

# Frequently Asked Questions

## Application Audit Submissions (Participant Involvement)

March 2016

This document clarifies and supports the submission of audit documentation for participant involvement requirements of *Directive 056: Energy Development Applications and Schedules* applications. The questions below address common omissions or errors within audit submissions.

This document supplements the audit submission requirements as outlined in *Directive 056*, sections 5.10, 6.10, and 7.10.

**Q1. Where do I find the documentation required for a participant involvement audit of an application in *Directive 056*?**

A1. *Directive 056* outlines the required audit documentation to be submitted for a participant involvement audit of an application. The table below outlines the appropriate sections for wells, pipelines, and facilities in *Directive 056*.

	All	Wells	Pipeline	Facilities
Category type and consultation and notification requirements		table 7.1	table 6.1	table 5.1
Participant involvement map requirements		7.12.2.1	6.10.2.1	5.10.2.1
Personal consultation and notification requirements	2.2	7.12.2.2	6.10.2.3	5.10.2.3
Confirmation of nonobjection		7.12.2.3	6.10.2.4	5.10.2.4
Information packages	2.2.2(16)	7.12.2.4	6.10.2.5	5.10.2.5
Resolved concerns and objections		7.12.2.5	6.10.2.6	5.10.2.6
Sour gas planning and proliferation	8.3	7.12.2.6	6.10.2.7	5.10.2.7
Emergency response planning		7.12.3	6.10.3	5.10.3

**Q2. Does the audit submission need to include all of the participant involvement information packages (including the AER documentation) that was issued for the project?**

A2. When submitting the participant involvement information packages as part of your audit submission, the AER recommends the following:

Provide	Do not provide
<ul style="list-style-type: none"> <li>Only <b>one full</b> copy of the notification package issued (excluding the AER EnerFAQs)</li> <li>For parties <b>requiring nonobjection</b>: the first and last page of the notification letter indicating nonobjection</li> </ul>	<ul style="list-style-type: none"> <li>Multiple copies of the notification package issued to parties</li> <li>The AER documentation in your audit submission.</li> </ul>

Provide	Do not provide
<ul style="list-style-type: none"> <li>For the parties requiring only <b>notification</b>: provide only the first page of the notification letter</li> </ul>	

**Q3. What documentation is to be submitted when outstanding concerns/objections were received as part of the project’s participant involvement program?**

A3. The following audit documentation is to be submitted:

- A record and explanation of any concerns/objections received
- Documentation of resolved objections/concerns

**Q4. When do I submit documentation pertaining to sour gas planning and proliferation as part of the audit submission?**

A4. Documentation pertaining to sour gas planning and proliferation is to be included when it impacts notification for sour gas wells, pipelines, or facilities. As per *Directive 056*, if there are residents within the EPZ of a sour gas well, pipeline, or facility, section 8.3 requirements must be met and applicable documentation provided.

**Q5. What documentation is to be submitted with respect to emergency response planning?**

A5. The applicant is to provide a statement confirming that an approved corporate plan or site-specific plan will be approved before commencing operations.

Provide	Do not provide
A concise statement	The emergency response plan

**Q6. Who do I contact should I have further questions concerning my audit submission?**

A6. Questions pertaining to *Directive 056* participant involvement audits may be directed to the AER’s Customer Contact Centre at 403-297-8311 (toll free: 1-855-297-8311), or by e-mail at [inquiries@ aer.ca](mailto:inquiries@ aer.ca).