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| Electronic Disposition System – Surface Material Annual Returns | Lands Division Land Management Branch |
| Information Letter IL 2011-08 | October 17, 2011 |

Purpose

To continue implementing the new required common reporting date for Annual Returns (AR) and Annual Operating Reports (AOR), Sustainable Resource Development has enhanced the Electronic Dispositions System (EDS) to electronically accept the submission of Annual Return AR and Annual Operating Reports (AOR). For the First phase, target date Nov 13, 2011, EDS will be accepting AR submission. The Annual Operating Report (AOR) will be implemented in the second phase.

The automation of these reports will better serve the industry in a more efficient and effective manner.

Background

The submission of an AR has been a manual process for many years. Effective December 31, 2010, SML holders are required to submit the following each year:

- The new Annual Return (AR) and Annual Operating Report (AOR) by January 31st.
- Provide the volume of surface material removed the previous year, based on volumes removed in two reporting periods, from January 1 to March 31 and from April 1-December 31.
- Provide an estimate of volume of surface material to be removed from January 1 – March 31 of the next year.

Industry has been able to file applications and amendments using SRD’s web-application, EDS. This has resulted in significant improvements in the quality and accuracy of submissions.

Transition

We encourage the use of the service on-line after implementation, but will support the manual process until April 30, 2012 for 2011 and older AR.

Follow the process for submitting a manual AR as indicated on attached letter dated January 19, 2011 or on the web page [Surface Materials Applications](#). All ARs and AORs will have to be submitted on-line after that date.

Procedure

- For those who do not currently have GOA and EDS accounts, please follow the instructions under [Accessing EDS](#).
- When filling out the form, be aware that it can take up to 10 working days to receive your accounts, the first is a GOA account and the second an EDS account.
- Each SML holder will need to designate an EDS Site Administrator to manage Client IDs that are allowed to enter Annual Return data on the holder’s behalf.
- For those who currently have accounts and are acting on behalf of a number of Aggregate companies must notify the company’s EDS Site Administrator to add their client ID number to Allowable Company list. Otherwise the company attached to your current account will allow you to submit AR’s for that particular company only.
- As part of the Annual Return Report feature there is a requirement for Confirmation Letters for Public Works projects, the system will allow for the upload of these

documents. The expected format is PDF. Please follow the naming convention and scanning specifications provided in the SML Annual Reports Returns User Manual.

As part of the feature, a royalty estimate will also be provided. Please do not pay this. It is only an estimate of possible royalty and is subject to change following review by the department.

We are providing a demonstration of the new module on Friday, November 25, 2011 from 10:00 am to 12:00 at:

6A floor boardroom
Great West Life Building
9920 108 Street, Edmonton, AB.

To register, please send an email to eds.support@gov.ab.ca with the subject line "SML Annual Return Demo". In the email indicated the company name and list names of all attendees. Other support resources, such as videos and a user manual, will be available on the SRD website.

All documents submitted to the department are subject to audits. Ensure that submissions are correct and accurate.

Contacts

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To use the governments toll-free Rite Line dial 310-000 and enter the phone number of the required contact.