

Submit Annual Methane Emissions Report in OneStop – Manual Submission

Intended User: Submitters of methane emissions reports

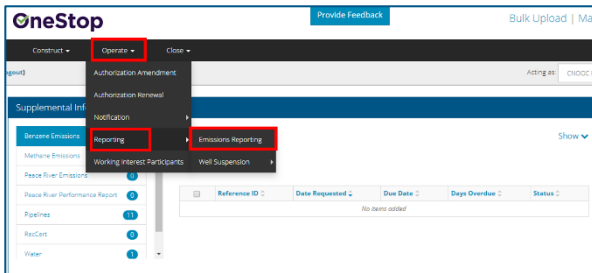


Overview

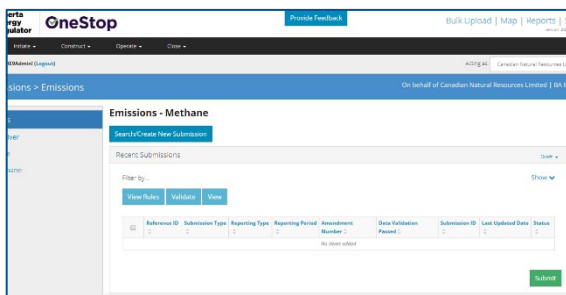
Operators are required to submit annual methane emissions reports under *Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting*. This guide sets out the steps to create and submit individual entries for defined vent gas, pneumatics, compressors, and fugitive emissions by facility ID. For submitting multiple records, see the quick reference guide on submitting the annual methane emissions report through bulk upload.

Manual Submission

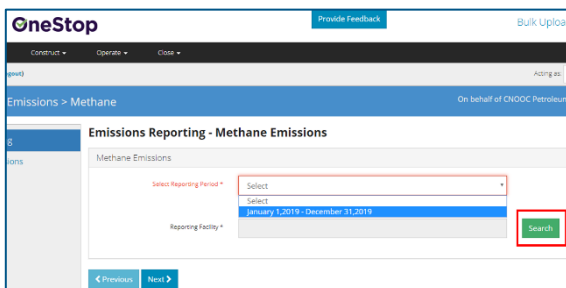
1. Log in to OneStop.
2. Carefully read the disclaimer and click I Agree to accept. You must do this to proceed.
3. Click **Operate > Reporting > Emissions Reporting**. You now have access to the methane module.



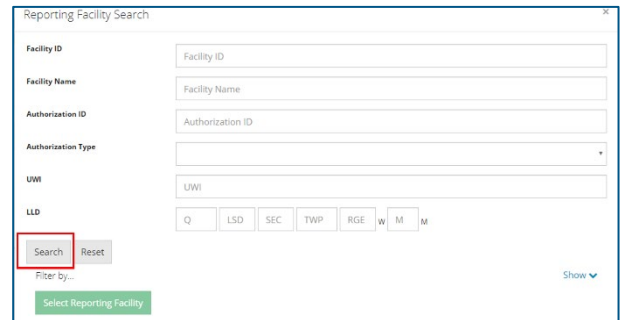
4. Click **Search/Create New Submission**.



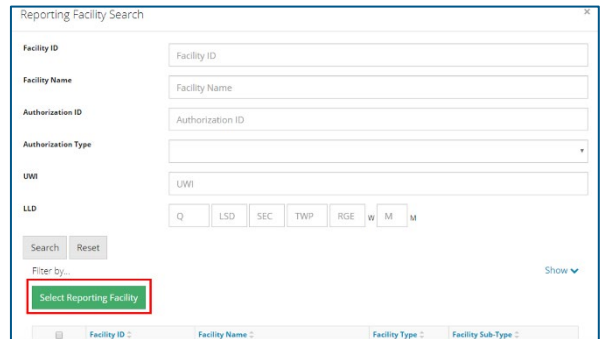
5. Select reporting period, then click **Search**.



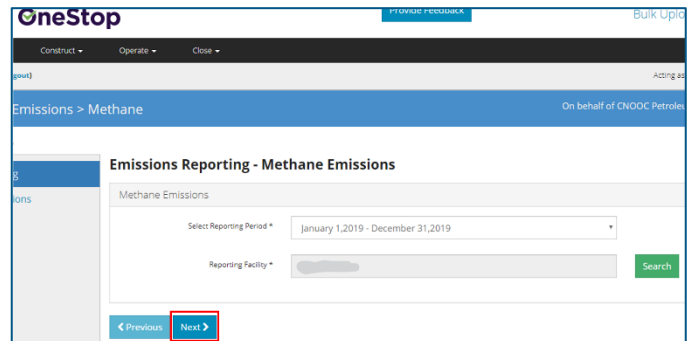
6. On the Reporting Facility Search page, click **Search** to see facility IDs. If you know the facility ID, type it in the **Facility ID** box. The search will return a list of facility IDs. Due to system limitations, not all facility IDs will be returned. If one is missing, you will need to narrow your search.



7. Click the checkbox next to the relevant facility ID, then click **Select Reporting Facility**.



8. Click **Next**.



- You will now be able to enter the methane emissions data for this reporting facility ID. The facility information is prepopulated by OneStop and cannot be edited. This information is displayed in order for you to confirm that it is the correct facility.

After starting the draft submission, click **Next** on the Manual Entry – Facility Information page. The information on this page is prepopulated.

- On the Manual Entry – Defined Vent Gas page, enter the vent gas volume (m³) and mass of methane (kg), then click **Next**.

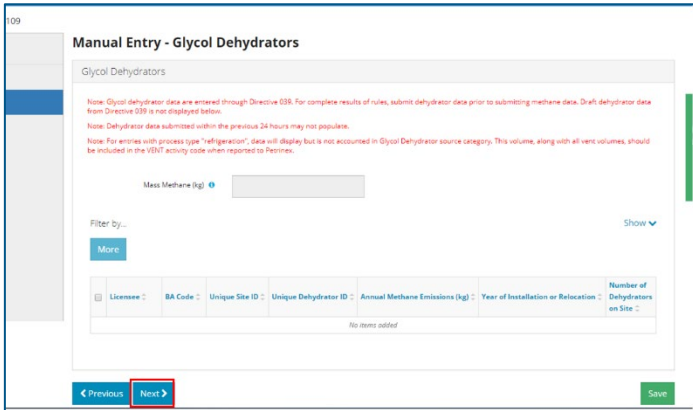
By clicking **Next**, the page is validated and saved. You can click **Previous** to go back and make changes.

- On the Manual Entry – Pneumatic Devices page, enter vent gas volume (m³) and mass of methane (kg) for instruments and pumps, then click **Next**.

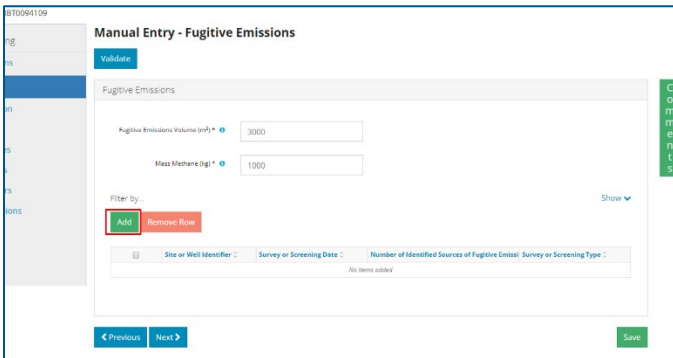
- On the Manual Entry – Compressor Seals page, enter vent gas volume (m³) and mass of methane (kg) for all the compressors associated with this reporting facility ID, then click **Add**.

- Fill in the compressor detail page, then click **Save Compressor**.

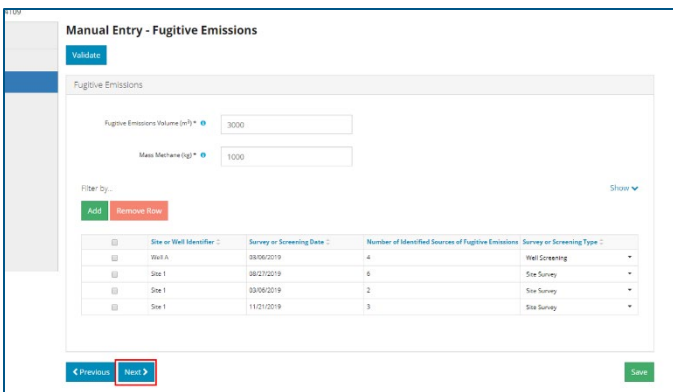
14. You do not need to enter data on the Manual Entry - Glycol Dehydrators page. Glycol dehydrator data is entered through the *Directive 039* benzene module. Click **Next** to navigate to Fugitive Emissions page.



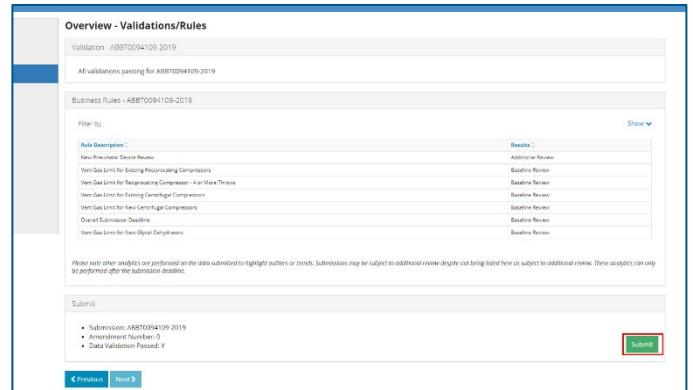
15. On the Manual Entry – Fugitive Emissions page, enter the fugitive emissions volume (m³) and mass of methane (kg). Then click **Add** to enter all surveys and screenings for this reporting facility ID.



16. Add information for any survey or screening completed in the calendar year. Then click **Next**.



17. On the Overview – Validations/Rules page, click **Submit**.



18. Fill in the 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: 4031234567

Cell Phone:

Secondary Contact Information

* Contact Name: Michael Smith

* Title: Regulatory Advisor

* Email: michael.smith@123.com

* Primary Phone: 4037654321

Cell Phone:

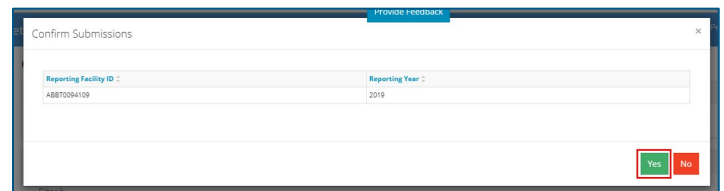
Include secondary contact on all correspondence

Declaration and Disclaimer

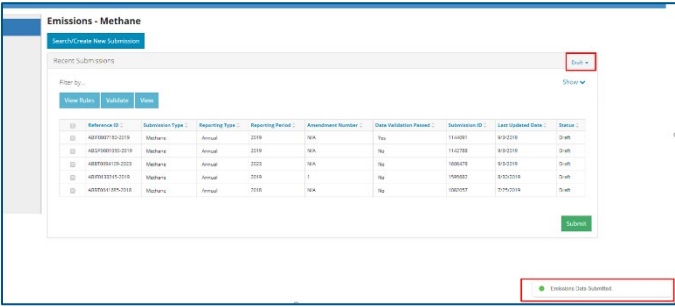
I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA"). I acknowledge that the information submitted may be disclosed as part of an AER proceeding 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

19. Click **Yes** on the Confirm Submission popup page.



20. A notice saying “Emissions Data Submitted” will appear in the bottom-right corner. To access the submission, click on the drop-down menu next to the **Draft** box and select **Submitted**.



21. You can now review your submissions.

