Submitting a Conditional Adjustment of Reclamation Liability

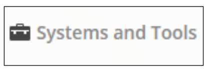
Intended User: Submitters of conditional adjustment of reclamation liability

Overview

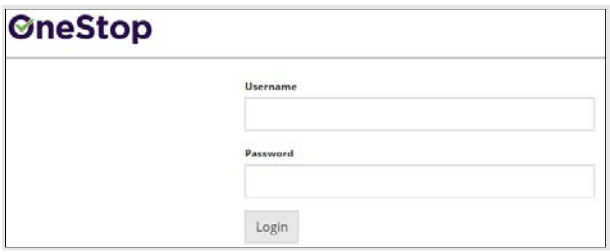
This quick reference guide (QRG) describes how to submit a conditional adjustment of reclamation liability (CARL) in OneStop.

Access OneStop

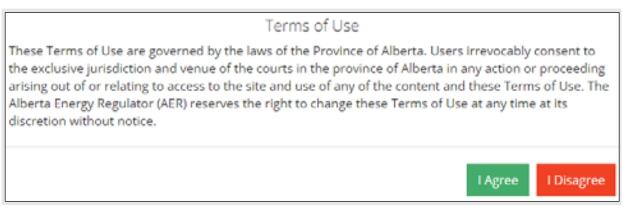
1. Access OneStop from the AER website, www.aer.ca – **Systems and Tools** > **OneStop** > **Access OneStop** > **OneStop Tool.**



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



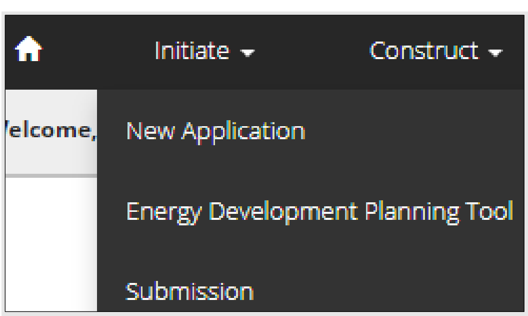
3. The Disclaimer message appears. Click **I Agree**.



OneStop opens on the dashboard or main screen.

Create Submission

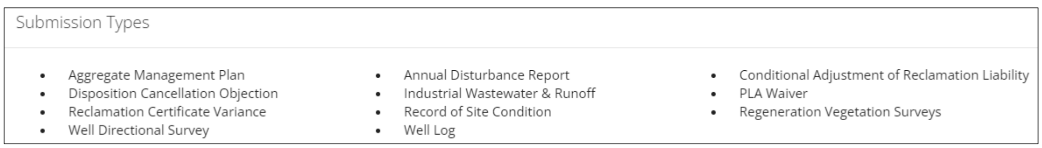
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**. The Create screen appears.



> **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.**

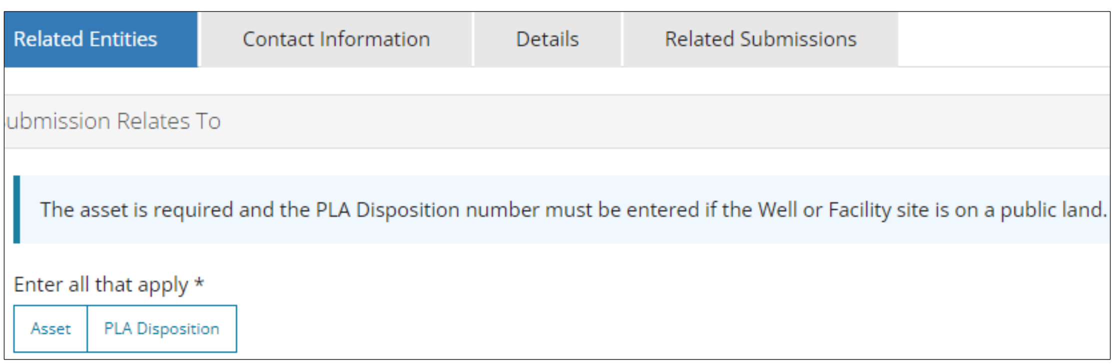


   b) Click **Save**.

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

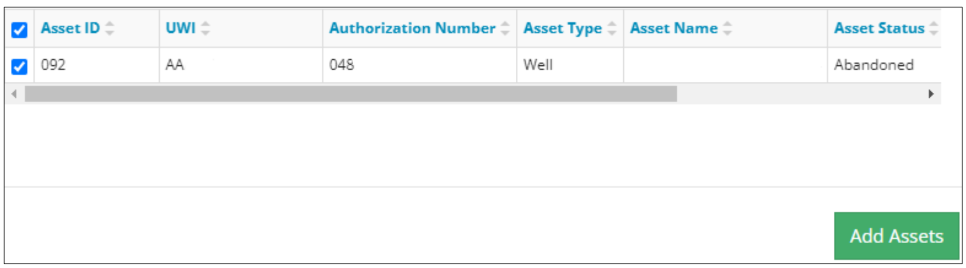
Each option, when selected, will display a related table. **This QRG uses the Asset option**. To change your selection, click the highlighted option, and select another option.

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**.

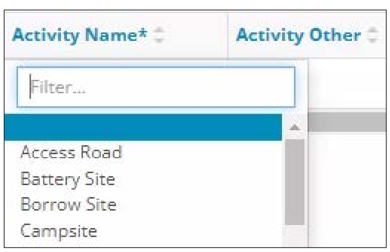
Results appear in a table below.

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



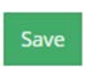
The asset is added to the table on the General screen.

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



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 

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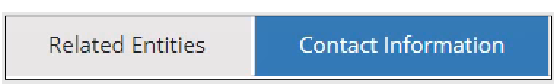
7. Click the **Contact Information** tab.



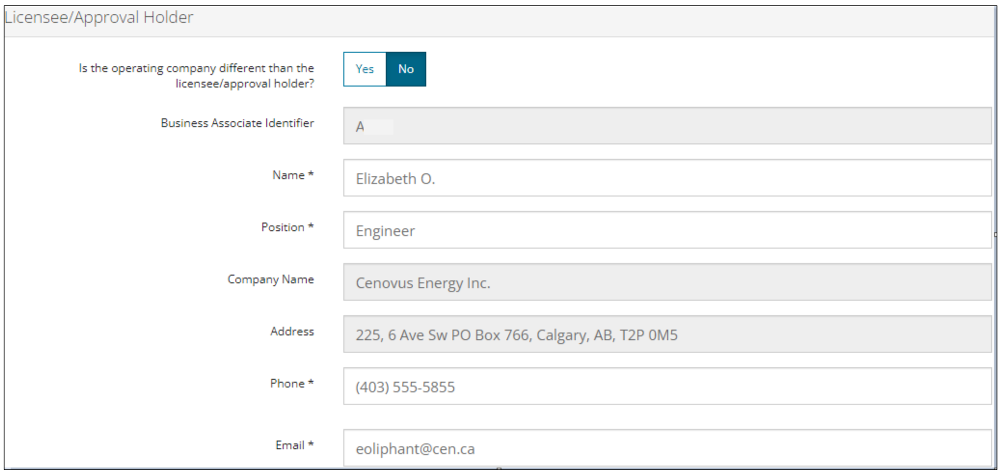
Contact Information

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

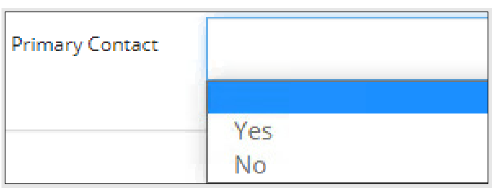
> **Tip**
>
> Fields that are greyed out cannot be edited. Fields marked with an **asterisk*** are mandatory.

Licensee/Approval Holder

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



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

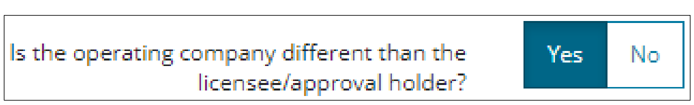


10. Optional: Click Save Parameters (right of screen) to save your contact information.

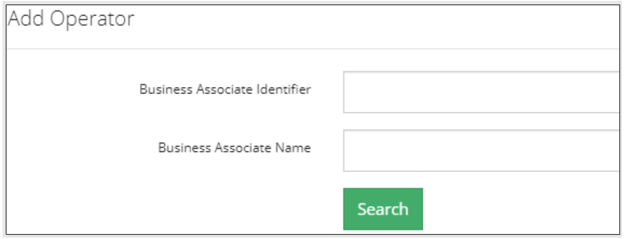
> **Tip**
>
> For future entries, click Load Parameters and your contact information will populate the form.

Operator

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



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



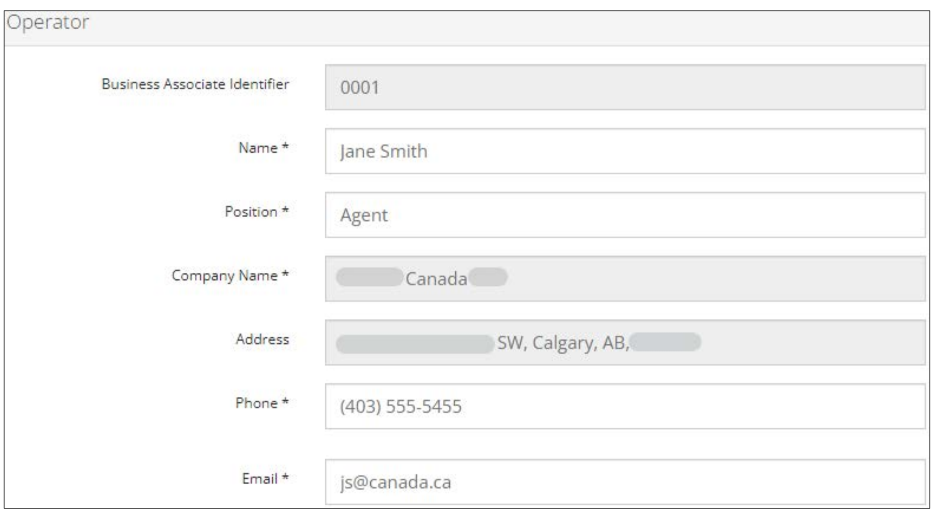
b) Enter the business associate (BA) number **or** the associate's name. Click **Search**.

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

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

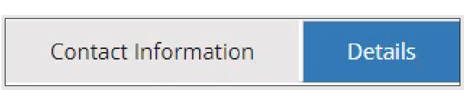
a) Click Select Operator. The window closes and the BA number appears in the Business Associate Identifier field.

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

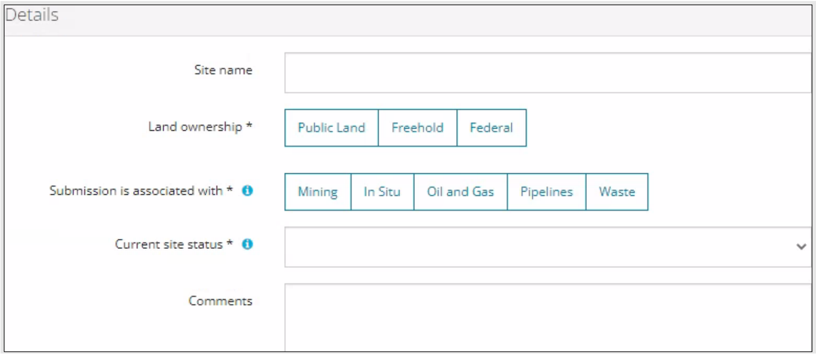


a) Optional: Click Save Parameters (right of screen) to save your contact information.

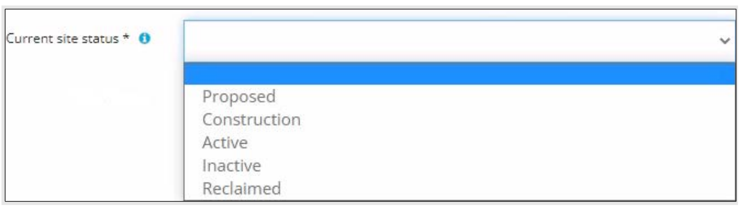
14. Click the **Details** tab.



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.

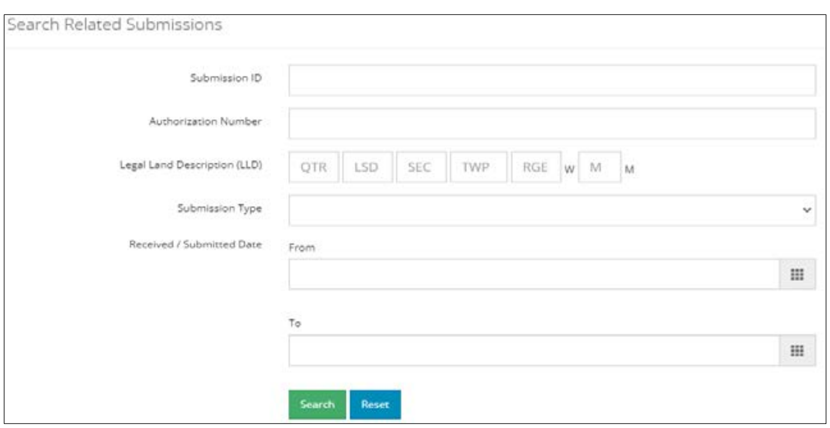


19. Enter **comments** in the space provided.
20. Click Validate .Click Save .

> **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.

Submission ID	Authorization	Legal Land Description	Status	Submitted Date
32	00	4-	Received	3/12/2024
32	0	4-	Received	2/23/2024
32	0(	4-	Received	2/22/2024

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

Submission ID	Authorization	Legal Land Description	Status	Submitted Date
☑ 32	00	4-:	Received	3/12/2024
☐ 32	0C	4	Received	2/23/2024
☐ 32	0(	4-	Received	2/22/2024

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

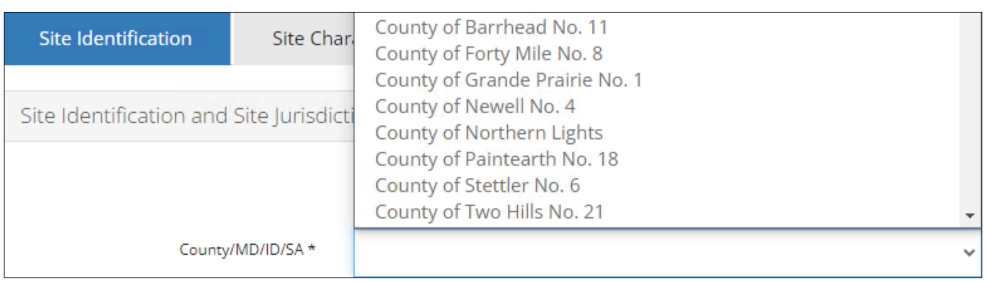
24. Click Next (bottom left of screen) to move to the Questionnaire screen.

Questionnaire: Enter Site Specific Information

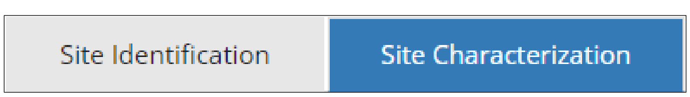
Site Identification

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.

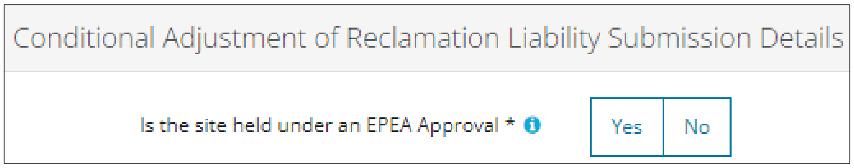


3. Click Save . Click the **Site Characterization** tab.

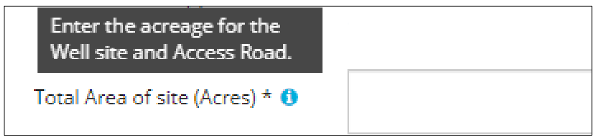


Site Characterization

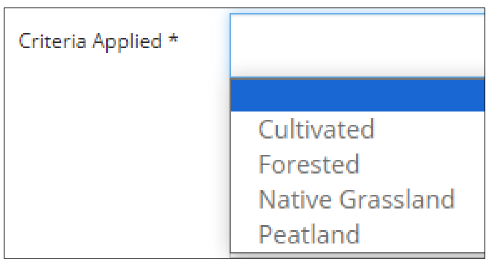
4. Select **Yes** or **No**: Is the site held under an Environmental Protection and Enhancement Act (EPEA) Approval?



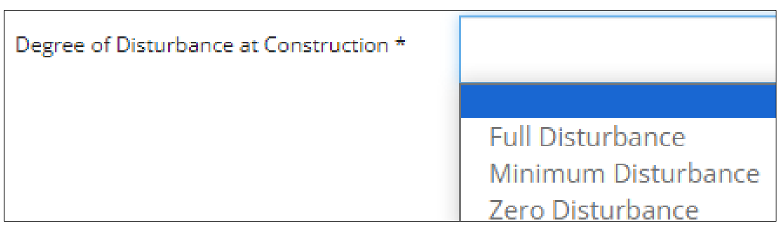
5. If **No**, proceed to **Step 7**.
6. If **Yes**, **STOP. Do not submit.** EPEA approved facilities are not eligible for CARL
7. Enter the total area of the site (acres). This includes the total area for the wellsite and the access road.



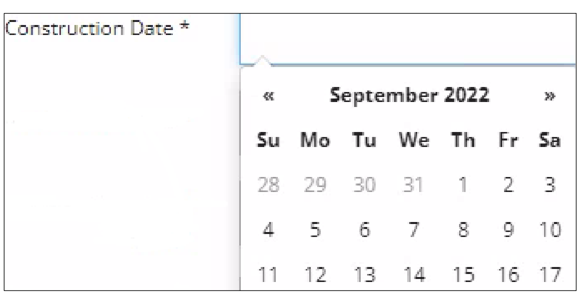
8. Select the **Criteria Applied** from the drop-down list.



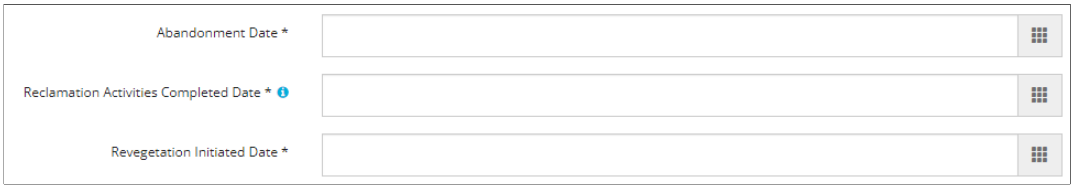
9. Select the **Degree of Disturbance at Construction** from the drop-down list.



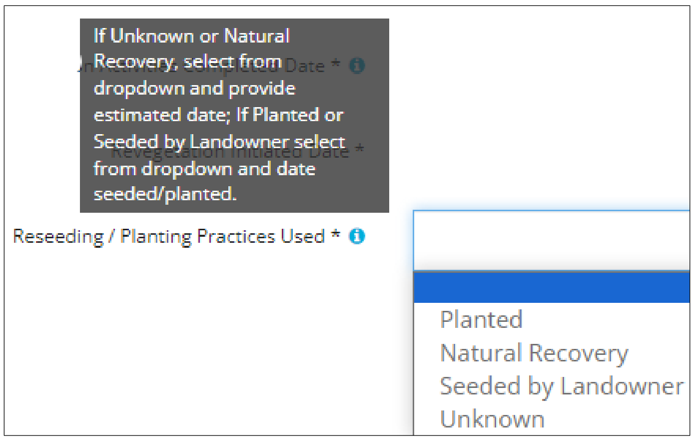
10. Select the **Construction Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy**.**



11. 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.

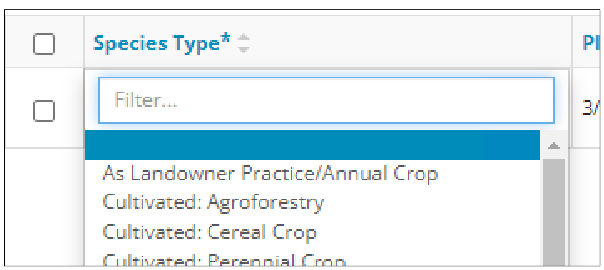


12. Select the **Reseeding/Planting Practices Used.**

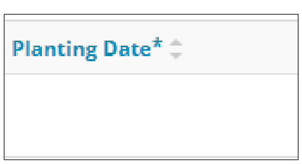


13. Click Add to add a row to the table for Species Type, Planting Date, and Species Mix List/Attachments.

14. Select **Species Type** from the drop-down list.



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



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

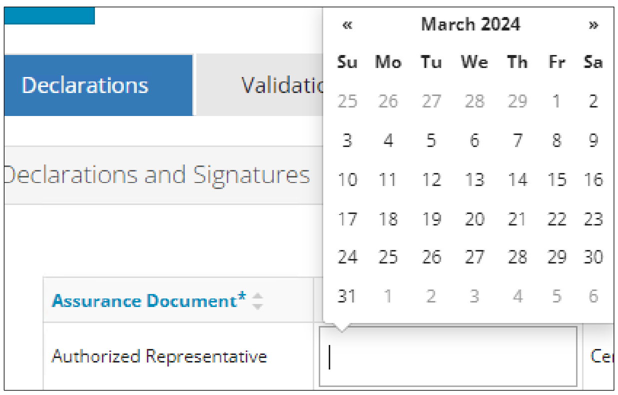
17. Click **Attach** to upload a **Detailed Site Assessment (DSA)**, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.

18. Click Save. Click Next and move to the Confirmation screen.

Confirmation: Review Submission

Declarations

1. 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.

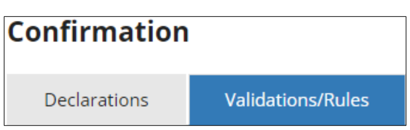
2. Click the **Name** field and enter the name of the authorized representative for the licensee.

3. 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.

4. 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.

5. Click Attach to upload the declaration, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.

6. Click the **Validations/Rules** tab.

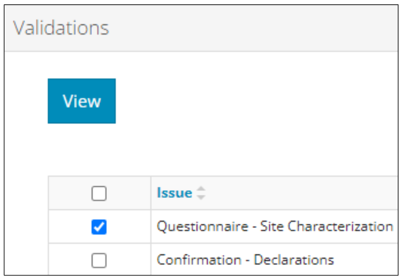


Validation/Rules

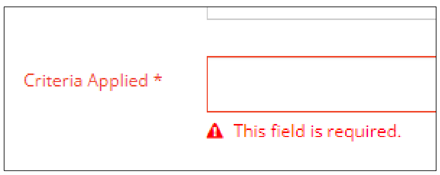
The Validations section lists areas throughout your submission that still need to be completed. There are two ways to validate your submission.

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 

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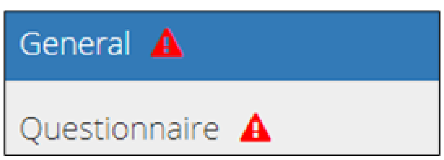
10. Return to the Confirmation screen.

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 

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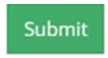
15. Repeat **steps 12** to **14** until all sections have been validated.

Submit

16. Once you have validated your submission, click 

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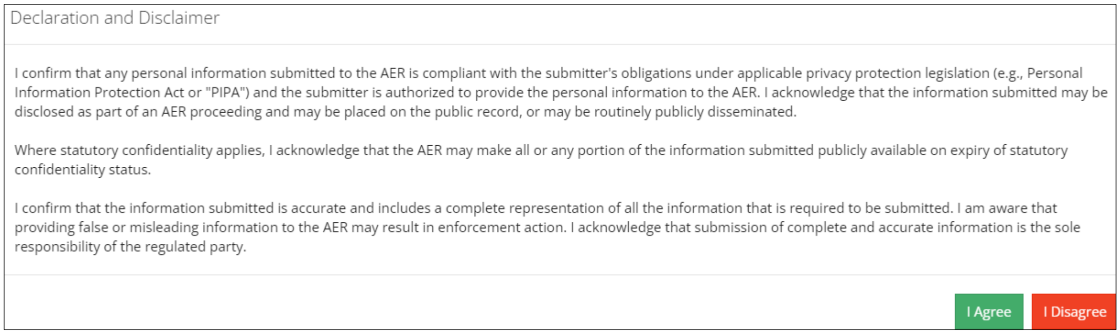
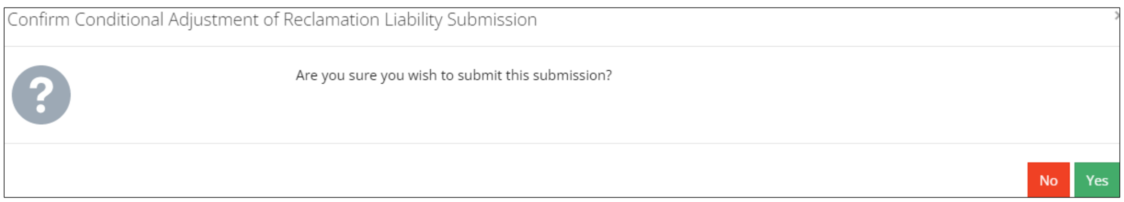
17. The Declaration and Disclaimer message appears to confirm your submission is correct. Click **I Agree**.



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



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