

Initiating a New Pipeline Application

Intended User: Pipeline applicants

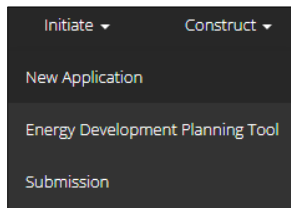
Overview

This quick reference guide (QRG) describes how to initiate a new pipeline application by first completing the General screens in OneStop.

This guide assumes that you have a valid account in OneStop and have already logged in.


Initiate New Application

1. Click **Initiate** from the top navigation bar. Select **New Application** from the drop-down list.



The General – Contact Information page opens.

General – Contact Information


1. Complete the mandatory fields (marked with an **asterisk***) in the Applicant section (**Name, Company Name, Phone, Email**). Some fields may already be populated based on your login credentials.
 - a) Complete the Consultant section as needed.
2. Click  to check for errors in your entry on this screen.
3. Errors will appear in red. Fix the errors and click **Validate** again.



4. 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.

5. Click  to go to the General – Application Information screen.

General - Application Information

1. Select **Yes** or **No**: Do you want to add this application to an existing Project?
 - a) If **No**: The Project Name field appears. Enter the project name.

Application Information

This application will be added to an existing project *

Project Name *

b) If **Yes**: Click **Search** to search for the project and add it to your application.

This application will be added to an existing project *

Project Name *

2. Select **Yes** or **No**: There are existing authorizations to link to this application.

There are existing authorizations to link to this application *

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

b) If **Yes**: An asset table appears. Click **Add** to add existing authorizations to the application.

	Asset ID	Asset Name	Asset Type
<input type="checkbox"/>			

No

c) The Existing Assets Search window opens. Enter the **Authorization Number** (licence number), **Asset Reference**, **Asset Name**, or **Location** in the appropriate fields. Click **Search**.

Important:

Only existing licences and dispositions held under the applicant’s BA ID can be linked to the application. The Existing Assets Search only displays assets that meet these criteria.

Existing Assets Search

Authorization Number

Asset Reference

Asset Name

Location

d) Results appear in a table below. Check the **box** beside the asset you wish to add to the application. Click **Add**.

Add			
<input type="checkbox"/>	Asset ID	Asset Name	Asset Type
<input type="checkbox"/>	001	BAILEY 1	Well
<input checked="" type="checkbox"/>	001	BAILEY 3	Well

The window closes and the asset is added to the application.

Add Remove				
<input type="checkbox"/>	Asset ID	Asset Name	Asset Type	Licensee Appr
<input type="checkbox"/>	001	BAILEY	Well	Energy

e) Optional: To remove an asset from the table, check the box beside the asset you wish to remove and click **Remove**.

3. Click **Next >** to go to the General – Proposed Activity screen.

General - Proposed Activity

- 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.
- Select the type of activity associated with the application.
- Select the type of development associated with the application.
 - Oil and Gas** is intended for small gathering systems.
 - Transmission Pipeline** is intended for larger pipelines.

Proposed Activity

This activity is located on * Public Land Freehold

This application is for the following activities Pipelines Wells Facilities

This application is associated with * Mining In Situ Oil and Gas Transmission Pipeline Geothermal Minerals

4. Click **Next >** to go to the General – Additional Information screen.


General – Additional Information

- Select **Yes** or **No** to indicate meeting the following requirements. A “Yes” response may require you to provide more details.

Example:

Water Act Code of Practice notifications will be submitted *	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	Hydrostatic testing
<input type="checkbox"/>	Pipelines crossing waterbodies
<input type="checkbox"/>	Watercourse crossing

- Outstanding concerns related to the application
- *Environmental Protection and Enhancement Act (EPEA)* approval
- *EPEA Code of Practice* registrations
- *Water Act Code of Practice* notifications
- *Water Act* approval
- *Water Act* licence

2. Click  to go to the General – Activity Details screen.
3. Under the Pipeline Licences section, click **Add** to add a pipeline activity to the application. Multiple activities can be added to the application.
4. Select an **Application Type** from the drop-down list for each activity you added.

Pipeline Licences

Filter by...

Add Remove

<input type="checkbox"/>	Application Type ▾
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;"> Filter... </div> <div style="background-color: #007bff; color: white; padding: 2px;">Pipeline</div> <div style="padding: 2px;">Installation</div>

5. Select the **Application Purpose** from the drop-down list for each activity you added.

Application Purpose ▾	Licence Number
<div style="border: 1px solid #ccc; padding: 2px;">Filter...</div> <div style="background-color: #007bff; color: white; padding: 2px;">New Construction - Addition to Existing Licence Number</div> <div style="padding: 2px;">New Construction - New Licence Number</div> <div style="padding: 2px;">Unlicensed - Addition to Existing Licence Number</div> <div style="padding: 2px;">Unlicensed - New Licence Number</div>	

- If you are adding to an existing licence number, enter it in the appropriate field. The Licence Number field will remain blank for New Construction – New Licence Number and Unlicensed – New Licence Number.

Application Purpose	Licence Number
New Construction - Addition to Existing Lic	0000000

- Click **Save** or **Validate**. OneStop will generate the activity IDs for each application purpose.

<input type="checkbox"/>	Application Type	Application Purpose	Licence Number	Activity ID
<input type="checkbox"/>	Pipeline	Unlicensed - New Licence Number		32546602
<input type="checkbox"/>	Pipeline	New Construction - New Licence Number		32546600

- Click **Next** to go to the Pipelines – General Application screen.
- Refer to the following QRGs for instructions on submitting the following pipeline applications activities:
 - *Completing a Pipeline Application*
 - *Completing a Pipeline Installation Application*
 - *Import Digital Spatial (Shapefiles) Data into OneStop*
 - *Amending a Pipeline Application*
 - *Finalizing a Pipeline Application*