Submitting an Annual Methane Emissions Report – Manual Entry

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*.

As of **March 2026**, **new** submissions to the annual methane emissions report must be submitted to Petrinex.

OneStop remains available for amending past reports and submitting annual reports related to *Directive 039: Revised Program to Reduce Benzene Emissions from Glycol Dehydrators* and *Directive 084: Requirements for Hydrocarbon Emission Controls and Gas Conservation in the Peace River Area*.

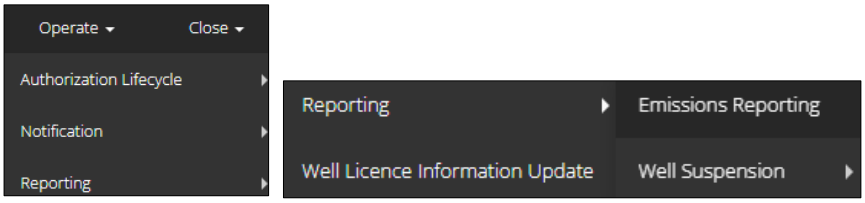
This quick reference guide (QRG) describes how to create and submit individual entries for defined vent gas, pneumatics, compressors, and fugitive emissions by facility ID.

For submitting multiple records, see the QRG *Submitting an Annual Methane Emissions Report – Bulk Upload* published on the AER website OneStop Help page under Guides for Directive 60 Emissions Reporting.

Create a Submission

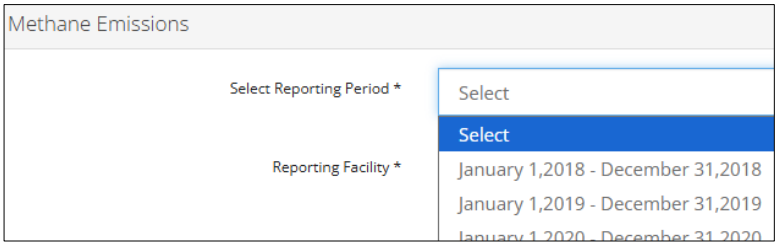
Use the top navigation bar to access the Methane module.

1. Click **Operate.** Select **Reporting.** Click **Emissions Reporting.**



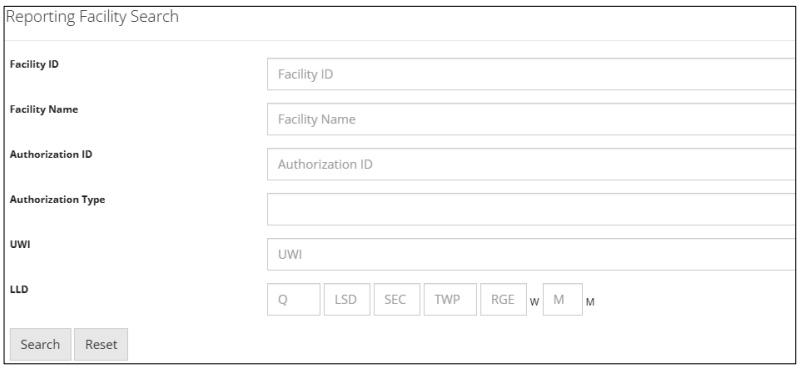
2. On the Emissions – Methane screen, click Search/Create New Submission.

3. The Emissions Reporting – Methane Emissions page opens. Select a **reporting period** from the drop-down list.

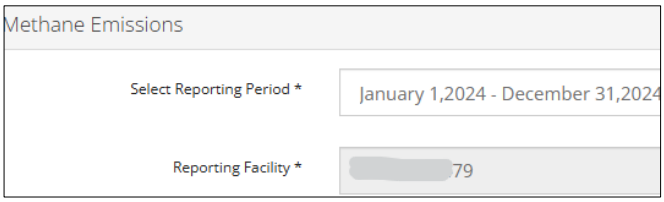


4. Click Search. The Reporting Facility Search window opens.

5. Enter the **facility ID** in the designated field or click **Search** to generate a broader list of IDs.

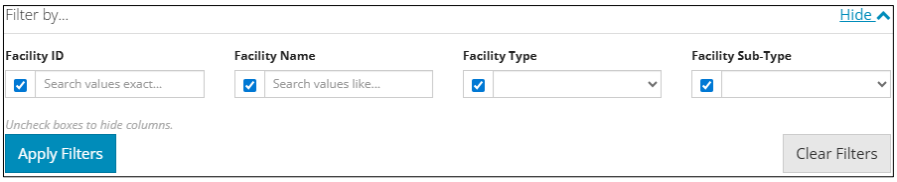


6. Check the **box** beside the relevant facility ID. Click Select Reporting Facility .



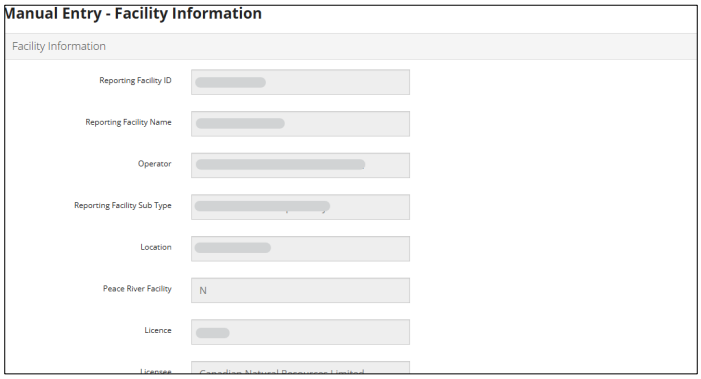
a) Optional: To filter multiple results in the table, click Show to display filters.

b) Optional: Apply one or more filter to narrow results. Click **Apply Filters**.



> **Tip:**
> If a facility ID is not listed in the table, narrow your search by completing more fields in the search form.

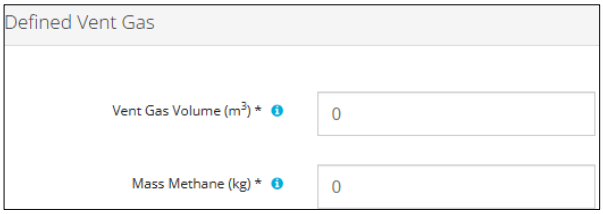
7. The Manual Entry screens are now available for input. OneStop pre-populates the Facility Information section.



Click Next to proceed to the Defined Vent Gas screen.

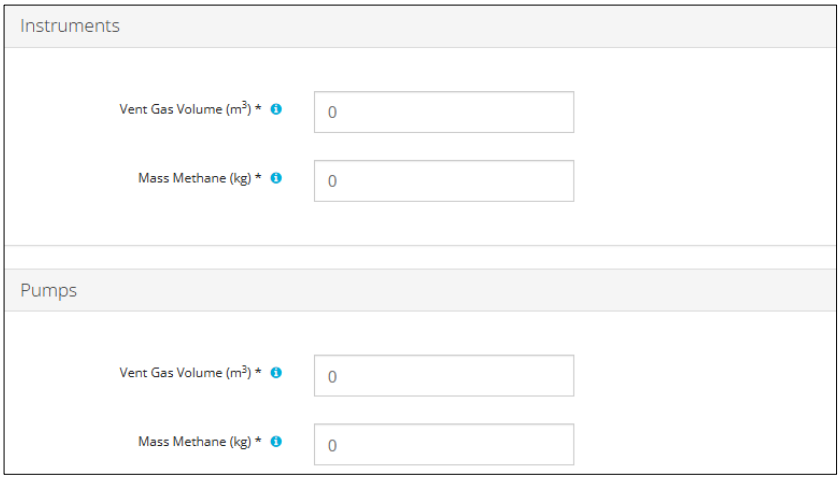
Enter Methane Emissions Data

8. Enter the **vent gas volume (m^3)** and **mass of methane (kg).**



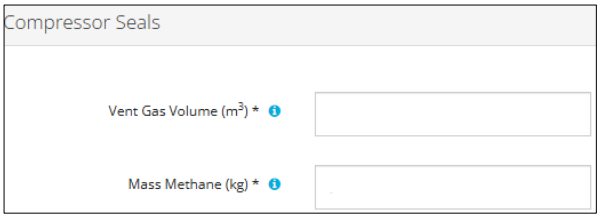
9. Click Save. Click Next to proceed to the Pneumatic Devices screen.

10. Enter the **vent gas volume (m^3)** and **mass of methane (kg)** for instruments and pumps.

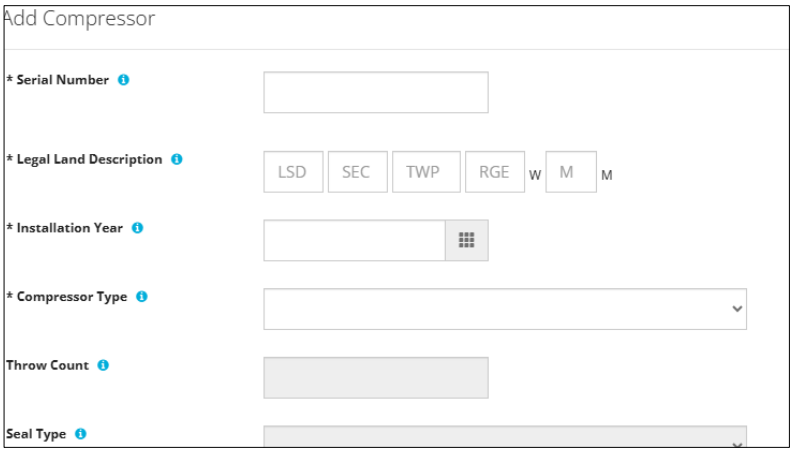


11. Click Save. Click Next to proceed to the Compressor Seals screen.

12. Enter the **vent gas volume (m^3)** and **mass of methane (kg)** for all compressors associated with this reporting facility ID.

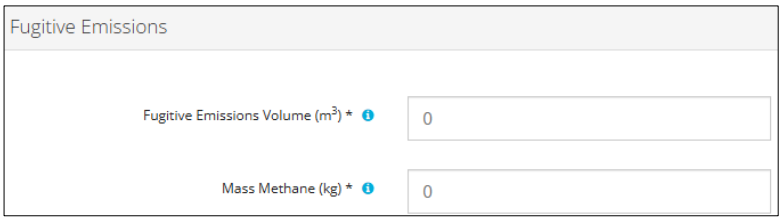


13. Click Add to open the Add Compressor form. Complete the mandatory fields. Clic Save Compressor .

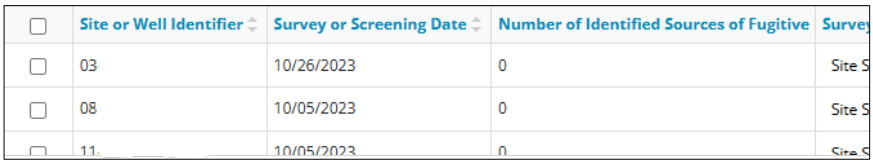


The window closes, and the compressor details are added to the table in the Compressor Seals section.

14. Click Save. Click Next > to proceed to the Glycol Dehydrators screen.
15. No action is required on the Glycol Dehydrators screen. Glycol dehydrator data is entered through the *Directive 039* benzene module. Click Next > to proceed to the Fugitive Emissions screen.
16. Enter the **fugitive emissions volume (m^3)** and **mass of methane (kg)**.



17. Click Add and enter the required information in the table for all surveys and screenings completed in the calendar year.



18. Click Save. Click Next > to move to the Overview screen.

Validate the Submission

The Overview - Validation/Rules screen identifies sections in the submission that need further input or correcting. It also lists the assessment rules and outcomes that apply to the submission.

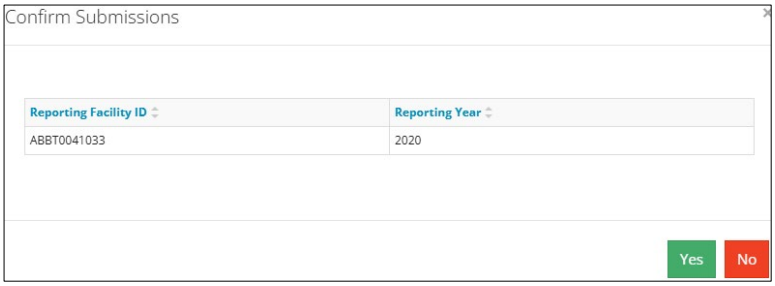
19. If required, validations are listed in the Validations section, click **Return to Manual Entry**.

a) OneStop displays specific areas in the submission that need further input. Fix the error(s) on each screen and click Save.

20. To submit the report, return to the Overview screen by clicking **Overview** on the left navigation bar.

Submit the Report

21. On the Overview – Validation/Rules screen, click Submit.

22. The Contact Information, Declaration and Dislaimer window opens. Complete the mandatory fields. Select I Agree.

23. The Confirm Submissions window opens. Select **Yes**. The window closes returning you to the Emissions – Methane screen.