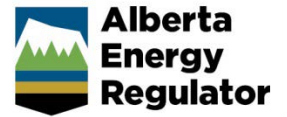


Submitting Directive 077 Forms

Intended User: Pipeline applicants



Overview

This quick reference guide (QRG) describes how to locate and submit [Directive 077: Pipelines – Requirements and Reference Tools](#) or *D077* forms through OneStop.

The applicable forms include the following:

- Pipeline Pressure Testing Using Gaseous Test Media
- Pipeline Pressure Testing Using Liquid Test Media Other than Fresh Water
- Temporary Surface Pipeline for Well Testing or Bypass
- TSPW Group 1 Water Notice of Deployment
- TSPW Group 2/3 Water Approval Request
- TSPW Group 2/3 Water Notice of Deployment
- TSPW Group 1/2/3 Amendment
- TSPW Operations Summary

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

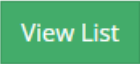
Locate D077 Forms

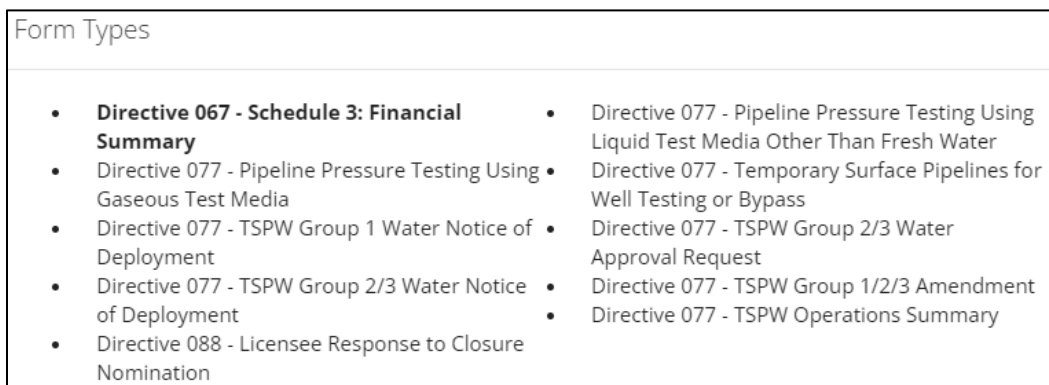
1. On the OneStop landing page, click **Forms** (top right of the navigation bar).



2. The Form Selection screen displays.



3. Click  to access the list of forms. Select the appropriate form based on the related *D077* activity.



Complete the Directive 077 Form for Related Requirements

Below is a table to help clarify which form to select.

Important

This table is **not** a substitute for reviewing and understanding all the requirements set out in *D077*.

Section	Description of Related Requirements	Form Submitted Through OneStop
s. 5	9b) Notification to the AER must be submitted at least 48 hours in advance.	Notification form: Directive 077 – Pipeline Pressure Testing Using Liquid Test Media Other Than Fresh Waster
s. 6	11) Notification to the AER must be submitted at least 48 hours in advance.	Notification form: Directive 077 – Pipeline Pressure Testing Using Gaseous Test Media
	13) If the gaseous media test will use volumes greater than 125 m ³ , the notification must also include an engineering assessment.	Notification form: Directive 077 – Pipeline Pressure Testing Using Gaseous Test Media With an engineering assessment attachment.
s. 7	18) Approval from the AER is required to install and operate a temporary surface pipeline for well testing or bypass.	Approval request form: Directive 077 – Temporary Surface Pipelines for Well Testing or Bypass
s. 8	8.1.1) Notification to the AER is required at least 24 hours (but not more than 14 business days) before starting any field activities to deploy and operate a temporary surface pipeline for water conveyance (TSP)W for Group 1 waters.	Notification form: Directive 077 – TSPW Group 1 Water Notice of Deployment
	8.1.2) Approval is required from the AER for TSPW for Group 2 or Group 3 waters.	Approval request form: Directive 077 – TSPW Group 2/3 Water Approval Request
	8.1.3) After receiving approval from the AER, notification to the AER is required before starting any field activities to deploy and operate a TSPW for Group 2 or Group 3 waters.	Notification form: Directive 077 – TSPW Group 2/3 Water Notice of Deployment
	8.2) Any extensions requests or amendments to a previously deployed TSPW Group 1, or approved TSPW for Group 2 or 3, must submit an amendment request at least seven business days before the expiry of the original notification (for Group 1 water) or the original approval (for Group 2 or 3 water).	Amendment Request form: Directive 077 – TSPW Group 1/2/3 Amendment
	8.5.8.3) A completed TSPW Operations Summary form must be submitted to the AER within 30 calendar days of completing site restoration activities.	Summary form: Directive 077 – TSPW Operations Summary

- Once you have selected the appropriate form, complete all mandatory fields marked with a red asterisk*. Other fields may be completed as needed.

Company name *

Important

- All forms require a **Company Name** and **Business Associate (BA) Code** because this information does not automatically populate in the forms. The company name and BA code must match AER records (including abbreviations and/or punctuation marks) or the form will not pass validation and will require resubmission. Refer to ST104, [Licensee Agent Codes](#) to ensure accuracy.
- All forms require a **contact email** for communicating any items associated with the submission such as submission confirmation, including submission details and identifying entry number.

TSPW: Group 1 Notice of Deployment (Entry#20)

Alberta Energy Regulator <notifications@cognitofrms.com>

↶
↷
→
📄
⋮

- Depending on your responses in the form, additional fields will display requesting more information or documents to be attached.
 - Refer to the appropriate section(s) in *D077* for details on the information required in attachments, including the route map.
- For a third party submitting the form: Provide the applicable contact information. The third party will also receive a submission confirmation email.

- Click Submit and a window will display with the completed form.

- Fields that still need to be completed will be highlighted in red. You must complete all mandatory fields to submit the form.

Leak test duration (hours) *

Leak test duration (hours) is required.

- To print/save a PDF copy of the completed form for your records, press the **Ctrl** and **P** keys on your keyboard. **Note:** A copy of the submission will also be sent to the email address you provided on the form.

TSPW: Other Liquid Test Media - TST

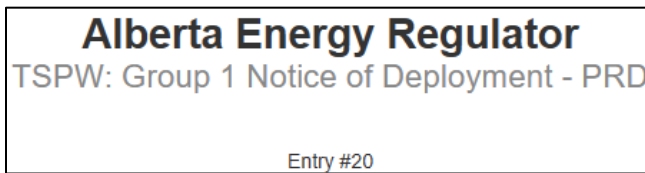
Thank you for filling out the form. Your response has been recorded. You can print this page for your own records.

Company	
Company name	Business associate identifier (BA code)
ABC	1234
Contact person	
Fred Chang	

Frequently Asked Questions

Q1: On the Group 1/2/3 Amendment Request, what is the Notification/Approval ID?

A1: For **Group 1 Amendments**, the notification ID is equivalent to the Entry# in the email confirmation.



The form will be completed as shown below:

<p>Amendments</p> <p>Notification/Approval ID *</p> <p>20</p>

A1: For **Group 2 or Group 3 Water Amendments**, the AER provides the approval ID in an approval document, which appears in the following format: D077-XXXXXXX.

<p>Amendments</p> <p>Notification/Approval ID *</p> <p>D077-0000123</p>

Q2: What file types can be attached?

A2: PDF files are acceptable attachments unless otherwise noted. An error message will display if the file type is not supported and will also indicate acceptable formats.

- Acceptable route map file formats: PDF, PNG, JPG, JPEG, TIF, TIFF
- Acceptable operations summary attachments: XLS (using the provided template)

Q3: Do I notify the AER through Digital Data Submission (DDS) and submit the OneStop form?

A3: *Directive 077* forms in OneStop replace the previous TSPW D077 DDS notifications. The DDS forms are now deactivated. There are no additional notifications or forms required.

Q4: How do I locate previous submissions?

A4: At this time, OneStop cannot search for previous *D077* submissions, like other application submissions. Email confirmations, correspondence, and approvals (if necessary) are your records.

Q5: Do I still need to provide TSPW information with a temporary diversion license (TDL) application?

A5: No, *Directive 077* now fully covers TSPW administration. When submitting a TDL application, select “NO” to the question related to the use of a temporary surface pipeline (TSP). Do NOT attach any TSP information because this will not properly register the TSPW. *Directive 077* processes must be followed.