# Submit a Pipeline Notification – Liner Installation

» Intended User: Industry



## Overview

This guide outlines the steps to enter a pipeline notification for a liner installation into OneStop.

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#### What's changed?

Notifications for pipeline construction activities, including a liner installation, are to be submitted to the AER through OneStop instead of the Digital Data Submission system.

### What's new?

If the activity is on public land, the applicable public land disposition number will need to be entered in OneStop.

**Note:** Refer to *Bulletin 2018-05: Tour Reports and Some Notifications Moving to OneStop.* 

## Log In to OneStop

1.	Open the AER website: <u>http://aer.ca</u> .
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.

 Log in to OneStop using your Digital Data Submission (DDS) system username and password.

Alberta Energy Regulator	ØneStop	Provide Feedback	version: release-1587
	Username		
	Password		
	Login		

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

isclaimer
Purpose
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# Pipeline Notification –Liner Installation

1. From the **Construct** drop-down menu, select **Notification** > **Pipeline** > **Liner Installation**.



peline Notification						
Liner Installation						
Authorization Num	iber					Find
ls this activity on pu lan	iblic Yes ids?	No				
In the Liner Ins authorization nu	tallatio Imber th	n pane ne noti	el, click fication	Find is for	to finc	I the
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Set criteria to fir of the following: a) Authorization Number	nd the a	uthoriz	zation n	umbe	er usin	g eith
Set criteria to fir of the following: a) Authorization Authorization Number	nd the a	authoriz Iber	zation n	umbe	er usin	g eith
Set criteria to fir of the following: a) Authorization Authorization Number b) Location	nd the a on Num		zation n	RGE	er usin	g eith

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	Pipelli	ne Segment L	icence		,
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If the required 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
۲		Pipeline Segment Licence	Issued
<< < 1	> >>		

6. Click Add.

Authorization Status	Licensee
Issued	Corporation
	Add

The Search By Authorization dialog box closes.

Liner Installation		
Authorization Number		Find
ls this activity on public lands?	Yes No	

7. Select whether the activity is on public lands.

If No, continue to the General Information panel.

Authorization Number		Fin
Is this activity on public lands?	Yes No	

	your contact's name.	anto nota, c
Is this activity on public Yes No lands?	Contractor Company Contact Name:	
Site Entry Number		
	4. In the <b>Start Date</b> field, select the start data installation in the pop-up calendar.	ate of the lir
B. In the <b>Public Land Disposition Number</b> field, enter the public land disposition number.	« March 2018 »	
Public Land Disposition Search	25 26 27 28 1 <b>2</b> 3	
	4 5 6 7 8 9 10 11 12 13 14 15 16 17	
9. Click <b>Search</b> .	18 19 20 21 22 23 24	
The site entry number automatically populates the <b>Site</b> Entry Number field.	25       26       27       28       29       30       31         1       2       3       4       5       6       7	
Site Entry Number	The date appears in the <b>Start Date</b> field	
	Start Date 03/23/2018	
	03/23/2010	
eneral Information and Comments	<ol> <li>In the Start Time field, enter the start tim installation.</li> </ol>	ne of the lin
eneral Information and Comments The General Information panel automatically populates with details about the authorization.	<ul> <li>5. In the Start Time field, enter the start tim installation.</li> <li>Start Time 08:00 AM</li> <li>6. In the Phone # fields, enter the appropriate the start of the start the start of the star</li></ul>	ne of the lir
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eneral Information and Comments The General Information panel automatically populates with details about the authorization.	5. In the Start Time field, enter the start timinstallation.         Start Time (hrs:mins AM/PM)         08:00 AM         6. In the Phone # fields, enter the approprinumbers.         Authorization Holder         Pipeline Substance         Natural Gas         Phone #:         780-538-5138         Phone #:         403 333-2983	ne of the lir
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eneral Information and Comments   The General Information panel automatically populates with details about the authorization.   General Information   Authorization   Authorization   Pipeline Technical Specs   Z62   AER Field Centre   Calgary   An the Company Contact Name field, enter your contact's name.   Company Contact Name   In the Contractor Company field, enter the contractor's company name.	5. In the Start Time field, enter the start timinstallation.         Start Time (Hrstmins AM/PM)         08:00 AM         6. In the Phone # fields, enter the approprinumbers.         Authorization Holder         Orporation         Pipeline Substance         Natural Gas         Phone #:         403 333-2983         Phone #:         Phone #:         Phone #:	ne of the lir



 Save Submit

 The Saved Notification dialog box appears.

 Saved Notification

 You are saving this Pipeline Liner Installation notification as a draft. The notification number is 317270, for your reference.

 Image: Comments of the Comments panel, enter any applicable comments.

 Comments relating to Notification is due to the pipeline activity

10. Click Save to save the notification as a draft.

# Validate and Submit Notification

Click Validate to check for any errors.

1.

Comments	
Comments relating to Notification	Notification is due to pipeline activities
Cancel Validate Acc	cpt Disclaimer

#### Errors are highlighted in red.

Start Time	08:00 AM	
	Start Date must be after today and within 14 days of curre date.	ent
Start Date	03/23/2018	ш
Contractor Company Contact Name:	John Smith	
Contractor Company:	ABC Corporation	
Contractor Company:	ABC Corporation	

	Fix any errors a	and validate again.			The <b>Declaration and Disclaimer</b> dialog box appears.
	Contractor Company:	ABC Corporation		De	claration and Disclaimer ×
	Contractor Company Contact Name:	John Smith			Clicking "Yes" below, you are submitting a Pipeline Liner installation notification. Please ensure all information is provided.
	Start Date	04/16/2018			No Yes
	Start Time (hrs:mins AM/PM)	08:00 AM		5.	Click <b>Yes</b> .
2.	Click Accept Disclaimer.				The <b>Liner Installation Notification Processing</b> dialog
	Comments				Liner Installation Notification Processing
	Comments re Not	lating to Notification is due to pip	eline activities		Liner Installation notification 317272 is currently processing. Please do not navigate away until it is finished.
	Cancel Valida	te Accept Disclaimer	₿.		The Submitted Notification dialog box appears.
Decla I conf applie inform perso statut publie inclue or mi accur	Declaration and Disclaimer       ×         Inform 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*). Lacknowledge that the information submitted or an AEB proceeding and may be paced on the public record, and that all personal information information and Protection of Privacy Act (FOIP). Where statutory confidentiality satures: I confirm that the information submitted is accurate and includes a complete representation of all the information. Lacknowledge that submission of complete and complete and the AER may result in enforcement action. Lacknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.				Submitted Notification × You have submitted this Liner Installation notification. The notification number is 317272, for your reference. OK Click OK.
3.	Click I Agree. The Accept Disclaimer button changes to a View Disclaimer button. View Disclaimer			For Cen	more information, contact the AER's Customer Contact tre at 1-855-297-8311.
4.	Click Submit.	ck <b>Submit</b> .			
		Save Submit			