

Submitting Regeneration Vegetation Surveys

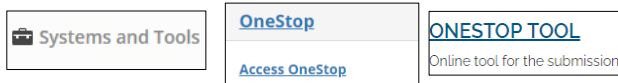
Intended User: Submitters of regeneration vegetation surveys

Overview

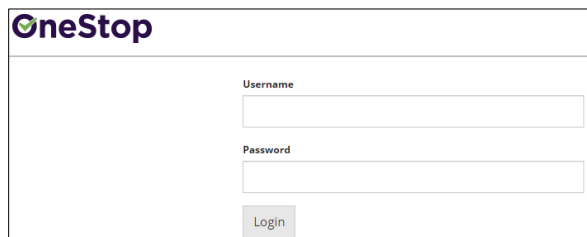
This quick reference guide (QRG) describes how to submit regeneration vegetation surveys (RVs) and updates in OneStop.

Access OneStop

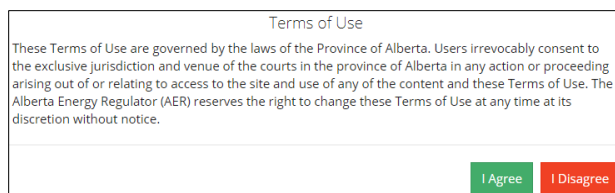
1. Access OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



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



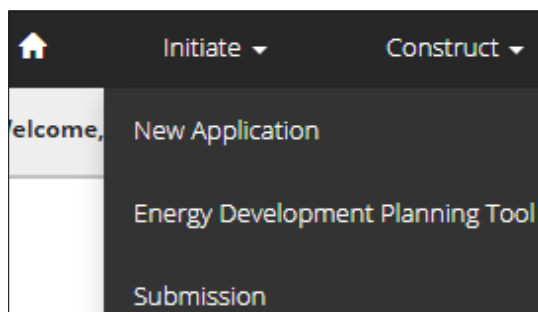
3. The Disclaimer window opens. Click **I Agree**.



OneStop opens on the dashboard landing page.

Create: Create Submission

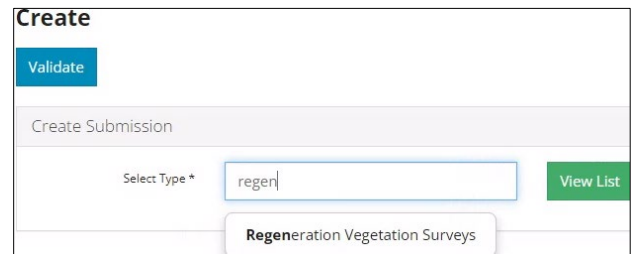
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**. The Create page opens.



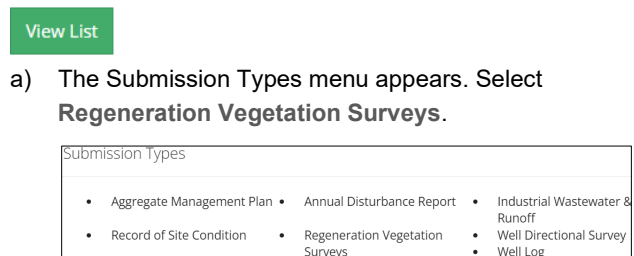
Tip

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


3. Enter **regeneration vegetation survey** in the Select Type field. OneStop will return selections.
4. Select **Regeneration Vegetation Surveys**.



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



- a) The Submission Types menu appears. Select **Regeneration Vegetation Surveys**.



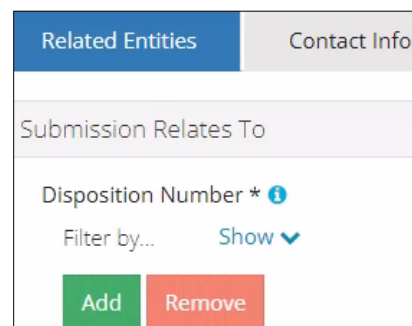
Tip

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

General: Enter General Information

Related Entities

1. Click **Add**.



The Authorization Search window opens.

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

- 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**. **Save**

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

- Repeat **steps 1 to 5** for entering a **mandatory** EPEA approval number.

- 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.

Licensee/Approval Holder

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

- If you are the primary contact, select **Yes** or **No** from the drop-down menu.

- 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

- 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?

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

Add Operator

Business Associate Identifier

Business Associate Name

- Enter the business associate (BA) number **or** the associate name. Click **Search**.
- Optional: Click **Search** for a general listing of BA numbers.
- Check the box beside the appropriate BA number.

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

- Click **Select Operator**.

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

Business Associate Identifier

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

Operator

Business Associate Identifier

Name *

Position *

Company Name *

Address

Phone *

Email *

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

- Click **Details** tab.

Site Details

Details

Site name

Land ownership *

Submission is associated with *

Current site status *

Comments

- Enter **Site name**. Use the project name.
- Select **Land ownership**.
- Select **associated operation type**.
- Select the **site's current status** from the drop-down menu.

Current site status *

- Proposed
- Construction
- Active
- Inactive
- Reclaimed

- Enter additional **comments** in the space provided.
- Click **Related Submissions** tab.

Related Submissions

- Select **Yes** or **No** to link related submissions.

Related Submissions

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

- If **No**, proceed to **Reports** tab.
- If **Yes**, add related submission(s).

Related Submissions

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

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

- Click **Add**. The Search Related Submissions window opens.

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

2. 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	

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

4. Click **Reports** tab.

Reports

The following mandatory reports must be included in your submission:

- Checklist
- Tally sheets
- Field maps
- Stratification
- Digital field data

Tips

- Performance survey reports naming convention: RVS_PS_12345678_year.
- Establishment survey reports naming convention: RVS_ES_12345678_year.
- OneStop will not accept other naming formats.
- EPEA approval numbers referenced in report names must match the EPEA approval number selected in the Related Entity tab.
- For EPEA approval numbers with less than eight digits, add lead zeroes (e.g., RVS_PS_00001234_2022).

Acceptable attachment file types

- Checklist: .pdf only
- Stratification spatial data (shapefile or map): .zip, .shp, .pdf
- Tally sheets: .pdf, .doc/docx, .xls, .xlsx
- Digital field data: .xls, .xlsx
- Field maps format: .pdf

1. Click **Add** to attach a professional report. A row is added to the Professional Reports table.

2. Select **Report Type** from the drop-down menu.

3. Click **Report Date** field. Select **date** from calendar.

- Click **Attach File** in Attach Report column. Select a **file** from your local folder.



The file is attached displaying the file name.



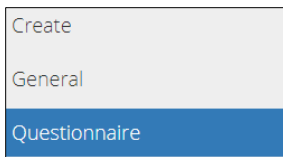
- Repeat **steps 1 to 4** until all **mandatory** reports have been attached.

Report Type	Report Date	Attach Report
Checklist	2/2/2022	RVS_PS_00392715_2022.pdf
Tally Sheets	1/31/2022	TallySheet.pdf
Field Maps	2/2/2022	Map.pdf
Stratification	2/1/2022	Strat.pdf
Digital Field Data	2/1/2022	FieldData.xlsx

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

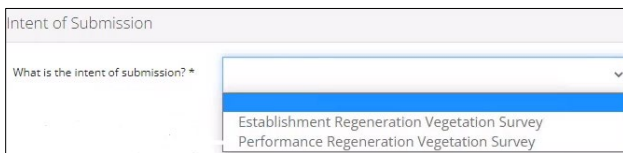
- Click **Next** (lower left of screen) and move to Questionnaire screen.

- Optional: You may also click **Questionnaire** on the left navigation bar.



Questionnaire: Identify Intent of Submission

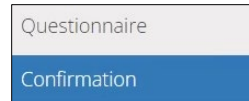
- Select **intent of submission** from the drop-down menu.



Additional questions will appear based on your selection:

- Complete all the questions displayed.
- Click **Validate**.
- Click **Next** and move to Confirmation screen.

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

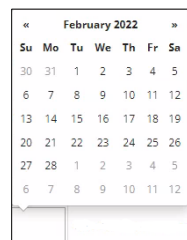


Confirmation: Declare and Validate

Declare

- Complete any **empty fields** in the declaration.

- Click **Date** field. Select **date** from the calendar.



- b) Click **Name** field. Enter **name** of the representative.

2. Click **Generate**. The survey declaration is generated in PDF format and downloaded to your computer.
3. **Sign** the document. You may use an electronic signature. **Save** the declaration in your local folder.
4. Click **Attach File**. Attach the PDF declaration.

5. Click **Validate**.
6. Click **Validations/Rule** tab.

Validate

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.

Tip

You may also validate your entry by using the left navigation bar.

Attention icons indicate sections that require more information.

- Click each attention icon.
- Complete the required fields.
- Validate your entry.

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 accurate. Click **I Agree**.

3. The Confirm Annual Disturbance Report 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.

ID	Project Name	Application Type	Activity Type	Last Update
31532300	Cad Test 6	NEW	Disposition	2/16/2022
31532202	Pipeline Project: 2022-02-15: 18:08:44	NEW	Pipeline	2/15/2022
31532200	Pipeline Project: 2022-02-15: 18:05:46	NEW	Pipeline	2/15/2022

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 recent submissions appears.

Reference ID	Submission Type	Reporting Type
<input type="checkbox"/> Julie ADR - No Site Name	Annual Disturbance Report	
<input type="checkbox"/> ADR - QRG - Final - JR	Annual Disturbance Report	
<input type="checkbox"/> Rao	Annual Disturbance Report	

3. 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
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- a) Optional: Click **Show** (on right) to expand filters.

- b) Optional: Select filters to narrow your search results.

Click **Apply Filters**.

4. Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.

Reference ID	Submission Type	Reporting Type
<input checked="" type="checkbox"/>	Annual Disturbance Report	
<input type="checkbox"/>	Annual Disturbance Report	
<input type="checkbox"/>	Annual Disturbance Report	

Search Function

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

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

3. Search by completing some or all the fields in the form.

Tip

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

4. Click **Search**.

Results appear in a table.

- a) Optional: Sort results by clicking the **appropriate column header**.

- b) Optional: Click **Show** to expand filters.

- c) Optional: Apply the appropriate filters to narrow results. Click **Apply Filters**.

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

Reference ID	Submission Type	Reporting Type
<input type="checkbox"/> Julie ADR - No Site Name	Annual Disturbance Report	
<input checked="" type="checkbox"/> ADR - QRG - Final - JR	Annual Disturbance Report	

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

Tip

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