



Electronic Disposition System

Site Entry

User Guide

MARCH 2019

Alberta 

Alberta Environment and Parks, Government of Alberta

Date of Publication: March 4, 2019

Title of Publication: Electronic Disposition System Site Entry User Guide

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“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 of the 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.

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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.

Table of Contents

Site Entry Overview	6
Pre-Requisites.....	6
Site Entry Data and Business Rules	6
How to Submit a Site Entry.....	7
Logging into EDS	7
Accessing the Disposition Maintenance Module	9
Submitting a Site Entry	10
Site Entry for Single Disposition.....	11
Site Entry for an Associated Disposition	13
Site Entry E-Mail Confirmation.....	15
Troubleshooting	16
Common Errors and Messages	16

Table of Figures

Figure 1 - Electronic Disposition System Landing Page	7
Figure 2 - EDS SecureXNET Landing Page	8
Figure 3 - SecureXNET Login Page	8
Figure 4 - Electronic Disposition Main Menu Page	9
Figure 5 - Site Entry for Surface Disposition Form	10
Figure 6 - Site Entry Form	11
Figure 7 - Site Entry Review Page	11
Figure 8 - Site Entry Confirmation Message	12
Figure 9 - Associated Disposition Site Entry Confirmation Page	14
Figure 10 - Site Entry Notification E-mail	15

Site Entry Overview

The approval of a formal disposition requires notification of site entry to manage industrial, commercial or personal operations occurring in the field. Site Entry is required for the following disposition types, DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA., REA, REC, RVC, SMC, SME, SML and VCE purposes.

The Site Entry module is located under the **Disposition Maintenance** menu. To access this module, expand the menu Disposition Maintenance menu and choose **Site Entry Submissions**.

Pre-Requisites

- The LAT (Landscape Analysis Tool) number is mandatory based upon purpose and activity.

Site Entry Data and Business Rules

For activities approved by Alberta Environment and Parks (AEP) or the Alberta Energy Regulator (AER), an approved site requires the disposition holder to inform the appropriate Regulator through EDS within 72 hours of entry upon the land.

The activity must be a valid disposition, must have a status of Active/Disposed (5) and cannot be future dated.

General Business rules for **Site Entry**

- A LAT (Landscape Analysis Tool) number will not be required if the activity was applied for prior to March 31, 2017 for activities administered by Alberta Environment and Parks.
- The 'Site Entry' date cannot be > (greater) than the current date.
- The 'Site Entry' date cannot be < (less) than the approval date.
- The Company Field Contact Name is mandatory.
- The Company Field Contact Phone number is mandatory.
- One site entry for each disposition only
- Clients and stakeholders involved must be active and registered in GLIMPS

How to Submit a Site Entry

This section illustrates the basic steps involved in submitting a Site Entry using the Electronic Disposition System (EDS).

Logging into EDS

You can access the Site Entry Module through the Electronic Disposition System

- [Electronic Disposition System](#)

Login to EDS by clicking the **Login to EDS** icon as shown below:

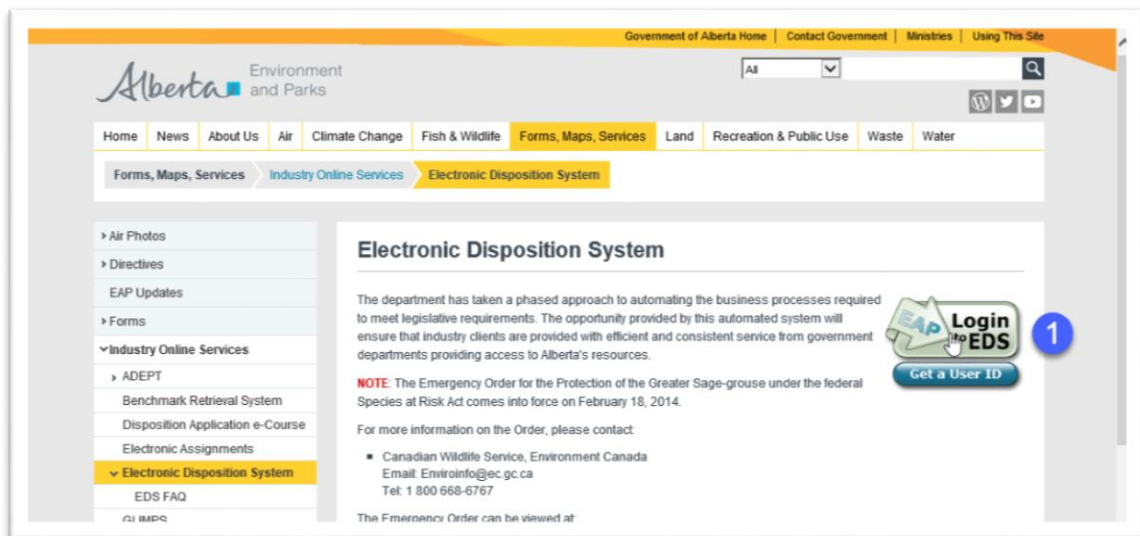


Figure 1 - Electronic Disposition System Landing Page

After clicking the **Login to EDS** icon (1) you will be directed to the SecureXNET landing page.



Figure 2 - EDS SecureXNET Landing Page

To log into SecureXNET click on the **Electronic Disposition System** link. You will be directed to another window where you will enter your secureXNET username and password.



Figure 3 - SecureXNET Login Page

Select **GoA Client** as Account Type. Click on the **Login** button to proceed to the EDS homepage. Once you log into EDS you will see the main EDS screen.

Accessing the Disposition Maintenance Module

The **Site Entry Submissions Module (2)** is located within the **Disposition Maintenance Module (1)** as shown below.



Figure 4 - Electronic Disposition Main Menu Page

- 1 Click **Disposition Maintenance (1)** to open Disposition Maintenance modules menu
- 2 Select **Site Entry Submissions (2)** module

Submitting a Site Entry

The screenshot shows a web form titled "Site Entry For Surface Disposition". The form contains the following fields and buttons:

- 1. Activity Number: [Text input field]
- 2. LAT Number: [Text input field]
- 3. Site Entry Date: [Date input field with format yyyy-mm-dd]
- 4. Company Field Contact Name: [Text input field]
- 5. Company Field Contact Phone: [Phone input field with format () - - x]
- Buttons: Cancel, Next

Numbered callouts 6 and 7 are positioned below the form, corresponding to the Cancel and Next buttons respectively.

Figure 5 - Site Entry for Surface Disposition Form

Once you open the Site Entry module, you will see the Site Entry for Surface Disposition page and the Site Entry form.

1. Enter the *Activity Number*. This must include the Activity type and its number.
2. In the *LAT Number* data entry box, specify the LAT number associated to the disposition as generated from the LAT tool. This number is mandatory for all activities applied for after March 31, 2017.
3. Enter the date of entry in the *Site Entry Date* field. Follow the format as shown. (The date cannot be greater than the current date and cannot be less than the approval date).
4. Input the name of the person within the *Company Field Contact Name* data field. The Land Use Office will use this name as a contact.
5. Input the telephone number of the *Company Field Contact Phone* data field. Follow the format as shown.
6. The **Cancel** button can be used if the user does not wish to proceed.
7. The **Next** button, it will take the user to the review page prior to submission.

Note:

The creation of a Site Entry Notification Number triggers an electronic notification sent to the regional regulatory office, which may trigger the inspection of the activity. Ensure you have met the requirements and conditions of the disposition. Fraudulent creation of any Site Entry Notification Numbers may result in compliance actions initiated by the regulatory body.

Site Entry for Single Disposition

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Site Entry For Surface Disposition

Site Entry For Surface Disposition

Activity Number:

LAT Number:

Site Entry Date:

Company Field Contact Name:

Company Field Contact Phone:

Figure 6 - Site Entry Form

Enter data and click **Next** and the review page will display.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Site Entry For Surface Disposition

Site Entry For Surface Disposition

Activity Number: DLO187017

LAT Number: 000004DF29

Site Entry Date: 2018-12-10

Company Field Contact Name: John Doe

Company Field Contact Phone: (123)456-7897

Disposition Holder: YAP, SHARON

Disposition Holder Client ID: 8060811001

Figure 7 - Site Entry Review Page

Click **Submit** to complete the site entry.



Figure 8 - Site Entry Confirmation Message

EDS will display a message in blue at the bottom of the module, above the **Return to Site Entry** button. The user will receive an email notification and EDS will forward the Site Entry email to the appropriate Region/District office.

Site Entry for an Associated Disposition

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Site Entry For Surface Disposition

Site Entry For Surface Disposition

Activity Number:

LAT Number:

Site Entry Date:

Company Field Contact Name:

Company Field Contact Phone:

NOTE: Based on your submission of a Site Entry Notification Number, electronic notification will be sent to the Regional regulatory office which may trigger the inspection of this activity. Ensure requirements and conditions of the disposition are met. Fraudulent creation of any Site Entry Notification Numbers may result in compliance actions being initiated by the regulatory body.

Figure 9 - Site Entry for Surface Disposition

Enter data in the form.

Click **Next** and the Review Page will display.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Site Entry For Surface Disposition

Site Entry For Surface Disposition

Activity Number: DLO187046

LAT Number: 000004E0EF

Site Entry Date: 2018-12-10

Company Field Contact Name: John doe

Company Field Contact Phone: (123)456-7897

Disposition Holder: CENOVUS FCCL LTD.

Disposition Holder Client ID: 8084944001

Figure 10 - Site Entry Confirmation Page

Click **Submit**.

Upon successful submission of a Site Entry for Surface Disposition EDS displays a success message in blue at the bottom of the page. If the disposition has a disposition associated with it, EDS will also display a message indicating that a site entry is now required for the associated disposition. The steps to complete the associated site entry submission are the same as previously shown.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Site Entry For Surface Disposition

Site Entry For Surface Disposition

Site Entry Number: EN1807039
Activity Number: DLO187046
LAT Number: 000004E0EF
Site Entry Date: 2018-12-10
Company Field Contact Name: John doe
Company Field Contact Phone: (123)456-7897
Disposition Holder: CENOVUS FCCL LTD.
Disposition Holder Client ID: 8084944001

Where associated dispositions are entered in conjunction with this activity, a separate Site Entry notification is required to be submitted for disposition DML187013.

Site entry EN1807039 has been successfully submitted for activity DLO187046

[Return to Site Entry](#)

Figure 9 - Associated Disposition Site Entry Confirmation Page

Site Entry E-Mail Confirmation

Upon creating a site entry, the EDS application will send an email notification to the applicant. The email notice contains the information entered during submission.

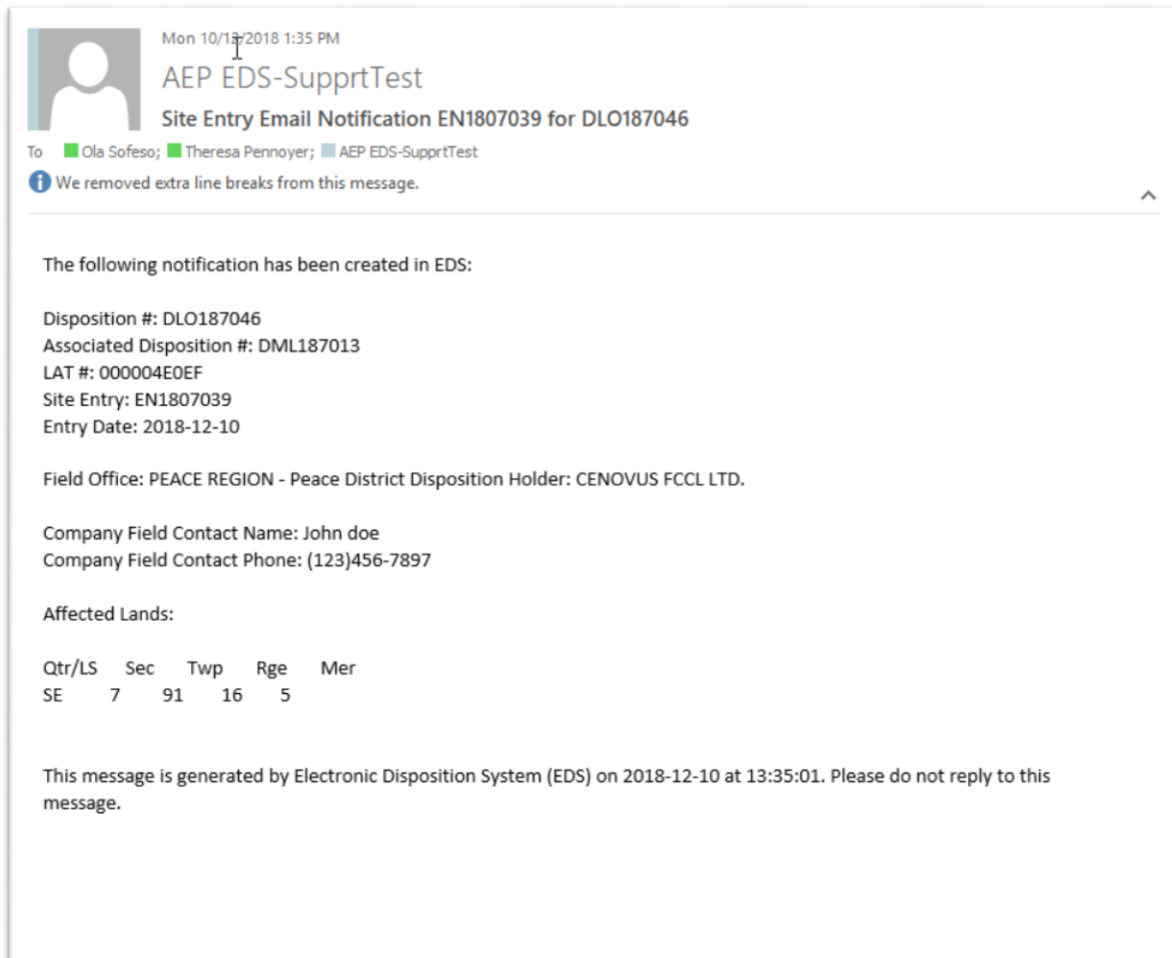


Figure 10 - Site Entry Notification E-mail

Should you fail to receive an email from EDS after it has generated your EN number, the applicant must contact EDS Support via email at:

- eds.support@gov.ab.ca

Troubleshooting

Common Errors and Messages

Disposition DML177002 does not have a valid EDS Internal Application status.

Please contact EDS Support at eds.support@gov.ab.ca or by calling 1.780.427.3570

- This error indicates that the activity does not have a valid status assigned. The activity must have a status of 'Active/Disposed'.

Site Entry cannot be completed due to incomplete agency

- This error indicates that the 'Field Agency' was not populated within the land database Geographic Land Information Management and Planning System (GLIMPS). Please note that this is an internal application and external users will not be granted access.

The disposition DML177001 already has a site entry record.

Please contact EDS Support at eds.support@gov.ab.ca or by calling 1.780.427.3570

- This indicates that a 'Site Entry' has already been submitted or, if the disposition is a 'Historical' record, the site entry would have been system generated.

NOTE: For 'Historical' records a system generated 'Site Entry' number would have been produced if the record has been deemed, 'In-Use' or 'Active' in GLIMPS.

Internal error occurred while processing the site-entry, please try again or contact your administrator.

- This indicates that a 'Site Entry' generation experienced a technical error.