

Welcome!

to the  
**Crown Mineral Activity (CMA)  
Overhole/Coring  
Online Training Course**

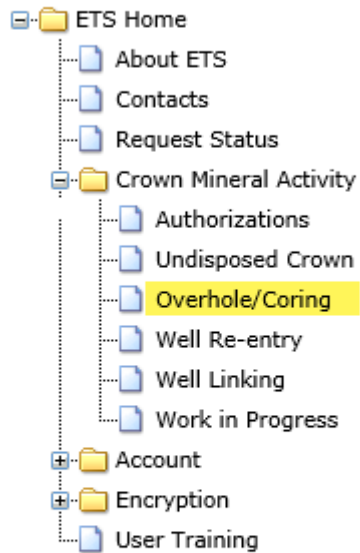
This module describes the process for initiating a CMA application for **Overhole/Coring**.

## 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

## INTRODUCTION



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

- complete the Admin tab
- complete the Wells Details tab
- complete the Geological Data tab
- submit the Well Overhole/Coring application form



## LOGIN TO ETS

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity

3. Select Overhole/Coring

Technical Contact	Title of Technical Contact	Phone	E-mail
Add Technical Contact			

Save Close

## OVERHOLE/CORING – SCREEN TABS

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

**Well Details** – this tab displays the Well Type, Rights, Substance, Meterage, AER order, and Well Information for this CMA type.

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

Overhole/Coring Crown

Status: **Work in Progress**

Admin	Wells Details	Geological Data								
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Comment: <input type="text"/></p> <p>Company Name: <input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 100%;" type="text"/></p> <p>Creator: <input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 100%;" type="text"/></p> <p><b>Contact Information</b></p> <p><input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 100%;" type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Phone: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext <input type="text"/></p> <p>Fax: ( <input type="text"/> ) <input type="text"/> - <input type="text"/></p> <p>Email: <input type="text"/></p> </div> <div style="width: 35%; padding-left: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0072bc; color: white;"> <th style="width: 33%;">Technical Contact</th> <th style="width: 33%;">Title of Technical Contact</th> <th style="width: 16%;">Phone</th> <th style="width: 18%;">E-mail</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding: 5px;"> <input type="button" value="Add Technical Contact"/> </td> </tr> </tbody> </table> </div> </div>			Technical Contact	Title of Technical Contact	Phone	E-mail	<input type="button" value="Add Technical Contact"/>			
Technical Contact	Title of Technical Contact	Phone	E-mail							
<input type="button" value="Add Technical Contact"/>										
<div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>										

## OVERHOLE/CORING – ADMIN TAB

Overhole/Coring Crown

Status: **Work in Progress**

Admin
Wells Details
Geological Data

Comment:

**Company Name:**

Creator:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input type="text" value="Mr. William"/>	<input type="text" value="Engineer"/>	<input type="text" value="(999)999-9999"/>	<input type="text" value="william@co.ca"/>	✕

**Add Technical Contact**

**Save**
Close

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**

## OVERHOLE/CORING - WELLS DETAILS TAB (WELL TYPE, RIGHTS, SUBSTANCE, AND METERAGE)

Overhole/Coring Crown 441950

Status: Work in Progress [View Report](#)

Admin Wells Details Geological Data

**Well Type**  
 Overhole  Core

**Rights**  

Qualifier	Zone
From Top	
To Base	

**Substance**  
 Water  Acid Gas  Natural Gas  Solvent

**Meterage**

AER order    
Please click save after selecting a file

**Wells**

Well ID:  /  -  -  -  w  /

Agreement Number:  ...

Upload from File:

Well ID	Agreement Number

1. Check the appropriate **Well Type**

2. Click on **Qualifier** and **Zone** dropdown to choose an option

3. Check the appropriate **Substance**

4. Enter the **Meterage**



**Meterage** is required if greater than 15 meters.

## OVERHOLE/CORING - WELLS DETAILS TAB (AER ORDER AND WELLS)

Overhole/Coring Crown 441950

Status: **Work in Progress** View Report

Admin
Wells Details
Geological Data

**Well Type**

Overhole  Core

**Rights**

<b>Qualifier</b>	<b>Zone</b>
From Top	BAKKEN FM
To Base	BLUERIDGE MBR

**Substance**

Water  Acid Gas  Natural Gas  Solvent

**Meterage**

**AER order**  Browse...

Please click save after selecting a file

**Wells**

Well ID: 00 / 06 - 35 - 020 - 10 W 4 / 00

Agreement Number: 001 5081 ...

Upload from File:  Browse...

Add Well(s)

Well ID	Agreement Number	
00/06-35-020-10W4/00	001 5081	✕

Submit
Save
Delete
Close

**1. Browse** and select a PDF file

An AER order is required. Browse and select from your directory to attach this document. Click Save.

**2. Enter Unique Well Identifier**

**3. Click on the find button** ( ... ) to search for a Crown agreement

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

**5. Click Save**



## OVERHOLE/CORING - 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 and Agreement numbers.

The CSV file must follow this format:

- The file contains 2 columns and must be Save As and uploaded in a .CSV file extension.
- First column is Well ID containing 20 characters including the “/” and “-”:

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

- Second column is Agreement Number containing maximum 10 characters:

Well ID format is **0000000000**

**Sample file to upload:**

02/14-29-053-06W4/00	0499999999
03/06-29-053-06W4/00	0599999999
03/14-29-053-06W4/00	0699999999

**Overhole/Coring Crown 441950**

Status: **Work in Progress** [View Report](#)

Admin
Wells Details
Geological Data

**Well Type**  
 Overhole  Core

**Qualifiers**  
 From Top:  Zone:   
 To Base:  Zone:

**Substance**  
 Water  Acid Gas  Natural Gas  Solvent

**Meterage**

**AER order** [View Document](#)

**Wells**  
 Well ID:  /  -  -  W   
 Agreement Number:  ...

Upload from File:

Well ID	Agreement Number
00/06-35-020-10W4/00	001 5081
00/07-15-066-23W4/00	13835
00/10-26-063-24W5/00	2881

**1. Click Upload from File button**

**2. Click Browse to attach the .CSV file**

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

**Wells from the .CSV file are now added.**

**4. Click Save.**

## OVERHOLE/CORING - GEOLOGICAL DATA TAB

**Overhole/Coring Crown 441950**

Status: **Work in Progress** View Report

Admin
Wells Details
Geological Data

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.

Geological Discussion  Browse...

**Following options are available:**

No data to follow

Data being sent by courier or mail

Submit
Save
Delete
Close

2. Check the appropriate box

1. Browse and upload document

3. Click Save



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.

## OVERHOLE/CORING - SUBMIT

### Overhole/Coring Crown 441950

Status: **Work in Progress**

[View Report](#)

Admin

Wells Details

Geological Data

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.

Geological Discussion

[View file](#)

Delete

**Following options are available:**

- No data to follow
- Data being sent by courier or mail

Submit

Save

Delete

Close

Click **Submit**




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

## OVERHOLE/CORING - 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 Overhole/Coring  
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:

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

