

Welcome!

To the ETS – Land Searches Online Training Course

Land Searches is one of the available features in the Electronic Transfer System (ETS) that enables clients to request a variety of reports that show status information on Crown surface land and Crown minerals in the Province of Alberta.

Information being reported for the search results come from the following sources:

- Alberta Mineral Information System
- Geographic Land Information Management and Planning System

This module will provide you with an understanding on how to use the Land Search functionality in ETS. It also describes the requirements for accessing the system and how to submit requests and retrieve results.

Revisions

Date	Revisions Type	
July 15, 2011	Initial Creation	All
August 31, 2012	Conversion	All
March 13, 2014	Updated for the name change for Crown Mineral Activity Search and removed Field Search option	7, 21
April 11, 2018	Updated Content	All
July 2, 2019	Updated Content	All
July 30, 2019	Update Crown Land Data Phone Number	40
November 1, 2019	Update Content	11

Introduction

In this module the following will be reviewed:

- Overview and Costs of Searches
- ETS Login Account-General Information
- Account Preferences
- Land Search Preferences
- Land Search Defaults
- Report Defaults
- Land Search Options
- Land-Based Search – Valid Values
- Land Searches Submission Process Review
- Land Based Search
- Land Search – Mineral Land Index with Search Options
- Land Search – Surface Public Land Standing with Search Options
- Mineral Agreement Search
- Crown Mineral Activity Search
- Surface Activity Search
- Unit Search
- DRRZD/ZD Search
- Restriction Search
- Well Spacing Unit Search
- Agreement/Activity By Client ID
- Land By Client ID
- Certified Copy of Agreement
- Use Input File
- Request Status
- Retrieve Request Results
- Request Summary



NOTE: We recommend that you view the following common training modules before proceeding with the Land Searches training module:

- ETS Account Setup and Preferences located at <https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx>

Overview and Costs of Searches

Mineral Land Index Search

To search by a land description, this report will provide if selected; Agreements, Units, Wells, Restrictions, Crown Mineral Ownership, Fields, Projects, DRRZD/ZDs, Well Spacing and Units. The fee is \$30.00 per request (Detail or Summary).

Surface Public Land Standing Search

This search returns information on any surface interest and/or activity in the specified parcel(s) of land that matches the search criteria entered. The report includes information on Land Status, Geo-Administrative Areas, Surface Activities, Titles, and client names/addresses. Fee \$1 per land parcel* requested with a minimum fee of \$5.00 to a maximum of \$75.00.

Surface Documentation Summary Search

This report is a summary of the Surface Public Standing Search. Fee \$1.00 per land parcel* requested with a minimum fee of \$5.00 to a maximum of \$75.00. *Land parcel means a quarter section, half section, section or consecutive sequence of sections up to and including one complete township.

Mineral Land Index Search by Client ID

This search is by Land Description and Client ID, Specific Agreement Number(s) are not required. Report will provide if selected, Agreements, Units, Wells, Restrictions, Crown Mineral Ownership, Fields, Projects, DRRZD/ZDs, Well Spacing. & Units. Fee \$30.00 per request (Detail or Summary). Maximum of 6 Client IDs per request.

Surface Activity Detail Search

This report provides surface activity information including; the Activity Type, Serial Number and Activity Type Decode, Status, Activity Area in Hectares and Acres, Client Name/Address, Ownership Flag, Service Address Flag, More Owners Flag, Key File ID, within 100 meters of a Waterbody Flag, Option to Purchase Flag, Application, Letter of Authority, Effective, Expiry, Cancellation, Reinstatement, Amendment, Renewal, Amended and LOA Dates. Fee: \$6.00 for each Surface Activity Detail.

Surface activity standing search

This search returns information on any surface interest and/or activity that matches the search criteria entered, similar to the Surface Public Land Standing Search. This report utilizes the land keys of the requested surface activity to identify all other activities intersecting with it, the information is organized by quarter section. The report includes information on Land Status, Geo-Administrative Areas, Activities and Titles, and Client Name/Addresses. Fee \$1 per land parcel* requested with a minimum fee of \$5.00 with a maximum fee of \$75.00 for each Surface Activity Standing Report.

* Land parcel means a quarter section, half section, section or consecutive sequence of sections up to and including one complete township.

Continued onto next page



Overview and Costs of Searches - Continued

Mineral Agreement Search

This report will provide agreement information which includes; the Agreement Status, Agreement Area, various dates, the Term of the Agreement, Term Adjustments, related Agreements, Service Address, Current Participants, Land/Zone Description, and Production Entity Activity. This report will be provided when Agreement Type(s) and Number(s) are supplied. Fee \$6.00 per agreement.

DRRZD/ZD Search

This report will give detailed information about the requested DRRZD or ZD. A DRRZD/ZD is a unique ID number assigned by the Alberta Energy Regulator (AER). Fee \$6.00 per DRRZD/ZD.

Restriction Search

This report will give detailed information about the requested restriction. Restrictions apply to areas in the province of Alberta that have surface access or geologic concerns in the development of mineral resources. Fee \$6.00 per Restriction.

Unit Search

This report will give detailed information about the requested Unit. A Unit establishes a relationship between Lessees and Lessors to operate a group of leases for the recovery of Oil and Gas, as a single consolidated Unit without regard to separate ownerships. Fee \$6.00 per Unit.

Well Spacing Unit Search

Well Spacing Unit (SU order) is a specific area allocated by the AER for the purpose of drilling for and producing Oil or Gas. Which is not a standard Spacing Unit. The standard Spacing Units are one section for gas and a quarter-section for oil. Fee \$6.00 per Well Spacing Unit.

Mineral Agreement Search by Client ID

This report provides all Mineral Agreement Information for the requested Client ID(s). The report information is the same as the Mineral Agreement Search. Fee \$30.00 per request, maximum of 6 Client ID(s) per request

Unit Search by Client ID

This report will provide all Unit Information for the requested Client ID(s). The report information is the same as the Unit Search. Fee \$30.00 per request, maximum of 6 Client ID(s) per request.

Surface Activity Search by Client ID

This report provides all Surface Activity Information for the requested Client ID(s). The report information is the same as the Surface Activity Detail Search. Fee \$30.00 per request, maximum of 6 client ids per request.

Certified Copy of Agreement

A Certified Copy of an agreement can only be requested by the Designated Representative or a Lessee of the Agreement. The fee for a Certified Copy is \$30.00 per document.

ETS Login Account – General Information



Electronic Transfer System

Logged in User:

EA0993

Your password will expire on May 23, 2020.

ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 6:00 p.m. Sunday.

Bulletin

Password Reset Minimum Character Change

Please be advised that effective September 22, 2018, when you are prompted to change your password, there is a **NEW minimum of characters**. Currently, you must use a minimum of **8** characters and as of September 22, 2018 that will change to a **12** character minimum.

If you are currently using an 8 character password it will continue to work until you are prompted to change it, at which time, you must choose a minimum of 12 characters

Last Update September 17, 2018 at 11:00 AM

Electronic submission of Exhibit A Revisions in Unit Agreement

The Tenure Branch of Alberta Energy is highly committed to evolving business automation and looking at efficiencies in data processing. Recent collaboration between Alberta Energy and members of the Petroleum Joint Venture Association (PJVA) has resulted in the development of electronic submissions of Exhibit A revisions through ETS. This functionality will be implemented in **mid-March 2016** and will be **mandatory**.

Through the Unit Agreement Exhibit A module of ETS, a unit operator will be able to:

- Change Unit Operatorship
- Revise the Exhibit A
- Correct the Exhibit A in the open years (statute barred years are excluded)
- Retrieve final Exhibit A reports

An **ETS Account** is required in order to obtain a Land Search. Ensure you have reviewed the module, **ETS Accounts Setup and Preferences** located at Accounts (ETS) Administration-Online Learning website at: <https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx> to understand how to obtain and ETS Account and functionality of the system.

Charges for **Land Searches** are sent to the Government of Alberta's Corporate Accounting and Reporting System (CARS) on a monthly basis. A Statement is produced from the CARS system with the request numbers and the costs associated to your ETS Account ID.

Information regarding the cost of **Land Searches** can be located on the Alberta.ca website at: <https://www.alberta.ca/search-surface-public-land-and-crown-mineral-disposition-and-activities.aspx>

Account Preferences

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Subscriptions
 - Land Searches
 - PNG Continuation
 - Agreement Management
 - Crown Mineral Activity
 - Posting Request
 - Bid Request
 - Unit Agreement Exhibit A
 - Transfers
 - Freehold Mineral Tax
 - Correspondence
 - Oil Sands
 - Encumbrance
 - Mineral Direct Purchase
 - Mineral Royalty Forms
 - Submit Forms
 - Input Forms
 - Offset
 - Account**
 - Preferences**
 - Description
 - Change Password
 - Security Questions
 - Client Accounts
 - Encryption
 - Reports
 - Administration
 - User Training

Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

[Land Search Preferences](#)

[Posting Request Preferences](#)

[Bid Request Preferences](#)

[OSR Project Application Request Preferences](#)

Default comment will be displayed on your invoice

A

Click on Land Search Preferences to define default search options

B

Once changes are made to this screen select **Submit** or **Reset** to the system defaults.

The **Account Preferences** allow each account to set up defaults that will be used by the system for that account.

For **Land Searches**, you can set the following defaults:

- Number of days before requests are deleted
- Default Comment on the search reports
- Land Search Preferences

Section A displays options that affect ETS.

- Specify how long to keep your requests. Minimum 1 day Maximum 90 days.

Note: This only applies to the Request Status Screen.

- Specify a date range for requests and work in progress searches.
- Input a **Default Comment** to display in various comment fields.

Section B displays options for specific Form Types/Applications that are associated with this account.

Land Search Preferences

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Subscriptions
 - Land Searches
 - PNG Continuation
 - Agreement Management
 - Crown Mineral Activity
 - Posting Request
 - Bid Request
 - Unit Agreement Exhibit A
 - Transfers
 - Freehold Mineral Tax
 - Correspondence
 - Oil Sands
 - Encumbrance
 - Mineral Direct Purchase
 - Mineral Royalty Forms
 - Submit Forms
 - Input Forms
 - Offset
 - Account**
 - Preferences**
 - Description
 - Change Password
 - Security Questions
 - Client Accounts
 - Encryption
 - Reports
 - Administration
 - User Training

Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

Land Search Preferences

[Posting Request Preferences](#)

[Bid Request Preferences](#)

[OSR Project Application Request Preferences](#)

Land Search Preferences are used to define defaults for **Land Search** options.

Use this screen to set up defaults for:

- Report Formats
- Status Options
- Groups of Activity Types
- Specific Activity Types

Once changes are made to this screen select **Submit** or **Reset** to the system defaults.

Land Search Defaults

Land Search Defaults

DRRZD/ZD

XML PDF Report

Agreements and Land to Include:

Related Agreements: Print Associated Land Print Agreements

Mineral Agreement

XML PDF Report

Mineral Agreement by Client Id

XML PDF Report

Check statuses to be included:

Active Cancelled

Designated representative for agreements

Check groups of activity types to be included, and select agreement super groups and/or types, if not all:

Agreements

- SAMM Ammonite Shell Agreements
- SCOL Coal Related Agreements
- SMET Quartz/Metallic Minerals
- SMAG Non-Agreements
- SOBN Oil Sands Related Agreements
- 001 PNC Lease
- 002 NG Lease
- 003 Petroleum Lease
- 004 3 Yr Plains PNC Lease
- 005 5 Yr Northern PNC Lease

Mineral Land Index

XML PDF Report

Check statuses to be included:

Posted

Active

Cancelled

Check groups of activity types to be included, and select agreement super groups and/or types, if not all:

Agreements

- SAMM Ammonite Shell Agreements
- SCOL Coal Related Agreements
- SMET Quartz/Metallic Minerals
- SMAG Non-Agreements
- SOBN Oil Sands Related Agreements
- 001 PNC Lease
- 002 NG Lease
- 003 Petroleum Lease
- 004 3 Yr Plains PNC Lease
- 005 5 Yr Northern PNC Lease

Restrictions

Units

Wells

DRRZD/ZD(s)

Wellspacing

Crown Mineral Ownership

Crown Mineral Activity by Client Id

XML PDF Report

Check statuses to be included:

Active Terminated

Designated representative

Check groups of activity types to be included, and select Crown Mineral Activity types, if not all:

Crown Mineral Activity

- WOR Well Over-Sole
- WRD Well Road Allowance
- WRE Well Re-Entry
- WWS Well Water Source

Surface Activity by Client Id

XML PDF

Check statuses to be included:

Active

Cancelled with outstanding obligations

Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

- ARC Ancillary Agree - Gear Lease
- AFS Agricultural Farm Sale
- AM Alberta Mining Min's Lease
- AOA Area Operating Agreements
- ARS Agriculture Research Station
- CNT Consultative Notation
- CMC Consultative Notation - Company
- CHT Consultative Notation
- DRR Designated Historic Resource
- DRC Disposition Reservation - Company
- DRS Disposition Reservation

Surface Activity Detail

XML PDF

Surface Activity Standing

XML PDF

Geo-administrative data to be included

Check statuses to be included:

Active

Cancelled with outstanding obligations

Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

Encumbrances

Land Postings

- CAV Caveat
- CSL Conditional Surrender
- ENC Encumbrance
- HAE HA Agreement Encumbrance
- LEN Lien
- ANC Auction
- EST Surface Land Posting
- TDR Tender

The defaults can be setup separately for the following types of searches:

- DRRZD/ZD
- Mineral Agreement
- Mineral Agreement by Client ID
- Mineral Land Index
- Crown Mineral Activity by Client ID
- Surface Activity by Client ID
- Surface Activity Standing
- Surface Documentation Summary
- Surface Public Land Standing

Continued onto next page



Land Search Defaults - continued

Surface Documentation Summary

XML PDF

Check statuses to be included:

Active

Cancelled with outstanding obligations

Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

- AG Ancillary Agree - Graz Lease
- AFS Agricultural Farm Sale
- ARM Alberta Housing Metis Lease
- AOA Area Operating Agreements
- ARS Agriculture Research Station
- AW Wildlife Homebased Lease
- CNC Consultative Notation - Company
- CNT Consultative Notation
- DRR Designated Historic Resource
- DRD Disposition Reservation - Company
- DRS Disposition Reservation
- ERS Order To Cancel Ecological Reserve

Surface Public Land Standing

XML PDF

Geo-administrative data to be included

Check statuses to be included:

Active

Cancelled with outstanding obligations

Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

Encumbrances

Land Postings

- AG Ancillary Agree - Graz Lease
- AFS Agricultural Farm Sale
- ARM Alberta Housing Metis Lease
- AOA Area Operating Agreements
- ARS Agriculture Research Station
- AW Wildlife Homebased Lease
- CNC Consultative Notation - Company
- CNT Consultative Notation
- DRR Designated Historic Resource
- DRD Disposition Reservation - Company
- DRS Disposition Reservation
- ERS Order To Cancel Ecological Reserve
- CAV Caveat
- CSL Conditional Surrender
- ENC Encumbrance
- HAE MA Agreement Encumbrance
- LEN Lien
- UML M/L Lease
- AUC Auction
- PST Surface Land Posting
- TDR Tender

Update Reset Preferences to Default Cancel

By using the **Land Search Defaults** you will have additional search options to choose, including one or more of:

- Report Type: XML; PDF; or Report.
- Statuses to be included: Active; Posted; Cancelled with Outstanding Obligations; Cancelled; Terminated; and/or Designated Representative.
- Groups of Activity Types: Agreements; Restrictions; Units; Wells; DRRZD/ZD(s); Well Spacing; Crown Mineral Ownership; Crown Mineral Activity; Surface Activities; Reservations; Encumbrances; and/or Land Postings.

If you do not select specific Agreement Types or Agreement Super Groups, all types will be included in the search. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Enter dates if you want to search by the Current Expiry Date of the selected Activity Type.

Scroll down to the bottom of the page and select **Submit**.



NOTE: Selecting DRRZD/ZD's will increase the size of the report **extensively**.

Once all options are selected scroll to the bottom of the page and choose to either **Update**; **Reset**; or **Cancel**

Report Defaults

Check formats to be provided: XML PDF Report

Land Searches Reports are available in the following formats:

- XML
- PDF
- Report

The **XML** format is most suitable for automated processing. The content is structured so that it can be imported into a database or spreadsheet application.

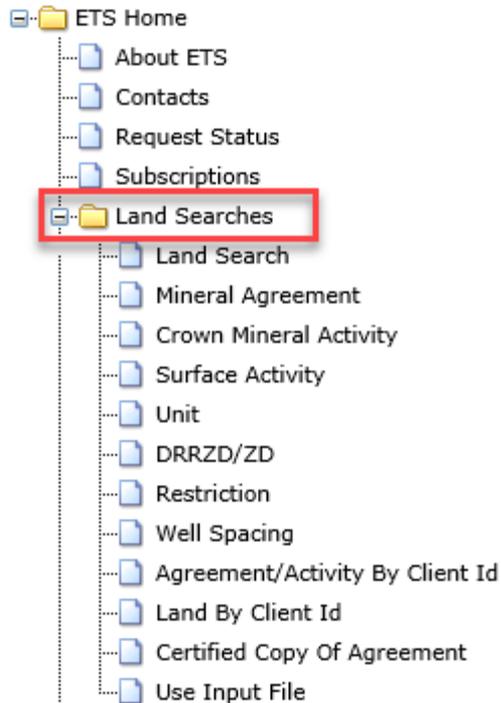
The **PDF** format is the most suitable for printing. The content is formatted for viewing and includes page ejects, as well as headers and footers on every page.

The **Report** format is displayed in TXT and there are no page ejects and the headers and footers appear only once.



NOTE: At least one format per search **must** be selected. All three formats **may** be selected for a search request, the cost will not increase by selecting multiple formats.

Land Search Options



The ETS menu displays the Land Searches option with a "+" sign and a folder as shown in the image. Expand the folder to display the search options available.

The Land Searches options available include:

Land Search - retrieves a summary or detail of Agreement(s) or information on related Surface Interests/Activities

Mineral Agreement - retrieves information on Agreement details

Crown Mineral Activity - retrieves information on existing Wells

Surface Activity - retrieves information on requested Surface Activities

Unit - retrieves information on the requested Unit only

Deeper Rights Reversion Zone Designation (DRRZD/ZD) - retrieves information on the requested DRRZD only

Restriction - retrieves information on the requested Restriction only

Well Spacing - retrieves information on the requested Well Spacing Unit only

Agreement/Activity By Client ID - retrieves information on the requested Activity ID by Client ID only

Land By Client ID - retrieves only Mineral Land information by Client ID

Certified Copy of Agreement – Retrieves a copy of the original document of a Mineral Agreement.

Use Input File - uses an Input File to retrieve information on the requested reports

Land-Based Search - Valid Values

M	RGE	TWP	SEC	H/QS
5	01	067	10	SE

The Alberta Township System (**ATS**) land keys are used to define the search for land.

The following are the valid values:

- **M** (Meridian) is numeric and must be 4,5 or 6.
- **RGE** (Range) is numeric and is dependent on the meridian west of which it is located. Valid values are:
 - West of the fourth meridian -> 1 through 30
 - West of the fifth meridian -> 1 through 28
 - West of the sixth meridian -> 1 through 14
- **TWP** (Township) is numeric and must be from 1 to 126.
- **SEC** (Section) is numeric and must be from 1 to 36.
- A range or list of values may be entered. For example to request sections 4,5 and 6, enter 4-6. To request sections 4 and 6, enter 4,6 in the sections text box.
- **H/QS** text box can be used to enter a QS (Quarter Section) or HS (Half Section).
- **HS** is alphabetic and can have one of the following values N,S,E, or W.
- **QS** is alphabetic and can have one of the following values NW, NE, SW or SE.

Land Searches Submission Process Overview

1. Submit the selected Land Search

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches**
- Land Search
- Mineral Agreement
- Crown Mineral Activity
- Surface Activity
- Unit
- DRRZD/ZD
- Restriction
- Well Spacing
- Agreement/Activity By Client Id
- Land By Client Id
- Certified Copy Of Agreement
- Use Input File

Land-Based Search

Comment:

M	RGE	TWP	SEC	H/QS
4	01	001	01	

Check reports and formats to be provided:

Mineral Land Index Search
 Detailed Summary
 XML PDF Report

Surface Public Land Standing Search
 Client List Sort: Activity client
 Sort Report By: Land Activity
 XML PDF

Surface Documentation Summary Search
 XML PDF

More Land: x

Select Submit

2. Confirm the submission

Land-Based Search

[Click here to go back.](#)

Comment: Type comment here

Land				
M	RGE	TWP	SEC	H/QS
4	01	001	01	

Mineral Land Index Search

Level: Detailed

Status: Posted, Active

Activities: Agreements, All, All

Restrictions: Units, Wells, Fields, Wellspacing, Crown Mineral Ownership

Report Formats: PDF

Surface Public Land Standing Search

Client Sort Order: Activity

Report Sort Order: Land

Geo-administrative data to be included: Yes

Status: Active, Cancelled with outstanding obligations

Activities: Surface Activities, All, Reservations, All, Encumbrances, All, Land Postings, All

Report Formats: PDF

Surface Documentation Summary Search

Status: Active, Cancelled with outstanding obligations

Activities: Surface Activities, All, Reservations, All

Report Formats: PDF

Select Confirm

The cost of your Mineral Land Index Search will be **\$30**

The cost of your Surface Public Land Standing Search will be **\$5**

The cost of your Surface Documentation Summary Search will be **\$5**

Please click Confirm to have your request processed.

Land Searches involve the process of submitting the search request, then confirming your submission.

After completing the information required for the **Land Search**, select **Submit**.

A message screen displays the search information requested and the costs associated with it. Verify the search information requested and then select **Confirm** to complete the search request.

A confirmation message displays the **Reference Numbers** associated with your search request. Take note of the **Reference Numbers** as they are needed in order to retrieve reports.

For additional search options, select the Search Options button.

Continued onto next page

Land Searches Submission Process Overview - Continued

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches**
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

3. Complete Charge Activity & Send Request

Charge Activity & Send Request

Request(s) 428482, 428483, 428484
Please Update with Activity and Email

Activity ID:	ILS2011050004
Company:	A 8057650001
Contact:	A Sample
Phone Number:	780-444-5555
Email:	sample.email@abc.net
Comment:	<div style="border: 1px solid gray; height: 40px;"></div>

Verbal:

Credit Card/ Cash/
Cheque Payment:

Feedback Copyright © 1999 Government of Alberta

Select Send

4. Confirmation Message

Charge Activity & Send Request

Request(s) 428482, 428483, 428484 charge activity information updated successfully

Feedback Copyright © 1999 Government of Alberta



NOTE: You may be Timed-Out from the system if you do not interact with ETS within a twenty minute time frame. ETS will automatically log you out, you will need to log back in to resume the session.

Land-Based Search - Continued

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches**
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Land-Based Search

[Click here to go back.](#)

Comment: This comment will appear on the invoice

Land					Mineral Land Index Search	
M	RGE	TWP	SEC	H/QS	Level	
5	04	086	15	SE	Detailed	
5	04	086	16	NE		

Status

- Posted
- Active

Activities

Agreements	All
Restrictions	All

[Report Formats: PDF XML](#)
[Surface Public Land Standing Search](#)

Client Sort Order

- Activity

Report Sort Order

The **Alberta Township System (ATS)** land keys are a required parameter (see page 11 for an explanation). If Meridian, Range, Township or Section is the same as the previous line, leave that column blank. Enter only the columns that have changed. (see screen print on previous page) Once you Submit the Search the confirmation page will populate with all the land keys displayed.

You may select more than one report format. The cost is the same for one or all report formats (XML, PDF, Report).

Land Search - Mineral Land Index with Search Options

Land-Based Search

[Click here to go back.](#)

Mineral Land Index

Check statuses to be included:

Posted
 Active
 Cancelled
 Under Review

Check groups of activity types to be included, and select agreement super groups and/or types, if not all:

Agreements

SAMM Ammonite Shell Agreements
 SCOL Coal Related Agreements
 SMET Quartz/Metallic Minerals
 SNAG Non-Agreements
 SOSN Oil Sands Related Agreements
 SOTH Other/Special
 001 PNG Lease
 002 NG Lease
 003 Petroleum Lease
 004 5 Yr Plains PNG Lease
 005 5 Yr Northern PNG Lease
 006 5 Yr foothills PNG Lease

Current Expiry Date
 From: (YYYYMMDD)
 To: (YYYYMMDD)

Restrictions
 Units
 Wells
 DRRZD/ZD(s)
 Wellspacing
 Crown Mineral Ownership

Check the box beside the Status. Status of Under Review is considered Active.

Select to highlight selected sub-groups.

Check the box beside the group of Activity Types

Enter From and To Current Expiry Dates

DRRZD/ZD(s) that are included in a search will **dramatically** increase the size of the report. Select only if required.

Mineral Land Index with Search Options displays the following additional search options:

- Mineral Land Index Status
- Groups of Activity Types, including one or more of:
 - Agreements, Restrictions, Units, Wells, DRRZD/ZD(s), (DRRZD/ZD's reported Land list increases the size of the report **dramatically**).
- Agreement Super Groups and/or Types

If you do not select specific Agreement Types or Agreement Super Groups, all Types will be included in the search. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Enter dates if you want to search by the Current Expiry Date of the selected Activity Type.

Scroll down to the bottom of the page and select **Submit**.

Land Search - Surface Public Land Standing with Search Options

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Subscriptions
 - Land Searches
 - Land Search**
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Land-Based Search

Comment:

M	RGE	TWP	SEC	H/QS
5	04	086	15	

More Land x 10

Check reports and formats to be provided:

Mineral Land Index Search

Detailed Summary

XML PDF Report

Surface Public Land Standing Search

Client List Sort: Activity Client

Sort Report By: Land Activity

XML PDF

Surface Documentation Summary Search

XML PDF

Select **Land Search**, enter the ATS Land identifiers. Complete the **reports and formats** for **Surface Public Land Standing Search** and/or **Surface Documentation** as required, then select **Search Options**.

Continued onto next page

Land Search - Surface Public Land Standing with Search Options - Continued

Land-Based Search

[Click here to go back.](#)

Surface Public Land Standing

Geo-administrative data to be included

Check statuses to be included:

- Active
- Cancelled with outstanding obligations
- Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

Encumbrances

Land Postings

- AAG Ancillary Agree - Graz Lease
- AFS Agricultural Farm Sale
- AHM Alberta Housing Metis Lease
- AOA Area Operating Agreements
- ARS Agriculture Research Station
- CHL Civilian Homestead Lease
- CNC Consultative Notation - Company
- CNT Consultative Notation
- DHR Designated Historic Resource
- DRC Disposition Reservation - Company
- DRS Disposition Reservation
- EDR Order-In-Council Ecological Reserve
- CAV Caveat
- CSL Conditional Surrender
- ENC Encumbrance
- HAE MA Agreement Encumbrance
- LEN Lien
- MTC Mortgage
- AUC Auction
- PST Surface Land Posting
- TDR Tender

Check the box beside the Status to be included in the Search

Check the box beside the group activity type to be included in the Search

Select to highlight selected sub-groups.

Submit Reset

The **Surface Public Land Standing with Search Options** screen displays additional search options for:

- Geo-administrative data to be included in the results. The default is Yes.
- Status of the activities to be included in the results.
- Groups of Activity Types. At least one must be checked, but one or all of the options may be selected.
- Specific Activity Types. You may limit your search by specifying the types to be included in the results. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Scroll down to the bottom of the page and select **Submit**.



NOTE: If you do not select a specific Activity Type(s), all the types will be included in the search.

Continued onto next page

Land Search - Surface Public Land Standing with Search Options - Continued

Surface Documentation Summary

Check statuses to be included:

Active

Cancelled with outstanding obligations

Cancelled

Check groups of activity types to be included, and select specific types, if not all:

Surface Activities

Reservations

AAG Ancilliary Agree - Graz Lease	
AFS Agricultural Farm Sale	
AHM Alberta Housing Metis Lease	
AOA Area Operating Agreements	
ARS Agriculture Research Station	
CWH Civilian Homestead Lease	
CNC Consultative Notation - Company	
CNT Consultative Notation	
DHR Designated Historic Resource	
DRC Disposition Reservation - Company	
DRS Disposition Reservation	
ERP Order In Council Ecological Reserve	

Submit Reset

Select Submit

Check the box beside the Status to be included in the Search

Click to highlight selected sub-groups.

Check the box beside the group activity type to be included in the Search

The **Surface Documentation Summary with Search Options** displays the following additional search options:

- Status
- Groups of Activity Types
- Specific Activity Types - You may limit your search by specifying the Activity Types to be included. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Select the **Submit** button to continue with the search request.



NOTE: If you do not select a specific Activity Type(s), all the types will be included in the search.

Crown Mineral Activity Search

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity**
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Crown Mineral Activity Search

Comment:

Type	Number	Type	Number	Type	Number
WRD	0010021				

Crown Mineral Activity Type Code Table

Check formats to be provided: XML PDF Report

1. Select Crown Mineral Activity

2. Enter one or more Well Authorization Numbers

Crown Mineral Activity Type Code Table

3. Check the box(s) beside the report format required.

4. Click Submit

The **Crown Mineral Activity Search** screen is used to perform a search for an existing Well.

The Department of Energy (DOE) grants authorization to a company for the purpose of re-entering an existing wellbore and the appropriate use of undisposed Crown lands.

The **Crown Mineral Activity Type Code Table** link shows a complete listing of available Well Authorization Type Codes.

Surface Activity Search

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Surface Activity Search

Comment:

Type	Code	Type	Code	Type	Code
LOC	100165				

Check reports and formats:

Surface Activity Detail Search
 XML PDF

Surface Activity Standing Search

Client List Sort: Activity Client

Sort Report By: Land Activity

XML PDF

2. Enter one or more Surface Activity Type Codes

1. Select Surface Activity

3. Check the box(s) beside the type of search requested

4. Click Submit

Surface Activity Search enables you to perform the following searches:

- Surface Activity Detail Search
- Surface Activity Standing Search

Surface Activity Detail Search provides information on the requested Activity only.

Surface Activity Standing Search provides details of all activities which intersect the land description of the requested activity. It is the equivalent of a Public Land Standing for all lands on the requested activity.

When entering the **Surface Activity Type Code**, the *Type* field can be left blank. The system will automatically search for the Type field, but will only display the first Type code found. If a **Surface Activity** Type Code has multiple Types, you may not get the **Surface Activity** Type and Code you are seeking.

Continued onto next page

Surface Activity Search - Continued

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Surface Activity Search

Comment:

Type	Code	Type	Code
FMA	6900015		

Check reports and formats:

Surface Activity Detail Search
 XML PDF

Surface Activity Standing Search

Client List Sort: Activity Client

Sort Report By: Land Activity

XML PDF

If you are requesting an **FMA** (Forest Management Agreement) Activity Type, enter **only one** (1) **FMA** number per report request because of the file size of the report.

Select the option **Activity** for the Sort Report By option.

1. Select Surface Activity

2. Enter **only one** FMA Activity Type

For the activity type FMA, the **Sort Report By**, should be **Activity**

3. Click Submit



NOTE: For the activity type FMA, only request **one FMA** per report because of the size of FMA's.

DRRZD / ZD Search

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD**
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

DRRZD/ZD Search

Comment:

Type	Number	Type	Number	Type	Number
DRRZD	00010				
ZD	1046-1				

Client ID	Add No.
801001	001

Check formats to be provided: XML PDF

DRRZD / ZD (Deeper Rights Reversion Zone Designation / Zone Designation) is a unique identifier assigned by the Alberta Energy Regulator (AER) to describe a specific geological formation or zone. It includes a zone code, description, key well and interval.

Click on the **DRRZD/ZD** Type drop down arrow to select **DRRZD** or **ZD** and then enter the **DRRZD/ZD** Number.



NOTE: The Client ID and Add No. is optional

Well Spacing Unit Search

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Subscriptions
 - Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing**
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Well Spacing Unit Search

Comment: Comment will appear on the invoice.

ID
1710409

Check formats to be provided: XML PDF Report

1. Select Well Spacing

2. Enter one or more Well Spacing SU Order/Disposition Number(s)

3. Check the box(s) beside the format

Submit Reset

4. Select Submit

Well Spacing Unit (SU Order) is a specific area allocated by the Alberta Energy Regulator (AER) for the purpose of drilling for and producing Oil or Gas, which is not a standard **Spacing Unit**. The standard **Spacing Units** are one section for Gas and a quarter-section for Oil.

Agreement / Activity By Client ID

Agreement/Activity Search By Client Id

Comment:

Client ID	Add No.
1111111	001
<input type="text"/>	<input type="text"/>

Check reports and formats to be provided:

- Mineral Agreement Search By Client Id
 - Detailed Summary
 - XML PDF Report
- Crown Mineral Activity Search By Client Id
 - Detailed Summary
 - XML PDF Report
- Unit Search By Client Id
 - Detailed Summary
 - Status: Active Terminated
 - XML PDF Report
- Surface Activity Search By Client Id
 - Detailed Summary
 - XML PDF

Buttons:

Callouts:

- Select Agreement/Activity by Client ID
- Enter one or more Client ID(s)/Address ID(s)
- Check the box(s) beside the type of search requested
- Select Submit

Use this search option when you want to know the **Agreements/Activities** for a specific **Client ID**.

The **Client ID** and **Address ID No.** must be provided for this search.

The **Agreement / Activity by Client ID Search** provides the following reports:

- Mineral Agreement by Client ID
- Crown Mineral Activity by Client ID
- Unit Search by Client ID
- Surface Activity Search by Client ID

For additional search options, click on the **Search Options** button.

Certified Copy Of Agreement - Continued

A request for a **Certified Copy** may take up to one business day to process. An email notification will be sent to notify users that the **Certified Copy** request has either been completed or department rejected.

Subject: Certified Copy

You have received a new document for Certified Copy Request Number 402997 for EA0802_TRANSFER. This request can be found under Request screen.

Please sign on to ETS (Electronic Transfer System) website, available through Alberta Energy's main site, and review your documents.

Please do not reply to this Email. If you have any further questions or concerns please contact Transfers.Energy@gov.ab.ca

- ETS Home
 - About ETS
 - Contacts
 - Request Status**
 - Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File

Request Status

Form:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2019/05/16"/>	End Date:	<input type="text" value="2019/06/21"/>
Status:	<input type="text"/>	Creator:	<input type="text"/>
Account:	<input type="text"/>		
File Name:	<input type="text"/>		
Comment:	<input type="text"/>		

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
429293	<input type="checkbox"/>	Certified Copy Of Agreement		PROCESSING	2019/06/21	\$ 30		EA0331_BAS

For more information about **Certified Copies**, please contact Transfers.Energy@gov.ab.ca.

Use Input File

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
 - Land Search
 - Mineral Agreement
 - Crown Mineral Activity
 - Surface Activity
 - Unit
 - DRRZD/ZD
 - Restriction
 - Well Spacing
 - Agreement/Activity By Client Id
 - Land By Client Id
 - Certified Copy Of Agreement
 - Use Input File**

Search By Input File

Report:

File Name:

2. Select Report Type

3. Browse for the file

4. Select Submit

1. Select Use Input File

The input file should be a **Plain Text** format file (.txt) that contains Land Descriptions or Mineral Agreements which is then used for a search.

The following reports are available:

- Land-based Search
- Mineral Agreement Search

Follow the input file format examples below:

- *Land-based Input File Format:*
M,RGE,TWP,SEC,QS
 4,25,075,01,NE
- *Agreement Input File Format:*
TYPE,NUMBER
 005,0503050548
 005,0585080115

For Land-based **Input File**, the file should have a **maximum of 216 ATS** land keys.

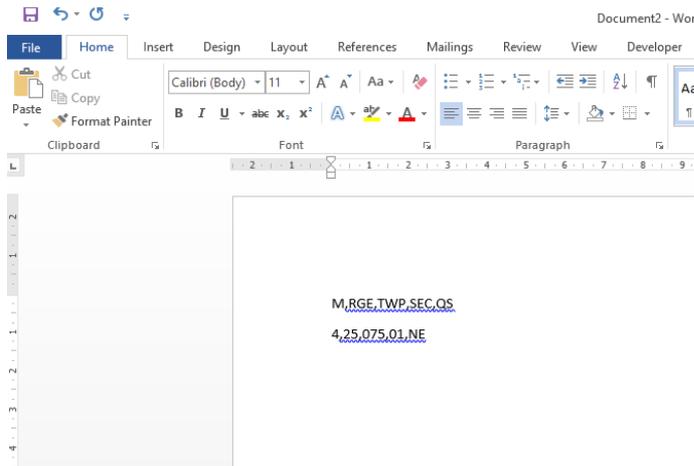
For Agreement **Input File**, the file must have a **minimum of 2 Agreements** and a **maximum of 90 Agreements**.

Continued onto next page

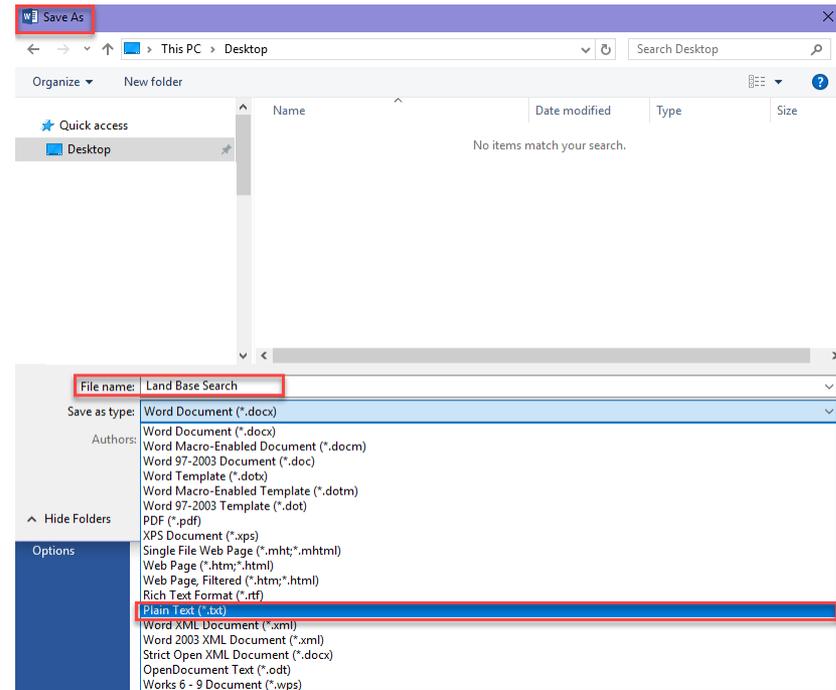
Use Input File - Continued

To create an **Input File**, you will attach your **text.doc** using the **Browse** button shown on the previous page. Use the following steps to create your **Input File**.

Step 1: Open a **Word Document** and type the required Alberta Township System (**ATS**) Column Header with no spaces. Below the Header type your (**ATS**) land keys with no spaces.



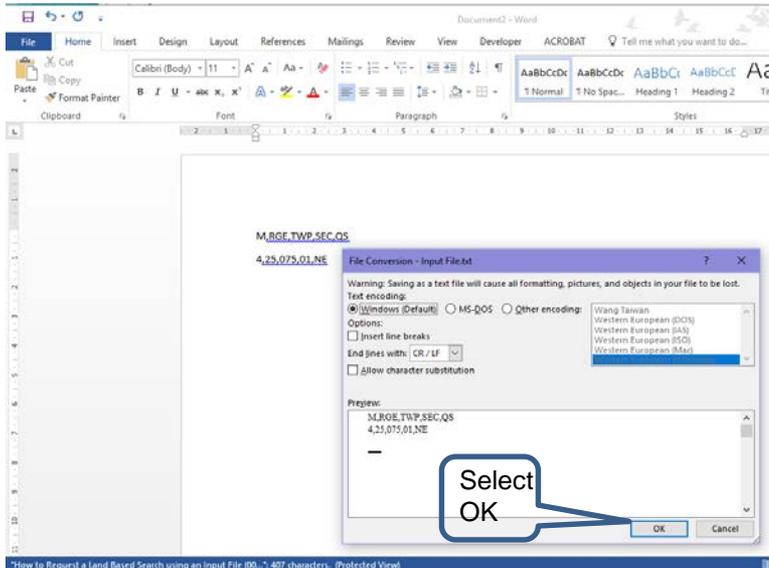
Step 2: In **Word** save your document using the **Plain Text** extension **TXT**.



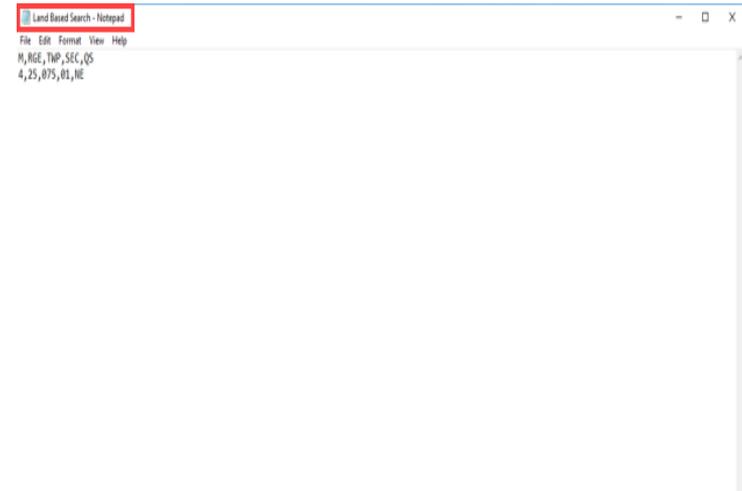
Continued onto next page

Use Input File - Continued

Step 3: Once you Save your document the **File Conversion** screen will populate with the **Input** information showing in the **Preview Screen**. Select Ok



Step: 4 Your **Word Document** will now be converted to a **TXT** file in **Notepad**.



Step 5: Go to the **Use Input File** node in **ETS** and proceed with your search (page 34).

Request Status

The screenshot shows the 'Request Status' page in the ETS system. A navigation menu on the left includes 'ETS Home', 'About ETS', 'Contacts', 'Request Status' (highlighted), 'Subscriptions', and 'Land Searches'. The main content area has a blue header 'Request Status' and a form with the following fields:

- Form:** [Dropdown menu]
- Request #:** [Text input]
- Start Date:** 2019/06/01
- End Date:** 2019/06/26
- Status:** [Dropdown menu]
- Creator:** [Dropdown menu]
- Account:** [Dropdown menu]
- File Name:** [Text input]
- Comment:** [Text input]

Below the form is a toolbar with buttons: Retrieve, Select All, Unselect All, (Un)Delete, and Pickup. Three callouts provide instructions:

1. Select Request Status (pointing to the 'Request Status' menu item)
2. Accept the default dates or enter more search parameters (pointing to the 'Start Date' and 'End Date' fields)
3. Select Retrieve (pointing to the 'Retrieve' button)

After you have requested a **Search**, you will be able to view or download the report. Only active requests associated with the logged in ETS Account ID will be displayed.

Fill in the search parameters and Select the **Retrieve** button.

The **Request #** is the Reference Number that was provided when the search request was submitted or created.

If searching for more than one (1) request, use the **Start and End Dates** to retrieve the requests within those dates.

To see if the status of a request has changed, you must Select the **Retrieve** button again to refresh the screen.

Retrieve Request Results

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Subscriptions
 - Land Searches

Request Status

Form: **Request #:**
Start Date: **End Date:**
Status: **Creator:**
Account:
File Name:
Comment:

-

Request Results

#		Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
3948751		<input type="checkbox"/>	Rights Available		COMPLETED	2019/06/12		Request File(txt) Input File(xml) PDF File(pdf)	EN016
3948094		<input type="checkbox"/>	Surface Activity By Client Id		COMPLETED	2019/06/11	\$ 30	PDF File(pdf)	EN016
3948093		<input type="checkbox"/>	Crown Mineral Activity By Client Id		COMPLETED	2019/06/11	\$ 30	Report File(txt) PDF File(pdf)	EN016
3948092		<input type="checkbox"/>	Mineral Agreement By Client Id		COMPLETED	2019/06/11	\$ 30	Report File(txt) PDF File(pdf)	EN016
3947750		<input type="checkbox"/>	Mineral Land Index		COMPLETED	2019/06/10	\$ 30	Report File(txt)	EN0166

Page 1

The results are displayed at the bottom of the Request Status screen. A row of information is displayed for each request.

You can retrieve the results from this screen when the status of the request is **Completed**.

To select multiple files, click the **"Sel"** column for each row and then Select **Pickup**.

Requests should be deleted on a periodic basis, as system performance will diminish as the list gets longer. The system automatically deletes requests based on the number set in your preferences. The **maximum is 90 days**.

Select the **Output File** link to view

Request Summary

- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
- PNG Continuation
- Agreement Management
- Crown Mineral Activity
- Posting Request
- Bid Request
- Unit Agreement Exhibit A
- Transfers
- Freehold Mineral Tax
- Correspondence
- Oil Sands
- Encumbrance
- Mineral Direct Purchase
- Mineral Royalty Forms
- Submit Forms
- Input Forms
- Offset
- Account
- Encryption
- Reports
 - Request Summary
- Administration
- User Training

1. Submit Request Summary

Request Summary

Enter information to search by:

From Request: <input type="text"/>	To Request: <input type="text"/>
From Date: <input type="text"/>	To Date: 2019/6/26
Comment: <input type="text"/>	

2. View Request Summary

Request Summary

Business Name: _____

Date: 2019/06/26

Request	Comment	Date	Product Name	Units	Cost
3765885		2018/03/26 2:43:00 PM	Mineral Agreement		6.0000
3767303		2018/03/29 8:03:00 AM	Mineral Agreement		6.0000
3770996		2018/04/05 10:43:00 AM	Mineral Land Index		30.0000
3777365		2018/04/25 1:21:00 PM	Mineral Agreement By Client Id		30.0000
3777416		2018/04/25 2:21:00 PM	Mineral Agreement By Client Id		30.0000
3777729		2018/04/26 12:03:00 PM	Mineral Land Index		30.0000
3781364		2018/05/02 9:15:01 AM	Mineral Agreement		6.0000
3784194		2018/05/10 10:33:00 AM	Mineral Agreement		6.0000
3784925		2018/05/14 7:53:00 AM	Mineral Land Index		30.0000
3786833		2018/05/17 2:23:00 PM	Mineral Agreement By Client Id		30.0000
3788499		2018/05/24 9:27:01 AM	Surface Public Land Standing		5.0000
3788500		2018/05/24 9:27:02 AM	Surface Documentation Summary		5.0000
3790724		2018/05/29 8:23:00 AM	Mineral Agreement		6.0000
3795155		2018/06/05 9:03:01 AM	Mineral Agreement		6.0000
3795165		2018/06/05 9:11:01 AM	Crown Mineral Activity By Client Id		30.0000
3795197		2018/06/05 10:57:02 AM	Mineral Agreement By Client Id		30.0000
3800260		2018/06/20 11:43:00 AM	Mineral Land Index		30.0000
3800261		2018/06/20 11:41:01 AM	Surface Public Land Standing		5.0000
3800262		2018/06/20 11:41:01 AM	Surface Documentation Summary		5.0000
3802290		2018/06/26 2:01:00 PM	Mineral Agreement By Client Id		30.0000
3802322		2018/06/26 2:23:00 PM	Mineral Agreement By Client Id		30.0000
3806717		2018/07/03 4:03:01 PM	Surface Activity Detail		6.0000

The **Reports - Request Summary** option generates a summary of search requests. You will be able to choose a range of request numbers and/or a range of dates for those requests.

This report displays the following information:

- Request No.
- Comment
- Date request was created
- Request Product Name
- Cost for search request
- Total cost for the requests

Congratulations!

**You have completed the ETS – Land Searches
Online Training Course**

To access **Courses, Guides, Forms** for all of your **ETS Business**
please see ETS Support & Alberta Online Learning at:
<https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx>

For **information on your ETS account**, please contact:

Alberta Energy Crown Land Data
Phone: (780) 644-2300
E-mail inquiries: crownlanddatasupport@gov.ab.ca

