

Completing a Pipeline Application

Intended User: Pipeline applicants



Overview

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

By getting here, you have already completed the following:

- General screens (Contact Information, Application Information, Proposed Activity, Additional Information, and Activity Details). See *Initiating a New Pipeline Application QRG*.
- In the General – Activity Details screen, you selected **Pipeline** as the application type in the Pipeline Licences table.
- In the General – Activity Details screen, you selected **New Construction – New Licence Number, New Construction – Addition to Existing Licence Number, Unlicensed – New Licence Number** and/or **Unlicensed – Addition to Existing Licence Number** which then generated an activity ID for each activity.

Pipeline Licences		
Filter by...		
Add Remove		
<input type="checkbox"/>	Application Type ⇅	Application Purpose ⇅
<input type="checkbox"/>	Pipeline ▼	New Construction - New Licence Number
<input type="checkbox"/>	Pipeline ▼	New Construction - Addition to Existing Licence Number
<input type="checkbox"/>	Pipeline ▼	Unlicensed - New Licence Number
<input type="checkbox"/>	Pipeline ▼	Unlicensed - Addition to Existing Licence Number

Pipelines – General Application

Pipelines - General Application	
Activity ID 32546654	Activity ID 32548349

The General application section is populated from information entered on the Activity – Details screen.

General Application	
Application Type ⇅	Application Purpose ⇅
Installation	New Construction - New Licence Number

1. In the Participant Involvement Requirements section, select **Yes** or **No**: Requirements have been met.

Participant Involvement Requirements

Requirements have been met *

- a) If **No**: Click **Attach** to include all required information as per *Manual 012*.

Attach all required information as per Manual 012 *

- b) If **Yes**: Proceed to the next step.

2. Enter the **distance** to the nearest residence in kilometres (km).

Distance to nearest residence (km) *

3. In the Type of Activity section, select **Yes** or **No**: Temporary surface pipeline.

Type of Activity

Temporary surface pipeline * i

- a) If **Yes**: Select the **month** and **year** from the drop-down lists to indicate how long the temporary surface pipeline will be in use.

In use until * i

- b) If **No**: Proceed to the next step.

4. Select **Yes** or **No**: Request for two-year licence expiry.

Request for 2 year licence expiry

- a) If **Yes**: The 2 Year Licence Commitment agreement displays. Click **I Agree**.

2 Year Licence Commitment

Participant involvement notifications will be updated and completed prior to commencing construction.

- b) If **No**: **Proceed** to the next step.

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


Name *

⚠ This field is required.

- Click  (lower right of screen).

Tip

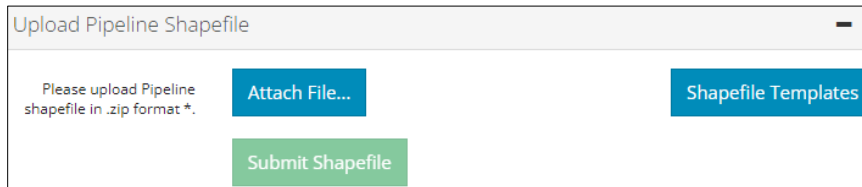
Save often otherwise your entry will be lost when you leave the screen. You may validate and fix errors as you complete each screen or wait until the Confirmation screen to validate and fix any errors in your application.

- Click  to go to Line/Installation Detail screen.

Pipelines - Line/Installation Detail

- Applicants must upload the proposed pipeline locations as digital spatial data shapefiles. See *Import Digital Spatial (Shapefiles) Data in OneStop QRG*.

Attach and submit the pipeline shapefile. Files must be in a .zip format.

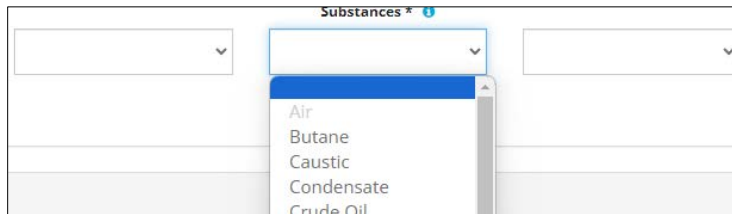


- Optional: Click  to download and use available templates.

- In the Licence Details section, select the **substance(s)** associated with the licence from the drop-down lists.

Important

A licence can have up to three substances associated with it. However, the substances selected must be transported by all pipelines on the licence.



- Enter the **H₂S** measured in mol/kmol.

H₂S (mol/kmol) *

Important

For New Construction – Addition to Existing Licence Number, this section is already populated.

- In the Pipe Specification section, click  to upload data into the application. You may also download a template, enter data into the template, and upload the .csv file to OneStop.

The table is populated using data from the .csv file.

Pipe Specification

Import Data from .csv
Download Template

Add
Remove

<input type="checkbox"/>	Spec ID	OD (mm)	WT (mm)	Material	Type	Grade	MOP (kPa)	Stress Level	Joints	IP	EP
<input type="checkbox"/>	1	88.9	3.20	Steel	Z245.1	3592	4,960		Welded	Uncoated	Oth

a) Complete the remaining fields in the table as needed.

b) Click Validate and the Stress Level value will be calculated.

Stress Level

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Manually Enter Data – Optional

c) Click Add to add a row to the pipeline specification table.

d) Select from options in drop-down lists and enter values in the appropriate fields to complete the table, including a **Spec ID** number for each row added.

Add
Remove

<input type="checkbox"/>	Spec ID	OD (mm)	WT (mm)	Material	Type	Grade	MOP (kPa)	Stress L
<input type="checkbox"/>	1							
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							

Important

If the licence has a H₂S content value and the substance is fuel gas, natural gas, sour natural gas, or oil-well effluent, the Partial Pressure value will automatically calculate.

e) Click Validate and the Stress Level value will be calculated.

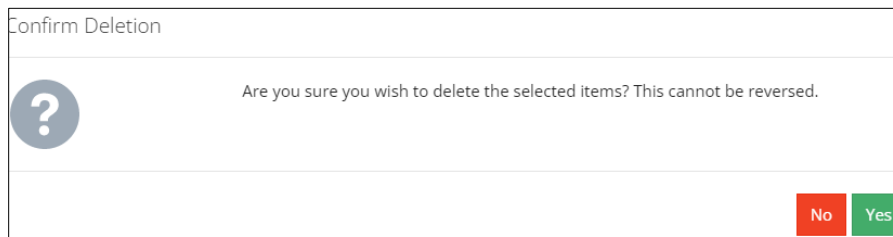
Note: Not all pipe materials will have a stress value.

f) Optional: To delete a row, check the **box** beside the row you wish to remove and click **Remove**.

Add
Remove

<input type="checkbox"/>	Spec ID	OD (mm)	WT (mm)	Material	Type
<input checked="" type="checkbox"/>	1	88.9	3.20	Steel	Z245.1

- g) The Confirm Deletion message displays. Click **Yes**.



5. In the Pipe Location and Status section, click **Import Data from .csv** to import data into the application. You may also download a template, enter data into the template, and upload the .csv file to OneStop.

Important

Location data in the table is populated using information from the pipeline shapefile.

The table is populated using data from the .csv file

Action	Line Number	From Location					FC	To Location					Length (km)	Status
		LSD	SEC	TWP	RGE	M		LSD	SEC	TWP	RGE	M		
Add	1	8	13	58	1	6	8	13	58	1	6	100.00	Operating	

- a) Select from options in drop-down lists and enter values in the appropriate fields in the table as needed.

Important

- Permitted status cannot be selected for Unlicensed – New Licence Number and/or Unlicensed – Addition to Existing Licence Number.
- If the licenced H₂S content is greater than 10 mol/kmol and the substance is either sour natural gas or oil-well effluent, enter the H₂S Release volume value in the Release Volume (m³) column.
- The **From Location - Facility Code (FC)**, **To Location - Facility Code (FC)**, **Status**, **CSA Class Location**, and **Spec ID** information must be entered for all new pipeline applications.
- The Spec ID **must** match the corresponding pipe specification row Spec ID in the Pipe Specification section.
- If applicable to the proposed project, the **Environment Code (Env)**, **Horizontal Direction Drilling (HDD)/Bored**, **Setback Level (Level)**, **Bidirectional Flow (Bidirectional)**, **Surface Line** information must be entered for all new pipeline applications.

- b) Optional: You may skip the .csv file import and manually enter data into the Pipe Location and Status table.

6. In the Document Uploads section, click **Attach** to include the Right-of-Way and Pipeline Location support documents.

Document Uploads

Attach Right of Way * Attach

RightOfWay.pdf x

Attach Pipeline Location (.pdf) * Attach

PipelineLocation.pdf x

7. Click Save to save your entry on this screen. Click Next > to go to Pipelines – Technical Information screen.

Pipelines – Technical Information

Tip

See section 6 of *Manual 012* for details about technical considerations.

1. 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.

Example:

Technical Considerations

The pipeline meets all current applicable CSA Z662 standards * Yes No

Standards not met * Material Design Operational

Attach a detailed explanation of what CSA Z662 standards are not being met and why, and a supporting technical assessment * Attach

When a pipeline in the activity connects to another AER-licensed pipeline not associated to this activity, the licence and line number of the connecting pipeline should be entered.

Note: This option is only available if there is a pipeline facility code entered in the Pipe Location and Status table.

Provide the licence and line number of any connecting pipelines not included in this application ⓘ

From Location Add Remove

To Location Add Remove

Licence Number Line Number

No items added

- a) For **connecting pipeline located at the From Location**: Click Add (under “From Location”). The Existing Licences and Line Numbers Search screen displays.
- b) Enter the **licence number** in the Licence Number field and click **Search**. Results appear in a table.

Existing Licences and Line Numbers Search

Licence Number *

Line Number

c) Check the **box(es)** beside the appropriate line numbers. Click .

<input type="checkbox"/>	Licence Number ▾	Line Number ▾
<input checked="" type="checkbox"/>	26981	1
<input checked="" type="checkbox"/>	26981	2
<input type="checkbox"/>	26981	3

The licence number(s) will be added to the table in the Technical Considerations section.

d) Repeat **steps a) to c)** for connecting pipelines located at the **“To Location.”**

2. In the Transportation and Utility Corridors section, select **Yes** or **No**: The proposed pipeline/installation is located within the Calgary or Edmonton Transportation Utility Corridor.

Transportation and Utility Corridors

The proposed pipeline/installation is located within the Calgary or Edmonton Transportation Utility Corridor *

a) If **No**: Proceed to the **Step 3**.


b) If **Yes**: Select **Yes** or **No** – The pipeline/installation has ministerial consent from Alberta Infrastructure.

If yes, the pipeline/installation has ministerial consent from Alberta Infrastructure *

i) If **No**: Click **Attach** to include a detailed explanation as to why ministerial consent has not been received.

Attach a detailed explanation of why ministerial consent has not been received *

ii) If **Yes**: Proceed to the next step.

3. Click  to save your entry on this screen.

4. If there are other activities associated with this application, scroll to the top of the screen, and click the next pipeline activity tab. Repeat the steps in this QRG.

Pipelines - General Application

Activity ID 32552172 Activity ID 32552714 Activity ID 32552715

5. Click  to go to the Pipelines – Confirmation screen. See *Finalizing a Pipeline Application QRG*.