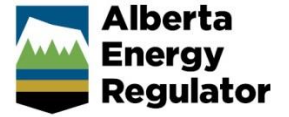# Submit a Water Act Code of Practice Notification – Water Act

» **Intended User:** Water Code of Practice Submission

Overview

Industry is required to submit a Code of Practice (COP) notification for the following activities:

- COP (Water Act) - Hydrostatic Testing
- COP (Water Act) - Outfall Structure on Water Bodies
- COP (Water Act) - Pipeline and Telecommunication Lines Crossing a Water Body
- COP (Water Act) – Watercourse Crossing

> **Important:**
>
> An EPEA Code of Practice for Hydrostatic Testing cannot be submitted through OneStop at this time.

This quick reference guide (QRG) outlines how applicants enter a Code of Practice notification in OneStop.

This guide assumes the following:
1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the login information as a corporate applicant OR delegate "Acting as."

Initiate a Water Act Code of Practice Notification

1. From the landing page, click **Construct > Water Code of Practice**
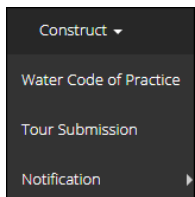
2. Select the type of Code of Practice from the drop-down list.

3. Click **Add Row** to manually enter the Legal Land Description in the table,.

   A row is added to the Legal Land Description table.

4. Click below the **¼ Section** column to select the quarter section from the drop-down list.

5. Complete the entry of the Legal Land Description.

6. You may also populate the Legal Land Description table by uploading a .csv template.

   Locate the download .csv template link.

7. Click the link to open the template.

   The LLD_Template spreadsheet appears.

	A	B	C	D	E
1	quarter	section	township	range	meridian
2					

8. Enter data for each field. You may enter multiple legal land descriptions.

	A	B	C	D	E
1	quarter	section	township	range	meridian
2	North East	12	110	6	4
3	North West	12	110	6	4

9. **Save** the changes to the .csv file on your computer.

10. Click Choose File to **import** the completed .csv file into OneStop.

    Import Data from a *.csv file
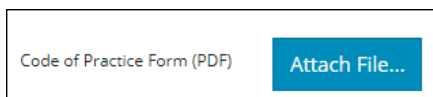   Choose File No file chosen
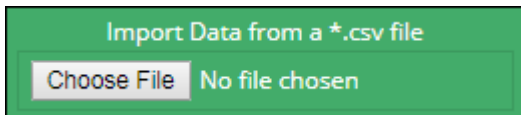
11. When you click **Choose File**, a pop-up window appears to allow you to locate and select the .csv file.
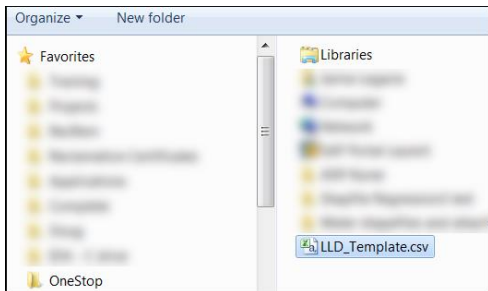
    The data in the template is loaded into OneStop.

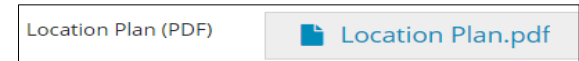12. Select **Attach File** to locate and upload the Code of Practice Form.

    Code of Practice Form (PDF)   Attach File...

    The document appears to the right of the statement.

    Code of Practice Form (PDF)   📄 COP.pdf

13. Select **Attach File** to locate and upload the Location Plan.

    Location Plan (PDF)   Attach File...

    The document appears to the right of the statement.

    Location Plan (PDF)   📄 Location Plan.pdf

14. Select **Attach File** to locate and upload the WAIF COP.

    WAIF (Wetland) COP (PDF)   Attach File...

    The document appears to the right of the statement.

    WAIF (Wetland) COP (PDF)   📄 WAIF COP.pdf
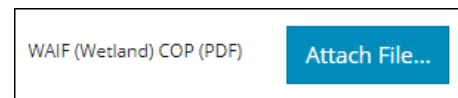
15. When a file is required, and one is not attached, an error message appears.

    Location Plan (PDF)   Attach File...
    ⚠ Upload required
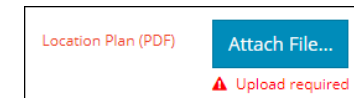
16. Click **Submit COP** to complete the notification submission.

    Submit COP
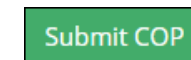
17. The Water Code of Practice Submission Successful message appears.

    Water Code of Practice Submission Successful   ✕

    ❓ Thank you for submitting your water code of practice. For reference your number is 3098657. Would you like to submit an additional Water Code of Practice?

    No   Yes
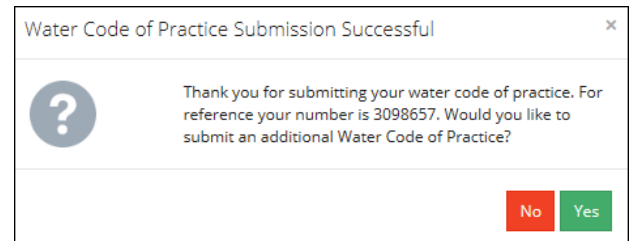
18. Click **Yes** to finalize the submission.

    Yes