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.

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.

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

Name*

Brad Cooper

2. Click **Save** ![Save] (lower right of screen) to ensure the declarations are populated with all relevant information.

3. Click **Generate** ![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** ![Attach File...].

a) Locate the signed and dated declaration PDF on your computer and upload it to OneStop.

Attachments*

Environmental_Professional_Decla...   (158 KB)   ✖

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.

☑	Issue
☑	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 *
⚠ This field is required.

Position *
⚠ 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**. [Validate]

d) Repeat all steps in this option until all pages have been validated.

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?

[No] [Yes]

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

🟢 Your document is being generated.

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.

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

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.

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

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

Recent Activity			
Application	Notification	Submission	Assessment

A list of recent submissions appears.

	Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated
☐	-	Record of Site Condition			31126729	6/1/2021
☐	-	Record of Site Condition			31126728	6/1/2021

3. 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

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

Edit			
☐	Reference ID	Submission Type	Reporting Type
☑	-	Record of Site Condition	
☐	-	Record of Site Condition	

Search Function

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

Bulk Upload | Map | Reports | Search

2. The search window opens. Click **Submission** in the Search By navigation bar.

Search By			
Application	Authorization	Notification	Submission

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

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

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

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

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.

	Submission ID ⇕	Licensee Name ⇕	Authorization ⇕
☐	31116133		
☑	31106650	Journey Energy Inc.	16610
☐	31100470	Journey Energy Inc.	16610

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

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

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.

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

OneStop Submissions Summary	ENTERPRISE	This report provides a summary of all submissions

The Summary Submissions tab provides an overview of enterprise submissions. The Submission Details tab provides details about each submission.
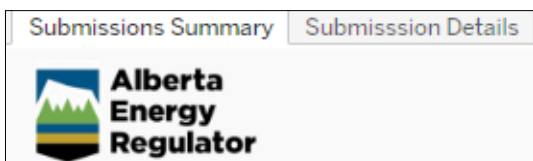
c)   For a list of relevant RoSC submissions, click the **Submission Details tab** and filter the information by **BA name.**

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).

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

The Disclaimer, Glossary, and Report Instructions tabs provide supplemental information about the RoSC 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.

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.

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

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.

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

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

Tip

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

Download a Relevant Dataset

a)   Apply the relevant filters.

b)   Select one or more submission ID to download data for the specific ID(s).

c)   Deselect the submission ID(s) to download all filtered information within the sheet.
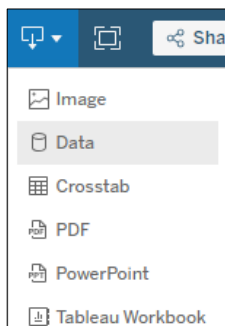
Important

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).

1.   Search for the submission you wish to copy. See **Search for Submissions** above.

2.   Select the applicable submission and click **Copy**.

	Submission ID ⇅	Licensee Name ⇅	Authorization ⇅	LLD ⇅	Closure Project Name ⇅	Submission Type ⇅	Status ⇅	Submitted Date ⇅
☑	31739812		0194806	13-01-051-05W5		Record of Site Condition	Accepted	5/3/2022
☐	31739807		0194806	13-01-051-05W5		Record of Site Condition	Returned	5/3/2022

3.   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.