

Submitting Public Lands Act (PLA) Waivers

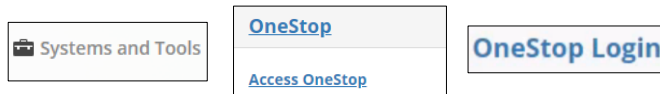
Intended User: Submitters of PLA waivers

Overview

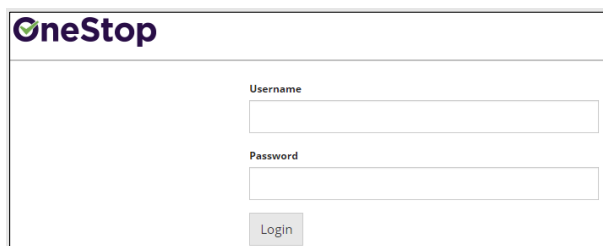
This quick reference guide (QRG) describes how to submit *Public Lands Act (PLA)* waivers in OneStop.

Access OneStop

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

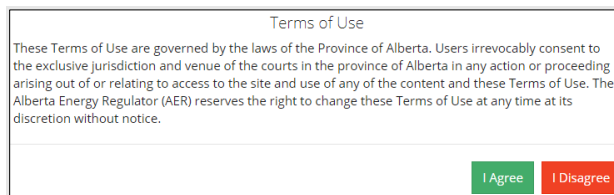


2. Enter your **username** and **password**. Click **Login**.



The image shows the OneStop login interface. It features the OneStop logo at the top left. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned at the bottom right of the form.

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

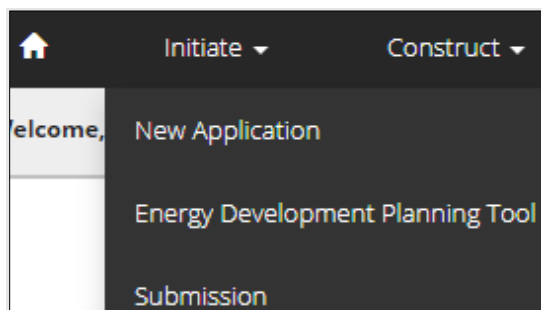


The image shows a 'Terms of Use' disclaimer window. The text reads: 'These Terms of Use are governed by the laws of the Province of Alberta. Users irrevocably consent to the exclusive jurisdiction and venue of the courts in the province of Alberta in any action or proceeding arising out of or relating to access to the site and use of any of the content and these Terms of Use. The Alberta Energy Regulator (AER) reserves the right to change these Terms of Use at any time at its discretion without notice.' At the bottom right, there are two buttons: 'I Agree' (green) and 'I Disagree' (red).

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.



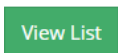
Tip

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**.

The screenshot shows a 'Create' form with a 'Validate' button at the top left. Below it is a 'Create Submission' section. A 'Select Type *' dropdown menu is open, showing 'PLA' in the input field and a 'View List' button to its right. The dropdown menu is currently displaying 'PLA Waiver' as the selected option.

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



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

The screenshot shows a 'Submission Types' menu with a list of options:

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

- b) Click **Validate**.

General: Enter General Information

Related Entities

1. Click **Add**.

The screenshot shows the 'Related Entities' section of a form. It has a tabbed interface with 'Related Entities' selected. Below the tabs is a 'Submission Relates To' section. It contains a 'Disposition Number *' field with an information icon, a 'Filter by...' dropdown, and a 'Show' button with a dropdown arrow. At the bottom of this section are two buttons: 'Add' (green) and 'Remove' (red).

The Authorization Search window opens.

2. Enter the **disposition number** in the search field. Click **Search**.

The screenshot shows a search window titled 'Search OneStop ...'. It includes a search input field, the text 'Fields Apply To: All', a link for 'Need help with search syntax?', and a link for 'Additional Search Parameters'. At the bottom are two buttons: 'Search' (green) and 'Reset' (blue).

- Optional: Click **Additional Search Parameters** and complete the form or click **Need help with search syntax** to refine your search.

- Optional: Click **Search** without completing the form for a general listing of dispositions associated with your company.
- Check the **box** beside the appropriate authorization (disposition) number. Click **Add Authorizations**.

| <input checked="" type="checkbox"/> Authorization Number | Authorization Type |
|--|--------------------|
| <input checked="" type="checkbox"/> MSL9608 | DISPOSITION |

Add Authorizations

The window closes and the disposition number is added to the Submission Relates To section.

- Optional: To remove your selection check the **box** beside the authorization (disposition) number you wish to remove. Click **Remove**.
- Click **Save** (bottom right of screen). **Save**
 - 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

- 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: OHE9

Name *: Elizabeth O.

Position *: Engineer

Company Name: Canadian Natural Resources Limited

Address: 2100, 855 - 2 St SW, Calgary, AB, T2P 4J8

Phone *: (403) 517-6700

Email *: elizabetho@cnrl.ca

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

Primary Contact

Yes

No

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

Save Parameters

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.

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

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



Add Operator

Business Associate Identifier

Business Associate Name

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.

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

d) Click **Select Operator**. Select Operator

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

| | |
|-------------------------------|------|
| Business Associate Identifier | 0001 |
|-------------------------------|------|

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

Operator

| | |
|-------------------------------|---|
| Business Associate Identifier | 0001 |
| Name * | Jane Doe |
| Position * | Agent |
| Company Name * | 177293 Canada Ltd. |
| Address | 15 Floor-150 6 Ave SW, Calgary, AB, T2P 3E3 |
| Phone * | (403) 555-1004 |
| Email * | jdoe@canadald.com |

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

Save Parameters

4. Click **Details** tab.

Contact Information

Details

Site Details

Details

| | |
|-----------------------------------|---|
| Site name | |
| Land ownership * | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Public Land</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Freehold</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Federal</div> </div> |
| Submission is associated with * ⓘ | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Mining</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">In Situ</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Oil and Gas</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Pipelines</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Waste</div> </div> |
| Current site status * ⓘ | <div style="border: 1px solid #ccc; height: 20px; display: flex; align-items: center; justify-content: flex-end;"> ▾ </div> |
| Comments | |

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.

Current site status * ⓘ

- Proposed
- Construction
- Active
- Inactive
- Reclaimed

5. Enter **comments** in the space provided.
6. Click **Related Submissions** tab.

Details Related Submissions

Related Submissions

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

Related Submissions

Do you have any related OneStop submissions to link to this submission? *

Yes No

2. If **No**, proceed to Questionnaire screen.
 - a) If **Yes**, add related submission(s). Click **Add**. The Search Related Submissions window opens

Related Submissions

Do you have any related OneStop submissions to link to this submission? *

Yes No

Add Remove

| <input type="checkbox"/> | Submission ID | Authorization | Authorization Type |
|--------------------------|---------------|---------------|--------------------|
|--------------------------|---------------|---------------|--------------------|

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

Search Related Submissions

Submission ID

Authorization Number

Legal Land Description (LLD) QTR LSD SEC TWP RGE W

M M

Submission Type

Received / Submitted Date From


To

Search Reset

Search

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

| <input type="checkbox"/> | Submission ID | Authorization |
|-------------------------------------|---------------|---------------|
| <input checked="" type="checkbox"/> | 31449137 | MSL200558 |
| <input type="checkbox"/> | 31436927 | |

- Click **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? *


| <input type="checkbox"/> | Submission ID | Authorization | Authorization Type | Legal Land Description |
|--------------------------|---------------|---------------|--------------------|------------------------|
| <input type="checkbox"/> | 31451340 | MSL200715 | Disposition | |

- Click **Validate**. 

- Click **Save**. 

Tip

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

- Click **Next** at the bottom left of the screen to move to Questionnaire screen. 

Questionnaire: Intent – Enter Submission Details

- 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

- Enter the **condition number** from approval document to be waived.
- 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 * | <table border="1"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| 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 * | <table border="1"> <tr> <td style="text-align: center;">«</td> <td style="text-align: center;">May 2022</td> <td style="text-align: center;">»</td> </tr> <tr> <td style="text-align: center;">Su</td> <td style="text-align: center;">Mo</td> <td style="text-align: center;">Tu</td> <td style="text-align: center;">We</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">Fr</td> <td style="text-align: center;">Sa</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> </tr> </table> | « | May 2022 | » | Su | Mo | Tu | We | Th | Fr | Sa | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| « | 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 | <table border="1"> <tr> <td style="background-color: #0070C0; color: white; padding: 5px;">Attach</td> </tr> </table> | Attach |
| 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 | <table border="1"> <tr> <td style="background-color: #0070C0; color: white; padding: 5px;">Attach</td> </tr> </table> | Attach |
| 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.

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.



| Validations | |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> | Issue |
| <input checked="" type="checkbox"/> | General - Contact Information |
| <input type="checkbox"/> | General - Related Entities |

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

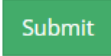
3. Complete the required fields. Click **Validate**. 
4. Return to Confirmation screen.
5. Repeat **steps 1 to 4** until all sections have been validated.

Option 2: Left Navigation Bar

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

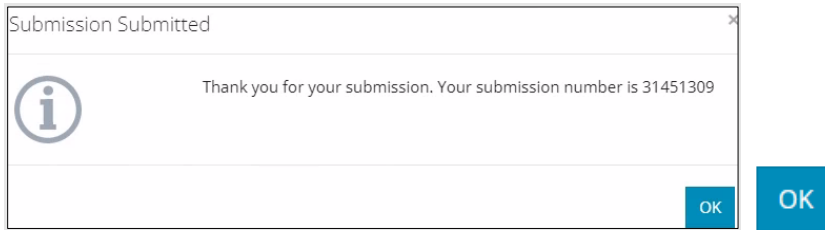
1. Click an attention icon  in the left navigation bar.
2. You will be directed to the page that requires information. Complete the required fields.
3. Click **Validate**. 
4. Repeat **steps 1 to 3** until all pages have been validated.

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**.

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

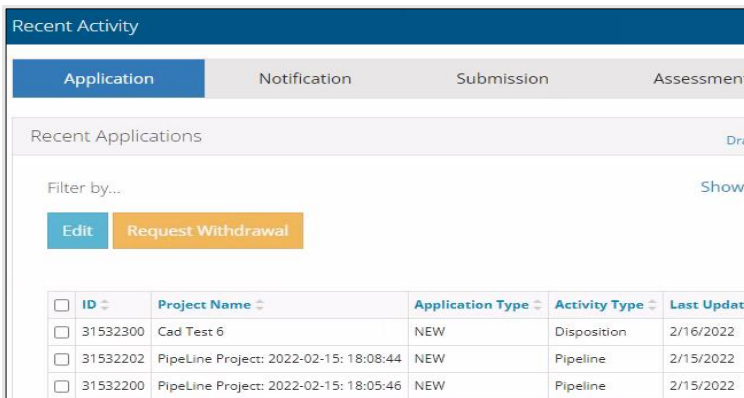


Optional: Search for Submissions

There are two ways to search for submissions in OneStop:

OneStop Dashboard

- 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.

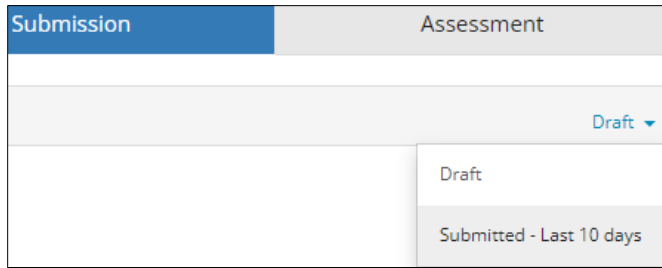
- Click **Submission** in the section's top navigation bar.



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 |

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



- Results are displayed in the table. To sort and search by a specific category, click the appropriate **column header** in the table.

| Reference ID | Submission Type | Reporting Type | Reporting Period | Submission ID | Last Updated | Status |
|--------------|-----------------|----------------|------------------|---------------|--------------|--------|
|--------------|-----------------|----------------|------------------|---------------|--------------|--------|

- Optional: Click **Show** (on right) to expand filters. Show

Filter by...

| | |
|--|---|
| <p>Submitted Date</p> <p><input checked="" type="checkbox"/> From <input type="text"/> - To <input type="text"/></p> | <p>Submission ID</p> <p><input checked="" type="checkbox"/> Search values exact...</p> |
| <p>Authorization</p> <p><input checked="" type="checkbox"/> Search values exact...</p> | <p>LLD</p> <p><input checked="" type="checkbox"/> Search values exact...</p> |
| <p>Status</p> <p><input checked="" type="checkbox"/> ▼</p> | |

Uncheck boxes to hide columns.

Apply Filters

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

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

| <input type="checkbox"/> | Reference ID | Submission Type | Reporting Type |
|-------------------------------------|--------------|-----------------|----------------|
| <input type="checkbox"/> | - | PLA Waiver | |
| <input checked="" type="checkbox"/> | - | PLA Waiver | |

Search Function

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



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



- 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.

Submission Search

Submission ID

Authorization Number

Closure Project Name

OR

Legal Land Description (LLD)

Submission Type

Tip

The more information you enter in the search form, more specific results are returned.

- Click **Search**.
- Results appear in a table.
- Optional: Sort submission results by clicking the appropriate **column header**.
 - Optional: Click **Show** to expand filters.
 - Optional: Select filters to narrow your search results. Click **Apply Filters**.

Apply Filters

- Click the **box** beside the appropriate submission.

| <input type="checkbox"/> | Submission ID | Licensee Name | Authorization | LLD | Closure Project Name | Submission |
|-------------------------------------|---------------|------------------------------------|---------------|-----|----------------------|------------|
| <input checked="" type="checkbox"/> | 31751360 | Canadian Natural Resources Limited | MSL220174 | | | PLA Waiver |
| <input type="checkbox"/> | 31744814 | Canadian Natural Resources Limited | RTF200406 | | | PLA Waiver |
| <input type="checkbox"/> | 31751358 | Canadian Natural Resources Limited | MSL220259 | | | PLA Waiver |

- Click **View**. Your selection opens.

Tip

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

Reset