

## **GUIDELINES FOR SUBMITTING AN ASSESSMENT REPORT**

These detailed guidelines are intended as an aid to filing mineral assessment reports in accordance with the Metallic & Industrial Minerals Tenure Regulation.

The following guideline information and sample report will help clients file reports that are accurate and complete. Reports that are deficient may be returned for amendment, or may be rejected by the Department.

The report should consist of three parts:

**Part A:** Deals with the administrative requirements of the regulation; this part does not include the exploration work performed and results achieved. This part includes a detailed statement of the expenditures related to the technical work performed during the assessment period.

**Part B:** Contains the technical information related to the exploration project; this information is reviewed for geological content and should support the expenditures being claimed in Part A. The material contained in Part B will form part of the Alberta Data Library.

**Part C:** Contains technical appendices supporting information presented in Part B. These appendices may be included in Part B, and may be submitted in the same folder if required, but the appendices should be noted separately in the table of contents. Technical appendices will form part of the Alberta Data Library.

**Part A -** Submit one original of each document.

1. The covering letter includes a list of the permits and the name of the project.
2. Part A of the report should have a title page indicating project name, permit numbers, client name, report author, date and report part (e.g. A, B or C).
3. A letter of authorization for the Department to copy or reproduce the report once the confidentiality period has ended.
4. Letter of approval from permittee designating party to act as Mineral Assessment Appointee for the applicable permit(s) for the specified work period. This authority enables the appointee to file the assessment report, amend the report, and make decisions regarding the grouping and surrendering of lands.
5. The detailed expenditure statement (see sample) of exploration activities conducted on the lands relating to this project.
6. Allocation of expenditures against permits (group) for the current reporting period:

- a). If the expenditure dollars are insufficient to satisfy the requirements of all the permits an amendment and/or cancellation will be required. Notification should be submitted as to the permit(s) elected to be cancelled and a list of lands to be retained.
  - b). Following the Department's assessment of the report, if the expenditures are not adequate to satisfy the permit requirements for this period, the Department will require notification from the mineral assessment appointee of land or permits elected to be surrendered. Failure to notify the Department of the lands to be retained will result in the Department making this decision at its discretion.
7. The "Assessment Report Checklist" is to be completed and submitted with the report; this list assures that the required documents have been submitted.
  8. Mapping of the permits, including permit numbers and boundaries; such mapping illustrates that all permit lands discussed in the assessment report are contiguous.

**Part B** – Submit two original copies of each document.

Documents should be submitted in a separate folder and all pages and appendices in the report should be numbered. Documents must be of suitable quality to copy or reproduce, and conform to requirements specified in the Schedule of the Metallic and Industrial Minerals Tenure Regulation.

1. Part B of the report should have a title page indicating project name, permit numbers, client name, report author, date, report part (e.g. A, B or C) and a table of contents.
2. Parts B and C of the report may be submitted in the same folder but should be separated by a tab, and Part C should be included in the table of contents.
3. Part B must contain "breakdown statement of project work".
4. Part B should contain the following types of information:
  - a. Author of the report – name, signature, qualifications or work experience.
  - b. Introduction – the scope and purpose of the assessment work.
  - c. Summary – work performed and results obtained during the work period to which the assessment report relates.
  - d. Location – maps indicating permit boundaries and numbers for each permit marked with sampling and surveying locations.
  - e. Work performed – detailed description of exploration activities performed during the work period, including the methods, the name of the individual or company performing the work or supervising the work, and the dates the work was performed.
  - f. Results – tabulation or compilation of data collected in the work period, description of analysis, and a statement of results drawn from any data included as an appendix in Part C.
  - g. Conclusions
  - h. Bibliography/References

*NOTE: ALL EXPENDITURES MUST HAVE SUPPORTING DATA/INFORMATION*

**Part C** – Submit two originals copies of each document.

1. If Part C is submitted in a separate folder, a title page indicating project name, permit numbers, date and part of report should be included; all documents must be suitable for reproduction and on good quality paper.
2. Mapping submitted should be at the appropriate scale for illustrating exploration activities and results, and in a format acceptable to the Minister.
3. The mapping should include the: locations of surveys and sampling points referred to in Part B.

## ASSESSMENT REPORT CHECKLIST

Please complete and submit this form along with Part A. This will help you and the Department ensure your mineral assessment report is complete. The filing of the assessment report is in three parts; Part A - Administrative Documents, Part B - Technical Report and Part C - Technical Appendices.

### **PART A: ONE COPY OF THE FOLLOWING:**

- Covering letter – identify permit numbers that the report applies and the, name of your report (signed)
- Authorization to copy or reproduce (signed)
- Mineral assessment appointee – signed authorization to represent or file on behalf of another company or submitted with intent to file
- Detailed expenditure statement (signed)
- Allocation of expenditures to permits
- Any permit amendments/cancellations
- Map showing current permits boundaries and numbers

### **PART B: TWO COPIES OF THE TECHNICAL INFORMATION AS FOLLOWS:**

- copies of the assessment report
- Title page
- Table of contents in each report
- Detailed statement and breakdown of project work performed in work period
- Report typewritten and suitable for reproduction
- Any appendices

### **PART C: TWO COPIES OF THE SUPPORTING OR SUPPLEMENTARY APPENDICES, SUCH AS**

- Location mapping of samples which relate to results in Part B
- Legible drilling logs
- Aeromagnetic mapping
- Any large map sheets
- Any data submitted in an oversize (e.g. maps) or non-standard format (e.g. electronic)

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Name

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Phone number

**NOTE THAT FAILURE TO FULFILL THE ABOVE BASIC REQUIREMENTS WILL RESULT IN REJECTION OF THE REPORT WITH A 7-DAY PERIOD TO CORRECT THE DEFICIENCIES.**