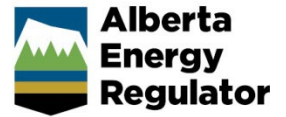


Deleting a Flaring/Venting Notification

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.

A screenshot of the OneStop login interface. At the top left is the Alberta Energy Regulator logo. To its right is the "OneStop" logo with a green checkmark. Below the logos are two input fields: "Username" and "Password". Each field has a red eye icon to its right for toggling visibility. At the bottom left of the form is a "Login" button.

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

A screenshot of a disclaimer page. The title is "Disclaimer". Under the heading "Purpose", it states: "This website was created and is maintained by the Alberta Energy Regulator (AER). Use of this site and any of the data, text, maps and other information on the site (collectively "content") is governed by the terms and conditions set out below ("Terms of Use"). Use of this site implies acceptance of these terms." Under "Copyright & Disclaimer", it states: "All base feature data accessible from this site are owned by the Government of Alberta and protected by copyright law. Base Map Data is provided by the government of Alberta under the Alberta Open Government Licence. Cadastral and Dispositions Data is provided by Alberta Data Partnerships. Other data are provided by the Ministry of Alberta Environment and Parks (AEP). Data extracted from the Alberta Energy Regulator (AER) is owned and provided by the AER. No base feature data can be reproduced or distributed without the prior written permission of the Government of Alberta. For additional information, please refer to the [AER Copyright & Disclaimer webpage](#)." Under "Terms of Use", it states: "The AER makes no representations, warranties, or guarantees, expressed or implied, that the data will be sustainable for any use, including the intended use even if the intended use is known by the AER. The AER accepts no responsibility whatsoever for any inaccuracies, errors, or omissions in the data and neither the AER nor the government of Alberta or Alberta Data Partnership is responsible for any losses or costs incurred as a result of you or anyone else using or relying on the content or Base Data in any way." At the bottom right, there are two buttons: "I Agree" (green) and "I Disagree" (red).

Search an Existing Flaring/Venting Notification

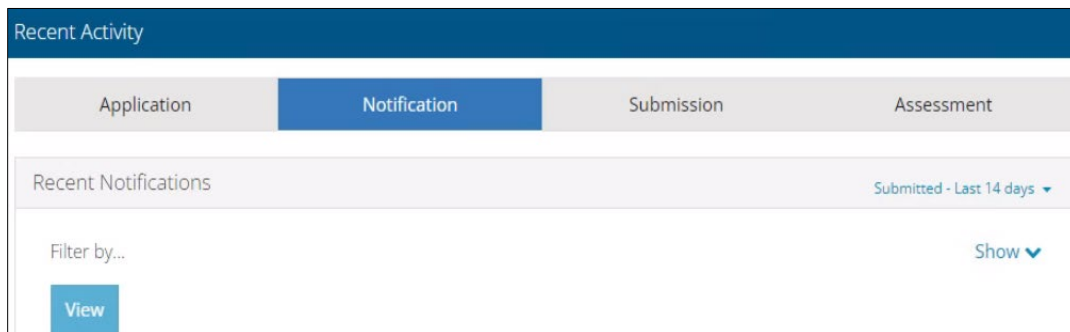
Important

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.

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



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



- 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.

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



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

Search By

Application Authorization **Notification** Submission

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

Notification Search

Notification ID: 9999999

Authorization Number: 1234567

OR

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

Notification Type: Flaring

Notification Status: Submitted

Received Date: Between 05/26/2023 And 06/30/2023

Buttons: Search, Reset, Save Parameters, Load Parameters

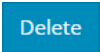
- A list of notifications is displayed in the Results section. Check the box beside the notification you wish to delete.

Results

Filter by... [Show](#)

View Update Delete

<input checked="" type="checkbox"/>	Notification ID	Operator Name	Application/Authorization	Legal Land Description	Notification Type	Status	Received Date
<input checked="" type="checkbox"/>	99999999	My Company Ltd.		01-01-001-01W6	Flaring	Submitted	12/2/2022

- 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.

The screenshot shows the 'Flaring/Venting Notification' interface. At the top right, there are three buttons: a printer icon, a green 'Update' button, and a red 'Delete' button. Below this is a 'Validate' button. The main form area is titled 'Flaring Notification' and contains three rows of input fields:


- Row 1: 'What type of authorization is this notification for? *' with radio buttons for 'Well', 'Pipeline', and 'Facility' (selected).
- Row 2: 'What authorization number is this notification for? *' with a text input field containing '99999'.
- Row 3: 'Does this location have an EPEA approval? *' with radio buttons for 'Yes' and 'No'.

At the bottom of the form, there is a 'General Information' section.

2. Scroll to the bottom of the notification screen.
3. In the Reason section, enter a reason for deleting this notification.

The screenshot shows the 'Reason' section of the form. It features a text input field with the following text: 'Apologies for the double entry. We are removing this duplicate 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.

The screenshot shows the 'Reason' section of the form with a validation error. The text 'Please enter a reason for updating / deleting this notification *' is highlighted in red. The text input field is empty and outlined in red. Below the field, a red error message reads: 'This field is required and needs to be updated with each Update or on Delete of Notification.'

3. Click **Accept Disclaimer**. 

- 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

- 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

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

Notification Deleted
✕



You have deleted notification 99999999.

OK