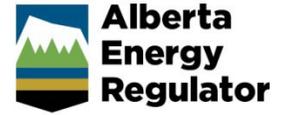


Submitting Annual Methane Emissions Report in OneStop – User Access & Data Issues



Intended User: Individuals using or submitting data in OneStop

Overview

Operators are required to submit annual methane emissions reports under Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting. This guide provides guidance for users experiencing OneStop access or data search issues.

Access Issue – Cannot login

1. If you are unable to login to OneStop, please check the following:
 - a) Are you using Chrome when attempting to access OneStop?
 - b) Have you cleared your browser cache, with the time range set to “All Time”?
 - c) Have you allowed pop ups and redirects from OneStop?
 - d) Have you allowed cookies for OneStop?

Data Issue – Limited functionality once in OneStop

Users may experience limitations in their ability to access certain pages or data elements once logged into OneStop. This may be a function of the roles you have or have not been assigned in OneStop. If this occurs, complete the following steps to confirm which roles you are currently assigned.

1. Confirm your DDS roles with your company DDS administrator. The roles you should have include:
 - a) Search Methane
 - b) Save Methane
 - c) Submit Methane
 - d) Business Intelligence
2. If you do not have these roles, please contact your DDS administrator to request the appropriate roles.

Data Issue – Trouble searching for data by Facility ID

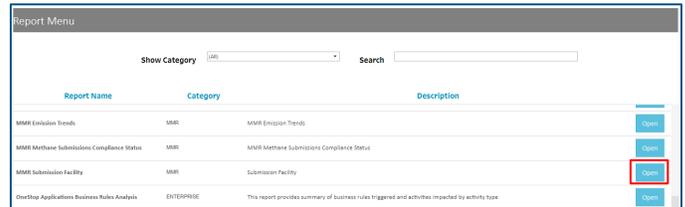
Users can also search for Facility ID by conducting a “Submission ID” search.

3. Once logged into OneStop, you can find the Submission ID by clicking > **Reports** on the top right corner of the window.



Note: The **Report** function currently does not work for delegates. Operators will have to provide information to delegates.

4. Scroll down the list of **Report Name** and find **MMR Submission Facility** click > **Open**.



Note: This list will be of all years and all the facilities where the BA_ID is listed as either the operator or the licensee. However, the Operator is responsible for submitting the annual methane report.

5. To filter the list to show Operator data, click the drop-down menu > **Role**. Select **Operator** only from the list. Click > **Apply**.



6. Search for the **Reporting Facility** in question from the drop-down menu and note the associated **Submission ID**.



7. Once you have the Submission ID, click > **Search**.



8. Click > **Submission** header.



9. Input the Submission ID into the Submission ID field. Click > **Search**.

Submission Search

Submission ID

Authorization Number

Closure Project Name

OR

Legal Land Description (LLD) QTR LSD SEC TWP RGE W M

Submission Type

Status

Licensee

Received Date From

To

10. The Submission ID should appear in the Results block that appears below the Submission Search block. Click the check box beside the returned result and click > **View**.

Results

Filter by: Show

<input type="checkbox"/>	Submission ID	Licensee Name	Authorization	LLD	Closure Project Name	Submission Type	Status	Submitted Date
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