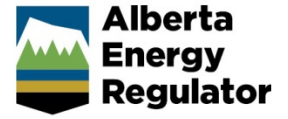


Submit Annual Methane Emissions Report in OneStop – Bulk Upload



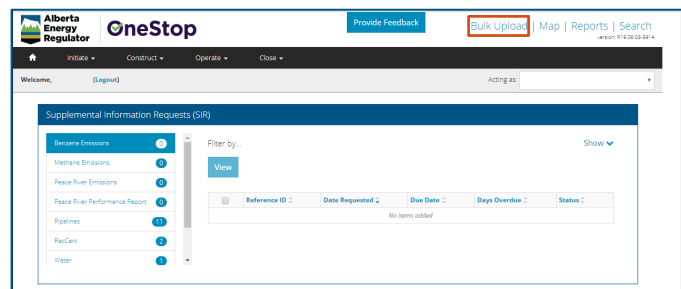
Intended User: Submitters of methane emissions reports

Overview

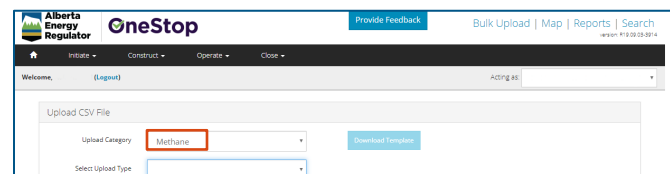
This guide sets out the steps to submit a bulk upload for annual methane emissions reporting under *Directive 060*. A bulk upload allows you to submit multiple records at one time. You will need to upload three .csv files. One each for compressors (inventory), fugitives (survey and screening information),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

Bulk Upload

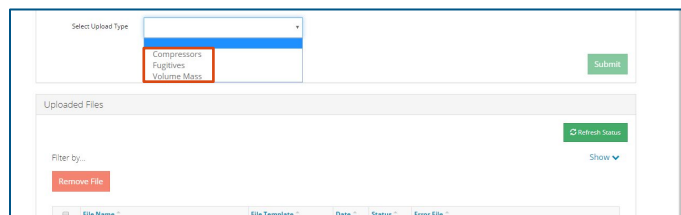
1. Log in to One Stop.
2. Click **Bulk Upload** on the top right corner.



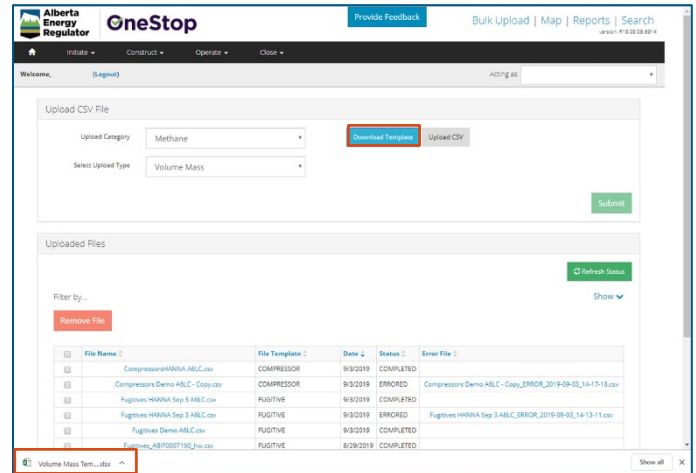
3. Select **Methane**.



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

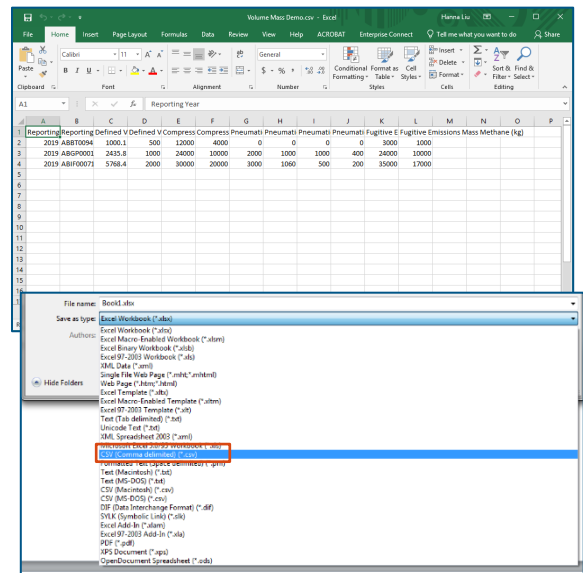


5. Click **Download Template**.

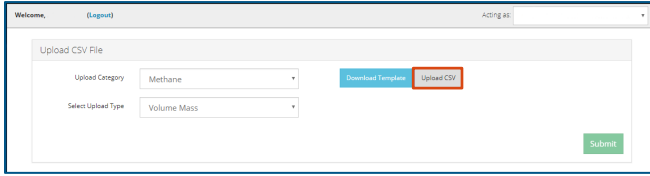


Important: The template is in .xlsx format and contains validation rules. You will need to save the document as a .csv file to upload it.

6. 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)**.

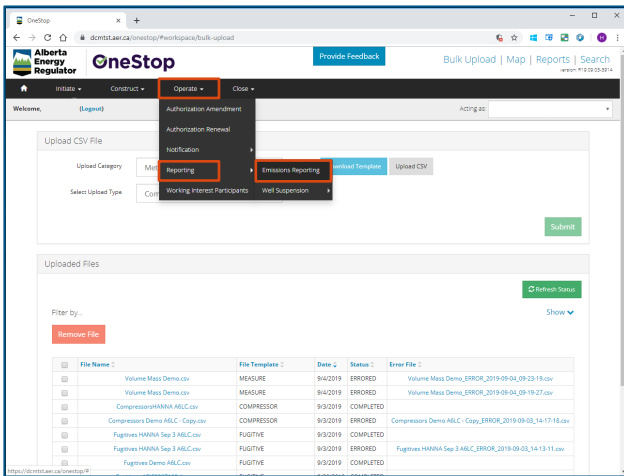


7. Click **Upload CSV**, then select the .csv file.

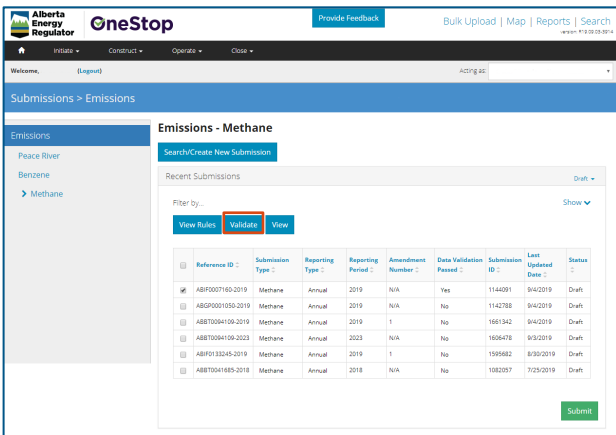


8. Click **Upload**. The upload time will vary depending on the file size and can take several minutes. If the file contains an error, you will be notified and can download the file to correct the error.

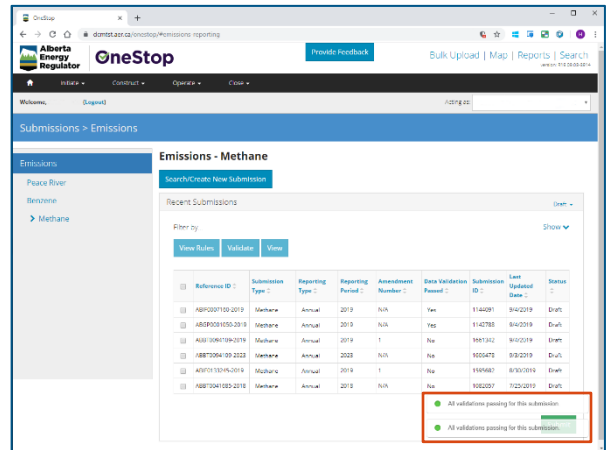
9. After you have uploaded the file and the status shows Completed, you can submit the file to the AER. Click **Operate > Reporting > Emissions Reporting**.



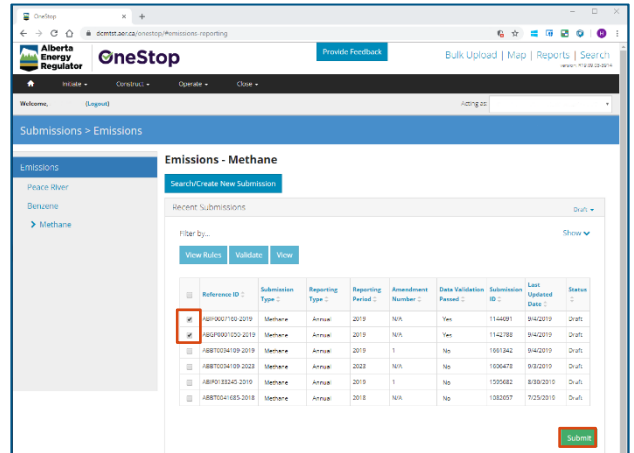
10. Select the submission, then click **Validate**.



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



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



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

Contact Information, Declaration and Disclaimer

Primary Contact Information

Contact Name: James Smith

Title: Regulatory Advisor

Email: james.smith@123.com

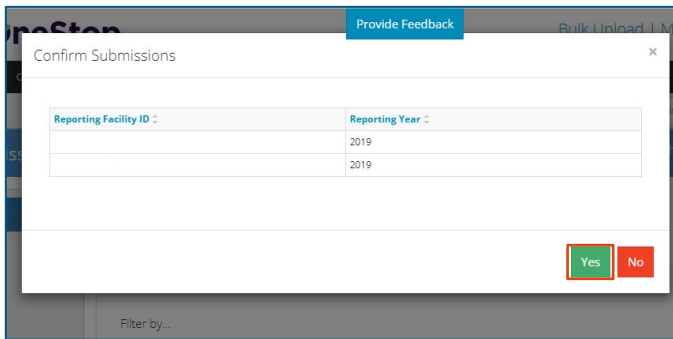
Primary Phone: 555-555-5555

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"). I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, and that all personal information held by the AER is subject to the Freedom of Information and Protection of Privacy Act (FOIP). 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

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



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

