Electronic Disposition System

Access and Overview

User Guide

Alberta

Disclaimer

In this disclaimer provision:

"Crown" means Her Majesty the Queen in right of the Province of Alberta;

"Minister" means the Minister responsible for the department of Alberta Environment and Parks;

"Their employees" means and includes each, any and every officer, employee, servant and agent of either or both Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Environment and Parks.

"EDS" means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a)   Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b)   Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:

   (i)   The use of this material or documentation or EDS or any service connection - therewith; or

   (ii)   Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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1 EDS Overview

The Electronic Disposition System (EDS) is a web application that clients use to submit applications related to surface dispositions to the department of Alberta Environment and Parks (AEP) and to the Alberta Energy Regulator (AER). EDS comprises three main categories of services; and those in turn expand to options as shown below:

- Application Prerequisites:

  - **First Nations / Metis Settlements Consultation Submissions** - Submit a Pre-consultation Assessment Request, Adequacy Assessment Request, respond to a request for information, and view the status of your submission for CEP, DLO, DML, DMS, DPI, DPL, EPC, EZE, FAC, GEO, LOC, MLL, MME, MSL, OSE, PIL, PLA, RDS, REA, REC, RLC, RVC, SMC, SME, SML, TFA, VCE and WAC purposes.

  - **Application Supplement** - Generate an Application Supplement document to be uploaded as part of an Application/Amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.

  - **Landscape Analysis Tool (LAT)** - Obtain a LAT report to be used in support of an Application/Amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to generate a report for an Aggregate Land Review Request (ALR).

  - **Plan Confirmation Service** - Generate an Encrypted Plan Package to be used in support of an Application/Amendment.

- Application Submissions:

  - **Public Land Disposition Applications** - Submit applications for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to submit an application for an Aggregate Land Review Request (ALR).

  - **Public Land Disposition Amendments** - Submit amendments for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SML and VCE purposes.

  - **Renewals** - Submit a request to renew an application for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA and REC purposes.

- **Reclamation Certificate Application Submissions** - Submit an application for Reclamation Certificate on public lands for DLO, DML, DMS, DPI, DPL, EZE, MLP, SMC and SML purposes.

- **Plan Submission Package** - Upload an Encrypted Plan Package for CEP, CNC, CNT, CUP, DRS, FDL, FDS, FGL, GRL, GRP, GRR, HRS, ISP, KRS, LDR, PEZ, PGL, PGP, PHP, PLC, PLS, PML, PMP, PMS, PNT, PPA, PPI, PRA, PRD, PRE, PRL, PRS, PSH, PSL, PSM, RDS, RLC, ROE, ROW, and RRD purposes.

- Disposition Maintenance:

  - **Manage Client Profile** - Edit the list of other clients allowed to manage your data.

  - **Site Entry Submissions** - Submit a site-entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.

  - **No Entry Submissions** - Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.

  - **SML Annual Return** - Send Annual Return data for SML disposition.

  - **Application/Amendment Status Check Request** - Send a request for status of an application/amendment.

  - **Document Upload** - Upload a revised Application Supplement.

For details about each of the sub-systems, please review the User Guides located at:

- [Electronic Disposition System](#)

1.1 Hours of Operation

The EDS System is available weekdays and weekends including statutory holidays from 5:30a.m. to 11:30p.m. However, it is unsupported or could experience some system downtime due to maintenance during weekends or statutory holidays.

The EDS support help desk is available weekdays from 8:15 a.m. to 4:30 p.m., with the exception of statutory holidays.

1.2 Support

The EDS system is available seven days a week from 5:30 a.m. to 11:30 p.m. See table below showing support contact information based on disposition type.

Disposition Code and Description	Corresponding Regulatory Body and Contact Information
ALR – Aggregate Land Review Request DLO - License of Occupation DML - Miscellaneous Lease DMS - Mineral Surface Lease DPI - Pipeline Installation Lease DPL - Pipeline Agreement EZE - Easement REA - Rural Electric Association Easement REC - Recreational Lease SMC - Surface Material License SME - Surface Material Exploration SML - Surface Material Lease VCE - Vegetation Control Easement	AEP support helpdesk email: EDS.Support@gov.ab.ca AEP telephone: 780 427-3570 or 780 422-2079 Availability: Weekdays from 8:15 a.m. to 4:30 p.m., except statutory holidays
LOC - License of Occupation MLL - Miscellaneous Lease MSL - Mineral Surface Lease PIL - Pipeline Installation Lease PLA - Pipeline Agreement RVC - Vegetation Control Easement	AER support helpdesk email: inquiries@aer.ca AER telephone: 1-855-297-8311

Table 1 – Disposition Type by Regulator Type

In your e-mail, provide the following:

- Steps taken along with screenshots showing values entered.
- What happened / what was the error.
- What you expected to happen instead.

1.3 Upload Documents Requirements

All documents submitted to the department other than the plan submission package must be in a portable document format (.PDF). Documents that require imaging must be scanned to the following standard and converted into a .PDF format for submission.

- Black & white   300 dpi
- Colour   150 dpi

File names must not contain spaces. Use of special characters such as *, @, % or $ are not allowed.

For Application and Amendment modules, filenames used for attachments uploaded can only contain the following characters: [_a-zA-Z0-9\-\[\]\(\) @#,&\'\.]+

1.4 Relevant Links

1.4.1 User name and password maintenance

To change or reset your SecureXNET EXTERN ADS username and password, access the link below:

- EXTERN ADS - User Name Help

1.4.2 Accessing EDS (Electronic Disposition System)

To submit your application or amendment to the Crown, access and use EDS through SecureXNET here:

- SecureXNET - EDS

By expanding the Application Prerequisites category and navigating the application modules therein, you can access other online application environments like the Landscape Analysis Tool (LAT) and Plan Confirmation Service (PCS).

1.5 EDS Use Restrictions

- EDS is limited to applications for the following disposition codes, which can be applied for using the Public Land Disposition Application module. They are DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used for applications on Aggregate Land Review Requests submitted to the Crown. Other disposition codes whose lifecycle are not fully electronic can be applied for using the Plan Submission Package module found under Application Submissions category.

- Applications or Amendments processed using EDS at this time are limited to only one applicant Client Identification number.

- The maximum number of disposition types shown on a plan is two (Example: SML and DLO).

- Only one purpose can be selected for each disposition type.

- Multiple plans for an activity will not be accepted.

- Landscape Analysis Tool Reports, Confirmation number/encrypted package and FNC numbers can only be used once for an application but can be used again if in support of an application or amendment that was officially rejected.

- First Nations/Metis Settlements Consultation Submissions are required for new applications and amendments that require a change in purpose or boundary/dimensions.

- Clients/Stakeholders involved must be active and registered in Alberta Department of Energy's Foundation system.

- Successful submissions do not denote approval by the Crown.

1.6 Plan Package

Other than filing administrative amendments, a plan package is required for all applications and amendments. The plan package is an encrypted file that is produced and downloaded from the

- Plan Confirmation Service (PCS) system

Within this encrypted file is the plan in a PDF format, CAD drawing or shapefile and an XML attribution file.

1.7 Security

1.7.1 Accounts and Password Process

Clients require an LSAS Client ID, the application and instructions to acquire an ID is located on

- AEP Forms

The EDS Account Request form can also be obtained from the link above.

Figure 1: Application/Amendment for Client ID

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To access the EDS application, you will require a SecureXNET GoA account username and password to log into the portal. Fill out the account request form and email the completed form to:

- AEP.AccountMgt@gov.ab.ca

Allow between 7 to 10 business days for processing. It is strongly recommended each staff using EDS should have separate SecureXNET credentials. Staff from EDS Support will contact the user to confirm information on the form where necessary. An EDS login ID, password is generated, and account created, after which an email will be sent to the applicant to activate the account and create a password for use. Within this email, you will be directed to a website.

- EXTERN ADS - User Name & Password Maintenance

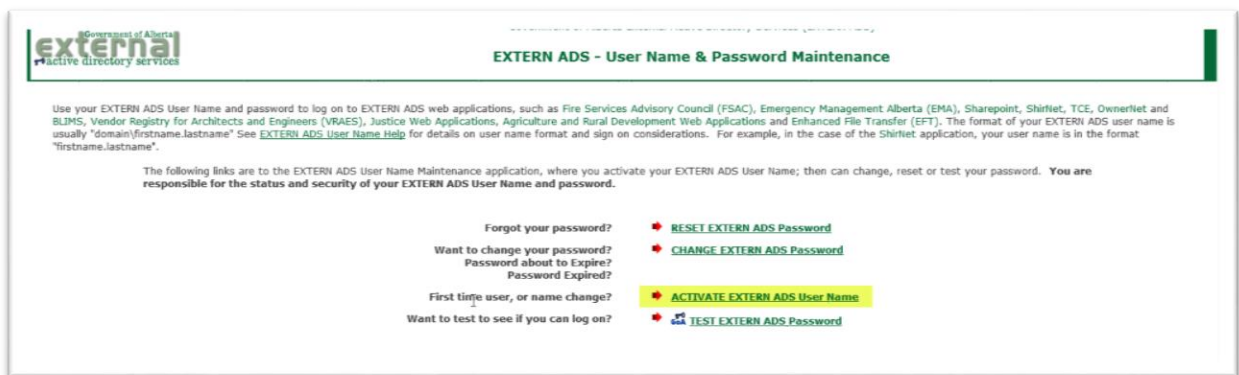On this page, you should click on "ACTIVATE EXTERN ADS User Name to activate your EDS login ID.

Figure 2: Activate EXTERN ADS User Name

You are responsible for the status and security of your own GoA EXTERN ADS.

User Name and Password Rules:

- Passwords must be at least 12 characters long;
- Passwords **must not** include any part of your user name
  - for example, if your user name was "Kelly.Doe",your password could not contain either "Kelly" or "Doe";

Passwords must contain characters from three of the following five categories:

1   Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters).

2   Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters).

3   Base 10 digits (0 through 9).

4   Non-alphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

5   Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

- Passwords must **NOT** be reused i.e. when changing your password, you must use a new password;

- Passwords should **NOT** be simple ones, so, avoid such things as:
  a.   spouse's and children's names, or initials,
  b.   alphabetic sequences (like "Abcdefg1"),
  c.   repeated strings (like "111111aA"),
  d.   colours (like "Green001"),
  e.   seasons (like "Winter01"),
  f.   consecutive keys on the keyboard (like "Qwerty12"),
  g.   month names, or
  h.   Words from the dictionary.

Once you have completed the activation an email will be sent to confirm the activation.

Password expires annually.

1.7.2 EDS Username and Password Maintenance

Inform EDS Support of changes to staffing, email addresses and phone numbers. If there are any errors or omission to the contact information on the application or amendment form get in touch with the EDS Support Team.

1.7.3 GoA Account Maintenance

To avoid interruption of service, change your password at least once annually. In case you forget, password change reminders are e-mailed a few days before expiration of the password.

- [EXTERN ADS - User Name & Password Maintenance](#)

1.8 1.8 System Login Timeouts

- SecureXNET will time out after one hour of idle time. The system will automatically log you out. Simply log back in.

- EDS will timeout after two hours once data is committed to the database and no response has been displayed.