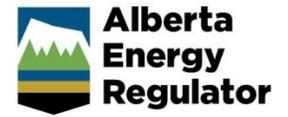


Submit a Pipeline Notification – Liner Installation

» Intended User: Industry



Overview

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

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: <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.

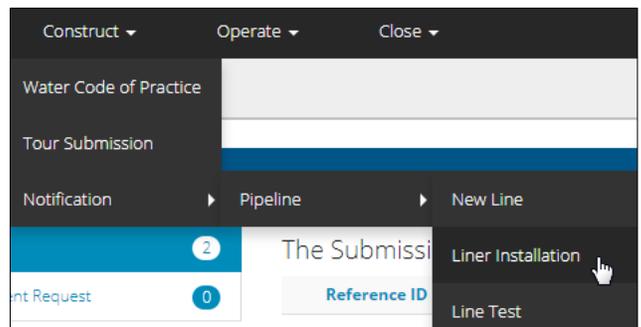
5. Click **ONESTOP APPLICATION TOOL**.

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

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

Pipeline Notification –Liner Installation

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



The **Pipeline Notification** window opens.

- In the **Liner Installation** panel, click **Find** to find the authorization number the notification is for.

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

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

a) Authorization Number

b) Location

- Click **Search**.

The search results appear.

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

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

- Click **Add**.

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

- Select whether the activity is on public lands.

If **No**, continue to the **General Information** panel.

If **Yes**, additional public land fields appear.

Is this activity on public lands? Yes No

Public Land Disposition Number

Site Entry Number

8. In the **Public Land Disposition Number** field, enter the public land disposition number.

Public Land Disposition Number

9. Click **Search**.

The site entry number automatically populates the **Site Entry Number** field.

Site Entry Number

General Information and Comments

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

General Information

Authorization

Pipeline Technical Specs

AER Field Centre

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

Company Contact Name:

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

Contractor Company:

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

Contractor Company Contact Name:

4. In the **Start Date** field, select the start date of the liner installation 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

5. In the **Start Time** field, enter the start time of the liner installation.

Start Time (hrs:mins AM/PM)

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

Authorization Holder

Pipeline Substance

Phone #:

Phone #:

Phone #:

Phone #:

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

Segments to include Select Segments Remove

<input type="checkbox"/>	Segment #	Status	Crossing Type
<input type="checkbox"/>			

The **Select Segments** dialog box appears.

Select Segments

<input type="checkbox"/>	Segment #	Status	Crossing Type	Length
<input type="checkbox"/>	100	Operating		3
<input type="checkbox"/>	101	Operating		2
<input type="checkbox"/>	102	Operating		2

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

<input type="checkbox"/>	Segment #	Status	Crossing Type	Length	LSD	SEC
<input checked="" type="checkbox"/>	100	Operating		3	11	25
<input checked="" type="checkbox"/>	101	Operating		2	6	20

- Click **Add**.

6	24	21	4	Well
10	24	21	4	Well

Add

The **Select Segments** dialog box closes.

<input type="checkbox"/>	Segment #	Status	Crossing Type	Length	To Location				To Facility	From Location				
					LSD	SEC	TWP	RGE		M	LSD	SEC	TWP	RGE
<input type="checkbox"/>	100	Operating		3	11	25	23	22	4	Pipeline	10	19	23	21
<input type="checkbox"/>	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

<input type="checkbox"/>	Segment #	Status	Crossing Type
<input type="checkbox"/>			

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

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.

OK

- Click **OK**.

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

Comments relating to Notification Notification is due to the pipeline activity

Validate and Submit Notification

- 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.

Contractor Company:

Contractor Company Contact Name:

Start Date: 

▲ Start Date must be after today and within 14 days of current date.

Start Time (hrs:mins AM/PM):

Fix any errors and validate again.

Contractor Company:	ABC Corporation
Contractor Company Contact Name:	John Smith
Start Date	04/16/2018
Start Time (hrs:mins AM/PM)	08:00 AM

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 Liner Installation notification. Please ensure all information is provided.

No Yes

5. Click **Yes**.

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

Liner Installation Notification Processing

Liner Installation notification 317272 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 Liner Installation notification. The notification number is 317272, for your reference.

OK

6. Click **OK**.

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