Deleting a Pipeline Notification

Intended User: Submitters of pipeline notifications



Overview

This quick reference guide (QRG) describes how to delete an existing pipeline 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

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

Alberta Energy Regulator	OneStop	
Username		
		••••
Password		
		••••
Login		

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

Visclaimer
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I Agree I Disagree

Search an Existing Pipeline 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.

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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.

Recent Activity			
Application	Notification	Submission	Assessment
Recent Notifications			Submitted - Last 14 days 👻
Filter by View			Show 🗸

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

View	Update	Delete					
	Notification ID 🌲	Operator Name 🌲	Application/Authorization 🗘	Legal Land Description ≑	Notification Type ≑	Status 🌲	Received Date
	99999999	My Company Ltd.		01-01-001-01W6	New Line Construction	Submitted	12/2/2022

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

Enterprise Search - Past 30 days

Energy Regulator

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Use this option to search for notifications submitted in the past 30 days.

Тір	
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.	

OneStop

version: M-360

Bulk Upload | Forms | Map | Reports | Search

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

Search By			
Application	Authorization	Notification	Submission

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

Notificati	on Search					
	Notification ID	9999999				
	Authorization Number	1234567				
	OR					
	Legal Land Description (LLD)	QTR LSD SEC TWP RGE W M M				
	Notification Type	New Line Construction	~			
	Notification Status	Submitted	~			
	Received Date	Between				
		06/01/2023				
		And				
		07/21/2023				
_						
Search	Reset			0	Save Parameters	Load Parameters

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

Re	sults							
F	ilter b	y						:
	View	Update	Delete					
ſ	_							
	✓	Notification ID 📮	Operator Name 🤤	Application/Authorization \downarrow	Legal Land Description \bigcirc	Notification Type 🤤	Status 🌩	Received Date
	✓	99999999	My Company Ltd.	1	01-01-001-01W6	New Line Construction	Submitted	12/2/2022

5. Click **Delete**.

The notification opens and is ready for deletion.

Delete a Previously Submitted Pipeline Notification

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

Pipeline	e Notification		٥	Update	Delete
V	/alidate				
F	Pipeline - New Construct	ion			
	Authorization Number *	99999			
	Does operation involve pipeline drilling or boring? *	Yes No			

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

Reason		
Please enter a reason for updating / deleting this notification *	Apologies for the double entry. We are removing this duplicate notification.	

Validate and Submit Deletion

- 1. Click **Validate** to check for errors. Validate
- 2. Errors will be highlighted in red. Fix any errors and click **Validate** again.

Reason	
Please enter a reason for updating / deleting this notification *	▲ This field is required and needs to be updated with each Update or on Delete of Notification.

- 3. Click Accept Disclaimer.
- 4. Click I Agree to accept the declaration and disclaimer. You must agree to submit the notification.

Declaration and D	isclaimer
l confirm that any per	sonal information submitted to the AER is compliant with the submitter's obligations
under applicable priv	acy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the
submitter is authorize	ed to provide the personal information to the AER. I acknowledge that the information
submitted may be dis	iclosed as part of an AER proceeding and may be placed on the public record, or may
be routinely publicly o	disseminated.
Where statutory confi	identiality applies, I acknowledge that the AER may make all or any portion of the
information submitte	d publicly available on expiry of statutory confidentiality status.
l confirm that the info	prmation submitted is accurate and includes a complete representation of all the
information that is re	quired 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 sol	e responsibility of the regulated party.

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.

