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.

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Methane Emissions	Working Interest Par	ticipants Well	Suspension +				
Peace River Emissio							
Peace River Perform	iance Report 🕜		Reference ID 🗘	Date Requested 🗘	Due Date 🗘	Days Overdue 0	Status 0
Pipelines	-			No	items added		
RecCert	0						
Water	0						

4. Click Search/Create New Submission.

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5. Select reporting period, then click Search.

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gout)		Acting as:
8	Emissions Reporting - Methane Emissions	
ons	Methane Emissions	
	Select Select Select Select Bearing Facility - December 31,2019	, Search

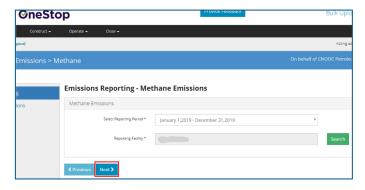
 On the Reporting Facility Search page, click Search to see facility IDs. If you know the facility ID, type it in the Facility ID box. The search will return a list of facility IDs. Due to system limitations, not all facility IDs will be returned. If one is missing, you will need to narrow your search.

Facility ID	Facility ID	
Facility Name	Facility Name	
Authorization ID	Authorization ID	
Authorization Type		
JWI	UWI	
LLD	Q LSD SEC TWP RGE W M M	
Search Reset		
Filter by		Show •

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

Search Reset									Show V
LLD	Q	LSD	SEC	TWP	RGE	w	М	М	
UWI	UWI								
Authorization Type									
Authorization ID	Autho	rization ID							
Facility Name	Facilit	y Name							
Facility ID	Facilit	y ID							

8. Click Next.





9. 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.

Reporting Facility ID	ABBT0094109	
Reporting Facility Name	LONG LAKE 07-31 PHASE 1 PLANT	
Operator		
Reporting Facility Sub Type	Sulphur Reporting at Oil Sands	
Location	7-31-85-6-W4M	
Peace River Facility	Ν	
Licence	32978	
Licensee		

 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.

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.ogout)		
	Methane	
BT0094109		
ng	Manual Entry - Defined	Vent Gas
	Validate	
m	Defined Vent Gas	
Sas		
s	Vent Gas Volume (m ³) * 🕚	3000
rs	Mass Methane (kg) * 0	1500
5		
	<pre> Previous Next > </pre>	

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

Instrume	ints			
	Vent Gas Volume (m ²) * 0	0		
	Mass Methane (kg)* 0	0		
Pumps				
	Vert Gas Volume (m ³) * 0	0		
	Mass Methane (kg) * 0	0		

12. 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**.

94109					
	Manual Entry - Compres	ssor Seals			
	Validate				
	Compressor Seals				
	Vent Gas Volume (m ²) * 😗	12000			
	Mass Methane (kg) * 0	4000			
	Filter by				Show 🗸
	Add View Remove Row				
	Serial Number 🗘 🛛 In	stallation Year 🗘	Compressor Type 0	Location 0	Vent Gas Volume (m*) 🗘
			No items added		

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

ton	Provide Feedback	Bulk Li
Edit Compressor		
* Serial Number 0	HL-5L3MD	
* Legal Land Description 0	12 24 30 30 w 5 M	
* Installation Year 0	2018	
* Compressor Type 0	Reciprocating	
Throw Count	4	
Seal Type 0	Rod Packing *	
Controlled Vent Indicator 0	Yes	
* Vent Gas Volume (m ³) 0	20000	
* Pressurized Time (Hours) 0	8000	
		Close Save Compressor

 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.

			ol Dehydr				
Glyd	col Dehydrat	ors					
	te: Glycol dehydr m Directive 039 i			ctive 039. For complete resul	ts of rules, submit dehydrator data pr	ior to submitting methane data. Draft d	ehydrator data
				4 hours may not populate.			
					read in Glucol Dahudrator source cate	gory. This volume, along with all vent vo	lumes should
bei	included in the V	ENT activity code	when reported to	Petrinex.		gerge rest reserves, and general rest res	ionnes, snoore
	M	ess Methane (kg)	0				
	ter bu						Show
FI	iter by						Show
	iter by More						Show
							Show
							Show
		BA Code 😂	Unique Site ID 0	Unique Dehydrator ID ::	Annual Methane Emissions (kg) :	Year of Installation or Relocation :	
	More	BA Code 🗘	Unique Site ID ©	Unique Dehydrator ID 🗘	Annual Methane Emissions (kg) :	Year of Installation or Relocation 0	Number of
	More	BA Code 🗘	Unique Site ID 🗘		Annual Methane Emissions (kg) (* stems odded	Year of Installation or Relocation ()	Number of Dehydrator

 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.

	Manual Entry - Fugitive Emissions	
	Wandar Entry - Pagitive Emissions	
	Validate	
	Fugitive Emissions	
	Fugitive Emissions Volume (m²)* 0 3000	
	Mass Methane (kg) * 0 1000	
	Fiter by	Show 🗸
5	Add Remove Row	
	Site or Weil Identifier Survey or Screening Date Number of Identified Sources	of Fugitive Emissi Survey or Screening Type 0
	No items added	

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

Fus	gitive Emission	ns			
	Fugitive Em	sissions Volume (m ³) * 0	3000		
		Mass Mechane (kg) * 0	1000		
F	liter by				She
	Add Remo	we Row			
	Add Remo	we Row	Survey or Screening Date 2	Number of Identified Sources of Fugitive Emissions	s Survey or Screening Type :
			Survey or Screening Date 0 08/08/2019	Number of Identified Sources of Fugitive Emissions	s Survey or Screening Type : Well Screening
	0	Site or Well Identifier 0			
	0	Site or Well Identifier 0 Well A	03/06/2019	4.	Well Screening
	0	Site or Well Identifier 0 Well A Site 1	08/06/2019 08/27/2019	4	Well Screening Site Survey

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

Validation ABBT0094109-2019	
All validations passing for ABITED94109-2019	
Business Rules - ABBT0094109-2019	
Filter by .	Show
Rule Description C	Results 1
New Rneumatic Besize Review	Additional Review
Vent Gas Limit for Existing Reciprocesing Compressors	Baseline Review
Vent Gas Linst for Respressing Compressor - 4 or More Throws	Baseline Review
Ven Ges Linit for Existing Generifugal Compressors	Baseline Baciev
Vent Gas Linit for New Centrifugal Compressors	Baseline Review
Overall Submasion Deadline	Baseline Review
Vers Gas Limit for New Oycel Duhyshaters	Baseline Review
Please note other analytics are performed on the data submitted to highlight outliers or torens. Submissions may in a portprint digter the submission designs.	le subject to additional review despite out being librar here as subject to additional review. These analyses con
 Submission: ABBT0094109 2019 	
Amendment Namber: 0 Data Validation Passed: Y	Sub

18. Fill in the 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	4031234567	
Cell Phone		
Secondary Contac	t Information	
* Contact Name	Michael Smith	
* Title	Regulatory Advisor	
* Email	michael.smith@123.com	
* Primary Phone	4037654321	
Cell Phone		
Include secondary cont	act on all correspondence	
claration and Disclaim	er.	
I confirm that any persi information Protection Act and that all personal inform acknowledge that the AER n nformation submitted is ac	- nonal information submitted to the AER is compliant with the submit or "PIPA". I acknowledge that the information submitted may be di ation held by the AER is subject to the Freedom of Information an nay make all or any portion of the information submitted publicly a curate and includes a complete representation of all the information.	state's obligations under applicable privacy protection legislation (e.g., P. discloved as part of an AEE proceeding and may be placed on the public of Protection of Privacy ACI (EPD) White estatutory confidentially applies available on equived to be substrated. I am aware that providing fails or insist on Complete and accurate information is its used expensibility of providing the substrate of the substra

19. Click Yes on the Confirm Submission popup page.

	Provide Feedback	
onfirm Submissions		
Reporting Facility ID 🗘	Reporting Year 0	
AB8T0094109	2019	
		Yes
Alter by		

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**.

	submissions								Doth +
Filter bj	Pules Validate	View							Show 🛩
10	Reference ID (Submission Type :	Reporting Type 1	Reporting Period 2	Amendment Number :	Quera Validation Passed (Submission ID (Last Updated Date :	Statum 1
10	A010007100-2019	Methane	Annual	2219	NA	Yes	1144091	\$13-2219	Dreft
10	AB1/0001350-2019	Methane	Annual	2219	NR	No	1142788	8/3/2219	Draft
	ARET0294109-2023	Nethane	Annual	2023	NA	No	1605478	\$13-2210	Draft
	ARIF0133315-2010	Methane	herest	2210	4	160	1545682	8/30/2019	Draft
0	40170041085-2010	Mehane	Arread	2018	NR	No.	1062057	2/25/2019	both
									Submit
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21. You can now review your submissions.

Searchi	Create New Submissio	en -							
Recent	Submissions								Submitte
Fiter	by								Show
Van	w Rules Validate	View							
	Reference ID :	Submission Type :	Reporting Type 1	Reporting Period :	Amendment Number 2	Data Validation Passed :	Submission ID 0	Last Updated Date 2	Status 0
6		Submission Type : Methane	Reporting Type 1 Arroal	Reporting Period 2 2019	Amendment Number 1	Data Validation Passed :	Submission ID 0 1123411	Last Updated Date 2 9/4/2019	Status 1 Under Review
	A8810094109-2019					1222		10000	
8	ABBT0094109-2019 ABBT2679050-2019	Methane	Annual	2319	N/A	No	1123411	9/40019	Under Review