

Submitting Daily Reports (Tours) – With Alert

Intended User: Submitters of well drilling, completion, fracturing and downhole abandonment reports

Overview

This quick reference guide (QRG) describes how to submit daily reports (tour reports) as PDF files in OneStop. This applies to pre-set, drilling, completion, deepening, fracturing and downhole abandonment operations.

Important

- Summary drilling and completion data must be submitted in the Digital Data Submission (DDS) at least one hour before submitting the tour reports. During that time OneStop will create the tour alert.
- Drilling, completion, downhole abandonment, and fracturing tours must only be submitted through the alerts generated from DDS data.
- Reports must contain at least the minimum data requirements, as detailed in Appendix 3 of *Directive 059*.
- Only PDF (format) files may be submitted.
- File names should begin with “TR” followed by the well licence number, including leading zeroes, prefixes and suffixes (e.g., TR B0000321X). Other naming components may be included after the above.

Search for a Well

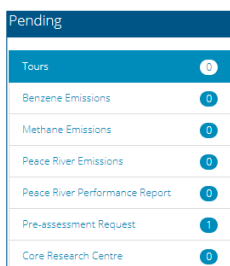
1. Log in to OneStop using your designated information submission system username and password.

You must have the following permissions to submit tour reports: Submit eTours and Search eTours.

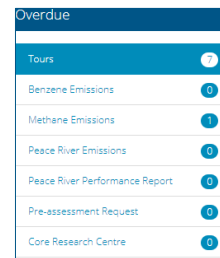
The “Search eTours” role only allows you to see the Overdue and Pending tour reports dashboard.

2. Click **I Agree** to accept the disclaimer. You must accept it to proceed.

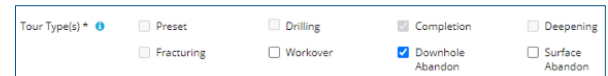
3. On the OneStop main landing page, refer to the Pending pane.



- a) If it has been less than seven days since you submitted the drilling or completion data in DDS, the licence number will be listed in the Pending pane.
- b) If it has been more than seven days, it will appear in the Overdue pane.



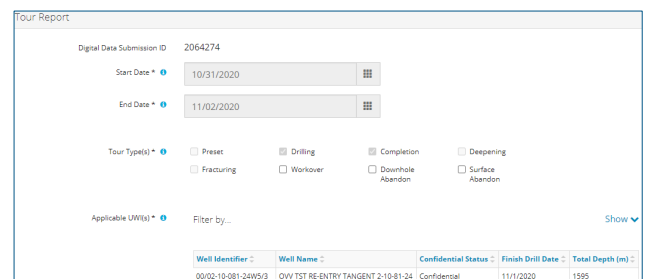
Note: A downhole abandonment submission in DDS will generate a completions alert in OneStop. Submit the tour through that alert. The Completions tour type will be preselected; select Downhole Abandonment as well to ensure it is accurately identified.



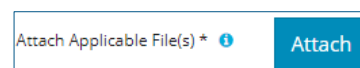
4. Check the box beside the licence number you wish to submit. Click **View**.




5. The Tour Report window opens displaying the details. Ensure the information in the report is accurate and that you are submitting the correct report.



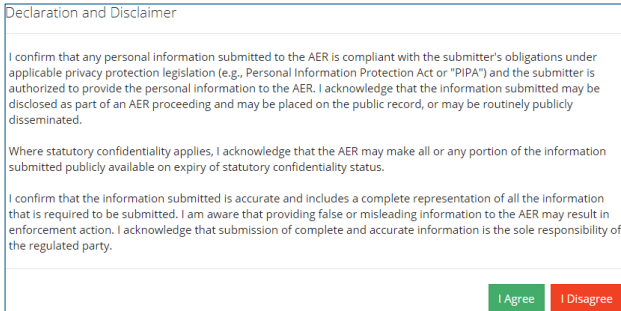
6. Click **Attach**. Locate the PDF(s) and attach it.



7. Click **Validate**. If errors appear in red, fix the errors, and validate again. 

8. Click **Accept Disclaimer**. 

9. The Declaration and Disclaimer window opens. Click **I Agree** to proceed with your submission.



Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

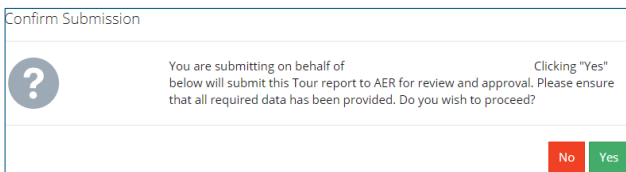
Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.


10. The Declaration and Disclaimer window closes and returns you to the Tour Report pane. Click **Submit**.



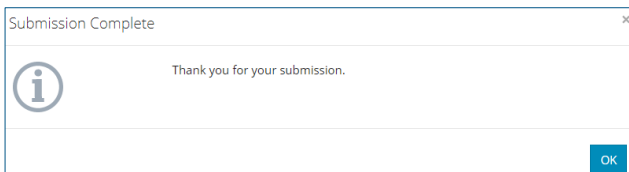
11. A message appears to confirm your submission. Click **Yes**.




Confirm Submission

 You are submitting on behalf of [redacted] below will submit this Tour report to AER for review and approval. Please ensure that all required data has been provided. Do you wish to proceed? Clicking "Yes"

12. A message appears signaling a complete submission. Click **OK** to close the message box.



Submission Complete

 Thank you for your submission.

Resources

Contact: Well Data Services

Email: WellDataServices@aer.ca

Phone: 403-297-8696 option 2