

Submitting a Pre-2019 Substance Release Remedial Action Plan (RAP)



Intended User: Authorized representatives of AER regulated licensees and assigned delegates

Overview

This quick reference guide (QRG) describes how to submit remedial action plan (RAP) information in OneStop for unreported pre-2019 substance releases.

Important

See the Government of Alberta's [Remediation Regulation](#) for requirements on reporting information and remedial measures associated with substance releases.

Request an Extension and Access

- Licensees: Email CSUsubmissions@aer.ca to request an extension to RAP submission timelines and use of the pre-2019 RAP tool.
 - Enter **Pre-2019 RAP Extension Request** in the email's subject line.
 - Include letters with supporting rationale in the email.

Navigate to Pre-2019-RAP

- Log into OneStop with your **Username** and **Password**. Click **Login**.

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

OneStop opens to the dashboard landing page.

- Click **Close** on the top left navigation bar.

- Select **Pre-2019-RAP** from the drop-down list.

Licensee 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.

- Complete the following licensee fields: **Name**, Phone (optional), and **Email**.

Consultant Contact Information

- Consultants (delegates) acting on behalf of licensees: Complete the Licensee Contact Information section. Some contact information may already be pre-populated in the section.
- Some information in the Consultant Contact Information section may already be pre-populated.
 - Complete the following consultant fields: **Name**, Phone (optional), and **Email**.

Consultant Contact Information	
Business Associate Identifier	0026
Name *	Elizabeth Taylor
Company Name	Ovintiv Canada ULC
Address	Box 2850 500 Centre St SE, Calgary, AB, T2P 2S5
Phone	403-555-555
Email *	etaylor@OntCan.ca

Authorization/Substance Release Area

1. Click **Find** to search for the authorization number.

Authorization / Substance Release Area	
Authorization Number	<input type="text"/> Find
Area Boundary Tools *	Draw Polygon

b) Optional: Click “No authorization ID available” if one is not available (e.g., the activity was stopped before the current authorization/licensing requirements).

No authorization ID available

c) Optional: Proceed to Step 4.

2. The Search by Authorization window opens. Enter the authorization number, type, or location. Click **Search**.

Search By Authorization	
Authorization Number	<input type="text" value="2001020"/>
Authorization Type	<input type="text"/>
Location	<input type="checkbox"/> LSD <input type="checkbox"/> SEC <input type="checkbox"/> TWP <input type="checkbox"/> RGE <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> M
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

d) Optional: Click Search for a general listing of authorization numbers associated with your company.

Tip

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

3. Select the box beside the appropriate authorization number. Click **Add**.

Add		
<input type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	2001020	Well Licence

Tip

Click the numbers or arrows to move between pages of data.

<< < 46 47 48 49 50 > >>

The window closes, and the authorization number appears in the Authorization Number field.

Authorization Number	2001020
Area Boundary Tools *	Draw Polygon

a) For pipelines, select the line segment number from the table that appears below the Authorization Number field.


4. Click **Draw Polygon**. The Create Shapefile window opens.

Create Shapefile	
<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> Draw or Zoom to LLD </div> <p>Click "Draw Polygon on Map" if you wish to A) draw the boundary of the substance release area or B) select a release point.</p> <p>Click "Zoom to LLD" if you wish to C) select a whole LSD or quarter section as the substance release affected area.</p>	


5. Click **Draw Polygon on Map**.

6. Follow the instructions in the tool for creating a shapefile.

Option A: Polygon

a) For multiple substance releases being managed as part of one site, click the hexagon icon to draw the polygon around the combined affected area. 

Option B: Release Point

b) If a substance release affected area is unknown, select the dot icon to create a known point of substance release. 

Option C: Legal Land Description (LSD)

c) If a substance release affected area is only known by legal subdivision (LSD) or quarter section, click Zoom to LLD to create a shapefile representing an LSD or quarter section.

Important

- OneStop does not accept shapefiles showing a substance release affected area outside of Alberta.
- If a substance release affected area extends past two quarter sections, submission in pre-2019 RAP in OneStop is not permitted.

d) Optional: Click Redraw Polygon, if needed.

Redraw Polygon

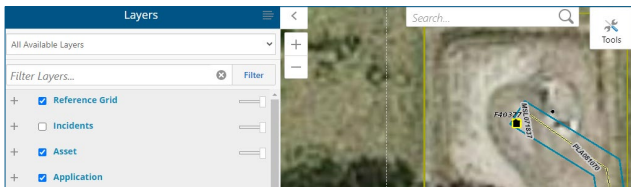
e) Click **Done** when you have completed drawing the polygon. The window closes and returns to the form.

Done

Receptors

1. Click **MapIt**. MapIt

The map viewer opens in a separate window displaying the substance release affected area. Pre-2019 RAPs are shown in the submissions layer.

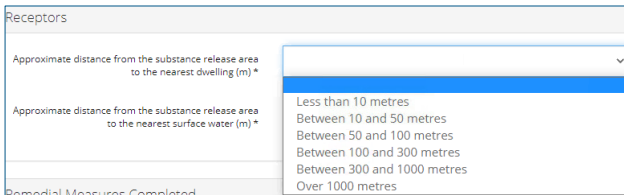


- a) Optional: Apply filter layers in the map, if needed.
- b) Optional: Click the Tools icon to use the mapping tools.

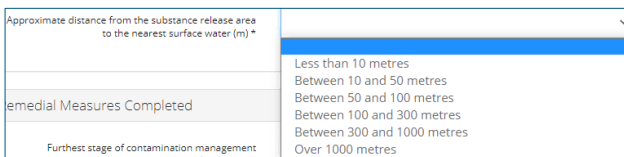


c) Optional: Scroll right to find the ruler tool.

2. Select the approximate distance category from the substance release area to the nearest dwelling.



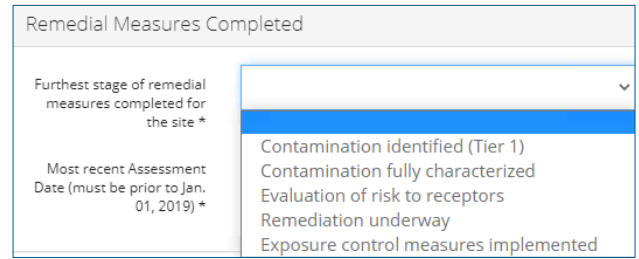
3. Select the approximate distance category from the substance release area to the nearest surface water.



4. Close the map viewer.

Remedial Measures Completed

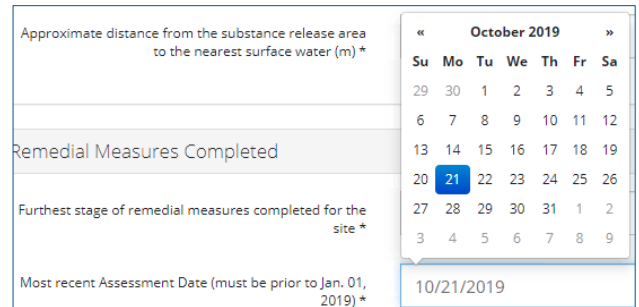
1. Select the furthest stage of remedial measures completed for the site.



2. Click the date field and select the most recent assessment date. You may also manually enter the date in the field.

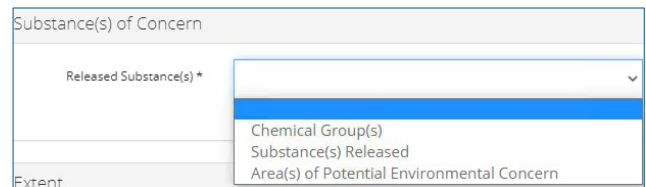
Important

Assessment date must be prior to January 1, 2019 in order to use the pre-2019 RAP tool in OneStop.

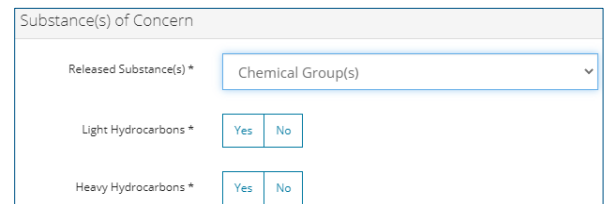


Substance(s) of Concern

1. Based on your knowledge of the released substance(s), select a category from the drop-down list.



a) Select **Yes** or **No** for each additional detail of the chosen released substances.



Chemical Groups

This is the preferred option if contaminants are known based on laboratory testing.

- Light hydrocarbons include up to (and including) petroleum hydrocarbon fraction 2.
- Heavy hydrocarbons include hydrocarbon fraction 3 and above.

Substance(s) Released

Select this option if the chemical groups are **unknown**, yet the substance(s) released are known.

Area(s) of Potential Environmental Concern

Select this option if the source of the contamination is known, but the previous two options cannot be answered.

Extent

1. Based on your knowledge of the released substance(s), select the extent of contamination.

Remedial Measures Pending

1. Select the next planned stage of remedial measures.

2. Click the date field and select the anticipated completion date for the next stage of remedial measures. You may also manually enter the date in the field.

3. Click the date field and select the anticipated closure date, when remedial measures will no longer be required. You may also manually enter the date in the field.

4. Select **Yes** or **No** for the site part of an Area Based Closure (ABC) Project.

Licensee Risk Categorization

1. Select the risk category of the substance release.

This is not a mandatory question. Double-click to deselect an answer and leave this section blank.

Validate Entry

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

Tip
You cannot complete your submission until all the errors have been fixed.

Save Entry

1. Click **Save** at the bottom right of the screen.

Important
Consultants (delegates) can help prepare the RAP and save the draft. However, only licensees are permitted to sign the declaration form and submit the RAP.

Declarations and Signatures (Licensees only)

- Optional: If a consultant (delegate) prepared the RAP submission on your behalf, first search for the draft in OneStop and open it. See **Search for RAPs**.
- Click **Generate**. A declaration form is generated in PDF format with a submission file name and is downloaded to your computer.

- Review the declaration.
- Complete the form using PDF software. Enter the title of the authorized representative (licensee), and type an electronic signature. The date pre-populates with the date the declaration was generated; it may be edited, if necessary.

Name of authorized representative :	Dan Stevens
Title of authorized representative (E.G. officer) :	
Signature :	
Date :	

- Save the PDF file to your local computer, without changing its file name.
- Click **Attach File**. Locate and attach the signed declaration.

- Click **Submit**.

A disclaimer message appears to confirm your submission.

- Click **Yes**.

A message appears to confirm your successful submission.

A confirmation email will be sent to you which includes the pre-2019 RAP submission ID number, for use in future submissions to the AER.

- Click **OK** to close the window and return to the OneStop dashboard page.
- Optional: You may view the submission – See **Search for RAPs**.

Optional: Search for RAPs

There are two ways to search for RAPs in OneStop:

OneStop Dashboard

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

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

A list of RAP submissions appears.

<input type="checkbox"/>	Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
<input type="checkbox"/>	-	Pre 2019 RAP			31078420	4/14/2021	Draft
<input type="checkbox"/>	-	Pre 2019 RAP			31075437	4/8/2021	Draft
<input type="checkbox"/>	-	Pre 2019 RAP			31075387	4/8/2021	Draft
<input type="checkbox"/>	-	Pre 2019 RAP			31074077	4/8/2021	Draft

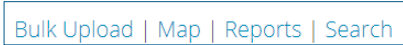
- To sort and search by a specific category, click the appropriate column header.

Reporting Period	Submission ID	Last Updated	Status
	31078420	4/14/2021	Draft
	31075437	4/8/2021	Draft
	31075387	4/8/2021	Draft

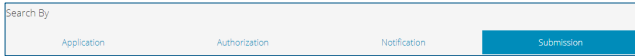
- Check the box beside the appropriate submission. Click **Edit**. Your selection opens.

Search Function

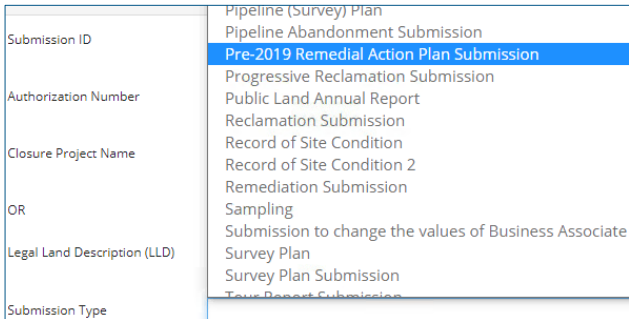
1. Click **Search** located on the top right of your screen.



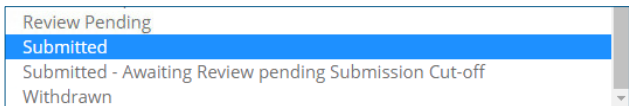
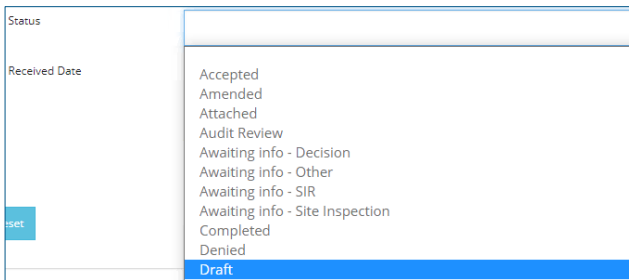
2. The search window opens. Click **Submission** in the Search by navigation bar.



3. Click **Submission Type**. Select **Pre-2019 Remedial Action Plan Submission** from the drop-down list.



4. Click **Status**. Select **Draft** or **Submitted** from the drop-down list.



5. Optional: Complete other fields in the form to refine your search.
6. Click **Search**.
7. A list of RAP submissions appears. Click the box beside the appropriate submission.
8. Click **View**.



Your selection opens.