gas
- LPG
- Water

10. Select the **formation(s)** from the drop-down menu. It is critical to select formation(s) that match the tenure agreement.

**Important**

Review your Alberta Energy and Minerals tenure agreement to ensure you are licensing the well based on the authorization that has been obtained.

Example: If the agreement specifies pore space in the Basal Sandstone Unit, only evaluate the pore space in the Basal Sandston Unit. If you do not have the correct rights for the formation(s) entered here, Alberta Energy and Minerals will flag it. You may be notified for noncompliance and have your well licence cancelled.

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

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

**Note:** Only wells drilled under a sequestration **evaluation** agreement may be confidential.

12. 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.

Example:

**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 056* for drill cutting requirements.

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

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

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

**Well – Working Interest Participants (WIP)**

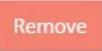
**Tip**  
 Watch “Wells Working Interest Participants (WIP)” video for help in completing this section. The video is located on the AER website OneStop Help > Guides for Well Licences.

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

15. To add new participants, click **Add**. Search for business associate(s) and add them to the table. The interest total must equal 100%.

Working Interest Participants

Filter by...

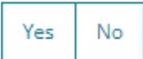
 

<input type="checkbox"/>	Business Associate Code	Company Name
<input type="checkbox"/>	0Ht	CANADIAN
<input type="checkbox"/>	01	CITY OF

16. 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.

17. Select **Yes** or **No**: Wells included in this activity are expected to encounter H<sub>2</sub>S. 

- d) If **No**, the Well Category field auto completes. Proceed to **Step 2**.

Well Category

Wells included in this activity are expected to encounter H<sub>2</sub>S \*

- e) 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 auto completed based on the information entered in the form.

- f) Click **Save**.  Click **Next** to go to the Confirmation Page. 

Details on the Confirmation page indicate how validations/rules have been applied to the application and whether a baseline or additional review outcome is triggered.

18. You may close your application and return to it later or submit the application.