

*Welcome!*

**to the  
ETS - Offset Notice Response Form  
Online Training Course**

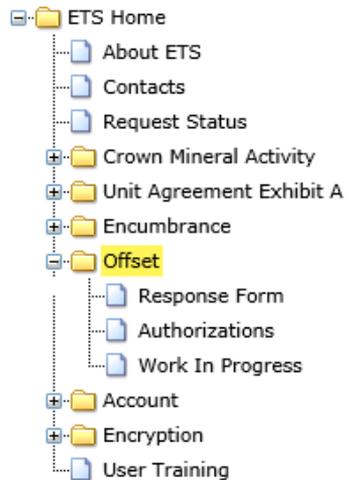
This process describes how to retrieve documents sent by Alberta Energy and Minerals (the department); and how to create, update and submit offset notice response form.

**Revision Page**

**Revisions Table**

Date	Revisions Type	Page Number
September 5, 2014	Initial Creation	All
October 3, 2014	Update	5
February 3, 2020	Update	29
October 9, 2020	Update headers and contents	All
July 11, 2023	Update contents	1,6-7,13-14,16,20-22,36

## INTRODUCTION



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

- retrieve documents, which include:
  - Offset Notice Letters
  - Statements of Account
  - Other Letters
- create, submit and delete offset notice response form

## OFFSET – LOGIN

### 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



- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - Crown Mineral Activity
  - Unit Agreement ETS Act A
  - Encumbrance
  - Offset
    - Response Form
    - Authorizations
    - Work In Progress
  - Account
  - Encryption
  - User Training

2. Expand Offset



**The following slides show how to retrieve the following documents:**

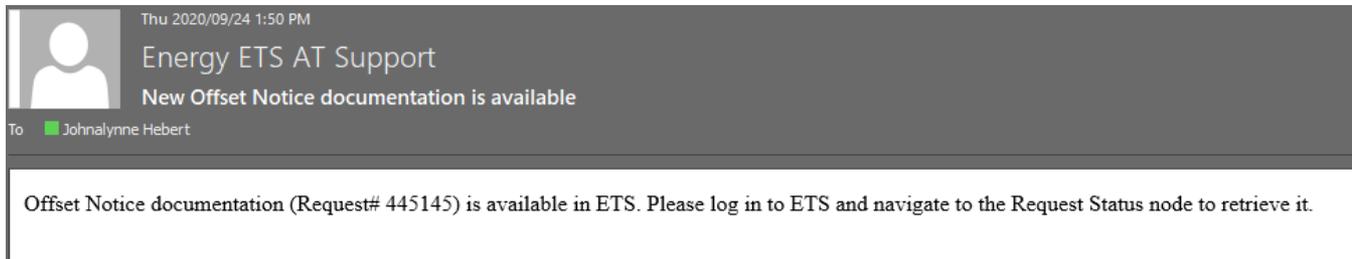
- Offset Notice Letters
- Statements of Account
- Other Letters

## OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

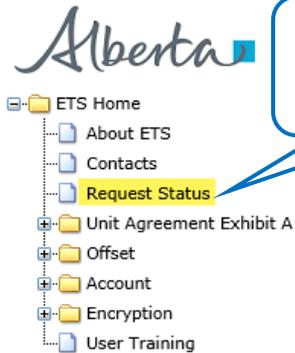
The department upload documents to ETS. An e-mail notification is sent to the administrator or to the user who has the creator or viewer role for the form types: *Offset Response Form* or *Offset Response Authorization*.

**Offset Notice letters** and **Statement of Accounts** are retrieve in **ETS/Request Status node**.

Email notification sample:



## OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS



1. Select the Request Status node



### Request Status

Form:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2020/09/23"/>	End Date:	<input type="text" value="2020/09/28"/>
Status:	<input type="text"/>	Creator:	<input type="text"/>
File Name:	<input type="text"/>		
Comment:	<input type="text"/>		

Retrieve    Select All    Unselect All    (Un)Delete    Pickup

The following documents are uploaded by the department and can be retrieved in the Request Status node:

- Offset Notice Letters
- Statements of Account and Billing Sheets
- other letters not related to offset notice response form

The offset notice letters and other letters contain pertinent information as to specific due dates for requests. For example:

- The Offset Notice letter must be responded within six (6) months of the date of the letter.
- Letters requesting additional data must be responded within 30 days of the date of the letter.

Note: Letters that relate to a response form are found in the Offset/Work In Progress subnode.

## OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

### Request Status

Form:  Request #:

Start Date:  End Date:

Status:  Creator:

File Name:

Comment:

1. Enter search criteria



All records are returned, if all criteria fields are blank.

Retrieve Select All Unselect All (Un)Delete Pickup

2. Click Retrieve

**Tip:** To maintain your records, download and save a copy in your personal or internal directory.



The documents here will be visible only for the number of days as set in your Preferences.

### Request Status

Form:  Request #:

Start Date:  End Date:

Status:  Creator:

File Name:

Comment:

3. Click the PDF file link to view the document.

Search results

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost Output	Files	Creator
445145	<input type="checkbox"/>	Offset Notice Letter		COMPLETED	2020/09/24		<a href="#">PDF File(pdf)</a>	EA0331

Page 1

## OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

### Request Status

Form:  Request #:

Start Date:  End Date:

Status:  Creator:

File Name:

Comment:

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
445145	<input checked="" type="checkbox"/>		Offset Notice Letter	COMPLETED	2020/09/24		PDF File(pdf)	EA0331

**Retrieve** - retrieves all record based on the entered search criteria.

**Select All** - checkmarks the “Sel” box column of all returned records, which allows the user to select for viewing or deletion.

**Unselect All** – clears all check boxes from the “Sel” box column.

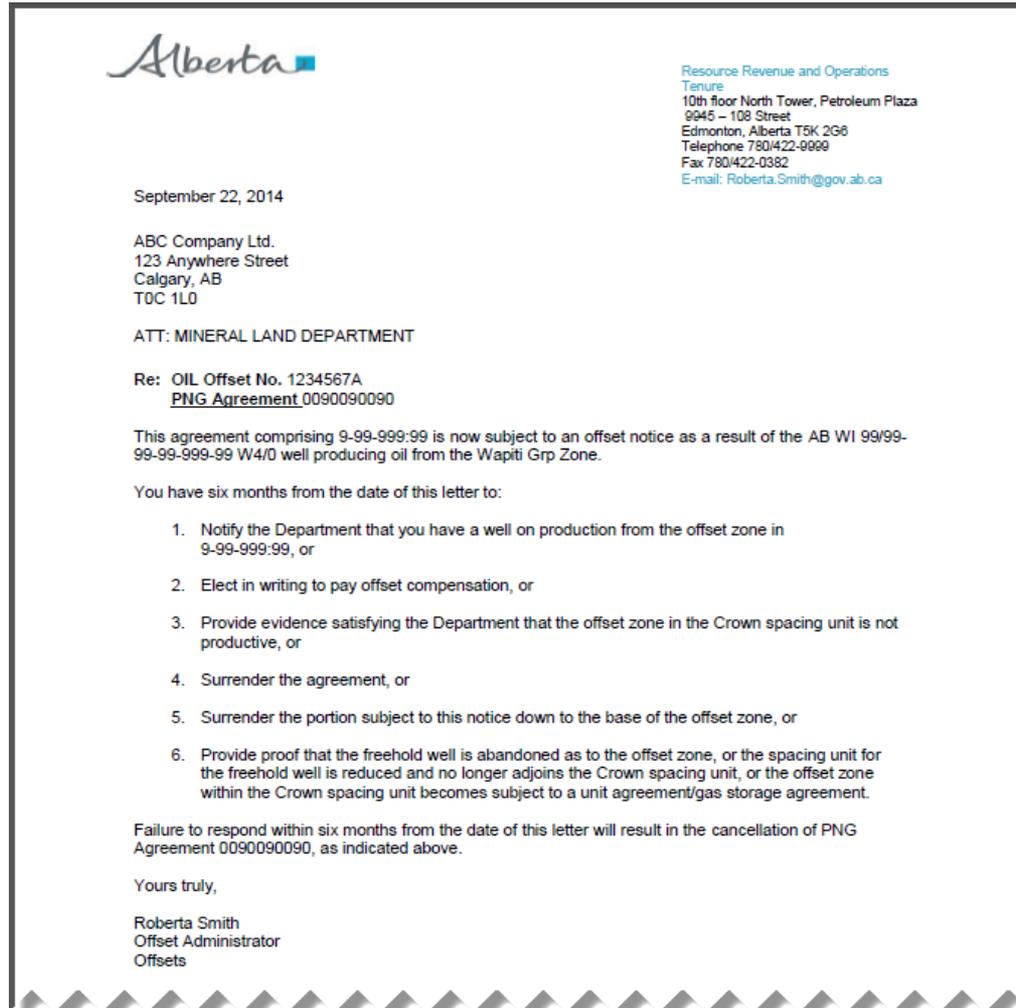
**(Un)Delete** - marks the selected records for deletion, (the item will be in red font until it is deleted from the system). A daily automated process will delete the selected records. Clicking the (Un)Delete button will remove the indicator for deletion.

**Pickup** - opens all selected record in a zip format.

This is a good opportunity to save these records in your personal directory.

## OFFSET RETRIEVE DOCUMENT – REQUEST STATUS - SAMPLE DOCUMENTS

### Offset Notice Letter



The image shows a sample offset notice letter from the Government of Alberta. It is enclosed in a rectangular frame with a decorative scalloped border at the bottom. The letter is dated September 22, 2014, and is addressed to ABC Company Ltd. in Calgary, AB. The subject is an oil offset agreement (PNG Agreement 0090090090) that is now subject to an offset notice. The letter lists six actions the recipient must take within six months, including notifying the department, electing compensation, providing evidence of non-productivity, or surrendering the agreement/portion. Failure to respond within six months will result in the cancellation of the PNG Agreement. The letter is signed by Roberta Smith, Offset Administrator.



Resource Revenue and Operations  
Tenure  
10th floor North Tower, Petroleum Plaza  
9945 – 108 Street  
Edmonton, Alberta T5K 2G8  
Telephone 780/422-9999  
Fax 780/422-0382  
E-mail: Roberta.Smith@gov.ab.ca

September 22, 2014

ABC Company Ltd.  
123 Anywhere Street  
Calgary, AB  
T0C 1L0

ATT: MINERAL LAND DEPARTMENT

Re: OIL Offset No. 1234567A  
PNG Agreement 0090090090

This agreement comprising 9-99-999:99 is now subject to an offset notice as a result of the AB W1 99/99-99-99-999-99 W4/0 well producing oil from the Wapiti Grp Zone.

You have six months from the date of this letter to:

1. Notify the Department that you have a well on production from the offset zone in 9-99-999:99, or
2. Elect in writing to pay offset compensation, or
3. Provide evidence satisfying the Department that the offset zone in the Crown spacing unit is not productive, or
4. Surrender the agreement, or
5. Surrender the portion subject to this notice down to the base of the offset zone, or
6. Provide proof that the freehold well is abandoned as to the offset zone, or the spacing unit for the freehold well is reduced and no longer adjoins the Crown spacing unit, or the offset zone within the Crown spacing unit becomes subject to a unit agreement/gas storage agreement.

Failure to respond within six months from the date of this letter will result in the cancellation of PNG Agreement 0090090090, as indicated above.

Yours truly,

Roberta Smith  
Offset Administrator  
Offsets



## OFFSET RETRIEVE DOCUMENT – REQUEST STATUS - SAMPLE DOCUMENTS

### Billing Sheets

CARS24005 CORPORATE ACCOUNTING AND REPORTING SYSTEM PAGE: 2  
 RUN DATE: 2014-07-31  
 OFFSET STATEMENT OF ACCOUNT

STATEMENT NUMBER : 0003699999

Activity ID: CGR 2011111A  
 Freehold Well ID: 00/08-88-088-88W4/0  
 Offset No: 2011111

Effective Date of Pay Decision: September 01, 2007 Agreement No: 999999999 Offset Land: 4-88-088-88NW

Gas Billing Period	A Volume 10 <sup>3</sup> M <sup>3</sup>	B GJ Factor	C=A*B Heat Content GJ	E Crown Interest%	F Royalty Rate	G=C*E*F Crown Share	H 80% Gas Reference Price	I=G*H Gas Offset Comp Payable	J Previously Billed
2014-05	8.50	41	348.5	100.00000	6.19539	21.59093	\$3.36800	\$72.72	\$0.00
Total Billing:								\$72.72	

*AI*

CARS24005 CORPORATE ACCOUNTING AND REPORTING SYSTEM PAGE: 2  
 RUN DATE: 2014-07-31  
 OFFSET STATEMENT OF ACCOUNT

STATEMENT NUMBER : 0003699999

Activity ID: CPR 2900000A  
 Freehold Well ID: 00/09-99-099-99W4/0  
 Offset No: 2900000

Effective Date of Pay Decision: September 01, 2007 Agreement No: 777777777 Offset Land: 4-99-099-99NW

Oil Billing Period	Oil Production M <sup>3</sup>	Oil Density	Crown Interest%	Royalty Volume	Par Price	Oil Offset Comp Payable	Previously Billed
2014-05	16.50	Heavy Oil	100.00000	0.4	\$557.31	\$222.92	\$0.00
Total Billing:	16.50					\$222.92	
Oil Adjustment Period 2013-11	12.40	Heavy Oil	100.00000	0.4	\$575.36	\$230.14	\$287.68
Total Adjustments:	12.40					\$230.14	\$287.68
Adjustment Balance:						-\$57.54	
Total CPR Billing and Total CPR Adjustments:						\$165.38	

## OFFSET – RETRIEVE OTHER DOCUMENT – WORK IN PROGRESS

The department upload documents to ETS. An e-mail notification is sent to the administrator or to the user who has the creator or viewer role for the form types: *Offset Response Form* or *Offset Response Authorization*.

**Other Letters** are retrieve in **ETS/Offset/Work in Progress node**.

These letters are responses to client’s submitted Offset Notice response form and uploaded to the specific ETS Request number.

Email notification sample:



## OFFSET – RETRIEVE OTHER DOCUMENT – WORK IN PROGRESS

**1. Select Work In Progress**

**2. Click Find**

**Search results**

**Report** – ETS report with the details of the Offset Notice Response Form based on the last save.

**Denial** – The department's letters requesting further information to support the clients response.

**Final** – The department's final decision to either approve or deny the client's response.

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY-MM/DD	Created
445272	Offset Response Form		Work in Progress	Report: Pdf Denial: Final:	2020/09/30 13:52:48	EA03
445270	Offset Response Form		Processing	Report: Pdf Denial: Pdf Final:	2020/09/30 13:50:01	EA0331_JOHNALYNNE
445244	Offset Response Form		Completed	Report: Pdf Denial: Final: Pdf	2020/09/30 13:10:03	EA03

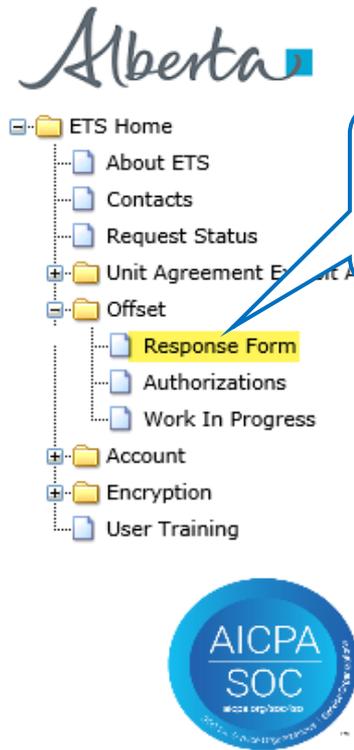
Page 1



To display all ETS requests regardless of its status, leave all fields blank except for the Type field.

**The following slides show how to create, submit and delete offset notice response form.**

## OFFSET NOTICE RESPONSE FORM – ADMIN TAB – CREATE



1. Select the **Response Form** tree node

2. Admin tab screen displays

Offset Notice Response Form

Status: **Work in Progress** [Offset Document](#)

Admin

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**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"/>			

**Following options are available:**

No data to follow

Data being sent by courier or mail (Please reference Offset Number and Agreement Number and must be received within 5 business days of application submission)

Request the return of Seismic Lines

Refer to the data previously submitted on



When an Offset Notice Letter has been served, an Offset Notice Response Form must be submitted to the department within 6 months from the Offset Notice Letter date.

## OFFSET NOTICE RESPONSE FORM – ADMIN TAB – CREATE

Offset Notice Response Form **445272**

Status: Work in Progress

[Offset Document](#)

Admin | Review | Alternate Election

**Administration Information**

Company Name: ABC COMPANY

Creator: EA0331\_JOHNALYNNE

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**Contact Information**

First Name:

Last Name:

Phone: Ext:

Fax:

Email:

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

**Following options are available:**

No data to follow

Data being sent by courier or mail (Please reference Offset Number and Agreement Number and must be received within 5 business days of application submission)

Request the return of Seismic Lines

Refer to the data previously submitted on

Submit Save Delete Close

On the first save of the form, an ETS Request number is generated and displayed here.

When an Offset Notice Response Form is initiated by the user the system creates a report which captures all the details of the form based on the last save.

**Double click** on this link to view the report in .PDF format.

## OFFSET NOTICE RESPONSE FORM – ADMIN TAB – ADMIN AND CONTACT INFORMATION

### Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin
Review
Alternate Election

**Administration Information**

**Company Name:**

**Creator:** EA0331\_JOHNALYNNE

**Offset Notice Number:**

**Response Type:**

**Contact Information**

**First Name:**

**Last Name:**

**Phone:**  **Ext:**

**Fax:**

**Email:**

**Following options are available:**

No data to follow

Data to follow

Required

Reference

Submit
Save
Delete
Close

The Admin tab must be completed for all Offset Notice Response Forms.

Other tabs are dependent on the Response Type chosen.

The **Agreement Number** and **Unique Freehold Well ID** auto populates based on the Offset Notice Number entered.

Once saved, the **Offset Notice Response Form** has been created and its status in “**Work In Progress.**” You may continue to update and save this form until it is submitted.

## OFFSET NOTICE RESPONSE FORM – ADMIN TAB – TECHNICAL CONTACT

**Offset Notice Response Form 445272**

Status: **Work in Progress**

[Offset Document](#)

**Admin**
Review
Alternate Election

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
		( ) - -		X

Add Technical Contact



The **Technical Contact** is an optional field. If it is blank there will be a warning message, but it will not stop the submission of the form.

**1. Select Add Technical Contact(s)**

**2. Enter the Technical Contact information**

## OFFSET NOTICE RESPONSE FORM – ADMIN TAB – DATA SUBMISSION

### Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin
Review
Alternate Election

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input type="text"/>	<input type="text"/>	<input type="text" value="( ) - -"/>	<input type="text"/>	✕

**Following options are available:**

No data to follow

Data being sent by courier or mail (Please reference Offset Number and Agreement Number and must be received within 5 business days of application submission)

Request the return of Seismic Lines

Refer to the data previously submitted on



There may be instances where additional data is required to support the Response Type. The system automatically checks either “No Data to Follow” or “Data being sent by courier or mail”, based on the selected Response Type. You can change this to follow your requirement.

You may also indicate by checking the checkbox for the department to *Request the return of Seismic Lines* and/or to *Refer to the data previously submitted on date*.

**The following slides show the details and more information on different Response Type.**

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPES

The Offset Notice **Response Types** are:

- **Pay**  
The client chooses to pay the offset compensation.
- **Surrender**  
The client chooses to surrender all or a portion of the agreement.
- **Well on Production**  
The Crown well is producing.
- **Review**  
The client requests for the department to review and reconsider the Offset Notice.
- **Extension**  
The client is requesting for an extension to the Offset Notice date.
- **Reinstatement**  
The client did not respond to the original offset notice and their mineral rights were surrendered by the department; therefore, the client is requesting for the agreement to be reinstated.

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - PAY

### Offset Notice Response Form 445405

Status: **Work in Progress**

[Offset Document](#)

**Admin**

**Administration Information**

Company Name:  ▼

Creator: **EA0331\_JOHNALYNNE**

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:  ▼

Comment:

**Contact Information**

▼

First Name:

Last Name:

Phone:  Ext

Fax:



The Pay response type does not require additional information.  
Once the Admin tab is completed this Offset Notice Response Form can be submitted.

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

Admin
Surrender

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

Admin
Surrender

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

Please Select Zone ... (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSLD	QD	QQ
<input type="text"/>						

M	RGE	TWP	SEC	QS/LSLD	QD	QQ

Except for the following:

Productive Zone(s)

Unitized or gas storage zone(s)

Productive Zone(s)\*\*

\*\* Data must be supplied.

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type: Surrender

Comment:

**Contact Information**

First Name:

Last Name:

Phone:

**2. Enter data for the Surrender response type**

**3. (for portion), click "..." to select the Zone**

**3a. Select the Zone**

**3b. Click Select**

**1. Select Surrender as the Response Type**

Admin tab – The ‘Surrender’ tab is automatically displayed when the Response Type of Surrender.



Surrender tab – There is no further data required when “*exactly as outlined in the offset notice*” or “*the referenced agreement,*” is selected.

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER - ADD PORTION LANDS

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

**Admin**
**Surrender**

**Surrender**

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice  
 the referenced agreement  
 a portion of the referenced agreement

BANFF FM ... (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSD	QD	QQ	
<input type="text"/>	<b>Add Land</b>						

M	RGE	TWP	SEC	QS/SLSD	QD	QQ	
5	25	033	19	SW			✕

Except for the following zones:

When “a portion of the reference agreement” is selected, the land key fields are enabled. The land portion of the agreement to surrender must be entered here.



To add more lands, repeat steps 1 and 2 above.

To remove a land key, click “✕” on the land row.

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER - ADD ZONE EXCEPTIONS

### Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

**Admin**
**Surrender**

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

BANFF FM  (Offset Z...

Please enter the land portion of the agreement to su...

M	RGE	TWP	SEC	QS/SLSD	QD	QQ	
5	25	033	19	SW			X
5	25	033	20				X

Except for the following zones:

\*\*

**Add Zone** Remove Zone

Unitized or gas storage zone(s)

**Add Zone** Remove Zone

Productive Zone(s)\*\*

**Add Zone** Remove Zone

\*\* Data must be supplied.

**Submit** **Save** **Delete** **Close**

1. Enter any exceptions for the Zones.

2. Click **Add Zone**

**Select Zone**

- BLUESKY & ROCKCREEK
- BLUESKY FM
- BLUESKY-BULLHEAD
- BLUESKY-BULLHEAD-BELLOU
- BLUESKY-BULLHEAD-SHUNDA
- BLUESKY-DETRITAL
- BLUESKY-GETHING
- BLUESKY-GETHING & BANFF
- BLUESKY-GETHING-BELLOU
- BLUESKY-GETHING-WABAMUN
- BLUESKY-LOWER MANNVILLE
- BLUESKY-PEKISKO
- BOUNDARY MBR

**Select** **Cancel**

3. Select the **Zone**

4. Click **Select**



To add more than one exceptions, repeat steps 1 to 4 above.

To remove a zone from the exceptions, select the zone and click on **Remove Zone**.



## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – REVIEW

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

**Admin** **Review** **Alternate Election**

**Administration Information**

Company Name: ABC COMPANY  
 Creator: EA0904\_JOHNALYNNE  
 Number (optional):  
 Notice Number: 2040535F  
 Permit Number: 0040477010016  
 Hold Well ID: 00/07-17-045-01W4/00  
 Response Type: **Review**   
 Comment:

**Review of Offset Notice**

Please enter a reason for requesting a review:

Please select one or more of the following data options to support the review:

- Well logs with marked formation tops
- Recent Production data
- DST, interpreted pressure data or flow test data
- Seismic with synthetics
- Net pay, Isopach, structural mapping & cross sections
- Geological discussion

Please click save after selecting a file

**Browse...**

**Submit** **Save** **Delete** **Close**

2. Enter the data for the **Review** response type

1. Select **Review** as the Response Type

3. Click **Browse** to select and upload the .PDF file.



It is important to note to click **Save** after selecting a file.

An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – EXTENSION

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

**Admin** | **Extension** | Alternate Election

**Administration Information**

Company Name:	ABC COMPANY
Creator:	EA0904_JOHNALYNNE
Number (optional):	
Notice Number:	2040535F
Element Number:	0040477010016
Reehold Well ID:	00/07-17-045-01W4/00
Response Type:	<b>Extension</b> ✓
Comment:	

**Contact Information**

I request an extension under Section 21(3) of the Petroleum and Natural Gas Tenure Regulation until:  (YYYY/MM/DD)

Please attach an explanation document:  **Browse...**

Please click save after selecting a file

**Submit** | **Save** | Delete | Close

**2. Enter the data for the Well on Production response type**

**1. Select Extension as the Response Type**

**3. Click Browse to select and upload the .PDF file.**



It is important to note to click **Save** after selecting a file.

An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module

## OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – REINSTATEMENT

**Offset Notice Response Form 445406**

Status: **Work in Progress** [Offset Document](#)

**Admin** **Reinstatement** Alternate Election

**Administration Information**

Company Name: ABC COMPANY  
 Creator: EA0904\_JOHNALYNNE  
 Number (optional):  
 Offset Notice Number: 2040535F  
 Reinstatement Number: 0040477010016  
 Freehold Well ID: 00/07-17-045-01W4/00  
 Response Type: **Reinstatement** ✓  
 Comment:

**Contact Information**

First Name: Johnalynne  
 Last Name: Hebert  
 Phone: (780) 422-9245

Please upload your request for reinstatement document:  
  
 Please click save after selecting a file

Upload a statutory declaration document  
 Agree to pay reinstatement penalty of \$5000.00.

Mineral agreement reinstatement decisions with offset obligation(s) are at the Minister’s discretion. It is up to the reinstatement applicant to submit a convincing case, which may include a statutory declaration. The declaration document is a notarized legal document. The applicant is also required to include the \$5,000.00 reinstatement fee payment with the reinstatement request.



An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module.

## OFFSET NOTICE RESPONSE FORM – ALTERNATE ELECTION

Offset Notice Response Form 445406

Status: Work in Progress

[Offset Document](#)

Admin

Reinstatement

Alternate Election

Alternate Election

Please select Pay or Surrender as your alternate election.

I elect to pay offset compensation

I elect to surrender:

exactly as outlined in the offset notice  
 the referenced agreement  
 a portion of the referenced agreement

Please Select Zone  (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSD	QD	QQ	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Add Land"/>
M	RGE	TWP	SEC	QS/SLSD	QD	QQ	

Please enter the land portion of the agreement to surrender:  
Except for the following zones:

Producing Zone(s)\*\*

Unitized or gas storage zone(s)

Productive Zone(s)\*\*

\*\* Data must be supplied.

Enter the Alternate Election



The **Alternate Election** tab is required when the *selected Response Type* is any of the following:

- Well on Production
- Review
- Extension
- Reinstatement

The **Alternate Election** can only be **Pay or Surrender**.

If you elect to surrender, follow the same steps as detailed for Surrender response type.

## OFFSET NOTICE RESPONSE FORM – DELETE

Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

Admin
Reinstatement
Alternate Election

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**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"/>			

**Following options are available:**

No data to follow

Data being sent by courier or mail (Please reference Offset Number and Agreement application submission) 5 business days of application submission)

Request the return of Seismic Lines

Refer to the data previously submitted on



You may delete the form only when it is at the status of **Work In Progress**.

Once it is deleted the status of the Offset Notice Response form is **Client Cancelled**.

The form is converted to read-only with available buttons of **Copy** and **Close**.

**Copy** button is to copy the deleted form and re-enter the required information.

1. Click Delete

## OFFSET NOTICE RESPONSE FORM – SUBMIT

### Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

Admin
Review
Alternate Election

**Administration Information**

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

**Contact Information**

First Name:

Last Name:

Phone:

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone
<input type="text" value="Mr. Williams"/>	<input type="text" value="Engineer"/>	<input type="text" value="(999)999-999"/>
Add Technical Contact		

Following options:

No data to follow

Data being sent by courier or mail (Please reference Offset Number and Agreement Number and must be included in application submission)

Request the return of Seismic Lines

Refer to the data previously submitted on

Once all pertinent information has been entered, you can submit the Offset Notice Response Form.



The system will perform a validation to ensure all mandatory data has been provided.

Upon successful submission, the status is updated to **Submitted**.

Once the form is submitted, it cannot be modified or deleted.

**Message from webpage** ✕

? Are you sure you want to Submit Application?

OK
Cancel

1. Click **Submit**

2. Click **OK**

**OFFSET NOTICE RESPONSE FORM – LIFECYCLE****Work In Progress**

ETS Request status at the initiation stage of the request.

**Submitted**

The status changes to Submitted once the request was successfully submitted.

**Processing**

Once it successfully submitted, the ETS request is now received in our internal applications for further review to determine the approval or denial of the Offset Notice Response.

**Completed**

When the internal review is completed, a letter is uploaded to ETS confirming the approval or denial of the offset response or request for further information/detailed data.

## OFFSET NOTICE RESPONSE FORM – WORK IN PROGRESS SCREEN

### Work in Progress

**Type:**  **Request Number:**   
**Start Date:**  **End Date:**   
**Status:**   
**Comment:**

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
445272	Offset Response Form		Submitted	Report: Pdf Denial: Final:	2020/10/09 14:18:29	EA0331_JOHNALYNNE
445376	Offset Response Form		Client Cancelled	Report: Denial: Final:	2020/10/09 14:17:08	EA0331_JOHNALYNNE
445405	Offset Response Form		Processing	Report: Pdf Denial: Final:	2020/10/09 14:17:04	EA0331_JOHNALYNNE
445404	Offset Response Form		Work in Progress	Report: Denial: Final:	2020/10/06 10:43:39	EA0331_JOHNALYNNE
445270	Offset Response Form		Completed	Report: Pdf Denial: Pdf Final: Pdf	2020/10/05 15:30:01	EA0331_JOHNALYNNE

Page 1

The Work in Progress screen contains all different status depending on the state of each ETS Request.

*Continued on the next slide...*

- ETS Home
- About ETS
- Contacts
- Request Status
- Unit Agreement Exhibit A
- Offset
  - Response Form
  - Authorizations
  - Work In Progress
- Account
- Encryption
- User Training



## OFFSET NOTICE RESPONSE FORM – WORK IN PROGRESS STATUS

### **ETS Request Status:**

#### **Work in Progress**

The creator can modify and save the form.

#### **Client Cancelled**

The creator has Deleted the form. The request is now converted to read-only and cannot be modified.

#### **Submitted**

The creator or submitter has Submitted the form. The request is now converted to read-only and cannot be modified.

#### **Processing**

The form has been received and validated by the department's internal systems and is undergoing the review process.

#### **Completed**

The department completed the internal review process. The decision is communicated through letters which are uploaded to ETS Request # under Work in Progress.

#### **Rejected**

Internal applications has rejected the form due to validation/edit checks.

CONCLUSION

*Congratulations!*

You have completed the  
Offset Notice Response Form  
Online Training Course

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)

