



SML Annual Return User Guide

April 24, 2017

Revision History

Version	Date	Author / Organization	Description
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V1.10	2012-04-03	Monarch Delumen	Updated fonts, headings and table of contents
V1.20	2015-04-22	Monarch Delumen	Update screenshots and field definition.
V2.00	2017-04-24	Alexandra Crosland	Update Screen shots

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Disclaimer

In this disclaimer provision:

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

“Minister” means the Minister responsible of the 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:

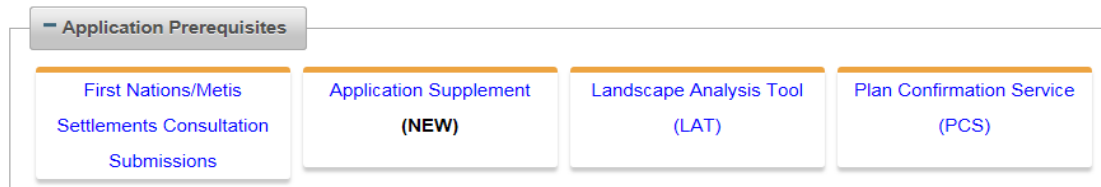
- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, 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.

1.0 EDS Overview

EDS is an online service that allows clients to submit electronic transactions for surface dispositions to Alberta Environment and Parks (AEAP) and the Alberta Energy Regulator (AER). Presently EDS has three subsystems:

- **Application PreRequisites** – by clicking the + **key**, this will expand to sub-modules for:



First Nations/Metis Settlements

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 (NEW)

Generate an Application Supplement document to be uploaded as part of an Application/Amendment document submission.

Landscape Analysis Tool (NEW)

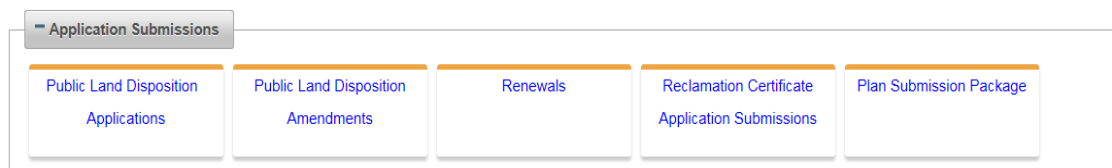
Obtain a LAT report to be used in support of an Application/Amendment.

Plan Confirmation Service

Generate an Encrypted Plan Package to be used in support of an Application/Amendment.

By clicking the – **key** will collapse the menu.

- **Application Submissions** - by clicking the + **key**, this will expand to sub-modules for:



Public Land Disposition Applications

Submit applications for dispositions on Public Lands for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

Public Land Disposition Amendments

Submit amendments for dispositions on Public lands for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, 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 and REA purposes.

Reclamation Certificate Application Submissions

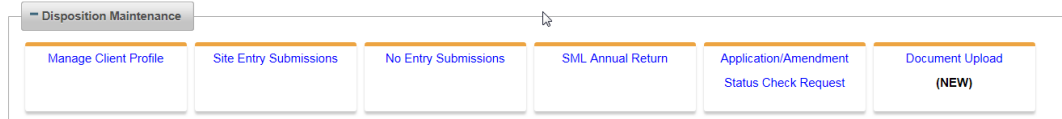
Submit an application for Reclamation Certificate on Public Lands for SMC, SML, MLP, EZE, DLO, DML, DMS, DPL, RVC and DPI.

Plan Submission Package

Upload an Encrypted Plan Package.

By clicking the – **key** will collapse the menu.

- **Disposition Maintenance** - by clicking the + **key**, this will expand to sub-modules for:



Manage Client Profile

Edit the list of other clients allowed to manage your data.

Site Entry Submissions

Submit a site entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

No Entry Submissions

Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

SML Annual Return (when clicked, Annual Returns and Annual Accruals are available for selection).

Send Annual Returns and Accruals for SML disposition.

Application / Amendment Status Check Request

Send a request for status of an application/amendment.

Document Upload (New)

Upload a revised Application Supplement.

By clicking the – **key** will collapse the menu.

Applications and self-reporting that are accepted by EDS are uploaded into the Geographic Land Information Management Planning System (GLIMPS – Internal application) and EDS will email the client a copy of the transaction. EDS will also notify the appropriate business area that a transaction has been submitted for processing.

For details about each of the subsystems please review the individual ‘User Help Guides / Manuals’.

1.1 Hours of Operation

EDS Support help desk is available Monday to Friday from 8:15 am to 4:30 pm except statutory holidays. The system is available from 5:00 am to 11:30 pm every-day.

2.0 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

2.1 EDS Use Restrictions

- EDS is limited to only one applicant client Identification number.
- An SML requires the user to submit an ‘Annual Return’ and ‘Annual Accrual’ for each reporting year.
- Clients and stakeholders involved must be active and registered in GLIMPS.
- Successful submissions do not demote approval by the Crown.

2.2 Attachment Requirements

- All documents submitted through EDS 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 and White 300 dpi
- Colour 150 dpi

3.0 Relevant Links

3.1 User name and password maintenance

To change or reset your SecureXNET EXTERN ADS account password use:

- [EXTERN ADS - User Name Help](#)

3.2 Accessing PCS (Plan Confirmation Service)

To create a plan package for use with your amendment access and use PCS through SecureXNET:

- [SecureXNET - PCS Login](#)

3.3 Accessing EDS (Electronic Disposition System)

To submit your amendment to the Crown access and use EDS through SecureXNET:

- [SecureXNET EDS Login](#)

3.4 Accessing LAT (Land Analysis Tool)

To create LAT reports for AER EAP (Enhanced Approval Process) amendments access and use LAT through SecureXNET:

- [SecureXNET - LAT Login](#)

3.5 Electronic Disposition System Website Address

You can access EDS through SecureXNET:

- [SecureXNET - EDS Login](#)

4.0 EDS Front Page

The screenshot shows the EDS Front Page with a navigation breadcrumb: "Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > External Main Menu". Below the breadcrumb is a banner image with five panels showing natural landscapes. The main heading is "Welcome to Electronic Disposition System".

1 For transactions with Alberta Environment and Parks:
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 9 of the Public Lands Administration Regulation. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Public Lands Administration Regulation. Should you require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.

2 For transactions with the Alberta Energy Regulator:
Personal information in this form is collected under the authority of subsections 33(a) and (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information is used by the Alberta Energy Regulator to administer the Responsible Energy Development Act, the specified enactments as defined in that Act, and the regulations and rules under those Acts. All information contained on this form (including personal information) may be filed on a public record and may be disclosed by the Alberta Energy Regulator in accordance with its normal information dissemination practices or as required by law. For further information about the collection of this information, please contact Customer Contact Centre inquiries@aer.ca 403-297-8311, toll-free at 1-855-297-8311

Broadcast Messages 3
Release Notes 4

+ Application Pre-Requisites 5
+ Application Submissions 6
+ Disposition Maintenance 7

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

Figure 1

Please note: The Electronic Disposition System Menu has changed. By clicking the **+ sign**, the menu choices expand. By clicking **- sign**, the menu choices will collapse.

The EDS Main Menu

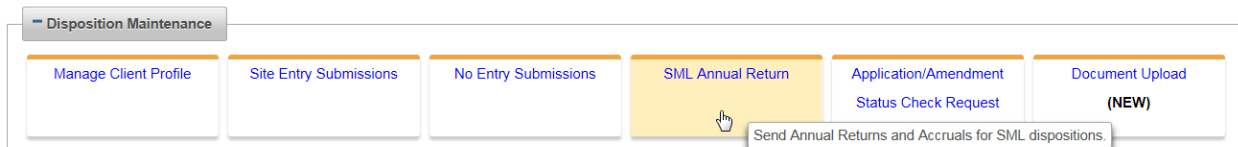
1. Information about the information collected by Alberta Environment and Parks.
2. Information about the information collected by the Alberta Energy Regulator.
3. Broadcast Messages provides information to the user on enhancements in EDS.
4. Release Notes provides information
5. Application Pre-Requisites displays the options for completing First Nations/Metis Settlements Consultation Submissions, Application Supplement, Landscape Analysis Tool (LAT) and Plan Confirmation Service (PCS).
6. Application Submissions displays the options for the submission of Public Lands Disposition Applications, Public Land Disposition Amendments, Renewals, Reclamation Certificate Application Submissions and Plan Submission Package.
7. Disposition Maintenance displays the options to Manage Client Profile, Site Entry Submissions, No Entry Submissions, SML Annual Return (Returns and Accruals), Application/Amendment Status Check Request and Document Upload (NEW).

This user manual is for 'Surface Material Lease Submissions for 'Annual Returns' and 'Annual Accruals'.

4.1 Submitting an Annual Return

Once the user has successfully logged into the Electronic Disposition System (EDS), the user will access – Disposition Maintenance.

1. Expand the Option ‘Disposition Maintenance’ by clicking the + sign



2. Click SML Annual Return

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Return

1. SML Annual Return

This selection will enable you to submit SML Annual Returns.

2. SML Accrual Report

This selection will enable you to submit SML Accrual Reports.

3. Click ‘SML Annual Return’ and the ‘SML Return Search’ screen displays:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Return Search

Please enter an Application Client ID and SML number and click Search to continue	
Client Id	8060811001 A
Activity Number	SML177002 x B
Cancel	Search C

Search Result				
Workspace	SML#	Client Id	Reporting Period Start	Reporting Period End

- A. Enter the 10 digit Client Identification Number
 - B. Enter the SML activity/disposition number
 - C. Clicking ‘Cancel’ will cancel the service and return to the SML Aggregate Report selection menu, or click ‘Search’ to continue to trigger the validation of the Client ID and Activity/Disposition number. If valid, the ‘Search Results’ screen will be displayed
4. Click ‘Search’ and the ‘Search Results’ will display the available workspace as ‘New’.

Please enter an Application Client ID and SML number and click Search to continue

Client Id	8060811001
Activity Number	SML177002
Cancel	Search

Workspace	SML#	Client Id	Reporting Period Start	Reporting Period End
New	SML177002	8060811001		

A

A. The 'Workspace' now provides the user the ability to continue with the submission for an 'Annual Return'.

Note: If EDS displays an AR number, this could be that the user has not completed the submission and needs to return to the record for completion, or the last reporting period may not have been successfully submitted.

5. Click 'New'

AR #:	New	SML #:	SML177002
User Name:	Crosland, Alexandra X	Company Client ID:	8060811001
User Email:	alexandra.crosland@gov.ab.ca	Company Name:	YAP, SHARON
User Agency Name:	YAP, SHARON	Company Email:	s.supporttest@gov.ab.ca

Reporting Period:

From 2016-01-01 To 2016-12-31

Business Records Location:

Company Name Sharon Rocks Ltd. Phone (111)111-1111

Contact Name Alex Crosland Email alexandra.crosland@gov.ab.ca

Address 123 Boulder Road, Alberta T0T0T0

Public Work Section:

Select All	Material Type	Do You have a confirmation letter?	Volume(cubic yards)	Purchaser	Material Use	Volume Type
<input type="checkbox"/>	Delete Sand & Gravel	Yes	1500.00	M.D. of Boulder	Road Use	Public Volume Quarter 1
<input type="checkbox"/>	Delete Sand & Gravel	Yes	1200.00	M.D. of Boulder	Road Use	Public Volume Remainder Year
<input type="checkbox"/>	Delete Sand & Gravel	No				Public Volume Quarter 1
<input type="checkbox"/>	Delete Sand & Gravel	No				Public Volume Quarter 1
<input type="checkbox"/>	Delete Sand & Gravel	No				Public Volume Quarter 1

Add Row Delete Selected Browse... Upload File Download Template

Commercial Work Section:

	Commercial (Jan 1 - Mar 31) (cubic yards)	Commercial (Apr 1 - Dec 31) (cubic yards)
Sand & Gravel	3000.00	4000.00
Sand	0.00	0.00
Top Soil (always pay GST)	0.00	0.00
Marl	0.00	0.00
Manufacturing Clay	0.00	0.00
Non-Manufacturing Clay	0.00	0.00
Peat (always pay GST)	0.00	0.00
Silt	0.00	0.00
Silica Sand	0.00	0.00

Methodology Section:

Measurement Methodology

Methodology Remarks

Conversion Factor:
Cubic Metres X 1.308 = Cubic Yards
Sand: 1.365 Tonnes = 1 Cubic Metre
(# of Tonnes X 1.308) / 1.365 = Cubic Yards
Gravel: 1.632 Tonnes = 1 Cubic Metre
(# of Tonnes X 1.308) / 1.632 = Cubic Yards
1 Cubic Yard of Clay = 2650 Pounds or 1.325 Tons
1 Cubic Metre of Clay = 1570 Kilograms or 1.57 Tonnes

10 truck loads

Cancel Next

A. This will display the Annual Return number that is currently being displayed or 'New' indicates that there is no saved AR and that the display is a new form for the user to complete.

- B. User name. The system prepopulates this information from the account information provided.
- C. User Email. This is the email address of the user. The system prepopulates this information from the account holder as provided when the account was issued.
- D. User Agency Name. This is the name of the company agency who is submitting the annual return on behalf of the lease holder.
- E. SML #: This is the activity/disposition number the user has entered in the previous screen which the entries are being prepared for.
- F. Company Client ID: This is the client ID saved against the SML activity/disposition. Client IDs can be obtained from Client Registry & Crown Land Searches at 780.422.1395 or email clientregistry@gov.ab.ca.
- G. Company Name: This is the name of the company or lease holder of the SML determined from the Client ID entered by the user in the previous screen.
- H. Company Email: The user enters the company email address. EDS will send to this email address the saved or submitted form.
- I. **Reporting Period:** This requires the user to enter the reporting period for the annual return. For an annual return, these values are from January to December for that reporting year.
- J. **Business Records Location:** The user is required to enter the 'Company Name'.
- K. The user is required to enter the 'Phone' number for the company.
- L. The user is required to enter the 'Contact Name' for the company.
- M. The user is required to enter the 'Email' address for the company.
- N. The user is required to enter the physical address of the company. If the user is entering a PO box number, EDS will display an error.
- O. **Public Work Section.** The user is required to address 'Material Type. The user engages the dropdown arrow to indicate the material type/s. 'Do you have a confirmation letter?', the user is required to indicate by using the dropdown arrow stating 'Yes' or 'No'. The user will have the ability to attach the confirmation letter on the attachment page. The user is required to enter the 'Volume (cubic yards)' of the material extracted. The user is required to enter the 'Purchaser' of the material extracted. The user is required to indicate 'Material Use'. If these fields contain a value, all other related fields are mandatory.
- P. 'Download Template' allows the user to download a template instead of entering the data manually. 'Upload File' requires the user to upload the template when complete.
- Q. 'Add Row' allows the user to add additional rows as needed. The 'Delete Selected' button allows the user to delete rows that are not required.
- R. **Commercial Work Section:** The user is required to enter the volume (cubic yards) of the material extracted. The reporting periods are from Jan 1 to Mar 1(1st quarter) and for, Apr 1 to Dec 31 for the remainder of the year.
- S. **Methodology Section:** The user is required to complete this section regardless if material was extracted.
- T. **Measurement Methodology:** The user is required to set the value regardless if material was extracted.
- U. **Methodology Remarks:** The user can enter remarks to indicate what 'Measurement Methodology' has been used or may have been used to measure the material extracted.
- V. 'Cancel' allows the user to cancel and return to the report menu, or, 'Next' to continue with the annual return submission.

6. Click 'Next'

SML Return Upload Document page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Return Upload Document

AR #:	AR170002	SML #:	SML177002
User Name:	Crosland, Alexandra X	Company Client ID:	8060811001
User Email:	alexandra.crosland@gov.ab.ca	Company Name:	YAP, SHARON
User Agency Name:	YAP, SHARON	Company Email:	eds.suporttest@gov.ab.ca

Upload Document:

File Location	Filename
Delete vgoal\desktop\A_D\alexandra.crosland\Desktop\MD_Boulder_Letter.docx	Browse...
Delete	Browse...
Delete	Browse...
Delete	Browse...
Delete	Browse...
Add Row	

[Back](#) [Next](#)

- A. The user has now been issued an Annual Return number. This number is assigned to the submission for an SML Annual Return.
- B. Upload Document. Provides the user to 'Browse' for supporting documentation related to the materials extracted and the path of the file to be uploaded. Only .pdf documents are acceptable formats. The 'Delete' button allows the user to delete a file location row.
- C. Add Row: Provides the user the ability to add additional rows for attachment.
- D. 'Back' allows the user to return to the Annual Return screen, or, 'Next' to continue the submission.

7. Click 'Next' and the SML Return Confirmation page displays for review:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Return Confirmation

AR #:	AR170002	SML #:	SML177002
User Name:	Crosland, Alexandra X	Company Client ID:	8060811001
User Email:	alexandra.crosland@gov.ab.ca	Company Name:	YAP, SHARON
User Agency Name:	YAP, SHARON	Company Email:	eds.suporttest@gov.ab.ca

Reporting Period:

From (yyyy-mm-dd): 2016-01-01 To (yyyy-mm-dd): 2016-12-31

Business Records Location:

Company Name:	Sharon Rocks Ltd.	Phone:	(111)111-1111
Contact Name:	Alex Crosland	Email:	alexandra.crosland@gov.ab.ca
Address:	123 Boulder, Alberta T0T0T0		

Public Work Section:

Material Type	Do You have a confirmation letter?	Volume (Cubic Yards)	Purchaser	Material Use	Volume Type
Sand & Gravel	N	1500.00	M.D. of Boulder	Road use	Public Volume Quarter 1
Sand & Gravel	N	1300.00	M.D. of Boulder	Road Use	Public Volume Remainder Year

Documents Attached:

File Name: MD_Boulder_Letter.pdf

Summary Section:

(Cubic Yards)	Commercial (Jan 1 - Mar 31)	Commercial (Apr 1 - Dec 31)	Public Work (Jan 1 - Mar 31)	Public Work (Apr 1 - Dec 31)	Commercial Total	Public Work Total
Sand & Gravel	3000.00	4000.00	1500.00	1300.00	7000.00	2800.00
Sand					0.00	0.00
Top Soil (always pay GST)					0.00	0.00
Marl					0.00	0.00
Manufacturing Clay					0.00	0.00
Non Manufacturing Clay					0.00	0.00
Peat (always pay GST)					0.00	0.00
Silt					0.00	0.00
Silica Sand					0.00	0.00
Total	3000.00	4000.00	1500.00	1300.00	7000.00	2800.00

Methodology Section:

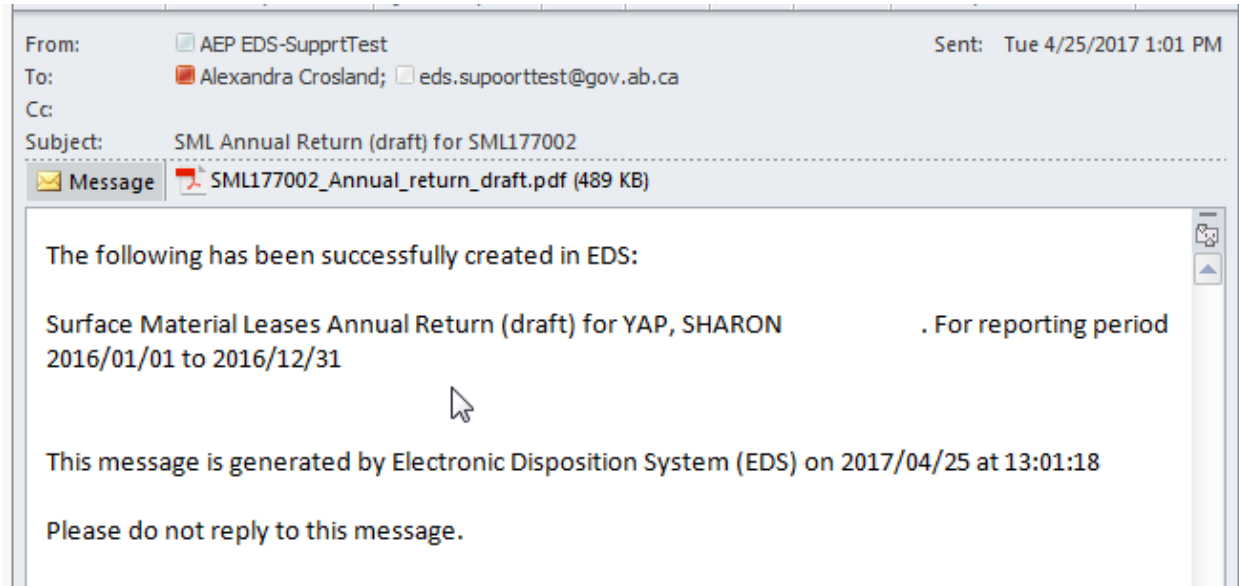
Conversion Factor:
 Cubic Metres X 1.308 = Cubic Yards
 Sand: 1.365 Tonnes = 1 Cubic Metre
 (# of Tonnes X 1.308) / 1.365 = Cubic Yards
 Gravel: 1.632 Tonnes = 1 Cubic Metre
 (# of Tonnes X 1.308) / 1.632 = Cubic Yards
 1 Cubic Yard of Clay = 2650 Pounds or 1.325 Tons
 1 Cubic Metre of Clay = 1570 Kilograms or 1.57 Tonnes

Measurement Methodology: Truck of known capacity, counting loads

Methodology Remarks: 10 truck loads

[Back](#) [Save](#) [Submit](#)

- A. Back. Allows the user to go 'Back' to make any edits or changes before submission.
- B. Save. Allows the user to 'Save' the Annual Return to submit at a later time. This option does not submit the 'Annual Return' to the 'Regulator' for review. The user will receive a confirmation email stating the SML Annual return is a 'draft'. If the user uses this feature, they will be required to access EDS SML Return and search for the 'Saved' record to complete the submission process.



- C. 'Submit'. Allows the user to submit and commit their 'Annual Return' data to the 'Regulator' for review.

8. Click 'Submit' and the SML Return Disclaimer (Terms of use and Disclaimer) page displays:

Terms of Use and Disclaimer



Alberta Environment and Parks (AEP) is providing this Web site to enable electronic submission of the Surface Materials Lease Annual Operating Return that disposition holders under the Public Lands Administration Regulation (PLAR) - are required to provide to the director under section 119 of the PLAR. This Web site may only be used by disposition holders and their Authorized Users who have a valid User Agreement with the Minister of Alberta Environment and Parks.

By submitting information through this Web site you are consenting to the terms and conditions set out below.

1) This Web site supports only the submission of the Surface Materials Lease Annual Returns and Annual Operating Reports that are specified in the director's Information Letter numbered IL 2011-08 to be submitted electronically to AEP.

THIS SITE DOES NOT SUPPORT:

- * IMMEDIATE REPORTING OF REPORTABLE EVENTS UNDER PART 6 OF THE PLAR , OR
- * REPORTING OF ALL OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF ANY APPLICABLE DISPOSITION

2) When you sign on with your User ID and password, you will be presented with forms for the entry and submission of your Surface Materials Lease Annual Return, Annual Operating Report and Accruals. These forms must be accurate to the best of the disposition holder's or Authorized User's knowledge, and must reflect the information that the director's Information Letter numbered IL 2011-08 requires to be electronically submitted to the director. It does remain, however, your responsibility to ensure that you comply with the requirements of your dispositions at all times. If you find that this form is not adequate to submit the Surface Materials Lease Annual Return or Annual Operating Report for your dispositions, please contact:

Aggregate Unit
 Fifth Floor, 9915 108 Street
 South Petroleum Plaza
 Edmonton, Alberta T5K 2G8
 Email: SRD.AggregateReturn@gov.ab.ca

Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.

If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

5) Results that you submit will be taken as correct subject to inspection and verification by the Surface Materials Auditor, and to be intended by you to be your submission of the Surface Materials Lease annual information required under sections 113 and 119 of the Public Lands Administration Regulation

The information that you submit, as well as the time at which it is submitted, will be used by AEP and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.

7) AEP will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

8) It is an offence under section 56 of the Public Lands Act to wilfully provide false or misleading information to the Director concerning this disposition or, to interfere with an officer carrying out his duties under the Act or the regulations.

9) For transactions with Alberta Environment and Parks:

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 9 of the Public Lands Administration Regulation. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Public Lands Administration Regulation. Should you require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.

Your submission is not considered complete until accruals have been submitted for the period using the EDS 'SML Accrual Report' option.



Back | I Agree

A. States the 'Term of Use and Disclaimer' terms.

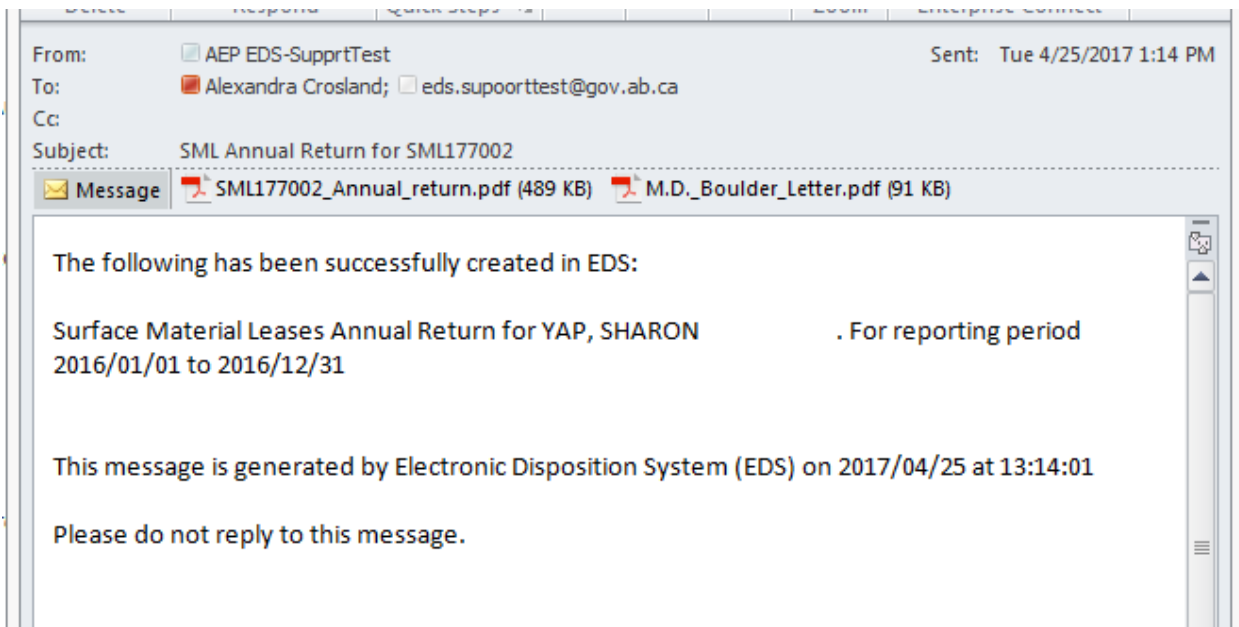
B. Messages the user that 'Your submission is not considered complete until accruals have been submitted for the period using the EDS 'SML Accrual Report' option.'

C. The user can go 'Back'

D. The user can click 'I Agree'.

9. Click 'I Agree' and EDS will message the user that the 'Annual Return has been submitted successfully!'. (Note: This message will be displayed on the 'Terms of Use and Disclaimer' page.)

10. The user receives a confirmation email with the attached 'Annual Return' and any other supporting documentation attached through the submission.



11. The form displays as follows:

SML #:	SML177002	User Name:	Crosland, Alexandra X
Company Client ID:	8060811001	User Email:	alexandra.crosland@gov.ab.ca
Company Name:	YAP, SHARON	Company Email:	eds.supoorttest@gov.ab.ca
AR #:	AR170002	Submitted at:	2017/04/25 at 13:13:59

Reporting Period: 2016/01/01 to 2016/12/31

Summary Section:

(Cubic Yards)	Commercial		Public Work		Total	
	Jan1 - Mar31	Apr1 - Dec31	Jan1 - Mar31	Apr1 - Dec31	Commercial	Public
Sand & Gravel	3000.00	4000.00	1500.00	1300.00	7000.00	2800.00
Top Soil (always pay GST)						
Sand						
Marl						
Manufacturing Clay						
Non-Manufacturing Clay						
Peat (always pay GST)						
Silica Sand						
Silt						
Total	3000.00	4000.00	1500.00	1300.00	7000.00	2800.00

Methodology Section:

Please be reminded that, for compliance audit purposes, AEP will require an explanation of the measurement method used and how volumes removed were determined.

Measurement Methodology: Truck of known capacity: counting loads

Methodology Remarks: 10 truck loads

Business Records Location

Company Name: Sharon Rocks Ltd. Phone: (111)111-1111
 Contact Name: Alex Crosland Email: alexandra.crosland@gov.ab.ca
 Address: 123 Boulder, Alberta T0T0T0

Royalty Charge Section

(Cubic Yards)	Commercial	Fees	Amount \$
Sand & Gravel	7000.00	1.20	8400.00
Top Soil (always pay GST)		0.40	
Sand		0.70	
Marl		0.10	
Manufacturing Clay		1.00	
Non-Manufacturing Clay		0.20	
Peat (always pay GST)		0.10	
Silica Sand		0.70	
Silt		0.20	
Total	7000.00		8400.00

NOTES: These are just estimates, please do not pay this until a formal request is sent to you.

GST is not included in the amount.

Conversion Factor:
 Cubic Metres X 1.308 = Cubic Yards
 Sand: 1.365 Tonnes = 1 Cubic Metre
 (# of Tonnes X 1.308) / 1.365 = Cubic Yards
 Gravel: 1.632 Tonnes = 1 Cubic Metre
 (# of Tonnes X 1.308) / 1.632 = Cubic Yards
 1 Cubic Yard of Clay = 2650 Pounds or 1.325 Tons
 1 Cubic Metre of Clay = 1570 Kilograms or 1.57 Tonnes

If a Conservation & Reclamation Business Plan has been approved for this disposition, complete form LM 17B.

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 *Disposition and Fees Regulation*. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 3 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.

SML #:	SML177002	User Name:	Crosland, Alexandra X
Company Client ID:	8060811001	User Email:	alexandra.crosland@gov.ab.ca
Company Name:	YAP, SHARON	Company Email:	eds.supoorttest@gov.ab.ca
AR #:	AR170002	Submitted at	2017/04/25 at 13:13:59

Reporting Period: 2016/01/01 to 2016/12/31

Terms of Use and Disclaimer

Alberta Environment and Parks (AEP) is providing this Web site to enable electronic submission of the Surface Materials Lease Annual Operating Return that disposition holders under the *Public Lands Administration Regulation (PLAR)* - are required to provide to the director under section 119 of the PLAR. This Web site may only be used by disposition holders and their Authorized Users who have a valid User Agreement with the Minister of Alberta Environment and Parks.

By submitting information through this Web site you are consenting to the terms and conditions set out below.

- 1) This Web site supports only the submission of the Surface Materials Lease Annual Returns and Annual Operating Reports that are specified in the director's Information Letter numbered IL 2011-08 to be submitted electronically to AEP.

THIS SITE DOES NOT SUPPORT:

- * IMMEDIATE REPORTING OF REPORTABLE EVENTS UNDER PART 6 OF THE PLAR, OR
- * REPORTING OF ALL OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF ANY APPLICABLE DISPOSITION

2) When you sign on with your User ID and password, you will be presented with forms for the entry and submission of your Surface Materials Lease Annual Return, Annual Operating Report and Accruals. These forms must be accurate to the best of the disposition holder's or Authorized User's knowledge, and must reflect the information that the director's Information Letter numbered IL 2011-08 requires to be electronically submitted to the director. It does remain, however, your responsibility to ensure that you comply with the requirements of your dispositions at all times. If you find that this form is not adequate to submit the Surface Materials Lease Annual Return or Annual Operating Report for your dispositions, please contact:

Aggregate Unit
Fifth Floor, 9915 108 Street
South Petroleum Plaza
Edmonton, Alberta T5K 2G8
SRD.AggregateReturn@gov.ab.ca

Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.

If you believe that the "saved records" are in error, please contact the Aggregate Unit at the contact information provided above. Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

5) Results that you submit will be taken as correct subject to inspection and verification by the Surface Materials Auditor, and to be intended by you to be your submission of the Surface Materials Lease annual information required under sections 113 and 119 of the Public Lands Administration Regulation.

The information that you submit, as well as the time at which it is submitted, will be used by AEP and the director to assess compliance with your disposition and the requirements of the PLAR, in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

6) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your dispositions, the dispositions shall prevail.

7) AEP will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

8) It is an offence under section 56 of the Public Lands Act to wilfully provide false or misleading information to the Director concerning this disposition or, to interfere with an officer carrying out his duties under the Act or the regulations.

9) Information submitted on this form is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact FOIP at:

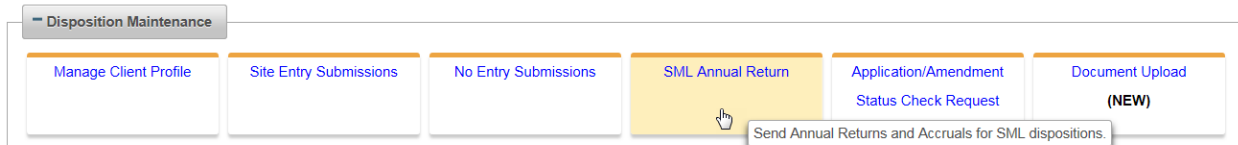
FOIP & Information Management
Fourth Floor 9920 - 108 Street
Great West Life Building
Edmonton, Alberta T5K 2M4
(780) 427-4429

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4.2 Submitting an SML Accrual Report

Once the user has successfully logged into the Electronic Disposition System (EDS), the user will access – Disposition Maintenance.

1. Expand the Option ‘Disposition Maintenance’ by clicking the **+ sign**



2. Click SML Annual Return

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

1. SML Annual Return

This selection will enable you to submit SML Annual Returns.

2. SML Accrual Report

This selection will enable you to submit SML Accrual Reports.

3. Click SML Accrual Report

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [SML Accrual Search](#)

Please enter an Application Client ID and SML number and click Search to continue

Client Id	8060811001	A
Activity Number	SML177002	B
Cancel	Search	C

Search Result

Workspace	SML#	Client Id	Reporting Period Start	Reporting Period End
New	SML177002	8060811001		

- A. Enter the 10 digit Client Identification Number
 - B. Enter the SML activity/disposition number
 - C. Clicking ‘Cancel’ will cancel the service and return to the SML Aggregate Report selection menu, or click ‘Search’ to continue to trigger the validation of the Client ID and Activity/Disposition number. If valid, the ‘Search Results’ screen will be displayed.
4. Click ‘Search’ and the ‘Search Results’ will display the available workspace as ‘New’.

Please enter an Application Client ID and SML number and click Search to continue	
Client Id	8060811001
Activity Number	SML177002
Cancel	Search

Search Result				
Workspace	SML#	Client Id	Reporting Period Start	Reporting Period End
New	SML177002	8060811001		

A

- A. The ‘Workspace’ now provides the user the ability to continue with the submission for an ‘Accrual Report’.

Note: If EDS displays an AC number, this could be that the user has not completed the submission and needs to return to the record for completion, or the last reporting period may not have been successfully submitted.

- 5. Click ‘New’ and the ‘SML Accrual’ form displays for data entry:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Accrual

AC #: A	New	SML #: E	SML177002
User Name: B	Crosland, Alexandra X	Company Client ID: F	8060811001
User Email: C	alexandra.crosland@gov.ab.ca	Company Name: G	YAP_SHARON
User Agency Name: D	YAP_SHARON	Company Email: H	i.supporttest@gov.ab.ca

Reporting Period: I
January 1 - March 31 of 2016

Accrual Section: J
Please report an estimate of materials to be removed from January 1st through March 31st of the following year.
Estimated materials to be removed.

	Commercial (Cubic Yards) 1000.00	Public Work (Cubic Yards) 500.00
Sand & Gravel		
Sand		
Top Soil (always pay GST)		
Marl		
Manufacturing Clay		
Non-Manufacturing Clay		
Peat (always pay GST)		
Silt		
Silica Sand		

Cancel Next K

- A. The AC#: will display as ‘New’
- B. The ‘User Name:’ displays the user who has logged into EDS. This information is prepopulated as per the users’ login credentials.
- C. The ‘User Email:’ displays the user who has logged into EDS. This information is prepopulated as per the users’ login credentials.
- D. The ‘User Agency Name:’ displays the user who has logged into EDS. This information is prepopulated as per the users’ login credentials.
- E. SML #: This is the activity/disposition number the user has entered in the previous screen which the entries are being prepared for.
- F. Company Client ID: This is the client ID saved against the SML activity/disposition. Client IDs can be obtained from Client Registry & Crown Land Searches at 780.422.1395 or email clientregistry@gov.ab.ca.
- G. Company Name: This is the name of the company or lease holder of the SML determined from the Client ID entered by the user in the previous screen.
- H. Company Email: The user enters the company email address. EDS will send to this email address the saved or submitted form.

- I. **Reporting Period:** This requires the user to enter the year for the accrual report. For an accrual report, the first quarter of the year is set from January 1 to March 31.
- J. **Accrual Section:** This allows the user to enter estimated materials to be removed from January 1 to March 31 of the reporting year.
- K. 'Cancel' allows the user to cancel and return to the report menu, or, 'Next' to continue with the annual return submission.

6. Click 'Next' and the SML Accrual Confirmation page displays for review:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Accrual Confirmation

AC #:	New	SML #:	SML177002
User Name:	Crosland, Alexandra X	Company Client ID:	8060811001
User Email:	alexandra.crosland@gov.ab.ca	Company Name:	YAP, SHARON
User Agency Name:	YAP, SHARON	Company Email:	eds.supporttest@gov.ab.ca

Reporting Period:
January 1 - March 31 of 2016

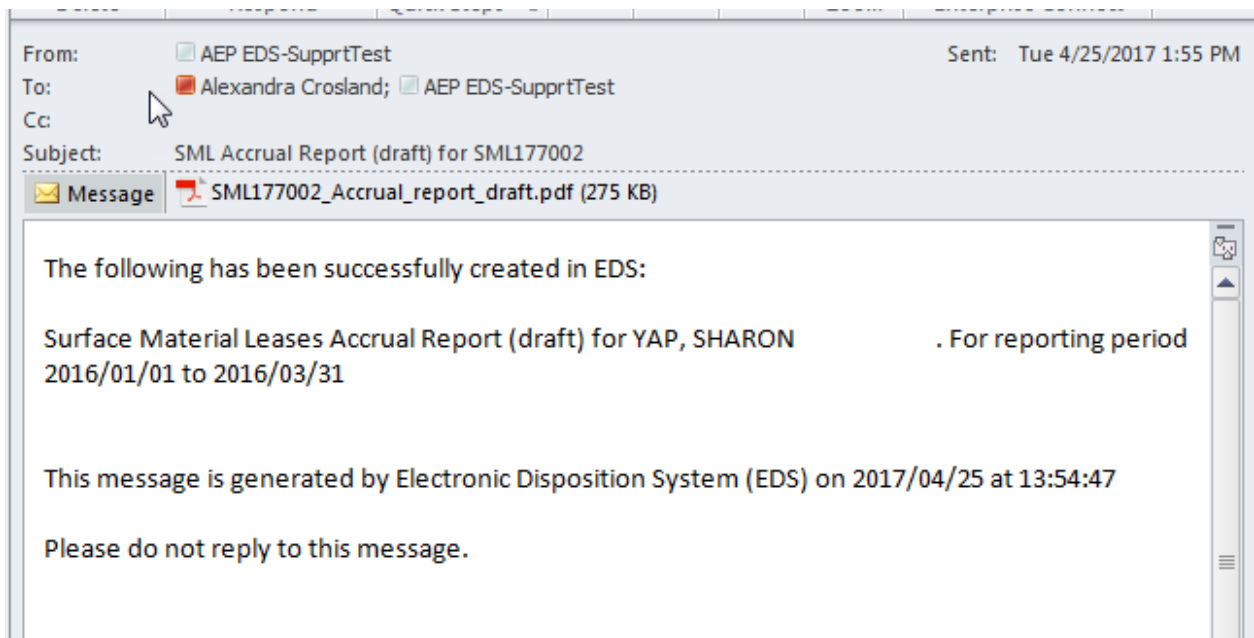
Accrual Section:
Please report an estimate of materials to be removed from January 1st through March 31st of the following year.
Estimated materials to be removed.

	Commercial (Cubic Yards)	Public work (Cubic Yards)
Sand & Gravel	1000.00	500.00
Sand		
Top Soil (always pay GST)		
Marl		
Manufacturing Clay		
Non-Manufacturing Clay		
Peat (always pay GST)		
Silt		
Silica Sand		
Total	1000.00	500.00

A
B
C

Back Save Submit

- A. Back allows the user to return to the 'SML Accrual' screen. The user can make edits or changes to the data entered.
- B. Save. Allows the user to 'Save' the Accrual Report to submit at a later time. This option does not submit the 'Accrual report' to the 'Regulator' for review. The user will receive a confirmation email stating the SML Accrual report has been saved as a 'draft'. If the user chooses this feature, they will be required to access EDS SML Accrual and search for the 'Saved' record to complete the submission process.



The record will be display in EDS that the [Accrual Report has been saved successfully!](#)

(Note: If the user chooses to ‘Save’ the ‘Accrual Report’ to go back at a later time, the user would access EDS and search ‘Accrual Report’ using the client ID and SML activity/disposition number. The AC# is shown on the draft document and will display again when searched in EDS.)

C. Submit allows the user to submit and commit their ‘Accrual Report’ data to the ‘Regulator’ for review.

7. Click ‘Submit’ and the SML Accrual Disclaimer displays:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > SML Accrual Disclaimer

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- * REPORTING OF ALL OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF ANY APPLICABLE DISPOSITION

2) When you sign on with your User ID and password, you will be presented with forms for the entry and submission of your Surface Materials Lease Annual Return, Annual Operating Report and Accruals. These forms must be accurate to the best of the disposition holder's or Authorized User's knowledge, and must reflect the information that the director's Information Letter numbered IL 2011-08 requires to be electronically submitted to the director. It does remain, however, your responsibility to ensure that you comply with the requirements of your dispositions at all times. If you find that this form is not adequate to submit the Surface Materials Lease Annual Return or Annual Operating Report for your dispositions, please contact:

Aggregate Unit
Fifth Floor, 9915 108 Street
South Petroleum Plaza
Edmonton, Alberta T5K 2G8
Email: SRD.AggregateReturn@gov.ab.ca

Identify the name of your operation, the disposition ID, the nature of the problem, and the date.

3) When you have finished submitting the Surface Materials Lease Annual Return and Annual Operating Report and saved it, the results you save will be compared against the respective limits defined by your dispositions. You will have an opportunity to verify the results you have entered prior to submitting it to the director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records.

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5) Results that you submit will be taken as correct subject to inspection and verification by the Surface Materials Auditor, and to be intended by you to be your submission of the Surface Materials Lease annual information required under sections 113 and 119 of the Public Lands Administration Regulation

The information that you submit, as well as the time at which it is submitted, will be used by AEP and the director to assess compliance with your disposition and the requirements of the PLAR in the same way as a report in writing in hard copy would be used to assess compliance.

The information will also be made available to the public under Part 7 of the PLAR.

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7) AEP will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

8) It is an offence under section 56 of the Public Lands Act to wilfully provide false or misleading information to the Director concerning this disposition or, to interfere with an officer carrying out his duties under the Act or the regulations.

9) For transactions with Alberta Environment and Parks:

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 9 of the Public Lands Administration Regulation. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Public Lands Administration Regulation. Should you require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.

Your submission is not considered complete until the annual return has been submitted for the period using the EDS 'SML Annual Return Report' option. **B**

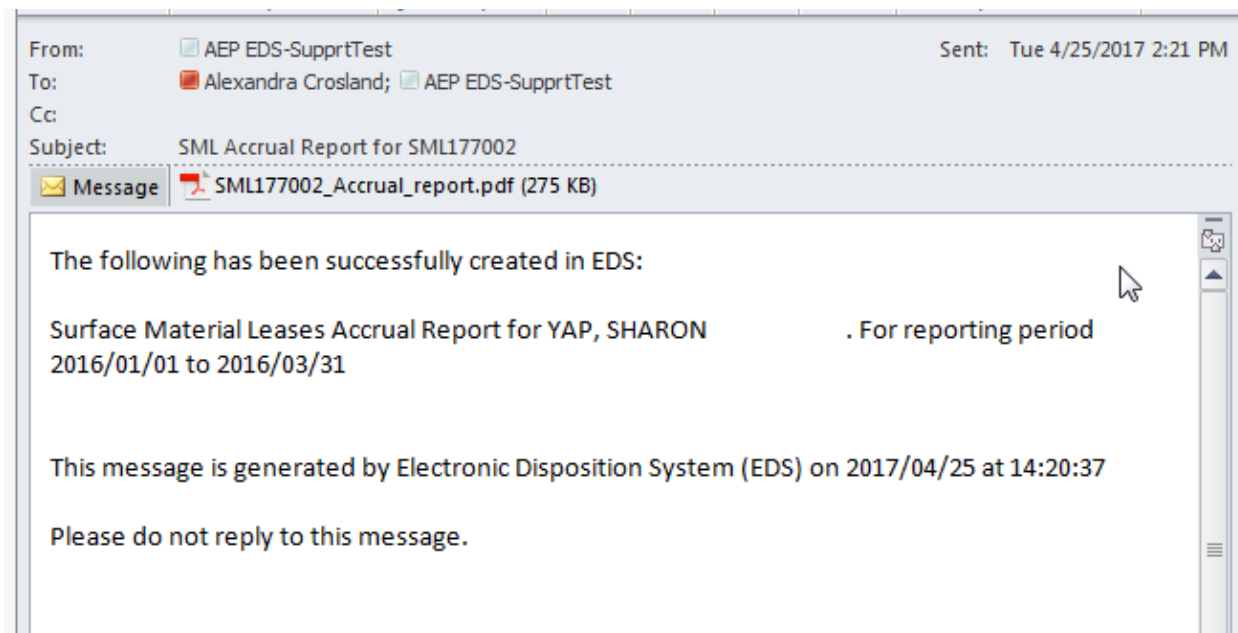
C **D**

Back | I Agree

- A. States the 'Term of Use and Disclaimer' terms.
- B. Messages the user that 'Your submission is not considered complete until annual return has been submitted for the period using the EDS 'SML Annual Return Report' option.'
- C. The user can go 'Back'
- D. The user can click 'I Agree'.

8. Click 'I Agree' and EDS will message the user that the 'Accrual Return has been submitted successfully!'. (Note: This message will be displayed on the 'Terms of Use and Disclaimer' page.)

The user receives a confirmation email with the attached 'Accrual Report'.



9. The form displays as follows:

Government of Alberta		SML Accrual Report
SML #:	SML177002	User Name: Crosland, Alexandra X
Company Client ID:	8060811001	User Email: alexandra.crosland@gov.ab.ca
Company Name:	YAP, SHARON	Alternative Email: eds.supporttest@gov.ab.ca
AC #:	AC170001	Submitted at 2017/04/25 at 14:20:36
Reporting Period: 2016/01/01 to 2016/03/31		
Accrual Section:		
Please report an estimate of materials to be removed from January 1st through March 31st of the following year		
Estimated materials to be removed		
(Cubic Yards)	Commercial	Public Work
Sand & Gravel	1000.00	500.00
Top Soil (always pay GST)		
Sand		
Marl		
Manufacturing Clay		
Non-Manufacturing Clay		
Peat (always pay GST)		
Silica Sand		
Silt		
Total	1000.00	500.00

If a Conservation & Reclamation Business Plan has been approved for this disposition, complete form LM 17B.
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 *Disposition and Fees Regulation*. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 3 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.

5.0 Getting Support

If there are issues with the SecureXNET login, contact the GoA help desk at:

- 1 888 427-1462 (1GOA)

EDS Support Team

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