

Welcome!

to the  
**Crown Mineral Activity (CMA)  
Overhole/Coring  
Online Training Course**

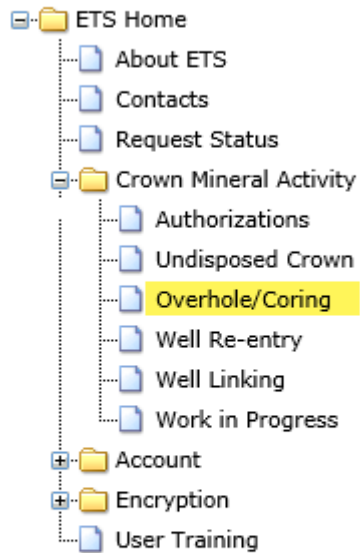
This module describes the process for initiating a CMA application for **Overhole/Coring**.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
Sept 20, 2013	Initial Creation	All
December 17, 2018	Updated	10 and 11
August 28, 2020	Updated headers and contents	All
July 11, 2023	Updated email	13
July 4, 2025	Updated content	All

## INTRODUCTION



### In this module, you will learn how to:

- complete the Admin tab
- complete the Wells Details tab
- complete the Geological Data tab
- submit the Well Overhole/Coring application form



## LOGIN TO ETS

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity

3. Select Overhole/Coring

## OVERHOLE/CORING – SCREEN TABS

**Admin** – this tab contains Contact Information and Technical Contact, if needed.

**Well Details** – this tab displays the Well Type, Rights, Substance, Meterage, AER order, and Well Information for this CMA type.

**Geological Information** – this tab allows you to submit geological information for this form.

Overhole/Coring Crown

Status: **Work in Progress**

Admin	Wells Details	Geological Information	
<p>Comment: <input type="text"/></p> <p>Company Name: <input type="text" value="▼"/></p> <p>Creator: <input type="text" value="EA0111_Sample"/></p> <p><b>Contact Information</b></p> <p><input type="text" value="▼"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Phone: ( ) - - Ext <input type="text"/></p> <p>Fax: ( ) - -</p> <p>Email: <input type="text"/></p>			
Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			



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## OVERHOLE/CORING – ADMIN TAB

Overhole/Coring Crown

Status: **Work in Progress**

Admin
Wells Details
Geological Information

Comment:

**Company Name:**

Creator:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
Mr. William	Engineer	(999)999-9999	william@co.ca

**Add Technical Contact**

**Save**
Close

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1. Select **Company Name**

2. Enter **Contact Information**

3. Enter **Technical Contact Information**, if available

4. If adding more than one contact, click **Add Technical Contact**

5. Click **Save**

## OVERHOLE/CORING - WELLS DETAILS TAB (WELL TYPE, RIGHTS, SUBSTANCE, AND METERAGE)

Overhole/Coring Crown

Status: Work in Progress

Admin
Wells Details
Geological Information

**Well Type**

Overhole  Core

**Rights**

Qualifier	Zone
From Top <span style="float: right;">▼</span>	<span style="float: right;">▼</span>
To Base <span style="float: right;">▼</span>	<span style="float: right;">▼</span>

**Substance**

Water  Acid Gas  Natural Gas  Solvent

**Meterage**

**AER order**  No file chosen  
Please click save after selecting a file

**Wells**

Well ID:  /  -  -  -  W  /

Agreement Number:

Upload from File:  No file chosen

Well ID	Agreement Number

**1. Check the appropriate Well Type**

**2. Click on Qualifier and Zone dropdown to choose an option**

**3. Check the appropriate Substance**

**4. Enter the Meterage**



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**Meterage** is required if greater than 15 meters.

## OVERHOLE/CORING - WELLS DETAILS TAB (AER ORDER AND WELLS)

**Overhole/Coring Crown**

Status: **Work in Progress**

Admin
Wells Details
General Information

**Well Type**  
 Overhole  Core

**Rights**

<b>Qualifier</b>	<b>Zone</b>
From Top	BAKKEN
To Base	BLUE MOUNTAIN MBR

**Substance**  
 Water  Acid Gas  Natural Gas  Solvent

**Meterage** 50

**AER order** Choose File No file chosen  
Please click save after selecting a file

**Wells**

Add Well(s)

Well ID: 00 / 06 - 35 - 020 - 10 W 4 / 00

Agreement Number: 001 5081 ...

Upload from File: Choose File No file chosen

Add Well(s)

Well ID	Agreement Number	
00/06-35-020-10W4/00	001 5081	✕

1. Choose File

An AER order is required. Browse and select from your directory to attach this document. Click Save.

2. Enter **Unique Well Identifier**

3. Click on the find button ( ... ) to search for a Crown agreement

4. Click **Add Well(s)**

5. Click **Save**

Save Close

## OVERHOLE/CORING - WELLS DETAILS TAB (WELL ID – FILE UPLOAD FORMAT)

Alternatively, you can browse and upload a file in .CSV (Comma Separated Values) file format containing multiple well IDs and Agreement numbers.

The CSV file must follow this format:

- The file contains 2 columns and must be Save As and uploaded in a .CSV file extension.
- First column is Well ID containing 20 characters including the “/” and “-”:

Well ID format is **00/00-00-000-00X0/00**

- Second column is Agreement Number containing maximum 10 characters:

Well ID format is **0000000000**

**Sample file to upload:**

02/14-29-053-06W4/00	0499999999
03/06-29-053-06W4/00	0599999999
03/14-29-053-06W4/00	0699999999

**Overhole/Coring Crown**

Status: **Work in Progress**

Admin
Wells Details
Geological Information

**Well Type**

Overhole  Core

**Qualifiers**

From Top:  Zone:

To Base:  Zone:

**Substance**

Water  Acid Gas  Natural Gas  Solvent

Meterage:

AER order:  No file chosen  
Please click save after selecting a file

**Wells**

Well ID:  /  -  -

Agreement Number:

Upload from File:  No file chosen

Well ID	Agreement Number
00/06-35-020-10W4/00	001 5081
00/07-15-066-23W4/00	001 5081
00/10-26-063-24W5/00	001 5081

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1. Click Upload from File button

2. Click choose File to attach the .CSV file

3. Click Add Well(s)

4. Click Save.

Wells from the .CSV file are now added.

## OVERHOLE/CORING - GEOLOGICAL DATA TAB

Overhole/Coring Crown

Status: **Work in Progress**

Admin

Wells Details

Geological Information

Applicants must detail the need and origins of the disposal fluid. Your discussion should include all relevant details such as potential impacts and/ or barriers to production, and time lines. Applicants must also address why disposal cannot be performed on disposed Crown or Freehold rights.

Choose File

No file chosen

Upload...

Uploaded Files

File Name

Following options are available:

No data to follow

Save

Close

1. Browse and upload document

2. Check box

3. Click Save

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A **Geological Discussion** document is required. Browse and select from your directory to attach the document and save.



Please refer to [Information Bulletin 2019-01](#) for application requirements.

## OVERHOLE/CORING - SUBMIT

### Overhole/Coring Crown 542232

Status: **Work in Progress**

[View Report](#)

Admin
Wells Details
Geological Information

Applicants must detail the need and origins of the disposal fluid. Your discussion should include all relevant details such as potential impacts and/ or barriers to production, and time lines. Applicants must also address why disposal cannot be performed on disposed Crown or Freehold rights.

Choose File No file chosen
Upload...

Uploaded Files

	File Name
✕	R542232.em-mineral-rights-information-bulletin-2025-01.pdf

**Following options are available:**

No data to follow

Submit
Save
Delete
Close

Click **Submit**

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You may click on the **View Report** link to review the details of this CMA Application.

## OVERHOLE/CORING - INDEMNIFICATION

Indemnification

ABC COMPANY indemnifies the Crown for any loss, cost, claims or damages suffered by the Crown and in respect of any claims made against it by reason of anything done by ABC COMPANY or any one on our behalf in the exercise or purported exercise of the rights granted therein. Are you sure you want to Submit Application?

Do you wish to continue to submit the application?

Click Yes



Refer to the **Work In Progress module** for more information on the status of a submitted application request.

## CONCLUSION

# *Congratulations!*

**You have completed the  
Crown Mineral Activity Overhole/Coring  
Online Training Course**

Please proceed to the subsequent modules detailing other  
functionality of the CMA.

If you have any comments or questions on this training course,  
please forward them to the following email address:

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

