## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author / Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>2017-04-20</td>
<td>Krystian Staniszewski / AEP</td>
<td>Updated screenshots and converted to new format.</td>
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<tr>
<td>3.0</td>
<td>2018-05-02</td>
<td>Krystian Staniszewski / AEP</td>
<td>Updated user manual to include SME, REC and SMC codes as eligible dispositions now applied for electronically through EDS.</td>
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</table>
Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“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.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:

(i) The use of this material or documentation or EDS or any service connection therewith; or

(ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

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.
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1.0 EDS Overview

The Electronic Disposition System (EDS) is a web application which clients use to submit applications related to surface dispositions to the department of Alberta Environment and Parks (AEP) and the Alberta Energy Regulator (AER). EDS comprises three main categories of services; and those in turn expand to options as shown below:

- **Application Prerequisites:**
  - **First Nations / Metis Settlements Consultation Submissions** - Submit a Pre-consultation Assessment Request, Adequacy Assessment Request, respond to a request for information, and view the status of your submission for CEP, DLO, DML, DMS, DPI, DPL, EPC, EZE, FAC, GEO, LOC, MLL, MME, MSL, OSE, PIL, PLA, RDS, REA, REC, RLC, RVC, SMC, SME, SML, TFA, VCE and WAC purposes.
  - **Application Supplement** - Generate an Application Supplement document to be uploaded as part of an Application/Amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
  - **Landscape Analysis Tool** - Obtain a LAT report to be used in support of an Application/Amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to generate a report for an Aggregate Land Review Request (ALR).
  - **Plan Confirmation Service** - Generate an Encrypted Plan Package to be used in support of an Application/Amendment.

- **Application Submissions:**
  - **Public Land Disposition Applications** - Submit applications for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to submit an application for an Aggregate Land Review Request (ALR).
  - **Public Land Disposition Amendments** - Submit amendments for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SML and VCE purposes.
  - **Renewals** - Submit a request to renew an application for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA and REC purposes.
  - **Reclamation Certificate Application Submissions** - Submit an application for Reclamation Certificate on public land for DLO, DML, DMS, DPI, DPL, EZE, MLP, SMC and SML purposes.
  - **Plan Submission Package** - Upload an Encrypted Plan Package for CEP, CNC, CNT, CUP, DRS, FDL, FDS, FGL, GRL, GRP, GRR, HRS, ISP, KRS, LDR, PEZ, PGP, PGL, PHP, PLC, PLS, PML, PMP, PMS, PNT, PPA, PPI, PRA, PRD, PRE, PRL, PRS, PSH, PSL, PSM, RDS, RLC, ROE, ROW, and RRD purposes.
• Disposition Maintenance:
  o Manage Client Profile - Edit the list of other clients allowed to manage your data.
  o Site Entry Submissions - Submit a site-entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
  o No Entry Submissions - Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
  o SML Annual Return - Send Annual Return data for SML disposition.
  o Application/Amendment Status Check Request - Send a request for status of an application/amendment.
  o Document Upload - Upload a revised Application Supplement.

For details about each of the subsystems please review the documentation located at:

  - Electronic Disposition System

1.1 Hours of Operation

The EDS system is available seven days a week from 6:30am to 10:00pm. The EDS support help desk is available weekdays from 8:15 am to 4:30 pm, with the exception of statutory holidays.

1.2 Support

To report problems email EDS Support at:

  - EDS.Support@gov.ab.ca

In your email provide the following:

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

To report problems by phone, call us at:

  - 780 427-3570
  - 780 422-2079
2.0 Submitting a Reclamation Certificate Application

2.1 EDS Main Menu

To submit a “Reclamation Certificate Application Submission”, log into EDS, and proceed as follows:

![Application Prerequisites](Image)

![Application Submissions](Image)

![Disposition Maintenance](Image)

**Figure 2.1 Accessing the Reclamation Certificate Application form from EDS main menu**

1. Click “Application Submissions” in the main EDS menu.
2. Then click “Reclamation Certificate Application Submissions”.

2.2 Reclamation Application Client ID Screen

On the first “Reclamation Application” screen, first enter the applicant’s client id and then click Next. As per the notice shown in red below in Figure 2.2, note that:

- “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).”

When the user clicks Next, EDS validates the client id as follows:

- Client ID entered must be a 10 digit number
- Client ID must match a client ID on the department’s system of record
- Client ID must be valid and active
- Client ID cannot be of type “Mineral”
2.3 Reclamation Application Main Form Screen

To complete the “Reclamation Application” main form, consult the screenshot and steps outlined below:

1. Specify the applicant’s email address. EDS will send a copy of the submission confirmation there.
2. In the “Dispositions” section, specify the activity number (or numbers) for which you wish to apply for a reclamation certificate. Select an “activity type” and “associated facilities”.

3. If you’re submitting a reclamation application for several associated activities, use the “Add Disposition” button to insert additional Disposition tables. Complete the additional Disposition Detail forms. Up to two associated dispositions can be applied for per submission.

4. Upload corresponding documentation using the “Upload Attachment” section. For “Sand and Gravel” or “Other” submissions, upload the following:

   a. Cover Letter

   b. Current “Surface Materials Reclamation Certificate Request” form can be searched for on the AEP website.

   c. Plan (highlighted in yellow)

2.4 Reclamation Application Confirmation Screen

To proceed with your submission at the “Confirmation” page, click the “Pay By CreditCard” button. You will be redirected to the electronic payment page.
2.5 TD Secure Credit Card Payment Screen

Follow below steps to complete the payment page:

![Online payment page]

**Figure 2.5 Online payment page**

1. Enter the name on the credit card.
2. Select the credit card type.
3. Enter the credit card number.
4. Select the Expiration date.
5. Enter the Credit Card CVD (3-digit security number located on back of card).
6. Click the “Submit Payment” button:
   a. If the payment is successfully processed, EDS displays a “Your submission has been accepted” message.
2.6 **Successful Reclamation Submission Screen**

When the payment is successfully processed, EDS notifies the user the application has been successfully submitted to the department. To submit another reclamation application, click the “Create New Application” button.

![Successful submission of reclamation application page](image)

Figure 2.6 Successful submission of reclamation application page
Appendix A  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:

![PDF Form Example](image)

Personal information taken in this application is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act and Section 1 of the Dispositions and Fees Regulation. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Dispositions and Fees Regulation. Should you require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4423.

Monday, April 17, 2017 13:23:24
### Appendix B  Reclamation Application Payment Receipt

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

<table>
<thead>
<tr>
<th>This is a credit card receipt for an internet transaction made from: AEP Application For Reclamation Certificate (DEV)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order Date:</strong></td>
</tr>
<tr>
<td><strong>Invoice Number:</strong></td>
</tr>
<tr>
<td><strong>Bank Auth Number:</strong></td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
</tr>
<tr>
<td><strong>Transaction ID:</strong></td>
</tr>
<tr>
<td><strong>Transaction Source:</strong></td>
</tr>
</tbody>
</table>

- **Name on Card:** John Smith
- **Card Type:** V1
- **Email Address:** krystian.staniszewski@gov.ab.ca

**CLIENT INFORMATION:**
- **Name:**

**AEP INFORMATION:**
- **Online Address:** [http://aep.alberta.ca/forms-maps-services/default.aspx](http://aep.alberta.ca/forms-maps-services/default.aspx)
- **Merchant Name:** SRDLO5DEV

**COMMENTS:**
Appendix C  Reclamation Application Confirmation Email

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

The Reclamation Application has been received in EDS.
The application will be reviewed by Alberta Environment and Parks (AEP) staff.

Reclamation Application Number is 20170027

Disposition: null

This message is generated by Electronic Disposition System (EDS) on 2017.04.17 at 13:33:21
Please do not reply to this message.