

Submitting Record of Site Condition (RoSC): General

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

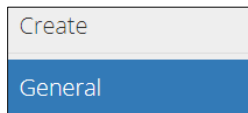
Overview

This quick reference guide (QRG) describes how to enter general information into a Record of Site Condition (RoSC) in OneStop.

By getting here you have already created a RoSC submission in the Create tab. See *Submitting Record of Site Condition (RoSC): Create QRG*.

Enter General Information

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



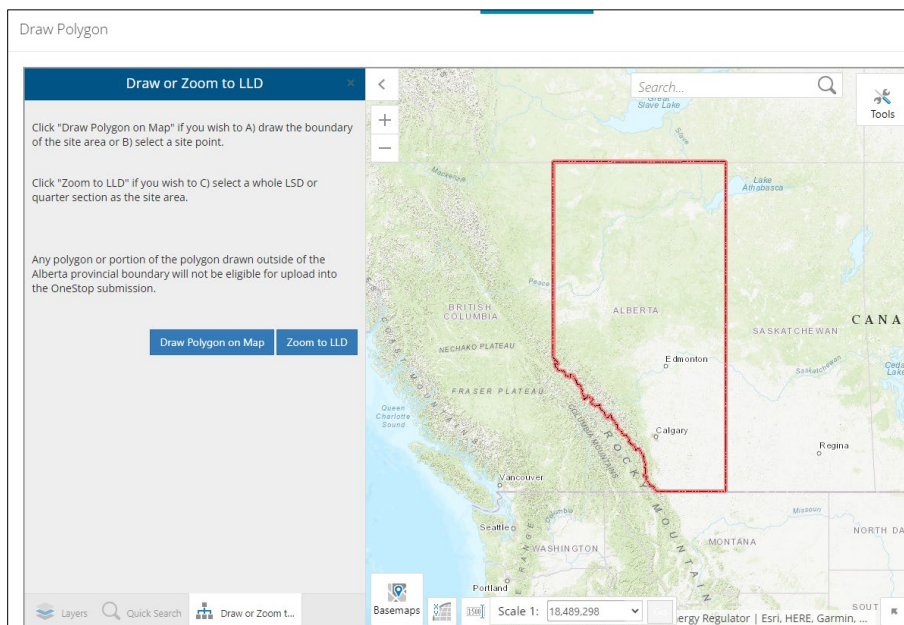
For the RoSC, a site can be defined as a single licence, approval, registration, substance release, etc., or as a combination of multiple licences, approvals, registrations, substance releases, etc. into one “site” if they share a common footprint with a single licensee.

Typically, a user defines a site as all applicable licences, approvals, registrations, and substance releases that would be assessed and reported on together. It is important to provide all applicable related entities (i.e., site-identifying numbers) in each RoSC submission to enable tracking of progress over time.

You may use the geospatial tool to draw the site boundaries, contaminated area/s, or entire LSD(s). It is recommended the geospatial polygon aligns with the combined contaminated areas identified in the Contaminant Details section.

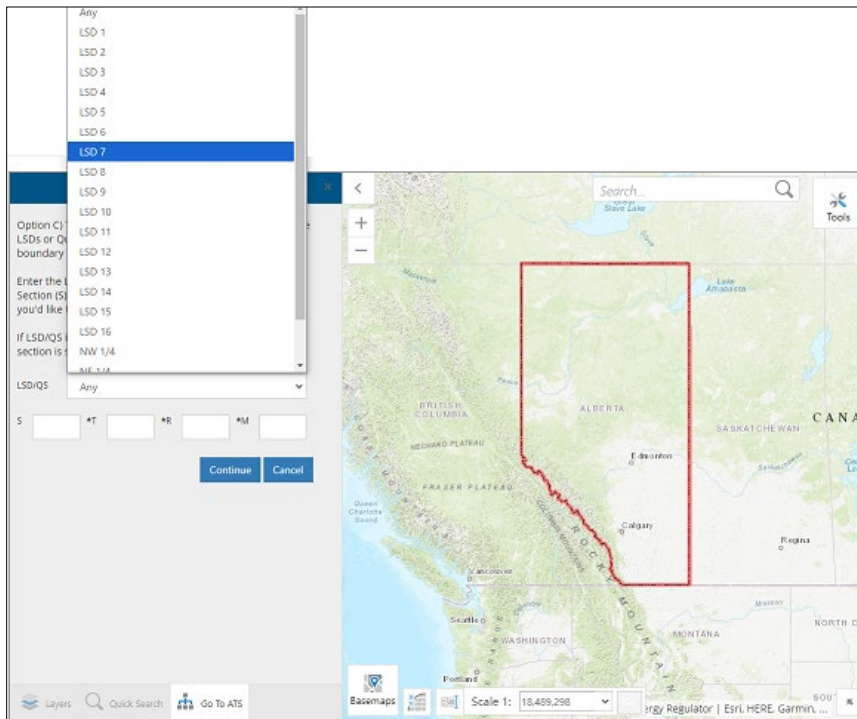
Geospatial

The RoSC requires the user to enter the site’s location, or lease boundary (when site meets Tier 1), or contaminated area using the draw polygon tool.



1. Select Draw Polygon on Map **or** Zoom to LLD (Legal Land Description)

a) **Zoom to LLD:** Enter the LLD and Map Viewer will zoom to that location.

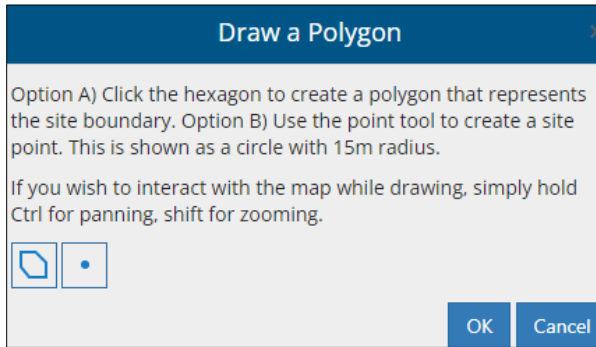


b) Once zoomed to the site's location, select either the hexagon draw option **or** the point tool.

2. Draw the polygon (detailed below) **or** accept the LLD input as the entire site. In the latter's case, the entire LSD will be identified as a contaminated area.

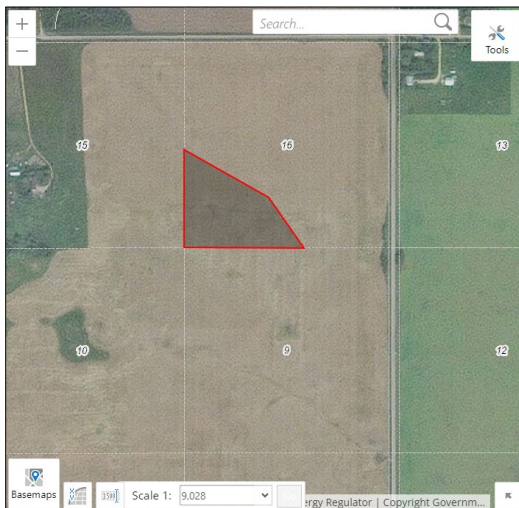


- a) **Draw Polygon on Map:** You may draw a custom polygon to provide further resolution to the contaminated area(s). This is the recommended option.

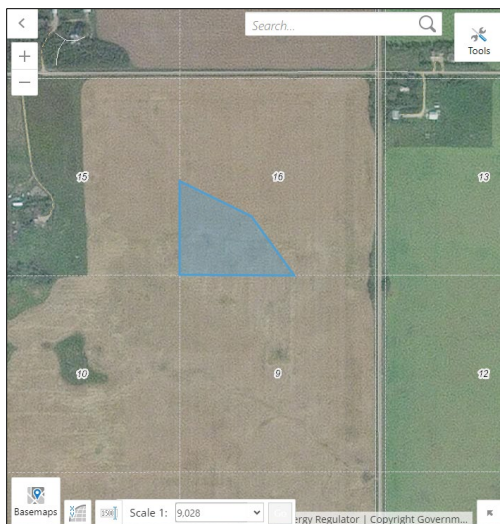


- 3. **Hexagon Draw:** This feature allows you to define the site that is described in the RoSC. This should align with the dimensions of the combined contaminated areas.

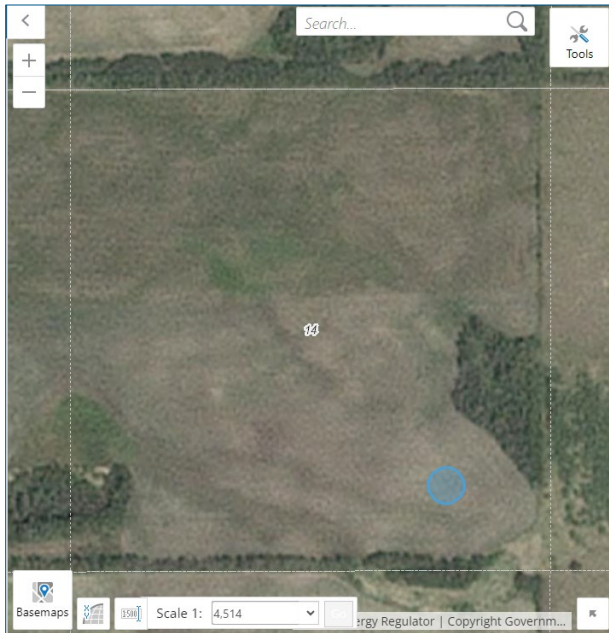
To draw, select a location on the map and single-click to define the shape.



- a) Once complete, double-click to finish drawing.



4. **Point Tool:** Where only a release point is known, you may select a single point. The radius is 15 m and cannot be adjusted.



The tool used to draw the polygon (hexagon, point, or LLD) should be aligned with the delineation status within the Contaminated Area tab (i.e., hexagon draw would have complete or fair delineation, while point may have poor or incomplete delineation).

5. Regardless of how the polygon was drawn (by hexagon draw, point tool, or LLD), select **Done** when complete. Geospatial data will load, and you will be given the option to redraw the polygon or view it in Map Viewer.

General

Validate

Related Entities

Contact Information

Details

Related Submissions

Geospatial

Site Location *

Redraw Polygon

MapIt

Legal Land Description (ATS)

Filter by... Show ▼

LSD / Quarter	Section	Township	Range	Meridian
3	10	49	6	5

Note
Geospatial data will be available on the external OneStop Map Viewer.

Related Entities

6. Select all applicable site-identifying numbers (**Asset, CSU, EPEA, FIS, WM Approval, etc.**).

Submission Relates To ?

Enter all that apply * ?

CSU File Number	EPEA Approval Number	FIS Number
WM Approval Number	Asset	Pre-2019 RAP Submission
LLD Only		

Tip

Hover over the information icon ? for details about each requirement.

Rel A user can define a single license, approval, registration, spill, etc. or combine multiple licenses, approvals, registrations, or spills into one "site" if they share a common footprint with a single licensee.

Submission Relates To ?

- Enter **location information** unless provided in the asset information.
- Enter any other **identifiers** in the Comments box of the Details tab if they cannot be inputted.

Note: All site-identifying numbers can be associated with any business associate (BA) code, not necessarily the BA code that is logged in.

Selected options will be highlighted in blue. Click again to unselect an option. Based on your selection(s), specific data will need to be added to support your submission.

Enter all that apply * ?

CSU File Number	EPEA Approval Number	FIS Number
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CSU File Number

Add
Remove

CSU File Number ?

No items added

Asset

The asset search includes any wells, facilities and pipelines licenses, and dispositions.

Asset

Filter by...

Add
Remove

<input type="checkbox"/>	Asset ID ?	UWI ?	Authorization Number ?
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1. Click **Add**. The Asset search window opens.
2. Enter the **asset reference (licence number) or LLD**.
 - a) Optional: Enter a **partial location (township, meridian, and range)** for a general listing of assets.

3. Click **Search**.

4. Check the **box** beside the appropriate asset(s). Click **Add Assets**.

<input checked="" type="checkbox"/>	Asset ID	UWI	Authorization Number	Asset Type
<input checked="" type="checkbox"/>	044	00/	03	Well

The search window closes, and the asset(s) is/are added to the asset table on the General page.

5. Select an **Activity Name** from the drop-down list.

Important

Only include one line number for pipelines (i.e., Do not include multiple line numbers of the same pipeline license.) to avoid an error.

Special Case

When a Notice of Contamination is selected the asset becomes a mandatory field. See *Submitting Record of Site Condition (RoSC): Intent of Submission QRG* for details.

CSU, FIS, and WM Numbers

- **For CSU:** Enter five-digit numbers, including lead zeroes.
- **For FIS:** If an FIS number search generates multiple results, any combination of numbers may be added. FIS numbers include those generated from spills, complaints, and inspections.

6. Click **Add**. The search window opens.
7. Enter the relevant **identifying number**.
 - a) Optional: Enter the full LLD or a **partial location (township, meridian, and range)** to search for FIS numbers.
8. Click **Search**.

Tip
Click **Reset** if you wish to clear the form and begin your search again.

9. The file appears in the results table. Check the **box** beside the **file number**.

<input checked="" type="checkbox"/>	CSU File Number	Status
<input checked="" type="checkbox"/>	01118	Pending

10. Click **Add**. The search window closes, and the file is added to the designated table on the General page. Add more CSU, FIS, and WM numbers as needed.

EPEA Approval Number

1. Click **Add**. The Authorization Search window opens.
2. Enter the EPEA approval number in the search field, **excluding lead zeroes**.
3. Click **Search**.

- a) Optional: Click **Additional Search Parameter** or **Need help with search syntax** to refine the search.


Need help with search syntax?
[Additional Search Parameters](#)

Authorization ID

Authorization Type
 Environmental Protection and Enhancement Act

Surface Location
 QTR LSD SEC TWP RGE W M M

b) Optional: Click **Search** (without completing the form) for a general listing of EPEA authorization numbers.

4. Check the **box** beside the appropriate approval number. Click .

<input type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	000001	EPEA
<input type="checkbox"/>	00017	EPEA

The search window closes and the EPEA number is added to the EPEA table on the General page.

EPEA Approval Number


Filter by... [Show](#) ▼

<input type="checkbox"/>	Authorization Number
<input type="checkbox"/>	10246

a) Optional: Add or remove EPEA approval numbers as needed.

Pre-2019 Remedial Action Plan Submission

Pre-2019 Remedial Action Plan Submission

1. Click **Add**. The Pre-2019 RAP Submissions search window opens.
2. Enter the submission ID (for the pre-2019 RAP submission), authorization number (licence number), or select Pre-2019 RAP as the submission type. Click .

Search Pre-2019 RAP Submissions

Submission ID



Authorization Number

Legal Land Description (LLD)
 QTR LSD SEC TWP RGE W M

Submission Type

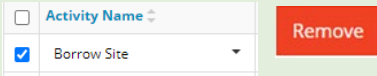
- a) Optional: Complete the other fields in the form to refine your search.
 - b) Optional: Click **Search** (without completing the form) for a general listing of pre-2019 RAP submissions.
3. Check the **box(es)** beside the appropriate pre-2019 RAP submission(s).

<input type="checkbox"/>	Submission ID	Authorization	Legal Land Description
<input checked="" type="checkbox"/>	330		35
<input checked="" type="checkbox"/>	330		35

- Click . The submissions are added to the Pre-2019 Remedial Action Plan Submission table on the General page. Add or remove pre-2019 RAPs as needed.
- Click  (bottom right of screen).

Tip

To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.



The screenshot shows a table row with a checkbox selected and a red 'Remove' button next to it.

LLD Only

Select this option as a last resort only when you have fully searched for all related entity-identifying information and no other identifiers have been found.

The location information will be populated by the Geospatial inputs.

- Scroll up and click **Contact Information** tab.



Contact Information

Based on your login credentials, some contact information may already be populated in this section. Contact information provided in this section will auto-populate the Declaration forms.

Tip

Fields that are greyed out cannot be edited.

Licensee

- Select **Yes** or **No**: Is the operating company different than the licensee?

Is the operating company different than the licensee?

- If **Yes**, complete the Licensee section. Required fields are marked with an asterisk *.

Licensee

Is the operating company different than the licensee?

Business Associate Identifier: A2PH

Name *: Elizabeth O.

Position *: Engineer

Company Name: Journey Energy Inc.

Address: 700 - 517 10 Ave SW

- i) Complete the Operator section: Click **Search**. The Add Operator window opens.
- ii) Enter the Business Associate Identifier or Business Associate Name.
- iii) Click **Search**. The result appears in a table.

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

- iv) Check the **box** beside the appropriate **business associate identifier**. Click **Select Operator**.
The window closes and the operator's identifier, company name, and address auto-populate the Operator section on the General page.
- v) Complete the remaining required fields marked with an asterisk *.

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

Tip

For future ROSC submissions, click **Load Parameters**. OneStop will auto-fill the form with your saved contact information.

Load Parameters

- 3. If **No**, complete the Licensee section and the Environmental Professional section. Required fields are marked with an asterisk*. The Environmental Professional fields will auto-populate based on the user's login information.

Environmental Professional	
Name *	Rudy Vergara
Position *	Engineer
Company Name *	Grant Environmental Services
Address	Suite 1000, 250 - 5th Street SW
City	Calgary
Postal Code	T2P 0R4

vii) Optional: Click Save Parameters to save contact information.

Special Case

The Environmental Professional field becomes optional when the Notice of Contamination intent is selected and the user selects “No” to the question, “Do you have a professional report that meets the Alberta Environmental Site Assessment Standard to submit with Notice of Contamination?” See the *Submitting Record of Site Condition (RoSC): Intent QRG* for more details

- Click Save.
- Scroll up and click **the Details** tab.

Related Entities	Contact Information	Details
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Details

- Enter **Site name**. Use an easily identifiable, but unique, site name so it can be easily found on the OneStop dashboard landing page.

Details	
Site name	<input type="text" value="XYZ Site"/>

- Select the type of **Land ownership**.

Land ownership *	Public Land	Freehold	Federal
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Note: Select “Federal” if the site is on an Indian reserve, in a national park, or on a Department of National Defense base.

- Select the **activity (or industry)** the submission is associated with.

Submission is associated with * ⓘ	Mining	In Situ	Oil and Gas	Pipelines	Waste
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- Select the **Current site status** from the drop-down list.

Current site status * ⓘ	<div style="border: 1px solid #007bff; background-color: #fff; padding: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px;">Proposed</div> <div style="padding: 2px;">Construction</div> <div style="padding: 2px;">Active</div> <div style="padding: 2px;">Inactive</div> <div style="padding: 2px;">Reclaimed</div> </div>
Comments	

Note: Select “Inactive” if the site is temporarily not operating (may resume at any time) or permanently not operating (will not resume).

Sites being decommissioned or have been decommissioned are considered inactive until the site has been reclaimed.

5. Enter additional comments if needed.

Comments	
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6. Click  .

Related Submissions

This section informs the AER of any existing submissions in OneStop that are related to this RoSC, including previous years' RoSCs and submitted Phase 2 Environmental Site Assessments (submitted under the Environmental Site Assessment – New ESA Phase 2/3 module).


Linking Phase 2 reports at this step allows the RoSC to be submitted without re-attaching additional copies of reports that are already submitted in OneStop.

7. Click the **Related Submissions** tab.

Contact Information	Details	Related Submissions
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8. Select **Yes** or **No**: Do you have any related OneStop submissions to link to the submission?

Related Submissions	
Do you have any related OneStop submissions to link to this submission? *	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>

9. If **Yes**, add the related submission. Click  .

- a) The Search Related Submissions window opens. Search by completing some or all the fields in the form.

Click  .

Search Related Submissions	
Submission ID	<input type="text"/>
Authorization Number	0000000
Legal Land Description (LLD)	<input type="text" value="QTR"/> <input type="text" value="LSD"/> <input type="text" value="SEC"/> <input type="text" value="TWP"/> <input type="text" value="RGE"/> <input type="text" value="W"/> <input type="text" value="M"/> <input type="text" value="M"/>
Submission Type	<input type="text"/>

Tip
To narrow search results, complete as much of the search form as possible.

10. Check the **box** beside the **related submission**.

<input checked="" type="checkbox"/>	Submission ID ▾	Authorization ▾	Legal Land Description ▾
<input checked="" type="checkbox"/>	33	000	6-25

11. Click **Add**. The window closes and the submission is added to the Related Submission table on the General page. Add or remove submissions as needed.

Related Submissions

Do you have any related OneStop submissions to link to this submission? *

<input type="checkbox"/>	Submission ID ▾	Authorization ▾	Authorization Type ▾
<input type="checkbox"/>	33	000	Well Licence

12. Click .

13. Click **Next** at the bottom left of the screen or click **Questionnaire** on the left navigation bar to move to the next screen.

Next >

or

General

Questionnaire

Confirmation

14. See *Submitting Record of Site Condition (RoSC): Questionnaire QRG*.