

Welcome!

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

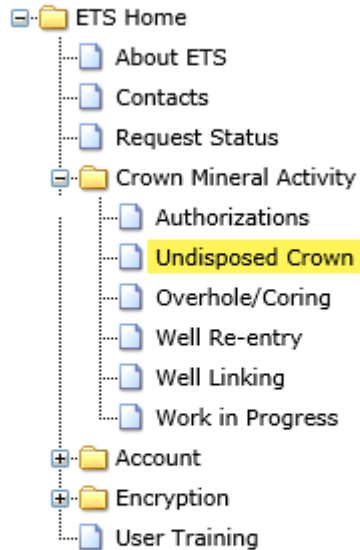
This module describes the process for initiating a CMA application for **Undisposed Crown Rights**.

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

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 Undisposed Crown Application form



LOGIN TO ETS

Electronic Transfer System

User Name:

Password:

Save my user name

Login

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral Activity
 - Authorizations
 - Undisposed Crown**
 - Overhole/Coring
 - Well Re-entry
 - Well Linking
 - Work in Progress
 - Account
 - Encryption
 - User Training

3. Select Undisposed Crown



Undisposed 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="button" value="Add Technical Contact"/>			

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

Undisposed 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="button" value="Add Technical Contact"/>			

UNDISPOSED CROWN – ADMIN TAB

Undisposed Crown

Status: **Work in Progress**

Admin
Wells Details
Geological Data

Comment:

Company Name: ABC COMPANY ▼

Creator: EA0331_WELLAUTH ▼

Contact Information

Johnalynne Herbert ▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input style="width: 100px;" type="text" value="Mr. William"/>	<input style="width: 100px;" type="text" value="Engineer"/>	<input style="width: 100px;" type="text" value="(222)222-2222"/>	<input style="width: 100px;" 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

5. Click Save

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

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

Undisposed Crown 441941

Work in Progress View Report

Wells Details Geological Data

Well Type

Disposal Injection Observation Source

Formations

In the:

- ARCS MBR
- 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
- BASE FISH SCALES ZONE
- BASE OF U CLNY TO T MCMY
- BEARPAW FM

Add Close

1. Check the appropriate Well Type

2. Click Formation dropdown to choose an option

3. Click Add



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

UNDISPOSED CROWN - WELL DETAILS TAB (SUBSTANCE AND WELLS)

Undisposed Crown 441941

Status: **Work in Progress**

[View Report](#)

Admin
Wells Details
Geological Data

Well Type

Disposal Injection Observation Source

Formations

In the:

Formations	X
BELLY RIVER GRP	X
VIKING FM	X

Substance

Water Acid Gas Natural Gas Solvent Other

Wells

Well ID: / - - - W /

Upload from File:

Well ID

1. Check any appropriate Substance(s)

2. Enter Unique Well Identifier

3. Click Add Well(s)

4. Click Save

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 441941

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

Admin
Wells Details
Geological Data

Well Type
 Disposal Injection Observation Source

Formations
 In the: Add

Formations	X
BELLY RIVER GRP	X
VIKING FM	X

Substance
 Water Acid Gas Natural Gas Solvent Other

Wells
 Well ID:
 Upload from File: Browse...

Add Well(s)

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

Submit
Save
Delete
Close

1. Click **Upload from File** button

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

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

4. Click **Save.**

Wells from the .CSV file are now added.

UNDISPOSED CROWN - GEOLOGICAL DATA TAB

Undisposed Crown 441941

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.

UNDISPOSED CROWN - SUBMIT

Undisposed Crown 441941

Status: **Work in Progress**

[View Report](#)

Admin	Wells Details	Geological Data
<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>		
Geological Discussion		View file <input type="button" value="Delete"/>
Following options are available:		
<input checked="" type="radio"/> No data to follow		
<input type="radio"/> Data being sent by courier or mail		

Click **Submit**



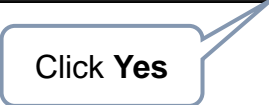
You may click on the **View Report** link to review the details of this CMA Application.

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

