

Amending a Pipeline Application

Intended User: Pipeline applicants



Overview

This quick reference guide (QRG) describes how to amend a pipeline application in OneStop. For more details about amending pipeline applications see [Manual 012: Energy Development Applications – Procedures and Schedules](#)

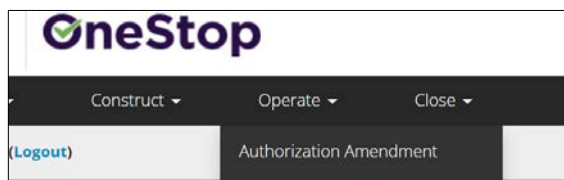
Applicants must submit amendment applications for any changes to operating parameters on an existing pipeline or pipeline installation licence, as stated under section 6 of [Directive 056: Energy Development Applications and Schedules \(Directive 056\)](#).

As of November 2023, these amendments should be submitted through OneStop.

- | | |
|-------------------------------------------------------------|------------------------------------|
| 1. H ₂ S change – entire licence or select lines | 16. Reinstatement |
| 2. Substance change – entire licence or select lines | 17. Resumption |
| 3. Abandonment | 18. Other: corrections to |
| 4. Facility code change | a) Location |
| 5. Not constructed | b) Length |
| 6. Discontinuance | c) Environment code |
| 7. Bidirectional flow | d) HDD/bored indicator |
| 8. Removal | e) H ₂ S release volume |
| 9. Specification Change | f) Level |
| 10. Flow reversal | g) CSA class location |
| 11. Internal protection installation | h) Surface line indicator |
| 12. Line split | i) Partial pressure |
| 13. Route change (includes mapping corrections) | 19. Installation amendment |
| 20. Maximum operating pressure increase | |
| 21. Maximum operating pressure decrease | |

Initiate a Pipeline Amendment Application

1. On the OneStop landing page, click **Operate** from the top navigation bar. Select **Authorization Amendment**.



The General – Contact Information screen displays

2. Complete the **General – Contact Information** and **General – Application Information** screens as you would when initiating a new pipeline application. See *Initiating a New Pipeline Application QRG*.

Important

- Some fields may already be populated based on your login credentials.
- Greyed-out fields cannot be edited.
- If the account details are incorrect, click **Validate** to activate the delete function. Click **Delete Draft** (top right of screen) and speak with your administrator.
- Only existing licences and authorizations held under the applicant’s BA ID can be linked to the application. The Existing Assets Search only displays assets that meet these criteria.

3. Click **Validate** to check for errors in your entry on this screen.
4. Errors will appear in red. Fix the errors and click **Validate** again.

5. Click **Save** to save your entry on this screen. Click **Next >** to go to the General – Applicant Information screen.

Tip

Save often otherwise your entry will be lost when you leave the screen. You may validate and fix errors as you complete each screen or wait until the Confirmation screen to validate and fix any errors in your application.

General – Proposed Activity

1. Select the location for the proposed activity: **Public Land**, **Freehold**, or both.

- **Public Land** is Crown land administered by the Government of Alberta under the *Public Lands Act*.
- **Freehold** may be owned by private persons, corporations, municipalities, and Métis settlements. Sometimes this land is called Private to distinguish it from public land.



2. Select **Pipelines** as the application’s activity.

3. Select the type of development associated with the application.

4. Select **Pipeline Licence** as the type of amendment.

5. Click  to save your entry on this screen. Click  to go to the General – Additional Information screen.

General – Additional Information

1. Complete this screen as you would when initiating a new pipeline application.
2. Click  to save your entry on this screen. Click  to go to the General – Licence Information screen.

General – Licence Information

1. In the Licence Number section, enter the **licence number** and click **Search**.

2. Results appear on a table. Check the **box** beside the licence number you want to add. Click **Add Pipeline Amendments**.

Add Pipeline Amendments		Add Installation Amendments		
<input checked="" type="checkbox"/>	Licence Number ▾	Application Type ▾	H.S ▾	Substances ▾
<input checked="" type="checkbox"/>	28313	Pipeline	0.0	Fuel Gas

The licence number is added to the Selected Licences to Amend section.

3. Repeat **steps 1 and 2** to add other pipeline licenses you wish to amend.
4. To amend a pipeline installation, repeat **Step 1**.

5. Click 

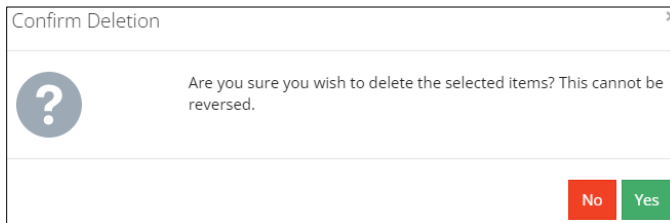
The **Application Type** column in the **Selected Licences to Amend** section indicates if the Application Type is for a pipeline amendment or a pipeline installation amendment.

6. Click  and an Activity ID will be created for each licence.

<input type="checkbox"/>	Licence Number ▾	Application Type ▾	H.S ▾	Substances ▾	Application Purpose ▾	Activity ID ▾
<input type="checkbox"/>	28313	Pipeline	0.0	Fuel Gas	Amendment to Existing Licence	32550878
<input type="checkbox"/>	38187	Installation	0.0	Crude Oil	Amendment to Existing Licence	32550879

7. Optional: To remove a licence number from the Selected Licences to Amend section, check the box beside the licence number you want to remove and click **Remove**.

- a) The Confirm Deletion Window opens. Click Yes to remove the licence number from the application.



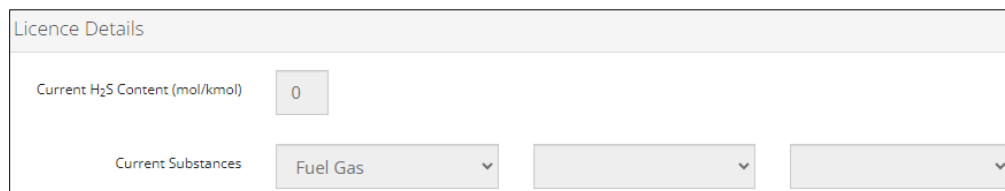
8. Click **Save** to save your entry on this screen. Click **Next** to go to Licence Amendment – Licence-Level Changes screen.

Licence Amendment – Licence-Level Changes

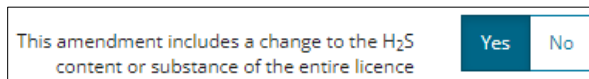
The Licence Amendment – Licence-Level Changes screen displays the activity ID(s) created for each licence amendment and displays the licence number associated with the amendment request.



In the Licence Details section, some fields are populated based on the associated licence number



1. Select **Yes**, if the amendment includes a change to the H₂S content or substance of the entire licence. A "Yes" response will trigger additional requirements to be fulfilled.



a) If **No**: Proceed to the next step.

This amendment includes a change to the H₂S content or substance of the entire licence

2. Select **Yes**, if the amendment includes a change to the H₂S content or substance of only specific lines or installation. A “Yes” response will trigger additional New Licence or Existing Licence requirements to be fulfilled.

This amendment includes a change to the H₂S content or substance of only specific lines or installations

Move to new or existing licence

H₂S Content (mol/kmol) *

Substances *

Tip
The existing licence H₂S content and substance information will automatically populate.

Move to new or existing licence

Existing Licence Number *

H₂S Content (mol/kmol) *

Substances *

a) If **No**: Proceed to the next step.

3. Click to save your entry on this screen. Click to go to Licence Amendment – Line-Level Changes screen.

Line-Level Changes

1. Check the **box(es)** beside the appropriate amendment types. Grey-out selections are not available for line-level changes

Licence Amendment - Line-Level Changes

Activity ID 32550878
Activity ID 32550879

Licence Number : 28
H₂S Content (mol/kmol) : 0
Substances : Fuel Gas

Line-Level Changes


<input type="checkbox"/> Abandonment	<input type="checkbox"/> Facility Change	<input type="checkbox"/> Not Constructed	<input type="checkbox"/> Discontinuance
<input type="checkbox"/> Bidirectional Flow	<input type="checkbox"/> Removal	<input type="checkbox"/> Specification Change	<input type="checkbox"/> Flow Reversal
<input type="checkbox"/> Internal Protection Installation	<input type="checkbox"/> Line Split	<input type="checkbox"/> Route Change	<input type="checkbox"/> MOP Increase
<input type="checkbox"/> H ₂ S/Substance Change - Select Lines	<input type="checkbox"/> MOP Decrease	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Resumption
	<input type="checkbox"/> H ₂ S/Substance Change - Entire Licence	<input type="checkbox"/> Other	

Three sections display: Line Search, Pipeline Specification, and Pipeline Location and Status,

Tip

Line Spilt and Route Change selections will require a pipeline shapefile in.zip format to be included.

Line Search

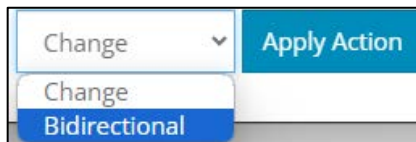
2. In the Line Search section, click  to locate the lines you wish to amend. The Line Search window opens.
 - a) In the Pipeline Location and Status section, check the **box** beside the line you wish to amend.

Pipe Location and Status

Filter by...

<input type="checkbox"/>	Line Number ↑	From Location					FC ↓	LSD ↓	SE ↓
		LSD ↓	SEC ↓	TWP ↓	RGE ↓	M ↓			
<input checked="" type="checkbox"/>	1	2	2	6	2	5	Gas Processing Plant	5	1
<input type="checkbox"/>	2	3	11	6	2	5	Pipeline	2	1

- b) On the bottom right of the screen, select the **action** you wish to take for **all** pipelines selected.
- c) Click **Apply Action**.



Important

If the activity ID includes multiple lines and amendment types, complete this process for each amendment type **or** select **Change** as the action from the drop-down list.

Example: There are two lines being amended. One line is being abandoned and one line is being discontinued.

Complete the process for the line being abandoned and select the **Abandon** action from the drop-down list. Following that, complete the process for the pipeline being discontinued and select the **Discontinue** action from the drop-down list.

- d) Optional: Click  to remove the selected lines from the application.

Pipe Specification and Pipe Location and Status

These sections are populated based on selections made in Step 1. Amendments are highlighted in yellow.

3. Hover your mouse over any highlighted change in the table to see the original value. Verify each highlighted change to ensure its accuracy.

<input type="checkbox"/>	Original Value: 1 (mm) ↓	
<input type="checkbox"/>	*3	60.3

4. Complete the table in the Pipe Specification and Pipe Location and Status sections as needed.

Important

When the **Change** action is selected, all fields that require editing must be **manually** changed. This includes Facility Codes, Status, and MOP. Stress level, and in some instances, partial pressure, are calculated by OneStop.

5. Click  to save your entry on this screen. Click  to go to Licence Amendment – Technical Information screen.

Amendment – Technical Information

1. The Participant Involvement Requirements section automatically populates all pipeline amendment applications. See section 6 of *Manual 012* for details about the Participant Involvement Requirements questions.

Participant Involvement Requirements

Requirements have been met *

2. In the Technical Consideration section, select **Yes** or **No** to indicate meeting **mandatory** requirements consistent with the project. Based on your “Yes” or “No” answer, additional information will be needed to fulfil each requirement. See section 6 of *Manual 012* for details about Technical consideration questions.

Example:

Technical Considerations

The pipelines are part of the abandonment of an entire pipeline system with underground tie-ins in place *

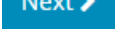
Attach all required system abandonment information. See Manual 012 for details. *

Connecting Pipelines

3. When a pipeline in the activity connects to another pipeline not associated to this activity, the licence and line number of the connecting pipeline should be entered. See section 6 of *Manual 012* for further information about connecting pipelines.

- a) For OneStop instructions on connecting a pipeline, see the Technical Considerations section in *Completing a Pipeline Application QRG*.
4. If other pipeline activities need amending, scroll to the top of the screen, and click the next activity tab. Repeat the steps in this QRG.



5. Click the next pipeline activity tab at the top of the screen or click  to proceed to the Confirmation screen and submit your application. See *Finalizing a Pipeline Application QRG*.