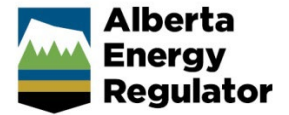


Completing OneStop Water Screen

» Intended User: Public Land applicants



Overview

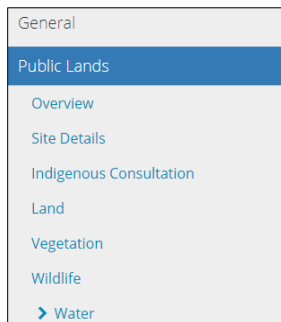
This quick reference guide (QRG) describes how to complete the Water screen in OneStop. The Water screen is used for disposition applications and amendments for all disposition types.

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

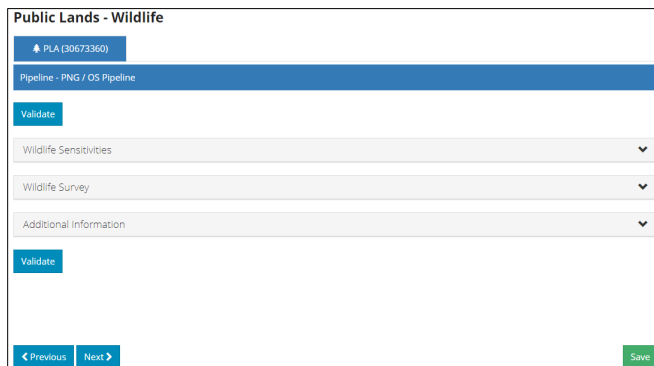
There are two ways to reach to the Water screen:

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.

Watercourse/Waterbody Crossings

Will watercourses 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.

<div style="display: flex; justify-content: space-between;"> Add Remove </div>					
<input type="checkbox"/>	New/Existing	Crossing Number	Crossing Method - Initial	Initial Culvert (diameter)	Initial Bridge Size - Leng

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

The image shows a close-up of the 'New/Existing' dropdown menu. The menu is open, showing a search box labeled 'Filter...' and two options: 'New' and 'Existing'. The 'New' option is currently selected and highlighted in blue.

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

The image shows the 'Crossing Number' input field. The text '1' is entered into the field.

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

The image shows the 'Crossing Method - Initial' dropdown menu. The menu is open, displaying a list of options including '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', and 'Snowfill'. The 'Snowfill' option is selected and highlighted in blue.

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

The image shows the 'Initial Culvert (diameter)' input field. The value '600.00' is entered into the field.

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

Initial Bridge Size - Length	Initial Bridge Size - Width
20.00	5.00

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

A screenshot of a web form showing a drop-down menu titled "Crossing Method - Final". The menu is open, displaying a list of options: 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, and Snowfill. The "Snowfill" option is highlighted in blue at the bottom of the list.

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

A screenshot of a web form showing a text input field labeled "Final Culvert (diameter)". The field contains the numerical value "600.00".

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

A screenshot of a web form showing two side-by-side text input fields. The left field is labeled "Final Bridge Size - Length" and contains the value "20.00". The right field is labeled "Final Bridge Size - Width" and contains the value "5.00".

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

A screenshot of a web form showing a drop-down menu titled "Water Course Type". The menu is open, displaying a list of options: 1-Ephemeral, 2-Intermittent, 3-Small Permanent, 4-Large Permanent, and 5-Wetland. The "1-Ephemeral" option is highlighted in blue.

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

A screenshot of a web form showing a drop-down menu titled "Wetland Sub Type". The menu is open, displaying a list of options: 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], and Fen [F]-Graminoid [G]. The "Bog [B]-Graminoid [G]" option is highlighted in blue.

- 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.

A screenshot of a web form showing four drop-down menus arranged in a row. The first menu is "Restricted Activity Start Month" with "April" selected. The second menu is "Restricted Activity Start Day" with "1" selected. The third menu is "Restricted Activity End Month" with "July" selected. The fourth menu is "Restricted Activity End Day" with "31" selected.

- 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** to 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.

Restricted Activity Start Month	Restricted Activity Start Day	Restricted Activity End Month	Restricted Activity End Day
April	1	July	31


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 results are displayed.

- c) Check the **box** beside the appropriate application. Click .

<input type="checkbox"/>	Application ID ⇅
<input checked="" type="checkbox"/>	33285092
<input type="checkbox"/>	33284779
<input type="checkbox"/>	33283410

- d) Optional: Click  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**.

<input checked="" type="checkbox"/>	Authorization ID ⇅
<input checked="" type="checkbox"/>	1003850

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.

Wetlands

Are Wetlands being impacted? *

Yes No

- k) If **No**, proceed to [Validate Entry](#).

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

Wetlands

Are Wetlands being impacted? *

Yes No

Instrument under Water Act or Wetland Policy *

No WAIR or WAIF Requirements
Water Approval for Wetlands
Water Code of Practice Notification

Validate

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

Wetlands

Are Wetlands being impacted? *

Yes No

Instrument under Water Act or Wetland Policy *

No WAIR or WAIF Requirements

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

Wetlands

Are Wetlands being impacted? *

Yes No

Instrument under Water Act or Wetland Policy *

Water Code of Practice Notification

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

Wetlands

Are Wetlands being impacted? *

Yes No

Instrument under Water Act or Wetland Policy *

Water Approval for Wetlands

Water Approval for Wetlands * ⓘ

Existing Application
Existing Authorization
Existing Activity
New Activity

Validate

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.

A screenshot of a web form. It features a label 'Water approval for Excavation *' followed by a dropdown menu currently displaying 'Existing Activity'. Below this, there is another label 'Existing Activity *' followed by an empty text input field.

Validate Entry

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

A screenshot of the 'Wetlands' form. It includes a 'Yes/No' selector for 'Are Wetlands being impacted? *', dropdown menus for 'Instrument under Water Act or Wetland Policy *' (set to 'Water Approval for Wetlands') and 'Water Approval for Wetlands *' (set to 'Existing Authorization'). A red-bordered text field for 'Authorization ID *' contains a red error message: 'This field is required.' A 'Select Authorization' button is visible to the right.

Save Entry

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

A screenshot of the 'Public Lands - Water' summary screen. It shows a header 'Public Lands - Water' with a printer icon. Below is a blue bar with 'PLA (30673360)'. A blue bar below that reads 'Pipeline - PNG / OS Pipeline'. There are two 'Validate' buttons, one on the left and one below a section of dropdown menus. The dropdown menus are labeled 'Watercourse/Waterbody Crossings', 'Pipeline Crossing', and 'Wetlands'. At the bottom, there are 'Previous' and 'Next' navigation buttons, and a green 'Save' button on the right.