

<b>Title:</b>	<b>Upstream Oil and Gas Cancellation of Undisturbed Sites on Public Land</b>
<b>Number:</b>	<b>2008-02</b>
<b>Program Name:</b>	<b>Lands</b>
<b>Effective Date:</b>	<b>April 1, 2008</b>
<b>This document was updated on:</b>	<b>November 6, 2013</b>

## Purpose

The purpose of this information letter is to:

- Outline changes to the procedure for requesting a cancellation of undisturbed approved upstream oil and gas dispositions (no entry request), and
- Provide an update on the process for cancelling dispositions.

This procedure applies to dispositions issued by Alberta Environment and Sustainable Resource Development (ESRD).

## Signed Approval Document

The no entry request cancellation process applies **only** to dispositions with a signed approval document. The cancellation of applications must go directly to Land Dispositions Services at [land.consent@gov.ab.ca](mailto:land.consent@gov.ab.ca) and cannot be accepted through this process.

## Definition of a No Entry

A site is considered undisturbed and thus the term “no entry” applies, when the maximum level of disturbance is surveying and no further site preparation has been completed. For example, if a wellsite lease is prepared but not drilled this disposition has been entered and must go through the reclamation certificate process.

## Procedure for Requesting No Entry

Procedural changes to requesting cancellation of no entries are effective **December 10, 2012** and are mandatory **January 1, 2013**.

As of January 1, 2013, requests must be submitted via EDS at the website below:

[https://securexnet.env.gov.ab.ca/eds\\_login.html](https://securexnet.env.gov.ab.ca/eds_login.html)

## Supplemental Information

To assist with confirmation that a disposition has not been entered, a list of suggested and required information sources for review is provided below.

- For wells and pipelines, the ERCB well data should be reviewed to ensure the well was never drilled or a pipeline was never constructed.
- The Geographic Land Information Management Planning System (GLIMPS) or Electronic Transfer System (ETS) search must be reviewed to ensure the disposition has not already been cancelled. To get into ETS, go to <http://www.energy.alberta.ca/>
- If the disposition number is not listed on the active disposition search (queried by the surface legal location) then it has already been cancelled.

## Required Information

The following information must be provided by the applicant in pdf format along with the No Entry Request Form:

**Crown Plat – Disposition Spatial Processing Tool (DSPT)** – Ensure the disposition number on the crown plat and on the no entry request form match. Ensure holdings are not left dead ending as a result of the pending cancellation of the well site or roadway. Ensure cancellation for all associated dispositions has been applied for (i.e., pipelines, roads etc.). DTSP is located at [srd.alberta.ca](http://srd.alberta.ca) under Industry Online Services.

For support using the DSPT system please contact EDS Support at [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca)

**Aerial imagery** - The aerial imagery must be taken after the signed date of the letter of authority and within six months of the no entry request. The legal land location of the disposition must be marked on the photo, as well as the approximate location of the disposition. Ensure the location on the crown plat matches the aerial imagery and the disposition does not appear disturbed on the photo.

**Site Visit or Aerial Assessment** - If recent air photo or satellite imagery is not provided as indicated above, confirmation of no entry is required through an aerial assessment or site visit. It must be conducted **after** the signed date of the Letter of Authority and within six months of this request. Ensure the legal location inspected is verified with the GPS coordinates. Attach photos of the site including the photo date and legal location.

## Changes to ESRD's Process for Cancellation of Dispositions

Historically, cancellation of a disposition that had not been entered occurred in two steps.

1. ESRD field staff were asked by Land Management Branch to inspect the disposition to confirm no entry and that there are no dead ending holdings. The file was then sent to Land Disposition Services.
2. Land Disposition Services advised the disposition holder in writing that the

disposition has been cancelled.

This two step process will remain. However, requests for no entry will be sent to Land Disposition Services by Land Management Branch immediately, without a field inspection, if the request is complete and accurate.

An email response will be issued by Land Management Branch from the no entry email address to indicate the acceptance or rejection of the request based on completeness and administrative accuracy.

Industry is not required to make status requests to Land Management Branch with this direct cancellation process. If a status request is made it will not be addressed.

Annually the field will audit 10% of all no entry requests. If the site is found to be entered, the disposition will be re-instated and the company will be required to follow the reclamation certification process in order to receive cancellation. A notification of the audit failure and the re-instatement of the disposition will be mailed. Companies who have a disposition that failed the audit may be considered high risk and the audit percentage of their sites may be increased.

## Contact Information

For all no entry requests and inquiries please email:

[SRD.NoEntry-EDS@gov.ab.ca](mailto:SRD.NoEntry-EDS@gov.ab.ca)

For cancellations of applications (unsigned LOA) please email requests to:

[land.consent@gov.ab.ca](mailto:land.consent@gov.ab.ca)

For support with submitting No Entries using the Electronic Disposition System please refer to the [EDS – No Entry User Manual](#)

or contact EDS support at [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca)