

Submitting Record of Site Condition (RoSC): Confirmation

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

Overview

This quick reference guide (QRG) describes how to confirm and submit a Record of Site Condition (RoSC) in OneStop. Information on how to search for submissions is also provided.

By getting here you have already created a RoSC submission in the Create tab and completed the General and Questionnaire tabs.

See QRGs on the [OneStop Help](#) page under “Guides for Contamination Management”:

- *Submitting Record of Site Condition (RoSC): Create*
- *Submitting Record of Site Condition (RoSC): General*
- *Submitting Record of Site Condition (RoSC): Questionnaire*
- *Submitting Record of Site Condition (RoSC): Intent of Submission*

Confirm

Click **Confirmation** on the left navigation bar.

Questionnaire
Confirmation

Declarations

The AER's RoSC has two associated declarations:

- The Environmental Professional Declaration relates to the accurate summary of pertinent information contained in professional reports, and the evaluation of a site's current condition against standards for adequacy and completeness. The environmental professional who completes the RoSC may function as a “coordinating professional,” if elements of the work described in the professional reports are outside of their practice area.
- The Authorized Representative Declaration, in part, relates to commitments to the plan for managing the site and the associated timelines.

Combined, these declarations allow the AER to rely on RoSC submissions that can function as a Remedial Action Plan (RAP), as required by the *Remediation Regulation*.

1. Complete any empty fields in the table for each declaration.

Assurance Document*	Date*	Company Name*	Name*
Environmental Professional	5/31/2021	Grant Environmental Services	Carey Grant
Authorized Representative		Journey Energy Inc.	

- a) Select the date from the calendar. Date selected cannot be in the future.

Declarations	Validations/Rules																																																	
Declarations and Signatures	<div>« June 2021 »</div> <table><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></table>	Su	Mo	Tu	We	Th	Fr	Sa	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	9	10
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Assurance Document*																																																		
Environmental Professional																																																		
Authorized Representative																																																		

- b) Enter the **name** of the representative.

Name*

Brad Cooper

2. Click **Save** (lower right of screen) to ensure the declarations are populated with all relevant information.
3. Click **Generate**. The RoSC submission declaration is generated in PDF format and downloaded to your local computer.
4. Open the file using PDF software. Review the declaration. Enter your electronic signature and date at the bottom of the declaration. Save the document.
5. Click **Attach File**.
 - a) Locate the signed and dated declaration PDF on your computer and upload it to OneStop.

Attachments*

Environmental Professional Decla... (158 KB) x

Validation/Rules

6. Click **Validation/Rules** tab.

Confirmation

Declarations Validations/Rules

There are two ways to validate your submission:

Option 1: Confirmation Page

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

- a) Check the box beside an issue on the list.

<input checked="" type="checkbox"/>	Issue
<input checked="" type="checkbox"/>	Questionnaire - Professional Reports

- b) Click **View**. You will be re-directed to the section that requires input.

☐ Author*

⚠ This field is required.

- c) Complete the required fields marked in red.

Name *	<input type="text"/>
	⚠ This field is required.
Position *	<input type="text"/>
	⚠ This field is required.

- d) Click **Validate** at the top or bottom left of the screen.

Validate

- e) Return to the Confirmation screen and repeat all steps in this option until all pages have been validated.

Option 2: Left Navigation Bar

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


Questionnaire ⚠
Confirmation


- a) Click an attention icon ⚠ in the left navigation bar. You will be re-directed to the page that requires your input.
- b) Complete the required fields marked in red.
- c) Click **Validate**.
- d) Repeat all steps in this option until all pages have been validated.

Validate


Optional: Print

You may choose to print your Record of Site Condition.

1. Click **Save** Save to ensure all draft information appears on the printed form.
2. Click **print icon** (top right of screen). 
3. A message confirms your print job. Select **Yes**.

Confirm Print	
	You need to click "Save" for all draft information to appear in the printable form. Do you wish to proceed?
<div> No Yes </div>	

A message appears informing you that your PDF document is being generated.

	Your document is being generated.
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The PDF document is generated and downloaded to your local computer.

Submit

1. Once you have validated your entry, return to the Confirmation page, and click **Submit**.
2. The Declaration and Disclaimer window opens. Click **I Agree** to indicate accurate information was submitted.

Declaration and Disclaimer

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.

I Agree **I Disagree**

3. The Confirm Record of Site Condition Submission window opens asking for final confirmation of your OneStop submission. Click **Yes**.

Confirm Record of Site Condition Submission

Are you sure you wish to submit this submission?

No **Yes**

4. The Submission Submitted window opens displaying your submission reference number. Click **OK** to close the window and return to the main dashboard landing page.

Submission Submitted

Thank you for your submission. Your submission number is 31124639

OK

Optional: Search for Submissions

There are two ways to search for RoSC submissions in OneStop:

OneStop Dashboard

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

Recent Activity

Application	Notification	Submission
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Recent Applications

Filter by...

Edit

Request Withdrawal

<input type="checkbox"/>	ID ▾	Project Name ▾	Application Type ▾	Activity Type ▾	Last
<input type="checkbox"/>	31760922	jaytest-060922	AMENDMENT	Pipeline	6/9
<input type="checkbox"/>	31760913	Cancellation Automation: 2022-06-09: 07:52:08	CANCELLATION		6/9

Tip

The Recent Activity section only lists submissions from the last 10 days.

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

Recent Activity			
Application	Notification	Submission	Assessment

A list of recent submissions appears.

<input type="checkbox"/>	Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated
<input type="checkbox"/>	-	Record of Site Condition			31126729	6/1/2021
<input type="checkbox"/>	-	Record of Site Condition			31126728	6/1/2021

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

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
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- Check the box beside the appropriate submission. Click **Edit**. Your selection opens.

Edit						
<input type="checkbox"/>	Reference ID	Submission Type	Reporting Type			
<input checked="" type="checkbox"/>	-	Record of Site Condition				
<input type="checkbox"/>	-	Record of Site Condition				

Search Function

- Click **Search** located on the top right of your screen.

Bulk Upload	Map	Reports	Search
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- The search window opens. Click **Submission** in the Search By navigation bar.

Search By			
Application	Authorization	Notification	Submission

- Click **Submission Type**. Select **Record of Site Condition** from the drop-down list.

Submission Type	Pipeline (Survey) Plan
Status	Pipeline Abandonment Submission
Received Date	Pre-2019 Remedial Action Plan Submission
	Progressive Reclamation Submission
	Public Land Annual Report
	Reclamation Submission
	Record of Site Condition
	Remediation Submission

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

Status	Accepted
Received Date	Amended
	Attached
	Audit Review
	Awaiting Info - Decision
	Awaiting Info - Other
	Awaiting Info - SIR
	Awaiting Info - Site Inspection
	Completed
	Denied
	Draft

Accepted
Amended
Attached

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

6. Click **Search**.

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

<input type="checkbox"/>	Submission ID	Licensee Name	Authorization
<input type="checkbox"/>	31116133		
<input checked="" type="checkbox"/>	31106650	Journey Energy Inc.	16610
<input type="checkbox"/>	31100470	Journey Energy Inc.	16610

8. Click **View**. Your selection opens.

Tip

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

Reset

Optional: View OneStop Submissions Summary

OneStop generates a submission summary report listing all submissions.

a) On the main OneStop dashboard page, select **Reports** from the top right navigation bar.

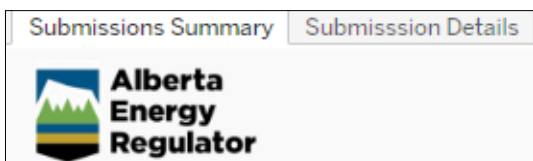
Map | Reports | Search

b) The Report Menu page opens. Select the **OneStop Submissions Summary** from the list. Click **Open**.

Open

OneStop Submissions Summary	ENTERPRISE	This report provides a summary of all submissions
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The Summary Submissions tab provides an overview of enterprise submissions. The Submission Details tab provides details about each submission.



c) For a list of relevant RoSC submissions, click the **Submission Details** tab and filter the information by **BA** name.



- d) Select **Record of Site Condition** under Submission Sub-Type.

The report will display RoSC submission details: submission IDs, date of submission, status for the indicated BA code.

Optional: View OneStop Record of Site Condition (RoSC) Submission Summary

OneStop generates a summary report with specific information about RoSC. Critical elements include the following:

- CSU file number or *EPEA* approval number associated with the submission
 - The site name, related assets, and location
 - OneStop review status
 - Intent of submission of the RoSC
 - Dates for remedial measures indicated in the Remedial Measures tab, which are an element of the AER compliance program
1. On the main OneStop dashboard page, click **Reports** (top right of screen).

Map | [Reports](#) | Search

2. The Report Menu page opens. Select the **RoSC Submission Summary Report** from the list. Click **Open**.

Open

RoSC Submission Summary Report	ENTERPRISE	This report provides a summary of Record of Site Condition submissions.
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The Disclaimer, Glossary, and Report Instructions tabs provide supplemental information about the RoSC Submission Summary Report. The RoSC Submission Summary tab provides the relevant information.

Tip

Information on how to download the data is within the Report Instructions tab.

Disclaimer	RoSC Submission Summary	Glossary	Report Instructions
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3. The compiled list of all RoSCs will be visible. To filter relevant RoSCs, select the **licensee** from the Submitter BA Name and ID list.

Submitter BA Name and ID	Consultant
(All)	(All)
<input checked="" type="checkbox"/> (All)	
<input checked="" type="checkbox"/> 840586 Alberta Ltd. - 0D6B	
<input checked="" type="checkbox"/> 935821 Alberta Ltd. - A2YM	
<input checked="" type="checkbox"/> 1170778 Alberta Ltd. - A1ET	
<input checked="" type="checkbox"/> 1288131 Alberta Ltd. - A57K	
<input checked="" type="checkbox"/> 2214896 Alberta Ltd. - A88A	
<input checked="" type="checkbox"/> 2354890 Alberta Ltd. - A8M9	
<input checked="" type="checkbox"/> ACCEL Canada Holdings Limited - A7ND	
<input checked="" type="checkbox"/> Access Pipeline Inc. - A1CW	
<input checked="" type="checkbox"/> Acquisition Oil Corp. - A7N3	

4. Apply other filters to narrow the search to a relevant site.

Current Status	Submitted Date	Submitter BA Name and ID	Consultant	Submission ID	Authorized Representative
(All)	7/12/2021	(All)	(All)	(All)	(All)
EPEA Approval ID	CSU Number	Accepted RAP Indicated?	Asset/Activity	Intent Of Submission	Submission Type
(All)	(All)	(All)	(All)	(All)	(All)
QTR	LSD	SEC	TWP	RNG	MER

5. The report will display relevant information based on the filters you selected (including consultants, submission IDs, submission dates, status, authorized representatives, site names, file types, and numbers) and indicate whether there is an accepted Remedial Action Plan (RAP) for the site.

Submitter BA Name and ID	Consultant	Submission ID	Submitted Date	Current Status	Authorized Representative	Site Name	File Type	File Number	Accepted RAP Identified?
			3/30/2023	Accepted					
			8/2/2023	Accepted					

6. Once a relevant site is located, select the **Submission ID** to view location, submission intent, and remedial measures dates.

RoSC Locations		RoSC Submission Intent(s)		RoSC Remedial Measures Dates	
Asset/Activity	LLD	Submission Type	Intent of Submission	Remedial Measures Type	Date
<div></div>	NE-23-110-08W6 NE-27-110-08W6 NW-23-110-08W6 --	Phase 2 Environmental Site Assessment Report	Contaminant Identification and Characterization	Implementation of exposure control measures	Null
<div></div>	NE-15-27-110-08W6			Plans for further assessment date	<div></div>
<div></div>	NE-15-27-110-08W6			Remedial measures completion	<div></div>
<div></div>				Remediation planned on a specific date	Null
				Remediation requirement to be evaluated after site-specific guideline development	Null

7. This information may be downloaded by clicking the **download icon** and selecting a file format.

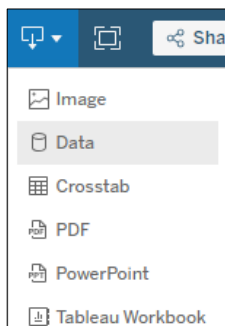
Download Options
Image
Data
Crosstab
PDF
PowerPoint
Tableau Workbook

Tip

When Tableau is first opened, Data download is not available and will be greyed

Download a Relevant Dataset

- Apply the relevant filters.
- Select one or more submission ID to download data for the specific ID(s).
- Deselect the submission ID(s) to download all filtered information within the sheet.



Important

Data is not restricted to BA code. The AER expects users to appropriately filter the relevant sites prior to downloading data. All contamination data is publicly available via the OneStop Application Query Tool.

Disclaimer

CSU numbers are automatically assigned following the initial submission for sites without a previously assigned CSU number or *EPEA* approval number. These CSU numbers are not routinely validated and may change should the AER find incorrectly assigned CSU numbers.

Before including a CSU file number in a subsequent RoSC submission, ensure the CSU number is correct by searching the CSU file number and reviewing associated RoSC IDs to verify they are for the same site, or confirming that the AER has provided communication which specifies the applicable CSU number. If you identify a CSU file number which captures RoSC IDs for separate sites (i.e., more than one CSU file number needed), please contact csusubmissions@aer.ca.

Optional: Copy a Submission

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

- Search for the submission you wish to copy. See **Search for Submissions** above.
- Select the applicable submission and click **Copy**.

Results

Filter by...

Show ▼

View

Copy

<input type="checkbox"/>	Submission ID ▾	Licensee Name ▾	Authorization ▾	LLD ▾	Closure Project Name	Submission Type ▾	Status ▾	Submitted Date ▾
<input checked="" type="checkbox"/>	31739812		0194806	13-01-051-05W5		Record of Site Condition	Accepted	5/3/2022
<input type="checkbox"/>	31739807		0194806	13-01-051-05W5		Record of Site Condition	Returned	5/3/2022

- The Copy Successful window opens confirming the submission was copied successfully to a new submission number. Click **No** to return to the search results or **Yes** to open the copied submission.

