

Submitting Record of Site Condition (RoSC): Confirmation

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

Overview

This quick reference guide (QRG) describes how to confirm and submit a Record of Site Condition (RoSC) in OneStop. Information on how to search for submissions is also provided.

By getting here you have already created an RoSC submission in the Create tab and completed the General and Questionnaire tabs. See QRGs: *Submitting Record of Site Condition (RoSC): Create*, *Submitting Record of Site Condition (RoSC): General* and *Submitting Record of Site Condition (RoSC): Questionnaire*.

Confirm

Click **Confirmation** on the left navigation bar.



Questionnaire

Confirmation

Declarations

1. Complete any empty fields in the table for each declaration:

Assurance Document*	Date*	Company Name*	Name*
Environmental Professional	5/31/2021	Grant Environmental Services	Carey Grant
Authorized Representative		Journey Energy Inc.	

- a) Select the **date** from the calendar. Date selected cannot be in the future.



Declarations and Signatures

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10


- b) Enter the **name** of the representative.



Name*

Brad Cooper

2. Click **Save** (located at the lower right of the screen) to ensure the declarations are pre-populated with all relevant information.
3. Click **Generate**. The RoSC submission declaration is generated in PDF format and downloaded to your local computer.

4. Open the file using PDF software. Review the declaration. Enter your electronic signature and date at the bottom of the declaration. Save the document.
5. Click **Attach File**. 
 - a) Locate the signed and dated declaration PDF on your computer and upload it to OneStop.



Validation/Rules

1. Click **Validation/Rules** tab.

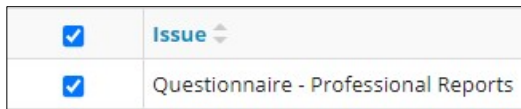


There are two ways to validate your submission:

Option 1: Confirmation Page

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

- a) Check the **box** beside an item on the list.



- b) Click **View**. You will be re-directed to the section that requires input.



- c) Complete the required fields marked in red.



- d) Click **Validate** at the top or bottom left of the screen.




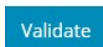
- e) Return to the Confirmation screen and repeat all steps in this option until all pages have been validated.

Option 2: Left Navigation Bar

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






- Click an attention icon  in the left navigation bar.
- You will be re-directed to the page that requires your input. Complete the required fields marked in red.
- Click **Validate** at the top or bottom left of the screen.

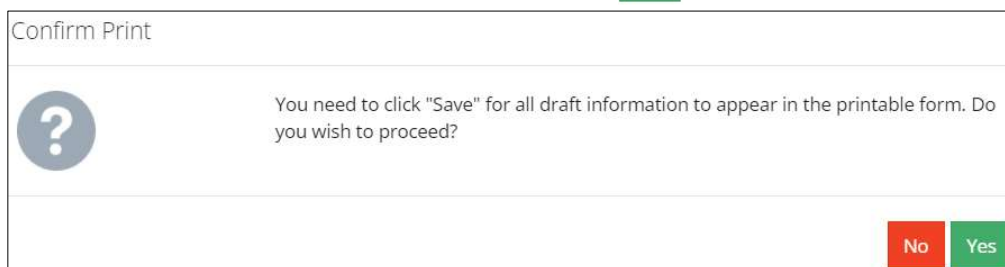


- Repeat all steps in this option until all pages have been validated.

Optional: Print

You may choose to print your Record of Site Condition.

- Click **Save**  (located at the lower right of the screen) to ensure all draft information appears on the printed form.
- Click print icon located at the top right of the screen. 
- A message appears to confirm your print job. Select **Yes**. 



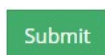
A message appears informing you that your PDF document is being generated.



The PDF document is generated and downloaded to your local computer.

Submit

- Once you have validated your entry, return to the Confirmation page, and click **Submit**.



- The Declaration and Disclaimer window opens. Click **I Agree** to indicate accurate information was submitted.



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.

- 3. The Confirm Record of Site Condition Submission window opens asking for final confirmation of your OneStop submission. Click **Yes**.



Confirm Record of Site Condition Submission

Are you sure you wish to submit this submission?

- 4. The Submission Submitted window opens displaying your submission reference number. Click **OK** to close the window and return to the main dashboard landing page.



Submission Submitted

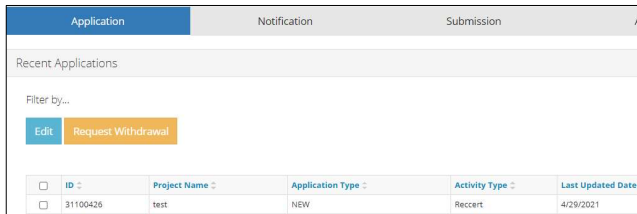
Thank you for your submission. Your submission number is 31124639

Optional: Search for Submissions

There are two ways to search for RoSC submissions in OneStop:

OneStop Dashboard

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



Tip

The Recent Activity section only lists submissions from the last 10 days.

2. 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	Last Updated
-	Record of Site Condition			31126729	6/1/2021
-	Record of Site Condition			31126728	6/1/2021

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



4. 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.



- Click **Submission Type**. Select **Record of Site Condition** from the drop-down list.

Submission Type


- Pipeline (Survey) Plan
- Pipeline Abandonment Submission
- Pre-2019 Remedial Action Plan Submission
- Progressive Reclamation Submission
- Public Land Annual Report
- Reclamation Submission
- Record of Site Condition**
- Remediation Submission

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

Status

- Accepted
- Amended
- Attached
- Audit Review
- Awaiting info - Decision
- Awaiting info - Other
- Awaiting info - SIR
- Awaiting info - Site Inspection
- Completed
- Denied
- Draft**

- Accepted**
- Amended
- Attached

- Optional: Complete other fields in the form to refine your search.
- Click **Search**. 
- A list of RoSC submissions appears. Click the **box** beside the appropriate submission.

<input type="checkbox"/>	Submission ID	Licensee Name	Authorization
<input type="checkbox"/>	31116133		
<input checked="" type="checkbox"/>	31106650	Journey Energy Inc.	16610
<input type="checkbox"/>	31100470	Journey Energy Inc.	16610

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

Tip

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

