



Electronic Disposition System

Disposition Amendment

User Guide

Environment and Parks, Government of Alberta

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Table of Contents

Introduction to EDS Disposition Amendments	4
EDS Hours of Operation and Support.....	4
Submitting a Surface Disposition Amendment in EDS	5
Prerequisites	5
Client ID and EDS User Account	6
First Nations / Metis Settlements Consultation	7
Application Supplement.....	7
Plan Confirmation Service (PCS) Plan Package.....	7
Landscape Analysis Tool (LAT) Report	7
Land Standing Report	8
Consents	8
Code of Practice.....	8
Wetlands.....	8
EDS Main Menu screen	9
Dispositions Amendments Search screen	9
Dispositions Amendments Save screen	10
Dispositions Amendments Save screen errors	13
Dispositions Amendments Client Updates screen	14
Dispositions Amendments Client Updates screen errors.....	16
Dispositions Amendments Edit Land Description screen	16
Dispositions Amendments Edit Land Description screen errors	19
Dispositions Amendments Upload Attachments screen	19
Dispositions Amendments Confirmation screen	20
Amendment Agreement screen	21
Dispositions Amendments Confirmation screen	21

Introduction to EDS Disposition Amendments

A disposition may be amended as long as it has been entered and a Site Entry Notification has been submitted in EDS. Note that currently the department allows amendments to activities with application status to correct minor plan deficiencies.

Amendments may be used to address a:

- Change in location or route of the disposition
- Change in purpose
- Change in boundary
- Change in dimensions
- Partial assignment
- Plan replacement

For more information about Public Lands Dispositions and an overview of Disposition Management, ETS modules and corresponding manuals, see:

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>
- <https://www.alberta.ca/public-lands-dispositions.aspx>

EDS Hours of Operation and 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
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

Submitting a Surface Disposition Amendment in EDS

Prerequisites

Proponents submitting surface disposition amendments in EDS must apply for or obtain a number of prerequisites in support of a successful amendment application. Submissions without the minimum prerequisites will not be accepted.

Which prerequisites are required depends on the amendment reason selected by proponent on the “Dispositions Amendments Save” form. The table below relates the amendment reason and the required prerequisites for the majority of cases. However, it is meant as a rough guide only

and should be used in conjunction with the overriding PLAR (Public Lands Administration Regulation) specification, which correlates precisely activity types and prerequisites (FNC, LAT, Land Standing Report, and Application and Final Plan Requirements):

- <https://www.alberta.ca/public-lands-dispositions.aspx>

Amendment Reasons (“Amendment Selection” on the “Dispositions Amendments Save” form)	Applicable Prerequisites
Change Purpose Addition / Change in Land / Change Dimension Partial Assignment	Client ID and EDS User Account First Nations / Metis Settlements Consultation Application Supplement PCS Plan Package LAT Report Land Standing Report
Deletion of Lands Plan Replacement Only	Client ID and EDS User Account PCS Plan Package

* The amendment reason of “Change Client” is also currently available through the Amendment option, and it requires only Client ID and EDS User Account.

Client ID and EDS User Account

Proponents must acquire an EDS user account, which in turn requires a client ID (10 digit unique identifier assigned to individuals or companies conducting business with the Government of Alberta); apply for a client ID using the “Application/Amendment for Client ID” form and for the EDS user account using the “User ID Request Form” both under heading “User IDs & Client IDs for access to Industry Online Services” on the page below:

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>

First Nations / Metis Settlements Consultation

Proponents may apply for a First Nations / Metis Settlements Consultation (FNC) in support of their surface disposition application through EDS; see the manual “EDS – First Nation/Metis Settlement Consultation User Help Guide” on below page:

- <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

Application Supplement

Proponents can also apply for an Application Supplement through EDS; see manual “EDS – Application Supplement User Guide” for information on creating application supplements to be submitted with an amendment and related manual “EDS – Document Upload User Guide” for information on submitting revised application supplements in EDS on below page:

- <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

Plan Confirmation Service (PCS) Plan Package

To create a plan package for their amendment, proponents utilize the Plan Confirmation Service (PCS) web application to submit their activity boundary shapefiles or CAD files along with a PDF plan; see manual “Digital Plan Submission Standards and Procedures” under heading “Digital Plan Submission Formats and Specifications”, and the corresponding PCS login page:

- <https://www.alberta.ca/survey-sketch-plans.aspx>
- https://securexnet.env.gov.ab.ca/pcs_login.html

Landscape Analysis Tool (LAT) Report

To obtain a Landscape Analysis Tool (LAT) proponents submit their activity boundary shapefiles in the LAT tool; see manual “Landscape Analysis Tool (LAT) User Guide” and the link to LAT itself:

- <https://www.alberta.ca/electronic-disposition-system-overview.aspx>
- <https://maps.alberta.ca/LAT/?TermsOfUseRequired=true&Viewer=LAT>

Land Standing Report

Proponents can obtain a Land Standing report through Energy's ETS web application; see the slides titled "ETS Land Searches" and an explanation of the report respectively:

- <https://training.energy.gov.ab.ca/Pages/LandSearches.aspx>
- <https://www.alberta.ca/search-surface-public-land-and-crown-mineral-disposition-and-activities.aspx>

Consents

Proponents attaching an Occupant's Consent with their application can peruse the "Pre-Application Requirements for Formal Dispositions" document under heading "1. Formal Disposition" for details on below page:

- <https://www.alberta.ca/submitted-your-formal-disposition-application.aspx>

Code of Practice

Proponents may consult below website regarding the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings and related code of practice forms:

- <https://www.alberta.ca/water-codes-of-practice.aspx>

Wetlands

Proponents submitting wetlands forms "Alberta Wetland Assessment and Impact Report (WAIR)" or "Alberta Wetland Assessment and Impact Form (WAIF)" can find said forms under heading "2. Wetland Assessment Stage" on page:

- <https://www.alberta.ca/wetlands.aspx>

The following sections show the screens and steps that must be taken to submit a Public Land Disposition Application.

EDS Main Menu screen

With the required prerequisites completed, begin the disposition amendment process by logging into EDS:

- https://securexnet.env.gov.ab.ca/eds_login.html

Proceed by clicking “Application Submissions” menu and then “Public Land Disposition Amendments”.

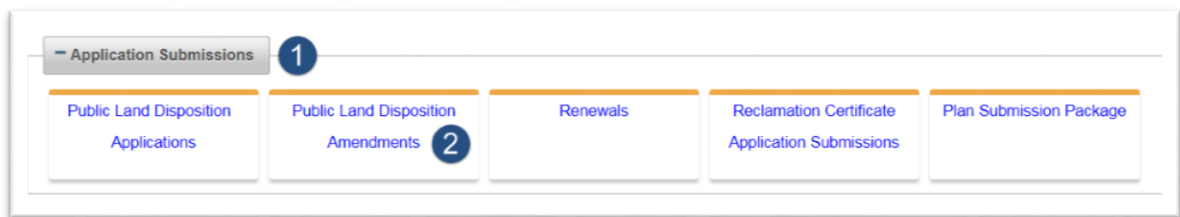


Figure 1 - EDS Main Menu screen

Dispositions Amendments Search screen

To complete the “Dispositions Amendments Search” form, follow steps below:

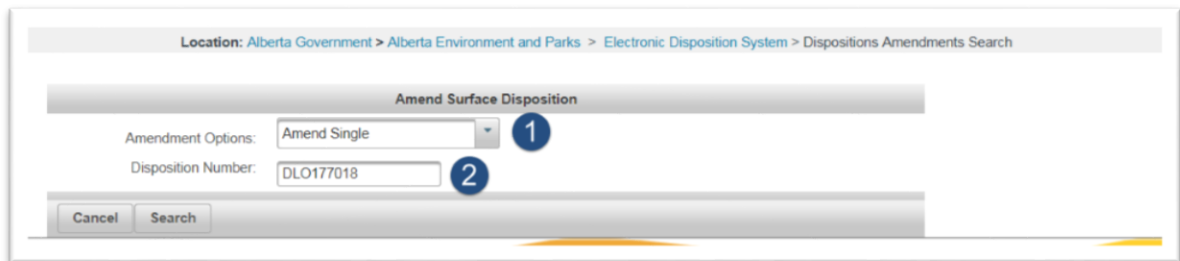


Figure 2 - Dispositions Amendments Search screen

1. Select the type of amendment, one of:
 - a. Amend Single

- i. Select this option to amend any activities applied for using the “Single application” option and not since associated with other activities, or for activities which were associated but have since been disassociated.
 - b. Amend Associated
 - i. Select this option to amend activities applied for using the “Associated applications” option and which have not been disassociated since, or for previously single activities which have been associated since.
 - c. Amend and Create Associated
 - i. Select this option when, for instance, a single SML application was submitted to include the pit and the access, but the department standard requires the access application under DLO. Another case for the “Amend and Create Associated” option is when an MSL and LOC were applied for as associated applications, but the LOC route has been deemed inadequate and an alternate route, in no part overlapping the first, must be applied for instead: the MSL and LOC would be disassociated, the LOC cancelled, and the “Amend and Create Associated” option used to amend the MSL and create a new LOC.
2. Enter the disposition number and click Search to proceed to the “Dispositions Amendments Save” screen.

Dispositions Amendments Save screen

To provide reason and details of your amendment follow below steps to complete the “Dispositions Amendments Save” page:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Dispositions Amendments Save

Disposition Number: DLO187031

User Details		Company Details	
File #:	<input type="text"/>	Program/Project Name:	<input type="text"/>
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	Extesting, Krystian	Company Name:	CENOVUS FCCL LTD.
User Email:	krystian.staniszewski@gov.ab.ca	Company Client ID:	8084944001
User Email (Alternate):	krystian.staniszewski@gov.ab.ca	* Email:	<input type="text" value="krystian.staniszewski@gov.ab.ca"/> 1
Tel:	(780)644-1862	* Tel:	<input type="text" value="(780)644-1862"/> 1
Fax:		Fax:	<input type="text" value="(###)###-####"/>
Address:	9915 108 ST FLOOR 2	Address:	500 CENTRE ST SE PO BOX 766
City:	EDMONTON	City:	CALGARY
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	T5K 2G8	Postal/ZIP:	T2P 0M5

* Amendment Selection: **2**

Change Client

Change Purpose [Current Value - Bed and Shore - Boat Launch]

Addition / Change in Land / Change Dimension

Deletion of Lands

Partial Assignment

Plan Replacement Only [Current Value - Conventional Survey]

Sketch Plan to Survey Plan

Survey Plan to Survey Plan

Sketch Plan to Sketch Plan **3**

* New Disposition Purpose:

* Plan Confirmation #:	<input type="text"/>
* FNC #:	<input type="text" value="FNC#####-###"/>
Water Act Approval #:	<input type="text" value="#####-##-##"/>
Consents Attached?:	<input type="text"/>
Code of Practice?:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings? <input type="text"/>
Does this application impact wetlands?	<input type="text"/>
Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?:	<input type="text"/>

Figure 3 - Dispositions Amendments Save screen

1. On the “Dispositions Amendments Save” page enter the required fields of Company Details Email, and Company Details Telephone.

2. Make your Amendment Selection, choosing one or more of the following options:
 - a. Change Client
 - b. Change Purpose
 - i. If you will be changing the purpose, simply select “Change Purpose” checkbox and select the “New Disposition Purpose” from the dropdown.
 - c. Addition / Change in Land / Change Dimension
 - d. Deletion of Lands
 - e. Partial Assignment
 - f. Plan Replacement Only
3. Depending on your selection in step 2 as well as the activity’s governing authority, you will be required to provide some of the following information:
 - a. Plan Confirmation Number
 - i. the Plan Confirmation number is a 10 digit unique identifier assigned to PCS generated plan package ZIP files, consisting of the plan package’s ZIP filename’s first 10 digits. In the case of associated dispositions, only one Plan Package and thus Plan Confirmation number is required: it is entered only on the first activity’s “Dispositions Amendments Save” form and is only uploaded once on the first activity’s “Upload Attachments” screen.
 - b. FNC Number
 - i. the FNC number format is FNCYYYYYXXXXX-ZZZ, where the Ys denote the year of application, the X’s a unique sequence, and Z’s an FNC sub-number associated with a single, existing activity of the FNC assessment.
 - c. Indicate if Consents shall be attached
 - d. Indicate if the application includes water course crossings regulated under the Water Act (Ministerial) Regulations’ Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings

- e. Indicate if the application impacts wetlands (the question is only applicable to amendments of type “change purpose” and “addition / change in land / change dimension”)
- f. Indicate if a Temporary Field Authorization (TFA) was issued for any additions within your amendment

And click Next to proceed to the next page.

Dispositions Amendments Save screen errors

Table below lists possible errors you may encounter on the Edit Application screen, possible causes, and ways to right them.

Error	Possible Causes	Possible Resolutions
The File Number for Consultation FNC201899999-001 does not exist. If using old File Number for Consultation do not include the sub number "-001".	The FNC number or sub-number does not exist.	Verify the adequacy assessment form for the correct FNC number and sub-number to use.
The File Number for Consultation Sub number FNC201899999-001 does not have a valid status.	The activity type being amended requires that FNC be at status as specified in the PLAR document.	Consult the PLAR (Public Lands Administration Regulation) table for the required FNC status for your activity.
The File Number for Consultation FNC201604132 is malformed. Expected ccc#####-### where c is a character or ccc##### for historical FNCs.	The FNC number was incorrectly entered into the "FNC #" field.	Enter the whole FNC number, including the 'FNC' prefix, the sequence number, and the 3 digit suffix, e.g., -001.
Disposition MSL179999 has no site entry.	User is attempting to amend an approved activity with no site entry record on file.	To submit an amendment, an approved activity must have a site entry on file (submitted through EDS using option "Site Entry Submissions").

Dispositions Amendments Client Updates screen

To edit client (if applicable) follow below steps to complete the "Dispositions Amendments Client Updates" form. EDS will display the "Dispositions Amendments Client Updates" page only when "Change Client" is selected as the amendment reason.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Client Updates

Disposition Number: DLO177018

Update Client:					
Row	Delete	Client Id	Client Type	Name	Address
1	<input type="checkbox"/>	8060811001	Both	YAP, SHARON	9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8

Add Client:					
Row	Delete	Client Id	Client Type	Name	Address
1	<input type="checkbox"/>	1324567891	Owner	PENN WEST PETROLEUM LTD.	Address: 207 9 AVE SW SUITE 200 PO BOX 14 CALGARY, Alberta CANADA T2P 2L6 Tel: (555)555-5555 Fax: (555)555-5555 Email: krystian.staniszewski@gov.ab.ca
2	<input type="checkbox"/>	1324567890	Owner	HUSKY OIL OPERATIONS LIMITED	Address: 707 8 AVE SW PO BOX 6525 STN D, Alberta CANADA T2P 3G7 Tel: (555)555-5555 Fax: (555)555-5555 Email: krystian.staniszewski@gov.ab.ca
3	<input type="checkbox"/>		Both		
4	<input type="checkbox"/>		Owner		
5	<input type="checkbox"/>		Service Client		

Add New

Figure 4 - Dispositions Amendments Client Updates

1. Make any required changes to existing client in “Update Client” section. Set the Delete checkbox only if deleting the client.
2. If you marked the existing client for deletion in previous step, or if you are adding additional clients, provide the new client in the “Add Client” section.

Dispositions Amendments Client Updates screen errors

Error	Possible Causes	Possible Resolutions
There can be at most one service client specified.	Existing Client ID's Client Type is set to Both in the "Update Client" section and you then set a new Client ID's Client Type to Both or 'Service Client' in the "Add Client" section. Or you mark the existing client for deletion and attempt to add two clients under "Add Client" section with Client Type set to Both for both.	Set Client Type to "Both" or "Service Client" for only one Client ID.
At least one service client and at least one owner must be entered.	The existing Client IDs (in the "Update Client" section) Client Type is set to Both but you mark it for Deletion, and you set the new Client ID's Client Type to "Service Client" (in the "Add Client" section).	If only one Client ID is associated with an activity its "Client Type" must be set to both, and if several Client IDs are associated with an activity, one of them must be an owner and another a service client.

Dispositions Amendments Edit Land Description screen

To edit the activity's lands follow below steps to complete the "Disposition Amendments Edit Land Description" form. EDS will display the "Dispositions Amendments Edit Land Description" page only when one or more of the following amendment reasons are selected:

- Change Purpose
- Addition / Change in Land / Change Dimension
- Deletion of Lands

- Partial Assignment

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Edit Land Description

Disposition Number: DLO177018

Remove Lands:

1 5

Row	Delete	QTR	SEC	TWP	RGE	MER
0	<input type="checkbox"/>	NE	21	14	4	5

Add ATS Lands:

Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Download Land Description CSV Template File

Upload Land Description File: Browse... 3

Add PBL Lands:

Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Back Next

Figure 5 - Dispositions Amendments Edit Land Description screen

1. Delete any existing ATS lands if required.
2. Add ATS lands if required.

- As an alternative to step 2, to enter a number of ATS lands you may use the Land Description File feature to upload the lands in comma-separated values (CSV) format instead. The acceptable header format for the CSV is: Land record type, Qtr, Sec, Twp, Rge, Mer. The only valid value for the “Land record type” column is REQ (for required). Sample contents of a “Land Description File” CSV file are shown below. Upload the CSV file using the Browse button, and use the “Upload File” button to populate the “Add ATS Lands” table with the CSV file’s contents.

Land record type	Qtr	Sec	Twp	Rge	Mer
REQ	NE	5	95	9	4
REQ	NW	5	95	9	4
REQ	SE	5	95	9	4
REQ	SW	5	95	9	4

Figure 6 - CSV Land Description File

- If working with a PBL parcel of land use the “Add PBL Lands” section instead.

Dispositions Amendments Edit Land Description screen errors

Error	Possible Causes	Possible Resolutions
<p>The lands extracted from the CAD file or shapefile do not match the lands associated with this amendment application. Adding lands through the plan replacement amendment selection is not allowed. Please re-upload the plan package using the Addition / Change in Land / Change Dimension amendment option.</p> <p>Note: In the event the CAD file or shapefile boundary is correct and additional land(s) have been populated incorrectly, an option to manually delete the additional land(s) is available.</p>	<p>A sliver of the disposition boundary in the plan package crosses the theoretical ATS fabric.</p> <p>Or user is attempting to submit a formal amendment as a plan replacement amendment.</p>	<p>Delete the extraneous lands auto-extracted by EDS by clicking the Delete link in the “Add ATS Lands” section.</p> <p>Or submit a formal amendment by selecting the appropriate amendment reason in the “Amendment Selection” section of the “Dispositions Amendments Save” screen form.</p>

Dispositions Amendments Upload Attachments screen

To upload required documents follow below steps to complete the “Dispositions Amendments Upload Attachments” page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Upload Attachments

Disposition Number: DLO177018

Upload Attachment

Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Plan Package 1	Browse... 2	2017000061.zip
2	Delete	Application Supplement	Browse...	appSupp AS2017000227 2017-04-09.pdf
3	Delete	LAT Report	Browse...	LATReport_00000010CF.pdf
4	Delete	Land Standing	Browse...	Land Standing 1.pdf
5	Delete	Select One	Browse...	

Add New **3**

Back Next

Figure 7 - Dispositions Amendments Upload Attachments screen

1. Select the document type using the dropdown menu.
2. Upload the document using the Browse button. Repeat for all required documents.
3. Click “Add New” to upload more than 5 documents.

If you click Next before including all required documents, an error will show the remaining required documents that must still be attached.

Dispositions Amendments Confirmation screen

Confirm your amendment’s details on the “Dispositions Amendments Confirmation” page. To correct any part of your amendment simply click the Back button to navigate to the corresponding page, make the changes, and get back to the submission page using the Next button.

Amendment Agreement screen

Agree with the “Terms of Use and Disclaimer” on the “Amendment Agreement” page. Peruse the “Terms of Use and Disclaimer” and click Next to continue.

Dispositions Amendments Confirmation screen

EDS provides final confirmation on the “Dispositions Amendments Confirmation” page. In case of errors contact EDS Support at EDS.Support@gov.ab.ca, and provide the following information in your email:

- steps taken along with screenshots showing values entered;
- what happened / what was the error;
- what you expected to happen instead;