

# Completing OneStop Site Details Screen

» Intended User: Public Land applicants

## Overview – Site Details

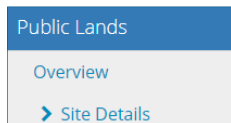
This quick reference guide (QRG) describes how to complete the Site Details screen in OneStop. The Site Details screen is used for disposition applications and amendments for all disposition types.

By getting here you have already initiated an application or amendment with one or more public land dispositions, and now need to complete the Site Details screen for each activity.

## Getting to Site Details Screen

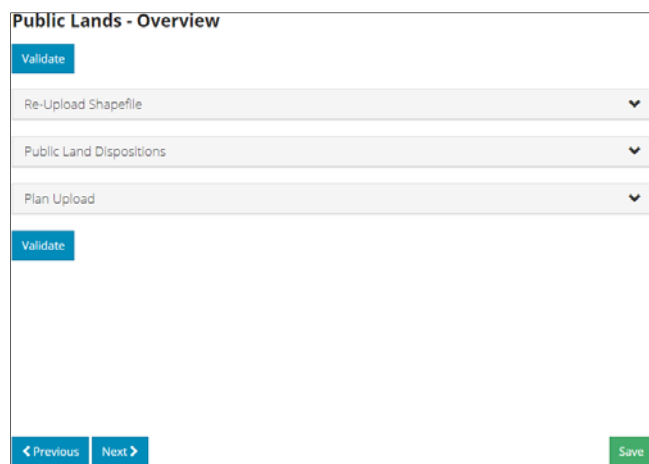
There are two ways to reach to the Site Details screen:

Click **Site Details** in the left navigation bar.



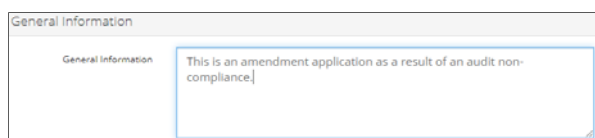
or

From the **Overview** screen, click **Next** at the bottom left corner of the screen.

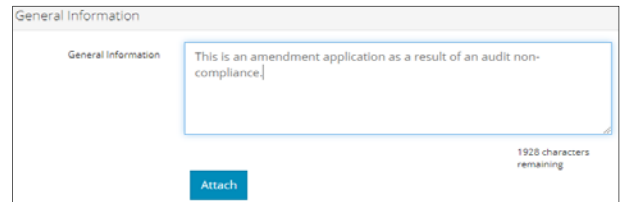



## General Information

- Optional: Enter **General Information** about the application in the space provided.



- Optional: Click **Attach** to include supporting documents in PDF format.



Browse for your document and attach it.



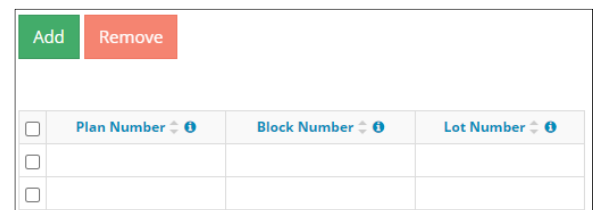
## Site Location

OneStop automatically fills in the Legal Land Description (ATS) based on the shapefile intersection.

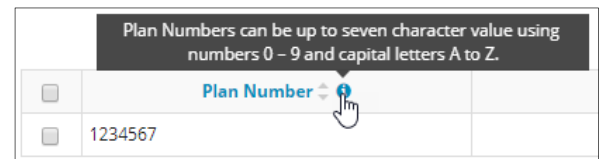
Quarter	Section	Township	Range	Meridian
NW	20	34	16	4
SW	20	34	16	4
SW	29	34	16	4

- Optional: Where lands are Plan Block Lot (PBL), manually enter the number in the table.

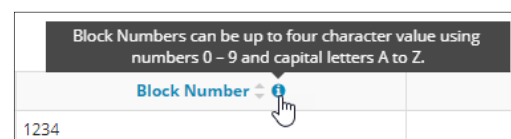
- Click **Add** to insert a blank row in the table. Insert rows as needed.



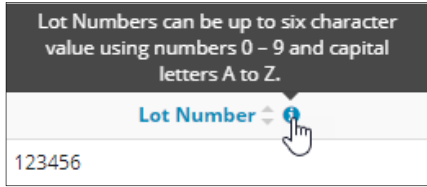
- Mandatory:** Enter the **Plan Number**.



- Optional: Enter the **Block Number**.

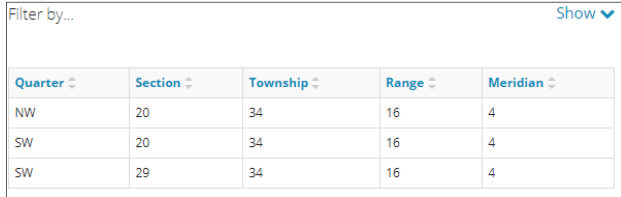


d) Optional: Enter the **Lot Number**.

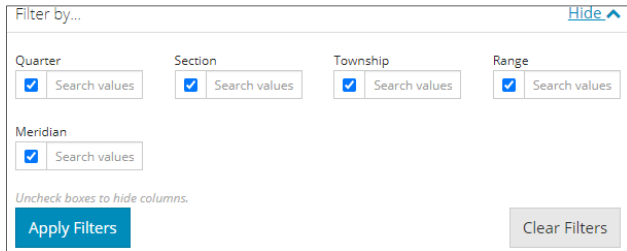


## Filtering Results

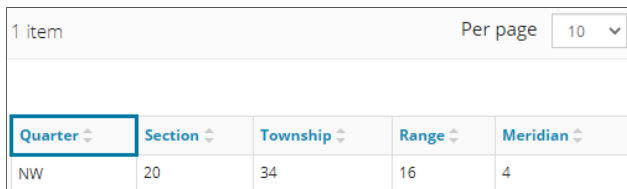
1. Filter results by any column field. Click **Show** on the right side of the pane.



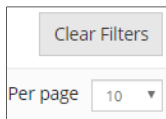
2. Enter the value in any column to filter. Click **Apply Filters**.



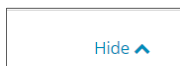
The filtered results are displayed.



3. Click **Clear Filters** on the right side of the pane to remove your selection.



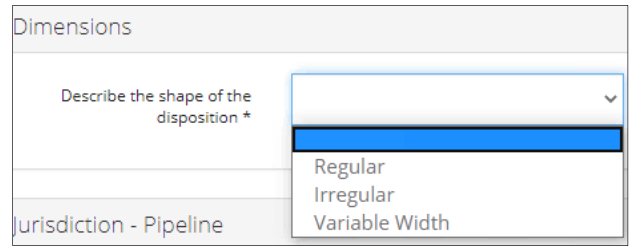
4. Optional: Click **Hide** on the right side of the pane to hide the filters.



**Tip:**  
Repeat the steps above to filter information in any pane.

## Dimensions

1. **Mandatory:** Select the **shape** of the disposition from the drop-down menu.



Option: Regular



a) **Mandatory:** Enter data in the following columns:

- Total Area (ha)
- New Cut (ha)
- Existing Cut (ha)
- Length (m)
- Width (m)

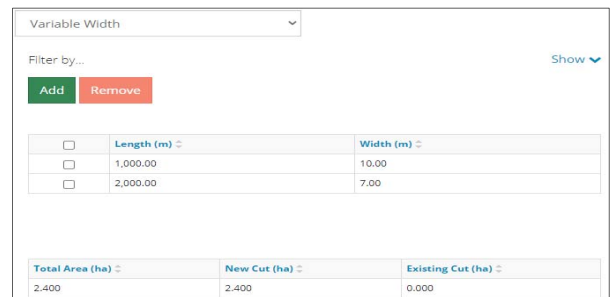
Option: Irregular



a) **Mandatory:** Enter data in the following columns:

- Total Area (ha).
- New Cut (ha)
- Existing Cut (ha)

Option: Variable Width



a) **Mandatory:** Click **Add** to insert a blank row in the table. Add rows as needed for each width.

Add		Remove	
	Length (m)	Width (m)	
<input type="checkbox"/>	1,000.00	10.00	
<input type="checkbox"/>			

b) **Mandatory:** Enter the **Length (m)**.

Length (m)

c) **Mandatory:** Enter the **Width (m)**.

Width (m)

**Total, New Cut Disturbance, and Existing Disturbance**

Enter the Total, New Cut Disturbance, and Existing Disturbance areas for the entire disposition *	Total Area (ha)	New Cut (ha)	Existing Cut (ha)
	2,400	2,400	0,000

d) **Mandatory:** Enter **data** in the following columns:

- Total Area (ha)
- New Cut (ha)
- Existing Cut (ha)

**Jurisdiction - Pipeline**

This pane displays pipeline and pipeline installation purpose/activity types.

1. **Mandatory:** Select **Yes** or **No** to indicate whether the activity is regulated by National Energy Board, Alberta Utilities Commission, or the Rural Utility Act.

Jurisdiction - Pipeline

Is your activity regulated by one of the following: National Energy Board, Alberta Utilities Commission, or the Rural Utility Act?  Yes  No

- If **No**, proceed to the next step.
- If **Yes**, the following error message will appear, and you will not be able to submit the application.

Jurisdiction - Pipeline

Is your activity regulated by one of the following: National Energy Board, Alberta Utilities Commission, or the Rural Utility Act?  Yes  No

This activity is not under AER jurisdiction.

**Jurisdiction – Borrow Pit**

This pane displays for borrow pits.

1. **Mandatory:** Select **Yes** or **No** to indicate whether the borrow pit meets the parameters provided.

Jurisdiction - Borrow Pit

Does your borrow pit meet all of the following parameters?  Yes  No

- Material extracted is either clay, silt, or sand
- Material is solely for the applicants use
- Material extracted is for energy development purposes
- Location of borrow pit meets proximity requirements

Proposed Start of Use Date \*

Proposed End of Use Date \*

- If **Yes**, proceed to the next step.
- If **No**, the following error message will appear, and you will not be able to submit the application.

Jurisdiction - Borrow Pit

Does your borrow pit meet all of the following parameters?  Yes  No

- Material extracted is either clay, silt, or sand
- Material is solely for the applicants use
- Material extracted is for energy development purposes
- Location of borrow pit meets proximity requirements

This activity is not under AER jurisdiction.

2. **Mandatory:** Enter the **Proposed Start of Use Date**.

Proposed Start of Use Date \*

3. **Mandatory:** Enter the **Proposed End of Use Date**. The proposed duration of use must be less than one year.

Proposed End of Use Date \*

**Jurisdiction – Temporary Work Camp**

This pane displays for industrial work camps.

Jurisdiction - Temporary Work Camp

What is the proposed capacity of your camp? \*

What is the proposed start date of use? \*

What is the proposed end date of use? \*

1. **Mandatory:** Enter the **proposed capacity of the work camp** between 1 and 110.

What is the proposed capacity of your camp? \*

2. **Mandatory:** Enter the **proposed start date of use**.

What is the proposed start date of use? \*

3. **Mandatory:** Enter the **proposed end date of use**. The proposed duration of use must be less than one year.

What is the proposed end date of use? \*

### Jurisdiction – Waste Landfill

This pane displays for oilfield waste landfills.

1. **Mandatory:** Select **Yes** or **No** to indicate if your landfill will accept third-party waste.

2. **Mandatory:** Select **Yes** or **No** to indicate if your landfill is located on an active AER licensed/approved site or within a commercial scheme approval.

3. **Mandatory:** Select **Yes** or **No** to indicate if the waste generated is from within the same production scheme.

### Jurisdiction – Waste Facility

This pane displays for oilfield waste management facilities.

1. **Mandatory:** Select the **type of waste your facility will be accepting** from the drop-down menu.

- If **Mixture of Oilfield/Non-Oilfield Waste** or **Oilfield Waste**, no further action is needed. Proceed to the next step.
- If **Non-Oilfield Waste**, an error message will appear, and you will not be able to submit the application.

### Jurisdiction – Transport Facility

This pane displays for transport facilities.

1. **Mandatory:** Select **Yes** or **No** to indicate if your application is for a standalone truck to rail transloading facility.

### Validate Entry

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

**Validate**

**Tip:**  
Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

### Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

**Save**