Electronic Disposition System No Entry

User Guide

Alberta

MARCH 2019

Alberta Environment and Parks, Government of Alberta Date of Publiclation: March 4, 2019 Title of Publication: Electronic Disposition System No Entry User Guide © 2019 Government of Alberta

For more information regarding this content visit: <u>https://www.alberta.ca/electronic-disposition-system-overview.aspx</u>

Disclaimer

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"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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 - (i) The use of this material or documentation or EDS or any service connection therewith; or
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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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No Entry Overview

A proof of non-entry must be submitted if the disposition site has not been entered and the disposition holder wishes to cancel the disposition prior to expiration.

Please Note:

Once you submit a no entry it cannot be reversed.

Upload Documents Requirements

All documents submitted to the department other than the plan submission package must be in a portable document format (.PDF). Documents that require imaging must be scanned to the following standard and converted into a .PDF format for submission.

- Black & white 300 dpi
- Colour 150 dpi

File names must not contain spaces. Use of special characters such as *, -, (,), @, % or \$ are not allowed.

Pre-Requisites

- Valid Client Id must match Client ID for the Activity.
- Disposition must not be in application status, and cannot be cancelled.
- Disposition must not have a Reclamation Certificate.
- Cannot submit a no entry if disposition has a Site entry or a Long Term Document.
- You cannot submit more than 7 dispositions per No Entry transaction.
- The No Entry application date must be within 6 months of the site entry deadline.
- You cannot submit a partial no-entry, only full no-entries are accepted.
- You must have one key land ATS, or PBL to verify the Activity Number.

Use Restrictions

- Allowable disposition types for No Entry submissions are DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, LOC, PIL, PLA, REA, REC, RVC, SME, SML and VCE purposes.
- One No Entry for each disposition only.
- Clients and stakeholders involved must be active and registered in LSAS.

How to Submit a No Entry

This section illustrates the basic steps involved in submitting a No Entry using the Electronic Disposition System (EDS).

Logging into EDS

You can access the No Entry Module through the Electronic Disposition System

• Electronic Disposition System

Login to EDS by clicking the "Login to EDS" icon as shown below:



Figure 1 - Electronic Disposition System Link

After clicking the "Login to EDS" icon (1) you will be directed to the SecureXNET landing page as shown in Figure 2.



Figure 2 - 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.

Secur	Iogged in to SecureXNET.
User Name Password	John.Doe
Account Type	GoA Client 🗸
	Login
Manag	e Your External ADS ID
Legal Notice	
This private network is the prope be monitored. Approved users ac with existing policies and the Albo	rty of the Province of Alberta, and all usage may cessing this network will do so in accordance erta Public Services values.

Figure 3 - SecureXNET Login

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 No Entry Submissions Module (2) is located within the Disposition Maintenance Module (1) as shown in Figure 3.

Alberta Environmen and Parks	e 🖉	lberta nergy egulator	Contact Us ED	vernment of Alberta Home S Website Help Log	gout Search AEP at: http://aep.alberta.c
Welcome to Elec	Location: Alberta Governmen	Aberta Environment and Parks	> Electronic Disposition System >	External Main Menu	
For transactions	with Alberta Environment and	d Parks:		Г	Broadcast Messages
Personal in	nformation taken in this applicat	ion is collected in accordance wi	th Section 33(a)(c) of the Freedo	om of Information	Release Notes
For transactions Personal in The Inforn and the re disclosed 1 the collect + Application Prerequisites + Application Submissions - Disposition Maintenance	with the Alberta Energy Regi nformation in this form is collect nation is used by the Alberta Ene gulations and rules under those yhe Alberta Energy Regulator tion of this Information, please of	ulator red under the authority of subsec rgy Regulator to administer the I Acts. All information contained of in accordance with its normed with its norm ontact Customer Contact Centre	tions 33(a) and (c) of the Freed Responsible Energy Developme In this form (including personna ormation dissemination praction inquiries@aer.ca 403-297-8311	om of Information an nt Act, the specified e information) may be i sor as required by la strate of the second second second the second second second second second the second sec	d Protection of Privacy (FOIP) Act. nactments as defined in that Act, filed on a public record and may be www.For further information about 17-8311
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Manage Client Profile	Site Entry Submissions	No Entry Submissions	SML Annual Return	Application/Amer	ndment iequest
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					Apr 24, 2018 12-13 31 build dete: Apr 18, 2018 08:57 20

Figure 4 - EDS Main Menu

- 1 Click **Disposition Maintenance (1)** to open Disposition Maintenance modules menu
- 2 Select No Entry Submissions (2) module

Client and Disposition Information

Once you are into the **No Entry Submissions Module** you can begin entering in your no entry information.

	Location	: Alberta Government >	Alberta Environment and	d Parks > Electro	nic Disposition Sy	stem > Site Ne	Entry	
Please enter an Ap	plicant ClientID and corr	responding Disposition	n Number(s)					
Applicant ClientID	8084944001	1				_		
Dispo	sition Number(s)							
1	DLO187023	2						
2								
3			N-					
4			13					
5								
6								
7								
Connect Name								

Figure 5 - Enter Client ID and Disposition Number(s)

- 1. Enter the Client ID that is associated with the dispositions for which you are completing a No Entry.
- 2. Enter your disposition number(s). You can submit up to a maximum of 7 dispositions numbers.
- 3. Click "Next" to continue.

Disposition Verification Land Key Entry Page

(Derm	Environment and Parks			Energu Regu	ator					Contact U	s EDS Website Help	Logout Search AEP at: http://aep.abe
NO ENTRY is defi	ned as: A site 1	that was not	constructed	Location:	Alberta Gove	emment > Alberta s taken place. Ti	i Environment and	I Parks > Elect	purposes o	sition System > Site No	Entry	
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Company:		YAP, SHA	RON							ClientID:		8060811001
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City:		EDMONTO	DN .							City:		EDMONTON
Province:		Alberta								Province/Sta	ite:	Alberta
Postal Code:		T5K 2G8								Postal/Zip:		T5K 2G8
Country:		CANADA								Country:		CANADA
Email Address: *		Theresa.P	lennoyer@go	w.ab.ca								
Phone Number: *		(780)643-	1056									
Fax Number:		(222)222	0000									
			_		Fo	r verification pu	rpose, please en	ter only one ke	ey land, AT	S or PBL		
		1	ATS Land				PBL Lan	d		0		
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Activity Nulliber	Qtr											
DL0187007	NW *	9	14	4	4					2018-04-24		
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Remarks	k Nest	9 1024 chara 3	cters remain warnie	ing. ng: Please re	drain from us Alberta Envir	ing the Browser '	Back', 'Forward',	"Refresh(F5)" t act Us Report out in the Copy	function or "	Z018-04-24	e Application.	

Figure 6 - Site Verification

After you click "Next" you will need to enter in more information to verify your disposition number.

- 1. You must enter in one key land location either an ATS OR a PBL
- 2. Enter the Date of Site Visit for each activity number you entered.
- 3. Once you have finished keying in the information click "**Next**" to continue.
- **Note:** that the other editable fields in this form are optional. However, be sure that you verify that the email address and phone number are up to date, as the e-mail address in this Email Address field will be where your copy of the No Entry form is sent.

Uploading Supporting Documents

The next page allows you to select your files for upload in support of your No Entry Submission. Your Document Type must be either a PDF or a TIFF file. Refer to Section 2.1 for document specifications.

	and Parks								
		Location	c Alberta Government > Alberta Environm	ent and Parks >	Electronic Dispo	sition System > Site N	lo Entry		
The following att	achments are required as	part of your application	Note: Photos and TWP Plats are requi	red for each dis	position.				
		Attachments fo	DL0187011						
Row Number	File Lo	cation	Filonamo	Document	Туро				
1	Delete	Browse	twp plat for no entry dio187007.pdf	Photos	-				
2	Delete	Browse	twp plat for no entry dlo187007.pdf	TWP Plat	-				
Add Row									
	Mark 2								
Cancel Back									
Cancel Back									

Figure 7 - Upload Supporting Documents

- 1. Select the files you would like to upload by clicking "Browse"
- 2. Once you have selected your files click "Next" to proceed.
- 3. No Entry Confirmation Page
- 4. Once you click "Next" you will be brought to a summary page (Figure 8). Verify the information you entered is correct and click "Next".

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Postal Code:				15	K 208							Postal/20p		1	ж 208					
Country				64	ACIAIN							Country		6	ANADA					
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Figure 8 - Summary Page

Agreeing with the "Terms of Use and Disclaimer".

You will then see the Terms of Use page. Read the terms of use and disclaimer and if you agree click "I Agree" to submit your No Entry.

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	Location: /Ibota Government + Alberta Loshiannent -	and Party = Electronic Objanditor System = Ulle for Entry
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Figure 9 - Terms of Use

Once your Site No Entry has been submitted you will see a summary page with blue text at the bottom that reads "**No Entry submission was successfully submitted**"

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Figure 10 - No Entry Success Page

Once your Site No Entry has been submitted you will see a summary page with blue text at the bottom that reads "**No Entry submission was successfully submitted**"

You will also receive an e-mail that has attached a form for each disposition for which you supplied a no entry. (Figure 10)

Request for No Entry Form DLO187011 2018-04-24 13-39-20.pdf 142 KB
Your No Entry Submission was successful Activity DLO187011 had the following documents:
No Entry Photos DLO187011 twp plat for no entry dlo187011 2018-04-24 13-32-22.pdf (twp plat for no entry dlo187011.pdf) No Entry TWP Plat DLO187011 twp plat for no entry dlo187011 2018-04-24 13-32-22.pdf (twp plat for no entry dlo187011.pdf)

Figure 11 - Sample E-mail for No Entry with 1 Disposition

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/	plican	t:	YAP, SH/	ARON					C	lient ID	806081100	1
	Address		9915 108	ST FLO	OR 2							
C	ity/Tow	n:	EDMON	ION	Province:	Alberta	Post	al Code: T5K	2G8			
Applica	nt File N	umber:										
	Contact		Pennoye	er, Theres	a			E-mail:	Theresa.Pe	nnoyer	@gov.ab.ca	
Or	ganizati	on:	YAP, SH/	ARON						1		
	Address		9915 108	3 ST FLO	OR 2				I	Tel:	(780)643-105	6
0	ity/Tow	n:	EDMON	TON	Provin	ice: Alberta		Postal Code:	T5K 2G8	Fax:		
Contact	Alternat	e E-mail:	Theresa.	Pennoye	r@gov.ab.ca							
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Figure 12 - Sample No Entry PDF Form

Troubleshooting

Errors in this module display at the bottom of the page above the button bar as shown below.

			Conservation of America Landa 1. Here the Static Conservation Conservation
		Alberta	Government of Auberta Home Using this Site Services Con
Iberta 🗖	Environment and Parks	Regulator	Contact Us EDS Website Help Logout Search AEP at: http://aep.alb
(001010			
		Location: Alberta Government > Alberta Environment and	Parks > Electronic Disposition System > Site No Entry
Please enter an An	unlicant ClientID and corres	nonding Disposition Number(s)	
Applicant ClientID	8084944001	ponding Engloanion Humber(a)	
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At least 1 Dispositi	ion # is required. 🚹		
Cancel Next			
		warning: Please retrain from using the Browser Back, Forward,	Retresn(r5) function of Enter key while using the Application.
		Alberta Environment and Parks Search Contai	ct Us Report a Problem Privacy Statement
		© 1995 - 2018 Gover	mment of Alberta
			Mary 14, 2018 11 build dele: Apr 12, 2018 15

Figure 13 - Error Messages

Common Errors and Messages

"The Client ID 8012211001 does not match the client id for DLO160207"

• This error indicates that the client ID entered and the Client ID used to create DLO160207 is not the same. The client ID you enter on this screen must correspond do the client ID on the disposition.

"Error found at Application on row 1: Disposition DLO0990063 has a status of the "In Use" under the Industrial Inspections tab"

• This error indicates that the disposition has been entered upon.

"Error found at Disposition DLO0160207: At least one of each document type (Photos, TWP Plat) must be uploaded."

- This error is a result of attempting to submit only one of the two required files to support your No Entry submission.
- This error could also be a result of trying to upload the wrong type of file. The file must be either a .tiff file or a .pdf file. See Section 2.1 for more information concerning file specifications.

"Found Error: on Row EZE120014 Date of Site Visit: Validation Error: Value is required"

• Indicates that the site visit date is blank. You must enter the date of site visit.

"Error found at ATS on Row EZE120014: Please verify and re-enter."

• This indicates that there is something missing or incorrect with the land location you entered that corresponds with your disposition.