Electronic Disposition System
Disposition Application
User Guide
# Table of Contents

**EDS Disposition Application Overview** .................................................................................. 4

EDS Hours of Operation and Support ......................................................................................... 4

**Submitting a Surface Disposition Application in EDS** .......................................................... 5

Prerequisites ................................................................................................................................. 5

Client ID and EDS User Account ............................................................................................... 5

First Nations / Metis Settlements Consultation .......................................................................... 5

Application Supplement ............................................................................................................ 5

Plan Confirmation Service (PCS) Plan Package ......................................................................... 6

Landscape Analysis Tool (LAT) Report ...................................................................................... 6

Land Standing Report ................................................................................................................ 6

Consents .................................................................................................................................... 6

Code of Practice ....................................................................................................................... 7

Wetlands .................................................................................................................................... 7

EDS Main Menu screen ............................................................................................................. 7

Create Application for Surface Disposition screen ................................................................. 8

Edit Contact screen ................................................................................................................... 9

Edit Application screen ........................................................................................................... 10

**Edit Application screen errors** ........................................................................................... 11

Upload Attachments screen ...................................................................................................... 12

Upload Attachments screen errors .......................................................................................... 12

Edit Land screen ..................................................................................................................... 13

Disposition Application Confirmation screen ........................................................................... 14

Application Agreement screen ................................................................................................ 16
EDS Disposition Application Overview

The Electronic Disposition System (EDS) is a web-based system used to apply for, manage, and maintain surface dispositions. Surface disposition applications are submitted to the department of Alberta Environment and Parks (AEP) and to the Alberta Energy Regulator (AER) and constitute the first stage in the lifecycle of a surface disposition. A disposition must be obtained under the Public Lands Act for any access to or activity on public lands and must be in compliance with the Public Lands Administration Regulation. Dispositions are issued by AEP and AER to manage the use of public lands for all Albertans.

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.

<table>
<thead>
<tr>
<th>Disposition Code and Description</th>
<th>Corresponding Regulatory Body and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLO - License of Occupation</td>
<td>AEP support helpdesk email: <a href="mailto:EDS.Support@gov.ab.ca">EDS.Support@gov.ab.ca</a></td>
</tr>
<tr>
<td>DML - Miscellaneous Lease</td>
<td>AEP telephone: 780 427-3570 or 780 422-2079</td>
</tr>
<tr>
<td>DMS - Mineral Surface Lease</td>
<td>Availability: Weekdays from 8:15 a.m. to 4:30 p.m., except statutory holidays</td>
</tr>
<tr>
<td>DPI - Pipeline Installation Lease</td>
<td></td>
</tr>
<tr>
<td>DPL - Pipeline Agreement</td>
<td></td>
</tr>
<tr>
<td>EZE - Easement</td>
<td></td>
</tr>
<tr>
<td>REA - Rural Electric Association Easement</td>
<td></td>
</tr>
<tr>
<td>REC - Recreational Lease</td>
<td></td>
</tr>
<tr>
<td>SME - Surface Material License</td>
<td></td>
</tr>
<tr>
<td>SME - Surface Material Exploration</td>
<td></td>
</tr>
<tr>
<td>SML - Surface Material Lease</td>
<td></td>
</tr>
<tr>
<td>VCE - Vegetation Control Easement</td>
<td></td>
</tr>
<tr>
<td>LOC - License of Occupation</td>
<td>AER support helpdesk email: <a href="mailto:inquiries@aer.ca">inquiries@aer.ca</a></td>
</tr>
<tr>
<td>MLL - Miscellaneous Lease</td>
<td>AER telephone: 1-855-297-8311</td>
</tr>
<tr>
<td>MSL - Mineral Surface Lease</td>
<td></td>
</tr>
<tr>
<td>PIL - Pipeline Installation Lease</td>
<td></td>
</tr>
<tr>
<td>PLA - Pipeline Agreement</td>
<td></td>
</tr>
<tr>
<td>RVC - Vegetation Control Easement</td>
<td></td>
</tr>
</tbody>
</table>
Submitting a Surface Disposition Application in EDS

Prerequisites

Proponents submitting surface disposition applications in EDS must apply for or obtain a number of 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:


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:


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:

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://securexnet.env.gov.ab.ca/pcs_login.html](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://maps.alberta.ca/LAT/?TermsOfUseRequired=true&Viewer=LAT](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://training.energy.gov.ab.ca/Pages/LandSearches.aspx)
- [https://www.energy.alberta.ca/AU/Services/Pages/LSAS.aspx#SurfacePublicLand](https://www.energy.alberta.ca/AU/Services/Pages/LSAS.aspx#SurfacePublicLand)

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:

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:


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:


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 application process by logging into EDS:

- [https://securexnet.env.gov.ab.ca/eds_login.html](https://securexnet.env.gov.ab.ca/eds_login.html)

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

---

Create Application for Surface Disposition screen

Once EDS displays the “Create Application for Surface Disposition” screen, proceed per steps below.

1. Select from the “Application Options” drop-down either “Single Application” or “Associated Application”. Proponents may submit applications for single, stand-alone activities, or they may submit applications for associated activities, e.g., DML and associated access DLO. If applying for an “Associated Application”, the following screens will be displayed twice, once per activity:

   a. Edit Application screen
b. Upload Attachments screen

c. Edit Land screen

d. Edit Land screen

2. Choose the type of disposition from the “Select type of disposition” drop-down.

**NOTE:** For associated applications, users cannot select matching types (e.g., DLO and DLO) nor types governed under different regulator (e.g., DLO and MSL).

3. Select the purpose from the “Purpose/Activity Type” drop-down.

**Edit Contact screen**

On the “Edit Contact” screen, confirm your EDS account information and enter an alternate email address and a telephone number if not already populated. If the “User Agency Name” or any of the address fields are incorrect, see the “Client ID and EDS User Account” section about amending Client ID information. To correct the “User Name” or “User Email” fields see the “Client ID and EDS User Account” section about updating EDS account information.
Edit Application screen

EDS collects several key pieces of information on the main “Edit Application” form. Follow the steps below.
1. Enter the Applicant’s client ID (10 digit unique identifier assigned to individuals or companies conducting business with the Government of Alberta). When you tab or click out of the field, EDS populates the “Client Type”, “Organization Name”, and “Address” fields. Enter values for the remaining fields.

2. Enter the Plan Confirmation number (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 Applications”, only one Plan Package and thus Plan Confirmation
number is required: it is entered only on the first activity’s “Edit Application” form and is only uploaded once on the first activity’s “Upload Attachments” form.

3. Enter the FNC number (format: FNCYYYYYXXX-ZZZ, where the Ys denote the year of application, the Xs a unique sequence, and Zs an FNC sub-number associated with a single activity of the FNC assessment).

4. Indicate if the application includes watercourse crossings regulated under the Water Act (Ministerial) Regulations’ Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings.

5. Indicate if the application impacts wetlands.

6. Indicate if Consents shall be attached.

**Edit Application screen errors**

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

<table>
<thead>
<tr>
<th>Error</th>
<th>Possible Causes</th>
<th>Possible Resolutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The File Number for Consultation FNCYYYYYXXX-ZZZ does not exist. If using old File Number for Consultation do not include the sub number “-001”.</td>
<td>The FNC number or sub-number does not exist.</td>
<td>Verify the adequacy assessment form for the correct FNC number and sub-number to use.</td>
</tr>
</tbody>
</table>

**Upload Attachments screen**

On the “Upload Attachments” page follow below steps to attach required and optional files.
Figure 5 - Upload Attachments screen

1. Using the “Document Type” drop-down indicate the type of file you’re uploading.

2. Upload the file using the Browse button. Repeat steps 1 and 2 for all required files.

3. To upload more than 5 files, click the “Add New” button, and EDS will display additional file attachment rows.

Upload Attachments screen errors

Table below lists possible errors you may encounter on the Upload Attachments screen, possible causes, and ways to right them.
### Error Resolutions

<table>
<thead>
<tr>
<th>Error</th>
<th>Possible Causes</th>
<th>Possible Resolutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The attached supplement is not the most current version.</td>
<td>The proponent is attempting to upload an older version of the supplement with their surface application, but changes were made to the supplement since it was originally downloaded.</td>
<td>If an application supplement has been downloaded but subsequently had its &quot;I Agree and Submit&quot; (status reset to &quot;Completed&quot;) or &quot;Save&quot; (status reset to &quot;In Progress&quot;) buttons clicked, the proponent must download the application supplement again and upload the newest version with their surface lease application.</td>
</tr>
<tr>
<td>Invalid Shapefile Disposition Types are not correct. Please fix and regenerate in PCS then resubmit in EDS</td>
<td>The proponent is submitting an application for one activity type (e.g., DLO) but the PCS plan package uploaded with the application has its disposition boundary labeled with another activity type (e.g., LOC). Or the proponent is submitting an associated application but the PCS plan package uploaded with the application contains only one boundary label (e.g., MSL) instead of both labels (e.g., MSL and LOC).</td>
<td>See section 5.1 in the &quot;Digital Plan Submission Standards and Procedures&quot; document under heading &quot;Digital Plan Submission Formats and Specifications&quot; on page: <a href="http://aep.alberta.ca/forms/maps-services/industry-online-services/public-lands-dispositions/step-one-pre-application/survey-sketch-plans.aspx">http://aep.alberta.ca/forms/maps-services/industry-online-services/public-lands-dispositions/step-one-pre-application/survey-sketch-plans.aspx</a></td>
</tr>
</tbody>
</table>

### Edit Land screen

EDS extracts the ATS Lands from the uploaded Plan Package and displays it on the “Edit Land” page. Follow steps below to complete the form.
Figure 6 - Edit Land screen

1. Verify the auto-extracted “ATS Lands” records match the plan, or add and remove records to match.

2. Alternatively, download the Land Descriptions CSV Template, populate it, and upload it.

3. If the application pertains to an application contained in a PBL, provide that land descriptor instead.

Disposition Application Confirmation screen

Before completing your submission you’ll have a chance to inspect the application data on the “Disposition Application Confirmation” screen shown below.
Figure 7 - Disposition Application Confirmation screen
Application Agreement screen

The last screen shown before the submission is finalized is the “Application Agreement” page. Click the “I Agree and Submit” button to submit the application to the crown. Successful submissions will receive confirmation emails. In the case of an error, contact support as per section EDS Hours of Operation and Support.

Figure 8 - Application Agreement screen