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.

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(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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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:

![Login to EDS Icon](Image)

Figure 1 - Electronic Disposition System Landing Page

After clicking the Login to EDS icon (1) you will be directed to the 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.

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.

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

Figure 4 - Electronic Disposition Main Menu Page
Submitting a Site Entry

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 and 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

Figure 6 - Site Entry Form

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

Figure 7 - Site Entry Review Page

Click Submit to complete the site entry.
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.

Figure 8 - Site Entry Confirmation Message
Site Entry for an Associated Disposition

Enter data in the form.

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

Figure 9 - Site Entry for Surface Disposition

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.

![Figure 9 - Associated Disposition Site Entry Confirmation Page](image-url)
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.

![Image of Site Entry Notification Email]

**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 occured while processing the site-entry, please try again or contact your administrator.

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