

**May 30, 2006**

**Information Letter 2006 -03**

## **Electronic Disposition System**

### **Introduction**

Sustainable Resource Development (SRD) is proceeding with development of an electronic application submission system. This process will assist industry with submission of applications and reduce errors. This is the first step for an electronic application processing system and it will focus on the electronic submission of oil and gas applications to SRD. We are proceeding to add further components to provide more functionality for the system such as electronic referrals to our field offices. Some of these enhancements will be implemented later this year. As this system continues to be developed, it will enable SRD to move toward full electronic processing of applications.

### **Purpose**

Alberta Sustainable Resource Development (SRD) will be implementing an online service that will allow clients to submit applications/amendments and associated documents such as consents, EFR, code of practice and plan packages for specified surface dispositions electronically. Specified purpose codes for LOC, MSL, PLA and PIL disposition types are included at this time.

The web service implementation of the Electronic Disposition System (EDS) is scheduled for June 5, 2006. EDS will allow clients to submit applications and amendments during extended hours. It will also provide validation of selected data fields at the client workstation thereby assisting the client to minimize the opportunity for errors on the submission.

There will be a one-month “grandfathering” period until July 4, 2006 for:

- Applications/amendments identified for submission through EDS (see note)
- Digital plans submitted to SRD prior to June 5, 2006. (Applications for these plans can only be submitted by paper)

Note: All digital plans submitted after June 5, 2006 must be processed through PCS and submitted through EDS.

Applications that are accepted by EDS will be assigned an activity number by EDS and emailed back to the client along with a copy of the application. This automated system will provide greater opportunity to ensure that industry clients continue to have efficient and consistent service.

### **Background**

Alberta Sustainable Resource Development (SRD) is automating business processes for dispositions in order to respond effectively to the increasing numbers of applications by reducing application errors, reducing resources required to input data to LSAS and providing a web application for submissions.

The business process is presently completed in a manual mode with paper documents. The process will be developed in accordance with other SRD initiatives such as the Digital Integrated Dispositions (DIDs) and Digital Plan Submissions. The EDS will accommodate 85 percent of the estimated 20,000 applications submitted annually.

### **Procedure**

All applications and amendments for dispositions identified for electronic submission must be submitted through EDS, effective July 4, 2006.

EDS will support the submission of a digital plan package (PDF, CAD, DDIPS files) for dispositions requiring digital plan submissions with paper applications or amendments. Dispositions requiring digital plans are listed in [Application/Amendment/Plan Formats Document](#) on SRD Website. Clients will need to acquire a GOA account and password in order to access the Plan Confirmation System and EDS. [The form](#) to acquire a GOA account and the [EDS Industry Client User Guide](#) are posted on the PLFD Website.

## Information Sessions

EDS Information Sessions are planned for Calgary and Edmonton.

Additional sessions will be scheduled in June if required and will be posted on the SRD Website.

Two sessions scheduled at this time are:

### Calgary Sessions

9:00 am - May 31, 2006  
Rosebud Room - McDougall Centre *NEW*  
455 - 6th Street SW  
Calgary, Alberta

1:00 pm - May 31, 2006  
Rosebud Room - McDougall Centre  
455 - 6th Street SW  
Calgary, Alberta

### Edmonton Session

1:00 pm - May 25<sup>th</sup>, 2006  
Room 6A, 6<sup>th</sup> floor  
9920 – 108 Street  
Edmonton, Alberta

### Procedure

There is no cost to attend an EDS information session, but to ensure sufficient space is made available please register for a session. Due to security reasons only registered attendees will be allowed session. **Please register for a session a minimum of 2 days prior to the session date by emailing [eds.support@gov.ab.ca](mailto:eds.support@gov.ab.ca)** Early registration helps in planning to accommodate those interested in attending.

### Contacts

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To use the government's toll-free Rite Line dial 310-000 and enter the phone number.