



# Electronic Disposition System

## Disposition Application

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User Guide

Environment and Parks, Government of Alberta  
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For more information regarding this content visit <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

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# 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.

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

# 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:

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>

### 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:

- <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

### 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:

- <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

## 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://www.alberta.ca/public-lands-dispositions.aspx>
- [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://www.alberta.ca/electronic-disposition-system-overview.aspx>
- <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://www.alberta.ca/search-surface-public-land-and-crown-mineral-disposition-and-activities.aspx>

## 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:

- <https://www.alberta.ca/public-lands-dispositions.aspx>

## 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:

- <https://www.alberta.ca/water-codes-of-practice.aspx>

## 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:

- <https://www.alberta.ca/wetlands.aspx>

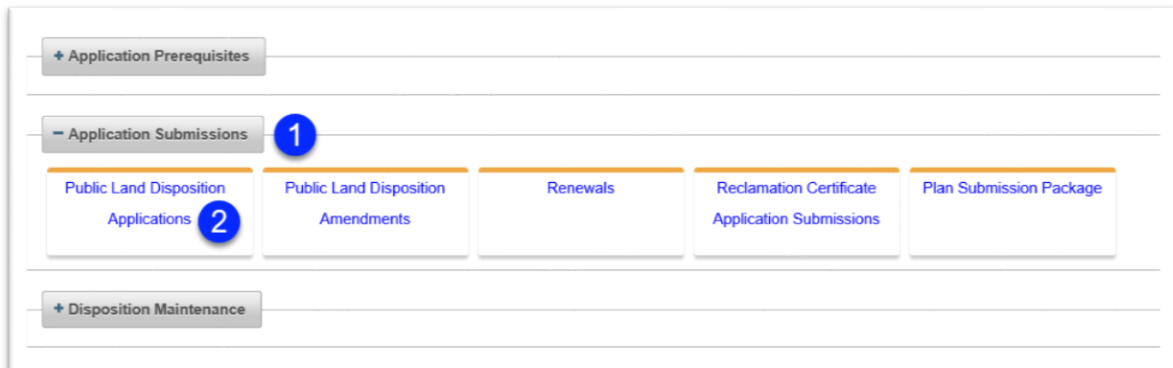
The following sections show the screens and steps that must be taken to submit a Public Land Disposition Application.

## 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".



**Figure 1 - EDS Main Menu screen**

## Create Application for Surface Disposition screen

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



**Figure 2 - Create Application for Surface Disposition screen**

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.
  - 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.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [Edit Contact](#)

Contact Detail	
User Agency Name:	YAP, SHARON
User Name:	Extesting, Krystian
User Email:	krystian.staniszewski@gov.ab.ca
User Email (Alternate):	<input type="text" value="krystian.staniszewski@gv"/>
* Tel:	<input type="text" value="(780)644-1862"/>
Fax:	
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province/State:	Alberta
Country:	CANADA
Postal/ZIP:	T5K 2G8
Contact File Number:	<input type="text"/>
<b>Activity(ies) To be Created:</b>	
	Activity Type:
DLO	

**Figure 3 - Edit Contact screen**

## Edit Application screen

EDS collects several key pieces of information on the main “Edit Application” form. Follow the steps below.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Application

**Activity Type: DLO**

* Client Id	Applicant Detail	
8060811001	<p>Client Type: Service Client</p> <p>Organization Name: YAP, SHARON</p> <p>Address: 9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8</p> <p>* Tel: (555)555-5555</p> <p>Fax: [#####-####]</p> <p>* Company Email: krystian.staniszewski@gov.ab.ca</p> <p>Program/Project Name: [_____]</p> <p>Applicant File Number: [_____]</p> <p>* Joint Tenants?: No</p> <p>* Government Employee?: No</p> <p>* Over Age of 18?: Yes</p> <p>* Is the applicant the adjacent land owner?: No</p> <p>* Tenant in Common?: No</p> <p>Department Name: [_____]</p> <p>* Canadian Citizen?: Yes</p>	
* Plan Confirmation #:	2018000620	* FNC #:
		FNC201800350-001
* Code of Practice:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?	No
* Does this application impact wetlands?	No	
* Occupant's Consent Attached?:	No	
Remarks:		
[_____]		
<input type="button" value="Back"/> <input type="button" value="Next"/>		

**Figure 4 - Edit Application screen**

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: FNCYYYYXXXXX-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.

Error	Possible Causes	Possible Resolutions
The File Number for Consultation FNCYYYYXXXXX-ZZZ does not exist. If using old File Number for Consultation do not include the sub number "-001".	The FNC number or sub-number does not exist.	Verify the adequacy assessment form for the correct FNC number and sub-number to use.

## Upload Attachments screen

On the "Upload Attachments" page follow below steps to attach required and optional files.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Upload Attachments

Activity Type: DLO

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Application Supplement	Browse...	appSupp AS2018000780 2018-07-17 .pdf
2	Delete	LAT Report	Browse...	LATReport_000004D434.pdf
3	Delete	Plan Package	Browse...	2018000620.zip
4	Delete	Land Standing	Browse...	Land Standing 1.pdf
5	Delete	Select One	Browse...	

Add New

Back Next

**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	Possible Causes	Possible Resolutions
The attached supplement is not the most current version.	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.	If an application supplement has been downloaded but subsequently had its “I Agree and Submit” (status reset to “Completed”) or “Save” (status reset to “In Progress”) buttons clicked, the proponent must download the application supplement again and upload the newest version with their surface lease application.
Invalid Shapefile Disposition Types are not correct. Please fix and regenerate in PCS then resubmit in EDS	<p>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).</p> <p>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).</p>	<p>See section 5.1 in the “Digital Plan Submission Standards and Procedures” document under heading “Digital Plan Submission Formats and Specifications” on page:</p> <p><a href="https://www.alberta.ca/survey-sketch-plans.aspx">-https://www.alberta.ca/survey-sketch-plans.aspx</a></p>

## 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.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Edit Land

Activity Type: DLO

**1**      **ATS Lands**

Row	Delete	QTR	SEC	TWP	RGE	MER
1	<a href="#">Delete</a>	SE	16	14	4	4
2	<a href="#">Delete</a>	NW	9	14	4	4
3	<a href="#">Delete</a>	NE	9	14	4	4
4	<a href="#">Delete</a>	SW	16	14	4	4

**2**      **Download Land Description CSV Template File**

Upload Land Description File:

**3**      **PBL Lands**

Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
1	<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EDS successfully extracted the ATS quarter sections. Please review and edit if needed, otherwise click Next.

**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.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Application Confirmation

Activity Type: DLO

Applicant Detail							
Applicant:	YAP, SHARON				Client ID:	8060011001	
Address:	9915 108 ST FLOOR 2			Telephone:	(555)555-5555	Fax:	
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8	Country:	CANADA
Applicant File Number:				Applicant Email:	krystian.staniszewski@gov.ab.ca		
Program/Project Name:				Client Type:	Service Client		
Joint Tenants?:	No			Tenant in Common?:	No		
Canadian Citizen:	Yes	Over Age of 18:	Yes	Government Employee:	No	Department Name:	
Is the applicant the adjacent land owner?:	No						

Contact Detail							
Contact/Agent:	Extesting, Krystian			Contact File Number:			
Organization:	YAP, SHARON						
Address:	9915 108 ST FLOOR 2			Telephone:	(780)644-1862	Fax:	
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8	Country:	CANADA
Contact Email:	krystian.staniszewski@gov.ab.ca			Contact Alternate Email:	krystian.staniszewski@gov.ab.ca		

Application Detail <a href="#">[Edit]</a>			
Plan Confirmation #:	2018000620	FNC #:	FNC201800350-001
Code of Practice:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?:		No
Does this application impact wetlands?:	No		
Purpose of Disposition:	Access - Class I - All Weather		
Occupant's Consent Attached?:	No		

Added ATS Lands <a href="#">[Edit]</a>					Added PBL Lands <a href="#">[Edit]</a>			
QTR	SEC	TWP	RGE	MER	SUBDIV	PLAN	BLOCK	LOT
SE	16	14	4	4				
NW	9	14	4	4				
NE	9	14	4	4				
SW	16	14	4	4				

File Uploaded: <a href="#">[Edit]</a>	
Document Type	Uploaded Filename
Application Supplement	appSupp AS2018000780 2018-07-17.pdf
LAT Report	LATReport_000004D434.pdf
Plan Package	2018000620.zip
Land Standing	Land Standing 1.pdf

Remarks:

**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.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Application Agreement

**Terms of Use and Disclaimer**

The Electronic Disposition System (EDS) allows applicants to submit Public Lands Act applications electronically either by e-mail or by electronic submission through the website. By submitting the required information for this application, you agree:

1. You are submitting as the applicant or authorized to submit this information on behalf of the applicant to Alberta Environment and Parks or the Alberta Energy Regulator;
2. You have a valid EDS Client or User identification number;
3. The information you provided is correct, and
4. To the use, provide and accept information and records in electronic format.

Please be advised that any error or omission in the information provided here may jeopardize your application or the issuance of a disposition. In accordance with section 26(1)(c) of the *Public Lands Act*, AEP may suspend, cancel or amend any disposition granted as a result of an omission or error. Furthermore, it is an offence under section 56(1)(c) of the *Public Lands Act* to wilfully provide false or misleading information concerning this application.

Please be advised that personal information on this disposition form is collected in accordance with subsections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and is managed in accordance with Part 2 of the FOIP Act. The information is being collected for the purpose of administering the Public Lands Act and corresponding with applicants regarding their applications. All information contained in these forms (including personal information) and supporting documents provided as part of this application may become part of the public record and may be disclosed by Alberta Environment and Parks or the Alberta Energy Regulator in accordance with section 166(1) of the Public Lands Administration Regulation (PLAR). For further information about the collection of this information or use of your personal information, please contact Alberta Environment and Parks FOIP Office at 780-427-4429 or Alberta Energy Regulator, Information Distribution Services at [AER.FOIP@aer.ca](mailto:AER.FOIP@aer.ca).

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**Figure 8 - Application Agreement screen**