

Submitting Daily Reports (Tours) - Delegates

Intended User: Delegates submitting daily reports for all operations

Overview

This quick reference guide (QRG) describes how delegates can submit daily reports (tour reports) as PDF files in OneStop. This applies to all operation reports.

Important

- Summary drilling, completion, and fracturing data must be submitted in the Digital Data System (DDS) at least one hour before submitting the tour reports. During that time OneStop will create the tour alert.
- Reports must contain at least the minimum data requirements, as detailed in section 7 of *Directive 059*.
- Only PDF (format) files may be submitted.
- The company assigning the user as a delegate is responsible for assigning permissions.
- File names should begin with "TR" followed by the well licence number, including lead zeroes, prefixes and suffixes (e.g., TR B0000321X). Other naming conventions may be included after the above.

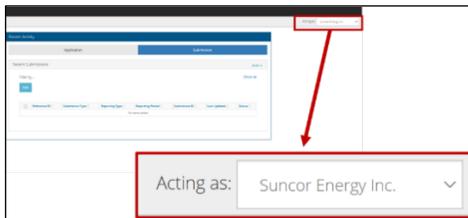
Search for a Well

1. Log in to OneStop with your username and password.

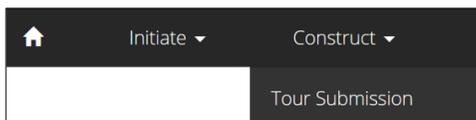
Important

The following permissions are required to submit tour reports: Submit eTours, Search eTours, and Search Assessment.

2. Click **I Agree** to accept the disclaimer. You must accept it to proceed. 
3. In the top right corner of the main landing page, ensure the licensee is represented.



4. Click **Construct** in the top navigation bar. Select **Tour Submission**.



5. Enter the authorization number (well licence number). Click **Search**.

A screenshot of the 'Authorization Search' form. The 'Authorization ID' field is filled with '2000060'. Below it are several buttons for 'Surface Location': QTR, LSD, SEC, TWP, RGE, W, M, M. At the bottom are 'Search' and 'Reset' buttons.

Well details appear in the Results section.

Results

Filter by...

Submission

<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/>	2000060	Well Licence	Issued

6. Optional: Click **Reset** to clear the search box and search results.

Reset

Submit a Tour Report

Drilling, Completion, Fracturing and Downhole Abandonment Reports

Important

Drilling, Completion, Fracturing and Downhole Abandonment reports must be submitted through an alert.

1. Check the **box** beside the required well. Click **Submission**.

Submission

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input checked="" type="checkbox"/>	2000060	Well Licence	Issued

2. The Licence Number window opens. In the Available Tour Alerts section, select the alert that matches the DDS Submission ID. Click **New Tour Submission**.

Available TOUR ALERTS

Filter by...

+ New Tour Submission

<input type="checkbox"/>	Digital Data Submission ID	Well Identifier	Operation Start Date
<input checked="" type="checkbox"/>	2147114	00/03	8/1/2022
<input type="checkbox"/>	1284755	00/03	8/10/2022

OneStop generates an alert one hour after data has been submitted in DDS.

3. OneStop autocompletes the details in the form. Ensure details are correct.

Note: A downhole abandonment submission in DDS will generate a completions alert in OneStop. Submit the tour through that alert. The Completions tour type will be preselected; also select **Downhole Abandonment** to ensure it is accurately identified.

4. Click **Attach**. 

a) Locate PDF files to be submitted. The maximum total size for uploading is 1.5 GB. When the upload is complete, the files display on the screen.



b) Review the file list. To remove a file from submission, click **x**. 

5. Proceed to **Validate and Submit** in this QRG.

Workover and Surface Abandonment Reports

1. Check the **box** beside the required well. Click **Submission**.

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input checked="" type="checkbox"/>	2000060	Well Licence	Issued

2. The Licence Number window opens. Click **Other Tour Submission**. 

3. The Assessment Tour Report window opens. In the Tour Report section, enter the **Start Date** and **End Date** of the operation.

4. Select the **Tour Type** being submitted.

Note: Only Workover, Downhole Abandon and Surface Abandon types can be selected. All other tour types require alerts to submit tour reports (see **Drilling, Completion, Fracturing and Downhole Abandonment Reports** in this QRG).

5. Check the **box(es)** beside the appropriate **well(s)**, if needed.

<input type="checkbox"/>	Well Identifier	Well Name	Confidential Status
<input checked="" type="checkbox"/>	02/02	OVV TANGENT	Confidential
<input type="checkbox"/>	02/02-	OVV TANGENT	Confidential

6. Click **Attach**.

c) Locate PDF files to be submitted. The maximum total size for uploading is 1.5 GB. When the upload is complete, the files display on the screen.

d) Review the file list. To remove a file from submission, click **x**.

Validate and Submit

1. Click **Validate** to ensure the submission is ready (i.e., no error messages). A message appears validating your successful entry.

a) Errors will appear in red. Fix the errors and validate again.

2. Click **Accept Disclaimer**.

3. A message appears to confirm your submission is accurate. Click **I Agree** to proceed with your submission.

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.

- 4. The Declaration and Disclaimer window closes and OneStop returns you to the Assessment Tour Report page. Click **Submit**.

- 5. A message appears to confirm your submission. Click **Yes**.

Confirm Submission

 You are submitting on behalf of Ovintiv Canada ULC (BA ID 0026). Clicking "Yes" below will submit this Tour report to AER for review and approval. Please ensure that all required data has been provided. Do you wish to proceed?

- 6. A message appears signaling a complete submission. Click **OK** to close the message box.

Submission Complete ×

 Thank you for your submission.

Resources

Contact: Well Data Services

Email: WellDataServices@aer.ca

Phone: 403-297-8696 option 2