

# Initiating a Well Licence Regulatory Conversion Amendment Application: Geothermal

Intended User: Well licence applicants (GRDA to OGCA, OGCA to GRDA)

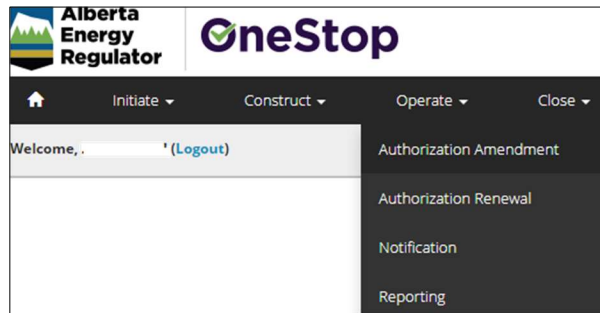
## Overview

This quick reference guide (QRG) describes how to initiate a regulatory conversion amendment post drilling activity. The amendment converts wells from one system of regulations (regulatory regime) to another.

Example: Wells regulated under the *Oil and Gas Conservation Act (OGCA)* converted to the *Geothermal Resource Development Act (GRDA)* and vice versa.




## Authorization Amendment

1. Log in to OneStop and begin on the main landing page.
2. Click **Operate** in the top navigation bar. Select **Authorization Amendment**.



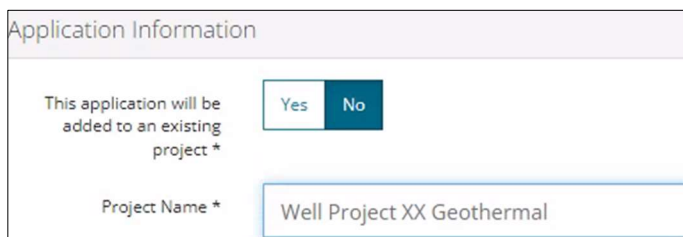
The General - Contact Information page opens.


### 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

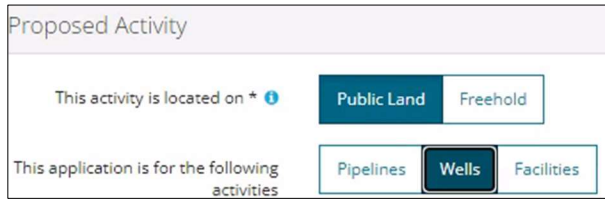
1. After indicating (Yes or No) whether this application will be added to an existing project, enter the project name in the Project Name field. Include "**Geothermal**" in the project name if converting to a geothermal well. Other discretionary details may be added.




2. 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)**.



Proposed Activity

This activity is located on \*   Public Land  Freehold



This application is for the following activities  Pipelines  Wells  Facilities

2. For the associated activity, select the proposed association, not the current.
3. Select **Well Licence** as the Type of Amendment.




This application is associated with \*  Mining  In Situ  Oil and Gas  Transmission Pipeline  Geothermal

Type of Amendment \*  Pipeline Licence  Water Approval  Public Lands Disposition  Well Licence

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


**Tip**

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

**Proposed Activity**

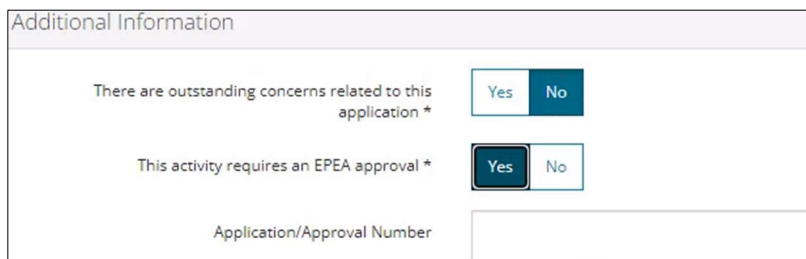
Public Land - Provincial Crown Land administered under the Public Lands Act for the use of land in respect of energy resource activities.

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

### General - Additional Information

1. Select **Yes** or **No** for each mandatory requirement listed. Depending on your selection more details may be needed.


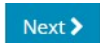


Additional Information

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 Licence Information page. 

### General - Licence Information

1. In the Well Licence Search section, enter a **licence number or surface location**, not both.

Well Licence Search

Licence Number

Surface Location LSD SEC TWP RGE W M M

2. Click **Search**. Results appear in the Search Results section.

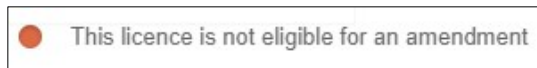
Search Results

Select the licence to amend

Filter by...

<input type="checkbox"/>	Licence Number ↕	Surface Location ↕	UW
<input type="checkbox"/>	0497602	6-20-95-7W4	00/

If the licence is not eligible for amendment, an error message displays, and no results are returned in the search table.



If the location search is used and no results are found, an error message displays, and no results are returned in the search table.



3. When an eligible licence(s) is found, the licence number(s) will display in the Search Results section. Check the **box** beside the licence number you wish to amend. Only **one** licence number may be selected for an amendment.

<input checked="" type="checkbox"/>	Licence Number ↕
<input checked="" type="checkbox"/>	2000433

After the licence number is selected, the system will pre-select the regulatory conversion provided the licence meets eligibility requirements.


**Note:** Regulatory conversion amendments cannot be combined with other amendment types, these are unavailable for selection.

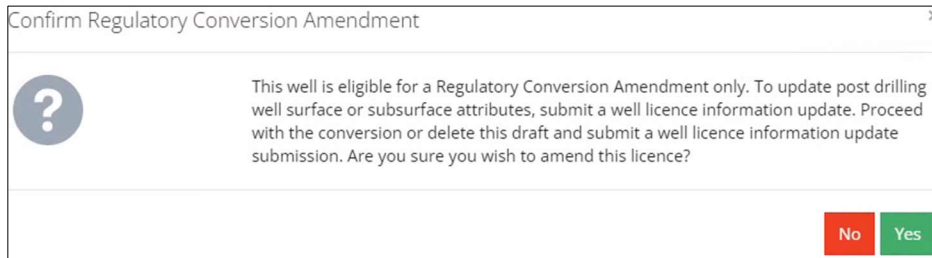
Amendment Types

Well Surface ⓘ  Well H<sub>2</sub>S Information ⓘ  Regulatory Conversion ⓘ

Well Subsurface ⓘ  Well-Other ⓘ



Well/Production Type ⓘ  OSE Conversion ⓘ

- Click **Amend**.  A confirmation message will be displayed.



- Select **Yes** to proceed with the conversion.
- A message will appear to confirm a successful submission. Click **OK**.



- Click **Save**.  Click **Next** to open the Licence Amendment - Overview page. 

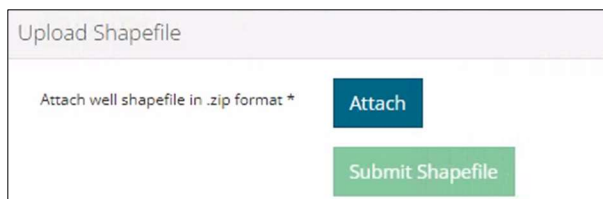
### Licence Amendment - Overview

A single well point shapefile and a valid survey is required for all regulatory conversion amendments located on public lands. For wells located on freehold lands, a lease boundary shapefile is also required.

#### Tip

For detailed instructions on submitting shapefiles, see *Importing Digital Spatial Data into OneStop* QRG located on the AER website – Regulating Development > OneStop > OneStop Help > Guides for Well Licences.

- In the Upload Shapefile section, Click **Attach**. Locate the file from your computer and attach it.



The table in the Well Location Attributes section autocompletes based on data taken from the shapefile. Values taken from the shapefile cannot be manually changed in the table. Any value(s) that differ 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
31806634	11-31-34-19W4	692.5	South of North

#### Tip

Hover over any highlighted field to view the original value.



### Surface Rights

As part of the spatial analysis, OneStop determines surface rights (Crown or Freehold) and completes the Surface Rights field.

A screenshot of a form field titled "Surface Rights". The field contains the text "Surface Rights" and "Alberta Crown".

### Public Land Approval

For wells located on Crown land, the related public land authorization or application number, if found, will autocomplete this section.

A screenshot of the "Public Land Approval" form. The "State of Land Application \*" dropdown menu is set to "Existing Authorization". The "Disposition Number \*" text field contains "MSL160663". A "Search Dispositions" button is visible to the right of the text field.

- If the public land approval is not found, select a **State of Land Application** from the drop-down menu.

A screenshot of the "Public Land Approval" form with the "State of Land Application \*" dropdown menu open. The menu options are: "Existing Application", "Existing Authorization", "Included in this Application", "Oil Sands Exploration Program", and "None of the above".

- For **Existing Application** and **Existing Authorization**: Enter a valid **Public Land Application** or **Approval number (MSL or MLL)** or click **Search Dispositions** and search for the application or approval number.

A screenshot of the "Disposition Number \*" text field containing "RSC227065" and a "Search Dispositions" button.

### Survey Plan

- Click **Attach**. Locate the survey plan from your computer and attach it.

A screenshot of the "Survey Plan" form. It shows an "Attach" button and a file upload preview for "Survey Plan Sample.pdf" (255 KB).

- Click **Date of Survey** field and select the **date** from the calendar.

A screenshot of the "Date of Survey \*" field with a calendar for October 2022. The calendar shows days from 1 to 31, with the 1st highlighted.

- Click **Save**. Click **Next** to go to Licence Amendment - Well Details page.

Save

Next >

### Licence Amendment - Well Details

The Well Details page autocompletes based on values taken from the shapefile and the existing licence record.

**Note:** When converting from *OGCA* to *GRDA*, discretionary details must be added to the well name.

1. Click **Generate Well Name** to change discretionary information.
2. The General Well Name window opens. Enter new **Discretionary information** in the field. Include the letters "GT" when converting to a geothermal well.

3. Click **Generate Name** and **Accept**. The new well name is displayed in the Well Details section.

4. Click **Save**. Click **Next** to go to Licence Amendment - Licence Details page.

### Licence Amendment – Licence Details

1. Select **Yes** or **No**: Requirements have been met.

Requirements have been met *	Yes	No
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- a) If **Yes**, proceed to **Step 2**.
- b) If **No**, click **Attach**. Locate the files from your computer and attach them.

Participant Involvement Requirements

Requirements have been met \* Yes No

Attach all required information \* Attach

2. In the Purpose section, select **Well Type**, **Substance**, and **Formation** from the related drop-down menus.

<p>Well Type *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Geothermal Observation ▼</p> <p>Disposal</p> <p>Domestic</p> <p>Evaluation</p> <p>Experimental</p> <p>Geothermal Closed-Loop In-Multi</p> <p>Geothermal Closed-Loop Out-Multi</p> <p>Geothermal Closed-Loop Single</p> <p style="background-color: #0070c0; color: white;">Geothermal Observation</p> </div>	<p>Substance *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #0070c0; color: white;">Miscellaneous</p> <p>None</p> </div>	<p>Formation *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Baldonnel Fm ▼</p> <p>Alexo Fm</p> <p>Arcs Mbr</p> <p>Badheart Fm</p> <p>Bakken Fm</p> <p style="background-color: #0070c0; color: white;">Baldonnel Fm</p> </div>
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**Note:** Onestop autocompletes the Governing Legislation field based on your well type and substance selections.

Purpose

Governing Legislation Section 7 of the Geothermal Re ▼

Well Type \* Substance \*

Geothermal Closed-Loo ▼ Working Fluid ▼

3. In the Classification section, select the **AER Classification** from the drop-down menu. For more information see [Classification Guide](#) at the end of this QRG.

**Note:** The Confidential Status will autocomplete based on your classification selection.

Classification ⓘ

AER Classification \* Development ▼

Confidential Status \* Confidential ▼

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

Drill cutting samples are required to be taken \*

Yes

No

- a) More requirements will appear based on your selection. Fulfill each specific requirement.

**Tip**

Watch “Drill Cutting” video for help in completing this requirement. The video is located on the AER website – Regulating Development > OneStop > OneStop Help > Guides for Well Licences. Refer to *Directive 089* for drill cutting requirements.

- Click **Save**. Save Click **Next** to get to Licence Amendment - Additional Attachments page. Next >

### Licence Amendment – Additional Attachments

Geothermal wells require support documents to form part of the conversion amendment application. For attachment details, refer to *Directive 089* and *Directive 056* (Audit Material only).

**Note:** This page will not display for wells being converted from *GRDA* to *OGCA*.

- Complete the mandatory requirements marked with an **asterisk\***. Click **Attach** beside the requirement.

Additional Attachments

Working Interest Participant Details \*
Attach

Risk Assessments, Risk Controls, Response Plans, and Subsurface Setbacks
Attach

GRDA Well Type change
Attach

- Locate the file from your computer and attach it. Once attached, the file name will display.

Working Interest Participant Details \*
Attach

📄
PNREG.pdf
(15 KB)
✕

- Click **Save**. Save
- You may close your application and return to it later or click **Next** Next > to go to the Confirmation page and proceed with submitting your application.

**Note:** If converting to a geothermal well, the Geothermal Well Rule will trigger additional review which will be listed in the Rules Triggered section on the Confirmation page.

Rules Triggered		
Filter by...		
Activity ID ▾	Rule Name ▾	Outcome ▾
31874089	Participant Involvement	Additional Review
31874089	Geothermal Wel	Additional Review



Classification Guide

<b>Oil and Gas Conservation Rules (OGCR), section 2.020</b>					
<b>Well type</b>	<b>Code</b>	<b>Substance name</b>	<b>Code</b>	<b>Classification options</b>	<b>Confidential options</b>
Evaluation	02	Miscellaneous	98	OTH	NC
		None		OTH	NC
Injection	04	Gas	02	DSW	C, NC
		Water	06	DSW	C, NC
		LPG	16	DSW	C,NC
		Carbon Dioxide	13	DSW	NC
Disposal	12	Brine	07	OTH	NC
		Water	06	OTH	NC
		Waste	08	OTH	NC
		Carbon Dioxide	13	OTH	NC
Observation	05	Crude oil	01	DSW	C, NC
		Gas	02	DSW	C, NC
		None		DSW	C, NC
Production	07	Crude oil	01	XPL	C
				DEV	C, NC
		Gas	02	XPL	C
				DEV	C, NC
		Brine	07	OTH	NC
		Crude bitumen	17	DEV	NC
Coalbed methane	22	XPL	C		
		DEV	C, NC		
<b>Production (Scheme)</b>	08	Crude bitumen	17	DEV	NC
Storage	09	Gas	02	OTH	NC
		LPG	16	OTH	NC
Training	11	None		OTH	NC
<b>OGCR, section 2.030</b>					
<b>Well type</b>	<b>Code</b>	<b>Substance name</b>	<b>Code</b>	<b>Classification options</b>	<b>Confidential options</b>
Experimental	03	None		EX	C
Oil Sands Evaluation	06	Crude bitumen	17	OV	C
Test	10	None		TH	C
<b>OGCR, section 2.040</b>					
<b>Well type</b>	<b>Code</b>	<b>Substance name</b>	<b>Code</b>	<b>Classification options</b>	<b>Confidential options</b>
Domestic	01	Water	06	OTH	NC
Observation	05	Water	06	OTH	NC
Production	07	Water	06	OTH	NC
<b>Geothermal Resource Development Rules (GRDR), section 7</b>					
<b>Well type</b>	<b>Code</b>	<b>Substance name</b>	<b>Code</b>	<b>Classification options</b>	<b>Confidential options</b>
Geothermal Open-Loop Production		Brine		XPL	C
		Water		DEV	
Geothermal Open-Loop Injection		Brine		DSW	C
		Water			

<b>Geothermal Resource Development Rules (GRDR), section 7</b>					
<b>Well type</b>	<b>Code</b>	<b>Substance name</b>	<b>Code</b>	<b>Classification options</b>	<b>Confidential options</b>
Geothermal Closed-Loop single		Working Fluid		XPL DEV	C
Geothermal Closed-Loop in - Multi		Working Fluid		XPL DEV	C
Geothermal Closed Loop out - Multi		Working Fluid		XPL DEV	C
Geothermal Other		Miscellaneous None		OTH	C
Geothermal Observation		Miscellaneous None		DSW	C