

Completing OneStop Water Screen

» Intended User: Public Land applicants

Overview – Water

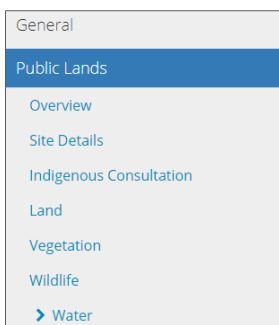
This quick reference guide (QRG) describes how to complete the Water screen in OneStop. The Water screen is used for disposition applications and amendments for all disposition types.

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

Getting to Water Screen

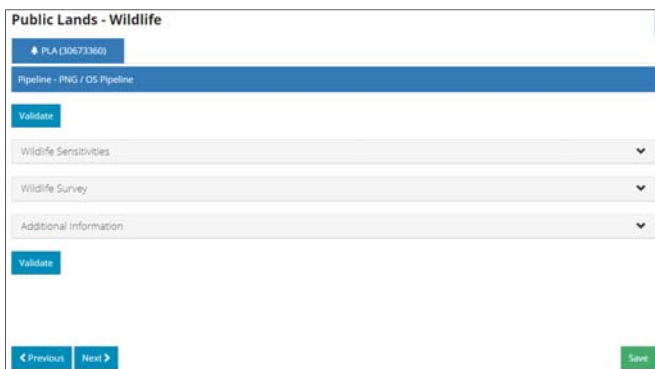
There are two ways to reach to the Water screen:

Click **Water** in the left navigation bar.



or

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

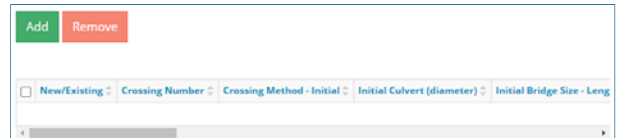


Watercourse/Waterbody Crossing

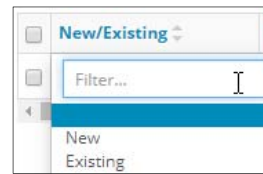
- Mandatory:** Select **Yes** or **No** to indicate whether watercourses or waterbodies will be crossed by vehicles and/or equipment.

| Watercourse/Waterbody Crossings | |
|--|--|
| Will watercourses be crossed by vehicles and/or equipment? * | <input type="button" value="Yes"/> <input type="button" value="No"/> |

- If **No**, no further action is required. Proceed to **Pipelines Crossing**.
- If **Yes**, the Add/Remove buttons appear. Click **Add** to insert a blank row in the table. Add rows as needed.



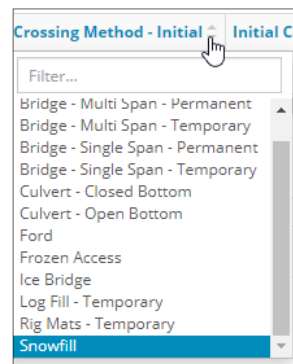
- Mandatory:** Select **New** or **Existing** from the drop-down menu.



- Mandatory:** Enter a unique **Crossing Number**.

| Crossing Number |
|-----------------|
| 1 |

- Mandatory:** Select a **Crossing Method – Initial** from the drop-down menu.



- Mandatory:** If culvert type, enter an **Initial Culvert (diameter)** in millimetres.

| Initial Culvert (diameter) |
|----------------------------|
| 600.00 |

- Mandatory:** If bridge type, enter the **Initial Bridge Size – Length** and **Initial Bridge Size – Width** in metres.

| Initial Bridge Size - Length | Initial Bridge Size - Width |
|------------------------------|-----------------------------|
| 20.00 | 5.00 |

- Mandatory:** Select a **Crossing Method – Final** from the drop-down menu.

Crossing Method - Final Final Culvert

Filter...

- Bridge - Multi Span - Permanent
- Bridge - Multi Span - Temporary
- Bridge - Single Span - Permanent
- Bridge - Single Span - Temporary
- Culvert - Closed Bottom
- Culvert - Open Bottom
- Ford
- Frozen Access
- Ice Bridge
- Log Fill - Temporary
- Rig Mats - Temporary
- Snowfill

g) **Mandatory:** If culvert type, enter a **Final Culvert (diameter)** in millimetres.

Final Culvert (diameter)

600.00

h) **Mandatory:** If bridge type, enter the **Final Bridge Size – Length** and **Final Bridge Size – Width** in metres.

| | |
|----------------------------|---------------------------|
| Final Bridge Size - Length | Final Bridge Size - Width |
| 20.00 | 5.00 |

i) **Mandatory:** Select a **Water Course Type** from the drop-down menu.

Water Course Type

Filter...

- 1-Ephemeral
- 2-Intermittent
- 3-Small Permanent
- 4-Large Permanent
- 5-Wetland

j) **Optional:** If Wetland is selected as the water course type, enter the **Wetland Sub Type**, if known, from the drop-down list.

Wetland Sub Type Restricted Activity Start Month Restricted Activity Start Day Restricted Activity End Month Restricted Activity End Day

Filter...

- Bog [B]-Graminoid [G]
- Bog [B]-Graminoid [G]-Freshwater [F]-Acidic [a]
- Bog [B]-Shrubby [S]
- Bog [B]-Shrubby [S]-Freshwater [F]-Acidic [a]
- Bog [B]-Wooded, coniferous [Wc]
- Bog [B]-Wooded, coniferous [Wc]-Freshwater [F]-Acidic [a]
- Fen [F]-Graminoid [G]

k) **Mandatory:** For Class A, B, and C waterbodies, or where a restricted activity period exists, select the **Restricted Activity Start Month**, **Restricted Activity Start Day**, **Restricted Activity End Month**, and **Restricted Activity End Day** from the drop-down menus.

| | |
|---------------------------------|-------------------------------|
| Restricted Activity Start Month | Restricted Activity Start Day |
| April | 1 |

| | |
|-------------------------------|-----------------------------|
| Restricted Activity End Month | Restricted Activity End Day |
| July | 31 |

l) **Mandatory:** Where subject to the Code of Practice, select the **Class of Waterbody from COP** from the drop-down menu.

Class of Waterbody from COP

Filter...

- A Highest Sensitivity
- B High Sensitivity
- C Moderate Sensitivity
- D Low Sensitivity

Filtering Results

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

Filter by... Show

Add Remove

| <input type="checkbox"/> | New/Existing | Crossing Number | Crossing Method - Initial | Initial Culvert (diameter) | Initial Bridge Size - Length |
|--------------------------|--------------|-----------------|---------------------------|----------------------------|------------------------------|
| <input type="checkbox"/> | New | 1 | Snowfill | | |
| <input type="checkbox"/> | New | 1 | Culvert - Closed Bottom | 600.00 | |

2. Select the data filter from a drop-down menu, or enter the value for each applicable field. Click **Apply Filters**.

Filter by... Hide

New/Existing Crossing Number Crossing Method - Initial Initial Culvert (diameter)

Initial Bridge Size - Length Initial Bridge Size - Width Crossing Method - Final Final Culvert (diameter)

Final Bridge Size - Length Final Bridge Size - Width Water Course Type Wetland Sub Type

Restricted Activity Start Month Restricted Activity Start Day Restricted Activity End Month Restricted Activity End Day

Class of Waterbody from COP

Uncheck boxes to hide columns.

Apply Filters Clear Filters

The filtered results are displayed.

1 item

Add Remove

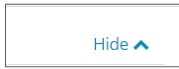
| <input type="checkbox"/> | New/Existing | Crossing Number | Crossing Method - Initial | Initial Culvert (diameter) |
|--------------------------|--------------|-----------------|---------------------------|----------------------------|
| <input type="checkbox"/> | New | 1 | Snowfill | |

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

Clear Filters

Per page 10

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

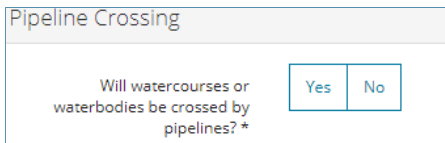


Tip:
Repeat the steps above to filter information in any pane.

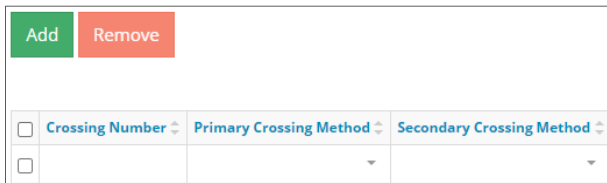
Pipeline Crossing

This pane only displays pipeline activity types.

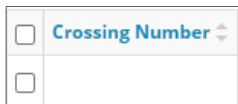
- 1. **Mandatory:** Select **Yes** or **No** to indicate whether watercourses or waterbodies will be crossed by pipelines.



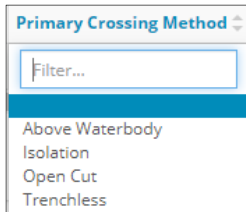
- a) If **No**, no further action is required. Proceed to **Wetlands**.
- 2. If **Yes**, the Add/Remove buttons appear. Click **Add** to insert a blank row in the table. Add rows as needed.



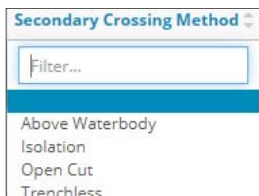
- a) **Mandatory:** Enter a unique **Crossing Number**.



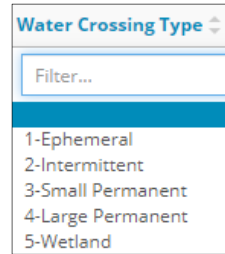
- b) **Mandatory:** Select a **Primary Crossing Method** from the drop-down menu.



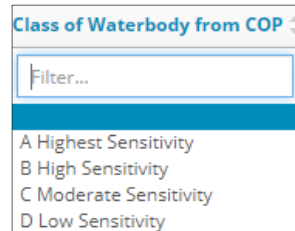
- c) **Mandatory:** Select a **Secondary Crossing Method** from the drop-down menu.



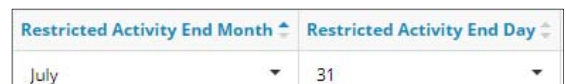
- d) **Mandatory:** Select a **Water Crossing Type** from the drop-down menu.



- e) **Mandatory:** Where subject to the Code of Practice, select the **Class of Waterbody from COP** from the drop-down menu.

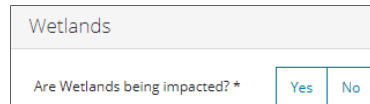


- f) **Mandatory:** For Class A, B, and C waterbodies, or where a restricted activity period exists, select the **Restricted Activity Start Month, Restricted Activity Start Day, Restricted Activity End Month, and Restricted Activity End Day** from the drop-down menus.



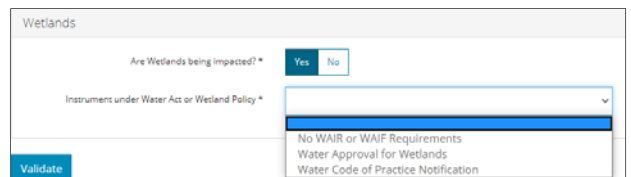
Wetlands

- 1. **Mandatory:** Select **Yes** or **No** to indicate whether wetlands are being impacted.



- a) If **No**, proceed to **Validate Entry**.

- 2. **Mandatory:** If **Yes**, select an **Instrument under Water Act or Wetland Policy** from the drop-down menu.



- a) **No WAIR or WAIF Requirements** – No further action is required. Proceed to **Validate Entry**.

- b) **Water Code of Practice Notification** – No further action is required. Proceed to **Validate Entry**.

- c) **Mandatory: Water Approval for Wetlands** – Select a **Water Approval for Wetlands** from the drop-down menu.

Option: Existing Application

- i) Click **Select Application**.

The Wetlands Applications Search window opens.

- ii) Search for an application; enter as much detail as possible to narrow search results. Click **Search** or press **Enter** on your keyboard.

Search results are displayed.

| <input type="checkbox"/> | Application ID | Application Status |
|--------------------------|----------------|--------------------|
| <input type="checkbox"/> | 1620737 | Approved |

- iii) Optional: Click **Reset** to clear the search form.

- iv) Select the check box beside the appropriate application. Click **Select**.

Filter by...

Select

| <input type="checkbox"/> | Application ID | Application Status |
|-------------------------------------|----------------|--------------------|
| <input checked="" type="checkbox"/> | 1261602 | Approved |
| <input type="checkbox"/> | 1261713 | Approved |
| <input type="checkbox"/> | 1646287 | Approved |

The window closes and the Application ID and Application Status fields are filled in.

Option: Existing Authorization

- i) Click **Select Authorization**.

- ii) Search for an authorization ID by completing the form. Click **Search** or press **Enter** on your keyboard.

Search results are displayed.

| <input type="checkbox"/> | Authorization ID |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | 1001044 |

iii) Optional: Click **Reset** to clear the search form.



iv) Select the **checkbox** beside the appropriate authorization. Click **Add**.

| | |
|-------------------------------------|--------------------|
| Add | |
| <input type="checkbox"/> | Authorization ID ▾ |
| <input checked="" type="checkbox"/> | 1001068 |
| <input type="checkbox"/> | 1001067 |

The window closes and the Authorization ID field is filled in.

| | |
|--|-----------------------------|
| Wetlands | |
| Are Wetlands being impacted? * | Yes No |
| Instrument under Water Act or Wetland Policy * | Water Approval for Wetlands |
| Water Approval for Wetlands * | Existing Authorization |
| Authorization ID * | 1001068 |

Option: Existing Activity

Select an **activity** from the drop-down menu.

| | |
|--|--|
| Wetlands | |
| Are Wetlands being impacted? * | Yes No |
| Instrument under Water Act or Wetland Policy * | Water Approval for Wetlands |
| Water Approval for Wetlands * | Existing Activity |
| Existing Activity * | <div style="border: 1px solid blue; padding: 2px;"> WATER-APPROVAL_30679876 </div> |

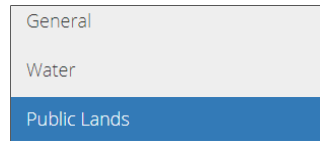
Option: New Activity

i) Click **Create New**.

| | |
|--|-----------------------------|
| Wetlands | |
| Are Wetlands being impacted? * | Yes No |
| Instrument under Water Act or Wetland Policy * | Water Approval for Wetlands |
| Water Approval for Wetlands * | New Activity |
| Water Approval for Wetlands * | Create New |

OneStop creates a new water activity. Note the new activity ID and water application in the left navigation bar above Public Lands.

| | |
|-------------------------------|-------------------|
| Water Approval for Wetlands * | New Activity |
| Water Approval for Wetlands * | Create New |
| Activity ID * | 30679882 |



ii) Complete the application.

Tip:
See QRG **New Water Act Application – Wetlands** on the OneStop Help Page for information on completing this section.

Validate Entry

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

| | |
|--|-----------------------------|
| Validate | |
| Watercourse/Waterbody Crossings | |
| Pipeline Crossing | |
| Wetlands | |
| Are Wetlands being impacted? * | Yes No |
| Instrument under Water Act or Wetland Policy * | Water Approval for Wetlands |
| Water Approval for Wetlands * | Existing Authorization |
| Authorization ID * | This field is required. |
| Select Authorization | |
| 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 bottom right corner of the screen to save your entry.

| | |
|---------------------------------|------------------|
| Public Lands - Water | |
| PLA (30673360) | |
| Pipeline - PNG / OS Pipeline | |
| Validate | |
| Watercourse/Waterbody Crossings | |
| Pipeline Crossing | |
| Wetlands | |
| Validate | |
| < Previous | Next > |
| Save | |

