



Electronic Disposition System Reclamation Certificate Application

User Guide

MARCH 1, 2019

Alberta 

Environment and Parks, Government of Alberta

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EDS Reclamation Certificate Application User Guide

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

Table of Contents

EDS Reclamation Certificate Application Overview	4
EDS Hours of Operation and Support.....	4
Submitting a Reclamation Application in EDS	5
Prerequisites	5
Client ID and EDS User Account	5
Plan	5
Photos	5
EDS Main Menu Screen	6
Reclamation Application Applicant Client ID Screen	7
Reclamation Application Main Form Screen.....	7
Confirmation Screen	9
Complete Your Online Payment Screen.....	10
Success Screen	11
Reclamation Application PDF Form.....	12
Reclamation Application Payment Receipt.....	13
Reclamation Application Confirmation Email.....	14

EDS Reclamation Certificate Application Overview

The Electronic Disposition System (EDS) is a web-based system used to apply for, manage, and maintain surface dispositions. Reclamation Certificate applications are submitted to Alberta Environment and Parks (AEP) and constitute the last stage in the lifecycle of a surface disposition.

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

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

For more information about other EDS modules and corresponding manuals, see:

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

Submitting a Reclamation Application in EDS

Prerequisites

Proponents submitting Reclamation Certificate applications in EDS must obtain prerequisites in support of a successful application. Submissions without the minimum prerequisites will not be accepted. The prerequisites and related information are listed below.

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 below page:

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

Section 12 of Conservation Reclamation Regulation

Proponents must submit all applicable documentation in this section and submit that along with their Reclamation Certificate application. Please ensure you are referencing the most current version of the Conservation Reclamation Regulation.

Plan

Proponents must acquire a plan of the site in PDF format, with the reclaimed disposition boundary highlighted in yellow, and submit that along with their Reclamation Certificate application.

Photos

To submit a Reclamation Certificate application, proponents must also provide photos of the site in a single document in PDF format.

The following sections show screenshots with the detailed steps that must be taken to submit a Public Land Disposition Application.

EDS Main Menu Screen

With the required prerequisites completed, begin the Reclamation Certificate application process by logging into EDS:

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

Proceed by clicking “Application Submissions” menu and then clicking “Reclamation Certificate Application Submissions.”

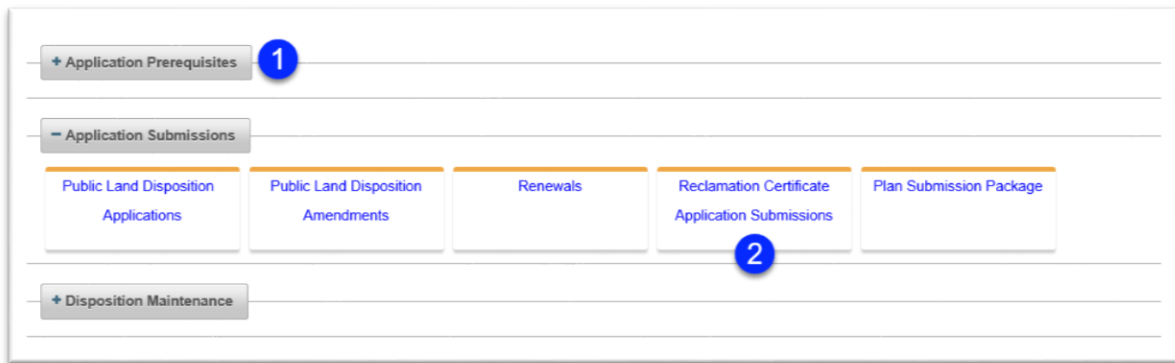


Figure 1 - EDS Main Menu Screen

Reclamation Application Applicant Client ID Screen

Once EDS displays the “Reclamation Application: Applicant Client ID” screen, proceed by following the steps below.

Note: “Applications (Non-Oil and Gas) for Private Land, Special Areas or Protected Areas cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).”



Figure 2 - Reclamation Application: Applicant Client ID Screen

1. Enter the Applicant’s Client ID (10 digit unique identifier assigned to individuals or companies conducting business with the Government of Alberta). EDS validates the client id as follows:
 - a. Client ID entered must be a 10 digit number
 - b. Client ID must match a client ID on the department’s system of record
 - c. Client ID must be valid and active
 - d. Client ID cannot be of type “Mineral”

Reclamation Application Main Form Screen

On the “Reclamation Application: Main Form” screen, confirm your EDS account information and enter an email address to receive a copy of your application request.

To correct any of the “Contact” information, see the “Client ID and EDS User Account” section about updating EDS account information.

Follow the steps outlined on pages 8 and 9 of this document to complete the form.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Reclamation Application

Request For Reclamation Certificate

Contact: Extesting, Krystian	Applicant: YAP, SHARON
Address: 9915 108 ST FLOOR 2	ClientID: 8060811001
City: EDMONTON	Address: 9915 108 ST FLOOR 2
Province: Alberta	City: EDMONTON
Postal Code: T5K 2G8	Province/State: Alberta
Country: CANADA	Postal/Zip: T5K 2G8
Email Address: krystian.staniszewski@gov.ab.ca	Country: CANADA
Phone Number: (780)644-1862	Digital Reply: Forward copy of Application Request to Email Address: <input type="text" value="krystian.staniszewski@g"/> 1
Fax Number:	

Dispositions

Delete	Disposition Number
<input type="button" value="Delete"/>	<input type="text" value="DLO187017"/> 2
<input type="button" value="Add Disposition"/> 3	

Application Package including the application form and all applicable schedules.

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	<input type="button" value="Delete"/>	Plan	<input type="text" value="\\GOAMyDocs\Kkrystian"/> <input type="button" value="Browse..."/> 4	
2	<input type="button" value="Delete"/>	Photos	<input type="text" value="\\GOAMyDocs\Kkrystian"/> <input type="button" value="Browse..."/>	
3	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	
4	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	
5	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	

Obligations

This application is my verification that:

- All improvements have been removed
- Brush disposal is complete
- Backsloping is complete
- Recontouring is complete
- Salvaged topsoil and subsoil has been replaced
- Revegetation is complete

The required reclamation was completed? Yes No **5**

Reclamation date:

The site was inspected by the disposition holder and the holder found all conditions to be in satisfactory condition? Yes No **6**

Inspection date:

Figure 3 - Reclamation Application: Main Form Screen

1. Specify the applicant's email address to receive a copy of the submission confirmation.
2. In the "Dispositions" section, specify the activity number (or numbers) part of your Reclamation Certificate application.
3. If you're submitting a reclamation application for several associated activities, use the "Add Disposition" button to insert additional Disposition Number rows. Up to two associated dispositions can be applied for per submission.
4. Upload the required documentation, plan and photos documents in PDF format.
5. In the Obligations section, answer the reclamation completion question.
6. Answer the inspection question.

Confirmation Screen

Confirm your Reclamation Certificate application's details. To correct any part of your application click the Back button, navigate to the corresponding page, make the changes, and get back to the submission page using the Next button.

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

Create Application for Surface Disposition Reclamation

Contact: Extesting, Krystian	Applicant: YAP, SHARON
Address: 9915 108 ST FLOOR 2	ClientID: 8060811001
City: EDMONTON	Address: 9915 108 ST FLOOR 2
Province: Alberta	City: EDMONTON
Postal Code: T5K 2G8	Province/State: Alberta
Country: CANADA	Postal/Zip: T5K 2G8
Email Address: krystian.staniszewski@gov.ab.ca	Country: CANADA
Phone Number: (780)644-1862	Digital Reply: Forward copy of Application Request to Email Address: <input type="text" value="krystian.staniszewski@g"/>
Fax Number:	

Dispositions	
Disposition Number	
DLO187017	
Document Type	Uploaded File
PLAN	Plan.pdf
PHOTOS	Photos1.pdf

Cancel
Back
Pay By CreditCard 1

Figure 4 - Confirmation Screen

1. To continue, click the “Pay by Credit Card” button.

Note: EDS charges applicants \$400 per activity for Reclamation Certificate applications.

Complete Your Online Payment Screen

On the “Complete Your Online Payment” page, enter the required information and click the “Submit Payment” button. Note that RC applications for municipalities are exempt from the application fee and will thus skip below payment screen and go directly to the Success screen upon successful submission.

Complete your online payment

Account SRDLOSDEV is in test mode

Payment Information

TD
Payment processing
powered by TD
VISA MasterCard

Invoice/Order Number 20180060
Amount: \$400.00 CAD

Name on card:

Credit Card Type: VISA

Credit Card Number:

Expiration Date: 01 / 2018

Credit Card CVD: [What's this?](#)

Comments

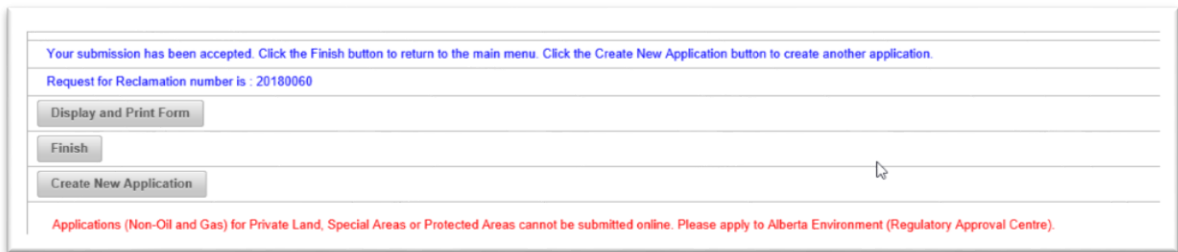
Cancel Payment Submit Payment

Figure 5 - Complete Your Online Payment Screen

1. Enter the “Name on card”
2. Select the “Credit Card Type”
3. Enter the “Credit Card Number”
4. Set the “Expiration Date”
5. Enter the “Credit Card CVD”
6. Click the “Submit Payment” button

Success Screen

Upon successful payment processing, EDS displays the Success screen which allows the proponent to display the application form, to return to the main menu, or the restart the EDS Reclamation Certificate application for another set of activities. See sections below for screenshots showing the application form, the payment receipt email, and the EDS confirmation email.



The screenshot shows a web interface with the following elements:

- A blue header line: "Your submission has been accepted. Click the Finish button to return to the main menu. Click the Create New Application button to create another application."
- A blue line of text: "Request for Reclamation number is : 20180060"
- Three buttons: "Display and Print Form", "Finish", and "Create New Application".
- A red footer line: "Applications (Non-Oil and Gas) for Private Land, Special Areas or Protected Areas cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre)."

Figure 6 - Success Screen

Reclamation Application PDF Form

EDS generates a PDF form summarizing the submission's details and includes it in the confirmation email sent back to the submitter. A sample is shown below:

Application Request For Reclamation Certificate	
Application Number:	20180060
Client ID	8060811001
Applicant	YAP, SHARON
Address	9915 108 ST FLOOR 2
City	EDMONTON
Province	Alberta
Postal Code	T5K 2G8
Country	CANADA
Forward Email	krystian.staniszewski@gov.ab.ca
Contact	Extesting, Krystian
Company	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City	EDMONTON
Province	Alberta
Postal Code:	T5K 2G8
Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca
Dispositions:	
Activity Number:	[DLO187017]
Obligations:	
The required reclamation was completed?	Y
Reclamation date:	2018-11-05
The site was inspected by the disposition holder and the holder found all conditions to be in satisfactory condition?	Y
Inspection date:	2018-11-05
Upload Filename:	[Photos1.pdf, Plan.pdf]
Application Fee:	\$400

Figure 7 - Reclamation Application PDF Form

Reclamation Application Payment Receipt

A sample email receipt generated upon successful payment for a reclamation application is shown below:

This is a credit card receipt for an internet transaction made from: AEP Application For Reclamation Certificate (DEV)

Order Date: 2018-11-05 11:19:50 AM
Invoice Number: 20180060
Bank Auth Number: TEST
Amount: 400.00 CAD
Transaction ID: 10100276
Transaction Source: Internet Orders

Name on Card: John Smith
Card Type: VI
Email Address: krystian.staniszewski@gov.ab.ca

CLIENT INFORMATION:
Name:

AEP INFORMATION:
Online Address: <http://aep.alberta.ca/forms-maps-services/default.aspx>
Merchant Name: SRDLOSDEV

COMMENTS:

Figure 8 - Reclamation Application Payment Receipt

Reclamation Application Confirmation Email

EDS sends a confirmation email to the submitter on successful submission of the reclamation application. See below for sample:

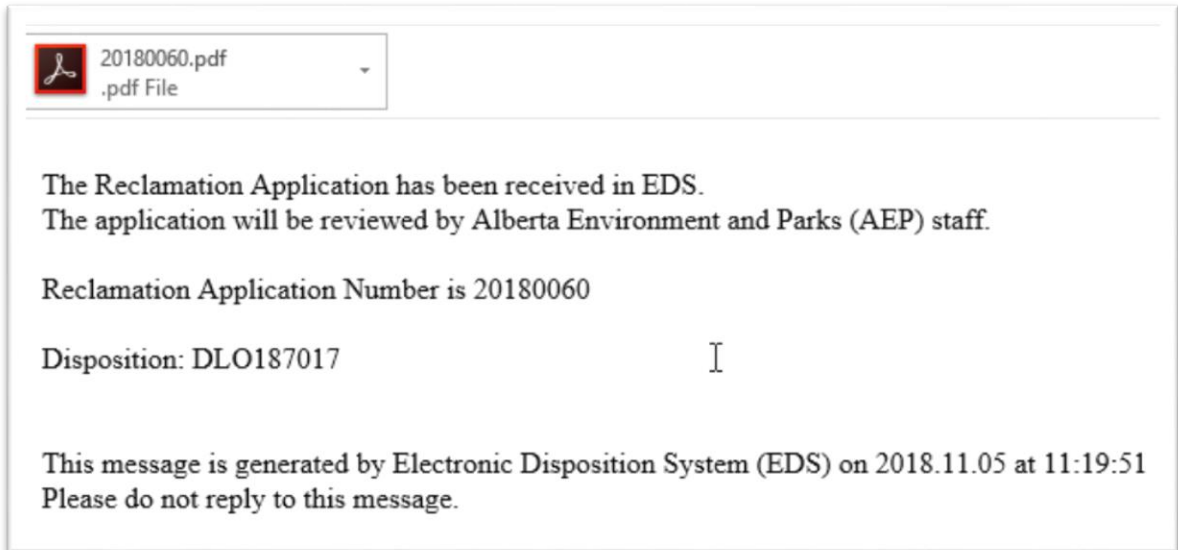


Figure 9 - Reclamation Application Confirmation email