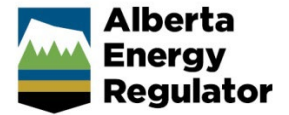# Completing OneStop Water Screen

» **Intended User: Public Land applicants**

## Overview

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.
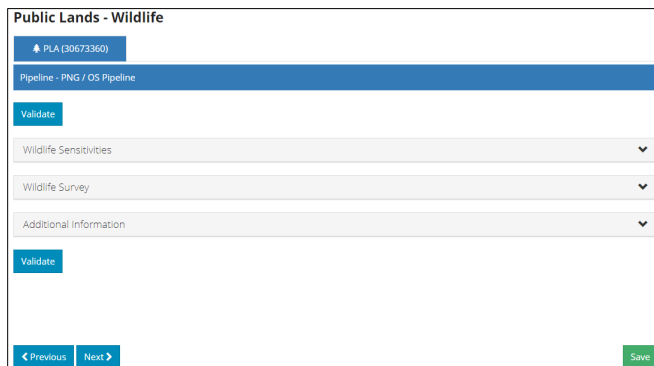
## Getting to Water Screen

There are two ways to reach to the Water screen:

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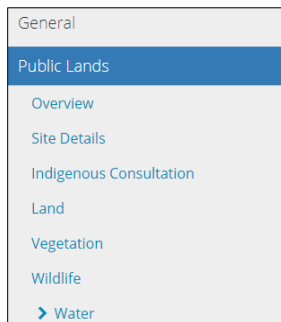


or

From the Wildlife screen, click [Next >] (bottom left of screen)**.**



## Watercourse/Water Body Crossing

1.  Select **Yes** or **No** to indicate whether watercourses or water bodies will be crossed by vehicles and/or equipment.



a)  If **No**, no further action is required. Proceed to **Pipeline Crossing**.

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



a) Select **New** or **Existing** from the drop-down menu.



b) Enter a unique **Crossing Number**.



c) Select a **Crossing Method – Initial** from the drop-down menu.



d) If culvert type, enter an **Initial Culvert (diameter)** in millimetres.



e) If bridge type, enter the **Initial Bridge Size – Length** and **Initial Bridge Size – Width** in metres.

f)   Select a **Crossing Method – Final** from the drop-down menu.



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



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



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



j)   Optional: If "Wetland" is selected as the water course type, enter the **Wetland Sub Type**, if known.



k)   For Class A, B, and C water bodies, 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.

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



## Pipeline Crossing

This section only displays pipeline activity types.

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



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

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



a)   Enter a unique **Crossing Number**.



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



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

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



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



f)  For Class A, B, and C water bodies, 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.



## Reservoir

The section only applies to licence of occupation (LOC) dispositions that require a water diversion with a water reservoir activity.



1.  Select an **instrument for water approval for a reservoir** from the drop-down menu.



### Option: Existing Application

a)  Click **Select Application**. The Application Search box appears.



b)  Search for an application. Enter as much detail in the form as possible to narrow search results. Click [Search]. Search results are displayed.

c)  Check the **box** beside the appropriate application. Click [Select].



d)  Optional: Click [Reset] to clear the search form.

## Option: Existing Authorization



e)  Click **Select Authorization**. The Authorization Search box appears.



f)  Enter the authorization ID or location. Click **Search**.

g)  Check the box beside the appropriate ID. Click **Add**.

### Option: Existing Excavation

> **Important:**
>
> *Water Act* approvals are not issued after an activity has occurred.
>
> If there are modifications to an existing excavation that require a *Water Act* approval select "New Activity". If there are no modifications, select "Existing Excavation". For further information contact EPEA.WA.Applications@aer.ca.



h)  In the space provided, explain the nature of the existing excavation.



### Option: New Activity



i)  Click **Create New**. A new activity ID displays.



A new Water category displays on the left navigation.



j)  Complete the Water activity screens. See *Completing a Water Act Application – Reservoir QRG* on aer.ca > OneStop Help > Guides for Water Act.

## Wetlands

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



k)  If **No**, proceed to **Validate Entry**.

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



### Option: Existing Application

i)  Steps are similar to the Reservoir section above. Repeat steps 1. a) to d).

### Option: Existing Authorization

ii)  Steps are similar to the Reservoir section above. Repeat steps 1. e) to g).

### Option: New Activity

iii)  Repeat step 1. i) in the Reservoir section above.

iv)  Complete the Water activity screens. See *Completing a Water Act Application – Wetland QRG* on aer.ca > OneStop Help > Guides for Water Act.

### Option: Existing Activity

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



## Surface Material Water Impact (RML, RSC)

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

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



2. Select **Yes** or **No** to indicate whether surface or groundwater is being diverted or used.



d) If **Yes**, a warning message appears: "A Licence or Temporary Diversion Licence (TDL) under the Water Act is required."



3. Select **Yes** or **No** to indicate whether water is being impounded.



e) If **No**, enter the rationale in the text box provided.



f) If **Yes**, select the appropriate water approval from the drop-down list.

Option: Existing Application

i)   Steps are similar to the Reservoir section above. Repeat steps 1. a) to d).

Option: Existing Authorization:

ii)  Steps are similar to the Reservoir section above. Repeat steps 1. e) to g).

Option: New Activity

iii) Repeat Step 1. i) in the Reservoir section above.

iv)  Complete the Water activity screens. See *Completing a Water Act Application – Other QRG* on aer.ca > OneStop Help > Guides for Water Act.

Option: Existing Activity

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

## Validate Entry

1.   Click [Validate] (top or bottom left of screen). Errors will appear in red. Fix errors.

## Save Entry

2.   Click [Save] (bottom right of screen) to save your entry.