

# Completing OneStop Water Screen

» Intended User: Public Land applicants

## Overview – Water

This quick reference guide (QRG) describes how to complete the Water screen in OneStop. The Water screen is used for disposition applications and amendments for all disposition types.

By getting here you have already initiated an application or amendment with one or more public land dispositions, and now need to complete the Water screen for each activity.

## Getting to Water Screen

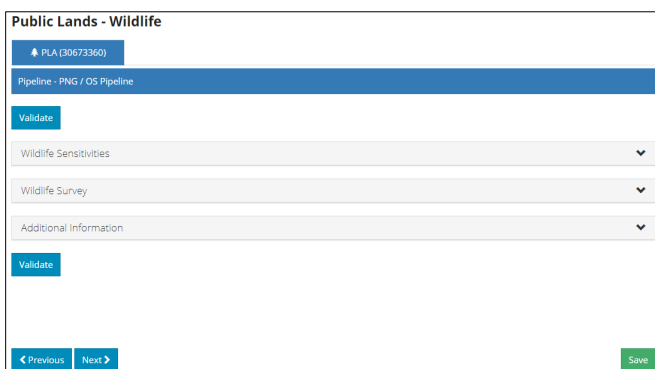
There are two ways to reach to the Water screen:

Click **Water** in the left navigation bar.



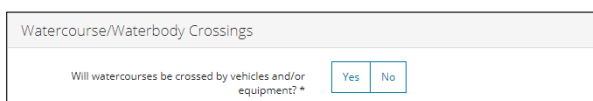
or

From the Wildlife screen, click **Next** at the bottom left of the screen.

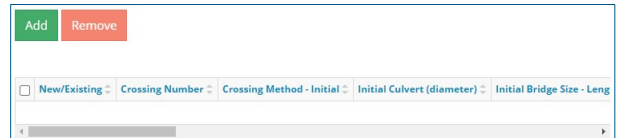



## Watercourse/Waterbody Crossing

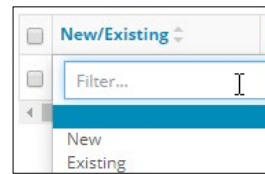
- Mandatory:** Select **Yes** or **No** to indicate whether watercourses or waterbodies will be crossed by vehicles and/or equipment.



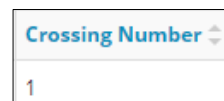
- If **No**, no further action is required. Proceed to **Pipelines Crossing**.
- If **Yes**, the Add/Remove buttons appear. Click **Add** to insert a blank row in the table. Add rows as needed.



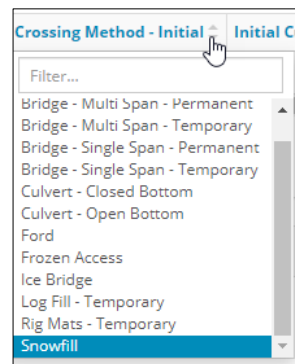
- Mandatory:** Select **New** or **Existing** from the drop-down menu.



- Mandatory:** Enter a unique **Crossing Number**.



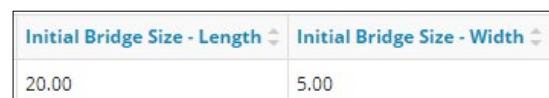
- Mandatory:** Select a **Crossing Method – Initial** from the drop-down menu.



- Mandatory:** If culvert type, enter an **Initial Culvert (diameter)** in millimetres.



- Mandatory:** If bridge type, enter the **Initial Bridge Size – Length** and **Initial Bridge Size – Width** in metres.



- Mandatory:** Select a **Crossing Method – Final** from the drop-down menu.

Crossing Method - Final Final Culvert

Filter...

- Bridge - Multi Span - Permanent
- Bridge - Multi Span - Temporary
- Bridge - Single Span - Permanent
- Bridge - Single Span - Temporary
- Culvert - Closed Bottom
- Culvert - Open Bottom
- Ford
- Frozen Access
- Ice Bridge
- Log Fill - Temporary
- Rig Mats - Temporary
- Snowfill

g) **Mandatory:** If culvert type, enter a **Final Culvert (diameter)** in millimetres.

Final Culvert (diameter)

600.00

h) **Mandatory:** If bridge type, enter the **Final Bridge Size – Length** and **Final Bridge Size – Width** in metres.

Final Bridge Size - Length	Final Bridge Size - Width
20.00	5.00

i) **Mandatory:** Select a **Water Course Type** from the drop-down menu.

Water Course Type

Filter...

- 1-Ephemeral
- 2-Intermittent
- 3-Small Permanent
- 4-Large Permanent
- 5-Wetland

j) **Optional:** If Wetland is selected as the water course type, enter the **Wetland Sub Type**, if known, from the drop-down list.

Wetland Sub Type Restricted Activity Start Month Restricted Activity Start Day Restricted Activity End Month Restricted Activity End Day

Filter...

- Bog [B]-Graminoid [G]
- Bog [B]-Graminoid [G]-Freshwater [F]-Acidic [a]
- Bog [B]-Shrubby [S]
- Bog [B]-Shrubby [S]-Freshwater [F]-Acidic [a]
- Bog [B]-Wooded, coniferous [Wc]
- Bog [B]-Wooded, coniferous [Wc]-Freshwater [F]-Acidic [a]
- Fen [F]-Graminoid [G]

k) **Mandatory:** For Class A, B, and C waterbodies, or where a restricted activity period exists, select the **Restricted Activity Start Month**, **Restricted Activity Start Day**, **Restricted Activity End Month**, and **Restricted Activity End Day** from the drop-down menus.

Restricted Activity Start Month	Restricted Activity Start Day
April	1

Restricted Activity End Month	Restricted Activity End Day
July	31

l) **Mandatory:** Where subject to the Code of Practice, select the **Class of Waterbody from COP** from the drop-down menu.

Class of Waterbody from COP

Filter...

- A Highest Sensitivity
- B High Sensitivity
- C Moderate Sensitivity
- D Low Sensitivity

## Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane.

Filter by... Show

Add Remove

<input type="checkbox"/>	New/Existing	Crossing Number	Crossing Method - Initial	Initial Culvert (diameter)	Initial Bridge Size - Length
<input type="checkbox"/>	New	1	Snowfill		
<input type="checkbox"/>	New	1	Culvert - Closed Bottom	600.00	

2. Select the data filter from a drop-down menu or enter the value for each applicable field. Click **Apply Filters**.

Filter by... Hide

New/Existing  Crossing Number  Crossing Method - Initial  Initial Culvert (diameter)

Initial Bridge Size - Length  Initial Bridge Size - Width  Crossing Method - Final  Final Culvert (diameter)

Final Bridge Size - Length  Final Bridge Size - Width  Water Course Type  Wetland Sub Type

Restricted Activity Start Month  Restricted Activity Start Day  Restricted Activity End Month  Restricted Activity End Day

Class of Waterbody from COP

Uncheck boxes to hide columns.

Apply Filters Clear Filters

The filtered results are displayed.

1 item

Add Remove

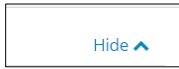
<input type="checkbox"/>	New/Existing	Crossing Number	Crossing Method - Initial	Initial Culvert (diameter)
<input type="checkbox"/>	New	1	Snowfill	

3. Click **Clear Filters** on the right side of the pane to remove your selection.

Clear Filters

Per page 10

- 4. Optional: Click **Hide** on the right side of the pane to hide the filters.

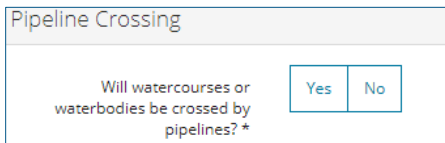


**Tip:**  
Repeat the steps above to filter information in any pane.

### Pipeline Crossing

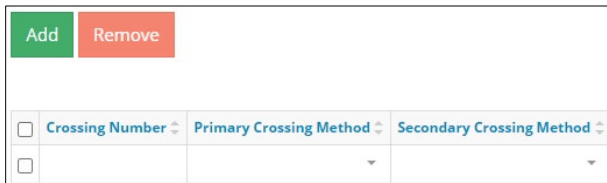
This pane only displays pipeline activity types.

- 1. **Mandatory:** Select **Yes** or **No** to indicate whether watercourses or waterbodies will be crossed by pipelines.



- a) If **No**, no further action is required. Proceed to **Wetlands**.

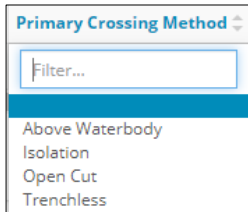
- 2. If **Yes**, the Add/Remove buttons appear. Click **Add** to insert a blank row in the table. Add rows as needed.



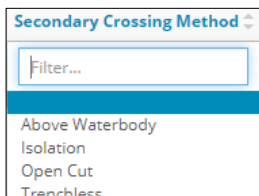
- a) **Mandatory:** Enter a unique **Crossing Number**.



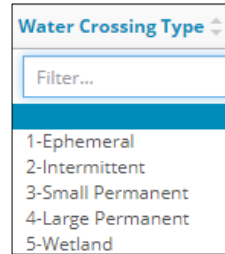
- b) **Mandatory:** Select a **Primary Crossing Method** from the drop-down menu.



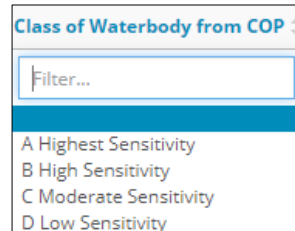
- c) **Mandatory:** Select a **Secondary Crossing Method** from the drop-down menu.



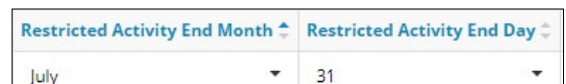
- d) **Mandatory:** Select a **Water Crossing Type** from the drop-down menu.



- e) **Mandatory:** Where subject to the Code of Practice, select the **Class of Waterbody from COP** from the drop-down menu.

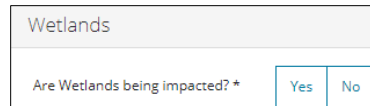


- f) **Mandatory:** For Class A, B, and C waterbodies, or where a restricted activity period exists, select the **Restricted Activity Start Month, Restricted Activity Start Day, Restricted Activity End Month, and Restricted Activity End Day** from the drop-down menus.



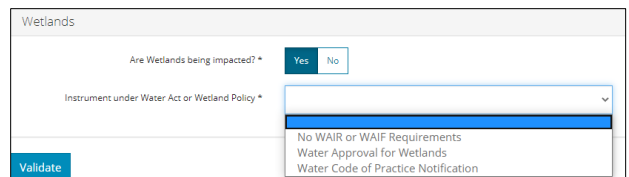
### Wetlands

- 1. **Mandatory:** Select **Yes** or **No** to indicate whether wetlands are being impacted.



- a) If **No**, proceed to **Validate Entry**.

- 2. **Mandatory:** If **Yes**, select an **Instrument under Water Act or Wetland Policy** from the drop-down menu.



- a) **No WAIR or WAIF Requirements** – No further action is required. Proceed to **Validate Entry**.

- b) **Water Code of Practice Notification** – No further action is required. Proceed to **Validate Entry**.

- c) **Mandatory: Water Approval for Wetlands** – Select a **Water Approval for Wetlands** from the drop-down menu.

Option: Existing Application

- i) Click **Select Application**.

The Wetlands Applications Search window opens.

- ii) Search for an application; enter as much detail in the form as possible to narrow search results. Click **Search**.

<input type="checkbox"/>	Application ID	Application Status
<input type="checkbox"/>	1620737	Approved

Search results are displayed.

- iii) Optional: Click **Reset** to clear the search form.

- iv) Check the box beside the appropriate application. Click **Select**.

Filter by...

Select

<input type="checkbox"/>	Application ID	Application Status
<input checked="" type="checkbox"/>	1261602	Approved
<input type="checkbox"/>	1261713	Approved
<input type="checkbox"/>	1646267	Approved

The window closes and the Application ID and Application Status fields are filled in.

Option: Existing Authorization

- i) Click **Select Authorization**.

- ii) Search for an authorization ID by completing the form. Click **Search**.

Search results are displayed.

<input type="checkbox"/>	Authorization ID
<input checked="" type="checkbox"/>	1001044

- iii) Optional: Click **Reset** to clear the search form.

Search	Reset
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iv) Check the **box** beside the appropriate authorization. Click **Add**.

<b>Add</b>	
<input type="checkbox"/>	Authorization ID ▾
<input checked="" type="checkbox"/>	1001068
<input type="checkbox"/>	1001067

The window closes and the Authorization ID field is filled in.

Wetlands	
Are Wetlands being impacted? *	<b>Yes</b> No
Instrument under Water Act or Wetland Policy *	Water Approval for Wetlands
Water Approval for Wetlands * ⓘ	Existing Authorization
Authorization ID *	1001068

Option: Existing Activity

i) Select an **activity** from the drop-down menu.

Wetlands	
Are Wetlands being impacted? *	<b>Yes</b> No
Instrument under Water Act or Wetland Policy *	Water Approval for Wetlands ▾
Water Approval for Wetlands * ⓘ	Existing Activity ▾
Existing Activity *	<div style="border: 1px solid #ccc; padding: 2px;">             WATER-APPROVAL 30679876           </div>

Option: New Activity

i) Click **Create New**.

Wetlands	
Are Wetlands being impacted? *	<b>Yes</b> No
Instrument under Water Act or Wetland Policy *	Water Approval for Wetlands ▾
Water Approval for Wetlands * ⓘ	New Activity ▾
Water Approval for Wetlands *	<b>Create New</b>

OneStop creates a new water activity. Note the new activity ID and water application in the left navigation bar above Public Lands.

Water Approval for Wetlands * ⓘ	New Activity ▾
Water Approval for Wetlands *	<b>Create New</b>
Activity ID *	30679882

General
Water
<b>Public Lands</b>

ii) Complete the application.

**Tip:**  
See QRG **New Water Act Application – Wetlands** on the OneStop Help Page for information on completing this section.

### Surface Material Water Impact (RML, RSC)

This pane only displays for regulator surface materials lease (RML) and regulator surface materials licence (RSC) activities.

1. **Mandatory:** Select **Yes** or **No** to indicate whether groundwater was encountered during testing.

Was ground water encountered during testing? *	<b>Yes</b> No
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2. **Mandatory:** Select **Yes** or **No** to indicate whether surface or groundwater is being diverted or used.

Is surface or groundwater being diverted and used? *	<b>Yes</b> No
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a) If **Yes**, a warning appears: **“A Licence or Temporary Diversion Licence (TDL) under the Water Act is required.”**

<b>Yes</b> No	A Licence or Temporary Diversion Licence (TDL) under the Water Act is required.
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3. **Mandatory:** Select **Yes** or **No** to indicate whether water is being impounded.

Is water being impounded? * ⓘ	<b>Yes</b> No
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a) If **No**, enter the rationale in the text box provided.

Provide Rationale *	Enter your rationale
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b) If **Yes**, select the appropriate water approval from the drop-down list.

Water approval for Excavation *	<div style="border: 1px solid #ccc; padding: 2px;">             Existing Application              Existing Authorization              Existing Activity  <b>New Activity</b> </div>
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Option: Existing Application

i) Click **Select Application**.

The Other Application Search window opens.

ii) Complete the search form: Enter as much detail in the form as possible to narrow search results.

iii) Click **Search**.

iv) Optional: You may also click **Search**, without completing the form, for a general listing of applications related to your company.

v) Results are displayed in a table. Check the **box** beside the appropriate application ID.

vi) Click **Select**.

<input type="checkbox"/>	Application ID ↕
<input checked="" type="checkbox"/>	31182554

The window closes and the application ID and status appear in the designated fields on the Water screen.

vii) Optional: Click **Reset** to clear the search form.

Option: Existing Authorization

i) Click **Select Application**.

ii) The Other Authorization Search window opens. Enter the **Authorization ID** and **Location**.

iii) Click **Search**.

iv) Results are displayed in a table. Check the **box** beside the appropriate application ID.

<input type="checkbox"/>	Authorization ID ↕
<input checked="" type="checkbox"/>	1001044

v) Optional: Click **Reset** to clear the search form.

vi) Check the **box** beside the appropriate Authorization ID. Click **Add**.

<input type="checkbox"/>	Authorization ID ↕
<input checked="" type="checkbox"/>	1001068
<input type="checkbox"/>	1001067

The window closes and the authorization ID is added to Authorization ID field on the Water screen.

Option: Existing Activity

i) Select a **water activity** within the current application from the drop-down list.

Option: New Activity

i) Click **Create**.

OneStop generates a new water activity: Note the new activity ID and the new water application in the left navigation.

ii) Complete the new water application.

### Validate Entry

1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

**Tip:**  
Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

### Save Entry

2. **Mandatory:** Click **Save** at bottom right of the screen to save your entry.