

# Completing a Pipeline Installation Application

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 [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 – 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.

Pipeline Licences

Filter by...

Add Remove

<input type="checkbox"/>	Application Type	Application Purpose	Licence Number	Activity ID
<input type="checkbox"/>	Installation	New Construction - Addition to Existing Licence	3	32547268
<input type="checkbox"/>	Installation	Unlicensed - New Licence Number		32549067
<input type="checkbox"/>	Installation	Unlicensed - Addition to Existing Licence Num	3	32549068
<input type="checkbox"/>	Installation	New Construction - New Licence Number		32549106

## 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 \*

Yes No

- 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.

Upload Installation Shapefile

Please upload Installation shapefile in .zip format \*.

[Attach File...](#)

[Submit Shapefile](#)

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.

Substances \* ?

<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Air</div> <div style="padding: 2px;">Butane</div> <div style="padding: 2px;">Caustic</div> <div style="padding: 2px;">Condensate</div> <div style="padding: 2px;">Crude Oil</div> </div>	<input type="text"/>
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3. Enter the **H<sub>2</sub>S** measured in mol/kmol.

**H<sub>2</sub>S (mol/kmol) \***

4. In the Installation Details section, click [Import Data from .csv](#) to upload data into the application. You may also 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.

Installation Details

[Import Data from .csv](#) [Download Template](#)

Installation Number ↕	Location					Installation Type ↕	Compressor/Pump Rating (kW) ↕	Power Source ↕	Status ↕
	LSD ↕	SEC ↕	TWP ↕	RGE ↕	M ↕				
1	12	27	4	4	4	Pump Station	100	Natural Gas	Permitted

a) 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.

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

Document Uploads

Attach Process Flow Diagram *	Attach	Testing Document 1.docx
Attach Plot Plan *	Attach	Testing Document 2.docx
Attach Installation Location (.pdf) *	Attach	Testing Document 3.docx

- Click **Save** to save your entry on this screen. Click **Next >** 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.

Technical Considerations

The pipeline installation meets all applicable noise requirements *	Yes	No
The pipeline installation meets all applicable storage requirements *	Yes	No
The pipeline installation meets all applicable spacing requirements *	Yes	No
The total NO <sub>x</sub> emissions will be less than 16 kg/h *	Yes	No

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

The total NO<sub>x</sub> emissions will be less than 16 kg/h \*

Yes No

Attach Document \*

Attach

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

- 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

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