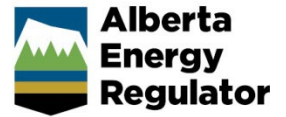# Deleting a Flaring/Venting Notification

**Intended User:** Submitters of flaring/venting notifications

## Overview

This quick reference guide (QRG) describes how to delete an existing flaring or venting notification. OneStop allows applicants to search and open a previously submitted notification and delete it.

Applicants may need to delete a previously submitted notification for several reasons such as the following:

- The operation was cancelled and never occurred.

- The notification was submitted using the incorrect licence.

- The notification was submitted twice in error and the duplicate entry needs to be deleted.

## Log In to OneStop

1. Log in to OneStop (aer.ca > Systems & Tools > OneStop > Access OneStop) using your Digital Data Submission (DDS) system username and password.



2. Click **I Agree** to accept the disclaimer. You *must* accept it to proceed.

## Search an Existing Flaring/Venting Notification

> **Important**
>
> Only notifications submitted within 30 days of the original submission date can be deleted. Notifications older than 30 days are not eligible for deletion.

### Recent Activity – Past 14 Days

Use this option to search for notifications submitted in the past 14 days.

1. From the OneStop landing page, scroll down to the Recent Activity section. Click the **Notification** tab.
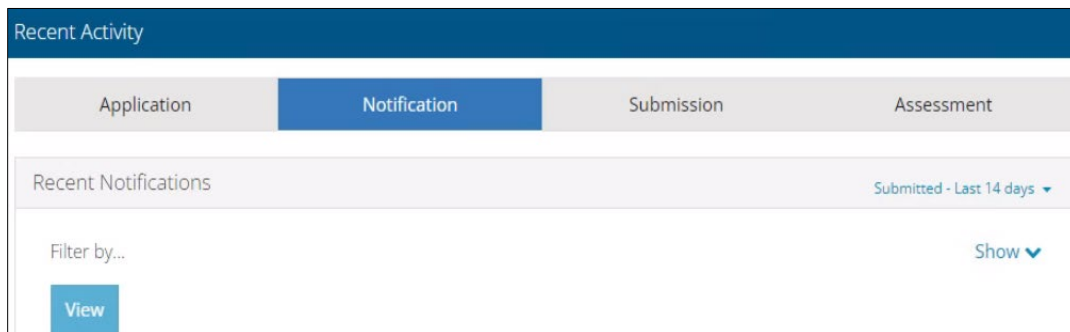


2. A list of all recently submitted notifications is displayed. Check the box beside the flaring or venting notification you wish to delete.



3. Click **Delete.** The notification opens and is ready to be deleted.

### Enterprise Search – Past 90 days

Use this option to search for notifications submitted in the past 90 days.

> **Tip**
>
> You can also use this option to search for notifications submitted in the past 14 days.

1. From the OneStop landing page, click **Search** on the top right navigation bar.

2. The enterprise search window opens. Click the **Notification** tab.



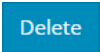3. The Notification Search form appears. Complete as much of the form as possible to narrow the list of results. Click **Search**.



4. A list of notifications is displayed in the Results section. Check the box beside the notification you wish to delete.



5. Click **Delete**.  The notification opens and is ready for deletion.

## Delete a Previously Submitted Flaring/Venting Notification

1.  With the notification record open, click **Delete** at the top right of the screen. This enables delete mode.



2.  Scroll to the bottom of the notification screen.

3.  In the Reason section, enter a reason for deleting this notification.



## Validate and Submit Deletion

1.  Click **Validate** to check for errors. 

2.  Errors will be highlighted in red. Fix any errors and click **Validate** again.



3.  Click **Accept Disclaimer**.

4.  Click **I Agree** to accept the declaration and disclaimer. You *must* agree to submit the notification.

> ## Declaration and Disclaimer
>
> I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.
>
> Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.
>
> I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.
>
> [ I Agree ]   [ I Disagree ]

5.  Click **Submit Deletion.**

> ## Reason
>
> Please enter a reason for updating / deleting this notification *
>
> Apologies for the double entry. We are removing this duplicate notification.
>
> [ Validate ]   [ View Disclaimer ]                               [ Submit Deletion ]

6.  The Notification Deleted message box appears. Click **OK.** OneStop returns you to the main landing page.

> ## Notification Deleted                                                    ×
>
> (i)   You have deleted notification 99999999.
>
> [ OK ]