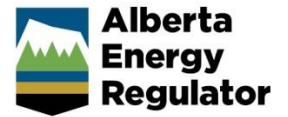


# Submit a Flaring or Venting Notification

» Intended User: Industry



## Overview

Reports for Notifications are being constructed; currently, there are Contravention, Flaring, and Venting Notification reports.

### What's changed?

Notifications for pipeline construction activities (i.e., new line construction, new line test, liner installation, liner test and existing line test), as well as flaring and venting notifications are to be submitted to the AER through OneStop instead of the Digital Data System (DDS).

### What's new?

Industry can now capture flaring and venting *EPEA* contraventions into OneStop after verbal notice is given via the 24 Hour Response Line.

**Note:** Refer to Bulletin 2018-05.

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

Disclaimer

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## Log In to OneStop

1. Open the AER website: <http://aer.ca>.
2. Select **Systems & Tools**.  

3. Click **OneStop: Application Tool** to open the panel.
4. Select the **Access the OneStop Application Tool** hyperlink.  
A new tab opens to the OneStop page.
5. Click **ONESTOP APPLICATION TOOL**.
6. Log in to OneStop using your DDS system username and password.

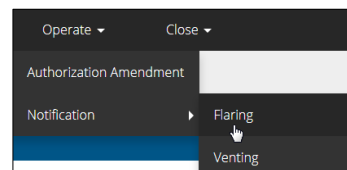
Alberta Energy Regulator **OneStop** [Provide Feedback](#) version: release-1587

Username

Password

## Flaring/Venting Notification

1. From the **Operate** drop-down menu, select **Notification > Flaring or Venting**.



The **Flaring/Venting Notification** window opens.

Flaring/Venting Notification

Flaring Notification

What type of authorization is this notification for?

- In the **Flaring Notification** panel, click the type of authorization the notification is for – **Well, Pipeline, Facility**.

- Click **Find** to find the authorization number the notification is for.  
The **Search By Authorization** dialog box appears.

- Set criteria to find the authorization number using either of the following:
  - Authorization Number

- Location

- Click **Search**.

The search results display.

If the authorization is not listed in the search results, click **Reset** to start a new search.

- In the **Search Results**, select the radial button for the required authorization number.

- Click **Add**.

The **Search By Authorization** dialog box closes.

- Select whether the location has an *EPEA* approval.  
If **No**, continue to the **General Information** panel.

If **Yes**, additional *EPEA* fields appear.

Does this location have an EPEA approval?  Yes  No

Please enter the EPEA Approval ID:

Does this notification involve an EPEA Contravention?  Yes  No

9. Click **Search** to find the **EPEA Approval ID**.

Please enter the EPEA Approval ID:

The **Search By EPEA Approval ID** dialog box appears.

Search By EPEA Approval ID

EPEA Approval

Approval ID	Approval Number	Status	Status Date
No Authorizations			

<< < 1 > >>

10. In the **EPEA Approval** field, enter the *EPEA* Approval ID.

EPEA Approval

11. Click **Search**.

The search results appear.

Search By EPEA Approval ID

EPEA Approval

Approval ID	Approval Number	Status	Status Date	
<input checked="" type="radio"/>	1429	92-AL-012A	Renewed	1997-03-03

<< < 1 > >>

If the Approval ID needed is not in the search results, click **Reset** to start a new search.

12. In the **Search Results**, select the radial button for the required authorization number.

Approval ID	Approval Number	Status	Status Date	
<input checked="" type="radio"/>			Renewed	1997-03-03

<< < 1 > >>

13. Click **Add**.

Status Date	Operation Name
1997-03-03	

The **Search By EPEA Approval ID** dialog box closes.

Does this location have an EPEA approval?  Yes  No

Please enter the EPEA Approval ID:

Does this notification involve an EPEA Contravention?  Yes  No

14. Select whether the notification involves an *EPEA* Contravention.

If **No**, explain why it does not involve a contravention.

Does this notification involve an EPEA Contravention?  Yes  No

If No, then please provide an explanation as why it does not:

If **Yes**, additional fields appear.

Does this notification involve an EPEA Contravention?  Yes  No

Please enter CIC number:

If Yes, provide reason for EPEA contravention:

EPEA Contravention Comments:

15. In the **Please enter CIC number** field, enter the CIC number.

Please enter CIC number:

- From the drop-down menu, select the reason for the EPEA contravention.

If Yes, provide reason for EPEA contravention --- Select ---

--- Select ---

--- Select ---

Flaring - Flare design or system not operating as required (e.g. wind guard, ignitor, pilot light).

**Flaring - Heating value not met or combustion temperatures not met.**

Flaring - Liquid carry-over or gas sent to flare not combusted as required.

Venting only - Release from unauthorized source (E.g. failure of VRU, PSVs, oil production tanks, etc.)

- In the EPEA Contravention Comments field, enter relevant comments.

EPEA Contravention Comments:

- Click **Save** to save the notification as a draft.

Save
Submit

The **Saved Notification** dialog box appears.

Saved Notification ×

You are saving this Flaring notification as a draft. The notification number is 315834, for your reference.

OK

- Click **OK**.

## General Information

The **General Information** panel automatically populates with details about the authorization.

General Information

Authorization Number:  

Authorization Holder:   Corporation

Authorization Name: Facility License

Source: Facility License

Location:  

AER Field Centre:

AER Field Centre Phone Number:

Licensee Contact Name:

Licensee Phone Number:

- In the **Licensee Contact Name** field, enter your contact's name.

Licensee Contact Name:

- In the **Licensee Phone Number** field, enter your contact's phone number.

Licensee Phone Number:

## Details & Comments

- In the **Estimated Volume (m3)** field, enter the estimated volume.

Estimated Volume (m3)

- In the **Event Duration hr(s)** field, enter the duration.

Event Duration hr(s)

- In the **Max Rate** field, enter the max rate.

Max Rate

- From the **Reason for Flaring** drop-down menu, select the applicable reason.

--- Select ---

--- Select ---

**Flaring - Emergency**

Flaring - Planned Maintenance

Flaring - Test

Flaring - Unplanned Maintenance

Reason for Flaring: Flaring - Emergency

5. In the **H2S Concentration** field, enter the H2S concentration.

H2S Concentration

6. From the **H2S Concentration** drop-down menu, select the type of measurement.

--- Select ---  
 --- Select ---  
 %  
**mol/kmol**  
 ppm

mol/kmol

7. Enter the start date and time of the operation.

Please enter the start date and time (hrs:mins AM/PM) of this operation:

A pop-up calendar is available.

« March 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

12:15 PM

8. Enter the end date and time of the operation.

Please enter the start date and time (hrs:mins AM/PM) of this operation: 03/22/2018 12:15 PM

Please enter the end date and time (hrs:mins AM/PM) of this operation: 03/22/2018 05:00 PM

9. Select **Yes** or **No** to indicate which of the following are true:

- a) The public is within the notification zone
- b) The public has been notified
- c) There are resident objections

Is the public within the notification zone?  Yes  No

Has the public been notified?  Yes  No

Are there resident objections?  Yes  No

10. In the **Flare Approval Number** field, enter the applicable approval number.

Flare Approval Number

11. In the **Comments** panel, enter any applicable comments.

Comments

Please enter any comments related to this notification

### Validate and Submit Notification

1. Click **Validate** to check for any errors.

Comments

Please enter any comments related to this notification

Emergency flaring

Cancel Validate Accept Disclaimer

Errors are highlighted in red.

Fix any errors and validate again.

2. Click **Accept Disclaimer**.

You *must* agree, in order to submit a notification.

3. Click **I Agree**.

The **Accept Disclaimer** button changes to a **View Disclaimer** button.

4. Click **Submit**.

The **Declaration and Disclaimer** dialog box appears.

5. Click **Yes**.

The **Flaring Notification Processing** dialog box appears. *Do not navigate away until it is finished.*

The **Submitted Notification** dialog box appears.

6. Click **OK**.

For more information, contact the AER's Customer Contact Centre at 1-855-297-8311.