

Updating a Flaring/Venting Notification

Intended User: Submitters of flaring/venting notifications



Overview

This quick reference guide (QRG) describes how to update an existing flaring or venting notification. OneStop allows applicants to search and open a previously submitted notification, update the data, and re-submit the notification with updated information.

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.

Disclaimer

Purpose

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I Agree **I Disagree**

Search an Existing Flaring/Venting Notification

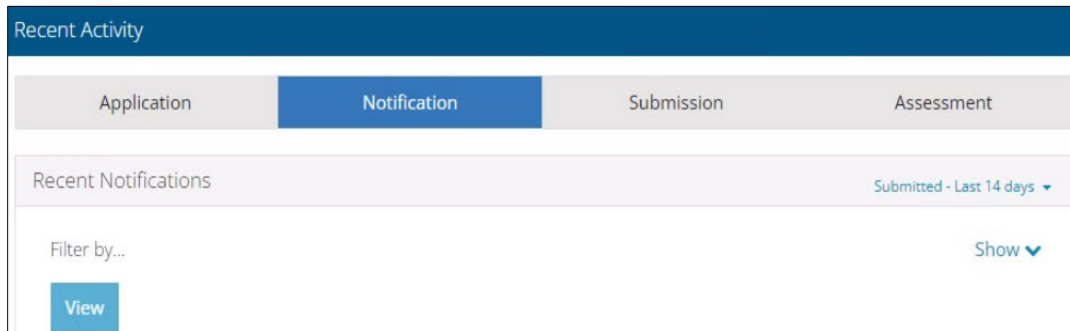
Important

Only notifications submitted within 90 days of the original submission date can be updated. Notifications older than 90 days are not eligible for updates.

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 update.



3. Click **Update**. The notification opens and is ready for editing.

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.



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

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

<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 **Update**. The notification opens and is ready for editing.

Update a Previously Submitted Flaring/Venting Notification

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

2. Update the information in any of the fields.
3. In the Comments section, enter a reason for updating this notification.

Comments

Please enter any comments related to this notification

The end date and time have been updated due to an extension of the flaring event.

Validate and Submit Notification

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

Reason for Flaring *

▲ This is a required field.

H₂S Concentration *

▲ H₂S Concentration and its unit of measurement are both required.

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** to finalize your updates to the notification.
 - a) Optional: To save your entry and return to it later, click **Save**.

Comments

Please enter any comments related to this notification

This is the demo text.

Validate View Disclaimer Save Submit

- 6. Click **Yes** to accept the declaration and disclaimer.

Declaration and Disclaimer

? You are submitting on behalf of . By clicking "Yes", you are submitting a flaring notification. Please ensure all information is provided.

No Yes

- 7. The Flaring Notification Processing message box appears. *Do not navigate away until processing is complete.*

Flaring Notification Processing

i Flaring notification 99999999 is currently processing. Please do not navigate away until it is finished.

OK

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

Submitted Notification

i You have submitted this Flaring notification. The notification number is 99999999.

OK