



**Enhanced Approval Process (EAP) Manual  
(as amended by the Disposition Management Process)**

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June 19, 2017

## Revision History

Version Date	Description
September 1, 2010	First release of the manual without the appendices.
October 27, 2010	<ul style="list-style-type: none"> <li>• Added appendices.</li> <li>• Included more information in table of contents contains for quick referencing.</li> <li>• List of related documents added.</li> <li>• First Nations Consultation information updated.</li> <li>• Enhanced explanation of Standard and non-standard.</li> <li>• TFA detail added.</li> </ul>
May 30, 2011	<ul style="list-style-type: none"> <li>• Updated form names in List of Forms section.</li> <li>• Added revision history table.</li> <li>• Added Standard Operating Procedures and links to the documents.</li> <li>• Changed names of Integrated Standards and Guidelines (IS&amp;G) documents to exclude reference to upstream oil and gas.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 1               <ul style="list-style-type: none"> <li>○ Added Section 1.1 – Introduction.</li> <li>○ Added table to clarify scope of the EAP in Section 1.3.</li> <li>○ Added Section 1.6 – Using This Manual.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 2 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Added reference to the Applicant Appeal Standard Operating Procedure (SOP).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 3 – Revised for clarity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 4               <ul style="list-style-type: none"> <li>○ Revised Section 4 to provide clarity and additional information on the LAT and LAT reports.</li> <li>○ Updated Figure 5 to show that.</li> <li>○ LAT reports include all applicable provincial and sensitivity section approval standards and operating conditions, and</li> <li>○ The disposition document goes up to schedule E only.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 5 – Revised for clarity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 6 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Added Section 6.1 – Associated Dispositions, outlining the applicant’s responsibility to manage disposition applications.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 7               <ul style="list-style-type: none"> <li>○ Included additional information around application preparation.</li> <li>○ Added Section 7.1 – Data Integrity, identifying why clients can not apply for sites with access under a combined disposition.</li> <li>○ Added Section 7.2 – Plan Information.</li> <li>○ Included additional information in Section 7.3 around planning for temporary incidental activities.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 8 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Described the non-standard application processing process.</li> <li>○ Added reference to the Field Referral of Interim Submission SOP.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 9 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Review of Interim Submissions SOP; Field Referral for Interim Submissions SOP.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Section 10 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Added reference to the Applicant Appeal SOP.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 11 – Updated references to the Temporary Field Authorization Guideline.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 12 – Revised to reflect site entry notification requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 13               <ul style="list-style-type: none"> <li>○ Added to provide details on disposition cancellations and expiries.</li> <li>○ Referenced the Disposition Cancellation and Expiries SOP.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 14 – Revised for clarity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 15 – Revised for clarity.               <ul style="list-style-type: none"> <li>○ Added references to technical and administration processing SOPs.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 16 – Added information about making changes to long term dispositions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 17 – Updated.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 18 – Added details for PCS, LAT, and EDS.</li> </ul>
	<ul style="list-style-type: none"> <li>• Section 19 – Updated the continuous improvement process.               <ul style="list-style-type: none"> <li>○ Updated the Glossary.</li> <li>○ Update appendices. Specific process flow charts have been incorporated into Standard Operating Procedures.</li> </ul> </li> </ul>
June 20, 2011	<ul style="list-style-type: none"> <li>• Section 7               <ul style="list-style-type: none"> <li>○ Clarified section 7.3 to outline the requirements for incidental activities identified on an application plan that may be approved under a Short Term Disposition.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Section 14               <ul style="list-style-type: none"> <li>○ Provided more detailed information in section 14.2 around final submission requirements including the attachment of new LAT Reports and Application Supplements.</li> </ul> </li> </ul>
Dec 1, 2012	Major revisions throughout document. Consolidation and integration of policy changes since June 2011, including simplified process map.
April 1, 2013	<ul style="list-style-type: none"> <li>• Section 2.1 – Updated to reflect the change in process for the clearance of reservations/notation.</li> <li>• Section 4.0 – Referenced requirement to contact reservation holder.</li> <li>• Glossary updated.</li> </ul>
April 28, 2017	<ul style="list-style-type: none"> <li>• Updated introduction statement and scope of the EAP.</li> <li>• Removal of application process details and referred applicants to the updated disposition management process available on AEP's website.</li> </ul>
June 19, 2017	<ul style="list-style-type: none"> <li>• Added AER Logo to the document.</li> </ul>

## 1.0 Introduction and Alignment with Formal Disposition Management Process

The Enhanced Approval Process (EAP) Manual has been amended to ensure alignment with the Formal Disposition Management Process. The Formal Disposition Management Process and the amended EAP Manual come into effect April 28, 2017 and impact application requirements and process for new and amendment application submissions for dispositions (excluding agricultural dispositions) on public land managed by Environment and Parks (AEP) and the Alberta Energy Regulator (AER).

The Formal Disposition Management Process includes merging and aligning various disposition application process streams, including EAP into one disposition management approach to create a streamlined, efficient and effective process that enables and supports competitiveness and sustainable resource development.

As such, this manual was amended to align with the Formal Disposition Management Process.

## 2.0 Scope of the EAP

The AER has authority under the *Responsible Energy Development Act* and its regulations to regulate the disposition and management of public lands in respect of energy resource activities. In particular, the AER has authority to consider and decide application under the *Public Lands Act* and regulations for the use of public land in respect of energy resource activities.

Only applications to the AER for certain formal dispositions under the *Public Lands Act* and regulations are included within the EAP. Specifically, all applications to the AER for the formal dispositions identified in Table 1 below are considered within scope of the EAP.

Table 1: AER Formal Disposition Applications within Scope of EAP

Formal Disposition Type	Purpose	Activity
LOC	Access	Class II - All Weather or Dry
LOC	Access	Class III - All Weather or Dry
LOC	Access	Class IV - Frozen / Dry Conditions
LOC	Access	Class V - Frozen
LOC	Access	Class VI - Frozen
LOC	Bed and Shore	Anchor (Waterbody)
LOC	Bed and Shore	Boat Launch
LOC	Bed and Shore	Bridge
LOC	Bed and Shore	Culvert Crossing
LOC	Bed and Shore	Dredging / Trenching
LOC	Bed and Shore	Dyke / Flood Prevention Berm
LOC	Erosion Protection	Upland Erosion Protection
LOC	Pipeline	Fresh Water
LOC	Pipeline	Produced or Waste Water
LOC	Research, Monitoring and Education	Water Observation / Monitoring - Industrial Use

<b>Formal Disposition Type</b>	<b>Purpose</b>	<b>Activity</b>
LOC	Water Diversion	Drainage or Irrigation Ditch
LOC	Water Diversion	Outfall
LOC	Water Diversion	Water Intake / Supply Line
LOC	Water Diversion	Water Reservoir
MLL	PNG or OS Facility	Compressor Site
MLL	PNG or OS Facility	Gas Processing Plant
MLL	PNG or OS Facility	Gas Processing Plant - Sulphur Recovery
MLL	PNG or OS Facility	Satellite Site
MLL	PNG or OS Facility	Transport Facility
MLL	Research, Monitoring and Education	Heave Monuments
MLL	Research, Monitoring and Education	Piezometer
MLL	Research, Monitoring and Education	Water Observation / Monitoring
MLL	Research, Monitoring and Education	Water Observation / Monitoring - Industrial Use
MLL	Storage	Industrial
MLL	Storage	Stockpile
MLL	Water Well	Observation
MLL	Water Well	Production
MSL	Drilling Waste Disposal	Remote Sump
MSL	PNG or OS Facility	Compressor Site
MSL	PNG or OS Facility	Gas Processing Plant
MSL	PNG or OS Facility	Gas Processing Plant - Sulphur Recovery
MSL	PNG or OS Facility	Oil/Bitumen Battery Site
MSL	PNG or OS Facility	Satellite Site
MSL	Wellsite	Disposal
MSL	Wellsite	Experimental
MSL	Wellsite	Injection
MSL	Wellsite	Observation
MSL	Wellsite	OS - Cold Production
MSL	Wellsite	PNG Production (MW)
MSL	Wellsite	PNG Production (SW)
MSL	Wellsite	Storage Well
PIL	Pipeline Installation	Cathodic Protection / Anode Bed
PIL	Pipeline Installation	Compressor Station (Sales Line)
PIL	Pipeline Installation	Header or Riser Site
PIL	Pipeline Installation	Heater Site
PIL	Pipeline Installation	Meter Station Site
PIL	Pipeline Installation	Pumping Station
PIL	Pipeline Installation	Separator Site

<b>Formal Disposition Type</b>	<b>Purpose</b>	<b>Activity</b>
PIL	Pipeline Installation	Tank Farm
PIL	Pipeline Installation	Valve Site
PLA	Pipeline	Cathodic Protection / Anode Bed
PLA	Pipeline	Multiple Pipeline ROW
PLA	Pipeline	PNG / OS Pipeline
RVC	Fire Hazard Management	Fireguard
RVC	Vegetation Control	Vegetation Control

All applications to the AER for formal dispositions not specifically identified above in Table 1 are excluded from and out of scope of the EAP.

If applicants choose not to meet one or more approval standards when making an application to the AER referred to in Table 1 as detailed in the Master Schedule of Standards and Conditions (details of requirements outlined on AEP's website) for the proposed project and identified in the LAT2 Report, such applications are excluded from and out of scope of EAP.

### **3.0 Application Processes**

All formal disposition applications within the scope of this manual must meet the requirements and adhere to the process outlined within the Formal Disposition Management Process which is available on the AEP website.