

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

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. It features the Alberta Energy Regulator logo on the left and the OneStop logo on the right. Below the logos are two input fields: "Username" and "Password", each with a red eye icon to toggle visibility. A "Login" button is positioned below the password field.

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

A screenshot of a disclaimer page. The page is titled "Disclaimer" and contains three sections: "Purpose", "Copyright & Disclaimer", and "Terms of Use". At the bottom right, there are two buttons: "I Agree" (green) and "I Disagree" (red).

Search an Existing Pipeline Notification

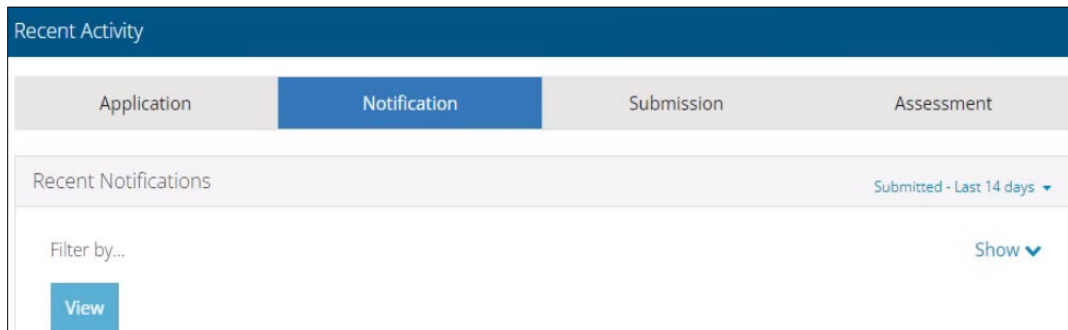
Important

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

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 pipeline notification you wish to delete.



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

Enterprise Search – Past 30 days

Use this option to search for notifications submitted in the past 30 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: New Line Construction

Notification Status: Submitted

Received Date: Between 06/01/2023 and 07/21/2023

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...

Buttons: 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	New Line Construction	Submitted	12/2/2022

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

Delete a Previously Submitted Pipeline Notification

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

Pipeline Notification

Buttons: Validate, Update, Delete

Pipeline - New Construction

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 *

(Empty field)

⚠ This field is required and needs to be updated with each Update or on Delete of Notification.

3. Click **Accept Disclaimer**. 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.

