Submitting a Pre-2019 Substance Release Remedial Action Plan (RAP)

Intended User: Authorized representatives of AER regulated licensees and assigned delegates

Overview

This quick reference guide (QRG) describes how to submit remedial action plan (RAP) information in OneStop for unreported pre-2019 substance releases.
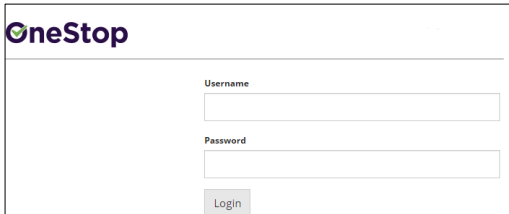
> **Important**
>
> See the Government of Alberta's [Remediation Regulation](#) for requirements on reporting information and remedial measures associated with substance releases.

Request an Extension and Access

1. Licensees: Email CSUsubmissions@aer.ca to request an extension to RAP submission timelines and to request access to the pre-2019 RAP tool.

   a) Enter **Pre-2019 RAP Extension Request** in the email's subject line.

   b) Include letters with supporting rationale in the email.

Navigate to Pre-2019-RAP

1. Log into OneStop with your **Username** and **Password**. Click **Login**.
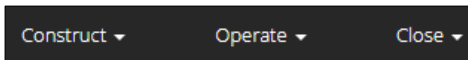
2. The Disclaimer window opens. Click **I Agree**.

   OneStop opens the dashboard landing page.

3. Click **Close** on the top left navigation bar.

4. Select **Pre-2019-RAP** from the drop-down list.

Licensee Contact Information

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

> **Tip**
>
> Fields that are greyed out cannot be edited.

1. Complete the following licensee fields: **Name**, Phone (optional), and **Email**.

Licensee Contact Information

Business Associate Identifier	A7G3
Name *	Dan Stevens
Company Name	1435008 Alberta Ltd.
Address	1700, 255 - 5 Ave SW, Calgary, AB, T2P 3G6
Phone	403-233-0000
Email *	danstevens@altaltd.ca
Primary Contact *	Yes

Consultant Contact Information

1. Consultants (delegates) acting on behalf of licensees: Complete the Licensee Contact Information section. Some contact information may already be populated in the section.

2. Some information in the Consultant Contact Information section may already be populated.

   a) Complete the following consultant fields: **Name**, Phone (optional), and **Email**.

Consultant Contact Information

Business Associate Identifier	0026
Name *	Elizabeth Taylor
Company Name	Ovintiv Canada ULC
Address	Box 2850 500 Centre St SE, Calgary, AB, T2P 2S5
Phone	403-555-555
Email *	etaylor@OntCan.ca

Authorization/Substance Release Area

1. Click **Find** to search for the authorization number.

Authorization / Substance Release Area

Authorization Number	[ ] Find
Area Boundary Tools *	Draw Polygon

   a) Optional: Click "**No authorization ID available**" if one is not available (e.g., the activity was stopped before the current authorization/licensing requirements).

   ☑ No authorization ID available

   b) Optional: Proceed to **Step 4**.

2. The Search by Authorization window opens. Enter the authorization number, type, **or** location. Click **Search**.

Search By Authorization	
Authorization Number	2001020
Authorization Type	
Location	LSD SEC TWP RGE W M M
	Search Reset

Note: You may search and add any authorization number, even those not associated with your BA code. You are responsible for entering correct information.

a) Optional: Click **Search** for a general listing of authorization numbers associated with your company.

> **Tip**
>
> Click **Reset** to clear the form and begin your search again. Reset

3. Select the **box** beside the proper authorization number. Click **Add**.

Add		
☐	**Authorization Number** ⇳	**Authorization Type** ⇳
☑	2001020	Well Licence

> **Tip**
>
> Click the numbers or arrows to move between pages of data.
>
> << < 46 47 48 49 50 > >>

The window closes, and the authorization number appears in the Authorization Number field.

Authorization Number	2001020
Area Boundary Tools *	Draw Polygon

a) For pipelines, select the line segment number from the table that appears below the Authorization Number field.

4. Click **Draw Polygon**. The Create Shapefile window opens. Draw Polygon

Create Shapefile

Draw or Zoom to LLD ✕ <

Click "Draw Polygon on Map" if you wish to A) draw the boundary of the substance release area or B) select a release point.

Click "Zoom to LLD" if you wish to C) select a whole LSD or quarter section as the substance release affected area.

05
-086-09W5

5. Click **Draw Polygon on Map.**   `Draw Polygon on Map`

6. Follow the instructions in the tool for creating a shapefile.

    Option A: Polygon ⬡

    a) For multiple substance releases being managed as part of one site, click the **hexagon** icon to draw the polygon around the combined affected area.

    Option B: Release Point •

    b) If a substance release affected area is unknown, select the **dot** icon to create a known point of substance release.

    Option C: Legal Land Description (LSD)

    c) If a substance release affected area is only known by legal subdivision (LSD) or quarter section, click **Zoom to LLD** to create a shapefile representing an LSD or quarter section.

    `Zoom to LLD`

    > **Important**
    >
    > - OneStop does not accept shapefiles showing a substance release affected area outside of Alberta.
    >
    > - If a substance release affected area extends past two quarter sections, submission in the pre-2019 RAP tool in OneStop is not permitted.

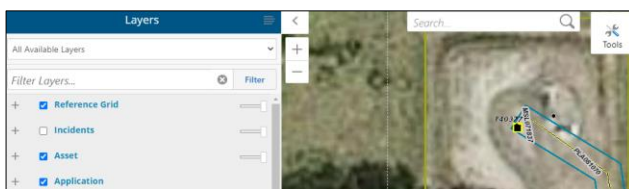   d) Optional: Click **Redraw Polygon**, if needed.

    `Redraw Polygon`

    e) Click **Done** when you have completed drawing the polygon. The window closes and returns to the form.

    `Done`

Receptors

1. Click **MapIt**.   `MapIt`
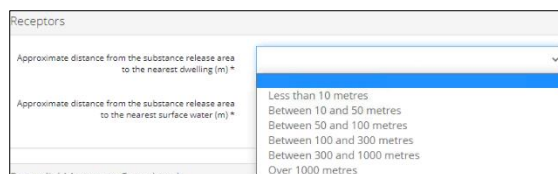
    The map viewer opens a separate window displaying the substance release affected area. Pre-2019 RAPs are shown in the submissions layer.

    a) Optional: Apply filter layers in the map, if needed.

    b) Optional: Click the **Tools** icon to use the mapping tools.

    c) Optional: Scroll right to find the ruler tool.

2. Select the **approximate distance category from the substance release area to the nearest dwelling**.

3. Select the **approximate distance category from the substance release area to the nearest surface water**.

Approximate distance from the substance release area to the nearest surface water (m) *	
	Less than 10 metres
	Between 10 and 50 metres
Remedial Measures Completed	Between 50 and 100 metres
	Between 100 and 300 metres
	Between 300 and 1000 metres
Furthest stage of contamination management	Over 1000 metres

4. Close the map viewer.

Remedial Measures Completed

1. Select the **furthest stage of remedial measures completed for the site**.

Remedial Measures Completed	
Furthest stage of remedial measures completed for the site *	
Most recent Assessment Date (must be prior to Jan. 01, 2019) *	Contamination identified (Tier 1)
	Contamination fully characterized
	Evaluation of risk to receptors
	Remediation underway
	Exposure control measures implemented

2. Click the **date field** and select the most **recent assessment date**. You may also enter the date in the field.

> **Important**
>
> Assessment date must be prior to January 1, 2019, in order to use the pre-2019 RAP tool in OneStop.

Approximate distance from the substance release area to the nearest surface water (m) *	October 2019
	Su Mo Tu We Th Fr Sa
	29 30 1 2 3 4 5
	6 7 8 9 10 11 12
Remedial Measures Completed	13 14 15 16 17 18 19
	20 **21** 22 23 24 25 26
Furthest stage of remedial measures completed for the site *	27 28 29 30 31 1 2
	3 4 5 6 7 8 9
Most recent Assessment Date (must be prior to Jan. 01, 2019) *	10/21/2019

Substance(s) of Concern

1. Based on your knowledge of the released substance(s), select a **category** from the drop-down list.

Substance(s) of Concern	
Released Substance(s) *	
	Chemical Group(s)
	Substance(s) Released
Extent	Area(s) of Potential Environmental Concern

a) Select **Yes** or **No** for each additional detail of the chosen released substances.

Substance(s) of Concern	
Released Substance(s) *	Chemical Group(s)
Light Hydrocarbons *	Yes No
Heavy Hydrocarbons *	Yes No

Chemical Groups

This is the preferred option if contaminants are known based on laboratory testing:

- Light hydrocarbons include up to (and including) petroleum hydrocarbon fraction 2.
- Heavy hydrocarbons include hydrocarbon fraction 3 and above.

Substance(s) Released

Select this option if the chemical groups are unknown, yet the substance(s) released are known.

Area(s) of Potential Environmental Concern

Select this option if the source of the contamination is known, but the previous two options cannot be answered.

Extent

1. Based on your knowledge of the released substance(s), select the **extent of contamination**.

Remedial Measures Pending

1. Select the **next planned stage of remedial measures**.

2. Click the **date field** and select the anticipated **completion date** for the next stage of remedial measures. You may also enter the date in the field.

3. Click the **date field** and select the anticipated **closure date** when remedial measures will no longer be needed. You may also enter the date in the field.

4. Select **Yes** or **No** for the site part of an Area Based Closure (ABC) Project.

Site part of Area Based Closure (ABC) Project *	Yes	No

Licensee Risk Categorization

1. Optional: Select the **risk category** of the substance release or leave this section blank.

Licensee Risk Categorization			
Licensee Risk Categorization	Low Risk	Medium Risk	High Risk

Validate Entry

1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

Validate

Most recent Assessment Date (must be prior to Jan. 01, 2019) *	11/12/2019	⌗

Select a date prior to Jan. 01 2019.

> **Tip**
>
> You cannot complete your submission until all the errors have been fixed.

Save Entry

1. Click **Save** at the bottom right of the screen. Save

● Pre-2019 RAP successfully saved!

> **Important**
>
> Consultants (delegates) can help prepare the RAP and save the draft. However, only licensees are permitted to sign the declaration form and submit the RAP.

Declarations and Signatures (Licensees only)

1. Optional: If a consultant (delegate) prepared the RAP submission on your behalf, first search for the draft in OneStop and review it. See **Search for RAPs**.

2. Click **Generate**. A declaration form is generated in PDF format with a submission file name and is downloaded to your computer.
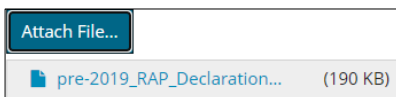
Declarations and Signatures *		
	Generate	Attach File...

3. Review the declaration.

4. Complete the form using PDF software. Enter the title of the authorized representative (licensee) and type an electronic signature. The date field populates with the date the declaration was generated; it may be edited, if necessary.
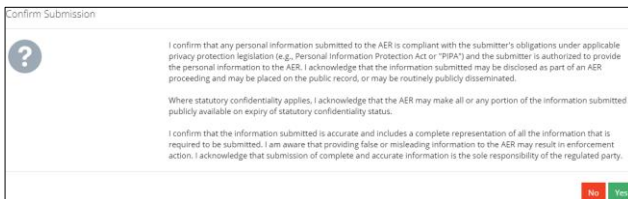
Name of authorized representative :	Dan Stevens
Title of authorized representative (E.G. officer) :	
Signature :	
Date :	

5. Save the PDF file to your local computer, without changing its file name.

6. Click **Attach File**. Locate and attach the signed declaration.

> Attach File...
>
> 📄 pre-2019_RAP_Declaration...   (190 KB)

7. Click **Submit**.   Submit

A disclaimer message appears to confirm your submission.

> Confirm Submission
>
> ❓   I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.
>
> Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.
>
> I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.
>
>   No   Yes

8. Click **Yes**.   Yes

A message appears to confirm your successful submission.

> Success
>
> ⓘ   Thank you for your submission. Your submission number is 31088625.
>
>   OK
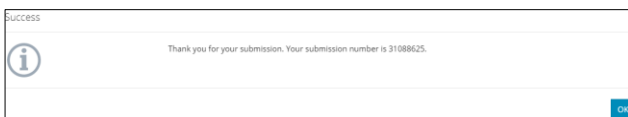
A confirmation email will be sent to you which includes the pre-2019 RAP submission ID number for use in future submissions to the AER.

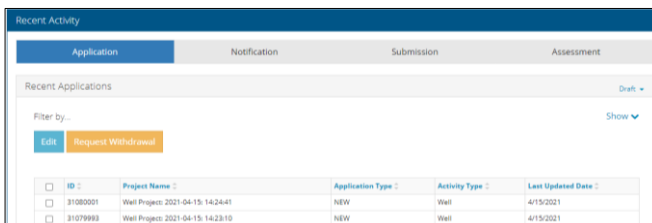9. Click **OK** to close the window and return to the OneStop dashboard page.   OK

10. Optional: You may view the submission – See **Search for RAPs**.

Optional: Search for RAPs
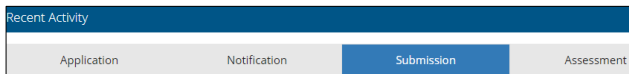
There are two ways to search for RAPs in OneStop:

OneStop Dashboard

1. On the OneStop dashboard landing page, scroll down to the **Recent Activity** section.

> Recent Activity
>
> | Application | Notification | Submission | Assessment |
>
> Recent Applications   Draft ▾
>
> Filter by...   Show ⌄
>
> Edit   Request Withdrawal
>
> | ☐ | ID ⇅ | Project Name ⇅ | Application Type ⇅ | Activity Type ⇅ | Last Updated Date ⇅ |
> |---|---|---|---|---|---|
> | ☐ | 31080001 | Well Project: 2021-04-15: 14:24:41 | NEW | Well | 4/15/2021 |
> | ☐ | 31079993 | Well Project: 2021-04-15: 14:23:10 | NEW | Well | 4/15/2021 |

2. Click **Submission** in the section's top navigation bar.

A list of RAP submissions appears.

3. To sort and search by a specific category, click the **appropriate column header**.

Reporting Period ⇕	Submission ID ⇕	Last Updated ⇕	Status ⇕
	31078420	4/14/2021	Draft
	31075437	4/8/2021	Draft
	31075387	4/8/2021	Draft

4. Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.
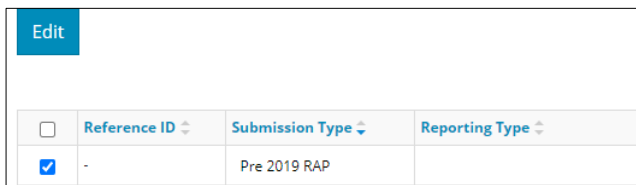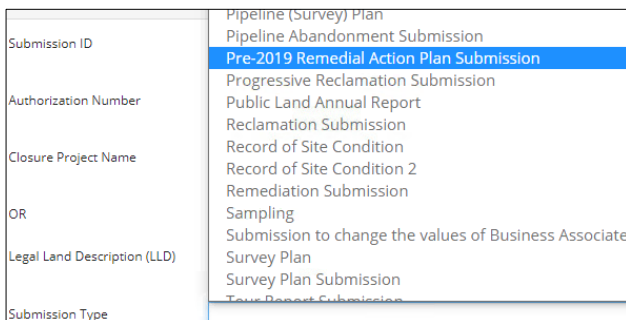

Search Function

1. Click **Search** located on the top right of your screen.
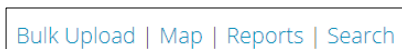
2. The search window opens. Click **Submission** in the Search by navigation bar.

3. Click **Submission Type**. Select **Pre-2019 Remedial Action Plan Submission** from the drop-down list.

4.   Click **Status**. Select **Draft** or **Submitted** from the drop-down list.

5.   Optional: Complete other fields in the form to refine your search.

6.   Click **Search**.

7.   A list of RAP submissions appears. Click the **box** beside the appropriate submission.

8.   Click **View**.

Your selection opens.