

Submitting a Conditional Adjustment of Reclamation Liability

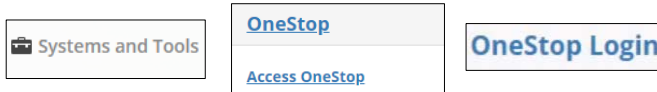
Intended User: Submitters of conditional adjustment of reclamation liability

Overview

This quick reference guide (QRG) describes how to submit a conditional adjustment of reclamation liability (CARL) in OneStop.

Access OneStop

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

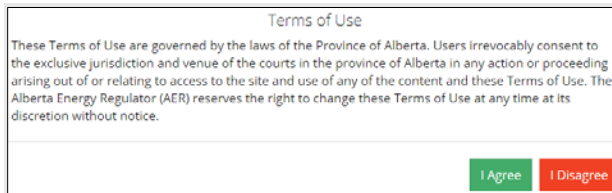


2. Enter your **username** and **password**. Click **Login**.



The image shows the OneStop login interface with fields for 'Username' and 'Password', and a 'Login' button.

3. The Disclaimer message appears. Click **I Agree**.

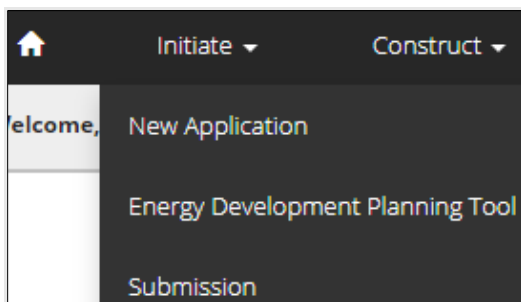


The image shows a 'Terms of Use' disclaimer message with a green 'I Agree' button and a red 'I Disagree' button.

OneStop opens on the dashboard or main screen.

Create Submission

1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**. The Create screen appears.



Tip

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

3. Enter the **first four letters of the submission type** in the Select Type field. OneStop will return selections.
4. Select **Conditional Adjustment of Reclamation Liability**.

5. Click **Save** (bottom right of screen).
6. Optional: You may also search by clicking **View List**.
 - a) The Submission Types list appears. Select **Conditional Adjustment of Reclamation Liability**.

- b) Click **Save**.

General: Enter Details

Related Entities

1. Select all that apply to the liability that is being submitted. **Do not** submit multiple assets in the same submission. Submit **one** asset per submission.

Tip
 Each option, when selected, will display a related table. **This QRG uses the Asset option.** To change your selection, click the highlighted option, and select another option.

2. Click **Add**. The Asset Search window opens for your selected option.

3. Enter the **asset reference number** and the **Legal Land Description (LLD)**. Click **Search**.

Asset Search

Asset Reference

Legal Land Description (LLD)

Results appear in a table below.

<input type="checkbox"/>	Asset ID	UWI	Authorization Number	Asset Type	Asset Name	Asset Status	Asse
<input type="checkbox"/>	092	A	048	Well		Abandoned	

4. Check the **box** beside the appropriate asset or authorization number. Click **Add Assets**.

<input checked="" type="checkbox"/>	Asset ID	UWI	Authorization Number	Asset Type	Asset Name	Asset Status
<input checked="" type="checkbox"/>	092	AA	048	Well		Abandoned

The asset is added to the table on the General screen.

5. Select the **Activity Name** from the drop-down list in the Asset table.

Activity Name* Activity Other

Filter...

- Access Road
- Battery Site
- Borrow Site
- Campsite

Tip

The activity name refers to the activity the submission applies to. For example, if the submission is for a battery site, select Battery Site.

6. Click .

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. Fields marked with an **asterisk*** are mandatory.

Licensee/Approval Holder

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

Licensee/Approval Holder

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

Business Associate Identifier

Name *

Position *

Company Name

Address

Phone *

Email *

- Identify if you are the primary contact. Select **Yes** or **No** from the drop-down list.

Primary Contact

Yes

No

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

Tip

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

Operator

- 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

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

- b) Enter the business associate (BA) number **or** the associate's name. Click **Search**.
- c) Optional: Click **Search** for a general listing of BA numbers.

- 12. Check the **box** beside the appropriate BA number.

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

- a) Click **Select Operator**. The window closes and the BA number appears in the Business Associate Identifier field.

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

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

- 14. Click the **Details** tab.

Site Details

15. Enter Site name.
16. Select **Land ownership**.
17. Select **associated operation type**.
18. Select the **site's current status** from the drop-down list.

19. Enter **comments** in the space provided.
20. Click **Validate**. Click **Save**.


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

Related Submissions

21. Click **Add**. The search window opens for your selected option.
22. Enter the **submission ID**, **authorization number** or the **Legal Land Description (LLD)**. You may narrow the search by submission type and/or received/submitted date. Click **Search**.


Results appear in a table below.

<input type="checkbox"/>	Submission ID ▾	Authorization ▾	Legal Land Description ▾	Status ▾	Submitted Date ▾
<input type="checkbox"/>	32	00	4-	Received	3/12/2024
<input type="checkbox"/>	32	0	4-	Received	2/23/2024
<input type="checkbox"/>	32	00	4-	Received	2/22/2024

23. Check the **box** beside the appropriate asset or authorization number. Click  .

<input type="checkbox"/>	Submission ID ▾	Authorization ▾	Legal Land Description ▾	Status ▾	Submitted Date ▾
<input checked="" type="checkbox"/>	32	00	4-	Received	3/12/2024
<input type="checkbox"/>	32	00	4-	Received	2/23/2024
<input type="checkbox"/>	32	00	4-	Received	2/22/2024

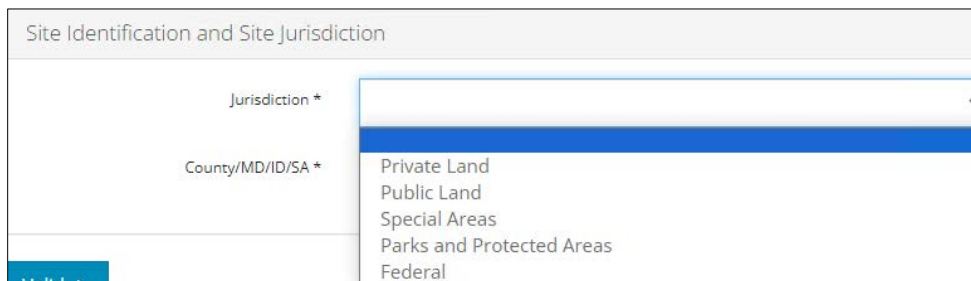
The asset is added to the table on the General screen.

24. Click  (bottom left of screen) to move to the Questionnaire screen.

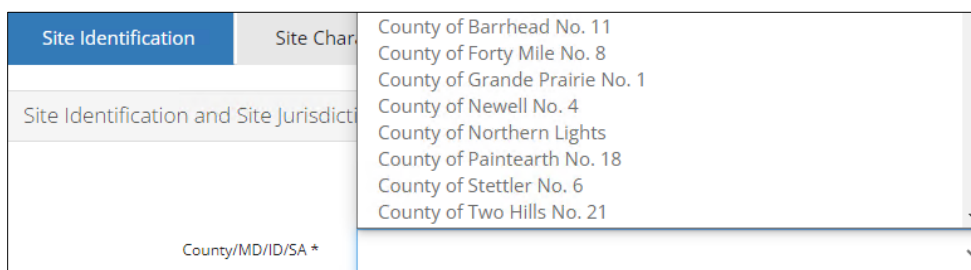
Questionnaire: Enter Site Specific Information


Site Identification

1. Select the **Jurisdiction** from the drop-down list.



2. Select the **County, Municipal District (MD), Improvement District (ID) or Special Area** where the site is located from the drop-down list.



3. Click  . Click the **Site Characterization** tab.



Site Characterization

4. Select **Yes** or **No**: Is the site held under an Environmental Protection and Enhancement Act (EPEA) Approval?

Conditional Adjustment of Reclamation Liability Submission Details

Is the site held under an EPEA Approval * ?

Yes

No

5. If **No**, proceed to **Step 7**.
6. If **Yes**, **STOP. Do not submit**. EPEA approved facilities are not eligible for CARL
7. Enter the total area of the site (acres). This includes the total area for the wellsite and the access road.

Enter the acreage for the Well site and Access Road.

Total Area of site (Acres) * ?

8. Select the **Criteria Applied** from the drop-down list.

Criteria Applied *

Cultivated

Forested

Native Grassland

Peatland

9. Select the **Degree of Disturbance at Construction** from the drop-down list.

Degree of Disturbance at Construction *

Full Disturbance

Minimum Disturbance

Zero Disturbance

10. Select the **Construction Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy.

Construction Date *

« September 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

- Repeat **Step 10** and select dates for **Abandonment, Reclamation Activities Completed, and Revegetation Initiated**. Dates should be the most recent activity completed on the site.

Abandonment Date *

Reclamation Activities Completed Date *

Revegetation Initiated Date *

- Select the **Reseeding/Planting Practices Used**.

If Unknown or Natural Recovery, select from dropdown and provide estimated date; If Planted or Seeded by Landowner select from dropdown and date seeded/planted.

Reseeding / Planting Practices Used *

- Planted
- Natural Recovery
- Seeded by Landowner
- Unknown

- Click **Add** to add a row to the table for Species Type, Planting Date, and Species Mix List/Attachments.
- Select **Species Type** from the drop-down list.

Species Type*

Filter...

- As Landowner Practice/Annual Crop
- Cultivated: Agroforestry
- Cultivated: Cereal Crop
- Cultivated: Perennial Crop

- Click the **Planting Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy.

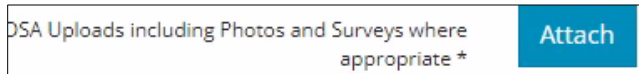
Planting Date*

- Click **Attach** to upload the **Species Mix List/Attachments** (if available). Locate the file(s) from your computer and attach them.

Species Mix List/Attachments

Attach

- Click **Attach** to upload a **Detailed Site Assessment (DSA)**, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.

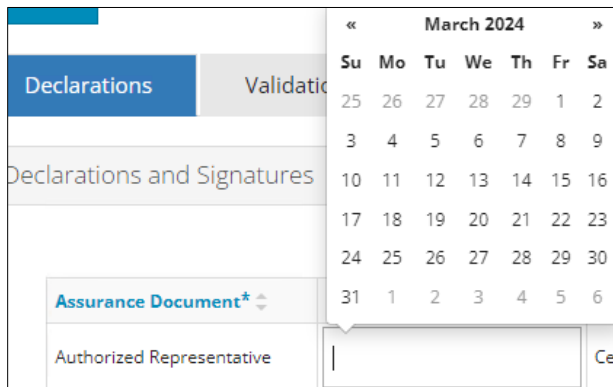


- Click **Save**. Click **Next >** and move to the Confirmation screen.

Confirmation: Review Submission

Declarations

- Click the **Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy.



Tip

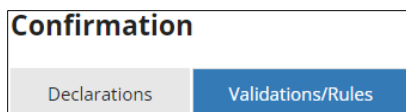
The Company Name field will auto-populate using the information from the Licensee/Approval Holder section in the Contact Information tab.

- Click the **Name** field and enter the name of the authorized representative for the licensee.



- Click **Generate** to generate the declaration. The declaration includes information specific to each submission and must be signed by the authorized representative of the licensee.
- The declaration must be signed by the Licensee/Approval Holder in the Contact Information tab. Sign the declaration and save a copy to your local computer.

- Click **Attach** to upload the declaration, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.
- Click the **Validations/Rules** tab.

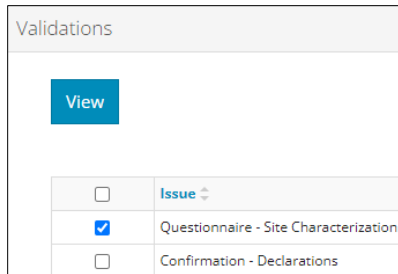


Validation/Rules

The Validations section lists areas throughout your submission that still need to be completed. There are two ways to validate your submission.

Option 1: Confirmation Screen

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



8. Click **View**. You will be directed to the section in the application that needs information.




9. Complete the required fields. Click **Validate**.
10. Return to the Confirmation screen.
11. Repeat **steps 7 to 10** until all sections have been validated.

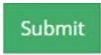
Option 2: Left Navigation Bar

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



12. Click an attention icon  in the left navigation bar.
13. You will be directed to the screen that requires information. Complete the required fields.
14. Click **Validate**.
15. Repeat **steps 12 to 14** until all sections have been validated.

Submit

16. Once you have validated your submission, click .

17. The Declaration and Disclaimer message appears to confirm your submission is correct. 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

18. The Confirm Conditional Adjustment of Reclamation Liability Submission message appears to confirm your submission. Click **Yes**.

Confirm Conditional Adjustment of Reclamation Liability Submission




Are you sure you wish to submit this submission?

No
Yes

19. The Submission Submitted message appears confirming your successful submission. Click **OK** to close the message box and return to the OneStop dashboard.

Submission Submitted



Thank you for your submission. Your submission number is . Your submission has been received and accepted. The associated liability has been conditionally adjusted and can be viewed using the OneStop Liability Assessment Report upon completion of the next liability assessment. All Conditional Adjustments of Reclamation Liability submissions are subject to audit and may be cancelled as a result.

OK