

Submitting Daily Reports (Tours) – With Alert

Intended User: Submitters of well drilling, completion, fracturing and downhole abandonment reports

Overview

This quick reference guide (QRG) describes how to submit daily reports (tour reports) as PDF files in OneStop. This applies to preset, drilling, completion, deepening, fracturing, and downhole abandonment operations.

Important

- Summary drilling and completion data must be submitted in the Digital Data Submission (DDS) at least one hour before submitting the tour reports. During that time OneStop will create the tour alert.
- Drilling, completion, downhole abandonment, and fracturing tours must only be submitted through the alerts generated from DDS data.
- Reports must contain at least the minimum data requirements, as detailed in section 7 of *Directive 059*.
- Only PDF (format) files may be submitted.
- 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

You must have the following DDS roles (permissions) to submit tour reports: Submit eTours, Search eTours, and Search Assessment. The Search eTours role only allows you to see the Overdue and Pending tour reports dashboard.

2. Click **I Agree** to accept the disclaimer. You must accept it to proceed.
3. On the main landing page, review the Pending and Overdue sections.

Pending	Overdue
Tours 0	Tours 7
Benzene Emissions 0	Benzene Emissions 0
Methane Emissions 0	Methane Emissions 1
Peace River Emissions 0	Peace River Emissions 0
Peace River Performance Report 0	Peace River Performance Report 0
Pre-assessment Request 1	Pre-assessment Request 0
Core Research Centre 0	Core Research Centre 0

- a) If it has been less than seven days since you submitted drilling or completion data in DDS, look for the licence number in the Pending section.
- b) If it has been more than seven days, look for the licence number in the Overdue section.

4. Check the **box** beside the licence number you wish to submit. Click **View**.

View

<input type="checkbox"/>	Reference ID	Reference Type
<input checked="" type="checkbox"/>	2000271	Tour

5. The Tour Report window opens displaying the details. Ensure the information in the report is accurate and that you are submitting the correct report.

Tour Report

Digital Data Submission ID: 2147004

Start Date *

End Date *

Tour Type(s) * Preset Drilling Completion Deepening
 Fracturing Workover Downhole Abandon Surface Abandon

Applicable UWI(s) * Filter by... Show

Well Identifier	Well Name	Confidential Status	Finish Drill Date	Total Dep
AA/01-03	QW TANGENT	Confidential	5/11/2022	700

Attach Applicable File(s) *

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

Tour Type(s) * Preset Drilling Completion Deepening
 Fracturing Workover Downhole Abandon Surface Abandon

6. Click **Attach** to include one or more applicable files. Locate the PDF(s) and attach them.

Attach Applicable File(s) *

7. Click **Validate**. Errors will appear in red. Fix the errors and validate again.

Attach Applicable File(s) * ▲ Upload Attachment

8. Click **Accept Disclaimer**.

9. The Declaration and Disclaimer 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.

10. The Declaration and Disclaimer window closes and OneStop returns you to the Tour Report section. Click **Submit**.

11. 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?

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

Submission Complete x

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Thank you for your submission.

Resources

Contact: Well Data Services

Email: WellDataServices@aer.ca

Phone: 403-297-8696 option 2