

# Welcome!

to the  
**Crown Mineral Activity (CMA)**  
**Undisposed Crown**  
**Online Training Course**

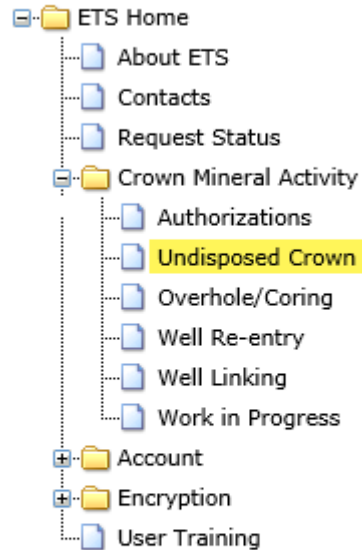
This module describes the process for initiating a CMA application for **Undisposed Crown Rights**.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
Sept 20, 2013	Initial Creation	All
December 17, 2018	Updated	10 and 11
August 28, 2020	Updated headers and contents	All
July 11, 2023	Updated email	13
July 4, 2025	Update contents	All

## INTRODUCTION



**In this module, you will learn how to:**

- complete the Admin tab
- complete the Wells Details tab
- complete the Geological Information tab
- submit the Undisposed Crown Application form



## LOGIN TO ETS



**Electronic Transfer System**



User Name:

Password:

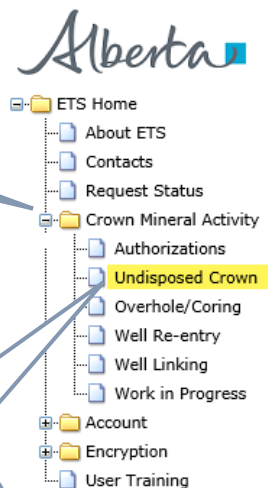
☐ Save my user name

[Forgot Password/Reset Password](#)

[Login](#)

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity



3. Select Undisposed Crown

**Undisposed Crown**

Status: **Work in Progress**

Admin	Wells Details	Geological Information
	<p>Comment: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Creator: EA0111_Sample</p>	
	<p><b>Contact Information</b></p> <p><input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Phone: ( ) - Ext</p> <p>Fax: ( ) -</p> <p>Email: <input type="text"/></p>	
Technical Contact	Title of Technical Contact	Phone E-mail
<input type="button" value="Add Technical Contact"/>		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

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## UNDISPOSED CROWN – SCREEN TABS

**Admin** – this tab contains Contact Information and Technical Contact, if needed.

**Well Details** – this tab displays the Well Type, Formations, Substance and Well Information for this CMA type.

**Geological Information**– this tab allows you to submit geological information for this form.

**Undisposed Crown**

Status: **Work in Progress**

Admin	Wells Details	Geological Information
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Comment: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Creator: <input type="text" value="EA0111_Sample"/></p> <p><b>Contact Information</b></p> <p><input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Phone: ( ) - Ext <input type="text"/></p> <p>Fax: ( ) - <input type="text"/></p> <p>Email: <input type="text"/></p> </div> <div style="width: 35%;"> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> </div> </div>		
Technical Contact	Title of Technical Contact	Phone E-mail
<input type="button" value="Add Technical Contact"/>		

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## UNDISPOSED CROWN – ADMIN TAB

Undisposed Crown

Status: **Work in Progress**

Admin

Wells Details

Geological Information

Comment:

**Company Name:** ABC Company ▼

Creator: EA0331\_Sample ▼

**Contact Information**

John Smith ▼

First Name: John

Last Name: Smith

Phone: (780) 555-1111 Ext

Fax: ( ) -

Email: johnsmith@company.net

Technical Contact	Title of Technical Contact	Phone	E-mail	
Janice Harper	Engineer	(780)555-1212	Janice.Harper@compai	✕

Add Technical Contact

Save
Close

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1. Select **Company Name**

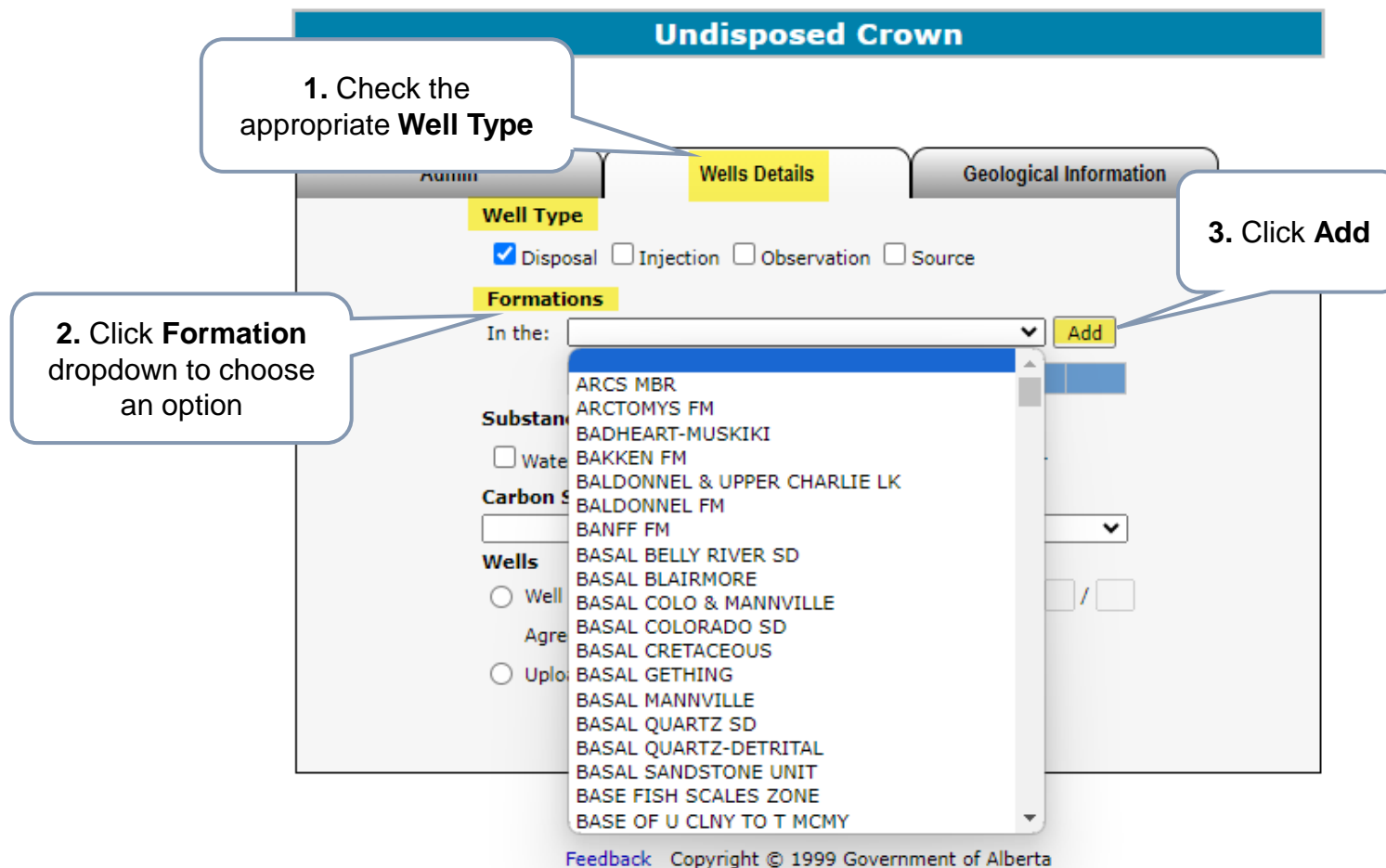
2. Enter **Contact Information**

3. Enter Technical **Contact Information**, if available

4. If adding more than one contact, click **Add Technical Contact**

5. Click **Save**

## UNDISPOSED CROWN - WELL DETAILS TAB (WELL TYPE AND FORMATION)



**Undisposed Crown**

**1. Check the appropriate Well Type**

**Well Type**

☒ Disposal ☐ Injection ☐ Observation ☐ Source

**2. Click Formation dropdown to choose an option**

**Formations**

In the: ▼ **Add**

**Substance**

☐ Water

**Carbon Sequestration**

☐ ▼

**Wells**

☐ Well

☐ Agreement

☐ Upload

ARCS MBR  
ARCTOMYS FM  
BADHEART-MUSKIKI  
BAKKEN FM  
BALDONNEL & UPPER CHARLIE LK  
BALDONNEL FM  
BANFF FM  
BASAL BELLY RIVER SD  
BASAL BLAIRMORE  
BASAL COLO & MANNVILLE  
BASAL COLORADO SD  
BASAL CRETACEOUS  
BASAL GETHING  
BASAL MANNVILLE  
BASAL QUARTZ SD  
BASAL QUARTZ-DETRITAL  
BASAL SANDSTONE UNIT  
BASE FISH SCALES ZONE  
BASE OF U CLNY TO T MCMY

**3. Click Add**

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Multiple formations can be selected.  
Click Add button at every addition of formation.

## UNDISPOSED CROWN - WELL DETAILS TAB (SUBSTANCE AND WELLS)

### Undisposed Crown

Status: **Work in Progress**

Admin

Wells Details

Geological Information

#### Well Type

☒ Disposal ☐ Injection ☐ Observation ☐ Source

#### Formations

In the:

Formations	
BELLY RIVER GRP	<input checked="" type="checkbox"/>
VIKING FM	<input checked="" type="checkbox"/>

#### Substance

☒ Water ☐ Acid Gas ☐ Natural Gas ☐ Solvent ☐ Other

#### Carbon Sequestration

#### Wells

☒ Well ID:  /  -  -  -  W  /

Agreement Number:

☐ Upload from File:  No file chosen

1. Check any appropriate **Substance(s)**

2. Enter **Unique Well Identifier**

3. Click **Add Well(s)**



## UNDISPOSED CROWN - WELLS DETAILS TAB (WELL ID – FILE UPLOAD FORMAT)

Alternatively, you can browse and upload a file in .CSV (Comma Separated Values) file format containing multiple well IDs.

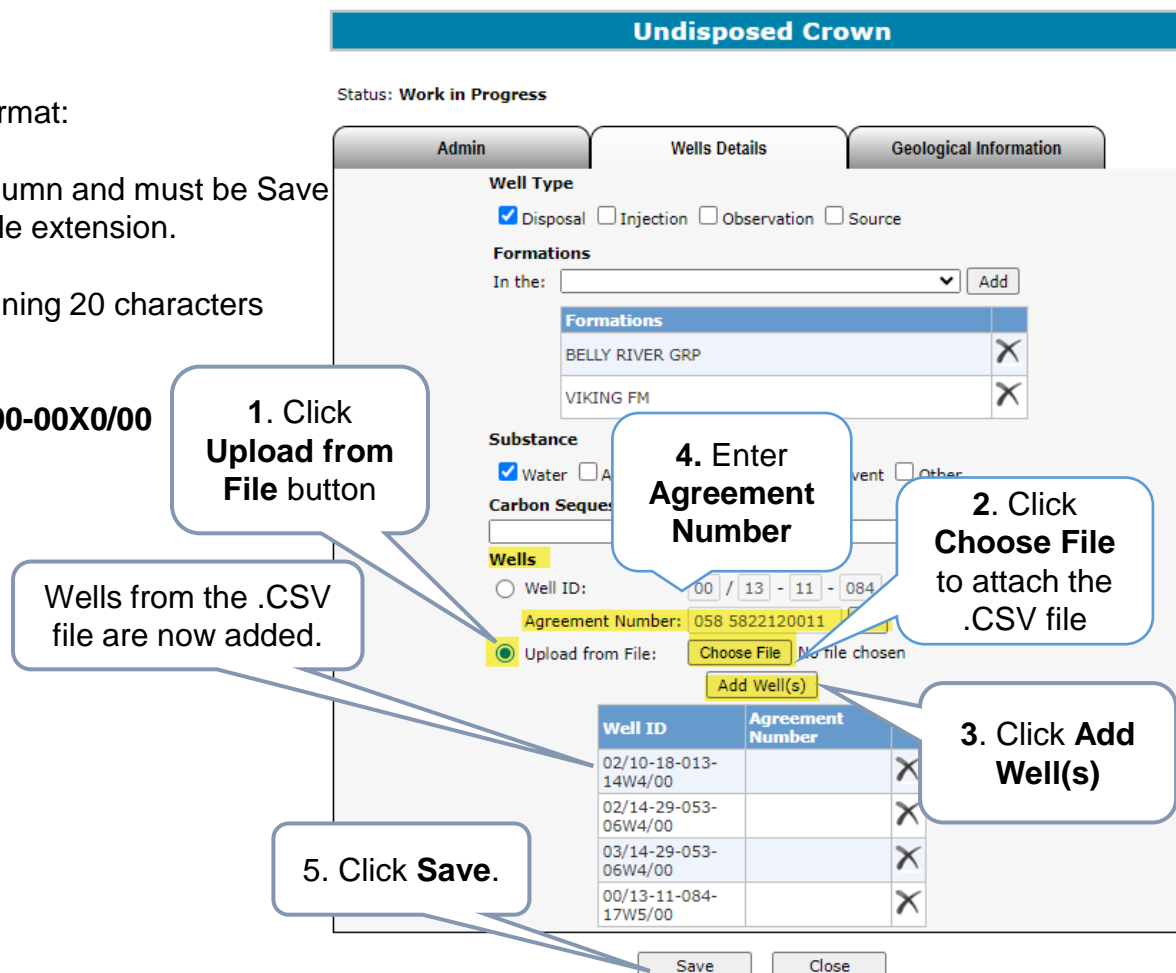
The CSV file must follow this format:

- The file contains only one column and must be Save As and uploaded in a .CSV file extension.
- The Column is Well ID containing 20 characters including the “/” and “-”:

Well ID format is **00/00-00-000-00X0/00**

**Sample file to upload:**

	A
1	02/14-29-053-06W4/00
2	03/14-29-053-06W4/00
3	00/13-11-084-17W5/00



**Undisposed Crown**

Status: Work in Progress

Admin Wells Details Geological Information

**Well Type**  
☒ Disposal ☐ Injection ☐ Observation ☐ Source

**Formations**  
 In the:  Add

Formations	
BELLY RIVER GRP	X
VIKING FM	X

**Substance**  
☒ Water ☐ A ☐ vent ☐ Other

**Carbon Sequestration**

**Wells**  
☐ Well ID: 00 / 13 - 11 - 084  
 Agreement Number: 058 5822120011  
☒ Upload from File: **Choose File** No file chosen

**1. Click Upload from File button**

**2. Click Choose File to attach the .CSV file**

**3. Click Add Well(s)**

Well ID	Agreement Number	
02/10-18-013-14W4/00		X
02/14-29-053-06W4/00		X
03/14-29-053-06W4/00		X
00/13-11-084-17W5/00		X

**4. Enter Agreement Number**

**5. Click Save.**

Wells from the .CSV file are now added.

Save Close

## UNDISPOSED CROWN - GEOLOGICAL INFORMATION TAB

### Undisposed Crown 542231

Status: **Work in Progress**

[View Report](#)

Admin

Wells Details

Geological Information

Applicants must detail the need and origins of the disposal fluid. Your discussion should include all relevant details such as potential impacts and/or barriers to production, and time lines. Applicants must also address why disposal cannot be performed on disposed Crown or Freehold rights.

**Choose File**

No file chosen

**Upload...**

Uploaded Files

File Name

Following options are available:

☐ No data to follow

3. Click **Save**

Submit

Save

Delete

Close

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1. Choose File and Upload document

2. Check off box



A **Geological Discussion** document is required. Browse and select from your directory to attach the document and save.



Please refer to [Information Bulletin 2019-01](#) for application requirements.

## UNDISPOSED CROWN - SUBMIT

### Undisposed Crown 542231

Status: **Work in Progress**

[View Report](#)

Admin	Wells Details	Geological Information		
<p>Applicants must detail the need and origins of the disposal fluid. Your discussion should include all relevant details such as potential impacts and/or barriers to production, and time lines. Applicants must also address why disposal cannot be performed on disposed Crown or Freehold rights.</p> <p> <input type="button" value="Choose File"/> No file chosen           <input type="button" value="Upload..."/> </p> <p>Uploaded Files</p> <table border="1"> <thead> <tr> <th>File Name</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p> <b>Following options are available:</b>  <input type="checkbox"/> No data to follow         </p>			File Name	
File Name				

3.Click  
**Submit**

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You may click on the **View Report** link to review the details of this CMA Application.

## UNDISPOSED CROWN - INDEMNIFICATION

**Indemnification**

ABC COMPANY indemnifies the Crown for any loss, cost, claims or damages suffered by the Crown and in respect of any claims made against it by reason of anything done by ABC COMPANY or any one on our behalf in the exercise or purported exercise of the rights granted therein. Are you sure you want to Submit Application?

Do you wish to continue to submit the application?

Click **Yes**



Refer to the **Work In Progress module** for more information on the status of a submitted application request.

## CONCLUSION

# *Congratulations!*

**You have completed the  
Crown Mineral Activity Undisposed Crown  
Online Training Course**

Please proceed to the subsequent modules detailing other  
functionality of the CMA.

If you have any comments or questions on this training course,  
please forward them to the following email address:

[Energy.CrownAuthorizations@gov.ab.ca](mailto:Energy.CrownAuthorizations@gov.ab.ca)

