Submitting Annual Disturbance Reports

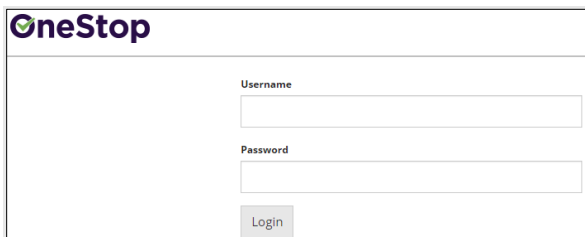**Intended User:** Submitters of annual disturbance reports

Overview

This quick reference guide (QRG) describes how to submit annual disturbance reports (ADRs) and updates in OneStop.
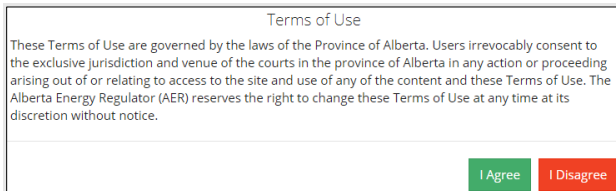
Access OneStop

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

Systems and Tools	OneStop / Access OneStop	ONESTOP TOOL / Online tool for the submission

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

   OneStop

   Username

   Password

   Login

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

   Terms of Use

   These Terms of Use are governed by the laws of the Province of Alberta. Users irrevocably consent to the exclusive jurisdiction and venue of the courts in the province of Alberta in any action or proceeding arising out of or relating to access to the site and use of any of the content and these Terms of Use. The Alberta Energy Regulator (AER) reserves the right to change these Terms of Use at any time at its discretion without notice.

   I Agree   I Disagree

   OneStop opens on the dashboard landing page.

Create: Create Submission
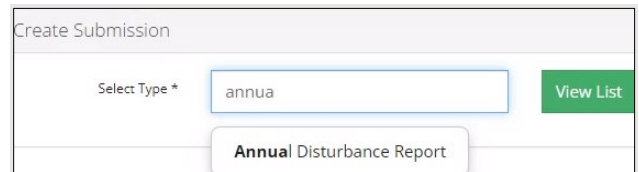
0. Click **Initiate** on the top left navigation bar.

1. Select **Submission**. The Create page opens.

   Initiate ▾   Construct ▾

   New Application

   Energy Development Planning Tool
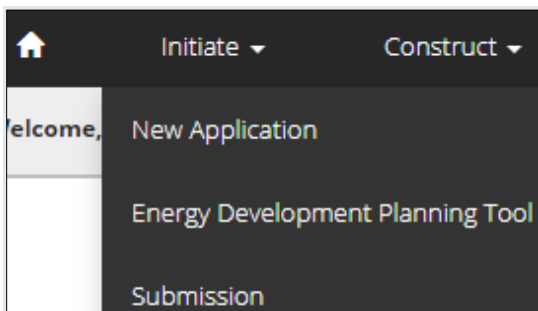
   Submission

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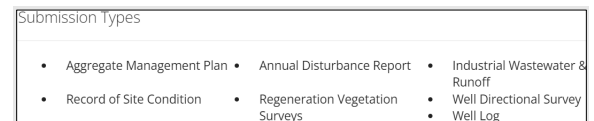   You can also access the Submission function from any drop-down menu on the top navigation bar.

2. Enter **annual disturbance report** in the Select Type field. OneStop will return selections.

3. Select **Annual Disturbance Report.**

   Create Submission

   Select Type *   annua   View List

   Annual Disturbance Report

4. Click **Validate**.   Validate

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

   View List

   a) The Submission Types menu appears. Select **Annual Disturbance Report**.

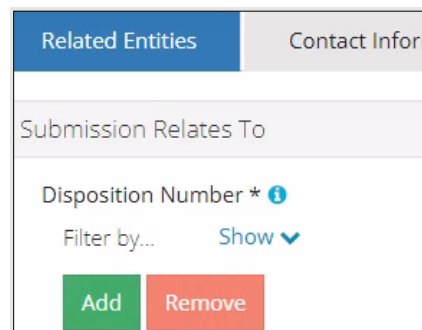 | Submission Types | | |
   |---|---|---|
   | • Aggregate Management Plan | • Annual Disturbance Report | • Industrial Wastewater & Runoff |
   | • Record of Site Condition | • Regeneration Vegetation Surveys | • Well Directional Survey |
   | | | • Well Log |

   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

1. Click **Add**.

Related Entities	Contact Infor

   Submission Relates To

   Disposition Number * ⓘ
   Filter by...   Show ⌄

   Add   Remove

   The Authorization Search window opens.

2. Enter the disposition number in the search field. Click **Search**.

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

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

4.   Check the **box** beside the appropriate authorization (disposition) number. Click **Add Authorizations**.

The window closes and the disposition 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**.

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

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

6.   Repeat **steps 1** to **5** for entering an EPEA approval number.

7.   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.

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

Operator

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

| Is the operating company different than the licensee/approval holder? | Yes | **No** |

5. Click **Search** in the Operator section. The Add Operator window opens. [Search]

Add Operator

Business Associate Identifier	
Business Associate Name	
	[Search]

a) Enter the business associate (BA) number **or** the associate name. Click **Search**.

b) Optional: Click **Search** for a general listing of BA numbers.

c) Check the box beside the appropriate BA number.

	Business Associate Identifier ⇕
☐	
☑	0001
☐	0002

d) Click **Select Operator**. [Select Operator]

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

| Business Associate Identifier | 0001 |

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

Operator

Business Associate Identifier	0001
Name *	Jane Doe
Position *	Agent
Company Name *	177293 Canada Ltd.
Address	15 Floor-150 6 Ave SW, Calgary, AB, T2P 3E3
Phone *	(403) 555-1004
Email *	jdoe@canadaltd.com

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

[Save Parameters]

7. Click **Details** tab.

| Contact Information | **Details** |

Site Details

Details

Site name	
Land ownership *	Public Land Freehold Federal
Submission is associated with * ⓘ	Mining In Situ Oil and Gas Pipelines Waste
Current site status * ⓘ	
Comments	

1. Enter **Site name**.

2. Select **Land ownership**.

3. Select **associated operation type.**

4. Select the **site's current status** from the drop-down menu.

Current site status * ⓘ	
	Proposed
	Construction
	Active
	Inactive
	Reclaimed

5. Enter additional **comments** in the space provided.

6. Click **Related Submissions** tab.

| Details | **Related Submissions** |

Related Submissions

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

Related Submissions

| Do you have any related OneStop submissions to link to this submission? * | Yes | **No** |

a) If **No**, proceed to **Reports** tab.

b) If **Yes**, add related submission(s).

Related Submissions

Do you have any related OneStop submissions to link to this submission? *	**Yes**	No
[Add] [Remove]		

☐	Submission ID ⇕	Authorization ⇕	Authorization Type ⇕

c) Click **Add.** The Search Related Submissions window opens**.**

d) 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.

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

4. Click **Reports** tab.

Reports

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

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

3. Click the **Report Date field** and select the **date** from the calendar.

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

The file is attached displaying the file name.

> **Tip**
>
> Annual Disturbance Reports must use the naming convention ADR_MSL999999_Year.
>
> OneStop will not accept other naming formats. Disposition numbers referenced in report names **must** match disposition numbers selected in the Related Entity tab.

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: Submission Specifics

1. Select **Yes** or **No** to indicate changes to the ADR since the last submission.

| Have there been any changes to the Annual Disturbance Report since the last submission? * | Yes | No |

2. Select the **reporting period** from the drop-down menu.

What is the reporting period (year) for this Annual Disturbance Report submission? *	
	2020
	2019
	2018

3. Click **Validate.** `Validate`

4. Click **Next** and move to Confirmation screen. `Next >`

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

Questionnaire
Confirmation

Confirmation: Validate Entry

There are two ways to validate your entry.

Option 1: Confirmation Screen

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.

Validations
View
☐ Issue ⇕
☑ General - Contact Information
☐ General - Related Entities

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

Name *	
⚠ This field is required.	
Position *	
⚠ This field is required.	

3. Complete the required fields. Click **Validate.** `Validate`

4. Return to Confirmation screen.

5. Repeat **steps 1** to **4** until all sections have been validated.

Option 2: Left Navigation Bar

The left navigation bar highlights areas in your submission that need attention.

General ⚠
Questionnaire ⚠

1. Click an attention icon ⚠ in the left navigation bar.

2. You will be directed to the page that requires information. Complete the required fields.

3. Click **Validate**. `Validate`

4. Repeat **steps 1** to **3** until all pages have been validated.

Submit

1. 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 Annual Disturbance Report Submission window opens to confirm your submission. Click **Yes**.

`No` `Yes`

| Confirm Annual Disturbance Report Submission |
| --- |
| ❓   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   ×
ⓘ   Thank you for your submission. Your submission number is 31451309
OK

Optional: Search for Submissions

There are two ways to search for submissions in OneStop:

OneStop Dashboard

1. On the OneStop dashboard landing page, scroll down to **Recent Activity** section.
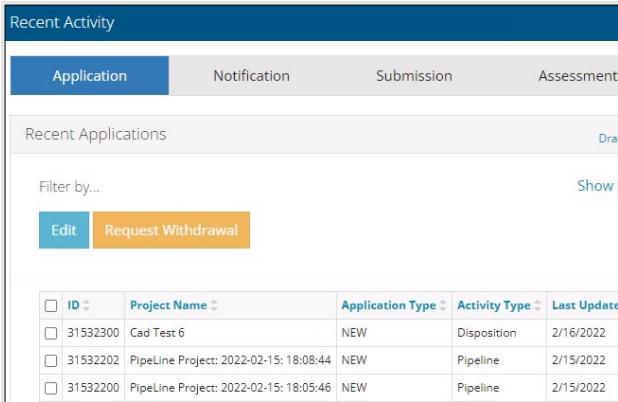
> **Tip**
>
> The Recent Activity section lists submissions from the last 10 days. Draft submissions remain on the dashboard until submitted and cannot be viewed by AER staff. Only **draft** submissions may be edited.

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

A list of recent submissions appears.

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

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

Search Function

1. Click **Search** (on top right of 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**.

    Results appear in a table.

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

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

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

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

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

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