Completing a Pipeline Installation Application

Alberta Energy Regulator

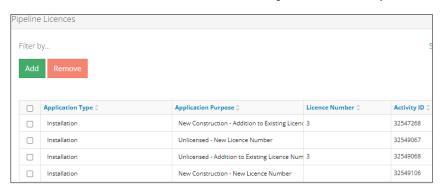
Intended User: Pipeline applicants

Overview

This quick reference guide (QRG) describes how to submit a pipeline installation application in OneStop. For more details about submitting a pipeline installation application see <u>Manual 012: Energy Development Applications – Procedures and Schedules.</u>

By getting here, you have already completed the following:

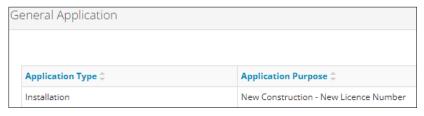
- General screens (Contact Information, Application Information, Proposed Activity, Additional Information, and Activity Details). See *Initiating a New Pipeline Application – General QRG*.
- In the General Activity Details screen, you selected **Installation** as the application type in the Pipeline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



Pipelines – General Application



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



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



a) If No: Click Attach to include 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).



3. Enter the **distance** to the nearest surface development in kilometres (km).



4. In the Type of Activity section, select **Yes** or **No**: Request for two-year licence expiry.



a) If Yes: The 2 Year Licence Commitment agreement appears. Click I Agree.



- b) If No: Proceed to the next step.
- 5. Click Validate to check for errors in your entry on this screen.
- 6. Errors will appear in red. Fix the errors and click Validate again.



7. Click Save (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.

8. Click Next to go to the Line/Installation Detail screen.

Pipelines - Line/Installation Detail

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

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



- a) Optional: Click Shapefile Templates to download and use available templates.
- 2. In the Licence Details section, select the substance(s) associated with the licence from the drop-down lists.
 - a) If you are adding activities to existing licence numbers, this section is already populated.

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.



3. Enter the H₂S measured in mol/kmol.



4. In the Installation Details section, click download a template, enter data into the template, and upload the .csv file to OneStop.

Tip

You may skip importing data from a .csv file to OneStop and manually enter data into the table.

The table is populated using data from the .csv file. The Installation Number and Location are populated from the shapefile.

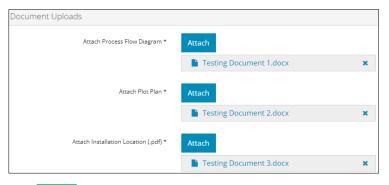


 Select from options in drop-down lists and enter values in the appropriate fields to complete the table as needed.

Important

For a new construction of an installation, the Status should be **Permitted** in unless it is an unlicensed pipeline installation.

5. In the Document Uploads section, click **Attach** to include the following documents: **Process Flow Diagram**, **Plot Plan**, and **Installation Location** (.pdf format)



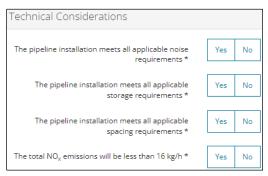
6. Click to save your entry on this screen. Click to go to the Pipelines – Technical Information screen.

Pipelines – Technical Information

Tip

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

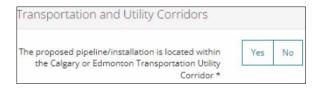
 In the Technical Consideration section, select Yes or No to indicate meeting mandatory requirements consistent with the project.



a) If No: Click Attach to include an explanation as to why the specific requirement was not met.



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



- 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 No: Click Attach to include a detailed explanation as to why ministerial consent has not been received.



- ii) If Yes: Proceed to the next step.
- 3. Click to save your entry on this screen. Click to go to the Pipelines Confirmation screen. See Finalizing a Pipeline Application QRG.