

# ETS Submission Process for New Project Applications

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Prepared by Alberta Energy for  
Oil Sands Royalty Business Training  
June 14, 2022

# Disclaimer

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# Important Documents

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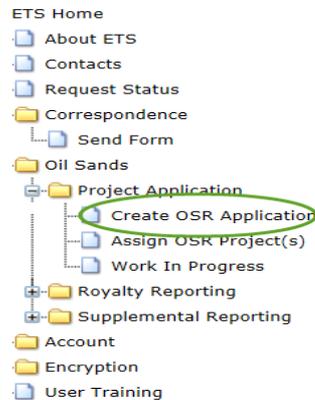
- Before beginning a New Project Application, consult the “OSR New Project Application Checklist”, which can be found on the Energy website:  
<https://www.alberta.ca/oil-sands-forms.aspx>

## Applications and checklists

- [Introduction to the Oil Sands Royalty \(OSR\) application process](#)↓, (PDF, 239 KB)
  - [Introduction to the cost allocation process](#)↓, (PDF, 590 KB)
  - [OSR new project application checklist](#)↓, (PDF, 179 KB)
  - [OSR project amendment application checklist](#)↓, (PDF, 180 KB)
  - [Economic evaluation data requirement](#)↓, (PDF, 231 KB) (for new applications, amendments and project amendments) [Excel](#)↗ (XLSX, 215 KB)
  - [Prior net cumulative balance](#)↓, (PDF, 231 KB): summary, capital cost detail, operating cost detail, revenue detail  
- updated February 2, 2012. [Excel](#)↗ (XLSX, 471 KB)
- Also, make sure to have filled out the required Economics and PNCB data forms to be included in the ETS application.

# New Project Application Submissions

- ETS user accounts for each company is setup by their Site Administrator. OSR Applications require form type 'Oil Sands- Project Application' and assignment of roles.
- Roles: Coordinator assigns OSR Projects and new Project Applications within the company. Creator creates applications. Submitter submits applications.
- Training module available here:  
[https://training.energy.gov.ab.ca/Courses/Oil\\_Sands\\_Roles.pptx](https://training.energy.gov.ab.ca/Courses/Oil_Sands_Roles.pptx)
- Sign in to the ETS website: <https://ets.energy.gov.ab.ca/>



- **For new applications, click Create OSR Application**

- **You can access applications that are currently in progress with the Work In Progress node**



# ETS Front Page

- Check to make sure the correct company ID and User name is shown on the first tab.
- Work left to right on the tabs, some tabs depend on information entered in previous tabs/sections.

Note: The tabs are not auto-save, remember to click “Save” before moving on to other tabs.

**OSR Project Application**

Project Name: \_\_\_\_\_ App. Type: \_\_\_\_\_  
Ref. Number(s): \_\_\_\_\_  
Operator: \_\_\_\_\_  
[OSR Project Application Rules](#)

**Request** | Project(s) | Owner | Operator | Proj. Desc. | PNCB | Economic | Document | Roles | Submit

Created By: EA0695\_USER1  
Status: Work in Progress  
Business Associate Id: A6K5 - COMPANY ABC LTD.

◀ **Save** Delete Application Close ▶

[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

# ETS Front Page (cont'd)

- Once "Save" is clicked, some additional information becomes available

Error report that can be viewed at any time throughout the Application Process. Errors MUST be fixed to submit the application; warnings just need follow up.

You can save a PDF copy of your application through this link; recommended before submission

ETS# that Alberta Energy will use to refer to your Project throughout the ETS Application phase

**OSR Project Application** 363608

Project Name: App. Type:  
Ref. Number(s):  
Operator:  
[OSR Project Application Rules](#) [Warning/Error Report](#) [OSR Project Application Report](#)

**Request** Project(s) Owner Operator Proj. Desc. PNCB Economic Document Roles Submit

Created By: EA0695\_USER1  
Status: Work in Progress  
Business Associate Id: A6K5 - COMPANY ABC LTD.

Save Delete Application Close

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# Project Tab

- New – What we will be looking at today
- Amendment – Expansion - Generally for addition of lands
- Amendment – Other - Generally for most other amendment applications
- Amalgamation – For the joining of 2 or more projects

The screenshot displays the 'OSR Project Application' web interface. At the top, a blue header bar contains the text 'OSR Project Application' and the number '363608'. Below this, there are input fields for 'Project Name:', 'Ref. Number(s):', and 'Operator:'. To the right, there is an 'App. Type:' label. Three blue links are visible: 'OSR Project Application Rules', 'Warning/Error Report', and 'OSR Project Application Report'. A horizontal menu bar contains several tabs: 'Request', 'Project(s)', 'Owner', 'Operator', 'Proj. Desc.', 'PNCB', 'Economic', 'Document', 'Roles', and 'Submit'. The 'Project(s)' tab is selected. Below the menu bar, the 'Application Type:' dropdown menu is open, showing four options: 'New', 'Amendment - Expansion', 'Amendment - Other', and 'Amalgamation'. The 'New' option is highlighted. To the right of the dropdown, there are 'Create Application' and 'Close' buttons. At the bottom of the interface, there are links for 'Feedback' and 'Help', and a copyright notice: 'Copyright © 1999 Government of Alberta'.

# Project Tab (cont'd)

- Project Name: Choose something unique to your company. This will be what your project is referred to if/when the Project is approved.

**OSR Project Application****363608**

Project Name: App. Type:  
Ref. Number(s):  
Operator:

[OSR Project Application Rules](#)      [Warning/Error Report](#)      [OSR Project Application Report](#)

Request	<b>Project(s)</b>	Owner	Operator	Proj. Desc.	PNCB	Economic	Document	Roles	Submit
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Application Type:

Project Name:

◀SaveDelete ApplicationClose▶

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[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

# Owner Tab

- Total ownership must equal 100% or you will get an error. Remember to upload an Operating Agreement if you are operating on behalf of someone else.

Owner(s)	Ownership %	Delete
A6K5 - COMPANY ABC LTD.	100.00	<input type="checkbox"/>

Upload Operating Agreement:

- Enter your contact info, or if you've been here before, select your name from the drop down list to auto-fill the boxes.
- Click the “Operator same as owner” box if that’s true and the information on the next tab, “Operator”, will be auto-filled.

Operator same as owner

- Remember to click “Save” before moving on 😊\*

# Project Description Tab

- Project Overview & Development Plans: Either type your information into the box or upload a document
- If you choose to upload a document, it will be renamed to include the ETS tracking #

The screenshot displays the 'OSR Project Application' interface for application number 388872. The project name is 'Wonderful Oil Sands Project' and the application type is 'New'. The interface includes a navigation menu with tabs for Request, Project(s), Owner, Operator, Proj. Desc., PNCB, Economic, Document, Roles, and Submit. The 'Proj. Desc.' tab is active, showing a section for 'Project Overview & Development Plans'. This section contains a text input area with a 4000-character limit and an option to upload a document. A document named 'R00388872.ProjectOverview.DOCX' is currently uploaded, with a 'Replace' button next to it. The interface also features a sidebar with various project-related categories and a bottom navigation bar with 'Save', 'Delete Application', and 'Close' buttons.

**OSR Project Application** 388872

Project Name: Wonderful Oil Sands Project App. Type: New

Ref. Number(s):

Operator:

[OSR Project Application Rules](#) [Warning/Error Report](#) [OSR Project Application Report](#)

Request Project(s) Owner Operator **Proj. Desc.** PNCB Economic Document Roles Submit

**Project Overview & Development Plans**

Provide Project Overview and Development Plans by entering text in the area below or by attaching the file using the browse option. Maximum 4000 characters for textbox.

AER Approvals

Lands

Wells

Upload Project Overview and Development Plans document: [R00388872.ProjectOverview.DOCX](#)

Agreements & Mineral Rights

Operations

Facilities

Capital Assets

# Project Description Tab (cont'd)

- AER Approvals: Input the AER Scheme Approval number. It will automatically update to the most current scheme.

Note 1: You do not need to apply for everything covered in the most current scheme, Alberta Energy just uses the most up to date scheme approval # because old ones are rescinded.

Note 2: If you have a scheme approved in the same month as when you are applying for the New Project, you may choose the older one in order to get the correct Effective Date.

- You will need to include the associated scheme approval document. AER Scheme Applications may be sent via USB, CD/DVD,...

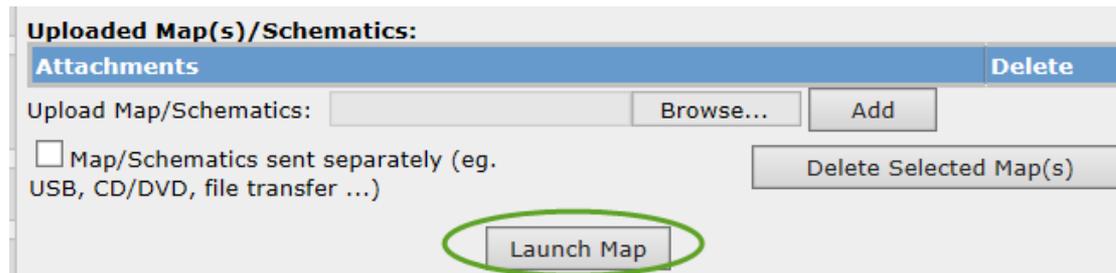
The screenshot shows a web interface for project management. On the left, there is a navigation menu with 'Project Overview & Development Plans' selected. The main content area is titled 'Current Application - Added Scheme(s):'. It contains a table with the following data:

Scheme #	AER Approval Document	Effective Date	Delete
55510 A	<a href="#">R00388872.55510A.ERCBAApproval.PDF</a>	2016/12/12	<input type="checkbox"/>

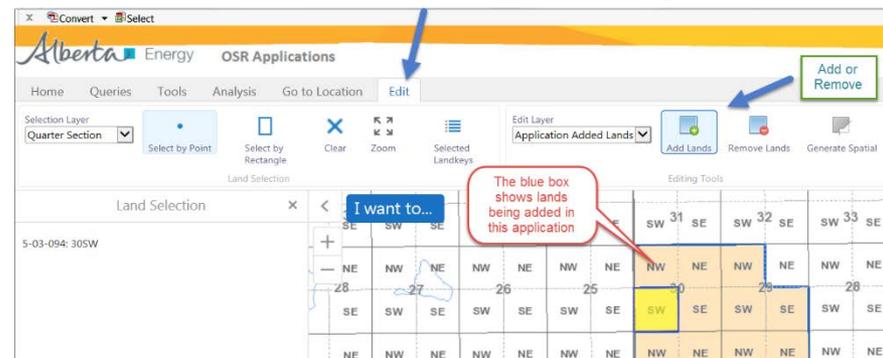
Below the table, there is a 'Scheme:' input field, 'Add' and 'Cancel' buttons, and a checkbox labeled 'AER Scheme Applications sent separately (eg. USB, CD/DVD, file transfer ...)'. A 'Delete Selected Scheme(s)' button is located at the bottom right of the table area.

# Project Description Tab (cont'd)

- Once you have entered the scheme and clicked “Save”, the associated lands will be available for viewing via the “Launch Map” button



- All available lands from the added Scheme will be automatically added.
- If there are lands listed that you do not want included, use the map tools to remove them.
- If there are lands you want added, use the map tools to add them.



# Project Description Tab (cont'd)

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- Lands: Lands being included by this application will be shown here. Confirm this is correct.
- Wells: Wells associated with the OSR Application lands will be listed in the well report. The well screen displays explicit well information (e.g. Off Project Lands).  
Note: Upon project approval, subsequent wells where the bottom/surface location are not entirely on project lands will not be added to the project; such wells will be reviewed once they are brought to the Department's attention.
- Agreements & Mineral Rights: Confirm the agreements are correct and aren't expiring soon.
- Operations: Confirm the recovery method in the Scheme is correct. Select your product - Clean Crude Bitumen, Blend, or Synthetic Crude Oil.
- Facilities: this screen is for explicit facilities (e.g. Off Project Lands).
- Capital Assets: Include a list of all Capital Assets being included with this project. You can upload a document.

# PNCB Tab

- This is where you will add the PNCB spreadsheet that is found on the Energy website. We need you to use our templates so that we can upload the information into our databases.
- Include the PNCB Data (if applicable) and any supporting data for the PNCB. You can also send additional files by USB, CD/DVD...

The screenshot displays a web application interface with a top navigation bar containing tabs: Request, Project(s), Owner, Operator, Proj. Desc., **PNCB**, Economic, Document, Roles, and Submit. The main content area is divided into two sections:

- PNCB Data:** Includes radio buttons for "Not Applicable" and "Upload Excel File" (which is selected). Below the "Upload Excel File" option is a link to "R00363608.PNCB.xls" and a "Replace" button.
- PNCB Supporting Data:** Features a table with the following structure:

Attachments	Delete
<a href="#">R00363608.PNCBSupporting1.XLSX</a>	<input type="checkbox"/>

Below the table is an "Upload Excel File:" section with a "Browse..." button, "Add" and "Delete Selected File(s)" buttons, and a checkbox for "File to be sent on CD".

At the bottom of the interface are navigation arrows and buttons for "Save", "Delete Application", and "Close".

# Economic Tab

- If applicable to your application, please upload the required Economics data spreadsheet. The template can be found on the Energy website.

## Applications and checklists

- [Introduction to the Oil Sands Royalty \(OSR\) application process](#) ↓ (PDF, 239 KB)
- [Introduction to the cost allocation process](#) ↓ (PDF, 590 KB)
- [OSR new project application checklist](#) ↓ (PDF, 179 KB)
- [OSR project amendment application checklist](#) ↓ (PDF, 180 KB)
- [Economic evaluation data requirement](#) ↓ (PDF, 231 KB) (for new applications, amendments and project amendments) [Excel](#) [↗] (XLSX, 215 KB)
- [Prior net cumulative balance](#) ↓ (PDF, 231 KB): summary, capital cost detail, operating cost detail, revenue detail  
- updated February 2, 2012. [Excel](#) [↗] (XLSX, 471 KB)

Request	Project(s)	Owner	Operator	Proj. Desc.	PNCB	<b>Economic</b>	Document	Roles	Submit
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Provide Economic Evaluation data using one of the following options:

Upload Excel File [R00363608.Economic.xlsx](#)

Not Applicable

**Note:** If you are submitting an Economic Evaluation spreadsheet with this application, you are required to submit a Reserves Report. Please ensure that the Reserves Report and supporting files are attached in ETS (under the "Document" tab), or emailed to Alberta Energy. Without this information, your application cannot be deemed complete. Files can be emailed to: [OSRApplications.Energy@gov.ab.ca](mailto:OSRApplications.Energy@gov.ab.ca)

◀    ▶

# Document Tab

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- This tab can be used to submit any additional information to support the application
- Most file formats accepted
- There is a 10 MB limit per file
- This tab must be used to submit class 3 estimate related documentation when required
- This tab must be used to submit a 3<sup>rd</sup> party reserves report when an economic evaluation spreadsheet is required.

Request Project(s) Owner Operator Proj. Desc. PNCB Economic **Document** Roles Submit

**Additional Documents** Delete

Delete Selected File(s)

Upload File:  Browse... Add

Save Delete Application Close

[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

# Roles Tab

- If you are both Creator and Submitter for this application, add your user id as the Submitter; otherwise add the user id who will be submitting on your behalf.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Request, Project(s), Owner, Operator, Proj. Desc., PNCB, Economic, Document, Roles (highlighted in blue), and Submit. Below the navigation bar is a form with four sections, each with a blue header and a white input field with a dropdown arrow and an 'Add' button:

- Creator:** Input field with dropdown arrow and 'Add' button.
- Viewer:** Input field with dropdown arrow and 'Add' button.
- Submitter:** Input field containing 'EA0695\_USER1' with a 'Delete' button to its right, followed by a dropdown arrow and an 'Add' button.
- Delegate:** Input field with dropdown arrow and 'Add' button.

At the bottom of the form are three buttons: 'Save', 'Delete Application', and 'Close', flanked by left and right navigation arrows.

- If any other user requires access to this application (manager, coworker, etc), make sure to add these other users to the respective role. For example, if you are going to be away and a coworker will be taking over this application while you're gone, add them here.

# Submit Tab

- We made it! This is the final tab. Upload a signed Authorization Letter here. Also include any additional notes you think we may find useful.
  - Whether or not additional info is being sent separately
  - Something referring to any warnings you have with the submission
  - Comments about the errors (even though you had to fix them for submission)
  - Etc.
- Remember to click “Submit”!

Request Project(s) Owner Operator Proj. Desc. PNCB Economic Document Roles **Submit**

**NOTE: Submissions made after 4:30 PM will be processed on the next business day.**

**Upload Signed Authorization Form:** [R00363608.AuthorizationForm.PDF](#)

Briefly describe or note any specific information or instructions pertaining to the submission of the application.  
Maximum 4000 characters for textbox.

# Submit Tab

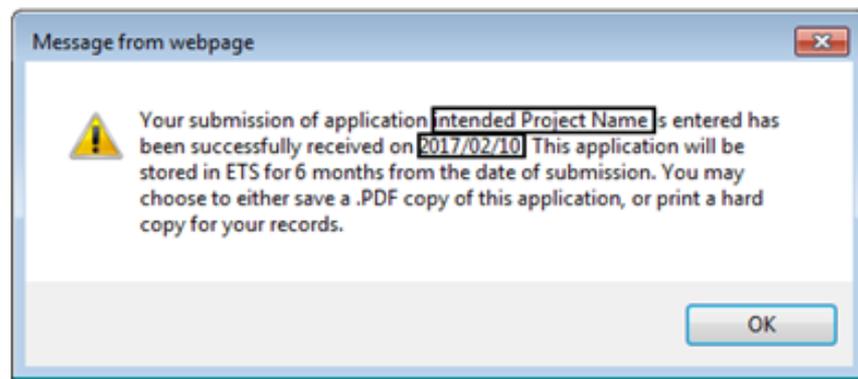
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- Validations may return Errors and/or Warnings.
  - Warnings: Can be left for submission
  - Errors: Must be fixed prior to submission
- Where there are warnings only, you may continue to complete the submission, or cancel and make further changes.

The screenshot displays a web interface for an OSR Project Application. At the top, there are three navigation links: "OSR Project Application Rules", "Warning/Error Report", and "OSR Project Application Report". Below these links, a "Warning(s)" section contains two messages: "- Added Scheme ##### has effective date in current month, submitted application date will be affected" and "- Agreement ##### participants differ from the Project Owners." A horizontal menu below the warnings includes tabs for "Request", "Project(s)", "Owner", "Operator", "Proj. Desc.", "PNCB", "Economic", "Document", "Roles", and a "Submit" button. A large grey dialog box is centered on the screen, containing the text: "There are warnings related to your application. Are you sure you want to continue with your submission?". Inside this dialog box, the "Continue" and "Cancel" buttons are circled in red. At the bottom of the page, there are four buttons: "Submit", "Save", "Delete Application", and "Close", flanked by left and right navigation arrows.

# Submit Tab

- A confirmation message should appear once the application has been recorded as submitted.



- Recently submitted applications may be found under the Work In Progress option using the status 'submitted'.

ETS #	Project Name	Status	Files	Last Updated YYYY/MM/DD	Last Modified By	Creator
389356	intended Project Name is entered	Submitted	Report: Pdf Warning: Pdf Well: Pdf PNCB: xlsx Economic: xlsx	2017/02/10 17:29:02	DD	DD

# Additional Information

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- Remember to check your Error/Warning report before submitting
  - Warnings: Can be left for submission
  - Errors: Must be fixed prior to submission
- You may save a copy of your application using the “OSR Project Application Report” link

[OSR Project Application Rules](#)

[Warning/Error Report](#)

[OSR Project Application Report](#)

Contact the ETS Help Desk with any other questions:

**ETS Help Desk**

Email: [ets@gov.ab.ca](mailto:ets@gov.ab.ca)

Phone: 1 (877) 415-2009

**Oil Sands Royalty Application**

Oil Sands Royalty Application helpline

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

**Hours of Operation:**

8:00 AM to 4:00 PM on Mondays – Fridays

8:00 AM to 9:00 PM on the last three days of the month

Phone: (780) 638-1345

# New Process for Approval Documents

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- For enhanced security, as of June 17, 2022, the signed Cover Letter and signed Ministerial Order for approved OSR Project applications will be transmitted via the Electronic Transfer System (ETS) in lieu of email.
- Information bulletin to be released in June 2022 that will detail the steps.

# Please note:

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- Approval documents will **only** be sent to the **Primary Owner** (main owner, main lessee) of the OSR Project and only to those ETS users that have the OSR Project application form type and assigned a role: **Site Administrator, Coordinator, Creator, or Submitter**.
- When an OSR project is created or amended (i.e. approved OSR Project applications and partial revocations) the signed Cover Letter and signed Ministerial Order will be sent through ETS for retrieval.
- In situations where an OSR project is not created or amended (i.e. denied applications, withdrawals, stand-alone cost allocations, full project revocations and clerical ministerial amendments), OS Project Engineering team will be in contact with the submitter.
- Do **not** store approval documents in your ETS account. Documents will be removed from the ETS system per the set scheduling.

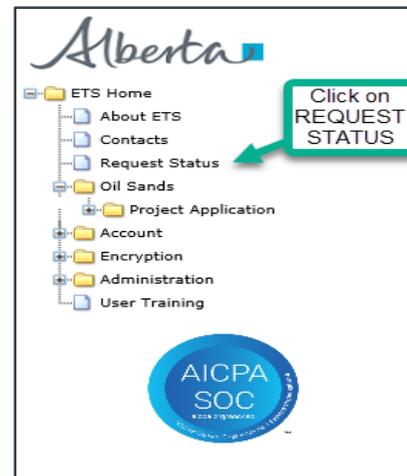
# NEW Process for Approval Documents

- Notification email will be sent upon the completion of the OSR project

The review of OSR Project Application R#### has been completed and Oil Sands Royalty Approval OSR#### has been issued. The cover letter and Ministerial Order for this approval are now available in ETS account EN##### under Request Status node. The request number is #####.

Do not reply to this e-mail. If you have any question or concern, please contact the engineer on the Oil Sands Royalty Application or Oil Sands Royalty Applications at [osrapplications.energy@gov.ab.ca](mailto:osrapplications.energy@gov.ab.ca).

- Login into ETS
- Click on Request Status



# NEW Process for Approval Documents

- Choose Form type: OSR Project Application Signed Documents

The screenshot displays a web application interface titled "Request Status". It features a search form with the following fields:

- Form:** A dropdown menu with the selected value "OSR Project Application Signed Docume". A green callout box with an arrow pointing to this dropdown contains the text: "Scroll Form type to: OSR Project Applications Signed Documents".
- Request #:** An empty text input field.
- Start Date:** A date input field containing "2022/04/13".
- End Date:** A date input field containing "2022/05/13".
- Status:** A dropdown menu.
- Creator:** A dropdown menu.
- File Name:** An empty text input field.
- Comment:** An empty text input field.

Below the search form are five buttons: "Retrieve" (highlighted in light blue), "Select All", "Unselect All", "(Un)Delete", and "Pickup".

At the bottom of the interface is a table header with the following columns: "#", "Sel", "Form", "Input File/Comment", "Status", "Date YYYY/MM/DD", "Cost", "Output Files", and "Creator".

# NEW Process for Approval Documents

- Click on Retrieve. The output files will be a Signed Cover Letter PDF file and a Signed Ministerial Order PDF file.

**Request Status**

Form: OSR Project Application Signed Docume Request #:

Start Date: 2022/04/13 End Date: 2022/05/13

Status:  Creator:

File Name:

Comment:

**Click on RETRIEVE**

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
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# NEW Process for Approval Documents

- Open and save the output files. The output files are not stored indefinitely in ETS and will be removed per the set ETS scheduling.

**Request Status**

Form: OSR Project Application Signed Docume Request #:

Start Date: 2022/02/25 End Date: 2022/05/26

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
473775	<input type="checkbox"/>	OSR Project Application Signed Documents	OSR165	COMPLETED	2022/05/25		Signed-Cover-Letter(PDF) Signed-MO(PDF)	EA0356

Page 1

Output Files

# Questions?

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# OSR PROJECT APPLICATION TIPS - OASIS

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## **Timelines:**

- The Alberta Department of Energy submission date will be considered the official date of receipt of the project application.
- A day is from 8:00:00 a.m. of that morning to 7:59:59 a.m. the next morning according to the Alberta Department of Energy system.

## **Tips on Submitting a Project Application:**

- Project Amendment – Application type ‘Amalgamation’ can only include existing approved projects.
- Project Amendment – Application type ‘Other’ applications requires a description entry.
- A New Project name must be unique within the operator’s existing projects.
- New Project applications can only be created by the owner.
- A choice of Yes or No is required for the options Application in the Alternative and the option to Include all Pending Application(s)
- Total ownership percentage must equal 100.00%

# OSR PROJECT APPLICATION TIPS - OASIS

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- Changes to ownership must be accompanied by a copy of the Operator Agreement.
- A New Project application which is a Qualifying Joint Venture must include a copy of the Joint Venture Agreement document.
- Project Amendments which are changed to be a Qualifying Joint Venture must include a copy of the Joint Venture Agreement.
- Only owners can add or remove lands in a project.
- Components of an OSR project should be are no more than 50 km apart.
- Wells cannot be located in more then one project.
- Lease participants must be the same as the Project Owners; otherwise, proof of lease control must be provided.
- A product of either Bitumen, Blend, or SCO must be included in the Oil Sands Product List

# OSR PROJECT APPLICATION TIPS - OASIS

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- A description is required if 'Metal' or 'Other' is included in the Oil Sands Product List
- Project Overview and Capital Asset Information may be uploaded; otherwise text entry is required.
- Only certain types of attachments are allowed in the application. Generally accepted types of attachments allowed are .DOC, .XLS, .PDF, .JPEG, .BMP, .TIF and .TXT but not all attachment types are available for each area.
- The template for the Economic Evaluation Spreadsheet is found on the Alberta Energy website. When uploading this Excel file into the application, the file template must not be altered.
- All errors within the application must be cleared before submission

## **Confirmation of Receipt:**

- Upon successful submission of the Application, an automated time stamped response will be generated confirming

# OSR PROJECT APPLICATION TIPS - OASIS

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## Links – Help Submitting an Application:

- [ETS Home Page](#)
- [ETS Training – How to submit an online application](#) (scroll to “Project application submissions in ETS”)
- [OSR Application Requirements and Checklist](#) (scroll to “Royalty Project Application Forms” section)
- [Oil Sands - Forms and Templates](#)

## Links – General Oil Sands Royalty Regime Information

- [Oil Sands Royalty Guidelines](#)
- [Oil Sands Regulations](#), includes the [Oil Sands Royalty Regulation, 2009](#), and the [Oil Sands Allowed Costs \(Ministerial\) Regulation](#)
- [Oil Sands Information Bulletins](#)