Submitting Public Lands Act (PLA) Waivers
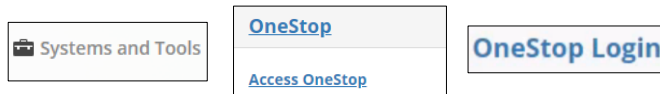
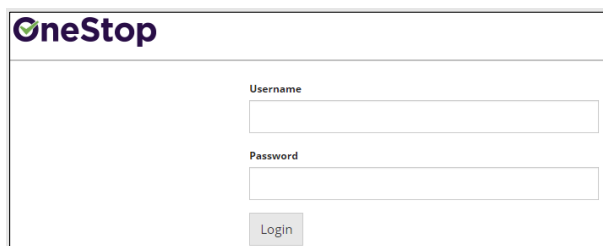**Intended User:** Submitters of PLA waivers

Overview

This quick reference guide (QRG) describes how to submit *Public Lands Act* (*PLA*) waivers in OneStop.

Access OneStop

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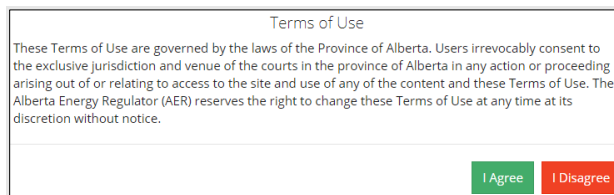

2. Enter your **username** and **password**. Click **Login.**

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

OneStop opens on the dashboard landing page.

Create: Create Submission

1. Click **Initiate** on the top left navigation bar.

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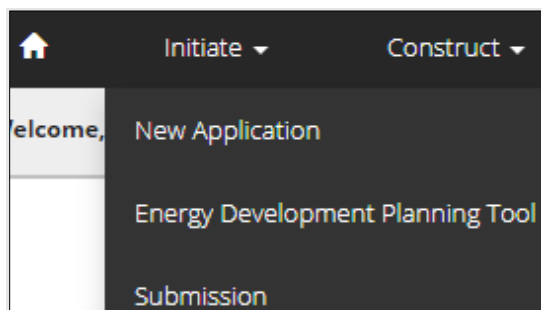
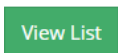

> **Tip**
> You can also access the Submission function from any drop-down menu on the top navigation bar.

3. Enter **PLA Waiver** in the Select Type field. OneStop will return selections.

4. Select **PLA Waiver.**

Create

Validate

Create Submission

Select Type *   PLA   View List

PLA Waiver

5. Click **Validate**. Validate

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

View List

a) The Submission Types menu appears. Select **PLA Waiver.**

Submission Types

- Aggregate Management Plan   • Annual Disturbance Report
- PLA Waiver   • Record of Site Condition
- Well Directional Survey   • Well Log

b) Click **Validate**.

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**.

Search OneStop ...

Fields Apply To: All
Need help with search syntax?
Additional Search Parameters

Search   Reset

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).

6. Click **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. Identify 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.
>
> Load Parameters

Operator

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

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

d) Click **Select Operator**.

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

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

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

4. Click **Details** tab.

Site Details

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.

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

6. Click **Related Submissions** tab.

Related Submissions

1. Select **Yes** or **No:** Do you have any related OneStop submissions to link to the submission?

2. If **No**, proceed to Questionnaire screen.

   a) If **Yes**, add related submission(s). Click **Add.** The Search Related Submissions window opens

   b) Enter as much information in the form to narrow results. Click **Search**.

3. Results appear in a table. Check the **box** beside the desired submission.

	Submission ID ⇕	Authorization
☐		
☑	31449137	MSL200558
☐	31436927	

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

Related Submissions

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

[Add] [Remove]

	Submission ID ⇕	Authorization ⇕	Authorization Type ⇕	Legal Land Description ⇕
☐	31451340	MSL200715	Disposition	

5. Click **Validate**. [Validate]

6. Click **Save**. [Save]

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

7. Click **Next** at the bottom left of the screen to move to Questionnaire screen. [Next >]

Questionnaire: Intent – Enter Submission Details

1. Select the **type of waiver** to be submitted from the drop-down menu.

Intent

Select the type of waiver to be submitted *

Was this waiver application discussed with AER prior to application *

- Activity Timing Conditions
- Alternate Construction Technique
- Other Conditions

A series of questions are displayed depending on the waiver type selected.

Activity Timing Conditions / Other Conditions

a) Enter the **condition number** from approval document to be waived.

b) Provide **details** of the waiver request.

Enter the condition number from approval document to be waived *

Provide the details of the waiver request *   Enter text

Alternate Construction Technique

c) Provide **details** about the alternate construction technique that is being proposed.

What alternate construction technique is being proposed? *

Activity Timing Conditions / Alternate Construction Technique / Other Conditions

d) Select **Yes** or **No**: Was this waiver application discussed with AER prior to application?

Was this waiver application discussed with AER prior to application *

| Yes | No |

e) If **No**, proceed to **Step 2.**

f) If **Yes**, click the **field** and select the **date** when the discussion took place.

Provide a date when that discussion took place *

«			May 2022			»
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30

  i) Click **Attach** to include information that supports your discussion. Locate the file from your computer and attach it.

Attach a file to support your discussion | **Attach**

2. Provide the **alternate mitigation** to consider.

Alternative mitigation to consider * ⓘ

3. Click **Attach** to include a file that supports the alternate mitigation. Locate the file from your computer and attach it.

Attach a file to support your answer for the alternative mitigation considered | **Attach**

4. Click **Start Date** field and select the **date** from the calendar.

    a) Click **End Date** field and select the **date** from the calendar.

Start Date			Start Date		

5. Select **Yes** or **No**: Are you attaching any additional documents to support the submission of this waiver?

    a) If **No**, proceed to **Step 6**.

    b) If **Yes**, click **Attach** to include a PDF file that supports your waiver submission. Locate the file from your computer and attach it.

6. Click **Save**.

7. Click **Next** and move to Confirmation screen.

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

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.

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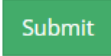

3.   Complete the required fields. Click **Validate**.

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.

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**.

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.

2.   The Declaration and Disclaimer window opens to confirm your submission is correct. Click **I Agree**.

3.   The Confirm PLA Waiver Submission window opens to confirm your submission. Click **Yes**.

4. The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard page.
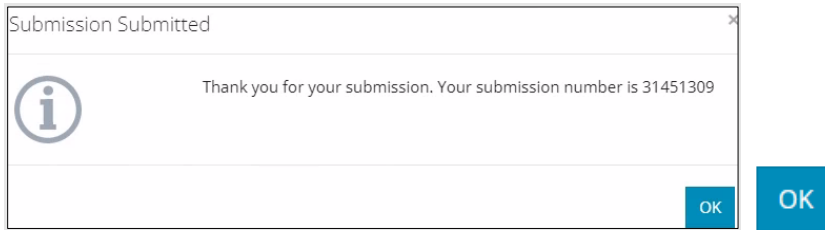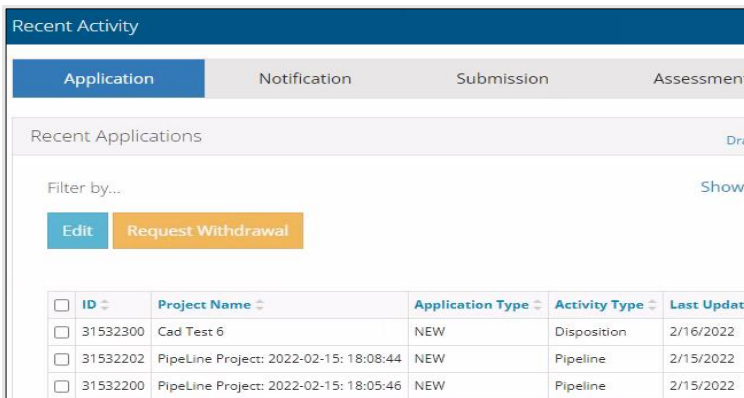

Optional: Search for Submissions

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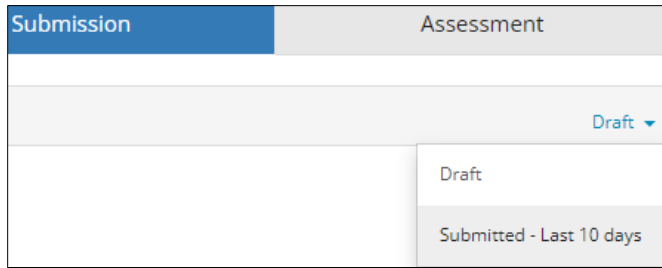
2. Click **Submission** in the section's top navigation bar.

A list of draft submissions displays on the page.

	Reference ID ⇕	Submission Type ⇕
☐	0502405	Well Suspension Report
☐	Site Name associated with the disposition	PLA Waiver
☐	0502411	Well Inspection Report

3. Click **Draft** on the right side of the pane. Select **Draft** or **Submitted – Last 10 days** from the drop-down menu.

4. Results are displayed in the table. 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. Show ∨

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

5. Results are displayed in the table. Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.

☐	Reference ID	Submission Type	Reporting Type
☐	-	PLA Waiver	
☑	-	PLA Waiver	

Search Function

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

Bulk Upload | Map | Reports | Search

2. The Search By window opens. Click **Submission** in the navigation bar.

3. At minimum, enter the **disposition number** in the Authorization Number field, and select **PLA Waiver** as the Submission Type. You may complete the rest of the form if you wish.

> **Tip**
>
> The more information you enter in the search form, more specific results are 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.

	Submission ID	Licensee Name	Authorization	LLD	Closure Project Name	Submission T
☑	31751360	Canadian Natural Resources Limited	MSL220174			PLA Waiver
☐	31744814	Canadian Natural Resources Limited	RTF200406			PLA Waiver
☐	31751358	Canadian Natural Resources Limited	MSL220259			PLA Waiver

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

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