

# **Reclamation Certificate Application Tool**

## **User Guide**

**June 2019**

**Alberta Energy Regulator**

Reclamation Certificate Application Tool: User Guide

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## 1 Accessing the Tool

Before an applicant or delegate can log in to the tool, there must be an active DDS account authorized for the role “Rec Cert Save” or “RecCert Submit.” How to obtain these credentials is beyond the scope of this document. For guidance, refer to [www.aer.ca](http://www.aer.ca) > **Systems & Tools** > **Digital Data Submissions (DDS)** under the heading “Supporting documents.”

To log in, navigate to **AER.ca** > **Systems & Tools** > **OneStop** > **Access OneStop** > **OneStop Tool**.

**ONESTOP TOOL**

Online tool for the submission of the following:

- pipeline applications
- reclamation certification applications
- new and amendment applications under the [Water Act](#)
- daily tour reports
- area-based closure mapping
- the following notifications:
  - *Code of Practice* notifications under the *Water Act*
  - pipeline construction activities, including new line construction, liner installation, new line test, existing line test, and liner test
  - flaring and venting notifications
  - contraventions associated with flaring and venting operations that require notification under the *Environmental Protection and Enhancement Act*
- monthly and annual leak survey reports and annual performance reports under [Directive 084 Requirements for Hydrocarbon Emission Controls and Gas Conservation in the Peace River Area](#)

**Public Map Viewers**

- Abandoned Well Map
- Base of Groundwater Protection Query Tool
- Dam and Pond Map
- OneStop Public Map Viewer
- Scheme Approval Area Map Viewer
- Well Spacing Map Viewer

**YouTube Videos**

- One Application, One Review, One Decision
- Pipelines - One Application, One Review, One Decision
- Integrated Decision Approach - Presentation

**Reports**

- OneStop Applications Summary
- OneStop Business Rules Analysis

**Shapefile Templates**

- Pipeline Installation [ZIP]
- Pipeline Segment [ZIP]
- Water Approval NAD83 10TM [ZIP] - updated
- Water Approval NAD83 CSRS 10TM [ZIP] - updated

**OneStop Help**

- User Guides, Quick Reference Guides & Resources

**ONESTOP OUTAGES & UPDATES**

OneStop will be unavailable from **3:00 pm-11:00 pm October 10, 2018** while the AER performs maintenance and updates to the system.

**Related Applications**

**STATEMENT OF CONCERN**

Submit a written statement that outlines specific content about a company's activities or development.

**SUBMIT STATEMENT**

**PUBLIC NOTICE OF APPLICATION**

Access and search applications for proposed development that are filed with the AER in the last 30 days. In specific areas of the province.

**SEARCH APPLICATIONS**

**PUBLICATION OF DECISIONS**

View decisions reached on applications submitted to the AER.

**SEARCH DECISIONS**

You will be directed to a login screen. Enter the applicable DDS username and password and click **Login**. The applicant workspace will then appear.

**Username**

DDS Username

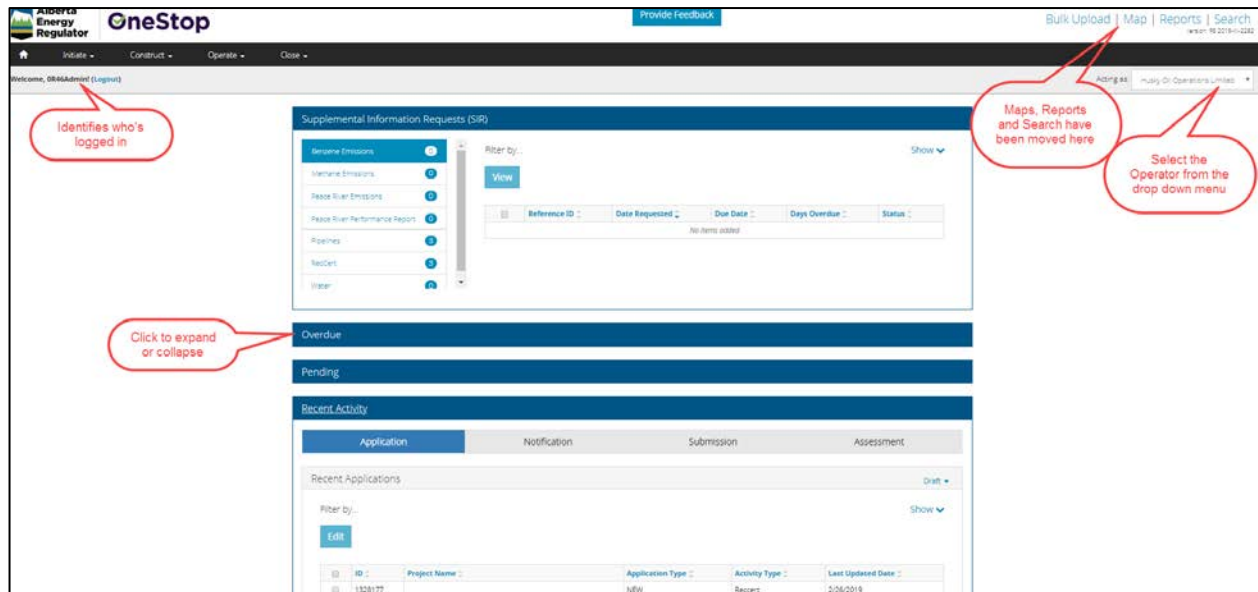
**Password**

DDS Password

Login

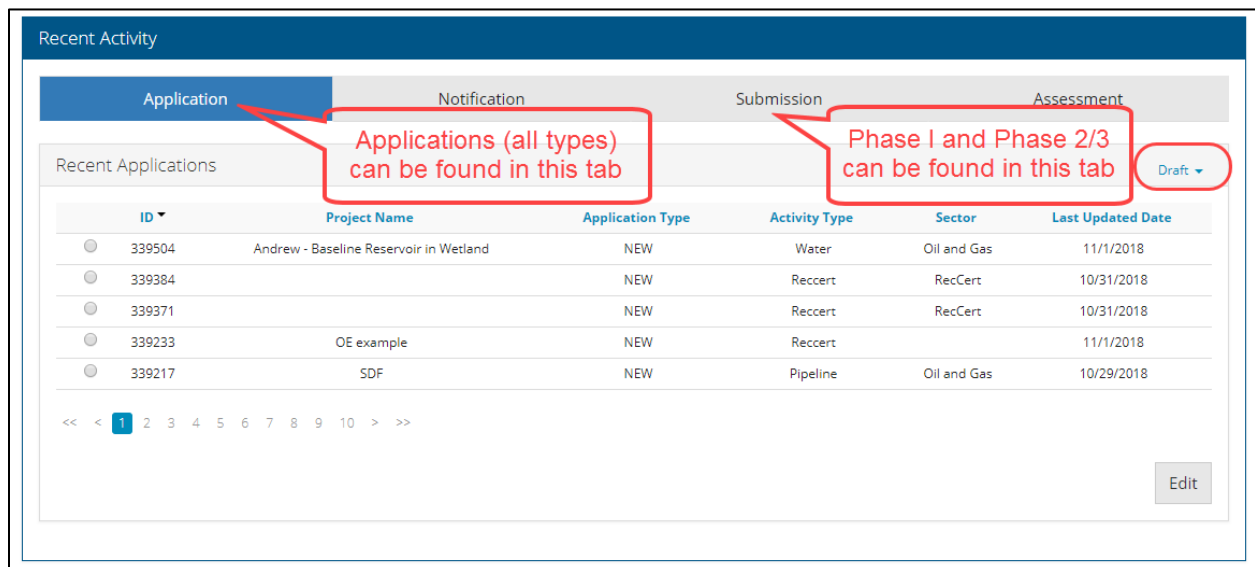
## 2 Applicant Workspace

The workspace is the landing page and access point for all functionality available to the user that is logged in to OneStop. The workspace is organized into four areas: Supplemental Information Requests, Overdue, Pending, and Recent Activity.



### 2.1 Reclamation Certificate Applications

The main content area of the workspace, located in the centre of the screen, contains a list of content relevant to the logged-in user.





Example: Click on **Draft** on the right of the Application header to display a list of all applications currently saved as drafts (i.e., not yet submitted). This drop-down also allows the user to see applications that have a status of “Submitted,” “Approved,” or “Denied.”

The screenshot shows the 'Recent Activity' page with the 'Application' tab selected. A dropdown menu is open on the right, showing filter options: Draft, Submitted, Approved, and Denied. The 'Submitted' option is circled in red. Below the dropdown, a table lists recent applications.

ID	Project Name	Application Type	Activity Type	Last Updated Date
1328013	SOC Test - Additional	NEW	Reccert	2/21/2019
1328008	SOC TEST- Baseline	NEW	Reccert	2/28/2019

To continue working on a draft application, click the box in the first column next to the ID for that application, then click **Edit**. This will open the application.

The screenshot shows the 'Recent Activity' page with the 'Application' tab selected. A dropdown menu is open on the right, showing filter options: Draft, Submitted, Approved, and Denied. The 'Draft' option is circled in red. Below the dropdown, a table lists recent applications. The first application in the table is highlighted with a red circle and the number 1. The 'Edit' button is circled in red and labeled with the number 2.

ID	Project Name	Application Type	Activity Type	Last Updated Date
1328177		NEW	Reccert	2/26/2019
1328093		NEW	Reccert	2/26/2019
1327696		NEW	Reccert	2/14/2019
1327486		NEW	Reccert	2/12/2019
1326896		NEW	Reccert	2/7/2019
1325583	January 29 UAT Test before prod	NEW	Reccert	1/29/2019
1185134		NEW	Reccert	1/21/2019
1185078	test 1.9 features	NEW	Reccert	1/21/2019
1053567	RecCert HotFix1 NK	NEW	Reccert	1/17/2019
1053457	RecCert HotFix1 NK - UAT TEST COPY FUNCTION	NEW	Reccert	1/17/2019

The information displayed in the columns can be sorted by clicking on any of the blue column headings.

Recent Activity

Application

Notification

Submission

Assessment

Recent Applications

Draft

Filter by...

Show

Edit

<input type="checkbox"/>	ID	Project Name	Application Type	Activity Type	Last Updated Date
<input type="checkbox"/>	338061	jl	AMENDMENT	Water	9/27/2018
<input type="checkbox"/>	318174	22	NEW	Water	7/10/2018
<input type="checkbox"/>	318172	22	AMENDMENT	Water	7/10/2018
<input type="checkbox"/>	314282	vr	NEW	Water	7/10/2018
<input type="checkbox"/>	314253	VR Test Water	NEW	Water	7/10/2018
<input type="checkbox"/>	1218105		NEW	Reccert	1/25/2019
<input type="checkbox"/>	1218063		NEW	Reccert	1/22/2019
<input type="checkbox"/>	1185113		NEW	Reccert	1/22/2019
<input type="checkbox"/>	1119675	w	NEW	Reccert	1/21/2019
<input type="checkbox"/>	1054054		NEW	Reccert	1/18/2019

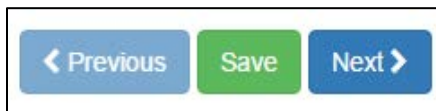
<< < 1 2 3 4 5 6 7 8 9 10 > >>

### 3 Navigation and Input

The tool is fairly consistent in how it asks for information. What follows is a general explanation of the various navigational elements and how users are to respond to different requests for information.

#### 3.1 Navigation Buttons

Many screens will display three navigation buttons: Previous, Save, and Next.



**Previous** will navigate to the previous screen.

**Save** will save information entered on the current screen and stay on that screen.

**Next** will save the work completed up to this point and proceed to the next screen.

#### 3.2 Drop-down Lists

Some questions may have a few different answers. These answers are presented in a drop-down list. Simply click on the arrow in the right side of the text box, and then click on the applicable response.

Record of Observation	
Did the site fail any of the landscape assessment questions in the Record of Observation? *	<input type="text"/>
Did the site fail any of the vegetation assessment questions in the Record of Observation? *	<input type="text"/>
Did the site fail any of the level 1 soil assessment questions in the Record of Observation? *	<input type="text"/>
Did the site fail any of the level 2 soil assessment questions in the Record of Observation? *	<div>Assessment not required No, site passed Yes, but site passed with professional judgement</div>

#### 3.3 Asterisks

Information is mandatory when there is an asterisk next to the question, as shown in the screen shot above.

### 3.4 Checkboxes

Clicking on a checkbox allows the user to select or deselect line items throughout the application screens. Most checkboxes have default values, but ensure that they are correct. The applicant or operator is responsible for verifying that the correct information is being submitted.

Asset/Authorization  
Reference Number

☒ 15206

### 3.5 Pop-up Windows

Some questions may generate a pop-up screen where the user can enter information to search and include with the application.

Select Assets

Asset Reference:

Location:

Filter by... Show ▼

Reference Number	Asset Type	Name	Asset Status	Authorization Holder
No results found				

### 3.6 Yes/No and Radio Buttons

Some questions require mutually exclusive answers (typically yes/no or only one answer can be chosen). Click on the correct response. Additional information may be required depending on the response selected.

Previously Refused Applications or Cancelled Certificates

A) Has the site been previously refused? \* ☐ Yes ☐ No

B) Has this site been previously certified and certificate cancelled? \* ☐ Yes ☐ No

Confirmatory Sampling

Was confirmatory testing/sampling done following remediation? ☒ Yes ☐ No

### 3.7 Add & Remove Buttons

Many screens will contain **Add** and **Remove** buttons.

To add a line of information, click **Add** and enter additional information in the given area of the application.

To remove a line of information, click in the checkbox to the left of the line to be removed, then click **Remove**. The button will turn bright red (from a dull red).

A pop-up window requesting confirmation in order to delete the items will be displayed.

### 3.8 Entering Dates

Dates have to be entered throughout the environmental site assessments (ESAs) and the application. Click in the space under the date header; a calendar will appear. Navigate to the correct date, click on it, and the tool will add it to the field.

By default, the calendar will display the current month of the current year. To view other months in the current year, click on the month in the header, and then click on the month required. To view previous years, click on the year in the header and select the required year. To move forwards or backwards in any of the calendar views, click on the arrow buttons to the right and left of the calendar header.

## 4 Reports

The tool provides two access points to view reports: a general reports dashboard found on the main page of OneStop and, once the user is logged in, asset-specific reports.

To access the reports dashboard, click on **OneStop Applications Summary** or **OneStop Business Rules Analysis** from the main menu.

**Alberta Energy Regulator** | **OneStop**

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  - contraventions associated with flaring and venting operations that require notification under the *Environmental Protection and Enhancement Act*
- monthly and annual leak survey reports and annual performance reports under [Directive 084 Requirements for Hydrocarbon Emission Controls and Gas Conservation in the Peace River Area](#)

**ONESTOP OUTAGES & UPDATES**  
There are not scheduled updates or outages at this time.

**Related Applications**

**STATEMENT OF CONCERN**  
Submit a written statement that outlines specific content about a company's activities or development.

**SUBMIT STATEMENT**

**PUBLIC NOTICE OF APPLICATION**  
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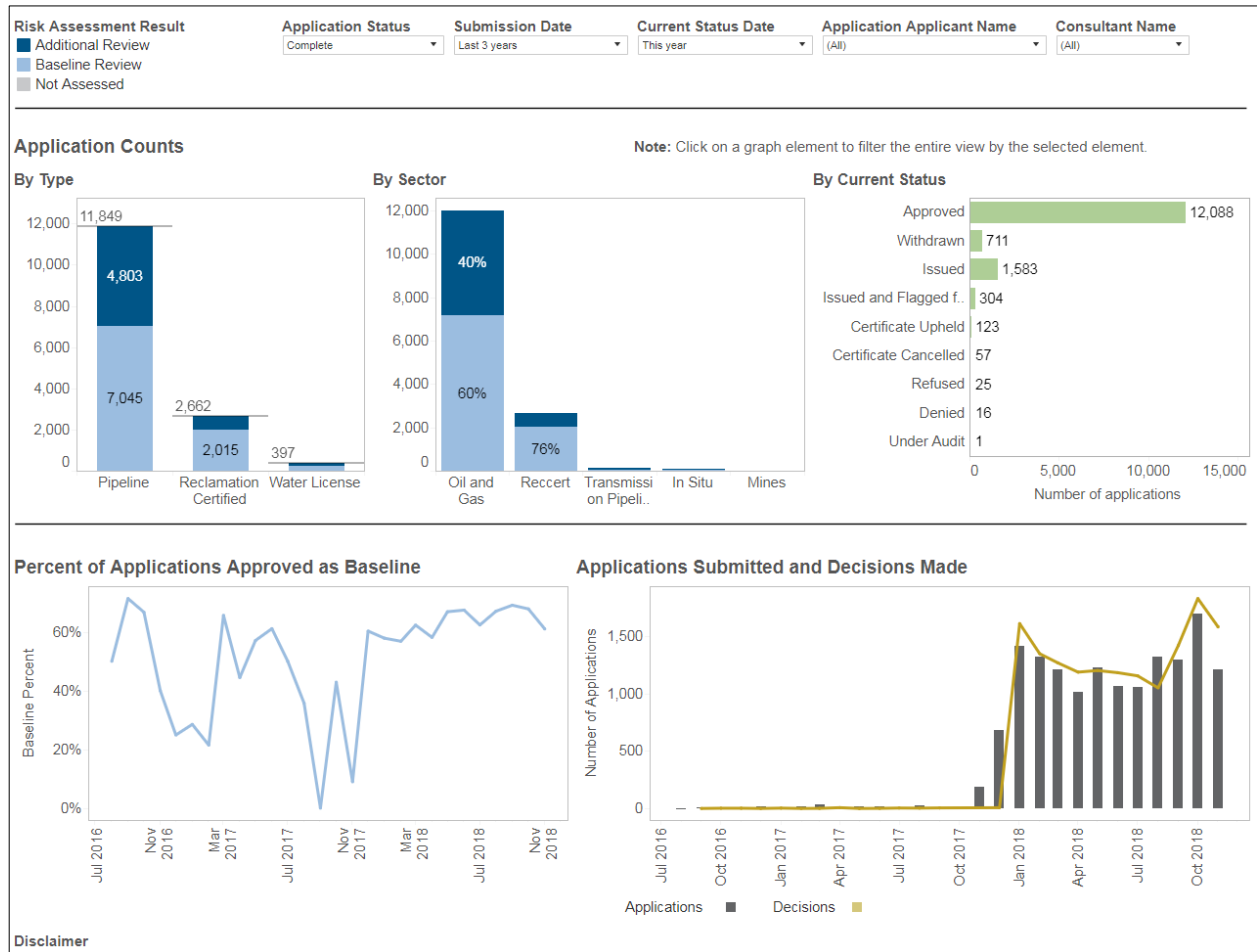
- User Guides, Quick Reference Guides & Resources

### 4.1 Report Dashboard

**OneStop Applications Summary** will provide statistics and a high-level summary for applications by type (pipeline, reclamation, and water licences), sector (e.g., oil and gas, in situ, mines), and decisions made, which can be filtered by applicant name, risk assessment result, current application status, current status date, activity type, and consultant name. A blue hyperlink is provided to view asset details.

The generated graphs are interactive and can be selected to view the application details.

## Applications Summary








The generated graphs are interactive and can be selected to view the application details.

Disclaimer	Report Instructions	Business Rules Analysis	Application Details	Glossary
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## Application Details

December 03, 2018

**Risk Assessment Rule: OverlappingExemptionAssessmentRule**

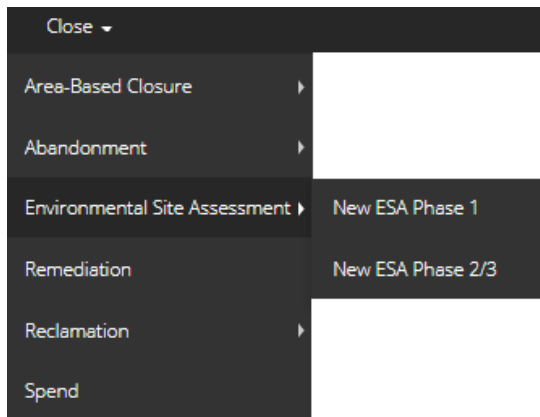
Applicant	Consultant	Application Id	Submission Date	Application Decision Date	Application Status	Activity Id	Activity Type	Risk Assessment Rule	Risk Assessment Rule Result
1509178 Alberta Ltd.	Newalta Corporation	372678	23 Nov 2016	09 Feb 2017	Issued	120671	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
Advantage Oil & Gas Ltd.	Salix Resource Management Ltd.	374492	01 Mar 2017	17 Apr 2017	Issued	125353	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
		375243	05 May 2017	06 Jun 2017	Issued	132648	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
Aeraden Energy Corp.	Cepro Energy & Environmental Services Inc.	376351	26 Oct 2017	28 Nov 2017	Refused	146039	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
		376838	12 Jul 2017	21 Jul 2017	Withdrawn	144595	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
		378647	01 Feb 2018	08 Mar 2018	Refused	166289	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
		380104	20 Jun 2018	26 Jul 2018	Issued and Flagged for..	354778	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
ARC Resources Ltd.	Abandonrite	371857	29 Sep 2016	28 Nov 2017	Certificate Upheld	117864	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
	Summit Liability Solutions Inc.	372593	05 Jan 2017	09 Feb 2017	Certificate Upheld	122363	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
ATCO Gas And Pipelines Ltd.	Stantec Consulting Ltd.	372875	10 Jan 2017	09 Feb 2017	Certificate Upheld	122555	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
	WorleyParsons Canada Servic..	373910	03 May 2017	02 Aug 2017	Certificate Upheld	124868	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
ATCO Pipelines (South TN8264012)	Unknown	376095	24 Feb 2017	20 Apr 2017	Issued	127385	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
Bonavista Energy Corporation	Hemisphere Land & Resour..	378146	02 Mar 2018	02 Apr 2018	Issued	161169	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
	Northwind Land Resources Ltd.	376997	27 Feb 2018	02 Apr 2018	Issued	148965	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
Caltex Resources Ltd.	Action Land & Environmental ..	379863	09 May 2018	14 Jun 2018	Refused	343367	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
Canadian Natural Resources Limited	Biggar Environmental Land Management Ltd.	372236	07 Sep 2016	11 Oct 2016	Certificate Upheld	118568	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review
		376607	10 Oct 2017	10 Nov 2017	Issued	150101	Reclamati on Certifi..	Overlapping Exemption Assessment Rule	Additional Review

**Disclaimer**

The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors or omissions in the information or data and is not liable for any direct or indirect

## 5 New Phase 1 ESA Submissions

The menu area, located at the top of the screen, displays various areas of the application process. Clicking on **Environmental Site Assessment** will open a new menu related to ESAs.



### 5.1 Completing a Phase 1 ESA

#### 5.1.1 Asset Information

To add the assets related to this ESA, click **Add**. A pop-up window will open. Enter the asset details.

A 'Select Assets' pop-up window is displayed. It features a search bar for 'Asset Reference' and a 'Location' section with dropdowns for QTR, LSD, SEC, TWP, RGE, W, M, and M. A blue 'Search' button is below the location dropdowns. To the left, there is a 'Filter by...' section with a green 'Add Assets' button. On the right, a 'Show' button with a dropdown arrow is visible. Below these elements is a table with columns: Reference Number, Asset Type, Name, Asset Status, and Authorization Holder. The table currently shows 'No results found'. A 'Close' button is located in the bottom right corner of the window.

Enter the asset reference (licence number) or the location, then click **Search**. The system will display the assets found in the lower half of the window. Click in the checkbox to select the asset, then click **Add Assets**.

Select Assets

Asset Reference

Location      W  M

**Search**

Filter by... Show ▾

**Add Assets**

<input type="checkbox"/>	Reference Number ▾	Asset Type ▾	Name ▾	Asset Status ▾	Authorization Holder ▾
<input checked="" type="checkbox"/>	0256026	Well	PVR FROG LAKE 6-3-55-2	Abandoned	Canadian Natural Resources Limited
<input type="checkbox"/>	0428539	Well	CVE FROG LK 6-3-55-2	Suspension	Cenovus Energy Inc.
<input type="checkbox"/>	0046100	Well	GOLDLK PCP TULABI 11-3-55-2	RecCertified	Gold Lake Resources Ltd.
<input type="checkbox"/>	0396718	Well	CNRL 13C FROG LK 13-3-55-2	Suspension	Canadian Natural Resources Limited
<input type="checkbox"/>	0241787	Well	DEVON NEC JOHNLK 2-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0202262	Well	DEVON NEC JOHNLK 3-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0331626	Well	DEVON 3A FROG LK 3-4-55-2	Suspension	Devon Canada Corporation
<input type="checkbox"/>	0238874	Well	DEVON NEC JOHNLK 4-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0331522	Well	DEVON 4C FROG LK 4-4-55-2	Suspension	Devon Canada Corporation
<input type="checkbox"/>	0241790	Well	DEVON NEC JOHNLK 5-4-55-2	Suspension	Devon NEC Corporation

<< < 1 2 3 4 5 6 7 8 9 10 > >>

Close

The selected asset will then appear in the asset information screen. For each asset, select the activity type by clicking on the appropriate type from the pull-down menu under Activity Type.

Asset Information - Assets

Asset Information

Filter by... Show ▾

**Add** **Remove**

<input type="checkbox"/>	Asset Reference ▾	Asset Name ▾	Asset Type ▾	Asset Status ▾	Asset Status Date ▾	Authorization Holder ▾	Activity Type ▾	Legal Land Description ▾
<input type="checkbox"/>	0256026	PVR FROG LAKE 6-3-55-2	WELL	Abandoned	12/9/2010	Canadian Natural Resources Limited	Filter... Meter Site Oil Pipeline Oil Wellsite OSE Other	SW 6-3-55-2-W4M

Repeat the process in the Associated Activity panel for any associated facilities.

The screenshot shows the 'Associated Activity' panel. At the top, there is a 'Filter by...' section with 'Add' and 'Remove' buttons. Below this is a table with columns: 'Activity Type', 'If Other (Describe)', and 'Legal Land Description'. A dropdown menu is open under the 'Activity Type' column, showing options: 'Filter...', 'Access Road', and 'Battery Site'.

The legal land description (LLD) must be entered manually and must include the LLDs for all the locations the associated facilities are on or cross (e.g., all the LLDs for an access road or for remote sumps).

The screenshot shows the 'Legal Land Description Editor' window. It has 'Add' and 'Remove' buttons at the top. Below is a table with the following columns: LSD, Quarter, Section, Township, Range, and Meridian. The table contains three rows of data:

LSD	Quarter	Section	Township	Range	Meridian
6		3	55	2	4
7		3	55	2	4
8		3	55	2	4

A 'Done' button is located at the bottom right of the window.

Click the **Legal Land Description** box and a pop-up window appears.

The screenshot shows the 'Associated Activity' panel after clicking the 'Legal Land Description' box. The table now has three rows of data:

Activity Type	If Other (Describe)	Legal Land Description
Access Road		6-3-55-2W4M 7-3-55-2W4M 8-3-55-2W4M
Temporary Workspace		6-3-55-2W4M

At the bottom of the panel, there are 'Previous' and 'Next' buttons, and a 'Save' button on the right.

Click **Next**. The asset (and any associated activities) will be added to the Phase 1 ESA.

### 5.1.2 Interviews

Stakeholders should be given the opportunity to provide comments.

If **Yes** is selected, a mandatory table is displayed. Click **Add** and fill in the information required.

**Interviews**

Interview Details

Have the stakeholder(s) been given the opportunity to provide comments? **Yes** No Not Applicable

Filter by... Show ▾

**Add** **Remove**

Stakeholder Type ▾	Name ▾	Date ▾	Interviewed By ▾	Comments ▾
Filter...				
AEP Land Manager				
AER Land Manager				
Landowner				
Occupant				

If “No” or “Not Applicable” is selected, then filling in a comment box with additional information becomes mandatory. Attaching a file is an option. *(The text box has a 1000 character limit.)*

**Interviews**

Interview Details

Have the Stakeholder(s) been given the opportunity to provide comments? Yes **No** Not Applicable

Additional Notes/Comments/Information

Additional Notes

Upload Docs **Attach Files...**

### 5.1.3 Drilling Information

Drilling information and waste disposal methods and locations for the drilling waste must be submitted.

The drilling information is auto-populated based on the asset entered at the beginning. Select **Yes** or **No** to answer re-entry and re-drilled questions.

Click **Next**.

Drilling Information - Drilling Info			
Drilling Information			
Well Name or UWI	Spud Date	Final Drill Date	Well Depth: (metres)
00/08-01-051-03W4/0	9/6/2006	9/9/2006	699.0
Re-entry of a Well or Site Re-drilled			
Is this site a re-entry?		<input type="button" value="Yes"/> <input type="button" value="No"/>	
Is this site re-drilled?		<input type="button" value="Yes"/> <input type="button" value="No"/>	

## 5.2 Mud Information

Click **Add**, then click in the space under each heading to enter the mud and sump details. Ensure that the volumes and types of all waste are provided and that the information is consistent with the Notification of Drilling Waste Disposal Form found in *Directive 050*. Ensure that any conflicting information is explained.

*Volume must be entered as a numerical value. If the volume is unknown, leave blank.*

Drilling Information - Waste Disposal			
Mud Information			
Filter by...			Show ▼
<input type="button" value="Add"/> <input type="button" value="Remove"/>			
<input type="checkbox"/>	Drilling Type ▾	Volume (m³) ▾	Disposal Method ▾
<input type="checkbox"/>			
Sump Information			
Filter by...			Show ▼
<input type="button" value="Add"/> <input type="button" value="Remove"/>			
<input type="checkbox"/>	Sump Type ▾	Sump Location, If Remote ▾	Disposal Location(s) ▾
<input type="checkbox"/>			Contributing Wells and/or Pipelines ▾

### 5.2.1 Waste Disposal Information

Select the drilling waste compliance options that were used for the ESA.

If the site has been used for drilling waste disposal more than once, a mandatory comment box will appear. Provide details and locations regarding the drilling waste disposal.

Attach the drilling waste compliance option checklist in the Drilling Waste Documentation screen.

**Drilling Waste Disposal Information**

**Drilling Waste Compliance Options**

Select all that apply: ☒ Option 1 ☒ Option 2 ☐ Option 3

Has this site been used for drilling waste disposal more than once?

Are there any other drilling waste comments you wish to add?

Provide details and location(s):

**Drilling Waste Documentation**

Upload Documents:

*If "Yes" is selected for either or both questions, the text box is mandatory.*

*Upload compliance option checklist here*

In cases where the drilling waste was not disposed of on site (e.g., a sump was constructed but not used; the waste was completely disposed of by land spraying), select **Yes** to the question “Is there any other drilling waste comments you wish to add?” and provide detailed information on the disposal method or documentation that the waste was collected and disposed of at a waste management facility.

### 5.3 Site Information

#### 5.3.1 Production and Storage

Enter all historical and current infrastructure associated with the site.

Enter production and storage information as required. Some of the infrastructure options (e.g., flare pits, storage tanks, buried pits), if selected, will display a table for additional information to be entered.

**Site Information - Production and Storage**

**Current and/or Historical Information**

Describe all historical and/or current infrastructure associated with the location (For example: tanks, pipeline, process skids, access roads, etc.)

☐ Access Road ☐ Buried Pits ☐ Waste Storage

☐ Pipeline ☐ Chemical Storage

☐ Process Skids ☐ Landfills

☒ Flare Pits ☐ Handling

☐ Storage Tanks ☐ Other

**Flare Pits**

Were there any associated flare pits present during drilling or production?

The flare pits were used during:

Provide details and location(s):

*Mandatory when "Yes" is selected for flare pits present during drilling or production*

### Site Information - Production and Storage

Current and/or Historical Information

Describe all historical and/or current infrastructure associated with the location (e.g., tanks, pipeline, process skids, access roads, etc.)

- ☐ Access Road
- ☐ Pipeline
- ☐ Process Skids
- ☐ Flare Pits
- ☒ Storage Tanks
- ☐ Buried Pits
- ☐ Waste Storage
- ☐ Chemical Storage
- ☐ Landfills
- ☐ Handling
- ☐ Other

Storage Tanks

Filter by: Add Remove Show

Information is mandatory in this table because "Storage Tanks" was selected

<input type="checkbox"/>	Above/Below	Type of Tank	Content	Capacity (m³)	Location
No items added					

At least one Storage Tank is required.

Were any underground structures associated with the site? Yes No

Filter by: Add Remove Show

Information is mandatory in this table because "Yes" was selected

<input type="checkbox"/>	Identify Type	Structure Status	Location
<input type="checkbox"/>			

All columns must be filled out.

### Site Information - Production and Storage

Current and/or Historical Information

Describe all historical and/or current infrastructure associated with the location (e.g., tanks, pipeline, process skids, access roads, etc.)

- ☐ Access Road
- ☐ Pipeline
- ☐ Process Skids
- ☐ Flare Pits
- ☐ Storage Tanks
- ☒ Buried Pits
- ☒ Waste Storage
- ☒ Chemical Storage
- ☒ Landfills
- ☒ Handling
- ☒ Other

Other Facilities or Infrastructure

Describe any other waste storage, handling, chemical storage, buried pits, landfills, etc.

Filter by: Add Remove Show

If any of these items are checked, a table is displayed to input additional information

<input type="checkbox"/>	Type	Comments	Location
<input type="checkbox"/>			

All columns are required.

If applicable, enter information for fluid disposal. More than one option can be selected.

### Fluid Disposal

How was fluid at producing wells, disposal wells, and/or battery sites shipped to/from the location?

- ☒ Piped from the site
- ☒ Piped to the site
- ☐ Trucked from the site
- ☐ Trucked to the site
- ☐ Disposed of on site



### 5.3.2 Environmental Information

If **Yes** is selected for either question “Have there been any spills, releases, and/or complaints associated with the site?” or “Were any other ESA’s previously completed for this site?” a table is displayed for additional information to be entered. *(The text box has a 1000 character limit.)*

**Site Information - Environmental Information**

**Spills And Releases**

Have there been any spills, releases, and/or complaints associated with the site? ☒ Yes ☐ No

Filter by... Show ▾

Add Remove

<input type="checkbox"/>	Date ▾	Reference/Incident Number ▾	Type ▾	Product ▾	Spilled Volume (m³) ▾	Recovered Volume (m³) ▾
<input type="checkbox"/>						

Comments

**Previous ESAs**

Were any other ESAs previously completed for this site? ☒ Yes ☐ No ☐ Unknown

Filter by... Show ▾

Add Remove View Submission

<input type="checkbox"/>	Type of ESA ▾	Date ▾	Findings ▾
No items added			

< Previous Next > Save

If there are previous ESAs entered in OneStop for this asset, this is where they should be attached to this Phase I ESA. A pop-up window will appear for entering the asset licence number. All OneStop submissions related to this asset will be listed. Check the boxes of the previous ESAs to be added to this ESA.

**Select ESAs**

Search Asset Reference  Search

Filter by... Show ▾

Add ESAs

<input type="checkbox"/>	Submission ID ▾	Type of ESA ▾	Date ▾	Findings ▾
<input checked="" type="checkbox"/>	120655	Phase 1 ESA	6/12/2013	The Phase 1 ESA showed contamination was not likely present, so no Phase 2 ESA or remediation is req

Close

## 5.4 Site Visit

Site visit information is mandatory.

**Site Visit**

General Information

Date: 01/28/2019

Assessor(s) \*

This is a required field.

Was the site visit conducted with the landowner, land manager, and/or occupant present?

Surrounding Land Use: North, South, East, West (All fields required)

Provide the proximity of receptors to the site. Fill in distance (m) for all that are within 300 metres of the site boundary:

Residence \*, Water Well \*, Surface waterbody (e.g., dugout, stream river) \*

Residence, Water Well, and Surface Body fields are required.

When **Yes** is selected for any of the questions in the Additional Information panel, a mandatory text box appears.

**Additional Information**

Equipment and/or tanks were present, and/or there were visual signs of former facilities:

What was observed?

Visual signs of open, or potentially buried, earthen pits were observed:

There was evidence of past spills (include cumulative releases, well centre impacts, staining, salt tolerant vegetables, etc.):

Adjacent land was affected by operations on the site:

Vegetation stress was apparent:

The site visit information conflicts with specific file or the imagery review information:

**Site Photos & Sketches**

Upload the associated Site Visit Photos, Construction, and Operation Sketches:

< Previous Next >

Save

Mandatory text box because "Yes" was selected

## 5.5 Aerial Imagery

Aerial or satellite photographs of the site are required. Scales such as 1:5000 or 1:7500 should be used to show detail.

**Aerial Imagery**

Aerial or satellite photographs of the site are required. Scales such as 1:5000 or 1:7500 should be used to show detail.  
**Producing wells and batteries:** Provide one pre-disturbance, one post-disturbance, and one photograph for every 2 to 3 year interval while the site was active.  
**Dry and abandoned wells:** If available, one photograph of the active site is required. If active site photographs are not available, photographs of the pre and post disturbance are required.  
**Sites with above ground facilities and/or spills:** Photos of the site before, during (if available), and after the spill cleanup or facility removal are required.

Filter by...
Show

Add Remove

<input type="checkbox"/>	Photo ID	Date	Type	Upload	Comments
<input type="checkbox"/>	123456-98	7/12/1989	Pre-disturbance	Test document 16 for UAT rec c... (83 KB)	Pre-disturbance photo shows the field in annual cultivation, with natural areas to the ...
<input type="checkbox"/>	98765432-AS25	9/28/2011	Post-disturbance	Test document 6 for UAT rec ce... (83 KB)	Post-disturbance photo shows the field in annual cultivation; natural areas in pre-dist...

Previous Next Save

## 5.6 Conclusion / Recommendation

The Conclusion / Recommendation screen is the final stage of completing the Phase 1 ESA.

### 5.6.1 Professional Assurance Table

**Yes** is automatically selected because this is a Phase I ESA submission.

All fields are mandatory except for the attachment, which is only mandatory for Phase I ESAs and Drilling Waste Disposal/Compliance calculations completed after January 1, 2008.

*The Professional Designation(s) and Registration text box has a 40 character limit; abbreviations are acceptable.*

**Conclusion / Recommendation**

Professional Assurance Table

Professional members who signed off on the reclamation and remediation assessments

Filter by...
Show

Assessment	Submitted (Y/N)	Date	Company	Professional Name(s)	Professional Designation(s) and Registration	Uploads
Phase 1 ESA	Yes					Attach File...
Drilling Waste Disposal / Compliance	No					Attach File...

The "Date" column is required if the "Submitted" column is set to "Yes".

The "Company" column is required if the "Submitted" column is set to "Yes".

The "Professional Name(s)" column is required if the "Submitted" column is set to "Yes".

The "Professional Designation(s) and Registration" column is required if the "Submitted" column is set to "Yes".

Upload required if assessment was completed after January 1, 2008.

### 5.6.2 Conclusion/Recommendation

Click in the date field to open the calendar window and select the ESA completion date. Then select the applicable result for the ESA from the next item's pull-down menu.

The screenshot shows a form titled "Conclusion/Recommendation". It contains two main fields: "Phase 1 ESA Completed Date" with a date input field showing "12/31/2018" and a calendar icon, and "Result of Phase 1" with a pull-down menu. The menu is open, showing three options: "The Phase 1 ESA showed contamination was likely present so a Phase 2 ESA is required", "The Phase 1 ESA showed contamination was not likely present, so no Phase 2 ESA or remediation is required", and "The Phase 1 ESA showed insufficient information to determine if contamination was likely present, so a Phase 2 ESA is required".

Any additional information can be added at the bottom, including attachments.

The screenshot shows a form titled "Additional Information". It contains two main fields: "Additional Comments" with a text area, and "Upload Documents" with an "Attach" button. At the bottom right, there is a green button labeled "Save and Return to Workspace" and a green button labeled "Save". At the bottom left, there are two blue buttons labeled "Previous" and "Next".

The Phase I ESA submission ID can be found at the top left section of the screen.

The screenshot shows a blue header bar with the following information: "Submission 1325229" (highlighted with a red circle), "Status: Draft", "Type: Phase 1 Environmental Site Assessment", "Last Updated Date: 01/28/2019", and a red button labeled "Delete Draft" with a trash icon.

Click **Save and Return** to return to the home page.

Any ESAs started in the last 10 days will be listed in the main content area under the submissions list with a status of draft.

Recent Activity

Application

Notification

Submission

Assessment

Recent Submissions

Draft

Filter by...

Show

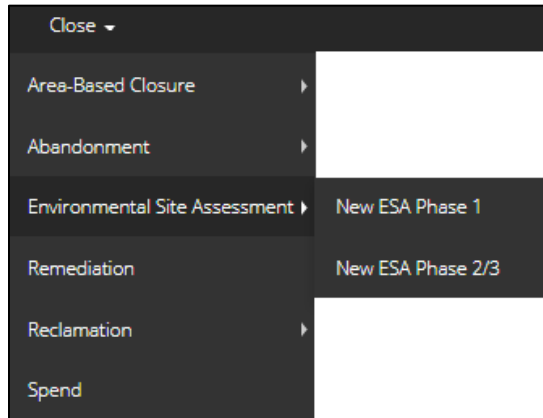
Edit

	Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
<input type="checkbox"/>	FACILITY16255-2018	Benzene Emissions	Annual	2018	1325236	1/28/2019	Draft
<input type="checkbox"/>		Phase 1 Environmental Si			1325229	1/28/2019	Draft
<input type="checkbox"/>	0071860	Well Suspension Report			1325130	1/28/2019	Draft
<input type="checkbox"/>		Phase 2 Environmental Si			1218070	1/25/2019	Draft
<input type="checkbox"/>	0002851	Well Abandonment Repo			1219594	1/25/2019	Draft
<input type="checkbox"/>	0002053	Well Abandonment Repo			1219593	1/25/2019	Draft
<input type="checkbox"/>	0002290	Well Abandonment Repo			1219592	1/25/2019	Draft
<input type="checkbox"/>	0002052	Well Abandonment Repo			1219591	1/25/2019	Draft
<input type="checkbox"/>	0003570	Well Abandonment Repo			1219590	1/25/2019	Draft
<input type="checkbox"/>	0002821	Well Abandonment Repo			1219589	1/25/2019	Draft

## 6 Submitting a Phase 2/3 ESA

The Phase 2 ESA report needs to contain information on the intrusive site investigation through to confirmatory data analysis.

Click on **Environmental Site Assessment > New ESA Phase 2/3** to enter the asset details.



### 6.1 Asset Information

To add the assets related to this ESA, click **Add**. A pop-up window will open. Enter the asset details.

A screenshot of a 'Select Assets' pop-up window. At the top, there is a search bar labeled 'Asset Reference'. Below it, a 'Location' section contains several input fields: QTR, LSD, SEC, TWP, RGE, W, M, and M. A blue 'Search' button is positioned below these fields. To the left, there is a 'Filter by...' label and a green 'Add Assets' button. To the right, there is a 'Show' button with a dropdown arrow. Below these elements is a table with the following headers: Reference Number, Asset Type, Name, Asset Status, and Authorization Holder. The table body is empty, and a message 'No results found' is displayed at the bottom of the table. A 'Close' button is located in the bottom right corner of the window.

Enter the asset reference number (licence number) *or* the location, then click **Search**. The system will display the assets found in the lower half of the window. Click in the checkbox to select the asset, then click **Add Assets**.

**Asset Information**

**Asset Info**

+ Add Row   - Delete Row

Asset Reference	Asset Name	Asset Type	Asset Status	Asset Status Date	Authorization Holder	Activity Type	LLD
<input type="checkbox"/> LOC871224	Asset Name	DISPOSITION	COBL	9/7/2001	Icor Oil & Gas Company Ltd.	<div> <div>--- Select</div> <div> <div>--- Select Activity Type ---</div> <div> Access Road  Battery site  Borrow Site  Campsite  CEP  Disposal  Drilled and Abandoned Injection  Land Treatment Area(s)  Log Deck/Storage  Oil wellsite  OSE  Other  Prepared wellsite (not drilled)  Remote Cement returns pit  Remote Sump  Sour gas  Sweet gas  Temporary Access road </div> </div> </div>	NE-1-80-24W4M

**Select Assets**

Asset Reference

Location      W  M

**Search**

Filter by... Show ▼

**Add Assets**

<input type="checkbox"/>	Reference Number	Asset Type	Name	Asset Status	Authorization Holder
<input checked="" type="checkbox"/>	0256026	Well	PVR FROG LAKE 6-3-55-2	Abandoned	Canadian Natural Resources Limited
<input type="checkbox"/>	0428539	Well	CVE FROG LK 6-3-55-2	Suspension	Cenovus Energy Inc.
<input type="checkbox"/>	0046100	Well	GOLDLK PCP TULABI 11-3-55-2	RecCertified	Gold Lake Resources Ltd.
<input type="checkbox"/>	0396718	Well	CNRL 13C FROG LK 13-3-55-2	Suspension	Canadian Natural Resources Limited
<input type="checkbox"/>	0241787	Well	DEVON NEC JOHNK 2-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0202262	Well	DEVON NEC JOHNK 3-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0331626	Well	DEVON 3A FROG LK 3-4-55-2	Suspension	Devon Canada Corporation
<input type="checkbox"/>	0238874	Well	DEVON NEC JOHNK 4-4-55-2	Suspension	Devon NEC Corporation
<input type="checkbox"/>	0331522	Well	DEVON 4C FROG LK 4-4-55-2	Suspension	Devon Canada Corporation
<input type="checkbox"/>	0241790	Well	DEVON NEC JOHNK 5-4-55-2	Suspension	Devon NEC Corporation

<< < 1 **2** 3 4 5 6 7 8 9 10 > >>

**Close**

### 6.1.1 Results of Phase 2/3

Select from the drop-down menu the results of the Phase 2/3 ESA.

**Result of Phase 2/3 - Result of Phase 2**

Result of Phase 2/3

Result of Phase 2

- A Phase 2 is not required
- The Phase 2 ESA showed contamination was not present, or was within acceptable guidelines
- The Phase 2 ESA showed contamination was present above acceptable guidelines and remediation is required
- The Phase 2 ESA showed contamination was present, so remediation was done
- The site was known to be contaminated, so remediation was completed, and no Phase 1 ESA was completed

### 6.2 Confirmatory Sampling

This is a mandatory question. If **No** is selected, an explanation is required. If **Yes** is selected, then select applicable guidelines (multiple can be selected). Remediation closure reports should be included as confirmatory data analysis as a separate document, as well as the record of site condition form.

**Result of Phase 2/3 - Confirmatory Sampling**

Confirmatory Sampling

Was confirmatory testing/sampling done following remediation? ☐ Yes ☒ No

Explain \*

This is a required field.



## Result of Phase 2/3 - Confirmatory Sampling

### Confirmatory Sampling

Was confirmatory testing/sampling done following remediation? ☒ Yes ☐ No

#### Select which guidelines were used \*

- ☒ Alberta Tier 1 Soil and Groundwater Remediation Guidelines (AENV 2007, as amended)
- ☐ Alberta Tier 2 Soil and Groundwater Remediation Guidelines (AENV 2007, as amended); Part A Sec. 4.2.1 Pathways and Receptor Exclusions
- ☐ Alberta Tier 2 Soil and Groundwater Remediation Guidelines (AENV 2007, as amended); Part A Sec. 4.2.2 Guideline Adjustments
- ☐ Alberta Tier 2 Soil and Groundwater Remediation Guidelines (AENV 2007, as amended); Part A Sec. 5.0 Site Specific Risk Assessment
- ☐ Alberta Soil and Water Quality Guidelines For Hydrocarbons at Upstream Oil and Gas Facilities (AENV 2001)
- ☒ Assessing Drilling Waste Disposal Areas: Compliance Options for Reclamation Certification (AENV 2009, as amended)
- ☐ Subsoil Salinity Tool (AENV 2010, as amended)

## 6.3 Subsoil Guidelines

This is a mandatory question and only one answer can be selected.

## Result of Phase 2/3 - Subsoil Guidelines

### Subsoil Guidelines

Were subsoil guidelines used to address or remediate hydrocarbon contamination as per the "Alberta Tier 1 Soil and Groundwater Remediation Guidelines" (AENV 2009, as amended)? \*

- ☒ No
- ☐ Yes, Below 1.5 metres within 15 metres of well head (until June 30, 2007)
- ☐ Yes, Below 1.5 metres within 5 metres of well head (after June 30, 2007)
- ☐ Yes, Below 3 metres
- ☐ Yes, Subsoil Petroleum Hydrocarbon Guidelines for Remote Forested Sites in the Green Area

## 6.4 Reports & Professional Assurance

Provide the required information for each of the assessments conducted on the site.

### 6.4.1 Report Upload

Click **Add**, then enter the report title and the date. Click **Attach File** to upload the specified report.

### Reports & Professional Assurance - Report Uploads

ESA Information Upload

Filter by...

Show ▼

**Add** **Remove**

<input type="checkbox"/>	Report Title	Report Date	Attach Report
<input type="checkbox"/>			<b>Attach File...</b>

A Report title, date, and attachment are required for all entries. As well, report dates must be on or before today.

### 6.4.2 Professional Assurance

Add assessment details for each assessment a professional has assured. To complete this table, click **Add** and select the assessment type from the pull-down menu for each remediation assessment. Click in the Date field to open the calendar window and select the assessment date. Then click in the text fields under Company, Professional Name, and Designation and enter the details. Attach the corresponding professional declarations.

*The Professional Designation(s) and Registration text box has a 40 character limit; abbreviations are acceptable.*

**Reports & Professional Assurance - Professional Assurance**

Professional Assurance Table

Professional members who signed off on the reclamation and remediation assessments

Filter by...

**Add** **Remove**

Assessment	Date	Company	Professional Name(s)	Professional Designation(s) and Registration No(s)	Attach Professional Declaration
Filter...					<b>Attach File...</b>

Phase 2 ESA  
Remediation and Confirmatory Results

**Save and Return to Workspace**

The ESA Phase 2/3 submission ID can be found on the top left section of the screen. Click on the **Save and Return to Workspace** button to return to the home page.

Submission 1325241	Status Draft	Type Phase 2 Environmental Site Assessment	Last Updated Date 01/28/2019	<b>Delete Draft</b>
--------------------	-----------------	---	---------------------------------	---------------------

This ESA will be listed in the main content area under the submissions list with a status of draft. Take note of the submission reference ID, as this is the number required to add the submission on the Related Submissions screen of the application.

Recent Activity

Application Notification **Submission** Assessment

Recent Submissions Draft ▾

Filter by... Show ▾

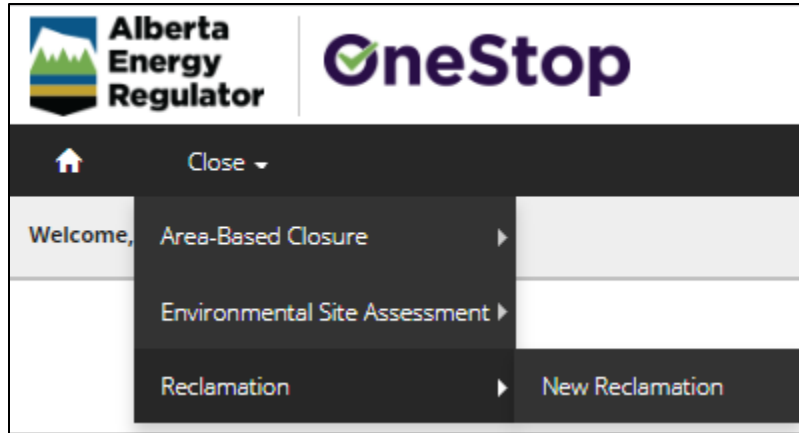
Edit

<input type="checkbox"/>	Reference ID ▾	Submission Type ▾	Reporting Type ▾	Reporting Period ▾	Submission ID ▾	Last Updated ▾	Status ▾
<input type="checkbox"/>		Phase 2 Environmental Sit			1325241	1/28/2019	Draft
<input type="checkbox"/>		Phase 1 Environmental Sit			1325229	1/28/2019	Draft
<input type="checkbox"/>	0071860	Well Suspension Report			1325130	1/28/2019	Draft
<input type="checkbox"/>		Phase 2 Environmental Sit			1218070	1/25/2019	Draft
<input type="checkbox"/>	0002851	Well Abandonment Report			1219594	1/25/2019	Draft
<input type="checkbox"/>	0002053	Well Abandonment Report			1219593	1/25/2019	Draft
<input type="checkbox"/>	0002290	Well Abandonment Report			1219592	1/25/2019	Draft
<input type="checkbox"/>	0002052	Well Abandonment Report			1219591	1/25/2019	Draft
<input type="checkbox"/>	0003570	Well Abandonment Report			1219590	1/25/2019	Draft
<input type="checkbox"/>	0002821	Well Abandonment Report			1219589	1/25/2019	Draft

<< < 1 2 3 4 5 6 7 8 9 10 > >>

## 7 New Reclamation Certificate Applications

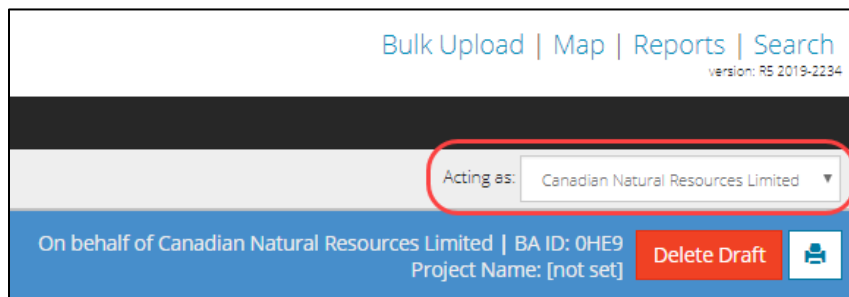
Creating a new application for a reclamation certificate can be started from the Applicant Workspace menu.



### 7.1 General Information

#### 7.1.1 Contact Information

Applications can be completed by a licensee or a consultant. The user should ensure that they are completing the application on behalf of the correct entity by reviewing the information in the drop-down menu in the top right of the screen and logging in with the correct BA ID.



Some of the information is prepopulated based on the login information.

Ensure that the information for the operator, applicant, and consultant is current and accurate; however, the only fields that can be edited on this page are contact name, phone number, and email address. If there are discrepancies, contact the account administrator.

*The email addresses entered on this screen are the email addresses that will be notified if a reclamation certificate is approved or denied or if there is a supplemental information request (SIR).*

Applicant

BA ID

QR46

Name

Company Name

Husky Oil Operations Limited

Address

PO Box 6525 Str D707 - 8 Ave SW

Phone Number

(403) 298-6111

Email

Please fill out this field.

Primary Contact

Consultant

BA ID

0EX6

Name

Company Name

Bissett Resource Consultants Ltd.

Address

250, 839 - 5 Ave SW

Phone Number

(403) 294-1888

Email

Previous

Save

Next

## 7.2 Asset Information

### 7.2.1 Assets

Common assets include wells, facilities, pipelines, and dispositions, as well as compressor stations and sweet gas plants authorized under registrations. Common associated facilities and infrastructure may include access roads, log decks, remote sumps, campsites, borrow pits, or land treatment areas.

### 7.2.2 Selecting Assets

At least one asset or associated activity must be added in order to submit an application.

To add assets, click **Add**. A Select Assets window will appear.

Asset Information - Assets

Asset Information

Filter by...

Show

Add

Remove

Map Search

Asset/Authorization Number

Name

Asset Status

Authorization Holder

Asset Type

Construction Practice (Degree of Disturbance)

Primary Asset

Legal Land Description

No items added

Enter the asset details, then click **Search**. Assets found for this location will be displayed in the bottom half of the window. Click in the checkbox on the left to select the assets to add to this application, then click **Add Assets**.

Select Assets

Asset Reference:

Location: QTR LSD SEC 54 2 W 4 M

**Search**

Filter by... Show ▾

**Add Assets**

<input type="checkbox"/>	Reference Number ▾	Asset Type ▾	Name ▾	Asset Status ▾	Authorization Holder ▾
<input type="checkbox"/>	0203912	Well	CVE 5A MARW 5-2-54-2	Abandoned	Cenovus Energy Inc.
<input type="checkbox"/>	0012614	Well	PACIFIC LEA PARK 2	RecExempt	Suncor Energy Inc.
<input checked="" type="checkbox"/>	0195994	Well	CNRES FROG LAKE 7-8-54-2	Abandoned	Canadian Natural Resources Limited
<input type="checkbox"/>	0167387	Well	DEVON MARW 6-10-54-2	Abandoned	Devon Canada Corporation
<input type="checkbox"/>	0190982	Well	PVR 6D MARWAYNE 6-10-54-2	Abandoned	Canadian Natural Resources Limited
<input type="checkbox"/>	0179660	Well	CVE 10D MARW 10-10-54-2	Abandoned	Cenovus Energy Inc.
<input type="checkbox"/>	0374495	Well	CNRL 10B FROG LK 10-10-54-2	Abandoned	Canadian Natural Resources Limited
<input type="checkbox"/>	B0002596	Well	LEA PARK NO. B-1	RecExempt	Victory Investments Ltd
<input type="checkbox"/>	0339568	Well	HUSKY 4A MARW 4-15-54-2	Abandoned	Husky Oil Operations Limited
<input type="checkbox"/>	B0002597	Well	LEA PARK NO. B-2	RecExempt	Victory Investments Ltd

<< 1 2 3 >>

Close

### 7.2.3 Asset Details

Once assets have been added, the primary asset must be specified. Generally, the primary asset will be a well or any physical asset being reclaimed for which the certificate will be issued.

Asset Information

Filter by... Show ▾

**Add Remove Map Search**

<input type="checkbox"/>	Asset/Authorization Number ▾	Name ▾	Asset Status ▾	Authorization Holder ▾	Asset Type ▾	Construction Practice (Degree of Disturbance) ▾	Primary Asset ▾	Legal Land Description ▾
<input type="checkbox"/>	0195994	CNRES FROG LAKE 7-8-54-2	Abandoned	Canadian Natural Resources Limited	Well		<input type="text" value="Filter..."/> <input checked="" type="radio"/> Yes <input type="radio"/> No	75E-8-54-2W4M

Applicants must indicate clearly what portions of the site have been disturbed and to what extent.

The screenshot shows the 'Asset Information' screen. At the top, there is a 'Filter by...' section with buttons for 'Add', 'Remove', and 'Map Search'. Below this is a table with columns: Asset/Authorization Number, Name, Asset Status, Authorization Holder, Asset Type, Construction Practice (Degree of Disturbance), Primary Asset, and Legal Land Description. A dropdown menu is open for the 'Construction Practice' column, showing options: Full disturbance, Minimum Disturbance, Staged/Progressive Reclamation, and Zero Disturbance. The table contains one row with the following data: Asset/Authorization Number: 0195994, Name: CNRES FROG LAKE 7-8-54-2, Asset Status: Abandoned, Authorization Holder: Canadian Natural Resources Limited, Asset Type: Well, Construction Practice: (dropdown open), Primary Asset: (dropdown open), Legal Land Description: 75E-8-54-2W4M.

The assets selected will be displayed in the Asset Information screen. Make sure that the assets listed are all the assets that should be included in the application *and* displayed on the reclamation certificate. For oil sands exploration programs, this means that all wellbores to be certified must be included as assets.

The legal land description for each asset/authorization listed will be checked off by default to *be displayed on the reclamation certificate*. If an asset/authorization should not be included on the reclamation certificate, click in the legal land description box to uncheck it. **Please ensure that the LLD is correct as this is what will show on the reclamation certificate.** If the LLD is not correct, the area will not be certified and the reclamation certificate may be refused or cancelled as a result. If the application is for a partial reclamation certificate, uncheck the lands not certified. If all LLDs do not auto-populate, then the additional LLDs must be added in as associated activities.

This close-up shows the 'Legal Land Description' field. It contains a checkbox that is checked, followed by the text '75E-8-54-2W4M'. A red arrow points to the checkbox.

An editor window will pop up. Multiple land descriptions can be selected to remove them from the reclamation certificate. For each land description that should be included on the reclamation certificate, the checkbox must be checked.

The screenshot shows the 'Legal Land Description Editor' window. It contains a table with the following columns: LSD, Quarter, Section, Township, Range, Meridian, and Include in Reclamation Certificate?. The table has one row with the following data: LSD: 7, Quarter: SE, Section: 8, Township: 54, Range: 2, Meridian: 4, Include in Reclamation Certificate?: (checkbox checked). A red circle highlights the checked checkbox. At the bottom right, there is a 'Done' button.

### 7.2.4 Associated Activities

Associated activities are facilities and infrastructure that must be included with the reclamation certificate application for the well site.

Click **Add** to add a line to the activity table. Select the activity type from the pull-down menu. If the activity is not listed, select **Other** and then enter a description in the “If Other (Describe)” text field.

To add legal land descriptions (e.g., all the legal land descriptions for an access road), click in the box and a pop-up window will appear. **Please ensure that the LLD of the associated activities is correct.** Do not add associated activities that are not included in the application, such as no entries. Any associated activities added will show on the reclamation certificate. If the associated activity or LLD is not correct, the reclamation certificate may be refused or cancelled.

Legal Land Description Editor

**Add** **Remove**

	LSD	Quarter	Section	Township	Range	Meridian
<input type="checkbox"/>	7		8	54	2	4
<input type="checkbox"/>	8		8	54	2	4

**Done**

Finally, select the construction practice from the pull-down menu.

Associated Activity

Filter by... **Show** ▼

**Add** **Remove**

	Activity Type*	If Other (Describe)*	Legal Land Description*	Construction Practice (Degree of Disturbance)*
<input type="checkbox"/>	Access Road		7-8-54-2W4M 8-8-54-2W4M	<input type="text" value="Filter..."/> <ul style="list-style-type: none"> <li>Full disturbance</li> <li>Minimum Disturbance</li> <li>Staged/Progressive Reclamation</li> <li>Zero Disturbance</li> </ul>

Activity type, Legal Land Description, and Construction Practice are required.

### 7.2.5 Related Submissions

Previously submitted information related to the assets identified in the application must be included as a related submission.

If there are previous ESAs completed in OneStop that are related to this application, click **Yes** and then **Add**. A Select Related Submissions window will open.



Enter the search information, then click **Search**. The search results will be displayed in the bottom half of the window. Click in the checkbox to select the submission ID to be added, then click **Add Selected** once you've finished making all your selections.

Select Related Submissions

Asset/Authorization Reference ID: 0256026

Operator Name: Operator (ex: Canadian Natural Resources Limited)

Legal Land Description: Legal Land Description (ex: 1SW-10-1-1W1M)

Submission Reference ID: Submission Reference ID

Search

Filter by... [Show](#)

Add Selected

<input checked="" type="checkbox"/>	Submission ID	Submission Type	Asset Ref. ID	Operator	LLD
<input checked="" type="checkbox"/>	1325229	Phase 1 Environmental Site Assessment	0256026	Canadian Natural Resources Limited	3-55-2-W4
<input checked="" type="checkbox"/>	1325241	Phase 2 Environmental Site Assessment	0256026	Canadian Natural Resources Limited	3-55-2-W4

Close

If there are no previous ESAs completed in OneStop that are related to this application, click **No**, then **Next** to proceed.

Asset Information - Related Submissions

Related Submissions

Do you have submissions to attach to this application?

Indicate the reason why no submission is attached for this application in the Environmental Site Assessment section.

## 7.3 Site Information

The province has several administrative jurisdictions. If the site or some of the associated facilities are located in multiple jurisdictions, all must be identified on the application.

### 7.3.1 Site Identification

If the site has an *Environmental Protection and Enhancement Act (EPEA)* approval, then the *EPEA* number must be specified.

### Site Information - Site Identification

Site Identification, Physical Location, and Site Jurisdiction

Is site held under an EPEA approval?

EPEA Number

Jurisdiction, county/municipal district/improvement district/special area, and total land to be certified (in acres) must be identified. Indicate whether the public land disposition should be cancelled upon issuance of a reclamation certificate.

*Dispositions are NOT cancelled upon issuance of a reclamation certificate unless “Yes” is selected within the application. Additionally, a disposition will not be cancelled in the event of partial reclamation, even if “Yes” is selected within the application.*

### Site Information - Site Identification

Site Identification, Physical Location, and Site Jurisdiction

Is site held under an EPEA approval?

**▲ A Public Lands disposition must be selected and included in the asset table, unless the site has an exception.**

Site Jurisdiction \* ☒ Public Land ☐ Private Land ☐ Special Areas ☐ Parks and Protected Areas

Public Land Exception

Upon issuance of reclamation certificate, do you want your public land disposition cancelled?

County/MD/ID/SA \*

Total Land to be Certified (acres) \*

Area of Wetland Disturbed (acres)

Area Reclaimed to Wetland (acres)

Attach Plan (.pdf) \*

Test document 2 for UAT r... (83 KB)

**leave blank if the answer is ZERO**

*If wetlands were not disturbed or reclaimed, leave the boxes blank. OneStop WILL NOT accept a zero.*

A survey plan or sketch must be uploaded in order to submit the application.

If required, attachments can be deleted by clicking on the blue X to the right of the attachment.

Click **Next** to proceed to the next page.

### 7.3.2 Additional Certificates Attached

If other certificates (e.g., reclamation or remediation) have been issued for the well site or associated activities, click **Yes** then **Add** and provide the certificate number, date, and any comments. If **No** is selected, click **Next** to proceed.

### 7.3.3 Previously Refused Applications or Cancelled Certificates

Previous applications that were refused or any reclamation certificates that were cancelled related to the assets must be identified in this application.

*Applicants must provide detailed information in the new application on how the deficiencies noted in the previous applications were corrected.*

The application must provide detailed information on the work conducted at the site, results of site assessments, and any other associated documentation. If the site has been previously refused, click on **Yes**, then select why from the drop-down menu.

If the site has been previously certified or had a cancelled certification, click **Yes**.

If the answer to A or B was **Yes**, select how the deficiency was addressed.

Click **Next** to proceed.

### 7.3.4 Partial Reclamation or Overlapping Exemptions

Where there is a need to partially reclaim, or if there are overlapping activities that prevent complete reclamation of the land, the applicant must provide that information.

If an overlapping exemption is required, click **Yes**, then **Attach** to upload the overlapping exemption form.

If there is a partial reclamation on public land, click **Yes**, then identify if an amendment has been submitted to Public Lands Authorizations.

## 7.4 Environmental Site Assessment

A Phase 1 ESA submission is mandatory, with a few exceptions noted in the drop-down menu.

### 7.4.1 Phase 1 Summary

If you have identified a Phase 1 ESA on the Related Submissions screen, then the information will be auto-populated from the Phase I ESA.

If the ESAs that have been uploaded do not appear on this screen, navigate back to the Related Submissions screen and correct the details there.

**Environmental Site Assessment - Phase 1 Summary**

Attached ESA Phase 1

Aerial Imagery

Aerial Imagery

Aerial or satellite photographs of the site are required. Scales such as 1:5000 or 1:7500 should be used to show detail.  
**Producing wells and batteries:** Provide one pre-disturbance, one post-disturbance, and one photograph for every 2 to 3 year interval while the site was active.  
**Dry and abandoned wells:** If available, one photograph of the active site is required. If active site photographs are not available, photographs of the pre and post disturbance are required.  
**Sites with above ground facilities and/or spills:** Photos of the site before, during (if available), and after the spill cleanup or facility removal are required.

Filter by... Show ▾

<input type="checkbox"/>	Photo ID ▾	Date ▾	Type ▾	Upload ▾	Comments ▾
<input type="checkbox"/>	13254	6/11/1974	Pre-disturbance	Test document 8 for UAT rec c...	
<input type="checkbox"/>	654694654	10/30/1979	Active Site	Test document 7 for UAT rec c...	
<input type="checkbox"/>	6547983579	7/14/1999	Post-disturbance	Test document 9 for UAT rec c...	

< Previous Next > Save

To view the other sections of the Phase I, click on the arrow on the right for a drop-down list of the other sections to view. The auto-populated information displayed is *read only*; however, the attachments can be opened.

**Environmental Site Assessment - Phase 1 Summary**

Attached ESA Phase 1

Asset Information

Asset Information  
Associated Activity  
Interviews  
Drilling Information  
**Waste Disposal**  
Production and Storage  
Environmental Information  
Site Visit  
Aerial Imagery  
Conclusion/Recommendation

## 7.4.2 Phase 2/3 Summary

If you have identified a Phase 2/3 ESA on the Related Submissions screen, then the information will be auto-populated from the Phase 2/3 ESA.

To view the other sections of the Phase 2/3, click on the arrow on the right for a drop-down list of the other sections to view. The auto-populated information displayed is *read only*; however, the attachments can be opened.

**Environmental Site Assessment - Phase 2/3 Summary**

ESA Phase 2/3

Asset Information

Asset Information

Filter by...

Asset Reference	Asset Name	Asset Type	Asset Status	Asset Status Date	Authorization Holder	Activity Type	Legal Land Description
0052798	PROBE WESTPORT C LLOYD 3-2-51-2	WELL	Abandoned	1/27/2014	Canadian Natural Resources Limited	Oil Wellsite	3-2-51-2-W4M

Associated Activity

Filter by...

Activity Type	If Other (Describe)	Legal Land Description
Access Road		3-2-51-2W4M

If the ESAs that have been uploaded do not appear on this screen, navigate back to the Related Submissions screen and correct the details there.

When a Phase 2/3 ESA has not been identified on the Related Submissions screen, an alert will appear providing further instruction. Otherwise, click **Next** to proceed.

**Enviromental Site Assessment - Phase 2/3 Summary**

**Alerts**

There is no ESA Phase 2/3 Attached. If you would like to do so, you can attach one on the Asset Information-Related Submissions Tab

## 7.5 Stakeholder Information

Applicants are required to provide accurate and current information for all stakeholders in the application.

### 7.5.1 Operator, Applicant, and Consultant

The operator and applicant information should be the same except for the case where the Orphan Well Association is applying on behalf of a defunct operator. In this case, click **Select Operator**.

### Stakeholder Information - Operator

Operator

Search for Operator Select Operator

Name of Operator for Certificate Canadian Natural Resources Limited

Business Associate Identifier of Operator for Certificate 0HE9

A pop-up window will appear. Enter the operator's BA code or name, then click **Search**. The search results will appear in the bottom half of the screen. Click the checkbox next to the correct operator, then click **Select Operator**.

Search Business Associate

Business Associate Identifier

Business Associate Name

1. Search

3. Select Operator

	Business Associate Identifier	Business Associate Name
2. <input checked="" type="checkbox"/>	OMY3	Orphan Well Association
<input type="checkbox"/>	OPR5	Potential Orphan Well
<input type="checkbox"/>	A7J9	Orphan Well Association

4. Close

The selected operator will appear on the Stakeholder Information screen.

### Stakeholder Information - Operator

Operator

Search for Operator Select Operator

Name of Operator for Certificate Orphan Well Association

Business Associate Identifier of Operator for Certificate OMY3

## 7.5.2 Landowner and Occupants

If "Private Land" was selected on the Site Jurisdiction screen, then a minimum of one landowner must be identified for the application to be submitted. Occupants must also be listed.

### 7.5.2.1 Contact Information

Click **Add**, select stakeholder from the pull-down menu, and enter current contact information.

**Stakeholder Information - Landowner & Occupants** [Provide Feedback](#)

Contact Information

Filter by... [Show](#)

[Add](#) [Remove](#)

Stakeholder Type	Company	Contact	Phone	Address	City	Province/State	Postal/Zip Code	Country	Email	Communication Preference
Filter...		Farmer Jack	555-555-5555	Box 3	My Town	Alberta	T7T 7T7	Canada		Mail

Note: All phone numbers must be in XXX-XXX-XXXX. Example: 555-555-5555.

Landowner

Occupant

### 7.5.2.2 Interview Details

Click **Add** and select the stakeholder type from the pull-down menu. Then enter the name of the interviewee, the date of the interview, and who conducted the interview. Select the comment type from the pull-down menu and enter any comments or notes.

**Interview Details**

Have the stakeholder(s) been given the opportunity to provide comments? [Yes](#) [No](#) [Not Applicable](#)

Filter by... [Show](#)

[Add](#) [Remove](#)

Stakeholder Type	Name	Date	Interviewed By	Comments	Other Notes/Comments
Filter...					
AEP Land Manager					
AER Land Manager					
Landowner					
Occupant					
Operator					

One stakeholder has been given the opportunity to provide comments.

### 7.5.2.1 Select Document Type and Attach

Click **Add** and a pop-up window will open. A document type must be selected from the pull-down menu. Add any comments and attach the supporting document.



The screenshot shows two parts of the application interface. The top part is the 'Attachments' section, which includes a 'Filter by...' dropdown, 'Add' and 'Remove' buttons, and a table with columns: Document Type, Date, User Name, Comments, and Document. The bottom part is the 'Add Document' modal, which has a 'Document' field with an 'Attach' button, a 'Document Type' dropdown menu, and a 'Comments' text area. The 'Add Document' button is located at the bottom right of the modal.

*If the site jurisdiction was identified as “private lands,” then a land title is required. If the site jurisdiction was identified as “special area,” then Special Areas Board search documentation is required.*

## 7.6 Reclamation Information

Any written acceptances obtained as part of the reclamation, and the detailed site assessment information, must be provided as part of the application.

### 7.6.1 Dates

Enter all dates related to the reclamation by clicking in the space beside the category header. When done, click **Next**.

The screenshot shows the 'Dates' section of the application. It contains a list of date fields with their corresponding values:

Category	Date
Survey Date *	12/09/2008
Construction Date	12/26/2008
Abandonment Date	12/27/2008
Date Reclamation Completed	05/15/2017
Date of Final Assessment: Soil	06/12/2018
Date of Final Assessment: Vegetation	06/12/2018

The system does do some basic date validation. If invalid dates are entered, an error message will appear on the screen when **Next** is clicked. The message will indicate how to correct the error. Once the correction is made, click **Save**, then **Next** to proceed.

**Reclamation Information - Dates**

Dates

Survey Date *	12/09/2008	
Construction Date	12/28/1998	
Abandonment Date	12/25/1988	
Date Reclamation Completed	12/07/1988	
Date of Final Assessment: Soil	01/30/1981	
Date of Final Assessment: Vegetation	12/22/1978	

Construction date must be on or after the survey date.  
 Abandonment date must be on or after the construction date.  
 Reclamation completion date must be on or after the abandonment date.  
 Final assessment soil date must be on or after the reclamation completion date.  
 Final assessment vegetation date must be on or after the final assessment soil date.

Error messages are displayed at the bottom if dates do not correspond

< Previous   Next >   Save

## 7.6.2 Criteria Category Used

Select all criteria used to assess the site. For every criteria selected, a date range from the pull-down menu must also be selected.

**Criteria Category Used**

<input checked="" type="checkbox"/> Cultivated	Construction Period	On or After May 1st, 1994
<input type="checkbox"/> Peatlands	Construction Period	
<input type="checkbox"/> Native Grasslands: Constructed Before January 1st, 1993	Site Abandoned and/or Reclaimed	
<input type="checkbox"/> Native Grasslands: Constructed from January 1st, 1993 to April 30th, 1994	Site Abandoned and/or Reclaimed	
<input checked="" type="checkbox"/> Native Grasslands: Constructed On or After April 30th, 1994	Site Abandoned and/or Reclaimed	April 30th, 1994 - Dec 31st, 2009 On or After Jan 1st, 2010
<input type="checkbox"/> Forested Lands: Constructed Before April 30th, 1994	Site Abandoned and/or Reclaimed	
<input type="checkbox"/> Forested Lands: Constructed from April 30th, 1994 to June 1st, 2007	Site Abandoned and/or Reclaimed	
<input type="checkbox"/> Forested Lands: Constructed After June 1st, 2007	Site Abandoned and/or Reclaimed	
<input type="checkbox"/> Forested White Zone: Constructed Before April 30th, 1994	Site Abandoned and/or Reclaimed	
<input type="checkbox"/> Forested White Zone: Constructed On or After April 30th, 1994	Site Abandoned and/or Reclaimed	

Has the criteria used to assess the site been changed or defaulted to another?

If the criteria used to assess the site have been changed, select **Yes** and indicate the new criteria category. Consent by the AER is required to change the assessment criteria; thus, the attachment is required.

Has the criteria used to assess the site been changed or defaulted to another?	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>
Indicate new criteria category	<input type="text" value="Native Grasslands"/>
Attach Consent	<input checked="" type="button" value="Attach"/>
Please attach a file.	

### 7.6.3 Pre-Construction Assessment

Include any preconstruction assessments with the application to provide the AER with pre-disturbance information specific to the site.

If a preconstruction assessment was completed, click **Yes**, then enter date completed. The construction date must be entered on the Reclamation Information / Dates screen before the preconstruction assessment date can be entered.

Reclamation Information - Pre-Construction Assessment	
Pre-Construction Assessment	
Pre Construction Assessment Completed	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>
Date of Completion *	<input type="text" value="09/27/1988"/>

If a preconstruction assessment was not completed, click **No** and **Next** to proceed.

### 7.6.4 Revegetation, Fertilizer, Herbicides, and Sterilants

Provide information about revegetation, fertilizer, herbicides and sterilants, soil amendments, and top soil additions used on the site associated with the application.

#### 7.6.4.1 Revegetation

“Reseeding/planting practices used” is defaulted to **No**. If reseeding/planting practices were used, click the applicable answer. If **Yes** is selected, a table will be displayed to enter details regarding the species, planting date and species mix used. Click **Add** to enter the requested details.

**Revegetation**

Reseeding/planting practices used: **Yes** No As landowner practice Unknown

Filter by... Show ▼

**Add** **Remove**

<input type="checkbox"/>	Species Type ▾	Planting Date ▾	Species Mix List/Attachments ▾
<input type="checkbox"/>			<b>Attach File...</b>

Species type is required for all Revegetation entries. As well, planting dates must be on or before today.

#### 7.6.4.2 Fertilizer

“Fertilizer used” is defaulted to **No**. If fertilizer was used, click the applicable answer. If **Yes** is selected, a table will be displayed to enter details regarding the type of fertilizer and the date it was last used. Click **Add** to enter the requested details.

**Fertilizer**

Fertilizer used: **Yes** No As landowner practice

Attach Consent: **Attach**

Filter by... Show ▼

**Add** **Remove**

<input type="checkbox"/>	Fertilizer Used ▾	Date Last Used ▾
<input type="checkbox"/>		

Fertilizer used is required. As well, the last used date must be at least 2 years prior to the vegetation assessment date.

#### 7.6.4.3 Herbicides and Sterilants

“Herbicide(s) and sterilant(s) used” is defaulted to **No**. If herbicides or sterilants were used, click the applicable answer. If **Yes** is selected, a table will be displayed to enter details regarding the chemical used and the date it was last used. Click **Add** to enter the requested details.

**Herbicides and Sterilants**

Herbicide(s) and sterilant(s) used: **Yes** No As landowner practice

Attach Consent: **Attach**

Filter by... Show ▼

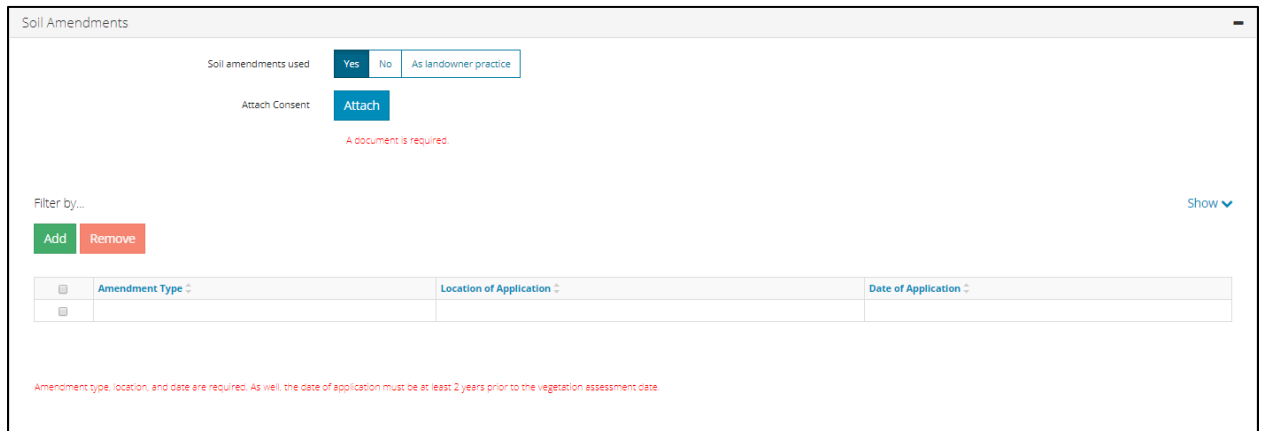
**Add** **Remove**

<input type="checkbox"/>	Chemical Used ▾	Date Last Used ▾
<input type="checkbox"/>		

Chemical used is required. As well, the last used date must be at least 1 year prior to the vegetation assessment date.

#### 7.6.4.4 Soil Amendments

“Soil amendments used” is defaulted to **No**. If soil amendments were used, click the applicable answer. If **Yes** is selected, a table will be displayed to enter details regarding the amendment type, location of application, and date of application. Click **Add** to enter the requested details and upload the attachment.



Soil Amendments

Soil amendments used: **Yes** No As landowner practice

Attach Consent: **Attach**

A document is required.

Filter by... Show ▼

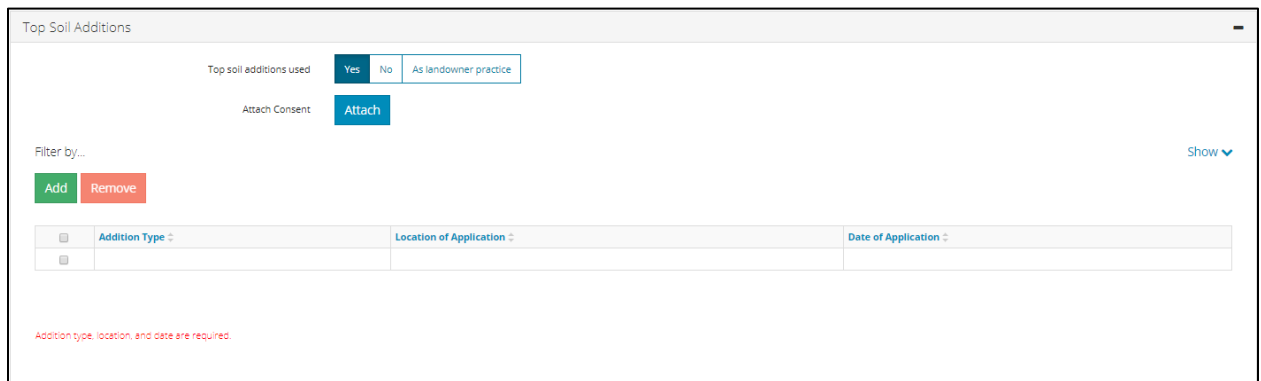
**Add** **Remove**

Amendment Type	Location of Application	Date of Application

Amendment type, location, and date are required. As well, the date of application must be at least 2 years prior to the vegetation assessment date.

#### 7.6.4.5 Top Soil Additions

“Top soil additions” is defaulted to **No**. If top soil additions were used, click the applicable answer. If **Yes** is selected, a table will be displayed to enter details regarding the addition type, location of application, and date of application. Click **Add** to enter the requested details.



Top Soil Additions

Top soil additions used: **Yes** No As landowner practice

Attach Consent: **Attach**

Filter by... Show ▼

**Add** **Remove**

Addition Type	Location of Application	Date of Application

Addition type, location, and date are required.

Click **Next** to proceed.

#### 7.6.5 Miscellaneous Site Consents

Provide information about non-oilfield waste and facilities or features to be left in place on the site associated with the application.

### 7.6.5.1 Non-Oilfield Waste

“Any non-oilfield waste buried on site” is defaulted to **No**. If **Yes** is selected, a table will be displayed to enter details regarding the material buried and depth the waste is buried and to attach consent documents. Click **Add** to enter the requested details.

Non-Oilfield Waste

Any non-oilfield waste buried on site (e.g., concrete, gravel, debris) **Yes** **No**

Filter by... Show ▼

**Add** **Remove**

	Material	Depth (m)	Consent Attachments
			<b>Attach File...</b>

All fields are required.

### 7.6.5.2 Facilities

“Facilities or features left in place” is defaulted to **No**. If **Yes** is selected, a table will be displayed to enter the facility or feature type to remain in place and to attach consent documents. Click **Add** to enter the requested details.

Facilities

Facilities or features left in place **Yes** **No**

Filter by... Show ▼

**Add** **Remove**

	Facility or Feature Type	If Other (Describe)	Consent Attachments
			<b>Attach File...</b>

Type and attachments are required.

Click **Next** to proceed.

## 7.7 Detailed Site Assessment

Information about the landscape and vegetation and soil assessment results, along with records of observations, data sheets, professional judgements, and professional assurances, are required as part of the application.

### 7.7.1 Record of Observation

Provide information about the failures in the record of observation.

Answer all record of observation questions by selecting a response from the pull-down menus.

Attach a minimum of one record of observation document by clicking **Attach**.

**Detailed Site Assessment - Record of Observation**

Record of Observation

Did the site fail any of the landscape assessment questions in the Record of Observation? \*

Did the site fail any of the vegetation assessment questions in the Record of Observation? \*

Did the site fail any of the level 1 soil assessment questions in the Record of Observation? \*

Did the site fail any of the level 2 soil assessment questions in the Record of Observation? \*

All questions are mandatory

Attach Associated Record of Observation or Detailed Site Assessment for Peatlands Documents

Attach **mandatory attachment**

Attach Associated Detailed Site Assessment Documents

Attach **optional attachment**

Click **Next**.

### 7.7.2 Professional Judgement

“Was justification for variance used?” is defaulted to **No**. If **Yes** is selected, a table is displayed to enter the variance type, pre-approval, authorized approver (if applicable), and date of acceptance and to attach the supporting documentation.

*“Variance – Other” is only to be used when none of the other types are applicable.*

Use of Professional Judgement to Explain a Pass

Was justification for variance used? **Yes** No

Filter by... Show

**Add** **Remove**

Variance Type	Variance Pre-Approved	Authorized Approver	Date of Acceptance	Supporting Attachments
<div>Filter...</div> <ul style="list-style-type: none"> <li>Aerial Assessment - Forested; damage concerns</li> <li>Aerial Assessment - Forested; safety concerns</li> <li>Aerial Assessment - Peatlands; damage concerns</li> <li>Aerial Assessment - Peatlands; safety concerns</li> <li>Criteria waived due to development zoning</li> <li>Incompatible vegetation - Invasive species</li> <li>Incompatible vegetation - Noxious weeds</li> <li>Incompatible vegetation - Problem introduced species</li> <li>Incompatible vegetation - Undesirable/Problem weeds</li> <li>Remediation end point exceedance</li> <li>Third-party impact - Disturbance</li> </ul>				<div>Attach File...</div>

Click **Next** to proceed.

### 7.7.3 Professional Assurance

Professional assurance information for each assessment conducted on the site is required.

Select **Yes** or **No** for each assessment type. Where **Yes** has been selected, enter the assessment date and the name of the company and the name of the professional who conducted the assessment, including their professional designation and registration number.

*The “Professional Designation(s) and Registration” text box has a 40 character limit; abbreviations are acceptable.*

Professional Assurance Table					
Professional members who signed off on the reclamation and remediation assessments					
Filter by...					
Assessment ▾	Submitted ▾	Date ▾	Company ▾	Professional Name(s) ▾	Professional Designation(s) and Registration No(s) ▾
Landscape Assessment	Yes ▾	10/30/2018	ABC Consulting	Elmer Fudd	P. Ag., AIA 99999
Vegetation Assessment	Yes ▾	10/30/2018	ABC Consulting	Elmer Fudd	P. Ag., AIA 99999
Soil Assessment Level-1	Yes ▾	10/30/2018	ABC Consulting	Elmer Fudd	P. Ag., AIA 99999
Soil Assessment Level-2	No ▾				
Other	No ▾				

Click **Next**.

## 7.8 Confirmation

### 7.8.1 Validations/Rules

Rules triggered can be reviewed here. If any of the rules are triggered within the application, the outcome will indicate “Additional Review”; otherwise, the outcome will be “Baseline Review” and there will be no additional review by the AER.

Rules Triggered		
Filter by...		
Activity ID ▾	Rule Name ▾	Outcome ▾
1328094	Variance Vegetation Override Cultivated Rule	Additional Review
1328094	Overlapping Exemption Assessment Rule	Baseline Review
1328094	Tier 2 Guidelines Usage Assessment Rule	Baseline Review
1328094	Variance Unknown Rule	Baseline Review
1328094	Variance Criteria Waived Due To Dev. Zoning Rule	Baseline Review
1328094	Variance End point Exceedance Rule	Baseline Review
1328094	Variance Landscape Rule	Baseline Review
1328094	Variance Invasive Species Weeds Rule	Baseline Review
1328094	Variance Vegetation Override Grassland Rule	Baseline Review
1328094	Variance Vegetation Override Forested Rule	Baseline Review



There are 2 pages of rules to review



### 7.8.2 Additional Information and Declaration

Any additional information or clarification can be added in the text box and additional documents can be attached.

The screenshot shows the 'Confirmation - Declaration' section of the application form. It contains two main parts: 'Additional Information' and 'Wellsite Reclamation Certificate Application'. The 'Additional Information' section has a large text box for input and an 'Attach' button. A red callout bubble points to the 'Attach' button with the text 'optional attachment'. The 'Wellsite Reclamation Certificate Application' section has a link that says 'Download and complete a copy of the declaration form' and an 'Attach' button. A red callout bubble points to the 'Attach' button with the text 'optional attachment'.

Operators are ultimately responsible for their sites and are expected to review applications made on their behalf to ensure that they are accurate and complete.

The declaration must be signed by the operator; consultant signatures are NOT acceptable. The declaration form can be downloaded via the link (blue text). The operator will need to download the declaration, complete and sign it, and then scan it into digital file format (i.e., PDF). The signed declaration form must be attached to the application prior to application submission.

The screenshot shows the 'Wellsite Reclamation Certificate Application' section. It contains a link that says 'Download and complete a copy of the declaration form' and an 'Attach' button. A red callout bubble points to the 'Attach' button with the text 'click "declaration form" to download the pdf form to be signed by the operator'.

Applicants/delegates with a "Save" role will only see the "Save" option. Applicants/delegates with a "Save and Submit" role will see both "Save and Submit Application" and "Save" options.

The screenshot shows two green buttons. The top button is labeled 'Save and Submit Application' and the bottom button is labeled 'Save'.

Once **Save and Submit Application** is clicked, the system will run a number of checks before accepting the submission. If any one of the validations fail, an error message will appear indicating which area of the application failed. Navigate to the screen identified and correct the information, then return to this page and click on **Save and Submit Application** again.

Wellsite Reclamation Certificate Application

Download and complete a copy of the [declaration form](#)

Attached signed declaration form \* Test document 17 for UAT ...

A public lands disposition must be included in the asset table or an exception identified. Your application is incomplete and will not be accepted.

[Previous](#) [Next](#) [Save](#) [Save and Submit Application](#)

A declaration agreement will appear. Clicking **I Disagree** will return the user to the application. By clicking **I Agree**, a confirmation of application submission will appear.

Confirm Application Submission

Clicking "Yes" below will submit this application to AER for review and approval. Please ensure that all required data has been provided. Do you wish to proceed?

[No](#) [Yes](#)

Clicking **No** will return the user to the application, and clicking **Yes** will submit the application with a submission ID number.

Application Submitted

Thank you for your application, for reference your application number is 1328093

[OK](#)

Once submitted, a pop-up window will display the application number.

Application Submitted

Thank you for your application, for reference your application number is 116649

[OK](#)

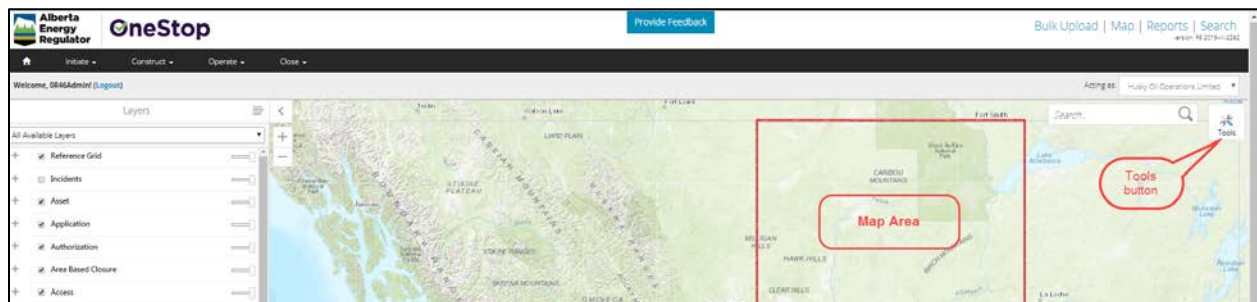
## 8 Map Search

The system has a GIS map viewer that allows the user to search and view data geospatially. From the home page, in the top right corner, click **Map**.



### 8.1 Map Viewer Overview

The home screen displays a map with the outline of Alberta in the centre of the screen, a menu area to the left of the map, and a Tools button in the upper-right corner of the map.

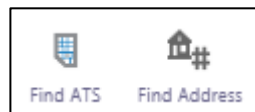


#### 8.1.1 Tools

Numerous tools are available to search and select information on the map. The tools can be found as an icon located in the upper-right corner of the map area. Clicking on this icon will open a tool bar where various tools, as well as a help guide, can be selected.



- Opens the help guide



- The find tools allow assets to be searched by the legal land location or the physical address.



- GPS coordinates can be plotted on the map and the coordinate system can be changed.



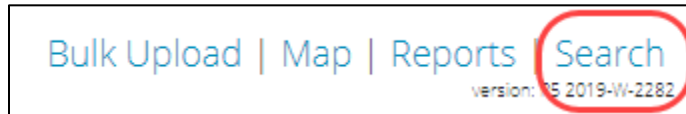
- The Identify tool is for finding asset information on an area of interest. The assets will be displayed on the left of the map. The results can be selected to show more information about the items selected



- Initial view, full extent, previous extent, and next extent allow the user to change the map view.

## 9 Search Applications

All applications (including drafts) can be found via the Search function. From the home page, in the top-right corner, click **Search**.



### 9.1 Viewing a Submitted Application

The application search screen will be displayed allowing for various attributes to be searched. Results will appear at the bottom of the screen in the Results screen.

Application Search

To search for a Reclamation Certificate created prior to July 26, 2018, enter the original application ID in the Activity field and search. Alternatively, use the Location elements to search.

Status

Technical Review

Application ID

Project Name

Activity ID

Received Date

Between

And

Location

LSD

SEC

TWP

RGE

W

M

M

Search

Reset

Results

Filter by...

View

Copy

Application ID

Application Type

Activity Type

Status

Submitted Date

Project Name

148128

NEW

Pipeline

Technical Review

9/20/2017

Ansell 5-20 Tie-in 22592-001JT

To filter the results further, click **Show**.

Results						
Filter by...						Show ▾
View		Copy				
<input type="checkbox"/>	Application ID ▾	Application Type ▾	Activity Type ▾	Status ▾	Submitted Date ▾	Project Name ▾
<input type="checkbox"/>	148128	NEW	Pipeline	Technical Review	9/20/2017	Ansell 5-20 Tie-in 22592-001JT
<input type="checkbox"/>	151086	AMENDMENT	Pipeline	Technical Review	11/2/2017	Test

Various filters will be displayed for all applications that have been found from the original search. Once the applicable filters are selected, click **Apply Filters** (or **Hide** to hide the filters).

Results

Filter by...

Submitted Date

Application ID

Application Type

Activity Type

Unch Pipeline Reccert Apply Filters

Technical Review

Project Name

Clear Filters

18 items

Per page 10

View Copy

<input type="checkbox"/>	Application ID	Application Type	Activity Type	Status	Submitted Date	Project Name
<input type="checkbox"/>	148128	NEW	Pipeline	Technical Review	9/20/2017	Ansell 5-20 Tie-in 22592-001JT
<input type="checkbox"/>	151086	AMENDMENT	Pipeline	Technical Review	11/2/2017	Test

To open a specific application (only one can be opened at a time), click the box on the left and then **View**.

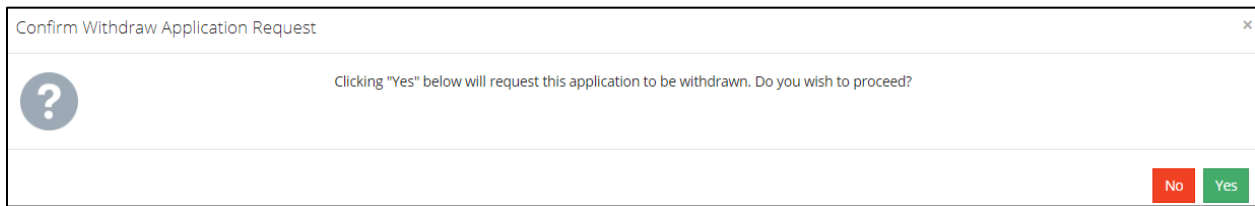
Results						
Filter by...						Show ▾
View		Copy				
<input type="checkbox"/>	Application ID ▾	Application Type ▾	Activity Type ▾	Status ▾	Submitted Date ▾	Project Name ▾
<input type="checkbox"/>	326394	NEW	Recert	Technical Review	4/4/2017	
<input type="checkbox"/>	327038	NEW	Recert	Technical Review	11/29/2016	
<input type="checkbox"/>	330057	NEW	Recert	Technical Review	9/21/2017	
<input type="checkbox"/>	330059	NEW	Recert	Technical Review	8/14/2017	
<input type="checkbox"/>	331930	NEW	Recert	Technical Review	7/16/2018	
<input type="checkbox"/>	332752	NEW	Recert	Technical Review	7/20/2018	
<input checked="" type="checkbox"/>	339390	NEW	Recert	Technical Review	10/31/2018	UAT Testing 1.12 RecCert Hotfix1 - NK
<input type="checkbox"/>	339393	NEW	Recert	Technical Review	10/31/2018	UAT 1.13 RecCert HotFix1 - NK
<input type="checkbox"/>	339397	NEW	Recert	Technical Review	10/31/2018	UAT 1.16 RecCert HotFix1 - NK
<input type="checkbox"/>	339513	NEW	Recert	Technical Review	11/1/2018	RE-TEST UAT 1.10 RecCert HotFix1 - NK

## 9.2 Withdrawing a Submitted Application

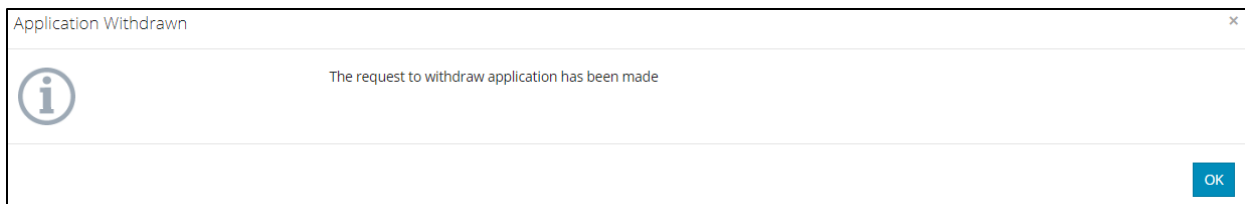
Applications that have not been approved or denied can be withdrawn. Search and open the application. On the blue ribbon at the top of the application, the Withdraw button is on the right.



A confirmation screen will appear to confirm the withdrawal of the application.



By clicking **Yes**, the application is withdrawn and a confirmation screen is displayed.



*After an application is withdrawn, the Phase 1 and Phase 2/3 submissions are no longer valid. New Phase 1 and Phase 2/3 submissions are required prior to submitting a new application.*

## 9.3 Copy an Application

Applications with all statuses can be copied; however, the copy function *does not copy* any attachments or free-form text (i.e., text typed in text boxes).

Search for the application to be copied using the Search function.

Search By

Application
Authorization
Notification
Submission

Application Search

To search for a Reclamation Certificate created prior to July 26, 2018, enter the original application ID in the Activity field and search. Alternatively, use the Location elements to search.

Status

Withdrawn

Application ID

Project Name

Activity ID

Received Date

Between

And

Location

LSD

SEC

TWP

RGE

W

M

M

Search

Reset

Applications with any status can be copied

Select the application to be copied and click **Copy**.

Results

Filter by...

Show

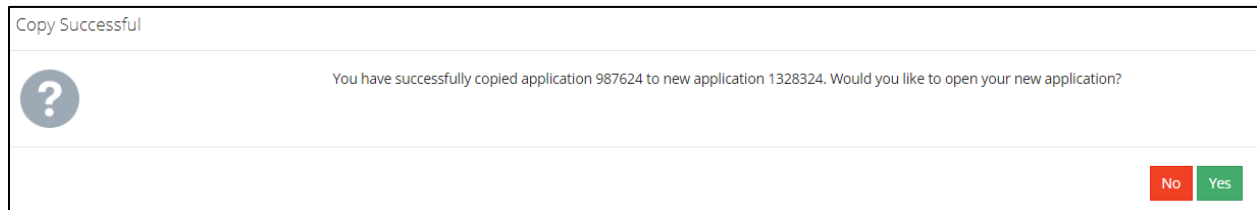
View

Copy

	Application ID	Application Type	Activity Type	Status	Submitted Date	Project Name
	1053437	NEW	Reccert	Withdrawn	1/17/2019	UAT 1.9 testing NK
1	987624	NEW	Reccert	Withdrawn	1/11/2019	
	983522	NEW	Reccert	Withdrawn	11/20/2018	
	339355	NEW	Reccert	Withdrawn	10/31/2018	RecCert HotFix1 NK
	331978	NEW	Reccert	Withdrawn	7/16/2018	
	329683	NEW	Reccert	Withdrawn	10/5/2017	
	329997	NEW	Reccert	Withdrawn	5/29/2017	
	327014	NEW	Reccert	Withdrawn	2/28/2017	
	328513	NEW	Reccert	Withdrawn	2/17/2017	
	327958	NEW	Reccert	Withdrawn	2/10/2017	



A confirmation screen will appear indicating that the application was copied successfully and a new application number will be provided. Click **No** to return to the search results screen and select **Yes** to open the copied application.



## 9.4 Review & Status Types

The statuses assigned to applications that have been submitted are as follows:

- Approved
- Awaiting Decision
- Awaiting Info
- Denied
- Draft
- Submitted
- Technical Review
- Under Review
- Withdrawn

Applications that pass all the automated checks (baseline review) are deemed low risk. They will be publicly posted for 30 days. If during this time a statement of concern or any other issues arise, the AER may escalate the application to require additional review.

Applications that fail one of the automated checks will require additional manual review by AER staff.

## 9.5 Supplemental Information Requests

On any application awaiting a decision, the AER may request further information from the applicant. Applicants will be informed of supplemental information requests (SIRs) by email, as well as on the main content area of their applicant workspace under Info Requests from AER.

Applicants are able to view and respond to all questions in an SIR, as well as attach any supporting documentation, by clicking the box on the left and **View**. A screen will open summarizing the details of the SIR.

Supplemental Information Requests (SIR)

Filter by...

Show ▾

View 3

2

1 Click sector to view list of SIRs

	Reference ID ▾	Date Requested ▾	Due Date ▾	Days Overdue ▾	Status ▾
<input type="checkbox"/>	331930	11/2/2018	11/16/2018	102	Closed
<input type="checkbox"/>	332752	7/25/2018	7/30/2018	211	Closed
<input type="checkbox"/>	331411	7/12/2018	7/17/2018	224	Closed

Left sidebar items: Benzene Emissions (0), Methane Emissions (0), Peace River Emissions (0), Peace River Performance Report (0), Pipelines (3), RecCert (3), Water (0).