



EAP Supplement Instructions

June 1, 2013

Instructions for Completing Supplements under the Enhanced Approvals Process

Purpose:

These instructions are intended to provide assistance and clarification in the completion of EAP Supplement forms; (Site and Installation Supplement EAP AS-001, Access Supplement EAP AS-002, Pipeline Supplement AS-003, and the Non Standard Mitigation Supplement MS-001) within the Enhanced Approvals Process.

Application Supplement Forms: Referred to as forms AS-001, AS-002, and AS-003, and must be filled out for each disposition applied for. Although these supplements do not form part of the disposition approval document, the information within them as provided by the applicant links directly to the standards and conditions as identified by the Landscape Analysis Tool and the Integrated Standards and Guidelines documents and therefore are subject to department inspection and compliance review. These supplements also provide ESRD information to assess land use charges in the case of authorized associated incidental activities.

Non-Standard Mitigation Supplement Form: Referred to as form MS-001 and must be completed if the applicant is applying Non-standard. A Non-standard application is required when the applicant proposes to not adhere to one or more of the EAP standards. The MS-001 does form part of the disposition approval document. Mitigation and other commitments as provided by the applicant within the MS-001 and agreed to by the department must be followed and are subject to compliance. The appropriate supplement form (AS-001, AS-002, or AS-003) based on the activity being applied for, must also be completed for non-standard applications.

It is the responsibility of the applicant to ensure that all information is complete and true to the activity that is being applied for. In addition, the applicant must ensure they follow the appropriate application stream of Standard or Non Standard. Erroneous or misleading information may place the applicant in a position of non-compliance.

Structure:

These instructions have been structured to provide information directly applicable to the completion of EAP Supplements. For the ease of users, common information within the supplement forms has been combined in sections 1 & 2 of this document, while sections 3 to 6 outline information specific to each form. Applicants should read all the instructions that are applicable to the activities in which they applying.

For those activities in which a non-standard application flow will be submitted, see the instructions in Section 6.0 of this document for specific direction related to the Non-Standard Mitigation Supplement (EAP Form MS-001).

Links have been added to facilitate navigation to appropriate documents and websites referenced in these instructions.

Contents:

- 1.0 General Comments With Respect To Supplement Forms**
 - 1.1 Form Completion And Validation
 - 1.2 Adherence to Standards And Guidelines

 - 2.0 Common Form Information AS-001, AS-002 & AS-003**
 - 2.1 Header information
 - 2.1.1 Special Header Information for Form AS-001
 - 2.2 Validation
 - 2.3 Reservations and Approved Land-Use Plans (Portion of Part A)
 - 2.4 Historical Resources Search (Portion of Part A)
 - 2.5 Part B: Site Sensitivity
 - 2.6 Part C: Incidental Activities

 - 3.0 Form C-001 Application Supplement- Sites and Installations**
 - 3.1 Part A: Product/Construction Description

 - 4.0 Form C-002 Application Supplement- Access**
 - 4.1 Part A: Access Class/Construction Description
 - 4.2 Part D: Method of Watercourse Crossings

 - 5.0 Form C-003 Application Supplement- Pipeline**
 - 5.1 Part A: Project/Construction Description
 - 5.2 Part D: Method of Watercourse Crossings

 - 6.0 Non-Standard Mitigation Supplement EAP MS-001**
 - 6.1 Header
 - 6.2 Part A: Non-Standard Rationale
 - 6.3 Part B: Mitigation Strategies
 - 6.4 Part C: Mitigation Discussions
 - 6.5 Part D: Additional Operational Provisions
-

1.0 General Comments With Respect To Supplement Forms

1.1 Form Completion and Validation

Unless explicitly identified within the Form, the entire Supplement is to be completely filled out. A blank response to some questions is appropriate where there is no corresponding information to enter. (E.g. if incidental activities are not required, then do not fill out any of the “Incidental Activities” portion) The supplement form provides information allowing the proponent and ESRD to determine which standards and/or conditions as identified by the Landscape Analysis Tool (LAT) or the Integrated Standards and Guidelines (IS&G) document apply to the project.

To facilitate the completion of the supplement and ensure errors are eliminated, the use of the validation button on each form will guide the applicant to the mandatory fields where information must be filled out. Using the validation button also self-populates portion of the Section C “Incidental Activity” table, which is necessary to provide direction on which planned incidental activities are approved with the disposition.

Remember, it is a requirement of the application process to ensure all attached supplements are complete and free of errors. Erroneous supplements submitted during application will invite rejection of incomplete applications or may initiate non-compliance investigations which may result in enforcement actions being assessed against the disposition holder and/or suspension or cancellation of the disposition activity.

Note: When completing the supplement forms it is important to ensure that information is not entered where there is no requirement to enter information. For instance if you are not applying for incidental activities, do not begin to fill out the incidental activity table, or the form will not validate properly. In cases where the form does not validate correctly after information has been deleted, altered or removed, it may be necessary to fill out a new form to ensure the validation mechanism functions correctly.

1.2 Adherence to Standards and Guidelines

It is the applicants’ responsibility to ensure that all standards and guidelines have been met in respect of the application. The LAT will guide applicants in determining which Standards and Guidelines are applicable based on the planned boundaries and sensitivities of a particular activity and land location. The most directly applicable standards and conditions are referenced next to the appropriate section; however this is not an exhaustive list. The proponent will have to review all the standards to ensure that the proposed activity meets the IS&G.

If the applicant cannot meet all applicable standards and guidelines, a non-standard application should be made using the additional form EAP MS-001 (Non-Standard Mitigation Supplement). If an applicant is unsure of whether to apply Standard or Non-Standard, the applicant may contact the local Area office and seek advice.

2.0 Common Form Information AS-001, AS-002, & AS-003

2.1 Header Information

Date:	<input type="text"/>	<input type="button" value="Validate Document before Save"/>
Project Name:	<input type="text"/>	
LAT Number:	<input type="text"/>	

The header provides information to cross-reference the supplement with other submission documents.

Project Name: The Proponents' selected reference for the proposed project. The project name is not used by SRD to reference a disposition or application, but can be used by the proponent for tracking and managing projects.

LAT Number: Record the applicable LAT number from the **current** LAT report completed for the application. A LAT report is only valid until the next scheduled LAT official update. SRD will communicate to users of these instances. See the *Landscape Analysis Tool User Guide* for more information: [LAT User Guide](#)

2.1.1 Special Header Information for Form AS-001

The Sites and Installations Supplement Header Contains two additional pieces of information:

Disposition Type:	<input type="text"/>	Purpose Type:	<input type="text"/>
<p>Note: Only certain MSL Purpose Codes require the completion of all questions in Section A or validation will not occur. Refer to the Supplement Instructions document for this listing.</p>			

Disposition Type: Either a MSL (Mineral Surface Lease) or PIL (Pipeline Installation Lease) is selected based on the disposition type applied for.

Purpose Type: The purpose type is to be selected from a drop down list of options which align with the purpose types within the LAT tool and the digital disposition application forms through the Electronic Disposition System (EDS). The selection within the supplement must match those selected within the LAT Report and EDS application.

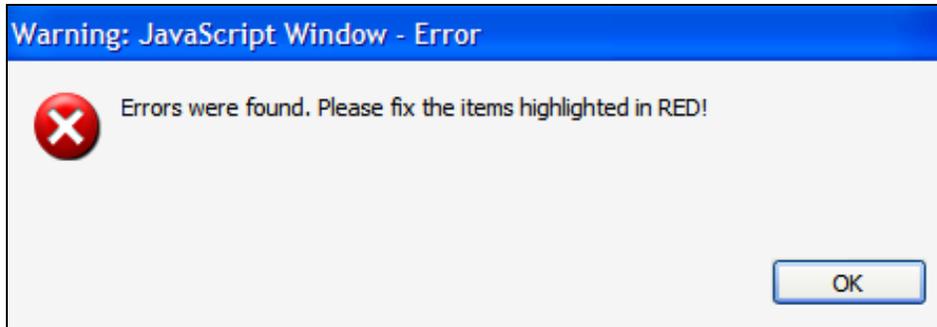
In addition, these two pieces of information determine which parts of section A need to be completed by the applicant which can be confirmed through validation. For example, if "Wellsite" is chosen as the purpose type, all questions in part A must be completed. If "Riser Site" is chosen, then questions 1 and 2 would not apply. Note that these are only examples, and the internal form validation rules will guide the user in which questions must be answered.

2.2 Validation

Validate Document before Save

Validation is a tool used within the supplement to ensure that information in mandatory fields is completed within the form. By using the validation button, the applicant is able to ensure that all necessary fields are completed prior to supplement submission.

The Validation button may be used as many times as necessary to ensure form completion. If the form is incomplete an error as follows will be displayed and the box or boxes which require to be filled out will be outlined in red:



Certain questions will not validate if at least one checkbox is not selected, depending on the initial responses to the question (e.g. Part B Site Sensitivity)

Once the form is complete with the appropriate information, pressing the validation button should not result in an error, signaling that the form is ready to be submitted. It is the applicant's sole responsibility to ensure that accurate and error-free information is submitted within the supplement form. Erroneous or misleading information may result in application rejection and possible enforcement actions.

Remember, any forms with errors or areas still requiring information are not to be submitted during the application process.

2.3 Reservations and Approved Land-Use Plans

This portion of each supplement is located within Part A as follows:

Sites and Installations	EAP AS-001 Part A, Question 8
Access	EAP AS-002 Part A, Question 5
Pipelines	EAP AS-003 Part A, Question 5

Intent: Applicants should be aware of all approved land-use plans and reservations/notations for the lands in which development is proposed. These plans and reservations may outline specific environmental or other special conditions that exist which could require additional mitigation including alternate construction or siting techniques. An applicant not being able to meet these additional requirements of the reservation/notation or land use plan may require them to follow the Non Standard application process.

Reservation/Notations and Approved Land-Use Plans

5. Based on the Detailed Lands Standing search of the affected lands, were any reservation/notations identified?

If Yes, identify the Reservation/Notation within the table below and follow the direction identified, if any.

Reservation Number		Purpose Code	Restriction Code	Contact Required with Reservation/Notation Holder	Date of Contact	Response Received from Reservation/Notation Holder	Were Concerns Noted	Were Concerns Accommodated by the Applicant prior to application	Application Options
Type	Number								
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Add Row"/>									

Based on the Detailed Land Standing search of the affected lands, were any reservations/notations identified?

To complete this portion of the supplement a Land Standing search is required to be completed by the applicant to identify any applicable reservations/notations. Reservations/Notations are assigned a three letter code and include DRS, HRS, ISP, CNC, CNT, and PNT. See Appendix A of the [EAP Integrated Standards and Guidelines](#) for further information or search for “Public Lands Reservation Information Guide (2006)”, at.srd.alberta.ca.

If Yes, identify the Reservation/Notation number within the table below and follow the direction identified, if any:

If the Land Standing search identifies any Reservation/Notation(s), the proponent must list **any** that overlap the proposed activity. For additional entries, just select the “Add Row” button. (Also refer to standard 100.1.11 for information regarding setbacks.) The Reservation/Notation table is formatted to make evaluations based on the applicant’s inputs. Entry of the Reservation Number, Purpose Code and Restriction Code is imperative to begin the initial evaluation of reservations/notations for the applicant. Further entries may then be required based on these initial inputs.

Reservation/Notation Table columns are defined as follows;

Reservation Type: This is a drop down list containing the three letter reservation/notation type code. Note that for certain reservation types (such as Disposition Reservation (DRS) or a Holding Reservation (HRS)), applicants will have to apply non-standard as in most cases overlapping land use is not permitted on these sites.

Reservation Number: This is a numerical entry of the 6 digits following the reservation/notation type code as identified within the land standing report.

Purpose Code: Is a four digit numerical code (first number is always “0”) which describes the purpose of the reservation as identified within the land standing report. A drop down box provides the valid options for entry.

Restriction Code: Is a single digit numerical code which describes the level of restriction to activities within that reservation/notation area as identified within the land standing report. A drop down box provides the valid options for entry. Some reservations/notations may not have a restriction code, in which case this box can be left blank.

Contact Required with Reservation Notation/Holder:

This box will auto-populate once information has been inputted in the *Reservation Type*, *Purpose Code* and *Restriction Code* fields. If the box auto-populates to a “YES” then contact with the reservation/notation holder is required. The applicant must complete this task before filling in the rest of the table as results of this contact is required to complete it. If the box auto-populates to a “NO” then no contact with the reservation holder is required. No further entry of the table is required and the applicant can follow the Application options as defined.

See table 4, of Appendix A in the Integrated Standards and Guidelines document for further information.

Date of Contact:

This box must be filled in with the date of contact if the table indicated contact was required with the reservation/notation holder based on the reservation type, purpose and restriction codes.

Response Received from Reservation/Notation Holder:

Once confirmation of contact has been made to the reservation/notation holder, the applicant must allow 7 calendar days at a minimum to receive a response from the holder. The reservation holder may request additional time to review the applicants request if there are extenuating circumstances preventing the review within 7 days.

- If no response is received within 7 calendar days, the applicant may proceed noting that no response was received.
- If a response indicating no concerns with the proposed development was received, then the applicant may proceed as planned.
- If a response indicating certain concerns with the proposed development was received then the applicant may choose one of the following actions:
 - i. Adjust their project plans, construction techniques, siting, etc. so that any impacts are avoided, minimized or mitigated.
 - ii. If this is not possible, the applicant may choose to continue with the application, but it will proceed through the Non-Standard route.

*Note: The applicant must keep a record of how contact was made and the information that was sent to the reservation/notation holder. This information may be requested at any time by ESRD to confirm that the process has been followed appropriately. Options for recording delivery of information include:

- Registered letter mail
- Read receipt from a received email
- Documented notes from a personal communication

*Note: The applicant must ensure that they have contacted the correct holder for the reservation/notation.

At a minimum the applicant must provide the reservation/notation holder with:

- A name and general description for the proposed activity.
- The estimated start date for construction and duration of construction of site
- The name and contact information of the applicant
- A plan showing the areas to be utilized in relation to the ATS legal land survey areas (Quarter Section, etc.) other dispositions, and other major features such as waterbodies. (A copy of the survey plan is sufficient for this)

Were Concerns Noted: If the holder of the notation/reservation identifies any concerns or issues select “YES”. If they failed to respond within the time limit, select “N/A”. If there were no concerns or issues noted in a response from the holder, then “NO” is the appropriate selection.

Were concerns accommodated by the Applicant prior to Application?

- If any concerns or issues noted by the reservation holder are accommodated by the applicant (to the satisfaction of the reservation/notation holder) prior to application then “YES” is the correct selection.
- If there were no concerns, or no response received, then “N/A” is an appropriate selection.
- If concerns could not be fully accommodated to the satisfaction of the reservation/notation holder, then “NO” must be selected and the application will proceed Non-Standard.

Note: If a reservation/notation requests a change to the proposed activity which would lead to the applicant being unable to adhere to other standards of the EAP, then the applicant should contact the local ESRD area office for guidance and clarification. ESRD can assist in mediation regarding these overlapping issues.

Application Options: This box will auto-populate with the appropriate application option based on information identified within the previous parts of the table. It will provide the applicant with one of two options:

1. Non-Standard: If this option is identified, the applicant must apply Non-Standard on the basis of reservation/notations. Within the Mitigation Supplement, the applicant must identify the conflicts around the reservation/notation(s) and propose mitigation to address those conflicts.
 2. Standard/Non-Standard: If this option is identified, the table has identified there are no conflicts based on identified reservations/notations and the applicants responses. Therefore, the applicant will still need to make a determination of whether to apply Standard or Non-Standard based on their ability to meet the standards identified within the LAT Report.
-

Approved Land-Use Plans

Based on the LAT Report and the Detailed Land Standing search of the affected lands, were any government approved higher level plans identified?

(See Pre-Application Requirements: Section 4)

If **Yes**, identify the government approved higher level within the table below, identify the direction as identified within Table 5 of the IS&G and when contact was made, if required :

Higher Level Plan Name	
IS&G Table 5 Direction	Date of Contact (if required)
<input type="text" value="HigherLevelPlanName"/>	<input type="text"/>
Higher Level Plan Name	
IS&G Table 5 Direction	Date of Contact (if required)
<input type="text"/>	<input type="text"/>

Note: Approving staff may request the notification or referral response documents at any time to support land use decisions or compliance and assurance processes.

Based on the LAT Report and the Detailed Land Standing search of the affected lands, were any government approved higher level plans identified?

Government approved land-use plans such as Integrated Resource Plans (IRPs) have been mapped within the LAT, and are identified within the LAT Report. Further information is located within Section 4 of Part 1 of the Integrated Standards and Guidelines, and within Appendix B of the same document. This should include approved Land Use Framework Plans where they have been approved. It is the responsibility of the applicant to ensure the proposed activity being applied for follows any commitments or requirements of these higher level plans. If not, the applicant must apply via the Non-Standard stream and identify within the Mitigation Supplement, the conflicts of their activity within the higher level plan(s) and propose mitigation to address those conflicts.

Higher Level Plan Table entries are defined as follows;

Higher Level Plan Name:

The applicant must identify the name of any overlapping plan(s), and the specific area or zone within the plan area in which the proposed activity is located.

Table 5 Direction:

The applicant will cross-reference their plan and specific zone or area name with Table 5 in Appendix B of the Integrated Standards and Guidelines. The applicant must select one of the five drop-down options as identified in Table 5:

1. Contact ESRD Area office for interpretation of requirements: Contact and consultation is required with the local ESRD Area office to ensure that plan requirements are met
2. No Additional Direction: The plan does not provide additional direction, and no further contact is required.
3. Proponent must follow development restrictions and plan guidance: In this case, the plan provides sufficiently detailed guidance and specifications that the applicant must adhere to. If these cannot be met, the application must proceed non-standard.

4. Proponent must follow plan guidance- In this case, the plan provides general guidance which should be adhered to, but which is subject to some discretion. If unsure of the meaning or application of the plan guidance, contact the local ESRD office for further information.
5. Mineral development or exploration not permitted. Contact ESRD Area Office for further information: If this is selected as per table 5, the activity will generally not be approved. The applicant may apply non-standard, but in most cases the activity will not be permitted to proceed in these areas.

Date of Contact (If required)

This box must contain a date of contact if contact was required as per table 5 direction. Contact procedures are the same as noted for reservation/notation holders as explained above.

Further information on plans may be located at the following link:

- [Integrated Resource Plans](#)

2.4 Historical Resources Search

This portion of each supplement is located within Part A as follows:

Sites and Installations	EAP AS-001 Part A, Question 9
Access	EAP AS-002 Part A, Question 6
Pipelines	EAP AS-003 Part A, Question 6

Intent: Sustainable Resource Development collects information related to land-use applications to ensure that appropriate requirements under the *Historical Resources Act* have been met. This act is administered by *Alberta Culture and Community Spirit*, and further information is provided below:

9. Identify the date your Historical Resources search was completed:	<input type="text"/>
If present, what is the Historical Resource Value (HRV) of the affected lands?	<input type="text"/>
If HRV is 1-5, an "Application for Historical Resources Act Clearance" must be submitted to the Cultural Facilities and Historical Resource Division (CFHRD) of Alberta Community Development.	
Date Application was Submitted:	<input type="text"/>
Note: Activities on land that has an HRV of 4 or 5 may require a Historical Resources Impact Assessment (HRIA).	

To complete this portion of the supplement the applicant will need to be aware of the *Historical Resources Act* Search and Clearance Process.

Check the current *Listing of Historical Resources* to determine if the targeted lands are described on the listing. If the affected lands are not described on the listing, select "not listed". The applicant does not need to contact Culture and Community Spirit for lands not listed.

For those lands described in the Listing of Historical Resources, clearance is required under the *Historical Resources Act*. To view the Listing of Historical Resources search culture.alberta.ca .

2.5 Part B: Site Sensitivity

This portion of each Supplement is located within Part B.

Intent: For certain areas with specific site sensitivities a wildlife survey is required under the Approval Standards. This portion of the supplement verifies whether a survey was completed and what the results of the survey were. The results can help with provincial wildlife management program in addition to assessing compliance with EAP standards and conditions.

B. Site Sensitivity

1. Was a Wildlife Survey required for this activity based on the LAT Report?
 If Yes, complete the next question. (See Pre-Application Requirements: Part 1, Section 2)

2. Did the Wildlife Survey identify any of the sensitive species listed below?
 If Yes, select all that apply:

<input type="checkbox"/> Sensitive Raptor Nest (100.9.1.2)	<input type="checkbox"/> Sharp Tailed Grouse Lek (100.9.1.6)
<input type="checkbox"/> Burrowing Owl Den/Nest (100.9.1.4)	<input type="checkbox"/> Active Swift Fox Den (100.9.1.7)
<input type="checkbox"/> Sensitive Snake Rookery (100.9.1.5)	<input type="checkbox"/> Ord's Kangaroo Rat Den (100.9.1.8)
<input type="checkbox"/> Sensitive Snake Hibernacula (100.9.1.5)	<input type="checkbox"/> Eastern Short-Horned Lizard Coulee or Valley Edge (100.9.1.9)
<input type="checkbox"/> Endangered/threatened plant species:	<input style="width: 100%;" type="text"/>

1. Was a wildlife survey required for this activity based on the LAT report?

The LAT report identifies sensitive wildlife areas and ranges where a wildlife survey will be a requirement to identify if sensitive wildlife habitat features or species are present.

Pre-Application Requirements Section 2 identifies species ranges in which a wildlife survey must be conducted, and standards within Part 2B: Mitigation Considerations and Requirements- Sensitivity Section further specify the requirement for a wildlife survey in these ranges.

2. Did the Wildlife Survey identify any of the sensitive species listed below?

If the survey identified sensitive wildlife features, select all that apply. The activity proposed must comply with all appropriate standards for a sensitive wildlife feature, when that feature is present as found during a wildlife survey.

Refer to the Pre-Application information, Standards and Conditions with respect to submitting wildlife information to SRD. SRD may request all wildlife survey documentation if required as part of the inspection process.

2.6 Part C: Incidental Activities

This portion of each Supplement is located within Part C.

Intent: Incidental activities must be identified for each disposition if they will be approved with the EAP short term disposition. This table will facilitate land use charges on activities that are approved under the disposition. Any activities still requiring a TFA will be charged though the TFA reporting process. This table also provides clarity for SRD staff and applicants on which incidental activities are approved with the EAP short term disposition and which require authorization under a TFA.

NOTE: Incidental activities and temporary uses shown on the authorized plan that comply with the *Temporary Field Authorization Guidelines* shall be permitted during the term of a Short Term Disposition. This authorization is limited to: borrow pits, log decks, temporary work spaces, push outs and bank stabilization, within identified sizing limits.

NOTE: For incidental activities which may be associated with more than one EAP application (ie. a log deck to be used for both an MSL and LOC), record the incidental activity on only one of the applications. Record the incidental activity on the supplement of the disposition which is most related to the incidental activity.

The disposition holder must obtain a separate TFA before commencing any incidental activities or temporary uses which are not shown on the authorized plan or those that do not comply with the *Temporary Field Authorization Guidelines*. To access the Guidelines, search "Temporary Field Authorization Guidelines" at <http://srd.alberta.ca/>

Activity Type	Location		Area (ha)	Meets	Adjoining Disposition	Incidental Activity Status
	Latitude	Longitude		Proximity Requirements		
Borrow <input type="checkbox"/>	56.17545	-118.6387	0.36	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Approved as per disposition authority
Log Deck <input type="checkbox"/>	56.17514	-118.6381	0.18	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Approved as per disposition authority
Push Outs <input type="checkbox"/>	56.17486	-118.6399	0.025	No <input type="checkbox"/>	Yes <input type="checkbox"/>	TFA required
Push Outs <input type="checkbox"/>	56.17486	-118.6399	0.025	No <input type="checkbox"/>	Yes <input type="checkbox"/>	TFA required
Campsite <input type="checkbox"/>	56.1750	-118.6388	0.8	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	TFA required

Add Row

Part C is used to list and describe all incidental activities that are shown on the application survey indicated to be required in conjunction with development of the disposition. The Incidental Activity Status column will self populate when the validation button used. This is based on earlier entries and identifies to the client if the incidental activity falls under the authority of the disposition, or if a TFA is required.

Only those activities which are both shown on the survey plan and comply with the requirements of the Temporary Field Authorization (TFA) Manual are approved as part of the EAP disposition. All other incidental activities must be applied for separately under a TFA or other public lands disposition.

See IL 2011-04 *Temporary Field Authorization Guidelines* for further information:
[TFA Authorization Guidelines](#)

Allowable activity types are:

- Borrow
- Temp Work Space
- Campsite
- Remote Sump
- Log Deck
- Bank Stabilization
- Push Outs

Area (Ha):

Fill in the area in hectares required for the incidental activity. This should be the same area as represented on the survey plan.

Meets Proximity Requirements:

Select “Yes” or “No” based off of the TFA Guidelines (see link above). Select “N/A” If the incidental clearing is a “Campsite”, “Remote Sump” or “Bank Stabilization”. If incidental clearings do not meet the proximity requirements, then all of that certain type of clearing must be requested under TFA approval.

An example of proximity requirements is “Borrow Pits are located on average $\geq 800\text{m}$ apart”. In this case if there are only two borrow pits they must be $\geq 800\text{m}$ apart. If there are 3 or more borrow pits the average distance apart must be $\geq 800\text{m}$. If the average is less than 800m apart for multiple borrow pits, then all borrow pits must be applied for under TFA.

Adjoining Disposition:

It is a general requirement that all incidental clearings should be adjoining the applied for disposition. Any incidental activities that do not meet this requirement will require a TFA.

Incidental Activity Status:

This field self-populates according to the other information in the table. Based on the information provided, this column will indicate one of the two following options:

- **Approved As Per Disposition Authority:**

In this case the incidental activity complies with the TFA guidelines based on the information provided. If accurately represented on the survey plan it is approved with the EAP short term disposition. If any of the information is inaccurate or incorrect, the activity is not considered as approved and enforcement actions may result for unauthorized use of public land.

- **TFA Required:**

In this case, the incidental activity is outside of the TFA guidelines based on the information provided. Regardless of whether or not this activity is shown on a survey plan, a TFA is required and must be applied for under a separate application to the local area office.

All campsites and remote sumps require application under a TFA.

A TFA is required for all Borrow Pits within the Prairies ESRD administrative area. Contact can be made with the local area office if more information on this point is required.

NOTE: For Incidental activities, (temporary work space, push outs, or log decks) that area located on existing disposition or surveyed road allowance (eg. Existing LOC), then the client is not required to include these clearings within the incidental activity table. Since these lands have already been granted under a public lands authority, or fall under the responsibility of the municipality, further authorization is not required for this temporary use. The applicant will still be required to seek permission from the disposition holder or the responsible municipality.

If other incidental activities such as campsites, remote sumps, bank stabilization, or borrow areas, are proposed on existing dispositions, contact the local ESRD Area office for further direction. These activities may represent a substantial change to the original intent of the existing disposition and therefore, a Public Lands Approval may be required.

If incidental activities are located within a theoretical road allowance, these still are required to be identified within the incidental activity table. These lands and any activities that fall upon them will still be managed by ESRD as per other public lands.

3.0 Form AS-001 Application Supplement- Sites and Installations

3.1 Part A: Product/Construction Description:

A. Product/Construction Description	
1. Well Product:	<input type="text"/> <input type="text"/>
2. Site Requirements:	<input type="text"/> (See 100.1.4)
3. Corner to Center Elevation:	<input type="text"/> (See 100.1.5)
4. Flare Requirements for Drilling:	<input type="text"/>

The internal form logic will guide which questions must be filled out based off of the purpose type and disposition type. As a general rule for Pipeline Installation Leases only question 3 through 9 must be answered. Most MSL purpose codes require all the questions to be answered.

1. Well Product: Allowable options include:

- Oil
- Sweet Gas
- Sour Gas (H2S)
- Coalbed Methane
- Other (Explain in next column)

Choose the well product type according to the primary product being produced or targeted from the well.

2. Site Requirements: Allowable options include:

- Single Rig
- Double Rig
- Triple Rig
- Multi-Well Site
- Horizontal (Unconventional)
- Wellbore addition

The selection in question 2 must adhere to Standard 100.1.4, and be consistent with identified area on the LAT report and survey plan. “Multi-well site” is to be selected when all the wells are drilled within the first construction phase. For the addition of one or more wells to an existing site, select “Wellbore addition”. If the site has multiple horizontal (unconventional) wells, choose “multi-well site”.

If the particular sizing identified on the survey plan does not match the site requirements in respect of the appropriate standards, the application must be applied for as non-standard. Identifying wellsite specifications that are contrary to the standards and conditions, does not mean that those specifications are approved.

3. Corner to Center Elevation: Allowable options include:

- 10m
- ≤ 10m

6. Topsoil Handling:

6. Topsoil Handling:	(See 200.3.4)
Method:	<input style="width: 100%;" type="text"/>
Describe soil storage and potential debris storage for right-of-way clearing:	(See 200.3.3, 200.3.5, 200.3.7)
<input style="width: 100%; height: 20px;" type="text"/>	

Method: Available options include:

- Minimal Surface Disturbance (No Stripping)
- Padded Site (No Stripping)
- Stripping- Single Lift
- Stripping- Two Lift
- Other (explain in next column)

Describe soil storage and potential debris storage for site clearing:

- Use this text box to describe where and how stripped topsoil and subsoil (if applicable) will be stored on the site. If site is minimal disturbance describe how that will be achieved (e.g. site will be accessed only under frozen ground conditions).

7. Drilling Waste Handling

7. Drilling Waste Handling:	(See 200.3.8)
<input style="width: 100%;" type="text"/>	
<i>All Remote Sumps not already under a disposition authority require a Temporary Field Authorization. Please contact your local Area Office for details.</i>	

Client is to identify the type of drilling waste management that will occur for this activity.

Allowable options are:

- On private land
- Remote sump (TFA)
- Sump under disposition
- On lease Sump
- Land Spread
- Land Spraying
- Land Spraying while drilling
- Sumpless System
- Other (Explain in next column)

Select the most relevant option. If more than one drilling waste handling method is required, choose other and explain in the adjacent box. All remote sumps not already under disposition on public land require a Temporary Field Authorization (TFA) from the local Area office.

4.0 Form AS-002 Application Supplement- Access

4.1 Part A: Access Class/Construction Description

<p>1. Identify the access road class as selected in your LAT Report and defined within the Integrated Standards and Guidelines, Pre-Application Requirements section, Section 4: <input type="text"/> (See 100.1.2, 200.1.14)</p> <p>Will variable width construction techniques occur? <input type="text"/></p> <p>For road classes identified in Table 4, Attachment 3 of the Pre-Application Information, was the Three-Phase Route Selection and Alignment Process followed? <input type="text"/></p>

1. Road Class:

Select the road class according to construction needs and Standards related to sensitive features (E.g. Caribou Range). The road class selected must match the class indicated on the LAT Report. The right-of-width identified on the survey plan as well as the construction techniques employed must align with the description of classes in Pre-Application requirements section 4.

The use of variable width construction techniques is encouraged for all classes of roads, and is an expectation for Classes IV – VI roads.

If the road class selected is not aligned with the standards and conditions for the particular area in which the activity is proposed, that application must be applied for as non-standard. The selection of an inappropriate road class in the supplement does not authorize construction to those class specifications if contrary to the standards and conditions.

Refer to specific road classes in Table 4, Attachment 3, Pre-Application Information for guidance on applicability of the Three-Phase Route Selection process. Documentation of the process may be requested by SRD during the inspection process, to ensure appropriate steps have been followed in the route selection and alignment process.

2. Identify all aspects of vegetation removal/management:

<p>2. Identify all aspects of vegetation removal/management: (See 200.1.2, 200.1.12)</p> <p>a) Is merchantable timber present? <input type="text"/> (See 200.2.10, 200.2.11)</p> <p>b) Describe your method of right-of-way clearing: <input type="text"/></p> <p>c) Brush disposal: (select all that apply)</p> <p><input type="checkbox"/> Rollback <input type="checkbox"/> Mulch <input type="checkbox"/> Spread <input type="checkbox"/> Pile & Burn <input type="checkbox"/> Other: <input type="text"/></p>
--

a. Is merchantable timber present?

- Merchantability of timber is to be determined by the utilization standards of overlapping Timber Dispositions (see 200.2.11).
- Refer to section 4.2 of the applicable Forest Management Agreement (FMA) Operating Ground Rules, or contact the local FMA holder for details on utilization standards: [Forest Management Guidelines](#)
- Note: Not salvaging merchantable timber does not require a non-standard submission, but does require a waiver from the local Area office. Without a waiver all merchantable timber must be salvaged.

b. Describe your method of site clearing:

This text box is to be used to describe how vegetation will be cleared from the site.

c. Brush Disposal:

- This applicant will use this section to indicate how brush will be managed on the site. These disposal methods do not apply to merchantable timber which must be salvaged unless a waiver is obtained. Select all the methods that apply to the site.
- Note that the methods provided are broad and non-specific and the methods employed may be more involved to ensure reclamation success. For instance spreading debris typically involves driving heavy equipment over the debris to aid in the breakdown and decomposition process.
- See Industry Directive (ID 2009-01) Management of Wood Chips on Public Land for guidance in the application of spreading wood chips as a debris disposal method: [ID 2009-01 Management of Wood Chips on Public Land](#)

3. Topsoil Handling:

3. Topsoil Handling:	(See 200.3.4)
Method:	<input style="width: 100%;" type="text"/>
Describe soil storage and potential debris storage for right-of-way clearing:	(See 200.3.3, 200.3.5, 200.3.7)
<input style="width: 100%; height: 20px;" type="text"/>	

Method: For the areas along the ROW to be stripped, choose the method of stripping. Available options include:

- Minimal Surface Disturbance (No Stripping)
- Stripping- Single Lift
- Stripping- Two Lift
- Other (explain in next column)

Describe soil storage and potential debris storage for right-of-way clearing:

Use this text box to describe where and how stripped topsoil and subsoil (if applicable) will be stored on the site. If site is minimal disturbance describe how that will be achieved (eg. site will be accessed only under frozen ground conditions).

4. Access Controls:

Intent: Public access controls are required on some roads within sensitive wildlife areas. This is an important mitigation measure aimed at reducing the impacts to wildlife caused by new access construction, and allows industry to continue construction of required access while reducing impacts.

4. Are access controls required as identified within the LAT Report?	<input style="width: 50px;" type="text"/>
(See Integrated Standards and Guidelines, Pre-Application Information, Section 2) (See 100.9.2.2(e), 100.9.3.4, 100.9.5.1(e), 100.9.6.3(e), 200.1.4, 200.1.5, 200.1.6, 200.1.7, 200.9.6.2)	

Refer to the listed standards and the activity LAT report to determine if access controls are required. Select the appropriate access control(s) to be applied to the access in accordance with the Pre Application Information:

Access Control section. Contact with local area staff may be required to determine appropriate controls for the activity applied for.

4. Are access controls required as identified within the LAT Report?

(See Integrated Standards and Guidelines, Pre-Application Information, Section 2)
(See 100.9.2.2(e), 100.9.3.4, 100.9.5.1(e), 100.9.6.3(e), 200.1.4, 200.1.5, 200.1.6, 200.1.7, 200.9.6.2)

If Yes, select the type of access controls that will be implemented. (select all that apply)

Earthen Berms Reforestation De-compaction Rollback Road Security Patrols

Treed Buffers Barricades Signage Locked Gates Manned Checkpoints

Temporary removal of Watercourse crossings Permanent removal of Watercourse crossings

Pre-existing Access Control Point (identify legal location):

Other:

**** Discussion with your local Area Office may be required to determine the proper access control.**

If barricades, locked gates, manned checkpoints or temporary or permanent removal of watercourse crossings are selected, provide information regarding location of access control, structure description (if any), duration of closure, etc.:

The following access controls are intended for active periods when the road is currently in use:

- Locked Gates
- Manned Checkpoints
- Signage
- Road Security Patrols
- Treed Buffers (Design of road obstructs view and discourages traffic)
- Pre-Existing Access Control Point

The following access controls are intended for inactive periods where the road is not currently in use, but will be in use at a later operational period:

- Signage
- Earthen Berms
- Barricades
- Temporary Removal of Watercourse Crossings
- Pre-Existing Access Control Point

Note that the following access controls are intended for the reclamation stage of the disposition life cycle and are not appropriate access controls during an operating period where the road is in use:

- Reforestation
- De-Compaction
- Rollback
- Permanent Removal of Watercourse Crossings

The final box allows the applicant to provide information with respect to the location of the access control, the structure description, the duration closure of any other relevant information about the control. It is expected that this information will be filled out for Barricades, Locked Gates, Manned Checkpoints and Watercourse Crossing removals.

Note: For Pre-Existing Access Control Point, the following conditions must be in place in order for it to qualify as effective access control:

1. The pre-existing access control point must be the only route for highway vehicle traffic to access to the new disposition (so that a person may not be able to drive a different route that does not have access control to reach the new disposition)
2. The pre-existing access control point must be authorized by ESRD under a Ministerial Order, Director's Order or under the Letter of Authority of the disposition which it is located.
3. The pre-existing access control point must be currently in operation and effectively controlling public access.
4. The pre-existing access control point must either be under the control and management of the applicant's organization or the applicant's organization must have a valid road use agreement with the access control point holder specifying the continued use and maintenance of the access control point.

Regardless of the options chosen for access control, it is expected that public access will be controlled at all stages of the disposition (construction through to reclamation).

4.2 Part D: Method of Watercourse Crossings

Intent: Watercourse crossing information is collected for inspection and monitoring purposes, as not all crossings are required to be reported to Alberta Environment.

The *Water Act Code of Practice for Watercourse Crossings* applies to all vehicle crossings over watercourses. Exemptions apply to some watercourse crossing types, as outlined in Schedule 1 and 2 of the *Water (Ministerial) Regulation*.

For watercourse crossings that are regulated by the *Water Act Code of Practice for Watercourse Crossings*, notice must be submitted to Alberta Environment. All crossings (included exempted crossings) must be listed in the included table and shown on the survey plan.

It is the proponents' responsibility to ensure that all requirements under the Water Act have been met. More information can be found by searching environment.alberta.ca for Water: Codes of Practice.

D. Method of Watercourse Crossings

1. Will watercourses be crossed by vehicles and/or equipment?

If Yes, identify within the table below, any watercourse crossings to be installed in relation to this disposition activity, that are exempted for notification to AENV as per the Code of Practice for Watercourse Crossings.

Crossing Number	Crossing Method		Culvert Size (diameter x length)	Water Course Size Class	Latitude	Longitude	Specify dates if a restricted activity period applies		Class of Waterbody from COP
	Initial:	Bridge Size (width x length)					From:	To:	
1	Initial:	Ice Bridge	Bridge (m x m)				From:	April 16	
	Final:	Bridge - Steel	8 X 15	3 - S-PRM	55.6783	-119.676	To:	July 15	C
	Initial:	Snowfill	Culvert (mm x m)				From:	April 16	
	Final:	Culvert	1000 X 10	2 - INT	55.6738	-119.673	To:	July 15	C
Add Crossing									

An example of a filled out watercourse crossing chart is as provided above for a winter road with the intention to convert to all weather access.

Descriptions of the columns below:

Crossing #: Proponent selected identifier for crossing which should correlate to the survey plan.

Crossing Method: If staged road development is planned (eg. frozen first, then all-weather graded road, both initial and final crossing types are required. If not, then the initial and final methods must be the same.

Culvert/ Bridge Size Sizes must be within the tolerances for exempted crossings under the Water Act. For those crossings exceeding the tolerances for exempting crossings, notice will be required under the Water Act.

Watercourse Size Class: Size Classification as follows:
 1: Ephemeral Draw (no channel development, include when well defined and wet)
 2: Intermittent (Channel development width up to 0.5m)
 3: Small Permanent (Channel development greater than 0.5m and less than 5.0m)
 4: Large Permanent (Channel development greater than 5.0m)

Location: Record the Latitude/Longitude in decimal degrees (N XX.xxxx W- XXX.xxx) Datum is WGS84/NAD83

Class of Waterbody and Restricted activity period:
 Refer to management area maps associated with the *Water Act* Codes of Practice for the appropriate class by going to environment.alberta.ca and searching for Codes of Practice Pipelines / Telecommunication lines crossing a water body / Water course crossing.

5.0 Form AS-003 Application Supplement- Pipeline

5.1 Part A- Project/Construction Description

A. Project/Construction Description

1. Is this project a multi-pipe installation?

If No, what is the pipe outside diameter (mm)?

1. Is this project a multi-pipe installation?

Select “Yes” if this project involves the installation of multiple pipelines (2 or more) within a single disposition area. See Standard 100.1.6 a) iii) and 100.1.6 b) iii) for further information.

If “No”, the pipe outside diameter is required. The diameter of the pipe is required to correspond with an appropriate right-of-way width identified on the application (as per Standard 100.1.6a). For those pipelines (or portions of pipelines) adjoining an existing disposition, follow standard 100.1.6b regardless of the pipe diameter. Any pipeline activities which do not meet standard 100.1.6 must be applied for Non-Standard. (Pipe outside diameter is not-required if it was previously identified that this is a multiple pipe installation).

2. Identify all aspects of vegetation removal/management:

2. Identify all aspects of vegetation removal/management: (See 200.1.2, 200.1.12)

a) Is merchantable timber present? (See 200.2.10, 200.2.11)

b) Describe your method of right-of-way clearing:

c) Brush disposal: (select all that apply)

Rollback Mulch Spread Pile & Burn Other:

a. Is merchantable timber present?

- Merchantability of timber is to be determined by the utilization standards of overlapping Timber Dispositions (see 200.2.11).
- Refer to section 4.2 of the applicable Forest Management Agreement (FMA) Operating Ground Rules, or contact the local FMA holder for details on utilization standards:
[Forest Management Guidelines](#)

Note: Not salvaging merchantable timber does not require a non-standard submission, but does require a waiver from the local Area office. **Without a waiver all merchantable timber must be salvaged.**

b. Describe your method of site clearing:

- This text box is to be used to describe how vegetation will be cleared from the site.

c. Brush Disposal:

- This applicant will use this section to indicate how brush will be managed on the site. These disposal methods **do not** apply to merchantable timber which must be salvaged unless a waiver is obtained. Select all the methods that apply to the site.
- Note that the methods provided are broad and non-specific and the methods employed may be more involved to ensure reclamation success. For instance spreading debris typically involves driving heavy equipment over the debris to aid in the breakdown and decomposition process.

- See Industry Directive (ID 2009-01) Management of Wood Chips on Public Land for guidance in the application of spreading wood chips as a debris disposal method:
[ID 2009-01 Management of Wood Chips on Public Land](#)

3. Pipeline Installation (predominant method for pipeline ROW):

3. Pipeline installation (predominant method for pipeline ROW):		
---	--	--

Identify from the following list the primary method for installation (eg. the method which is used for the greatest proportion of length of the ROW). Options are:

- Trench
- Plough
- Above-Ground
- Directional Drill
- Other

When “Other” is identified as the predominant method, explain in the adjacent text box.

4. Topsoil Handling:

4. Topsoil Handling:	(See 200.3.4)
a) Affected area:	(See 200.10.6)
b) Method:	
Describe soil storage and potential debris storage for right-of-way clearing: (See 200.3.3, 200.3.5, 200.3.7)	

a. Affected Area:

This describes where topsoil will be stripped from the disposition. Available options include:

- Trench and working side access only
- Trench and spoil
- Trench only
- Entire ROW
- None Required- Directional Drill
- None Required- Ploughed-in Pipe
- None Required- Straight Trench

b. Method:

For the areas along the ROW to be stripped, choose the method of stripping. Available options include:

- Stripping- Single Lift
- Stripping- Two Lift
- Other (explain in next column)
- Not Applicable

“Not applicable” is the appropriate option when no stripping is identified in the “Affected Area” section.

Describe soil storage and potential debris storage for right-of-way clearing:

Use this text box to describe where and how stripped topsoil and subsoil (if applicable) will be stored on the site. If site is minimal disturbance describe how that will be achieved (e.g. site will be accessed only under frozen ground conditions). If debris for rollback is to be stored along the right-of-way, identify where that debris is to be stored.

5.2 Part D- Method of Watercourse Crossings

Intent: Watercourse crossing information is collected for inspection and monitoring purposes, as not all vehicle crossings are required to be reported to Alberta Environment. The *Water Act Code of Practice for Pipelines and Telecommunications Lines Crossing a Water Body* applies to all pipeline crossings. Notification to Alberta Environment of all pipeline crossings is required.

The *Water Act Code of Practice for Watercourse Crossings* applies to all constructed vehicle crossings over watercourses. Exemptions apply to some watercourse crossing types, as outlined in Schedule 1 and 2 of the *Water (Ministerial) Regulation*.

For watercourse crossings that are regulated by the *Water Act Code of Practice for Watercourse Crossings*, notice must be submitted to Alberta Environment. All vehicle crossings (included exempted crossings) must be listed in the included table and shown on the survey plan.

It is the proponents' responsibility to ensure that all requirements under the *Water Act* have been met. More information can be found at: environment.alberta.ca and search for "Water: Codes of Practice".

D. Method of Watercourse Crossings

1. Will watercourses be crossed by vehicles and/or equipment?

If Yes, identify within the table below, any watercourse crossings to be installed in relation to this disposition activity, that are exempted for notification to AENV as per the Code of Practice for Watercourse Crossings.

Crossing Number	Crossing Method		Culvert Size (diameter x length) Bridge Size (width x length)	Water Course Size Class	Latitude	Longitude	Specify dates if a restricted activity period applies		Class of Waterbody from COP
							From:	To:	
1	Initial:	Ice Bridge	Bridge (m x m)				From:	April 16	
	Final:	Bridge - Steel	8 X 15	3 - S-PRM	55.6783	-119.676	To:	July 15	C
	Initial:	Snowfill	Culvert (mm x m)				From:	April 16	
	Final:	Culvert	1000 X 10	2 - INT	55.6738	-119.673	To:	July 15	C
Add Crossing									

An example of a filled out watercourse crossing chart is as provided above for a winter road with the intention to convert to all weather access.

Descriptions of the columns below:

Crossing #: Proponent selected identifier for crossing which should correlate to the survey plan.

Crossing Method: Generally vehicle crossings of watercourses associated with pipeline construction will be of temporary nature, so the initial and final crossings should be listed as the same crossing type. Where appropriate there may be a need to upgrade the crossing to facilitate construction over multiple seasons or operational periods, and a different final crossing may be selected.

Culvert/ Bridge Size: Sizes must be within the tolerances for exempted crossings under the *Water Act*. For those crossings exceeding the tolerances for exempting crossings, notice will be required under the *Water Act*.

Watercourse Size Class:

Size Classification as follows:

- 1: EMP: Ephemeral Draw (no channel development, include when well defined and wet)
- 2: INT: Intermittent (Channel development width up to 0.5m)
- 3: S-PRM: Small Permanent (Channel development greater than 0.5m and less than 5.0m)
- 4: L-PRM: Large Permanent (Channel development greater than 5.0m)

Location:

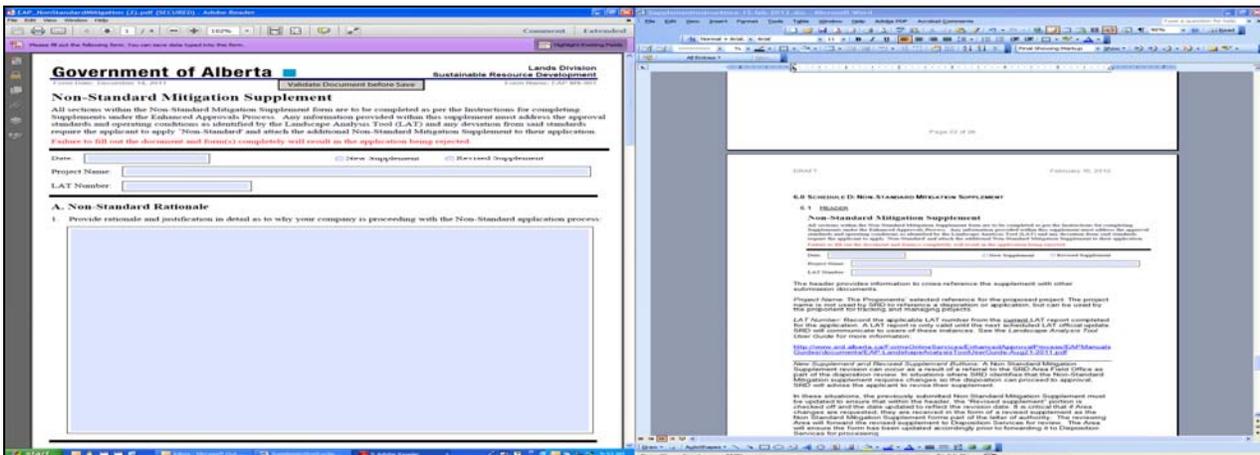
Record the Latitude/Longitude in decimal degrees (N XX.xxxx W- XXX.xxx) Datum is WGS84/NAD83

Class of Waterbody and Restricted Activity Periods:

Refer to management area maps at environment.alberta.ca and search for “Codes of Practice” for the appropriate class.

6.0 Schedule D: Non-Standard Mitigation Supplement

6.1 Header



The header provides information to cross-reference the supplement with other submission documents and contains the validation button.

Project Name: The Proponents’ selected reference for the proposed project. The project name is not used by ESRD to reference a disposition or application, but can be used by the proponent for tracking and managing projects.

LAT Number: Record the applicable LAT number from the current LAT report completed for the application. A LAT report is only valid until the next scheduled LAT official update. ESRD will communicate to users of these instances. See the *Landscape Analysis Tool User Guide* for more information:

[LAT User Guide](#)

New Supplement and Revised Supplement Buttons: A Non Standard Mitigation Supplement revision can occur as a result of a referral to the ESRD Area Field Office as part of the disposition review. In situations where ESRD identifies that the Non-Standard Mitigation supplement requires changes so the disposition can proceed to approval, SRD will advise the applicant to revise their supplement.

In these situations, the previously submitted Non Standard Mitigation Supplement must be updated to ensure that within the header, the “Revised supplement” portion is checked off and the date updated to reflect the revision date. It is critical that if Area changes are requested, they are received in the form of a revised supplement as the Non Standard Mitigation Supplement forms part of the letter of authority. The reviewing Area will forward the revised supplement to Disposition Services for review. The Area will ensure the form has been updated accordingly prior to forwarding it to Disposition Services for processing.

6.2 Part A: Non-Standard Rationale

A. Non-Standard Rationale

1. Provide rationale and justification in detail as to why your company is proceeding with the Non-Standard application process:

Energy Production Co. is proposing a wellsite through the non-standard application process because the siting of disturbance does not meet two standards (100.1.1c & 100.9.6.4).

100.1.1c- Energy Production Co. is proposing a wellsite that will be located 160m from an existing facility. This does not meet standard 100.1.1c. During an environmental investigation as part of the siting process, Energy Production Co. identified several concerns that would have arisen if the proposed wellsite was directly adjacent to the existing facility. If directly adjacent to the existing facility, the wellsite would be located within 20m of a small permanent watercourse. In addition, because a portion of the site would be located on a more steeply sloping location a significant cut and fill would be required, with the increased potential for erosion issues. As a result of this investigation, Energy Production Co. determined that it was more suitable to locate the wellsite at the proposed location to minimize overall environmental impacts.

100.9.6.2- There are no locations within the immediate area in which Energy Production Co. can achieve its target subsurface well location and maintain a surface site location greater than 100m from the unnamed small permanent watercourse/valley breaks. Because of this, Energy Production Co. has proposed mitigation as in part B.

Part A provides an opportunity for the applicant to describe and discuss why the proposed activity will not comply with one or more Approval Standards or when the proposed activity conflicts with a reservation/notation or higher level plan. The applicant is required to describe in detail the justification for not meeting one or more standards.

In most cases, where the applicant is proposing not to meet one or more standards or not follow direction identified within a reservation/notation or higher level plan, mitigation will be required. Mitigation is considered to be **“the actions proposed and taken by the proponent to lessen the impacts of the activity to other values so that the net impact is similar and comparable to as if the standard had been followed”**. The intent and objectives of the approval standards, reservations/notations and higher level plans need to be met, even if a specific standard or direction will not. Mitigation may involve employing special construction and operating techniques. (e.g. 100.9.6.2 as above)

In certain circumstances mitigation may not be possible, but the facts of the situation lead the applicant and ESRD to the conclusion that chosen proposed activity is appropriate even though one or more standards may not be met. In these cases, full justification must be clearly provided. (e.g. 100.1.1c above)

6.3: Part B: Mitigation Strategies

B. Mitigation Strategies	
1. List any standards that your company intends not to follow, along with the strategies that are proposed to mitigate and meet the intent and objectives of the standards not being followed:	
Specific Standard #:	100.1.1c- New wellsites to adjoin existing disturbance.
Mitigation Strategy:	No mitigation planned. Meeting this standard would cause greater impact than the current siting. See above justification.
Specific Standard #:	100.9.6.2- Key Wildlife and Biodiversity Area- Wellsite Siting
Mitigation Strategy:	Energy Production Co aims to meet the intent of the Key Wildlife and Biodiversity Area by implementing the following mitigation: -Energy Production Co. will adopt irregular wellsite boundaries to maximize the distance to valley breaks. This means that the wellsite edge will be 80m from the valley breaks, as opposed to 65m if a conventional (square) shape was used. See attached survey plan for more information. Continued below:
Specific Standard #:	100.9.6.2- Continued from Above
Mitigation Strategy:	Energy Production Co. will reforest the non-producing portion of the wellsite within one growing season following wellsite tie-in and surface interim reclamation using native tree species. Native tree species will be selected in consultation with the local Forest Officer and the FMA holder.

Part B outlines each of the standards that the applicant intends not to follow and proposed mitigation. The proposed mitigation should be directly linked to the disposition applied for and the standard that will not be met. Mitigation should be specific, measurable, and have appropriate timelines associated.

While the expectation is that the applicant will adopt appropriate mitigation to lessen the impacts of the project, there are certain circumstances where no mitigation may be possible. This may occur where meeting one or more standards would mean the physical impossibility of meeting another standard. Where trade-offs such as this occur, full justification of the applied for project is required. If no mitigation is planned, the standard that will not be met must still be identified, and the justification in Part A must be sufficient.

Where there is insufficient space within a “Mitigation Strategy” box to contain the details of proposed mitigation, the applicant may continue the discussion in another box. In section B, the applicant should write in next Specific Standard # box “{Standard #} -Continued from above”, and then may add more information in the mitigation strategy box.

6.4: Part C: Mitigation Discussion

C. Mitigation Discussions	
1. Were the proposed strategies discussed with departmental staff?	Yes <input type="button" value="v"/>
If Yes, provide the name of who was contacted and when:	
Contact Name: <input type="text" value="Joe Forest Officer"/>	Date: <input type="text" value="October 2, 2011"/>
Contact Name: <input type="text" value="Frank Fish and Wildlife Biologist"/>	Date: <input type="text" value="October 2, 2011"/>
Contact Name: <input type="text"/>	Date: <input type="text"/>
Discussion comments and/or resolutions if any:	
<p>Prior to conducting a final survey plan, Joe Forest Officer was contacted with respect to siting of the proposed facility. Joe forest Officer agreed that the proposed siting was appropriate even though it was not directly adjacent to an existing facility, due to other siting concerns.</p> <p>Frank F&W Biologist was contacted upon recommendation of Joe Forest Officer to discuss mitigation for not being able to meet standard 100.9.6.2 in the Key Wildlife and Biodiversity Area. Energy production Co. identified that they would be adopting irregular boundaries on the wellsite to maximize the distance from the watercourse. Frank also asked that Energy Production Co. plant the non-producing portion of the site following interim reclamation. Frank also requested that Energy Production Co. report any wildlife sightings during construction.</p>	
<input type="text" value="Discussion_Comments_Resolutions"/>	

Part C is used to record discussions with ESRD staff. It is recommended that applicants approach local ESRD staff prior to submitting a non-standard application so that both parties may have a greater appreciation of the nature of the proposed activity, and mitigation required. Contact with ESRD staff prior to application may result in a quicker approval timeline if all ESRD concerns and comments have been dealt with prior to application.

If the applicant contacts more than three ESRD staff in respect of the application, those staff members may be listed in the comments box.

The discussion comments should only be a summary of the important points of discussion and any resolutions. Do not include entire conversations. (See above example)

6.5: Part D: Additional Operational Provisions

D. Additional Operational Provisions
Based on the discussions and the review by Alberta Sustainable Resource Development, in addition to the identified mitigation strategies, the following additional operational provisions as provided are to be implemented during the construction and operation of this disposition:
<input type="text" value="Energy Production Co. will report any wildlife sightings during construction of the wellsite to SRD as requested."/>

Part D is used to record any additional operational provisions that are not recorded elsewhere in the Non-Standard supplement. These may be provisions that are not necessarily mitigation, but that will be adopted during the construction and/or operation of the activity.