

Submitting Daily Reports (Tours) – Without Alert

Intended User: Submitters of workover and surface abandonment reports

Overview

This quick reference guide (QRG) describes how to submit daily reports (tour reports) as PDF files in OneStop. This applies to workover and surface abandonment operations.

Important


- Reports must contain *at least* the minimum data requirements as detailed in Appendix 3 of *Directive 059*.
- Only PDF files may be submitted.
- File names should begin with TR followed by the well license number, including leading zeroes, prefixes and suffixes (e.g., TRB0000321X or TR0990001).
- Other naming components may only be included if they are added after the outlined format (e.g., TR0990001 JAN01PRF).

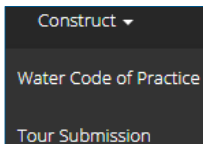
Search for a Well

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

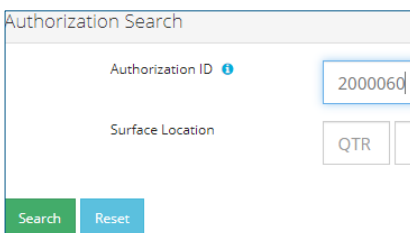
You must have the following permissions to submit tour reports: Submit eTours and Search eTours.

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. Click **Construct** in the top navigation bar. Select **Tour Submission**.



4. Enter the licence number in the Authorization Search pane. Click **Search**.



Search results appear in the Results pane.

<input type="checkbox"/>	Authorization Number ▾	Authorization Type ▾
<input type="checkbox"/>	0475193	Well Licence

5. Check the box beside the required licence number. Click **Submission**.



<input checked="" type="checkbox"/>	Authorization Number ▾	Authorization Type ▾
<input checked="" type="checkbox"/>	0475193	Well Licence

A new window opens for the selected licence number.

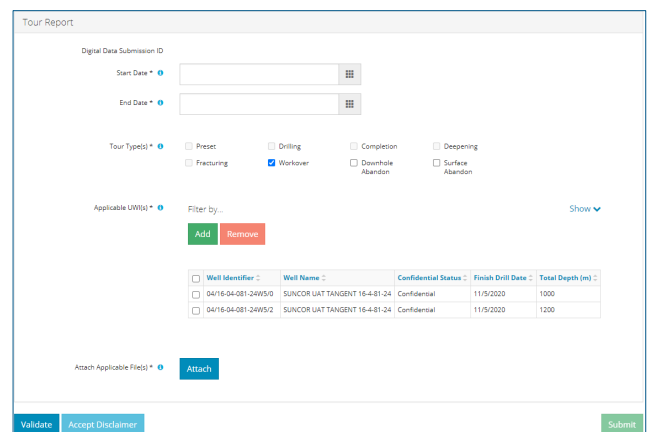
Important

If a drilling, completion, or fracture alert appears in the table, **DO NOT** check the box next to the alert unless you are submitting the requested tour report. Data submitted for a downhole abandonment will generate a completion alert. The tour report must be submitted through that alert.

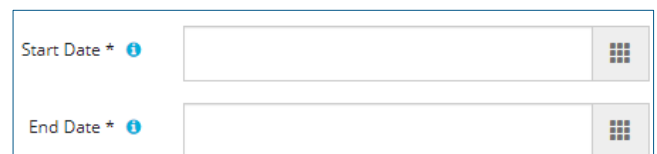
6. Click **Other Tour Submission**.



A Tour Report window opens.



7. Enter the **Start Date** and **End Date** of the operation.



8. Select the **Tour Type** being submitted.

Tour Type(s) * ⓘ

Preset Drilling Completion Deepening
 Fracturing Workover Downhole Abandon Surface Abandon

9. If applicable, select a relevant unique well identifier (UWI).

<input type="checkbox"/>	Well Identifier ↕	Well Name ↕	Confidential Status ↕
<input checked="" type="checkbox"/>	04/01-08-081-24W5/0	SUNCOR TEST TANGENT 1-8-81-24	Non Confidential
<input type="checkbox"/>	04/01-08-081-24W5/2	SUNCOR TEST TANGENT 1-8-81-24	Non Confidential

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

Attach Applicable File(s) * ⓘ Attach

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

Validate

12. Click **Accept Disclaimer**.

Accept Disclaimer

13. 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.

I Agree
I Disagree

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

Submit

15. The Confirm Submission window opens. Click **Yes** to accept your submission.

Confirm Submission

?

You are submitting on behalf of Suncor Energy Inc. (BA ID 0054). Clicking "Yes" 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?

No
Yes

16. The Submission Complete window opens signaling a complete submission. Click **OK** to close the message box.

Submission Complete

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Thank you for your submission.

OK

Resources

Contact: Well Data Services

Email: WellDataServices@aer.ca

Phone: 403-297-8696 option 2