

# **Electronic Transfer System (ETS)**

## **Overview and Description**

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## **1. Introduction**

The Electronic Transfer System (ETS) is a secure web application that provides access to a number of the information products available from the Department of Energy. The ETS application receives and validates requests from authorized users for the different services provided by the system. ETS passes the requests on to other systems and receives responses after the processing of the request. This response stays in ETS for a designated period of time based on the type of information.

### **1.1. Background**

The Department manages the development of provincially owned energy and mineral resources by Industry and the assessment and collection of non-renewable resource revenues in the form of royalties, freehold mineral taxes, rentals and bonuses. The Department promotes development of Alberta's energy and mineral resources. It recommends and implements energy and mineral related policy. It grants rights for exploration and development to industry and establishes/administers fiscal regimes and royalty systems.

The ETS system was designed from a need identified by industry to send and receive information to the Department electronically.

### **1.2. Infrastructure**

The Department of Energy maintains and operates the secure ETS web application. The Department of Energy has in place a security policy to prevent unauthorized users entry into the ETS website where proprietary and non public information is held.

The ETS team manages the day to day activities of the ETS web application, with hardware, network and general system support provided by the Information Technology Branch of the Department of Energy. ETS web application utilizes Active Directory Service (ADS). There are three separate environments for development, acceptance testing and production. All security zones related to the Development, Acceptance Test and Production environments are further isolated from one another at the network layer by two or more firewalls. The following Network controls are in place: Firewalls, Change/Configuration Management, Internetworking Devices, Remote Connectivity, Intrusion Detection and Prevention Systems (IDS/IPS), 3<sup>rd</sup> Party audit, 3<sup>rd</sup> Party penetration testing, and Disaster Recovery Planning (DRP). The ETS web application and maintenance teams adopt best practices for securing web applications as recommended by the "Open Web Application Security Project (OWASP)".

### **1.3. Software**

The ETS web application, designed and maintained by the Department of Energy Information Technology Branch was created in 1998 to meet the Industry demand for the timely transference of information between the Industry and the Department.

The Information Technology Branch maintains the ETS application on a daily basis and provides the mechanism for the proper operations and management of the ETS application infrastructure.

### **1.4. People**

The Information Technology Branch of the Department of Energy consists of highly skilled individuals who maintain the ETS application in its entirety. These members provide the foundation that performs the necessary tasks outlined by the various Departments' business units.

The Information Technology Branch, as a team, coordinates the effort in order to meet the daily requirements of the ETS application.

Information Technology;

- First point of contact for clients regarding their business needs.
- Responsibility for client relationships and client service means Applications Group serve as the first point of contact for the clients regarding Application services.
- Communication, coordination, and facilitation are also required between all stakeholders including clients and other functional units
- Evaluation of requirements with recommendations to address the needs.
- Identify the appropriate solution to meet specific business requirements
- System development life cycle from requirements definition and analysis, design and development, testing and implementation, through enhancement and maintenance
- Application development.
- Production application maintenance.
- Change management and control of applications.
- Product evaluations.
- Planning and management of projects, releases, resources, technical architecture, technical upgrades, application upgrades, and the associated long-term strategies.
- Ensure systems availability meets and/or exceeds client's requirements.
- Provide system contacts availability for client determined hours.

### **1.5. Procedures**

The Information Technology Branch implements the following procedures for the ETS web application.

- Systems development and maintenance
- Security administration and monitoring
- Security auditing and log analysis
- Intrusion detection and security breaches
- Data centre operations and maintenance
- Performance monitoring
- Disaster recovery and prevention planning
- Change management and issue tracking
- Systems analysis and future planning
- Business function analysis
- Feature planning

### **1.6. Data**

Data is received by the Department of Energy from Industry in the form of a request or a transfer based on the functionality the client has applied for.

Data can also be requested by Industry and after processing of the request, the response is delivered via a notification system.

All transactions to the Department of Energy are handled through the ETS web application and at no time is any information delivered directly to a user outside the ETS web application. The user must securely log on to the ETS web application to communicate with the Department of Energy.

### **1.7. List of Services**

When the ETS application is submitted to the Department, a company requests access to the different services they require. The Department creates an administrative account for the company and gives them access to the different forms.

#### **Correspondence**

Correspondence allows Oil Sands Royalty clients to send and receive data from the Department through a secure connection. It is also used by clients to send Agent Forecast Data into the Department.

#### **Crown PNG and Oil Sands Agreement Documents**

Designated Representative can download Agreement documents created from the PNG and Oil Sands Public Offering.

**Assignment of Alberta Environment and Parks (AEP) and Alberta Energy Regulator (AER) Public Lands Surface Dispositions**

Assignment facilitates the electronic assignment of surface dispositions issued under the Public Lands Act within the province of Alberta. Assignments encompass all transactions, documents, and data exchanges associated with the assignment of the disposition holders interest in the surface disposition to another party.

**Bidding**

Bidding enables clients the ability to acquire Oil Sands and/or Petroleum and Natural Gas rights through an electronic bidding process. Clients will be able to select the parcels being offered for a sale, and if interested in acquiring the rights submit bid requests for a Public Offering using this system.

**Freehold Mineral Tax**

Freehold Mineral Tax enables clients to query their own freehold production entity data, add and delete Lessees, transfer Lessee roles, download unit values and submit unit values.

**Monthly Statements**

Monthly Statements (Surface and Mineral Rental) when available they are published into ETS. Mineral/Surface clients can print/save the monthly statement, change the payment method to auto debit and add additional charges to the automatic withdrawal.

**NGL-100, APMC 600, APMC-700, APMC Third Party, and APMC Pipeline In-Stream Form Submissions**

Clients can submit certain data files (i.e. Gas Transmission Reports, Straddle Plant Operators, etc.) into the department electronically using ETS. The submissions are verified by ETS and clients get confirmation email about processing status.

**Posting**

Posting enables clients to apply for Oil Sands and Petroleum and Natural Gas (PNG) rights through an electronic disposition request. Clients are able to query mineral rights availability and also submit posting requests for a Public Offering and Direct Purchase.

**Searches**

Searches enables clients to request variety of reports that shows status information on Crown surface land and Crown minerals in the Province of Alberta. [Read more](#)

**Transfers Ownership and/ or Designated Representative**

Alberat Energy registers changes in Crown Mineral ownership (transfer of interest or partial land) to another party, including changes to the Designated Representative.

**Oil Sands**

Oil Sands enables oil sands operators to create and submit Oil Sands Royalty (OSR) Project applications, and submit royalty and supplemental reporting information to the Department. It also allows operators to receive information reports on their submissions to help them manage the oil sands reporting process.

**Offset**

Offset management gives clients the ability to respond to offset notices, request reviews and submit information and data for well on production responses. Clients are also able to retrieve their monthly Offset Statement of Account.

**Crown Mineral Activity**

Crown Mineral Activity enables clients to submit applications for undisposed crown minerals, re-entries to existing wellbores and linking wells to existing Crown agreements. Clients can also submit or concur to authorizations of agreements and wells for these purposes.

**PNG Continuation**

PNG Continuation enables your company to fill in and submit an Online Application via ETS for Validation or Continuation or submit an Expiry Reinstatement request. You can create and submit a new application or request, amend an application, respond to an offer, and retrieve final documents. You can also request or grant authorization for agreements, wells, and data as required. PNG Continuation also allows your company to submit Third Party Requests via ETS for review of non-productivity. You can create and submit a request and retrieve response documents.

**Unit Agreement Exhibit A**

Unit Agreement Exhibit A enables Unit Operators to revise and/or correct an Exhibit A and change unit operatorship to an active unit agreement online via ETS. Unit Operators and Working Interest Owners can also submit a report request and view the Exhibit A revision report online.

**Agreement Management**

Agreement Management enables clients to fill in and submit an Online Application via ETS for Surrenders and Rental Reinstatements. You can create and submit a new request, withdraw an existing request, and retrieve final documents. You can also request or grant authorization for agreements as required. Agreement Management also allows your company to receive electronic notification of Rental and Royalty Defaults.

**Encumbrance**

Alberta Energy administers a registry of security notices and builders' liens in respect of encumbrances on Crown mineral rights agreements. The encumbrances may be registered on interests held by third parties (i.e., non-lessees) in the Crown mineral rights agreements. The ability to obtain certified copies of Encumbrances is also available here.

**Mineral Direct Purchase**

Mineral Direct Purchase enables your company to submit an online application via ETS for metallic and industrial minerals and coal tenure. You can create and submit a new application and receive documentation. Mineral Direct Purchase also requires you to pay the initial fee online via credit card upon submission.



**Mineral Direct Reporting**

Mineral Royalty Reporting enables your company to submit online royalty reports via ETS for metallic and industrial minerals and coal. You can submit a royalty report and receive a turn around report of accepted royalties and receive notices.