

Submitting Industrial Wastewater and Runoff Reports

Intended User: Submitters of industrial wastewater and runoff reports

Overview

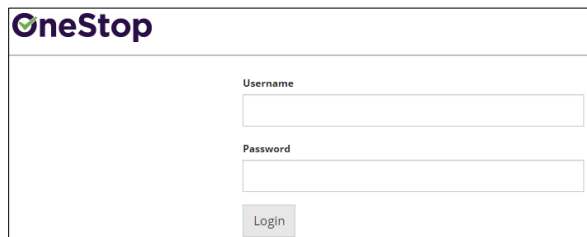
This quick reference guide (QRG) describes how to submit industrial wastewater and runoff reports (IWRs) and updates in OneStop.

Access OneStop

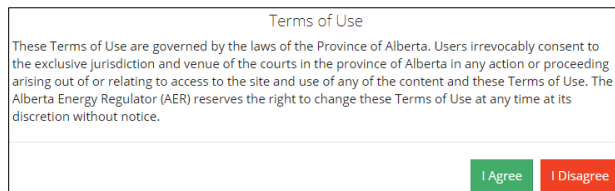
1. Access the OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



2. Enter your username and password. Click **Login**.



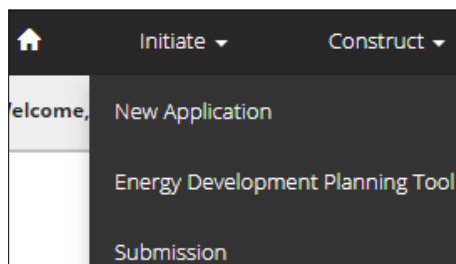
3. The Disclaimer window opens. Click **I Agree**.



OneStop opens on the dashboard landing page.

Create: Create Submission

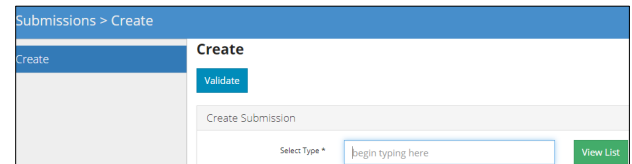
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**.



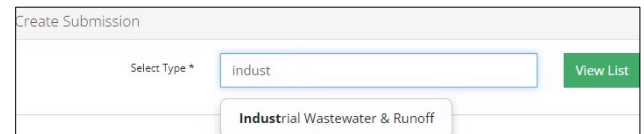
Tip

You can also access the Submission function from any drop-down menu on the top navigation bar.

The Create page opens.



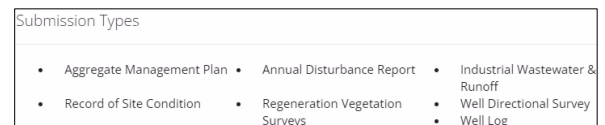
3. Enter **Industrial Wastewater & Runoff** in the Select Type field. OneStop will return selections.
4. Select **Industrial Wastewater & Runoff**.



5. Click **Validate**.
6. Optional: You may also search by clicking **View List**.



- a) The Submission Types menu appears. Select **Industrial Wastewater & Runoff**.



- b) Click **Validate**.

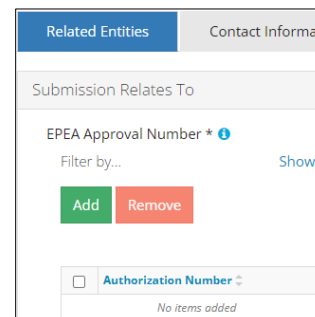
Tip

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

General: Enter General Information

Related Entities – EPEA Approval Number

1. Click **Add**.



The Authorization Search window opens.

2. Enter the EPEA approval number in the search field. Click **Search**.

- a) Optional: Click **Additional Search Parameters** and complete the form or click **Need help with search syntax** to refine your search.

- b) Optional: Click **Search** without completing the form for a general listing of dispositions associated with your company.

3. Check the **box** beside the appropriate authorization (EPEA approval) number. Click **Add Authorizations**.

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	00392715	EPEA

Add Authorizations

The window closes and the EPEA approval number is added to the Submission Relates To section.

- a) Optional: To remove your selection check the **box** beside the authorization (disposition) number you wish to remove. Click **Remove**.

4. Click **Save** (bottom right of screen). **Save**

Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.

5. Click the **Contact Information** tab.

Contact Information

Based on your login credentials, some contact information may already be completed in this section.

Tip
Fields that are greyed out cannot be edited.

Licensee/Approval Holder

1. Complete the following licensee fields: **Name, Position, Phone, and Email**.

2. If you are the primary contact, select **Yes** or **No** from the drop-down menu.

3. Optional: Click **Save Parameters** (right of screen) to save your contact information.

Save Parameters

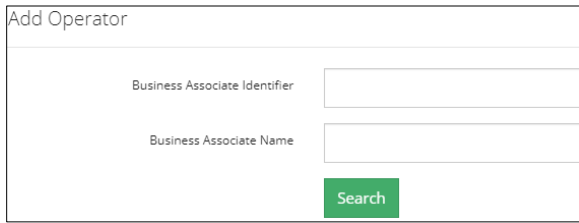
Tip
For future entries, click **Load Parameters** and your contact information will auto-populate the form.

Load Parameters

Operator

4. If the operating company differs from the disposition holder, select **Yes** and complete the Operator section.

- Click **Search** in the Operator section. The Add Operator window opens. 



- Enter the business associate (BA) number **or** the associate name. Click **Search**.
- Optional: Click **Search** for a general listing of BA numbers.
- Check the **box** beside the appropriate BA number.

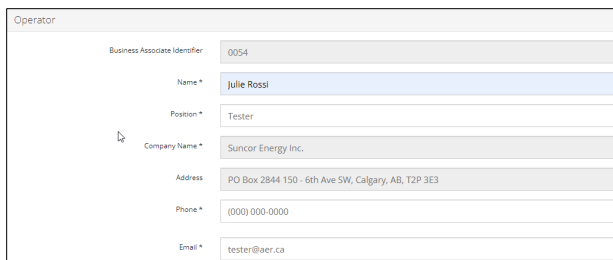
<input type="checkbox"/>	Business Associate Identifier
<input checked="" type="checkbox"/>	0001
<input type="checkbox"/>	0002

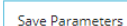
- Click **Select Operator**. 

The window closes and the BA number appears in the Business Associate Identifier field.

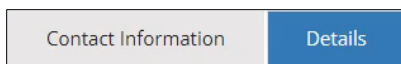


- Complete the following operator fields: **Name, Position, Phone, and Email**.

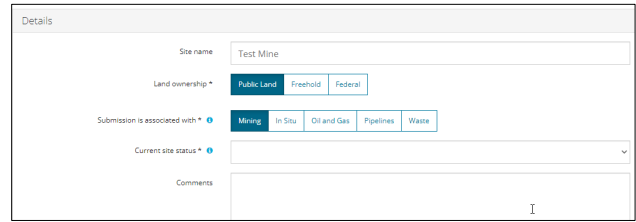


- Optional: Click **Save Parameters** (on right of screen) to save your contact information. 

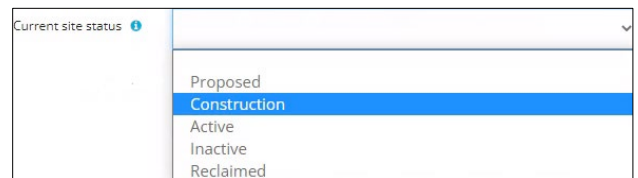
- Click **Details** tab.



Site Details



- Enter **Site name** – use the EPEA approval project name.
- Select **Land ownership**.
- Select **associated sector**.
- Select the **site's current status** from the drop-down menu.




- Enter additional **comments** in the space provided if required.
- Click **Related Submissions** tab.

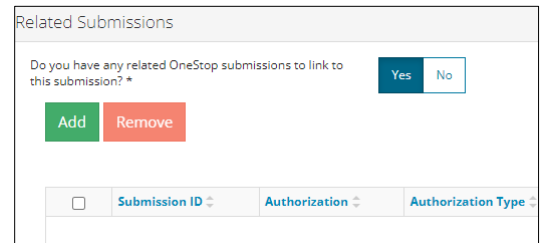


Related Submissions

- Select **Yes** or **No** to link related submissions.



- If **No**, proceed to **Reports** tab.
- If **Yes** and if you are replacing a previous version of the report, add the related submission(s).



- Click **Add**. The Search Related Submissions window opens.
- Enter as much information in the form to narrow results. Click **Search**.

2. Results appear in a table. Check the **box** beside the desired submission.

<input type="checkbox"/>	Submission ID	Authorization
<input type="checkbox"/>	31525683	705
<input checked="" type="checkbox"/>	31523853	80105
<input type="checkbox"/>	31514067	705

3. Click **Add**. The window closes and the related submission is added to the Related Submissions table.

<input type="checkbox"/>	Submission ID	Authorization	Authorization Type
<input type="checkbox"/>	31523853	80105	Environmental Protection and Enhancem...

4. Click **Reports** tab.

Reports

1. Attach a professional report, Click **Add**. A row is added to the Professional Reports table.

<input type="checkbox"/>	Report Type	Report Date	Attach Report
<input type="checkbox"/>			Attach File...

2. Select **Report Type** from the drop-down menu.

Note: Do not submit combined reports. Only upload Industrial Wastewater/Industrial Runoff/Domestic Wastewater sections.

3. Click the **Report Date** field. Select **date** from the calendar.

4. Click **Attach File** in Attach Report Column. Select a **PDF file** from your local folder.

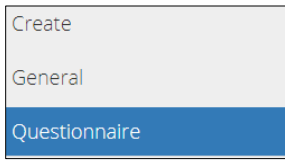
The file is attached displaying the file name.

Tip

- Annual report naming convention: IWW-<8-digit approval number>-<monitoring year> or IWW-<8-digit approval number>-<monitoring year>-<version>
- Monthly report naming convention: IWW-<8-digit approval number>-<monitoring year>-<month>
- OneStop will not accept other naming formats.
- EPEA approval numbers referenced in report names must match the EPEA approval number selected in the Related Entity tab.
- For EPEA approval numbers with less than eight digits, add lead zeroes (e.g., IWW-00001234-2022).
- Other attachments: Optional .pdf, .xls, .xlsx, .zip

5. Click **Next** (lower left of screen) and move to Questionnaire screen.

- a) Optional: You may also click **Questionnaire** on the left navigation bar.



Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.

Questionnaire: Identify Intent of Submission

- 1. Select the **intent of the submission**: Monthly Report or Annual Report.

What is the intent of submission? * Monthly Report Annual Report

Additional questions will appear based on your selection.

What is the intent of submission? *

Monthly Report Annual Report

Select the year and month for the report *

-----, ----

Which facility type are you submitting the report for? *

What type of report are you submitting? *

Domestic Wastewater Industrial Runoff Industrial Wastewater

Are you reporting late? *

Yes No

What is the intent of submission? *

Monthly Report Annual Report

Select the year for the report *

Which facility type are you submitting the report for? *

What type of report are you submitting? *

Domestic Wastewater Industrial Runoff Industrial Wastewater

Are you reporting late? *

Yes No

- 2. Complete all questions displayed. Validate

- 3. Click **Validate**.
- 4. Click **Next** and move to Confirmation screen. Next >
- a) Optional: You may also click **Confirmation** on the left navigation bar.



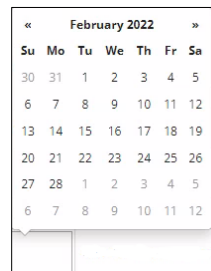
Confirmation: Declare and Validate

Declare

- 1. Complete any **empty fields** in the declaration

Declarations		Validations/Rules	
Declarations and Signatures			
Assurance Document*	Date*	Company Name*	Name*
Authorized Representative		Canadian Natural Resources Limited	
		Generate	Attach File...

- a) Click **Date** field. Select **date** from the calendar.



- b) Click **Name** field. Enter **name** of the representative.

Name*

Liz Smith

- 2. Click **Generate**. Generate The IWR declaration is generated in PDF format and downloaded to your computer.
- 3. Review the declaration. **Sign** the document. You may use an electronic signature. **Save** the declaration in your local folder.
- 4. Click **Attach File**. Attach File... Attach the PDF declaration.

Attachments*

Authorized_Representative_Declaration_... (152 KB)

- 5. Click **Validate**. Validate

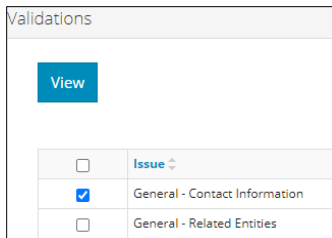
6. Click **Validations/Rule tab**.



Validate

The Validations section lists areas throughout the form that still need to be completed.

1. Check the **box** beside the first item on the list.



2. Click **View**. You will be directed to the section that requires input.

Name *
⚠ This field is required.

Position *
⚠ This field is required.

- Complete the required fields. Click **Validate**.
- Return to the Confirmation screen.
- Repeat **steps 1 to 4** until all sections have been validated.

Tip

You may also validate your entry by using the left navigation bar.

Attention icons ⚠ indicate sections that require more information.

- Click each attention icon.
- Complete the required fields.
- Validate your entry. Validate

Submit

- Once you have validated your entry, click **Submit** on the Confirmation page. Submit

2. The Declaration and Disclaimer window opens to confirm your submission is accurate. Click **I Agree**.

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") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

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

3. The Confirm Industrial Wastewater and Runoff Submission window opens to confirm your submission. Click **Yes**.

Confirm Industrial Wastewater & Runoff Submission

No
Yes

?
Are you sure you wish to submit this submission?

4. The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard page.

Submission Submitted

i
Thank you for your submission. Your submission number is 31451309

OK

Optional: Search for Submissions

There are two ways to search for Industrial Wastewater and Runoff Report submissions in OneStop:

OneStop Dashboard

- On the OneStop dashboard landing page, scroll down to the **Recent Activity** section.

Recent Activity					
Application		Notification	Submission	Assessment	
Recent Applications Draft					
Filter by: Show					
Edit		Request Withdrawal			
ID	Project Name	Application Type	Activity Type	Last Updated Date	
<input type="checkbox"/>	31080001 Well Project 2021-04-15: 14-2441	NEW	Well	4/19/2021	
<input type="checkbox"/>	31079993 Well Project 2021-04-15: 14-2310	NEW	Well	4/19/2021	

Tip

The Recent Activity section lists submissions from the last 10 days. Draft submissions remain on the dashboard until submitted and cannot be viewed by AER staff. Only **draft** submissions can be edited.

2. Click **Submission** in the section's top navigation bar.



A list of recent submissions appears.

<input type="checkbox"/>	Reference ID	Submission Type	Reporting Type
<input checked="" type="checkbox"/>	IWR - ORG 2	Industrial Wastewater and Runoff	
<input type="checkbox"/>	Well	Tour report submission	
<input type="checkbox"/>		Phase 2 Environmental Site Assessment	
<input type="checkbox"/>	RVS - QRG	Regeneration Vegetation Surveys	

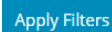
3. To sort and search by a specific category, click the appropriate column header in the table.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
--------------	-----------------	----------------	------------------	---------------	--------------	--------

- a) Optional: Click **Show** (on right) to expand the filters.



- b) Optional: Select filters to narrow your search results. Click **Apply Filters**.



4. Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.



<input type="checkbox"/>	Reference ID	Submission Type
<input checked="" type="checkbox"/>		Industrial Wastewater and Runoff
<input type="checkbox"/>		Well Directional Survey

Search Function

1. Click **Search** located on the top right of your screen.



2. The Search By window opens. Click **Submission** in the navigation bar.



3. Search by completing some or all the fields in the form.

Tip

The more information you enter in the search form, the narrower the results returned.

4. Click **Search**.



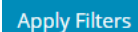
A list of submissions appears in a table.

- a) Optional: Sort results by clicking the appropriate **column header**.

- b) Optional: Click **Show** to expand filters.



- c) Optional: Apply the appropriate filters to narrow the results. Click **Apply Filters**.



5. Click the **box** beside the appropriate submission.

<input type="checkbox"/>	Submission ID	Licensee Name	Authorization
<input type="checkbox"/>	31450782	Canadian Natural Resources Limited	MSL9608
<input checked="" type="checkbox"/>	31449782	Canadian Natural Resources Limited	MSL3333
<input type="checkbox"/>	31446115	Canadian Natural Resources Limited	MSL031245

6. Click **View**. Your selection opens.



Tip

Click **Reset** to clear the search form and begin your search again.

