## Submit Annual Methane Emissions Report in OneStop – Bulk Upload



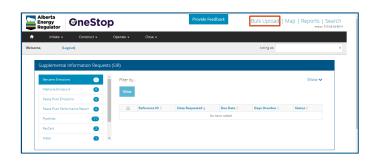
Intended User: Submitters of methane emissions reports

## Overview

This guide sets out the steps to submit a bulk upload for annual methane emissions reporting under *Directive 060.* A bulk upload allows you to submit multiple records at one time. You will need to upload three .csv files. One each for compressors (inventory), fugitives (survey and screening information), and volume mass (pneumatics, compressors, fugitives, and defined vent gas). The templates are provided through OneStop, as explained below.

## **Bulk Upload**

- 1. Log in to One Stop.
- 2. Click Bulk Upload on the top right corner.



## 3. Select Methane.

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4. Select upload type from the drop-down list.

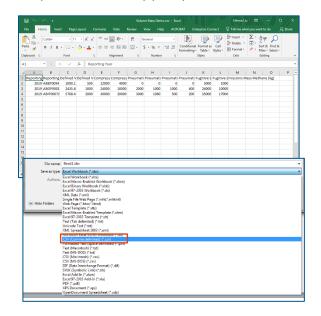
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Important: The template is in .xlsx format and contains validation rules. You will need to save the document as a .csv file to upload it.

 Enter the information in the Excel template. To save as a .csv file, go to File > Save As. Under Save as type, select CSV (Comma delimited) (\*.csv).



7. Click Upload CSV, then select the .csv file.

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	Select Upload Type	Volume Mass	٣			
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- 8. Click **Upload**. The upload time will vary depending on the file size and can take several minutes. If the file contains an error, you will be notified and can download the file to correct the error.
- After you have uploaded the file and the status shows Completed, you can submit the file to the AER. Click Operate > Reporting > Emissions Reporting.

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10. Select the submission, then click Validate.

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11. A message will appear saying that "All validations passing for this submission".

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12. After the validation process is done, select the relevant submission, then click **Submit**.

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13. Fill in your contact information, then carefully read the disclaimer and click **I Agree** to accept.

Primary Contact Ir	formation	
* Contact Name	James Smith	
* Title	Regulatory Advisor	
* Email	james.smith@123.com	
* Primary Phone	4021224547	
Information Protection and that all personal in acknowledge that the A information submitted	ersonal information submitted to the AER is compliant will det or 'PIPA''). Lacknowledge that the information submitt formation held by the AER is subject to the Freedom of Inf ER may make all or any portion of the information submit a succurate and includes a complete representation of all t	In the submitter's obligations under applicable privacy protection legislation (e.g., Pe ed may be disclosed as part of an AER proceeding and may be placed on the public monition and Protection of Privacy AEC (PIO) Where statuctory condimentally spatian- ted publicly-available on expiry of statutory confidentially spatiane. I confirm that the he information that required to be submitted. I am avare that providing false or ge that submission of complete and accurate information is the sole responsibility of

14. Click Yes on the Confirm Submissions pop-up page.

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15. You have now submitted the bulk upload to the AER for review.

