

Guide to filling out the Prospector Assessment Report Form

Mineral Lands Division

Department of Industry, Energy and
Technology

P.O. Box 8700; St. John's, NL A1B 4J6

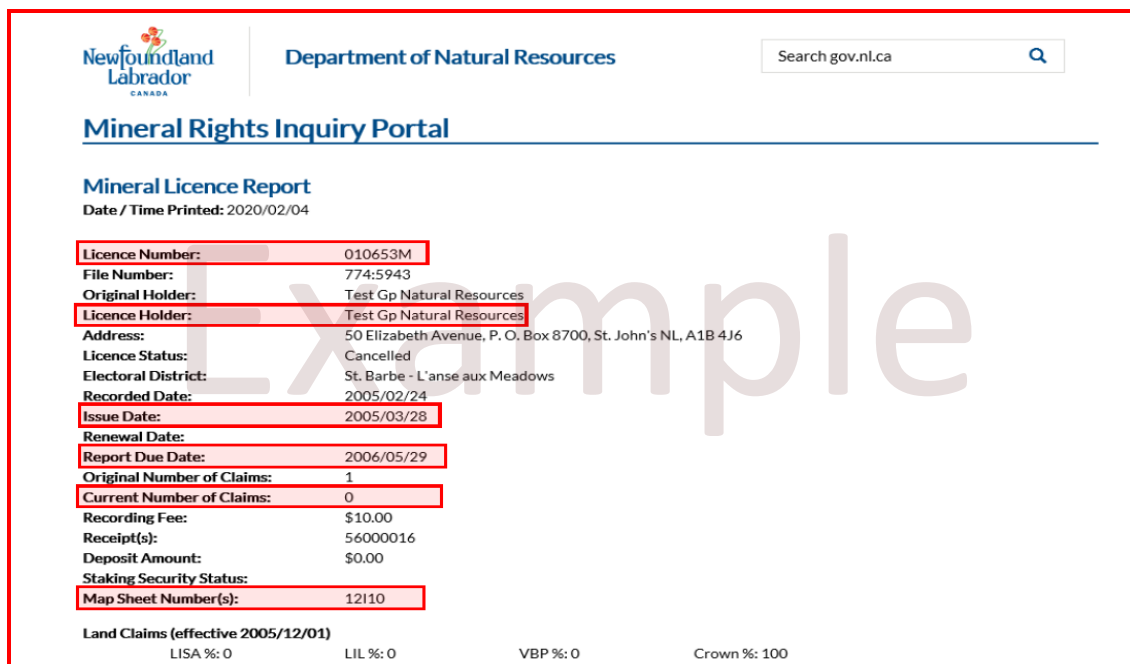
mlassessments@gov.nl.ca

This guide was created to help individuals fill out the Prospector Assessment Report Form. It explains the essential elements that should be included in each form. *Please refer to the appendices for a completed sample of the Prospector Assessment Report Form and other supporting information.*

The Prospector Assessment Report Form is intended for individually held claims and not those registered to a company. If claims are registered to a company, please complete an industry assessment report as directed by the Guidelines for Forms and Illustrations.

Section A: General Property Information

This section provides an overview of the administrative details for the licenses within the property that the Prospector Assessment Report Form is being submitted for. All fields are required to be filled. Most of the information can be found by doing a mineral rights inquiry here: <https://licensing.gov.nl.ca/mrinquiry/sfjsp?interviewID=MRISearch>



Mineral Licence Report
Date / Time Printed: 2020/02/04

Licence Number:	010653M
File Number:	774:5943
Original Holder:	Test Gp Natural Resources
Licence Holder:	Test Gp Natural Resources
Address:	50 Elizabeth Avenue, P. O. Box 8700, St. John's NL, A1B 4J6
Licence Status:	Cancelled
Electoral District:	St. Barbe - L'anse aux Meadows
Recorded Date:	2005/02/24
Issue Date:	2005/03/28
Renewal Date:	
Report Due Date:	2006/05/29
Original Number of Claims:	1
Current Number of Claims:	0
Recording Fee:	\$10.00
Receipt(s):	56000016
Deposit Amount:	\$0.00
Staking Security Status:	
Map Sheet Number(s):	12110

Land Claims (effective 2005/12/01)
LISA %: 0 LIL %: 0 VBP %: 0 Crown %: 100

Property Information Table items that are found on the Mineral Rights Inquiry Forms

License Number: The number given by the Mineral Lands Administrative Portal (MinLAP) to the land staked. *The license number can be found on the Mineral Rights Inquiry Form as demonstrated in the above example.*

License Holder(s): The person or persons to whom the mineral rights for the license(s) in the report are registered. *The license holder(s) can be found on the Mineral Rights Inquiry Form as demonstrated in the above example.*

Date Issued: The date the license was originally issued. This date is 30 days after the claims were staked. *The date issued (Issue Date on Property Information Table) can be found on the Mineral Rights Inquiry Form as demonstrated in the above example.*

No. of Claims: The number of claim blocks (500 m x 500 m) that make up the license. *The number of claims (No. of Claims on Property Information Table) can be found on the Mineral Rights Inquiry Form as demonstrated in the above example.*

NTS Map Sheet: The National Topographic Sheet (NTS) numbers are used to identify the appropriate topographic map in which the licenses fall. *The NTS Map Sheet can be found on the Mineral Rights Inquiry Form as demonstrated in the above example.*

Property Information Table items not found in the Mineral Rights Inquiry Forms

Submitted by: The person or persons who are completing the Prospector Assessment Report Form.

Property Name: The Property Name is usually assigned by the license holder for one or a group of licenses located in close proximity to each other. Although assigning a property name is a common practice, it is not a necessary part of holding mineral licenses. If a property name is not assigned, please indicate not-applicable (N/A) in the Property Name box. In the sample below, the prospector choose to name her license the 'SM Property'.

Exploration File Number: This number is provided on the Exploration Approval and / or the Prospector Notification Acknowledgment given by the Exploration Approvals Geologist. This number is different for each calendar year of work and must be applied for and attained prior to commencing work on the mineral licenses.

Commodity: The mineral or minerals being prospected for (e.g., gold, copper, lead, zinc).

Assessment Year: The assessment year (in terms of age of licence) in which the work was conducted on the license. Each assessment year is measured from the anniversary date of the issuance of the licence. Licences issued on different dates may or may not be in the same assessment year being reported on. It is common and acceptable to report on licences with different assessment years on the same Prospector Assessment Report Form if those licences are considered part of the same property.

Example:

License 39000M was issued **2016.11.06**.

- Work conducted from 2016.11.06 to 2017.11.06 would fall into assessment year **1**
- Work conducted from 2017.11.07 to 2018.11.06 would fall into assessment year **2**
- Work conducted from 2018.11.07 to 2019.11.06 would fall into assessment year **3**

For license 39000M listed in the example Property Information Table below, work was conducted between August 18, 2019 and November 1, 2019. These dates fall within assessment year 3.

Section A: General Property Information

Assessment report submitted by: Edward Doe

Property name: SM Property

Exploration file number(s): E180996

Commodity(s): Au

If there are more licences than the space provided, fill out and attach this additional ["Property Information Table"](#).

Licence number	Licence holder(s)	No. of claims	Assessment year	Date issued	NTS map sheet(s)
39000M	Jane Doe	4	3	06-Nov-2016	02E04

Section B: Work Log

All work carried out on or for the licence(s), including field work and desktop work (e.g., compilation, data processing, research, report writing, etc.) must be documented in the Work Log Table.

Each person doing work on a given date must be recorded in their own row (e.g., there could have been three people doing work on the same day, but each with their own entry in the table).

Section B: Work Log Table

List all people, including licence holder, working each day. *If you need more space than is provided below, fill out and attach an additional ["Work Log Table"](#).*

Date	Licence #	Name / Company	Activity	Description of activity	# Hours
08-Aug-2019	39000M	Jane Doe	Soil sampling	Digging sampling sites, note taking, property accessibility	9
08-Aug-2019	39000M	Everett Doe	Soil sampling	Digging sampling sites, note taking, property accessibility	9
13-Aug-2019	39000M	Jane Doe	Rock sampling	Looking for outcrop, chipping off samples, stripping	5
13-Aug-2019	39000M	Everett Doe	Rock sampling	Looking for outcrop, chipping off samples, stripping	6

Section C: Compilation

Compilation is considered to be the collection of data from already available sources, such as Geofiles. The purpose of compilation is to learn from results of past work and use that information to guide future exploration work.

To be eligible for credit under this section, the compiled data must be provided with the form and must not have been previously reported on for the licence(s). A compilation map is also encouraged. Examples of compilation data could be, but are not limited to, sample or drillhole tables taken from work reports, geophysical survey maps, assay certificates, and a compilation map. It is common for compiled data to be organized as a self-contained database such as a spreadsheet which optimizes use, however this is not required. All sources of data need to be appropriately referenced so that the reader can locate the data from its original source. **Please note that a historical account of exploration does not constitute compilation data.**

Section C: Compilation (see "[Guide to Filling out the Prospectors Assessment Form](#)" for details)

Provide a brief description of compilation work.

*The following documents **MUST** be submitted with this form:*

- ✓ *All compiled historical data tables, maps, etc.*
- ✓ *A List of References.*

Compilation work was completed prior to this years work. A search of the GeoFiles was done and historical samples and assay results were located and compiled from old Astilbi reports. A table containing the data and the references are submitted with this form.

Section D: Traversing Work

This section is meant to detail the 'boots on ground' field work completed such as traditional prospecting and sampling. Provide details of work completed and describe all activities. If there are licenses that have not had samples collected, a traversing map and observations such as outcrop descriptions and terrain encountered must also be included. Include locational data where available. Types of activities to include under this section:

- Descriptions of outcrop and/or float found. If photos have been taken, these can be uploaded and submitted with the form.
- Descriptions of terrain.
- How the property was accessed.
- Any interesting finds such as rusty gossans, visible gold, sulfide minerals, etc.
- Areas traversed and nothing found.
- Traversing map (please note that these are required for licenses in which no samples have been collected).

Section D: Traverse work (see "Guide to Filling out the Prospectors Assessment Form" for details)

Provide a brief summary and description of what was found **per** license.

The following documents **MUST** be submitted along with this form:

- ✓ Sample Location Map (if samples were collected on traverse) that shows all licence boundaries being reported on.
- ✓ Complete Section F: Sample Location Table.
- ✓ Traverse Location Map (if no samples were collected) that shows all licence boundaries being reported on.

General traversing, rock sampling, stream sediment sampling, soil sampling took place between August 8 and 19, 2019, on the SM property. Samples were assayed for Au + ICP-34. Three trenches were completed in the southern corner of the license. Areas were targeted based on mineral occurrences (MODS) found in the area.

Outcrop exposure is good throughout most of license 39000M. Possible sulphides were observed in some outcrops on the western portion of the license and were sampled. A rusty gossan and a quartz vein were sampled in outcrop.

Section E: Trenching and Rehabilitation

This section consists of two parts:

Part 1:

This part is meant to document trenches that have been excavated, sampled, or rehabilitated. Required information includes, but is not limited to, the following:

- Background on why the decision was made to trench at the particular site(s).
- Trench descriptions and observations (e.g., if bedrock was encountered, description of rock observed).
- How the trenches were excavated.
- Description of sampling procedure (e.g., random, sample spacing, channel, soil in absence of bedrock)
- If trenches have been rehabilitated.
- Materials used for rehabilitation.
- If water table was encountered and at what depth.
- Depth of overburden (depth to bedrock).

Section E: Trenching and Rehabilitation (see "Guide to Filling out the Prospectors Assessment Form" for details)

Provide a brief description.

*The following documents **MUST** be submitted with this form:*

- ✓ *Trench Location Map that shows the licence boundaries for the licences being reported on.*
- ✓ *Photographic documentation of any rehabilitated trenches.*

Three trenches were excavated in the SE corner of the license. The decision to trench was based on magnetic signatures found in the regional mag data on the GeoScience Atlas. A thick layer of overburden was discovered in the trenches and we were unable to reach bedrock. The trenches hit the water table at around 2 meters depth and would require a pump for future work. Unconsolidated material from the trench wall fall in was recovered and a total of 5 samples were collected. No assays were completed.

The trenches were back filled and concealed with recovered organic material.

Part 2:

The Trenching Information Table is where the specific details of each trench are to be included. All trenches that have been excavated during the assessment year must be included in table, regardless of if they have been sampled. Similarly, all trenches that have been sampled or mapped during the assessment year must be included in the table, regardless of if they were excavated before the assessment year being reported on.

Trenching Information Table

If you have more trenches than the space provided below, attach an additional ["Trench Information Table"](#)

Trench name or number	Licence	Datum	Easting	Northing	Dimensions	# Samples
T-01-19	39000M	Nad 27	691790	5353009	4m x 1m x 2.5m	2
T-02-19	39000M	Nad 27	691754	5352888	4.5m x 1m x 3m	1
T-03-19	39000M	Nad 27	691642	5352965	5m x 1m x 3.5m	2

Section F: Sample Information

All samples collected must be included within the Sample Information Table, even if they were not assayed. If several types of assays were completed for a sample, include all relevant assay certificate numbers under the **'Assay Certificate #'** column and make sure to include the certificates upon submission. Sample numbers in the Sample Information Table need to match those found in the assay certificates. If the table does not contain enough space for all samples, fill out additional Sample Information Tables as necessary.

If you prefer to use an excel spreadsheet, one is provided as a link on the Departmental website. If you choose to use the spreadsheet, you do not have to fill in Section K of the Prospector Assessment Report Form. Each provided spreadsheet must be submitted as a converted PDF with the completed Prospector Assessment Form. No other excel format will be accepted.

A sample location map showing all samples collected and license boundaries **must** be included with this form (please see the example provided in the appendices). Any digitally formatted map is acceptable provided the relevant information is clearly and legibly portrayed. **Hand drawn maps will no longer be accepted.** Google Earth is a widely available program which has the capacity to create a basic sampling / trench location map for the purposes of this form. A guide to creating an acceptable map using Google Earth Pro can be found in the Appendices that accompany this guide.

Section F: Sample Information (see ["Guide to Filling out the Prospectors Assessment Form"](#) for details)

If you have more samples than the space provided below, attach an additional ["Sample Information Table"](#).

Each of the following documents **MUST** be submitted for each sample:

- ✓ Certificates of Analysis issued and signed by the Laboratory as a PDF.
- ✓ Analysis results in an Excel spreadsheet as received from the Laboratory.

Sample Number	Licence #	Sample type (e.g. rock, soil, till, stream sediment)	Sample source (e.g. float, channel, trench, outcrop)	Sample description	Datum	Easting	Northing	Assay certificate #'s
S-01-19	39000M	Soil	Float	Horizon B?	Nad 27	691669	5353559	456-1234567, 456-1234567-Au
S-02-19	39000M	Soil	Float	Horizon B?	Nad 27	691680	5353547	456-1234567, 456-1234567-Au
S-03-19	39000M	Soil	Float	Horizon B?	Nad 27	691651	5353524	456-1234567, 456-1234567-Au
S-04-19	39000M	Soil	Float	Horizon B?	Nad 27	691753	5353542	456-1234567
S-05-19	39000M	Soil	Float	Horizon B?	Nad 27	691760	5353551	456-1234567

Points regarding filling out the Sample Table:

- If the correct **Sample Type** or **Sample Source** is not contained in the provided dropdown you can simply type it in the space.
- Assay certificate #'s are unique numbers assigned by the lab for each certificate. Below are examples of what they look like and where they can be found on assay certificates:

Au Fire Assay / ICP Geochemistry Certificate

Client: [REDACTED]
 Geologist: [REDACTED]
 Project: [REDACTED]
 Sample: Soil

DskFile: 595-1408097

DateIn: October 08, 2014
 DateOut: November 03, 2014

EASTERN Analytical

Email: info@easternanalytical.ca
 P.O. Box 187
 403 Little Bay Road Springdale, NL A0J 1T1
 Phone: 709-673-3909 / Fax: 709-673-3408

Sample Number	Au ppb	Ag ppm	Al %	As ppm	Ba ppm	Be ppm	Bi ppm	Ca %	Cd ppm	Ce ppm	Co ppm	Cr ppm	Cu ppm	Fe %	Hg ppm	In ppm	K %	La ppm
BLANK	5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
STD.GS - 7E	6505	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Quality Analysis ... **Actlabs** Innovative Tech

Date Submitted: 25-Aug-16
 Invoice No.: A16-08601
 Invoice Date: 26-Sep-16
 Your Reference: [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 Canada

ATTN: [REDACTED]

CERTIFICATE OF ANALYSIS

14 Rock samples were submitted for analysis.
 The following analytical package(s) were requested: Code 8-REE Assay Package Major Elements Fusion ICP(WRA)/TICP/MS(WRA4BZ)

REPORT A16-08601

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Section G: Geophysical Survey & Preparation (line cutting, flagging, etc.)

This section must be completed if geophysical measurements were recorded or preparations for a geophysical survey were carried out on one or more of the licences.

The written portion of this section must include details surrounding the preparation of and types of geophysical work conducted. Required information includes, but is not limited to, the following:

- Reasoning on how the area was chosen for the survey(s).
- How the area was prepared and if there were any complications.
- How the area(s) were accessed.
- UTM coordinates and datum for the start and finish of each line so that the survey(s) can be recreated.
- The number of lines and total distance

In addition to the written portion of this section, all raw data and associated graphs, tables, etc., **must** be submitted with this form.

Section G: Geophysical Survey & Preparation (see "Guide to Filling out the Prospectors Assessment Form" for details)
<p><i>Provide a brief description.</i></p> <p><i>The following documents MUST be submitted with this form:</i></p> <ul style="list-style-type: none">✓ A map showing the location(s) of the geophysical survey.✓ All digital geophysical data.
<p>The areas were chosen for surveys based on some promising soil sample results gained from last year's work.</p> <p>EM survey equipment was borrowed from the Department of Natural Resources. Lines were cut for each survey and flagged at 25 meter intervals. Two lines of EM-16 were run over areas approximately 100 and 150 meters north of trench T-01-19, each running west to east. Line 1 began at UTM coordinates 691598.80mE, 5353061.55mN and ended at 691637.24mE, 5353061.32mN. Line 2 began at 691604.41mE, 5353110.36mN and ended at 691672.59mE, 5353117.72mN.</p> <p>Nothing of interest was discovered. The raw data has been attached and included with the Form submission.</p>

Section H: Company / Contractor Reports

This section is intended to capture data collected during exploration company or contractor visits. In the box provided, include details such as the names of the companies that visited, the purpose of the visit, the types of work completed, and the dates. Please be aware that any visits conducted for promotional purposes that does not result in field data being collected are not eligible for expenditure credit. In addition to the written portion of Section H, the following items **must** also be submitted with this form:

- A company write-up
- All data files such as sample data, assay certificates, geophysical data, etc.
- An expenditure table as provided by the visiting company. Please note that any modifications or additions to these will not be accepted.

Section H: Company / Contractor Visits (see "Guide to Filling out the Prospectors Assessment Form" for details)
<p><i>Provide a brief description of the visit.</i></p> <p><i>The following documents must be submitted with this form:</i></p> <ul style="list-style-type: none">✓ <i>A write-up written by the Company / Contractor which provides a summary of work completed.</i>✓ <i>All data gathered by the Company / Contractor during the visit.</i>✓ <i>A table completed by the Company / Contractor that details the money spent during the visit.</i>
<p>A property visit was completed by Gold Trackers Ltd. on September 26, 2019. During the visit, 5 rock samples were collected and later analyzed by Eastern Analytical. Several areas of the property were visited and it was recommended to focus on soil sampling in an area central to the license. This will be planned for and conducted during the next field season.</p> <p>A company write up has been included with this submission.</p>

Section I: Expenditure Table

Complete one Expenditure Table per license. The expenditure table consists of Part A and Part B. The license number and the work dates for which the work was completed are **mandatory** fields. The remaining columns can be filled out based on what is being claimed.

Part A – Creditable Expenditures:

These are values assigned to personally owned equipment and individual work time that do not have associated receipts or payment documentation.

Below you will find a list of allowable rates for items eligible under this section:

Item	Allowable Rate
Vehicle	\$60 per day
ATV	\$40 per day
Snowmobile	\$40 per day
Boat	\$40 per day
Excavator	\$250 per day
Fixed-winged aircraft	\$1,000 per day
In addition, the per diem food allowance for field work is \$30 per day and the per diem rate for private accommodation (Cabin/camp) is \$50 per night .	
An individual prospector may claim \$100 per 8 hour period spent working on licenses registered in their name or on licenses where they hold a registered interest. In addition a license holder may claim \$450 per day they employ a QP (QP = Qualified person as defined by NI 43-101, specifically, a geologist with P. Geo status) to work on their license.	

Part B – Receipted Expenditures:

This portion of the table is where receipt based work expenditures are claimed. Receipts **are not** to be submitted with the Prospector Assessment Report Form but should be kept in the event they are requested by the Department. Fill in the table as it pertains to what is being claimed.

A description of each item is provided below:

Line Items	Description	Examples
Field work consumables	Items that are not large equipment and are generally one time use	Flagging tape, field note books, rock saw blades, sample bags, etc.
Excavator costs (including for rehabilitation)		
Sample assays	Direct cost of geoscientific analysis and shipping, if applicable	ICP 34 + Au, ore grade analysis, thin section work, etc.
Geophysical survey & preparation		
Company / contractor reports		
Accommodation rental	Direct costs of accommodation rental	Hotel/motel room, bed and breakfast, Airbnb, camper rental, etc.

Rental (helicopter, vehicle, equipment)	Direct cost of rentals considered necessary to complete field work program. Some rentals such as helicopter costs may be conditional on remoteness of property.	ATV rental, rock saw, truck, excavator, generator, etc.
Fuel	Direct costs for fuel consumed during days in which work was completed.	2 days of travel in vehicle, 4 days for ATV operation, 1 day for generator operation, etc.
Miscellaneous	All eligible out of pocket costs that do not fall under the Line Items of Part B.	

Automated Expenditure Calculation

Subtotal		Part A Total + Part B Total = Subtotal
Contingency (up to 15% of Subtotal)	This is a % based cost of the total which is intended to account for costs associated with amortization and depreciation.	Subtotal amount x .15 = Contingency
Total Expenditures		Subtotal + Contingency = Total Expenditures

Section I: Expenditure Table (see "Guide to Filling out the Prospectors Assessment Form" for details)			
A separate "Expenditure Table" must be submitted for each licence.			
Refer to the "Guide to Filling out the Prospectors Assessment Form" for help with completing this table.			
Licence number: 39000M		Work dates: August 8, 2019 to November 1, 2019	
Part A - Creditable Expenditures			
Complete those that apply.			
Line items:	# Hours / Days	Rate	Total \$
Licence holder hour rate	62.00	\$12.50	\$ 775.00
Helpers hour rate	82.00	\$12.50	\$ 1,025.00
Food Per diems	16.00	\$30	\$ 480.00
P. Geo. services		\$450	\$ 0.00
Private accommodation	9.00	\$50	\$ 450.00
Personal vehicle	16.00	\$60	\$ 960.00
Personal ATV / snowmobile / boat	21.00	\$40	\$ 840.00
Personal excavator		\$250	\$ 0.00
Personal fixed-wing aircraft		\$1000	\$ 0.00
Part A: Total Creditable Expenditures			\$ 4,530.00
Part B - Receipted Expenditures			
Complete those that apply. All Expenditures in Part B may require receipts.			
Line items:	Item(s)	Cost \$	
Field work consumables	flag tape, field book	\$ 26.48	
Excavator costs (including for rehabilitation)	3 day Rental	\$ 905.65	

Section J: Checklist

The checklist is meant to ensure all supporting and/or required attachments are included. Required attachments are listed in the appropriate sections throughout the Prospector Assessment Report Form. Please be aware that items other than those listed in the checklist that add scientific value can also be submitted with the Prospector Assessment Form.

To complete the Checklist, select either 'Yes' or 'No' for all listed activities. This is done by adding a checkmark to the correct box.

- **'Yes'** – indicates activity was completed and supporting attachment is included with Prospecting Form
- **'No'** – indicates activity was or was not completed, and the supporting attachment is not included with the Prospector Form.
- The number of **additional tables** that is included with the Prospector Form must be provided in the fillable box next to the document description. If there are no additional tables to include, please put zero in the fillable box and check the "No" box. Please see the example below.

Section J: Checklist of Required Attachments (see "Guide to Filling out the Prospectors Assessment Form" for details)			
Complete the checklist below to ensure all pertinent documentation is attached.			
Incomplete Prospector Report Forms that do not have all the required documentation will not be accepted and will result in rejection of work expenditures.			
Did you complete this section?	Have you attached these documents?	Yes	No
Section B: Work Log	Additional " Work Log Table(s) ". Number of Additional Pages: <input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section C: Compilation	Compilation map	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Compiled historical data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section D: Traversing	Sample location map(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Traversing location map(s) <i>(required if no samples collected on a license)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section E: Trenching and Rehabilitation	Trench location map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Trench rehabilitation photo(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section F: Sample Info	Additional " Sample Information Table(s) ". Number of Additional Pages: <input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Assay certificates as signed PDFs and Excel files	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section K: Acknowledgements and Acceptance

The Acknowledgement and Acceptance section is meant to ensure all applicable portions of the Prospector Assessment Report Form have been completed and all supporting documents have been included with the form submission. The individual who submits the report will need to accept by clicking the accept box and indicating the date of submission.

Section K: Acknowledgements and Acceptance

Complete and accurate information is important to avoid delays in accepting your Prospector Assessment Report Form. Any applicable sections left blank will be considered incomplete and will not enter the review process. Failure to complete the sections will result in either the disallowance of any associated work expenditures claimed in Section I or the rejection of the form in its entirety.

Please review and confirm the following:

I hereby certify that all required and applicable sections of this form have been completed.

I hereby certify that I have reviewed the completed Prospectors Assessment Report Form and the information contained within is true and accurate to the best of my information, knowledge and belief.

I ACCEPT Date: 04-Dec-2019

Appendix I – Saving and Submitting the Prospector Assessment Report Form

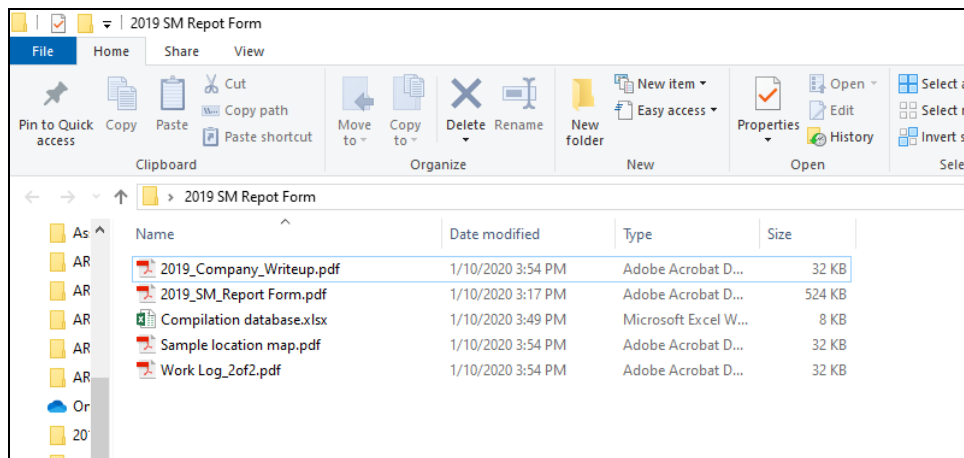
Saving your form(s)

It is highly recommended to save and rename the fillable Prospector Assessment Report Form and all additional forms (e.g., additional work logs) provided by the Department before you start filling them in. This will allow the forms to be completed over a period of time and not all at once. Content added to the forms may be lost if not properly saved with a unique name and to a designated folder on your computer. For best compatibility please use Adobe Reader to open and fill out the Form. To do this you right click on the saved Form, scroll down to **Open With** and then click on **Adobe Reader**.

In the same folder, you should save all additional attachments to be submitted as prompted by the Checklist in Section J. It is encouraged to .zip the folder together so that there is just one attachment when submitting.

For directions on how to zip a folder, please see below:

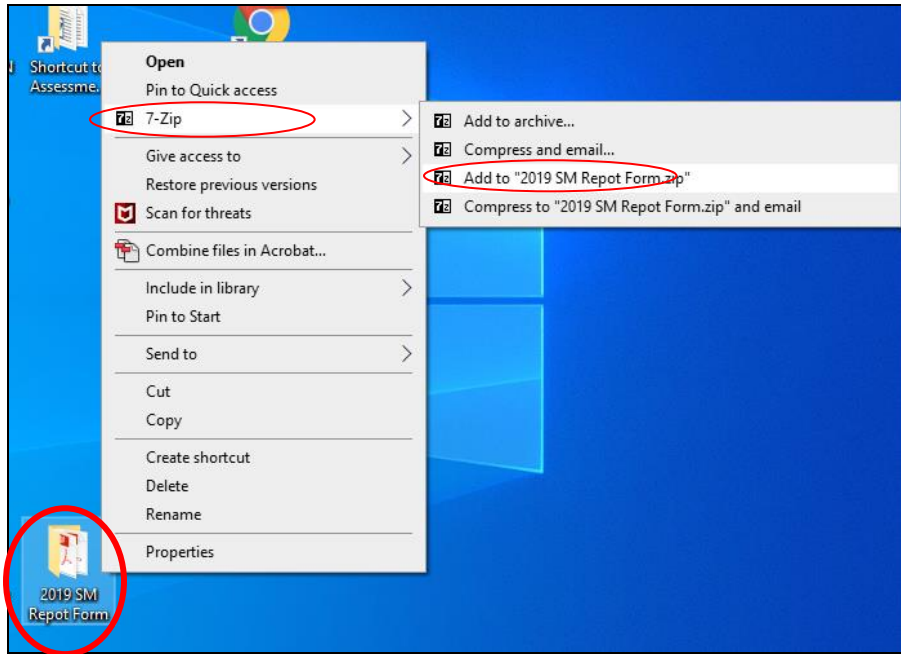
1. If not already installed, you may need to download the appropriate software. 7-zip is a free open source program which is easy to use and widely available. This program is used in the example below.
2. Assure that all files to be submitted are saved to a designated folder. In the example below the main folder is titled '2019 SM Report Form' and there are 5 files saved within it.



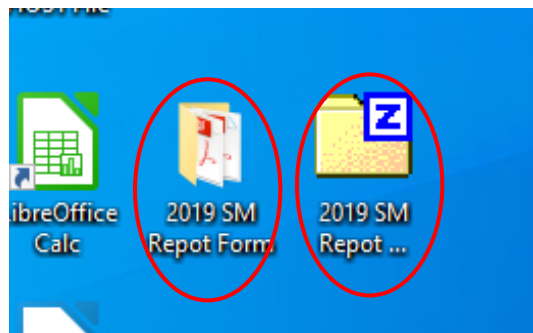
3. Right click and the main folder. In the list that appears, click on '**7-Zip**'. In the next list click on the '**Add to "File Name.zip"**'. A new zip file should be created with the same name as the main folder. The new file may appear next to the main folder or within it.

Example:

In the example below, The main folder name is **2019 SM Report Form** (found in bold red circle below). After right clicking the file, the user scrolled up to '**7-Zip**' and then scrolled down and clicked on **Add to "2019 SM Report Form.zip"**. A new .zip folder with the same name was created.



In the image below you will see how a new .zip folder will be created.



Submitting your Form

Log in to your Client Account in the Mineral Lands Administrative Portal (MinLAP) and follow the directions within for Work Report submittal. If you have zipped all of your files in your report folder, the only item that needs to be submitted is the .zip folder. If the report is not zipped, the Prospector Assessment Form and all additional files will need to be attached separately.

Appendix II – How to Create a Map using Google Earth Pro

Key Points before you start:

- *Google Earth Pro is a freely available program that is capable of producing the maps required to be submitted with the Prospector Assessment Report Form. Maps produced from other capable software (e.g., QGIS, MapInfo, ArcGIS, etc.) which meet the map requirements will also be accepted.*
- *Maps are required to include:*
 - *licence boundaries for all licenses reported on*
 - *licence number labels depicted within the boundaries of the corresponding licences*
 - *all samples labelled with sample numbers as contained in the Sample Information Table and assay certificates*
 - *all trenches labelled with trench numbers as contained in the Trenching Information Table*
 - *the coverage of geophysical survey work as described in Section F of the Prospector Assessment Report Form*
 - *traversing lines for all licenses for which no samples were collected*
 - *a north arrow.*
 - *a title box showing at minimum the property name (if applicable).*
- *If desired, Google Earth Pro is capable of plotting coordinates from an imported .csv file. It is cautioned, however, that UTM coordinates would first need to be converted to latitude and longitude beforehand. This process is outside the scope of these directions but can be completed if so desired by the reader.*

Steps 1 and 2 constitute program set up and should only need to be completed prior to first use.

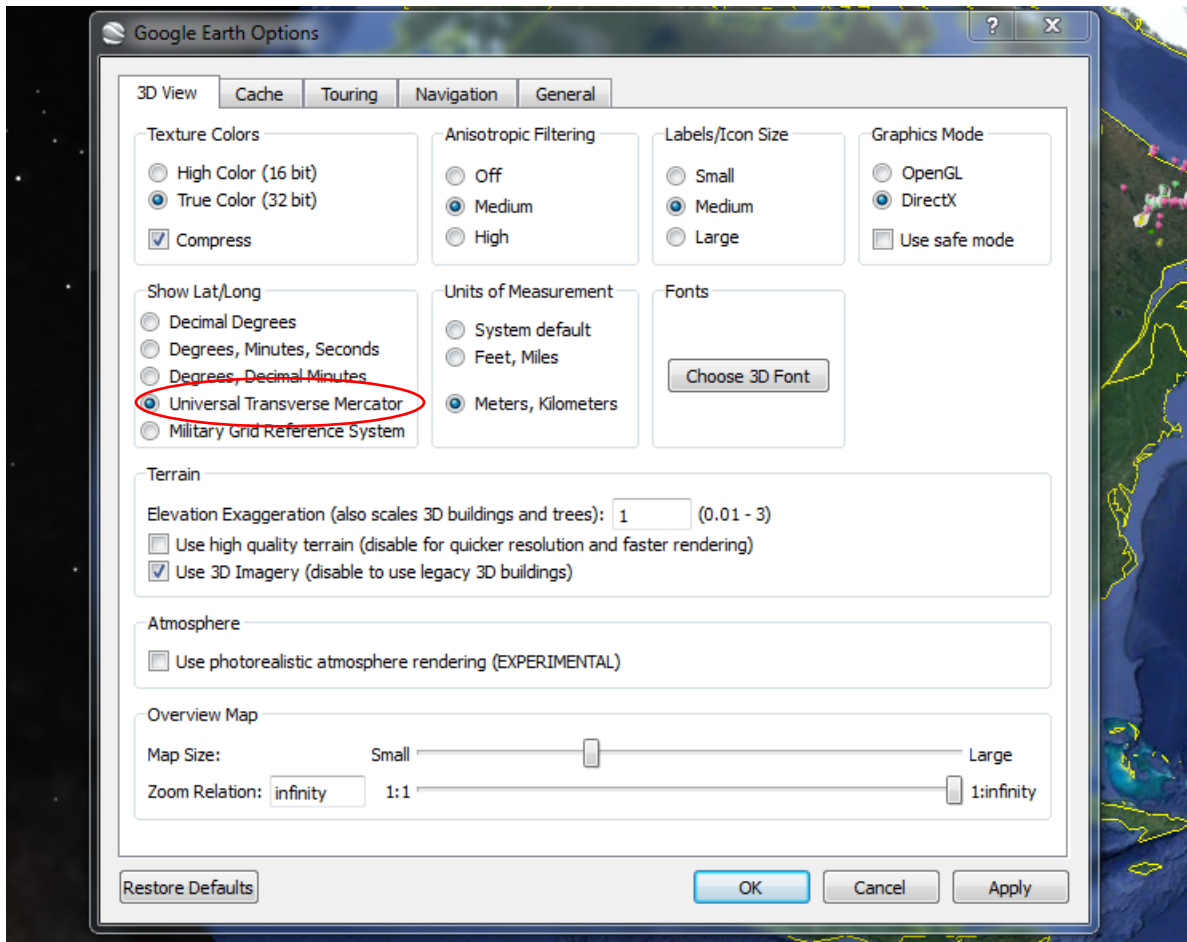
STEP 1: Download Google Earth Pro

<https://earth.google.com/download-earth.html>

- Go to the web address
- Click “Agree & Download”
- Follow the download prompts
- Save the install file
- Click on the file to install
- If you are prompted for a license key, type in GEPFREE
- To open Google Earth Pro, open your Applications folder and double-click Google Earth Pro.

STEP 2: Set-up Google Earth Pro for prospector use

- On the main tool bar – select ‘Tools’ → ‘Options’
- Under the ‘Show Lat/Long’ heading, select ‘Universal Transverse Mercator’



- Click Apply and the OK.

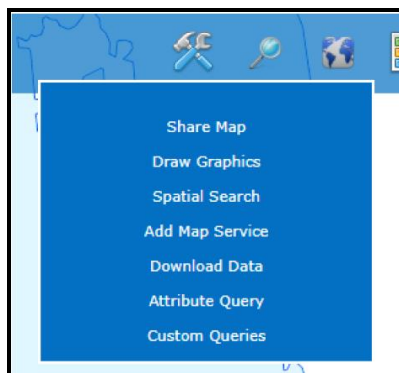
The program should now be set up for your current map production as well as future maps.

STEP 3: Obtaining mineral licence boundaries from the Geoscience Atlas and adding them to Google Earth Pro

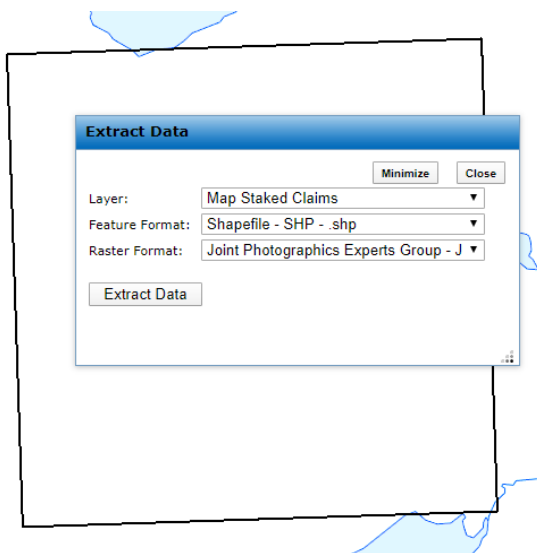
a. Retrieving your mineral licence boundaries from the GeoScience Atlas

Go to the GeoScience Atlas <https://geotlas.gov.nl.ca/Default.htm>

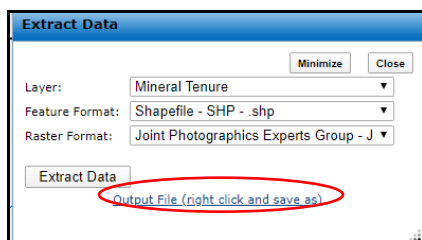
- Once the Atlas is opened, zoom to the licences in which you want to obtain the license boundaries.
- Click on the Tools icon. Scroll down and select '**Download Data**'. Note that the licence boundaries downloaded will correspond to those licences currently visible in the map window.



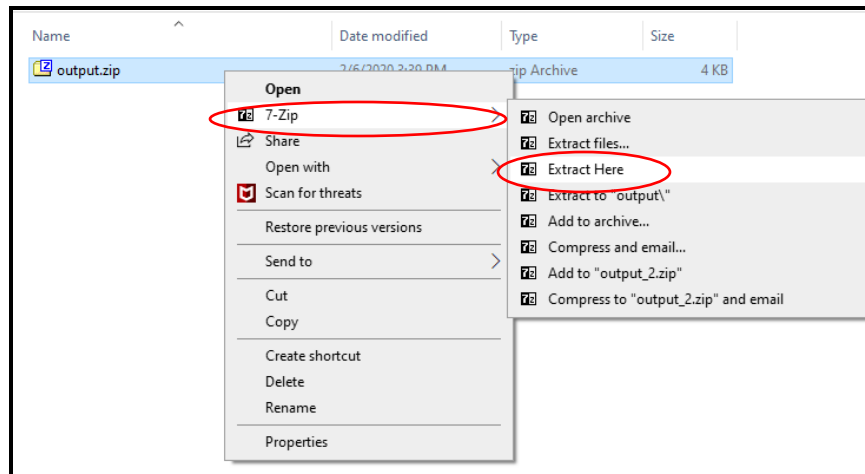
- An **'Extract Data'** box will open. Under the dropdown for Layer, select **'Map Staked Claims'**. Under the Feature Format dropdown select **'Shapefile – SHP - .shp'**. (The dropdown for Raster Format may be left as is as it does not apply to the downloading of licence boundaries.) Click on **'Extract Data'**.



- After you hit Extract Data, a link called **'Output File (right click and save as)'** link will appear. Right click this link and choose **'Save Link As'** to save the file in a designated folder on your computer. You now have the claims that you zoomed to in the GeoScience Atlas saved to your computer.



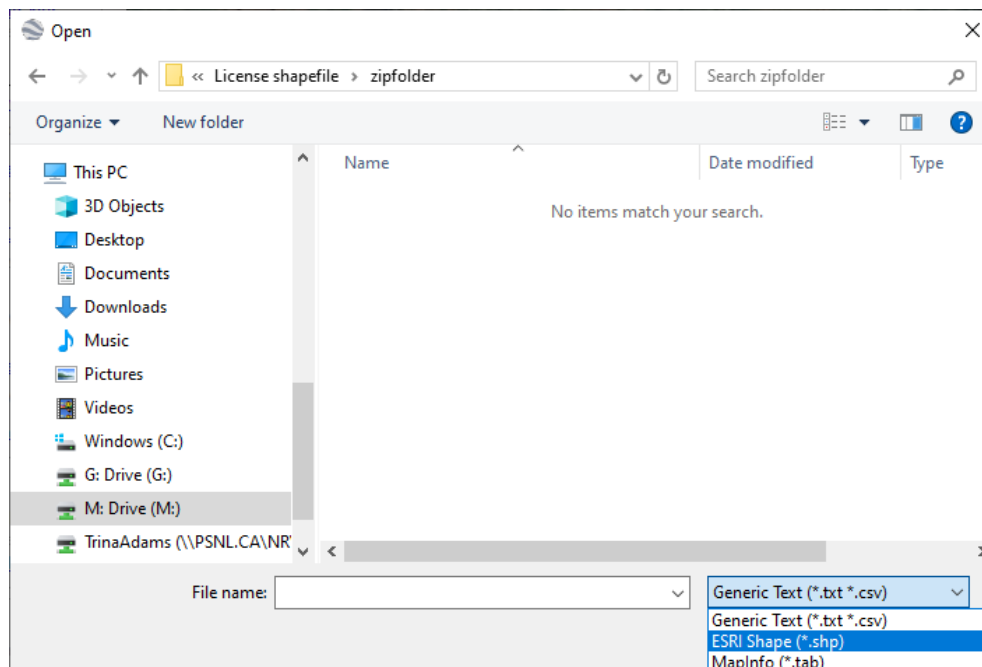
- To make this .zip folder ready for use in Google Earth Pro, you will need to go to where you saved it and unzip the file.
 - To do this, navigate to folder. The .zip folder containing your layers will be titled **'output.zip'**.
 - Right click the **Output.zip** -> click on **'Extract Here'** (or equivalent command)
 - A new folder will now appear next to the zip file. The shapefile (.shp) in this new folder called **Map_Staked_Claims.shp** is the layer you will use in Google Earth Pro.



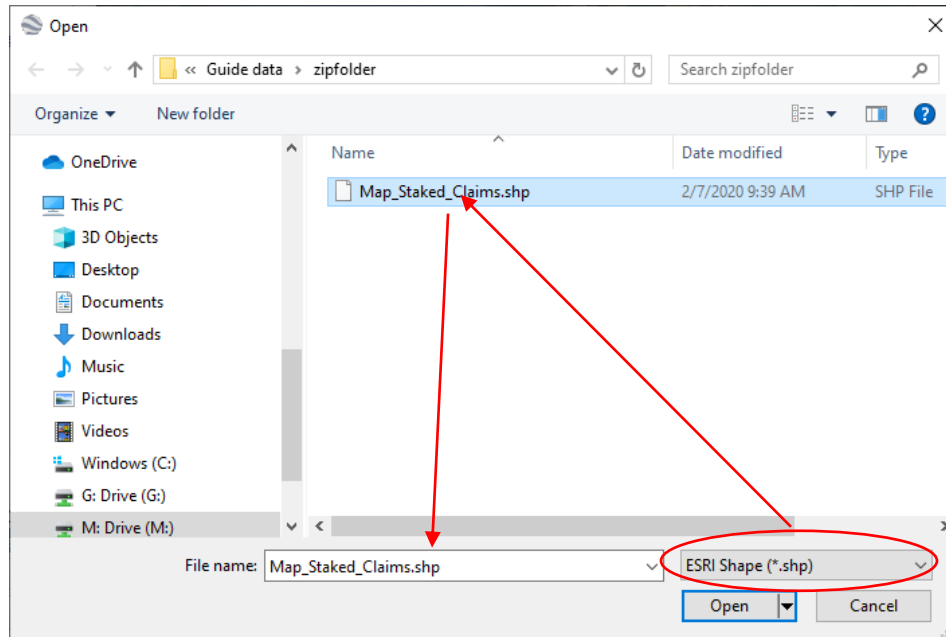
The claims layer is now ready to use in Google Earth Pro.

b. Adding your saved mineral licence boundaries to Google Earth Pro

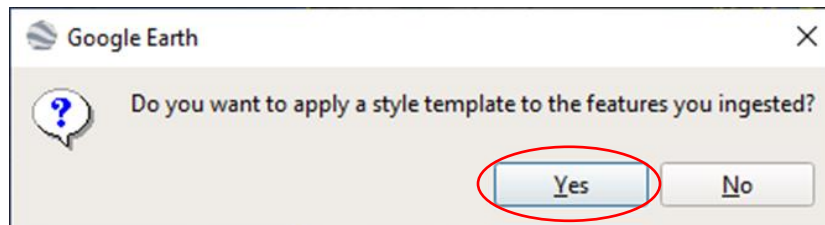
- Go back into Google Earth Pro.
- On your top left hand Toolbar, go **'File'** and then scroll down to **'Import'**. From here you will navigate to where you saved your claims layer retrieved from the GeoScience Atlas.
 - On the left hand pan, find the correct drive that your layer is saved in. In the example provided, the layer is saved in the 'M Drive'.
 - Go to the folder that contains your saved claim layer from the GeoScience Atlas.
 - Next scroll down to choose the correct file format (ESRI Shapefile).



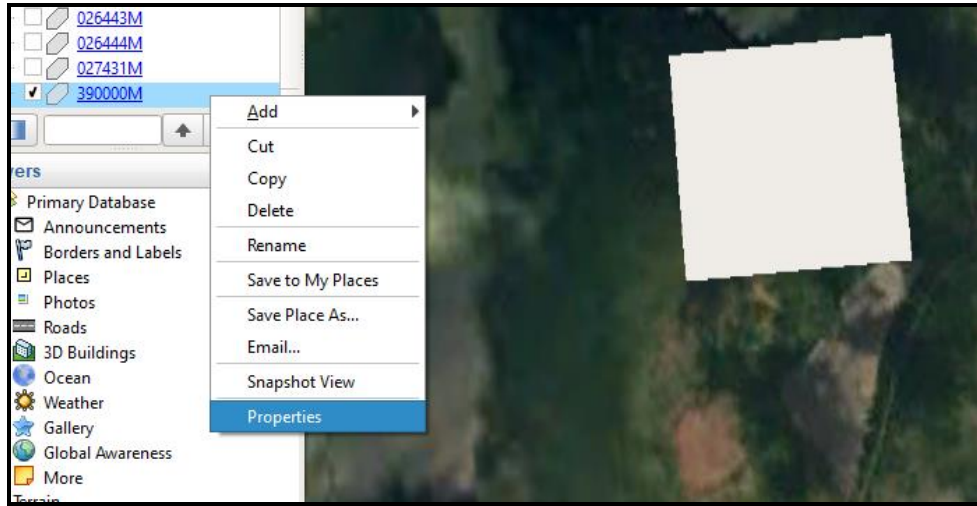
You will see in the example below that by choosing the 'ESRI Shape (*.shp)' file type that **'Map_Staked_Claims.shp'** file will now appear and become selectable.



- Select the file by clicking in it and then hit the open button. The message blow will appear in Google Earth Pro:

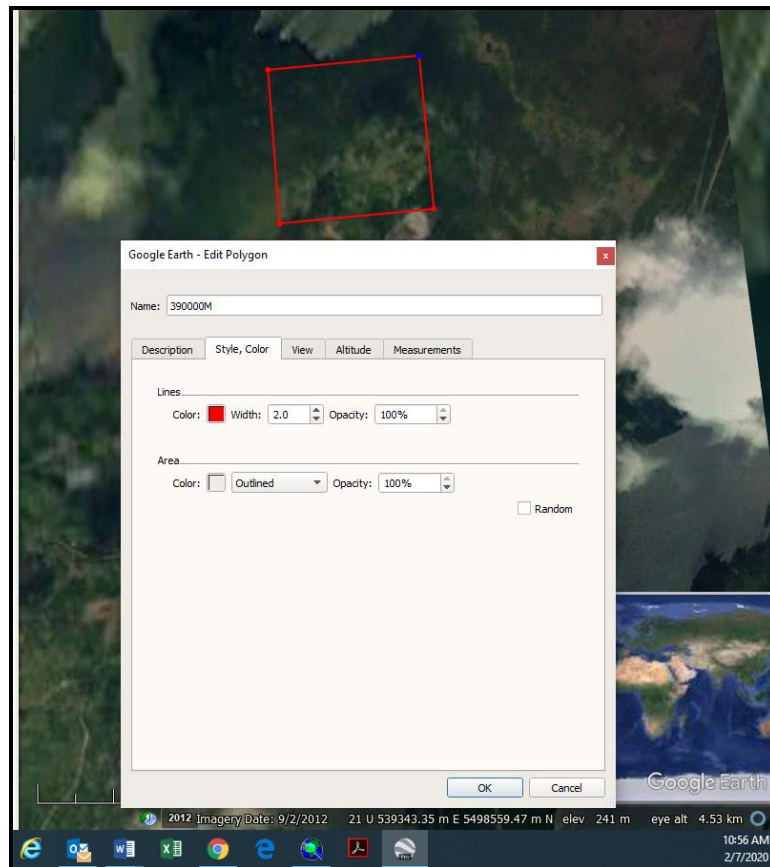


- Click yes.
- Click 'create new template' and click ok.
- In the dropdown box labelled '**Set name field**' set name field to '**Lisence_NB**' and click ok.
- A 'Save Template' window will open prompting you the save the '**Map_Staked_Claims.kst**'.
- Navigate to the same location that you saved the zipfolder downloaded from the GeoScience Atlas. And save the file by clicking the '**Save**' Button. You will see a '**Map_Staked_Claims**' layer appear under Temporary Place in Google Earth Pro.
- Turn on the layer by adding a checkmark to the box next to it. The claims layer should now appear on the Google Earth Pro map.
- Right click on the layer and scroll down to '**Rename**'. It is recommended that you rename this layer to your Property Name. In our example map, the property name is '**SM Property**'
- Turn on the boundary layer by clicking the box to the left. A checkmark will appear when the layer is turned on.
- Zoom to your property licences and right click a license. Under the Map_Staked_Claims layer you will now see all of the licenses that were included with the Geoscience Atlas download. You can turn off and off licenses so as needed by adding or taking away checkmarks next to each license.
- Rick click on each license making up your property and scroll down to '**Properties**'.



- An Edit Polygon Box will appear on the screen. Under the tab labeled **'Style, Color'**, set the Lines color to your desired shade and adjust the width (please note that a width of 10 is recommended for the lines to show up in the final PDF) that the license boundaries will appear.
- Next, under Area, set the dropdown box to **'Outlined'**. When done, click the **OK** button.

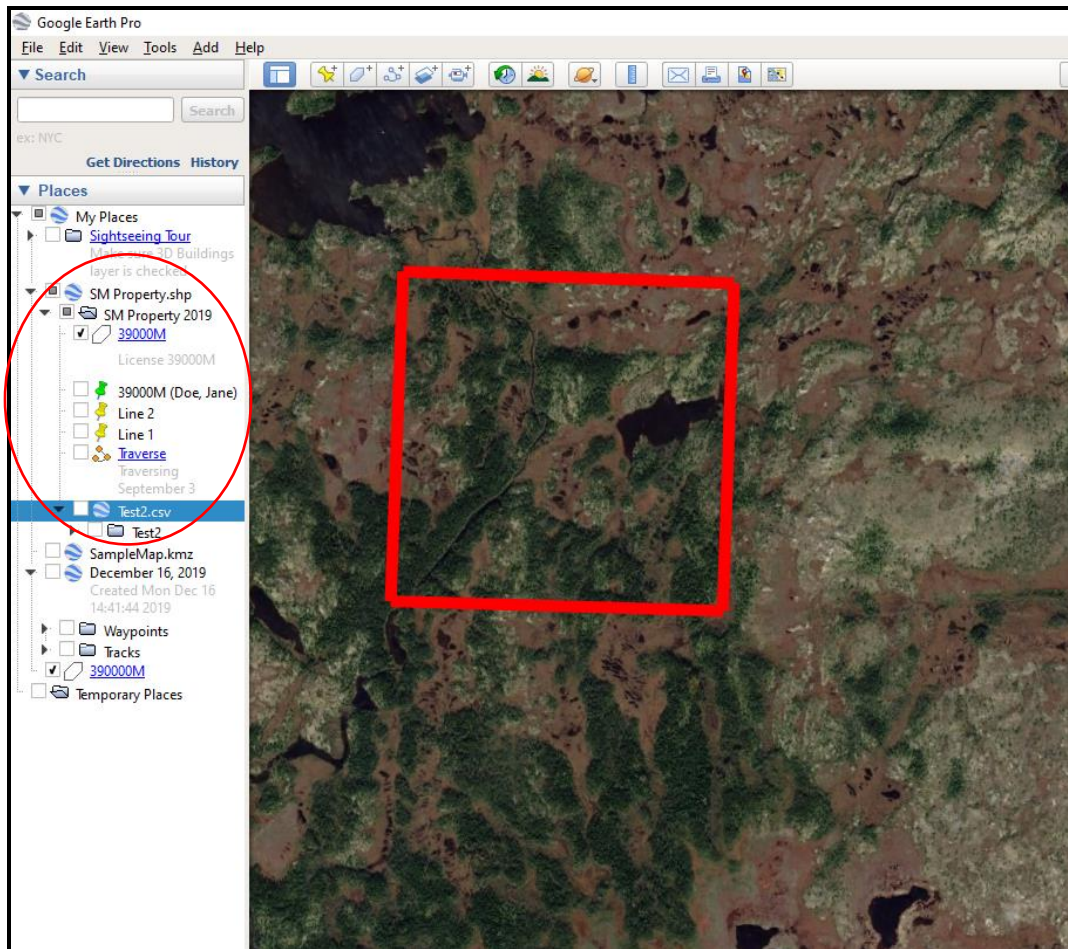
See the example below.



This would be a good time to save your progress. Saving to My Places will take the layers out of the Temporary Places folder and save them into the My Places layers. These will now show up each time you open and close Google

Earth Pro. If there are no changes done to the licenses such as groupings, surrenders, splits, etc. this layer can be used year after year and new data such as sample locations can be added when needed.

- To save your layer, right click the layer under **'Temporary Places'** and scroll down and click **'Save to My Places'**. You will now see the layer appear under **'My Places'** and is no longer under the 'Temporary Places' folder.
- Right click the layer and rename as desired. In the example below the layer was renamed 'SM Property 2019'.
 - You can delete layers as needed by right clicking the layers and scrolling down to delete. In the example below, all licenses except license 39000M were deleted.
 - To move any layer you simply drag and drop the layer into the desired folder. In the example below, I've dragged all of the data layers pertaining to 2019 work into the 'SM Property 2019' folder.



- You should go to the **'File'** on your toolbar and click **'Save My Places'**.

Step 4: Adding your work data to Google Earth Pro

Data such as sample point, traversing paths, etc. can be brought into Google Earth Pro two ways. These include (1) by direct upload from your GPS device and (2) by manually adding each point as a Placemark or 'Paths' in Google Earth Pro:

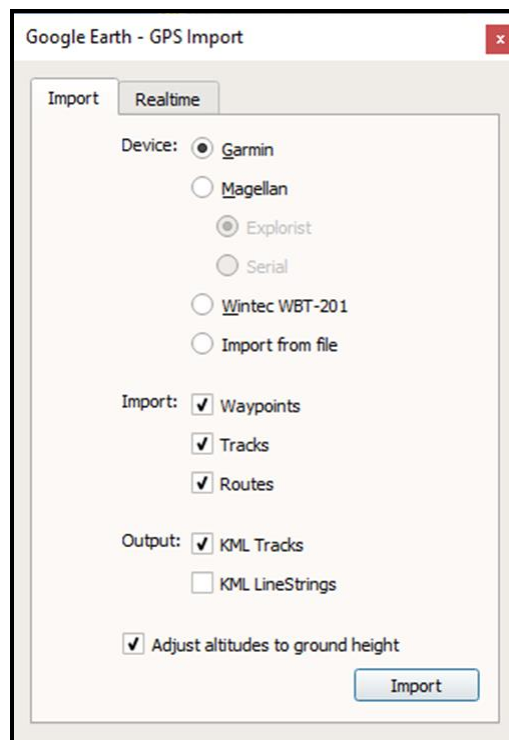
a. Uploading data from your GPS device

You will need the following items:

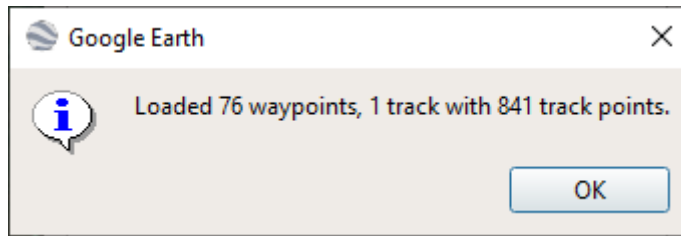
- A GPS device that's supported by Google Earth. If your device isn't supported, try importing GPS data as a .gpx or .loc file.
- A serial or USB cable (this is usually provided with purchase of the GPS device)

Please follow the steps below. Please be aware that all devices are different and the steps may vary slightly depending on your particular unit.

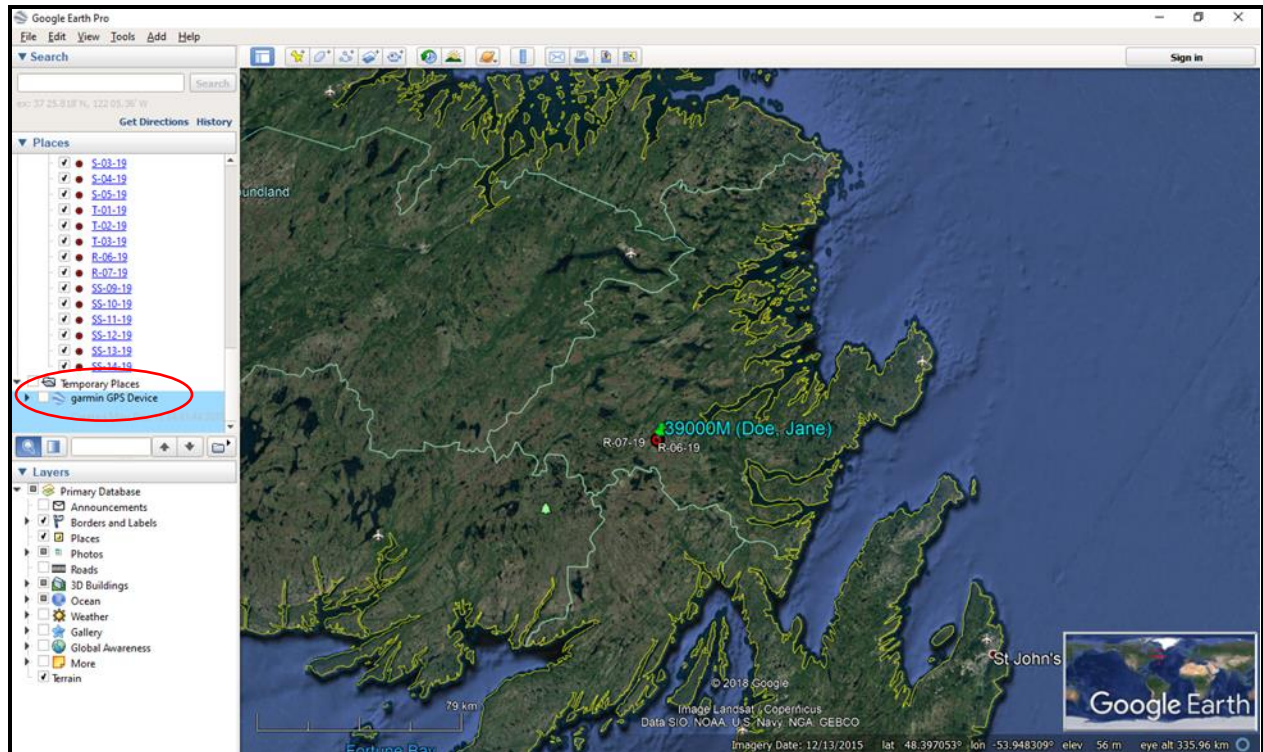
- Make sure any needed GPS device drivers are installed on your computer as instructed by the manufacturer.
- Open Google Earth.
- Turn off the GPS device and connect it to your computer.
- Turn on the GPS device.
- Click Tools and then GPS. The 'GPS Import' window opens.
- Select the appropriate Device
 - **Waypoints:** All saved point data such as 'sample locations', 'home', etc.
 - **Tracks:** automatically recorded by the GPS unit and would be the equivalent of traversing lines.
 - **Routes:** Used by the GPS device to create a route from one recorded point to another recorded point. Routes can contain multiple sets of directions and can be imported into Google Earth as paths.



- Click Import. Once process is completed, you will get a message similar to the one below:



There will be a layer created under Temporary Places folder and will be given a generic name (most likely the name of your GPS unit). Please see screen below.

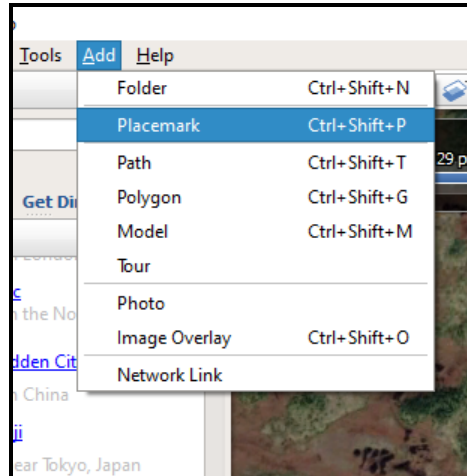


- You can turn the layer off and on by clicking the checkbox next to it.
- You can rename the layer by right clicking the layer and clicking on **'Rename'** in the dropdown box.
- Next, you need to save the layer. Do this by right clicking the newly named layer and scrolling down to **'Save Place As...'**. This will allow you keep this imported layer as a .kmz file so that it can be easily imported into future Google Pro work. Save to your designated folder of your computer.
- Next, add the layer to My Places by right clicking the layer again and clicking on **'Save to My Places'**. You will notice the layer is now moved out of the Temporary Places Folder and it a part of the My Places Folder.

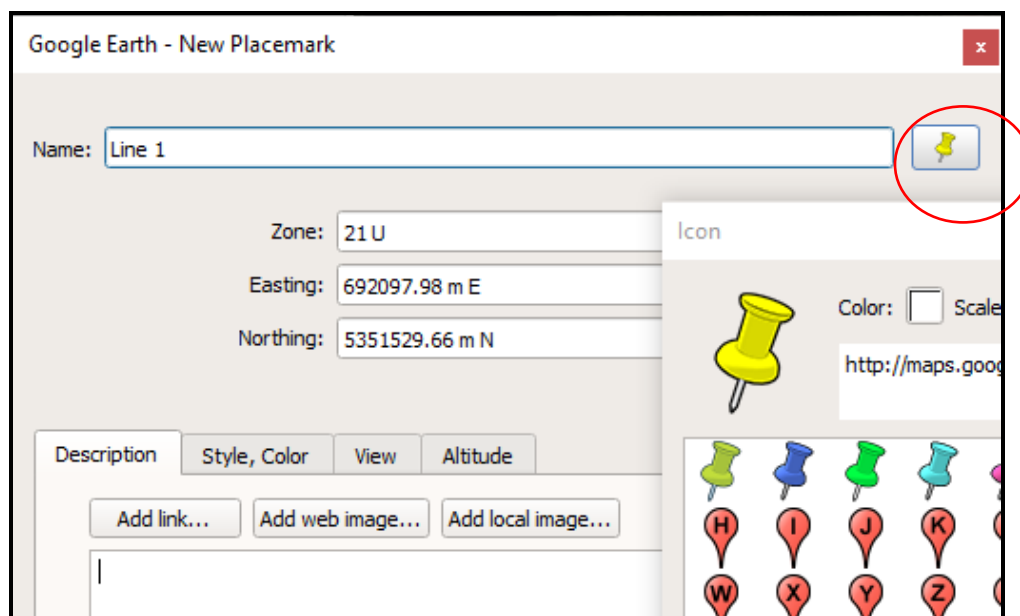
b. Adding your points as placemarks in Google Earth Pro

If you would like to add your sample points one at a time in Google Earth Pro, you can do so by adding them as 'Placemarks'.

- Go into 'Add' on your toolbar and scroll down to 'Placemark'.



- A 'New Placemark' box will open.
- Change the name to whatever point it is you are plotting. In this case I am plotting the location of a Geophysical survey 'Line 1'.
- To customize the look of the placemark (sample point), click on the yellow thumbtack symbol next to the Name box and choose the desired symbol.
- Next, change the easting and northing coordinates to the coordinates of what you are plotting.
- When done, click the 'OK' button. The placemark will now appear on your Google Earth map. Report for all points you would like to add.

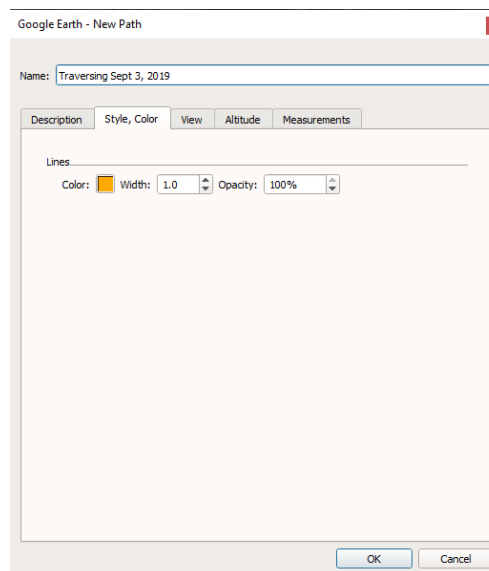
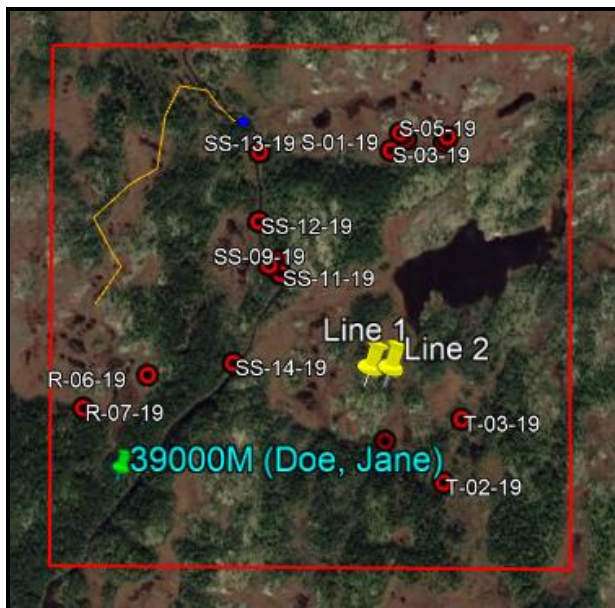


- Repeat the above steps for all points such as samples, trenches, etc.

c. Adding traversing lines as 'paths'

To add traversing lines to the map, you use the add **'Path'** function.

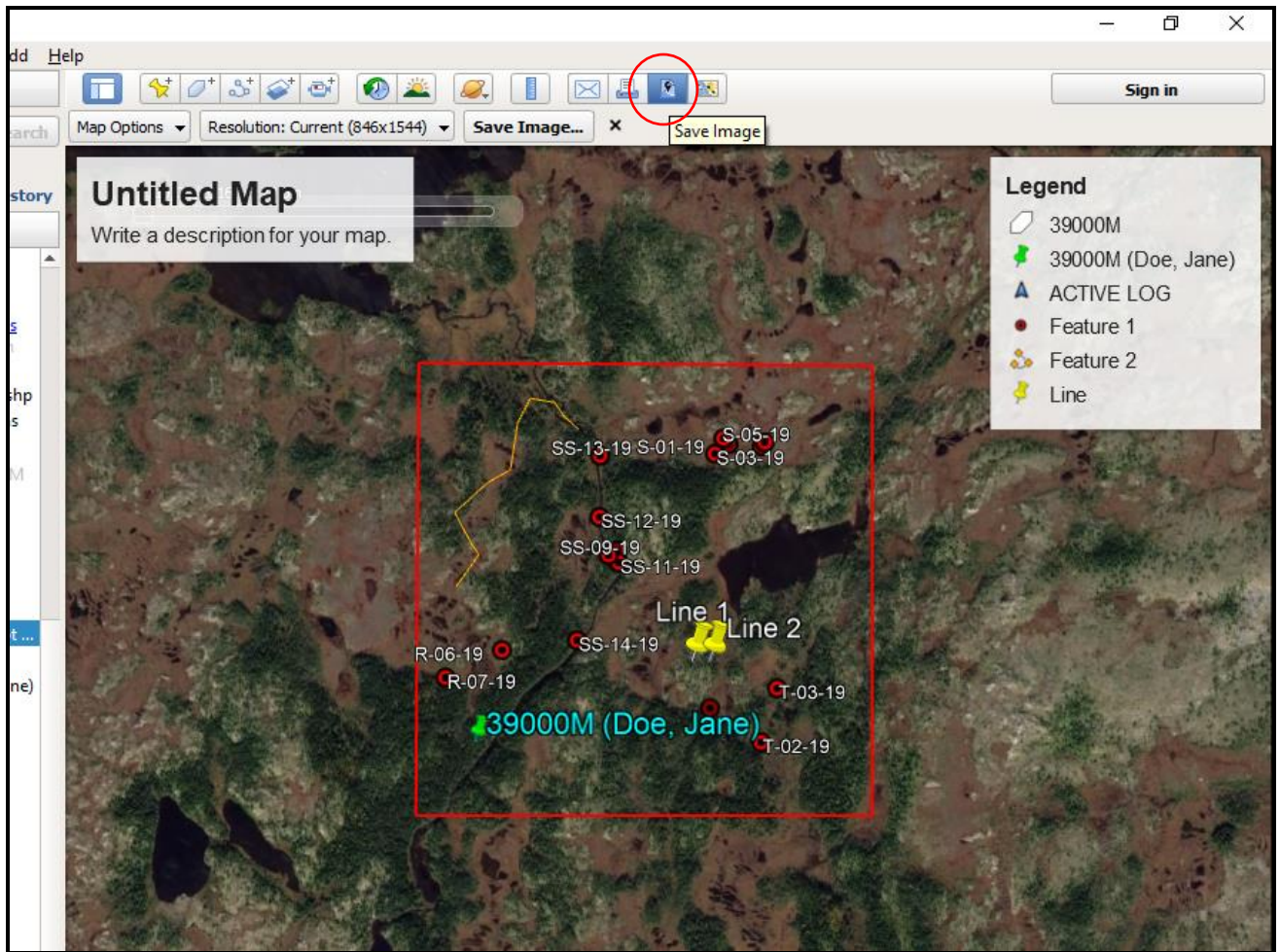
- Go into **'Add'** on your toolbar and scroll down to **'Path'**
- A New Path window will appear. Change the name to desired and adjust the color and width (a width of 10 is recommended) so that the created line will stand out in the final PDF. **Do not hit OK yet.**
- Move the box by dragging it so that you can see the location on the underlying map where you would like to add your traversing lines.
- Move your cursor to where you would like to start your line and click the mouse according to how you would like to anchor your line.
- When finished, click **OK**. The line should now appear on you map. You will see an orange traversing line in the example below.



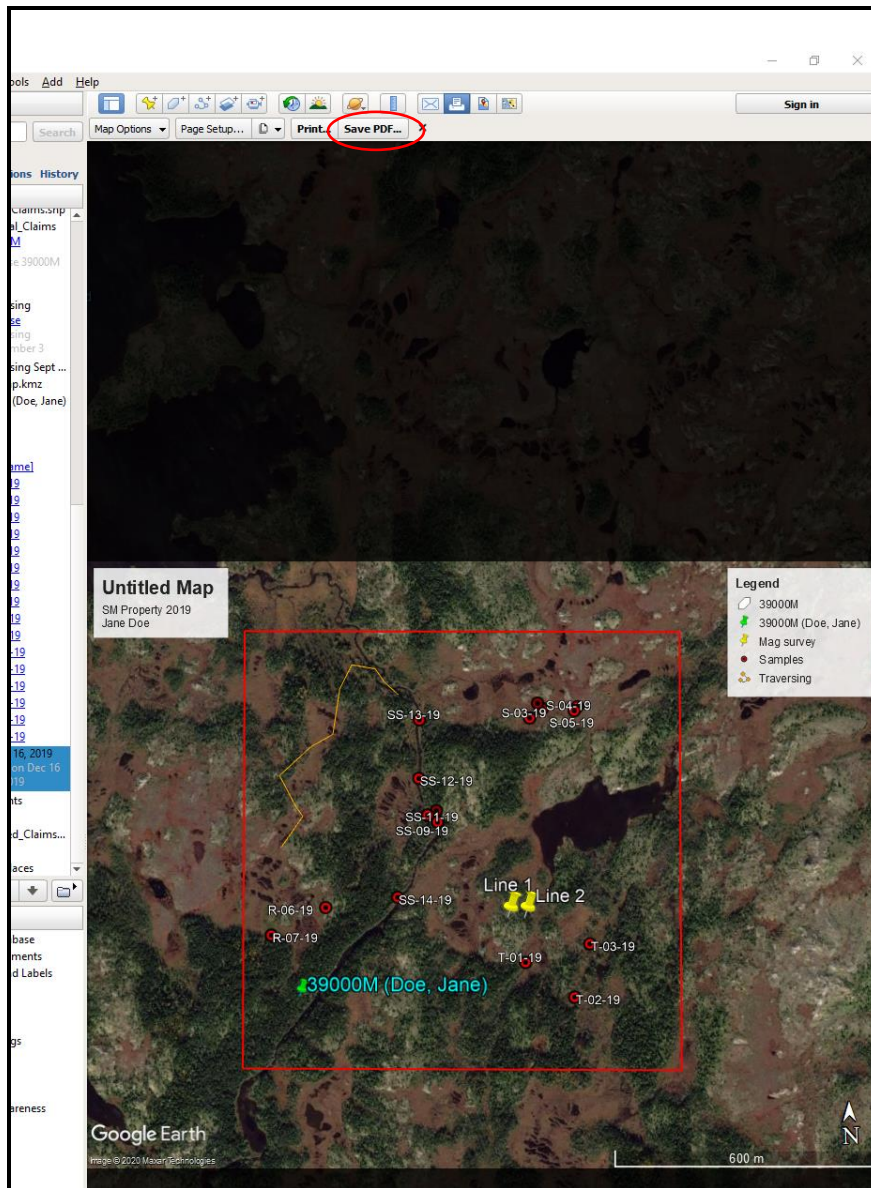
- Repeat for any additional traversing lines.

Step 6: Add a title, legend, scale, and compass

- To quickly make a legend use Google Earth Pro's Save Image feature. Click on **'Save Image...'**. A customizable legend will be created using the features from the selected layer (please note, only the selected features from that layer will appear in your legend).



- A box titled **'Untitled Map'** and **'Legend'** box will appear. If the claims are not positioned correctly behind the boxes, you can simply drag the map in the background until it is positioned appropriately next to the boxes.
- Move your cursor over each box and you will see that they become editable. You can customize the boxes with your own labels and titles.
- When you are ready to convert your map to a PDF, click the **'Save PDF'** on the toolbar.
- Name and save the map in a folder on your computer.



The saved PDF is now ready for submission with your prospector assessment report form.

Appendix III – Sample Prospector Report Form

Did you conduct compilation work on the licence(s)?

IF YES = Complete **Section C** **IF NO** = Proceed to **Section D**.

Section C: Compilation (see "[Guide to Filling out the Prospectors Assessment Form](#)" for details)

Provide a brief description of compilation work.

The following documents **MUST** be submitted with this form:

- ✓ All compiled historical data tables, maps, etc.
- ✓ A List of References.

Sample

Did you conduct traverse work (traditional prospecting, soil sampling, etc.) on the licence(s)?

IF YES = Complete **Section D** **IF NO** = Proceed to **Section E**.

Section D: Traverse work (see “*Guide to Filling out the Prospectors Assessment Form*” for details)

Provide a brief summary and description of what was found **per** license.

The following documents **MUST** be submitted along with this form:

- ✓ Sample Location Map (if samples were collected on traverse) that shows all licence boundaries being reported on.
- ✓ Complete Section F: Sample Location Table.
- ✓ Traverse Location Map (if no samples were collected) that shows all licence boundaries being reported on.

Sample

Did you collect **geophysical data** on the licence(s)?

IF YES = Complete **Section G** **IF NO** = Proceed to **Section H**.

Section G: Geophysical Survey & Preparation (see "*Guide to Filling out the Prospectors Assessment Form*" for details)

Provide a brief description.

*The following documents **MUST** be submitted with this form:*

- ✓ *A map showing the location(s) of the geophysical survey.*
- ✓ *All digital geophysical data.*

Sample

Did you have any exploration **companies** or **contractors** visit the licence(s)?

IF YES = Complete **Section H** **IF NO** = Proceed to **Section I**.

Section H: Company / Contractor Visits (see "*Guide to Filling out the Prospectors Assessment Form*" for details)

Provide a brief description of the visit.

*The following documents **must** be submitted with this form:*

- ✓ *A write-up written by the Company / Contractor which provides a summary of work completed.*
- ✓ *All data gathered by the Company / Contractor during the visit.*
- ✓ *A table completed by the Company / Contractor that details the money spent during the visit.*

Sample

SECTION I MUST BE COMPLETED BY ALL

Section I: Expenditure Table (see " Guide to Filling out the Prospectors Assessment Form " for details)			
A separate " Expenditure Table " must be submitted for each licence.			
Refer to the " Guide to Filling out the Prospectors Assessment Form " for help with completing this table.			
Licence number:		Work dates:	
Part A - Creditable Expenditures			
Complete those that apply.			
Line items:	# Hours / Days	Rate	Total \$
Licence holder hour rate		\$12.50	
Helpers hour rate		\$12.50	
Food Per diems		\$30	
P. Geo. services		\$450	
Private accommodation		\$50	
Personal vehicle		\$60	
Personal ATV / snowmobile / boat		\$40	
Personal excavator		\$250	
Personal fixed-wing aircraft		\$1000	
Part A: Total Creditable Expenditures			
Part B - Receipted Expenditures			
Complete those that apply. All Expenditures in Part B may require receipts.			
Line items:	Item(s)	Cost \$	
Field work consumables			
Excavator costs (including for rehabilitation)			
Sample assays			
Sampling consumables			
Geophysical survey & preparation			
Company / contractor visits			
Accommodation rental			
Rentals (helicopter, vehicle, equipment)			
Fuel			
Miscellaneous			
Part B: Total Receipted Expenditures			
Part A Total + Part B Total			
Contingency (15%)			
Total Expenditures			

SECTION J MUST BE COMPLETED BY ALL

Section J: Checklist of Required Attachments (see " Guide to Filling out the Prospectors Assessment Form " for details)			
<p>Complete the checklist below to ensure all pertinent documentation is attached.</p> <p>Incomplete Prospector Report Forms that do not have all the required documentation will not be accepted and will result in rejection of work expenditures.</p>			
Did you complete this section?	Have you attached these documents?	Yes	No
Section B: Work Log	Additional " Work Log Table(s) ". Number of Additional Pages:		
Section C: Compilation	Compilation map		
	Compiled historical data		
Section D: Traversing	Sample location map(s)		
	Traversing location map(s) <i>(required if no samples collected on a license)</i>		
Section E: Trenching and Rehabilitation	Trench location map		
	Trench rehabilitation photo(s)		
Section F: Sample Info	Additional " Sample Information Table(s) ". Number of Additional Pages:		
	Assay certificates as signed PDFs and Excel files		
	Photos of sample sites and / or samples		
Section G: Geophysical Survey	Survey location map(s)		
	Survey results map(s)		
	Raw geophysical data		
Section H: Company / Contractor Visits	All data and results for work (e.g., sample locations, assay certificates, geophysical data, etc.)		
	Expenditure table provided by the company		
Section I: Expenditures	An " Expenditure Table " for each Licence.		

SECTION K MUST BE COMPLETED BY ALL

Section K: Acknowledgements and Acceptance

Complete and accurate information is important to avoid delays in accepting your Prospector Assessment Report Form. Any applicable sections left blank will be considered incomplete and will not enter the review process. Failure to complete the sections will result in either the disallowance of any associated work expenditures claimed in Section I or the rejection of the form in its entirety.

Please review and confirm the following:

I hereby certify that all required and applicable sections of this form have been completed.

I hereby certify that I have reviewed the completed Prospectors Assessment Report Form and the information contained within is true and accurate to the best of my information, knowledge and belief.






I ACCEPT

Date: _____

Untitled Map

SM Property 2019
Jane Doe

Legend

-  39000M
-  39000M (Doe, Jane)
-  Mag survey
-  Samples
-  Traversing

