

Submitting Reclamation Certificate Variances

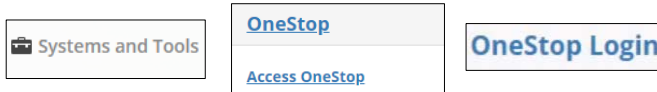
Intended User: Submitters of reclamation certificate variances

Overview

This quick reference guide (QRG) describes how to submit variances for reclamation certificates or RCVs in OneStop. RCV's may be submitted before the reclamation certificate application (RCA) or with the RCA.

Access OneStop

1. Access OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**

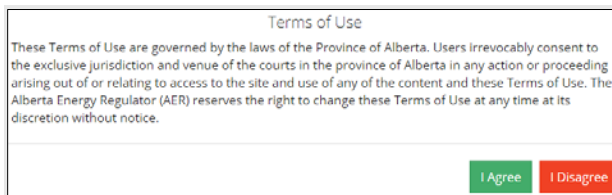


2. Enter your **username** and **password**. Click **Login**.



The image shows the OneStop login interface. It features the OneStop logo at the top left. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field.

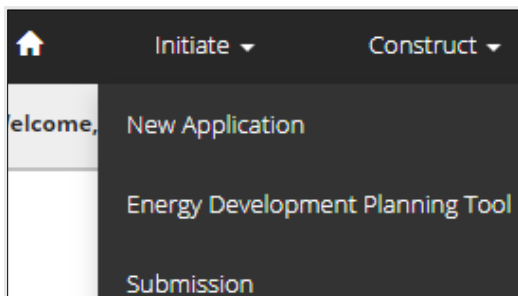
3. The Disclaimer window opens. Click **I Agree**. OneStop opens on the dashboard landing page.



The image shows a 'Terms of Use' disclaimer window. The text reads: 'These Terms of Use are governed by the laws of the Province of Alberta. Users irrevocably consent to the exclusive jurisdiction and venue of the courts in the province of Alberta in any action or proceeding arising out of or relating to access to the site and use of any of the content and these Terms of Use. The Alberta Energy Regulator (AER) reserves the right to change these Terms of Use at any time at its discretion without notice.' At the bottom right, there are two buttons: 'I Agree' (green) and 'I Disagree' (red).

Create: Create Submission

1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**. The Create page opens.



Tip

You can also access the Submission feature from any drop-down menu on the top navigation bar.

3. Enter **Reclamation Certificate Variance** in the Select Type field. OneStop will return selections.
4. Select **Reclamation Certificate Variance**.

5. Click **Validate**.
6. Optional: You may also search by clicking **View List**.
 - a) The Submission Types list appears. Select **Reclamation Certificate Variance**.

- b) Click **Validate**.

General: Enter General Information

Related Entities

1. Select all that apply to the variance that is being applied for. **Do not** submit multiple assets in the same RCV (Reclamation Certificate Variance). Submit **one** asset per submission, except OSE (Oil Sands Exploration) and CEP (Coal Exploration Program) programs.

Note: When requesting a variance for a clay pad to remain in place, the borrow pit is assumed to be included. The location of the borrow pit must be included in the related entities tab as well.

Tip

Each option, when selected, will display a related table. **This example uses the Asset option.** To change your selection, click the highlighted option, and select another option.

2. Click **Add**. The search window opens for your selected option.

3. Enter the **asset reference number** and the **Legal Land Description (LLD)**. Click **Search**.

Asset Search

Asset Reference

Legal Land Description (LLD)

Results appear in a table below.

<input type="checkbox"/>	Asset ID	UWI	Authorization Number	Asset Type	Asset Name	Asset Status	Asse
<input type="checkbox"/>	092	A	048	Well		Abandoned	

4. Check the **box** beside the appropriate asset or authorization number. Click **Add Assets**.

<input checked="" type="checkbox"/>	Asset ID	UWI	Authorization Number	Asset Type	Asset Name	Asset Status
<input checked="" type="checkbox"/>	092	AA	048	Well		Abandoned

The asset is added to the table on the General page.

5. Select the **Activity Name** from the drop-down list in the Asset table.

Activity Name*

- Access Road
- Battery Site
- Borrow Site
- Campsite

Tip

The activity name refers to the activity the variance applies to. For example, if the variance is for a remote sump associated with the wellsite, select Remote Sump.

6. Click (bottom right of screen).

7. Click the **Contact Information** tab.

Contact Information

Based on your login credentials, some contact information may already be completed in this section.

Tip

Fields that are greyed out cannot be edited. Fields marked with an **asterisk*** are mandatory.

Licensee/Approval Holder

1. Complete the following licensee fields: **Name**, **Position**, **Phone**, and **Email**.

Licensee/Approval Holder	
Is the operating company different than the licensee/approval holder?	Yes No
Business Associate Identifier	OHE9
Name *	Elizabeth O.
Position *	Engineer
Company Name	Canadian Natural Resources Limited
Address	2100, 855 - 2 St SW, Calgary, AB, T2P 4J8
Phone *	(403) 517-6700
Email *	elizabetho@cnrl.ca

2. Identify if you are the primary contact. Select **Yes** or **No** from the drop-down list.

Primary Contact	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div> <div style="background-color: #0070c0; color: white; text-align: center; padding: 2px;">Yes</div> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div> </div>
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3. Optional: Click Save Parameters (right of screen) to save your contact information.

Tip

For future entries, click Load Parameters and your contact information will auto-populate the form.

Operator

4. If the operating company differs from the disposition holder, select **Yes**, and complete the Operator section.

Is the operating company different than the licensee/approval holder?	Yes No
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- Click **Search** in the Operator section. The Add Operator window opens.

- Enter the business associate (BA) number **or** the associate name. Click **Search**.
- Optional: Click **Search** for a general listing of BA numbers.
- Check the **box** beside the appropriate BA number.

<input type="checkbox"/>	Business Associate Identifier ▾
<input checked="" type="checkbox"/>	0001
<input type="checkbox"/>	0002

- Click **Select Operator**. The window closes and the BA number appears in the Business Associate Identifier field.

- Complete the following operator fields: **Name**, **Position**, **Phone**, and **Email**.

- Optional: Click **Save Parameters** (right of screen) to save your contact information.

- Click **the Details** tab.

Site Details

The 'Details' form contains the following fields and options:

- Site name:** A text input field.
- Land ownership *:** A button group with three options: 'Public Land', 'Freehold', and 'Federal'.
- Submission is associated with *:** A button group with five options: 'Mining', 'In Situ', 'Oil and Gas', 'Pipelines', and 'Waste'.
- Current site status *:** A dropdown menu.
- Comments:** A large text area for entering notes.

1. Enter **Site name**.
2. Select **Land ownership**.
3. Select **associated operation type**.
4. Select the **site's current status** from the drop-down list.

The 'Current site status' dropdown menu is open, showing the following options:

- Proposed
- Construction
- Active
- Inactive
- Reclaimed

5. Enter **comments** in the space provided.
6. Click **Validate**. Click **Save**.

Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.

7. Click **Next >** (bottom left of screen) to move to the Questionnaire page.

Questionnaire: Enter Site Specific Information

1. Select the **Jurisdiction** where the site is located.

The 'Questionnaire' form has the following structure:


- Buttons:** 'Validate' (top left).
- Tabs:** 'Stakeholder Information' (active) and 'Site Characterization'.
- Section:** 'Stakeholders'.
- Field:** 'Jurisdiction *' with a dropdown menu.
- Options:** Private Land, Public Land, Special Areas, Parks and Protected Areas.
- Section:** 'Occupant Information' (partially visible at the bottom).

- Based on your selection, complete the **required Land Owner** or **Land Manager** section.

Land Owner	
Name of Individual *	Daniel Stevens
Email Address *	dstevens@abc.ca
Phone Number *	403-555-1234

Land Manager	
Name of Individual *	Michelle Dockery
Email Address *	mdockery@abc.ca
Phone Number *	403-555-4321

- Optional: You may complete the **Occupant Information** and **Metis Settlement Information** sections as needed.

- Click . Scroll up and click the **Site Characterization** tab.

Stakeholder Information	Site Characterization
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Site Characterization

- Select the **Current Land Use** from the drop-down list.

Land Use	
Current Land Use *	<input type="text"/>
Future Land Use *	<input type="text"/>
Upload Land Use Change Approval Document(s)	

- Select **Future Land Use** from the drop-down list.



Land Use	
Current Land Use *	Native Grassland
Future Land Use *	<input type="text"/>
Upload Land Use Change Approval Document(s)	
Variance Details	

- a) For **Development** and **Other Landowner Use**: Enter the **required information** in the space provided.

Future Land Use * ⓘ	Other Landowner Use
Describe Landowner Use *	

Future Land Use * ⓘ	Development
Describe Development Type *	

3. Click **Attach** to add land use change approval documents. Locate the file from your computer and attach it. Multiple documents may be uploaded.

Upload Land Use Change Approval Document(s)	Attach
 Test doc 1.pdf	(31 KB) ✕
 Test doc 2.pdf	(31 KB) ✕

Important

For the clay pad to remain in place, the approval document is the [PTAC Site End Land Use Recommendation Calculator](#).

Questionnaire: Variance – Enter Submission Details

1. Select **Yes** or **No**: Are there criteria waived due to zoning?

Variance Details	
Are there criteria waived due to zoning? *	<input type="button" value="Yes"/> <input type="button" value="No"/>

- a) If **No**, proceed to **Step 2**.
- b) **Yes**, describe **Zoning and Development Plans** in the space provided.

Describe Zoning and Development Plans *	
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- i) Click **Attach** to add one or more of the mandatory items: subdivision plans, zoning plans, and sketches. Locate the files from your computer and attach them.

Upload one or more of the following mandatory items: Subdivision plans, Zoning plans, sketches *	Attach
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- ii) Optional: Click **Attach** to add surveys.

Survey attachments	Attach
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2. Select all **variance types** that apply to your submission.

Note: Each variance type will require more information after you have completed Step 8 below.

Select all variance types that apply *

- Aerial Assessment
- Third Party Impacts
- Landscape Variance
- Soil Variance
- Vegetation Variance
- Variance Other
- Clay pad to remain in place

3. Select the **Degree of Disturbance at Construction** from the drop-down list.

Degree of Disturbance at Construction *

- Full Disturbance
- Minimum Disturbance
- Zero Disturbance

4. Select the **Degree of Disturbance during Reclamation/Remediation** from the drop-down list.

Degree of Disturbance during Remediation/Reclamation *

- Full Disturbance
- Minimum Disturbance
- Zero Disturbance

5. Click the **Construction Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy.

Construction Date *

« September 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

6. Repeat **Step 5** for selecting **Abandonment, Reclamation Activities Completed, Revegetation, and Vegetation Management** dates. Dates should be the most recent activity completed on the site.

Abandonment Date *

Reclamation Activities Completed Date *

Revegetation Date *

Vegetation Management Date

7. Select the **Criteria Applied** to the site. More than one can be selected.

Criteria Applied *

- Cultivated
- Forested
- Native Grasslands
- Peatland

- Click **Attach** to upload the **Detailed Site Assessment (DSA)**, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.

Variance Types

Aerial Assessment

- Optional: In the space provided, enter **additional comments** that support the DSA attachments.

DSA Uploads including Photos and Surveys where appropriate *	Attach
Comments	

- Select the **reason** for the aerial assessment from the drop-down list.

Select the reason for the aerial assessment *	
	Remote Site Damage Concerns Access Restrictions

Remote Site

- Describe the remote site in the space provided.

Note: Sites not accessible by aerial landing, Argos, or all-terrain vehicle, too remote to access by foot, may require an assessor to perform an alternative aerial assessment.

Select the reason for the aerial assessment *	Remote Site
Describe Remote Site * ⓘ	

Damage Concerns

- Describe the damage concerns in the space provided.

Select the reason for the aerial assessment *	Damage Concerns
Describe Damage Concerns *	

Access Restrictions

- Select **Yes** or **No** – Are there access restrictions unrelated to vegetation height (i.e., water crossings, ground conditions, etc.)?

Are there access restrictions unrelated to vegetation height (i.e. water crossings, ground conditions, etc.)? *	Yes	No
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- Describe the access restrictions in the space provided.

Describe Access Restrictions *	
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Third Party Impacts

1. Click **Add**. A row will be added to the table.

<input type="checkbox"/>	Third Party Type*	Name*	Date of Interview*	Comments*	Upload
<input type="checkbox"/>					Attach

Tip

To remove a row from the table, check the **box** beside the row you wish to remove. Click **Remove**.

- a) From the drop-down list, select the **party** you discussed third-party impacts with.

<input type="checkbox"/>	Third Party Type*
<input type="checkbox"/>	<input type="text" value="Filter..."/> <ul style="list-style-type: none"> Landowner Land Manager Interest Holder Occupant Interviews

- a) Enter the **Name** of the person you discussed third-party impacts with.

Name*
<input type="text"/>

- b) Click the **Date of the Interview** field and select the date from the calendar.

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

- c) Click the **Comments** field and enter comments from the interviewee.

Comments*
<input type="text"/>

- d) Click **Attach** to add applicable interview documents. Locate the files from your computer and attach them.

Upload
Attach

Landscape Variance

1. Select **Yes** or **No**: Were step-outs completed to characterize any anomalies?

Were step-outs completed to characterize any anomalies? *	Yes	No
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a) If **No**, please explain in the space provided.

If no, please explain	
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b) If **Yes**, the Variance Parameters section appears. Click **Add**. A row will be added to the table.

Variance Parameters		
Variance Type*	Parameter*	Description and Justification*

i) Select a **Variance Type** from the drop-down list.

<input type="checkbox"/>	Variance Type*
<input type="checkbox"/>	Filter...
	Landscape
	Soil
	Vegetation

ii) Select the **Parameter** that does **not** meet the criteria. If multiple parameters do **not** meet the criteria, add rows to the table. Select a parameter for each row.

Parameter*
Filter...
% Clay
% Open Water/Upland Ecosite
Bare Areas
Bare Ground %
BBCH Value
Bryophyte Cover
Canopy Cover
Coarse Fragment Content
Color
Consistence
Debris

iii) In the space provided, explain why the selected parameter does not meet the criteria. Enter justification and rationale to support the variance request.

Description and Justification*

- iv) Add any supporting documents. Click **Attach**. Locate the files from your computer and attach them.

Additional Supporting Documents	Attach
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Soil Variance

- 1. Select **Yes** or **No**: Were step-outs completed to characterize any anomalies?

Were step-outs completed to characterize any anomalies? *	Yes	No
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- 2. If **No**, explain in the space provided.

If no, please explain	
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- a) Select **Yes** or **No**: Was a Level 2 Soils Analysis completed to support the justification?

Was a Level 2 Soils Analysis completed to support the justification? *	Yes	No
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- b) If **No**, explain in the space provided.

If no, please explain	
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- c) If **Yes**, click **Attach** to add files pertinent to the soil analysis. Locate the files from your computer and attach them.

Upload files pertinent to the soil analysis	Attach
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- i) The Variance Parameters section will also appear. Repeat **steps 1(b) to 1(b)(iv)** in **Landscape Variance**.

Vegetation Variance

- 1. Repeat steps **1** to **2(c)** above in **Soil Variance**.
- 2. Select **Yes** or **No**: Is the variance for weeds/incompatible species?

Is the variance for weeds/incompatible species? *	Yes	No
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- a) If **No**, proceed to the **Variance Parameters** section.
- b) If **Yes**, list the **undesirable, incompatible or weedy vegetation species** in the space provided.

List undesirable, incompatible or weedy vegetation species *	
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- i) Describe **Weed Management** in the space provided.

Describe Weed Management *	
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- ii) Click **Attach** to add **Weed Management Attachments**. Locate the files from your computer and attach them.

Note: Weed management documents may include vegetation management plans, herbicide application records, mechanical vegetation management records, seed mixes, seed mix approvals, etc.

Weed Management Attachments ⓘ	Attach
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- iii) The Variance Parameters section will also appear. Repeat **steps 1(b) to 1(b)(iv)** in **Landscape Variance**.

Variance Other

Variances that do not fall into categories listed above, can be entered in the Variance Parameters section. Example: The detailed site assessment was completed less than 365 days from the last herbicide application.

- 1. Click **Add**. A row will be added to the table. If multiple parameters do not meet the criteria, add rows to the table.

Variance Parameters		
<input type="checkbox"/>	Variance Type* ▾	Parameter* ▾
<input type="checkbox"/>		Description and Justification* ▾

- 2. Select the **Variance Type** from the drop-down list.

<input type="checkbox"/>	Variance Type* ▾
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;"> Filter... </div> <div style="background-color: #f0f0f0; padding: 2px;"> Landscape </div> <div style="background-color: #e0e0e0; padding: 2px;"> Soil </div> <div style="background-color: #d0d0d0; padding: 2px;"> Vegetation </div>

- 3. In the Parameter column, select **Other**.

Parameter* ▾
<div style="border: 1px solid #ccc; padding: 2px;"> Filter... </div> <div style="background-color: #f0f0f0; padding: 2px;"> Micro-contour </div> <div style="background-color: #e0e0e0; padding: 2px;"> Moisture Regime </div> <div style="background-color: #d0d0d0; padding: 2px;"> Organic Carbon </div> <div style="background-color: #c0c0c0; padding: 2px;"> Other </div> <div style="background-color: #b0b0b0; padding: 2px;"> pH </div> <div style="background-color: #a0a0a0; padding: 2px;"> Plant Density/% Cover </div>

- In the space provided, explain why the selected parameter does not meet the criteria. Provide justification and rationale to support the variance request.

Description and Justification* ⌵

- Add any supporting documents. Click **Attach**. Locate the files from your computer and attach them.

Additional Supporting Documents

Attach

- Click Save. Click Next > and move to Confirmation page.

Confirmation: Validate Entry

There are two ways to validate your entry.

Option 1: Confirmation Page

The Validations section lists areas throughout the form that still need to be completed.

- Check the **box** beside the first item on the list.

Validations

View

<input type="checkbox"/>	Issue ⌵
<input checked="" type="checkbox"/>	General - Contact Information
<input type="checkbox"/>	General - Details
<input type="checkbox"/>	General - Related Entities
<input type="checkbox"/>	Questionnaire - Site Characterization

- Click **View**. You will be directed to the section in the application that needs information.

Name *
⚠ This field is required.



Position *
⚠ This field is required.

- Complete the required fields. Click Validate.
- Return to the Confirmation page.
- Repeat **steps 1 to 4** until all sections have been validated.


Option 2: Left Navigation Bar

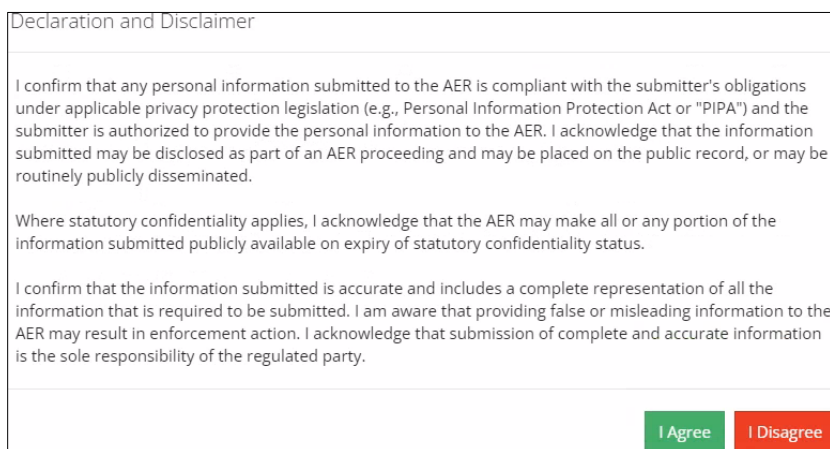
The left navigation bar highlights areas in your submission that need attention.



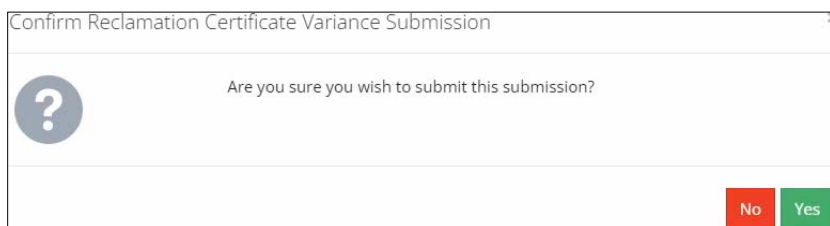
1. Click an attention icon  in the left navigation bar.
2. You will be directed to the page that requires information. Complete the required fields.
3. Click .
4. Repeat **steps 1 to 3** until all pages have been validated.

Submit

3. Once you have validated your entry, click  on the Confirmation page.
4. The Declaration and Disclaimer window opens to confirm your submission is correct. Click **I Agree**.



5. The Confirm Reclamation Certificate Variance Submission window opens to confirm your submission. Click **Yes**.



6. The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard.

