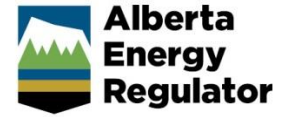# Submit a Pipeline Notification – Line Test

» Intended User: Industry

Overview

This guide outlines the steps to enter a pipeline notification for a line test into OneStop.

> **What's changed?**
>
> Notifications for pipeline construction activities, including a line test, are to be submitted to the AER through OneStop instead of the Digital Data Submission (DDS) system.
>
> N**ote:** Refer to *Bulletin 2018-05: Tour Reports and Some Notifications Moving to OneStop*.

Log In to OneStop

1.	Open the AER website: http://aer.ca.
2.	Select **Systems & Tools**.

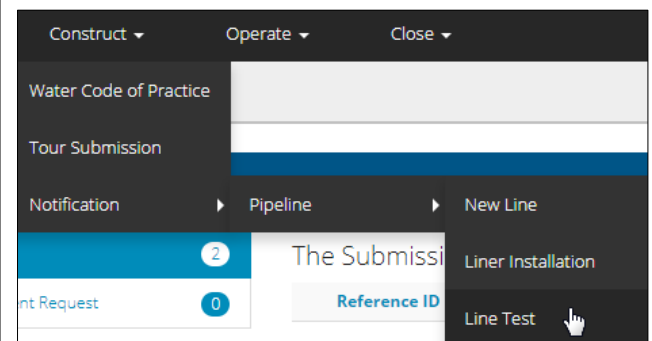|	
3.	Click **OneStop: Application Tool** to open the panel.
4.	Select the **Access the OneStop Application Tool** hyperlink. A new tab opens to the OneStop page.
5.	Click **ONESTOP APPLICATION TOOL**.
6.	Log in to OneStop using your DDS system username and password.

7. Click **I Agree** to accept the disclaimer. You *must* accept it to proceed.

Pipeline Notification –Line Test

1. From the **Construct** drop-down menu, select **Notification** > **Pipeline** > **Line Test**.

The **Pipeline Notification** window opens.

2. In the **Line Test** panel, click **Find** to find the authorization number the notification is for.

Line Test

Authorization Number [_____] Find

The **Search By Authorization** dialog box appears.

Search By Authorization

Authorization Number [_____]

Authorization Type [Pipeline Segment Licence ▼]

Location [LSD] [SEC] [TWP] [RGE] W [M] M

Search   Reset

Authorization Number	Authorization Type	Authorization Status
	No Authorizations	

3. Set criteria to find the authorization number using either of the following:

   a) Authorization Number

   Authorization Number [_____]

   b) Location

   Location [LSD] [SEC] [TWP] [RGE] W [M] M

4. Click **Search**.

The search results appear.

Search By Authorization

Authorization Number [_____]

Authorization Type [Pipeline Segment Licence ▼]

Location [LSD] [SEC] [TWP] [RGE] W [M] M

Search   Reset

Authorization Number	Authorization Type	Authorization Status
○	Pipeline Segment Licence	Issued

If the authorization is not listed in the search results, click **Reset** to start a new search.

5. In the **Search Results**, select the radial button for the required authorization number.

Authorization Number	Authorization Type	Authorization Status
◉	Pipeline Segment Licence	Issued

<< < 1 > >>

6. Click **Add**.

Authorization Status	Licensee
Issued	Corporation

Add

The **Search By Authorization** dialog box closes.

Line Test

Authorization Number [_____] Find

What is the Operation Type? [--- Select --- ▼]

7. Select the operation type from the drop-down menu.

[New Line Test ▼]

--- Select ---
Existing Line Test
Liner Test
New Line Test

What is the Operation Type? [New Line Test ▼]

General Information and Comments

The **General Information** panel automatically populates with details about the authorization.

General Information

Authorization [_____]

Pipeline Technical Specs [Z662]

AER Field Centre [Calgary]

1. In the **Company Contact Name** field, enter your contact's name.

Company Contact Name:	Jane Doe

2. In the **Contractor Company** field, enter the contractor's company name.

Contractor Company:	ABC Corporation

3. In the **Contractor Company Contact Name** field, enter your contact's name.

Contractor Company Contact Name:	John Smith

4. In the **Start Date** field, select the start date of the line test in the pop-up calendar.

«	March 2018	»

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

   The date appears in the **Start Date** field.

Start Date	03/23/2018	

5. In the **Start Time** field, enter the start time of the line test.

Start Time (hrs:mins AM/PM)	08:00 AM

6. In the **Duration** field, enter the duration of the line test.

Duration (hrs):	5

7. From the **Test Substance** field drop-down menu, select the test substance.

   --- Select --- ▼
   - --- Select ---
   - Air
   - Condensate
   - Corrosion Inhibited
   - Crude Oil
   - Fresh Water
   - Fuel Gas
   - **Gas Production (Raw)**
   - Hydrotest (Methanol)
   - Miscellaneous
   - Nitrogen
   - Salt/Produced Water
   - VAR Fresh Water

Test Substance	Gas Production (Raw)	▼

8. In the **Phone #** fields, enter the appropriate phone numbers.

Authorization Holder	Corporation
Pipeline Substance	Natural Gas
Phone #:	780-538-5138
Phone #:	403 333-2983
Phone #:	
Phone #:	

9. Click **Select Segments** to select the segments to include.

Segments to include	Select Segments	Remove

	Segment #	Status	Crossing Type

The **Select Segments** dialog box appears.

Select Segments

	Segment #	Status	Crossing Type	Length
☐	100	Operating		3
☐	101	Operating		2
☐	102	Operating		2

10. In the **Select Segments** dialog box, click the check boxes to select the appropriate segment numbers.

	Segment #	Status	Crossing Type	Length	LSD	SEC
☑	100	Operating		3	11	25
☑	101	Operating		2	6	20

11. Click **Add**.

6	24	21	4	Well
10	24	21	4	Well

Add

The **Select Segments** dialog box closes.

	Segment #	Status	Crossing Type	Length	To Location LSD	SEC	TWP	RGE	M	To Facility	From Location LSD	SEC	TWP	RGE
☐	100	Operating		3	11	25	23	22	4	Pipeline	10	19	23	21
☐	101	Operating		2	6	20	23	22	4	Pipeline	7	30	23	22

If incorrect segments are listed, click **Remove** to remove them from the list.

Segments to include	Select Segments	Remove
	☐ Segment #	Status	Crossing Type

12. Click **Save** to save the notification as a draft.

Save   Submit

The **Saved Notification** dialog box appears.

Saved Notification   ×

ℹ   You are saving this Pipeline Line Test notification as a draft. The notification number is 317261, for your reference.

OK

13. Click **OK**.

14. In the **Comments** panel, enter any applicable comments.

Comments relating to Notification	Notification is due to the pipeline activity

Validate and Submit Notification

1. Click **Validate** to check for any errors.

Comments

Comments relating to Notification	Notification is due to pipeline activities

Cancel   Validate   Accept Disclaimer

Errors are highlighted in red.

Start Date	03/23/2018
	⚠ Start Date must be after today and within 14 days of current date.
Start Time (hrs:mins AM/PM)	--:00 AM
	⚠ Required field
Duration (hrs):	
	⚠ Required field
Test Substance	Gas Production (Raw) ▼

Fix any errors and validate again.

Start Date	04/16/2018
Start Time (hrs:mins AM/PM)	08:00 AM
Duration (hrs):	5
Test Substance	Gas Production (Raw) ▼

2. Click **Accept Disclaimer**.

Comments

Comments relating to Notification	Notification is due to pipeline activities

Cancel   Validate   Accept Disclaimer

You *must* agree, in order to submit a notification.

Declaration and Disclaimer ✕

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA"). I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, and that all personal information held by the AER is subject to the Freedom of Information and Protection of Privacy Act (FOIP).Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status. I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.

I Agree   I Disagree

3. Click **I Agree**.

The **Accept Disclaimer** button changes to a **View Disclaimer** button.

View Disclaimer

4. Click **Submit**.

during new line
Save   Submit

The **Declaration and Disclaimer** dialog box appears.

Declaration and Disclaimer ✕

❓ Clicking "Yes" below, you are submitting a Pipeline Line Test Notification. Please ensure all information is provided.

No   Yes

5. Click **Yes**.

The **Line Test Notification Processing** dialog box appears. *Do not navigate away until it is finished.*

Line Test Notification Processing ✕

ⓘ Line Test notification 317261 is currently processing. Please do not navigate away until it is finished.

OK

The **Submitted Notification** dialog box appears.

Submitted Notification ✕

ⓘ You have submitted this Line Test notification. The notification number is 317261, for your reference.

OK

6. Click **OK**.

For more information, contact the AER's Customer Contact Centre at 1-855-297-8311.