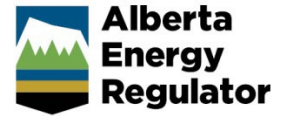


Submitting Aggregate Management Plans

Intended User: Submitters of aggregate management plans



Overview

This quick reference guide (QRG) describes how to submit aggregate management plans (AMPs) and updates in OneStop.

Access OneStop

1. Access the OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



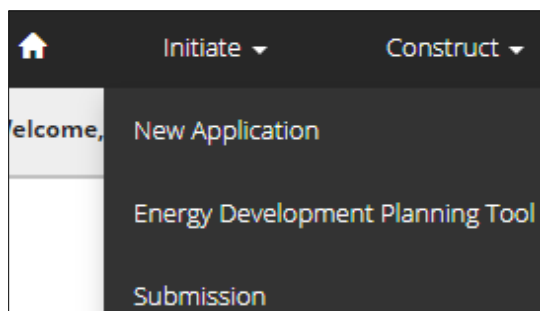
2. Enter your username and password. Click **Login**.

3. The Disclaimer window opens. Click **I Agree**.

OneStop opens on the dashboard landing page.

Create: Create Submission

1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**.



Tip

You can also access the Submission function from any drop-down menu on the top navigation bar.

The Create page opens.

3. Enter **aggregate management plan** in the Select Type field. OneStop will return possible selections.

- a) Select **Aggregate Management Plan**.

- b) Click **Validate**.
- c) Optional: You may also search by clicking **View List**.

- i) The Submission Types menu appears. Select **Aggregate Management Plan**.

- ii) Click **Validate**.

Tip

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

General: Enter General Information

Related Entities

1. Click **Add**.

The Authorization Search window opens.

2. Enter the disposition number (**MSL**) in the search field. Click **Search**.

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

- b) Optional: Click **Search** without completing the form for a general listing of dispositions associated with your company.

3. Check the **box** beside the appropriate authorization (disposition) number. Click **Add Authorizations**.

<input checked="" type="checkbox"/>	Authorization Number ▾	Authorization Type ▾
<input checked="" type="checkbox"/>	MSL9608	DISPOSITION

Add Authorizations

The window closes and the disposition number is added to the Submission Relates To section.

- a) Optional: To remove your selection check the **box** beside the authorization (disposition) number you wish to remove. Click **Remove**.

4. Click **Save** on the bottom right of the screen. **Save**

Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.

5. Repeat the **steps 1 to 4** to enter an EPEA Approval Number.

6. Click the Contact Information tab.

Contact Information

Based on your login credentials, some contact information may already be pre-populated in this section.

Tip
Fields that are greyed out cannot be edited.

Licensee

1. Complete the following licensee fields: **Name, Position, Phone, and Email**.

2. If you are the primary contact, select **Yes** or **No** from the drop-down menu.

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

Save Parameters

Tip

For future entries, click **Load Parameters** and your contact information will auto-populate the form.

Load Parameters

Operator

- If the operating company differs from the disposition holder, select **Yes** and complete the Operator section.

Is the operating company different than the licensee? Yes No

- Click **Search** in the Operator section. The Add Operator window opens.

Search

Add Operator

Business Associate Identifier

Business Associate Name

Search

- Enter the business associate (BA) number **or** the associate name. Click **Search**.
- Optional: Click **Search** for a general listing of BA numbers.
- Check the box beside the appropriate BA number.

<input type="checkbox"/>	Business Associate Identifier
<input checked="" type="checkbox"/>	0001
<input type="checkbox"/>	0002

- Click **Select Operator**.

Select Operator

The window closes and the BA number appears in the Business Associate identifier field.

Business Associate Identifier

- Complete the following operator fields: **Name, Position, Phone, and Email.**

Operator

Business Associate Identifier: 0054

Name: Julie Rossi

Position: Tester

Company Name: Suncor Energy Inc.

Address: PO Box 2844 150 - 6th Ave SW, Calgary, AB, T2P 3E3

Phone: (000) 000-0000

Email: tester@baer.ca

- Optional: Click **Save Parameters** (located on the right of the screen) to save your contact information.

Save Parameters

- Click **Details** tab.

Contact Information **Details**

Site Details

Details

Site name: Test Mine

Land ownership: Public Land Freehold Federal

Submission is associated with: Mining In Situ Oil and Gas Pipelines Waste

Current site status:

Comments:

- Enter **Site name**.
- Select **Land ownership**.
- Select **Type of Operation**.
- Select the **site's current status** from the drop-down menu.

Current site status:

Comments:

Proposed
Construction
Active
Inactive
Reclaimed

- Enter additional **comments** in the space provided.
- Click **Related Submissions** tab.

Details **Related Submissions**

Related Submissions

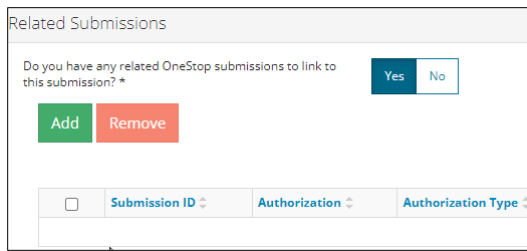
- Select **Yes** or **No** to link related submissions.

Related Submissions

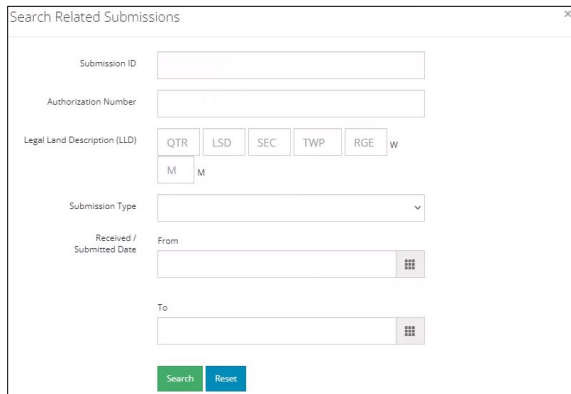
Do you have any related OneStop submissions to link to this submission? *

Yes **No**

- If **No**, proceed to **Reports** tab.
- If **Yes**, add the related submission(s).



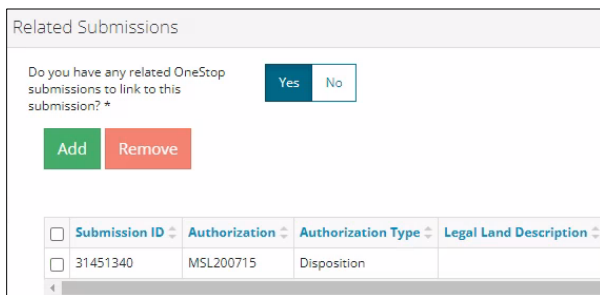
- c) Click **Add**. The Search Related Submissions window opens.
- d) Enter as much information in the form to narrow results. Click **Search**.



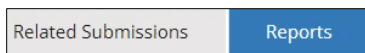
2. Results appear in a table. Check the **box** beside the desired submission.

<input type="checkbox"/>	Submission ID	Authorization
<input checked="" type="checkbox"/>	31449137	MSL200558
<input type="checkbox"/>	31436927	

3. Click **Add**. **Add** The window closes and the related submission is added to the Related Submissions table.

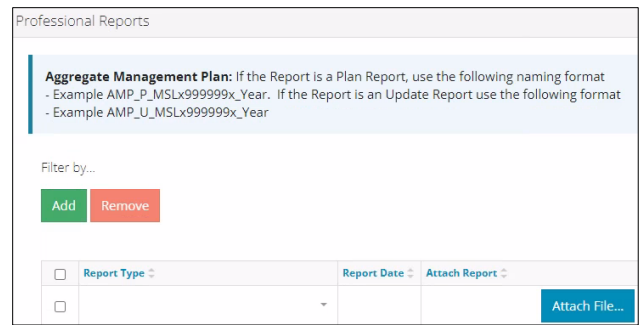


4. Click **Reports** tab.

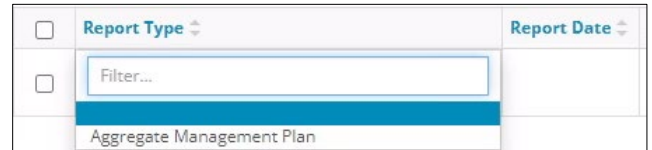


Reports

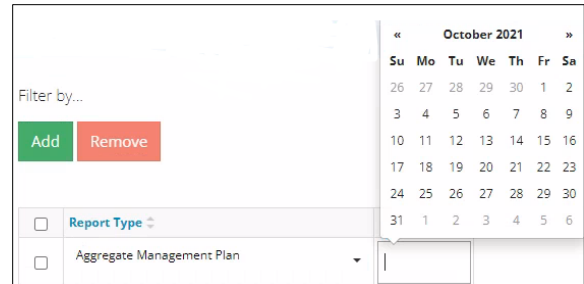
1. Attach a professional report, Click **Add**. A row is added to the Professional Reports table.



2. Select **Report Type** from the drop-down menu.



3. Click the report date field and select the date from the calendar.



4. Click **Attach File**. Select a PDF file from your local folder.



The file is attached displaying the file name.



Tip

- Plan Reports: Use naming format AMP_P_MSL999999_Year.
- Update Reports: Use naming format AMP_U_MSL999999_Year.

OneStop will not accept other naming formats. Disposition numbers referenced in report names must match disposition numbers selected in the Related Entity tab.

5. Click **Next** on the lower left of the screen and move to Questionnaire screen. **Next**

- a) Optional: You may also click **Questionnaire** on the left navigation bar.

A vertical navigation menu with three items: 'Create', 'General', and 'Questionnaire'. 'Questionnaire' is highlighted with a blue background.

Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.

Questionnaire: Identify Intent of Submission

1. Select the **intent of the submission** from the drop-down menu.

The form titled 'Intent of Submission' contains three questions with a dropdown menu for the first one. The dropdown menu is open, showing 'Annual update' and 'Initial Aggregate Management Plan submission'.

2. Select **Yes** or **No** to indicate changes to the AMP since the last submission.

A question: 'Have there been any changes to the Aggregate Management Plan since the last submission? *'. Below it are two buttons: 'Yes' and 'No'.

3. Select the **reporting period** from the drop-down menu.

A question: 'What is the reporting period (year) for this Aggregate Management Plan submission? *'. Below it is a dropdown menu with options for 2020, 2019, and 2018.

4. Click **Validate**.
5. Click **Next** on the lower left of the screen and move to Confirmation screen.

Confirmation: Validate Entry

There are two ways to validate your entry.

Option 1: Confirmation Screen

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

1. Check the **box** beside the first item on the list.

A section titled 'Validations' with a 'View' button. Below it is a table with checkboxes and labels.

<input type="checkbox"/>	Issue
<input checked="" type="checkbox"/>	General - Contact Information
<input type="checkbox"/>	General - Related Entities

2. Click **View**. You will be directed to the section that requires input.

Two input fields. The first is labeled 'Name *' and the second is labeled 'Position *'. Both fields have a red border and a red warning icon with the text 'This field is required.' below them.

3. Complete the required fields. Click **Validate** at the top or bottom left of the screen.

A blue button with the text 'Validate'.

4. Return to the Confirmation screen, and repeat **Step 1** until all sections have been validated.

Option 2: Left Navigation Bar

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

A vertical navigation bar with two items: 'General' and 'Questionnaire'. Both items have a red warning icon next to them.

1. Click an attention icon in the left navigation bar.
2. You will be directed to the page that requires your input. Complete the required fields.
3. Click **Validate** at the top or bottom left of the screen.
4. Repeat steps 1 to 3 until all pages have been validated.

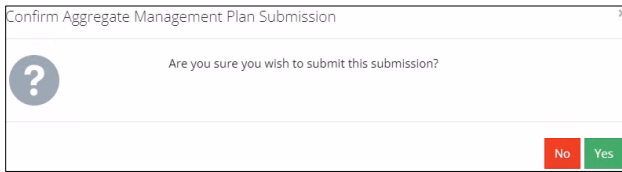
A blue button with the text 'Validate'.

Submit

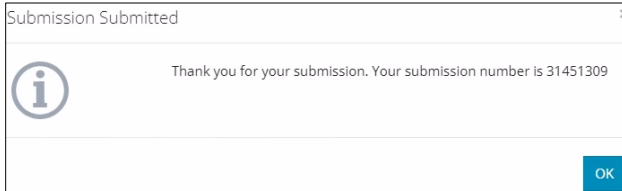
1. Once you have validated your entry, click **Submit** on the Confirmation page.
2. The Declaration and Disclaimer window opens to confirm your submission is accurate. Click **I Agree**.

A window titled 'Declaration and Disclaimer' containing several paragraphs of text and two buttons at the bottom: 'I Agree' and 'I Disagree'.

- The Confirm Aggregate Management Plan Submission window opens to confirm your submission. Click **Yes**.



- The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard page.

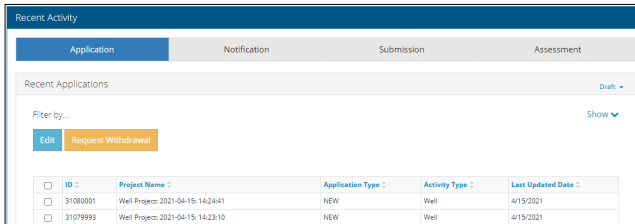


Optional: Search for Submissions

There are two ways to search for well log submissions in OneStop:

OneStop Dashboard

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



Tip

The Recent Activity section lists submissions from the last 10 days. Draft Submissions remain on the dashboard until submitted and cannot be viewed by AER staff.

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



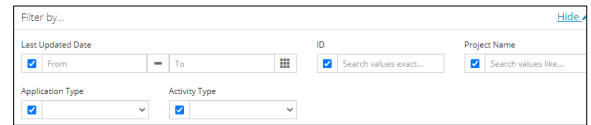
A list of recent submissions appears.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID
Test Mine	Aggregate Management Plan			31450784
agg test 9	Aggregate Management Plan			31449782
PLA101460	Survey Plan Submission			31450533

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

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
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- Optional: Click **Show** (located on the right) to expand the filters. **Show**



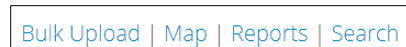
- Optional: Select filters to narrow your search results. Click **Apply Filters**. **Apply Filters**

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

<input checked="" type="checkbox"/>	Reference ID	Submission Type	Reporting Type
<input checked="" type="checkbox"/>		Aggregate Management Plan	

Search Function

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



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



- Search by completing some or all the fields in the form.

Tip

The more information you enter in the search form, the narrower the results returned.

- Click **Search**. **Search**

A list of well log submissions appears in a table.

- Optional: Sort results by clicking the appropriate column header.
- Optional: Click **Show**. Apply the appropriate filters to narrow results.



- Click the **box** beside the appropriate submission.

<input type="checkbox"/>	Submission ID	License Name	Authorization	LLD	Closure Project Name
<input type="checkbox"/>	31450784	Canadian Natural Resources Limited	MSL9608		
<input checked="" type="checkbox"/>	31449782	Canadian Natural Resources Limited	MSL3333		

- Click **View**. **View** Your selection opens.

Tip

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