

Submitting Record of Site Condition (RoSC): General

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

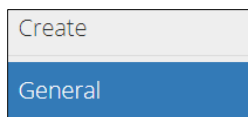
Overview

This quick reference guide (QRG) describes how to enter general information into a Record of Site Condition (RoSC) in OneStop.

By getting here you have already created an RoSC submission in the Create tab. See *Submitting Record of Site Condition (RoSC): Create QRG*.

Enter General Information

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

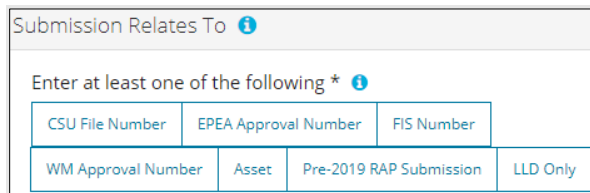


Related Entities

For the RoSC, a site can be defined as a single licence, approval, registration, spill, etc., or as a combination of multiple licences, approvals, registrations, or spills into one “site” if they share a common footprint with a single licensee.

Typically, a user defines a site as all applicable licences, approvals, registrations, and spills that would be assessed and reported on together.

1. Select all applicable site-identifying numbers (**CSU, EPEA, FIS, WM, Asset, Pre-2019 RAP Submission**).




The image shows a form titled 'Submission Relates To' with an information icon. Below the title is a prompt: 'Enter at least one of the following *'. There are two rows of buttons: the first row contains 'CSU File Number', 'EPEA Approval Number', and 'FIS Number'; the second row contains 'WM Approval Number', 'Asset', 'Pre-2019 RAP Submission', and 'LLD Only'.

Tip

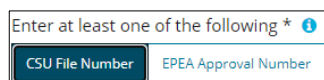
Hover over the information icon  for details about each requirement.

Rel. A user can define a single license, approval, registration, spill, etc. or combine multiple licenses, approvals, registrations, or spills into one “site” if they share a common footprint with a single licensee.

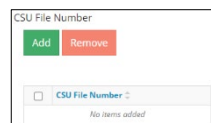
Submission Relates To 

- Enter location information unless provided in the asset information.
- All site-identifying numbers can be associated with any BA code, not necessarily the BA code logged in.
- Enter any other identifiers in the Details tab Comments text box if they cannot be inputted.

Selected options will be highlighted in blue. Click again to unselect an option. Based on your selection(s), specific data will need to be added to support your submission.



The image shows the 'Submission Relates To' form with the 'CSU File Number' button highlighted in blue. The 'EPEA Approval Number' button is also visible.




The image shows a selection interface for 'CSU File Number'. It has 'Add' and 'Remove' buttons. Below is a search box with 'CSU File Number' and a dropdown arrow. Below the search box, it says 'No items added'.

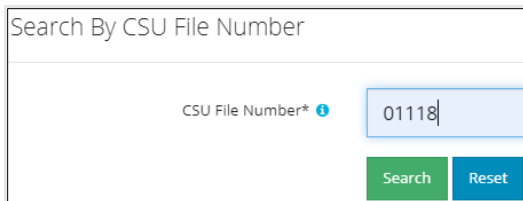
CSU, FIS, and WM Numbers

- For CSU: Enter five-digit numbers, including lead zeroes.
- For FIS: If an FIS number search generates multiple results, any combination of numbers may be added.


Note: FIS numbers include those generated from spills, complaints, and inspections.

1. Click **Add**.  The search window opens.
2. Enter the relevant identifying number.
 - a) Optional: Enter the full legal land description or a partial location (township, meridian, and range) to search for FIS numbers.



3. Click **Search**. 




Tip

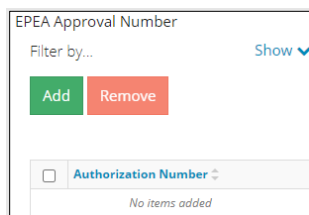
Click **Reset** to clear the form and begin your search again. 

4. The file appears in the results table. Check the box beside the file number.

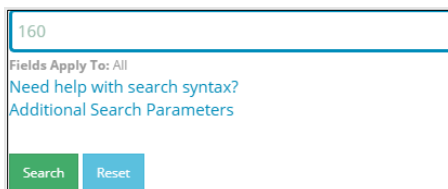
<input checked="" type="checkbox"/>	CSU File Number 	Status 
<input checked="" type="checkbox"/>	01118	Pending

5. Click **Add**.  The search window closes, and the file is added to the designated table on the General page. Add more CSU, FIS, and WM numbers as needed.

EPEA Approval Number



1. Click **Add**. The Authorization Search window opens.
2. Enter the **EPEA approval number** in the search field, **excluding lead zeroes**.
3. Click **Search**.



- b) Optional: Click **Additional Search Parameter** or **Need help with search syntax** to refine the search.

Need help with search syntax?
[Additional Search Parameters](#)

Authorization ID:

Authorization Type: Environmental Protection and Enhancement Act

Surface Location: QTR LSD SEC TWP RGE W M M

- c) Optional: Click **Search** (without completing the form) for a general listing of EPEA authorization numbers.

4. Check the box beside the appropriate approval number. Click **Add Authorizations**.

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	268	EPEA

Add Authorizations

The search window closes and the EPEA number is added to the EPEA table on the General page.

EPEA Approval Number

Filter by... [Show](#) ▼

Add **Remove**

<input type="checkbox"/>	Authorization Number	UWI
<input type="checkbox"/>	10246	

- a) Optional: Add or remove EPEA approval numbers as needed.

Asset

The asset search includes any wells, pipelines, dispositions, or facility licenses.

Asset

Filter by... [Show](#) ▼

Add **Remove**

<input type="checkbox"/>	Asset ID	UWI	Authorization Number
<input type="checkbox"/>			

1. Click **Add**. The Asset search window opens.
2. Enter the **asset reference (licence number)** or **legal land description**.
 - a) Optional: Enter a partial location (township, meridian, and range) for a general listing of assets.
3. Click **Search**.

Asset Reference: 0113408

Legal Land Description (LLD): QTR LSD SEC TWP RGE W M M

Search **Reset**

4. Check the **box** beside the appropriate asset(s). Click **Add Assets**.

<input type="checkbox"/>	Asset ID ↕	UWI ↕	Authorization Number ↕
<input checked="" type="checkbox"/>	0555042607000	00/07-26-055-04W5/0	0113408

Add Assets

The search window closes, and the asset(s) is/are added to the asset table on the General page.

Asset

Filter by...

Add **Remove**

<input type="checkbox"/>	Asset ID ↕	UWI ↕	Authorization Number ↕
<input type="checkbox"/>	0555042607000	00/07-26-055-04W5/0	0113408

5. Select an **Activity Name** from the drop-down list.

Activity Name* ↕	Activity
Filter...	
Access Road	
Battery Site	
Borrow Site	
Campsite	
CEP	

Pre-2019 Remedial Action Plan Submission

Pre-2019 Remedial Action Plan Submission

Add **Remove**

<input type="checkbox"/>	Submission ID ↕	Authorization ↕
<input type="checkbox"/>		

1. Click **Add**. The Pre-2019 RAP Submissions window opens. **Add**
2. Enter the submission ID (for the pre-2019 RAP submission), authorization number (licence number), or select Pre-2019 RAP as the submission type. Click **Search**.


Authorization Number **Search**

- a) Optional: Complete the other fields in the form to refine your search.
- b) Optional: Click **Search** (without completing the form) for a general listing of pre-2019 RAP submissions.

3. Check the box(es) beside the appropriate pre-2019 RAP submission(s).

<input checked="" type="checkbox"/>	Submission ID ↕	Authorization ↕
<input checked="" type="checkbox"/>	31100431	37388
<input checked="" type="checkbox"/>	31098569	37388

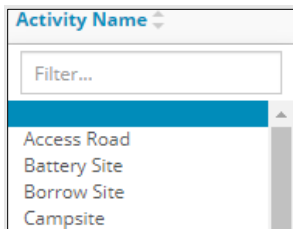
4. Click **Add**. The submissions are added to the Pre-2019 Remedial Action Plan Submission table on the General page. Add or remove Pre-2019 RAPs as needed.

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

Tip
Save often. Your entry will be lost if you leave the page or close the window without saving.


Location Information

- Select the **Activity Name** from the drop-down list.





- If **“Other,”** enter the activity in **If Other (Describe)** column.

Activity Name	If Other (Describe)
Other	

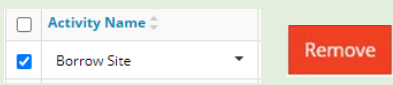
- Click an empty cell in **Legal Land Description** column. The Legal Land Description Editor window opens.
- Click **Add**.  Enter the complete legal land description in the row provided.

Note: Enter either an LSD or quarter, not both.



- Click **Done**.  The window closes and the legal land description is added to the Location Information table.

Tip
To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.



LLD Only 

Select this option only when you have searched for all identifying information, and no other identifiers were found.

- Scroll up and click **Contact Information** tab.



Contact Information

Based on your login credentials, some contact information may already be pre-populated in this section. Contact Information provided in this section will auto-populate the Declaration forms.

Tip

Fields that are greyed out cannot be edited.

Licensee

1. Select **Yes** or **No**: Is the operating company different than the licensee?

Is the operating company different than the licensee?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
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- a) If **Yes**, complete the Licensee section. Required fields are marked with an asterisk *.

Licensee	
Is the operating company different than the licensee?	<input type="button" value="Yes"/> <input type="button" value="No"/>
Business Associate Identifier	A2PH
Name *	Elizabeth O.
Position *	Engineer
Company Name	Journey Energy Inc.
Address	700 - 517 10 Ave SW

- i) Complete the Operator section: Click **Search**. The Add Operator window opens.

- ii) Enter the **Business Associate Identifier** or **Business Associate Name**.

- iii) Click **Search**. The result appears in a table.

Add Operator	
Business Associate Identifier	0001
Business Associate Name	
<input type="button" value="Search"/>	

- iv) Check the **box** beside the business associate identifier. Click **Select Operator**.

<input type="checkbox"/>	Business Associate Identifier ▾
<input checked="" type="checkbox"/>	0001

The window closes and the operator's identifier, company name, and address auto-populate the Operator section on the General page.

v) Complete the remaining required fields marked with an asterisk *.

Business Associate Identifier	0001	Search
Name *	Ester Vergara	
Position *	Administrator	
Company Name *	177293 Canada Ltd.	
Address	15 Floor-150 6 Ave SW	
Phone *	(403) 222-3333	
Email *	evergara@Canltd.ca	

vi) Optional: Click **Save Parameters** (located to the right of the screen) to save contact information.

Save Parameters

Tip

For future ROSC submissions, click **Load Parameters**. OneStop will auto-fill the form with your saved contact information.

Load Parameters

b) If **No**, complete the Licensee section and the Environmental Professional section. Required fields are marked with an asterisk*.

Environmental Professional	
Name *	Rudy Vergara
Position *	Engineer
Company Name *	Grant Environmental Services
Address	Suite 1000, 250 – 5th Street SW
City	Calgary
Postal Code	T2P 0R4

i) Optional: Click **Save Parameters** to save contact information.

Save Parameters

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

Save

3. Scroll up and click **Details** tab.

Related Entities	Contact Information	Details
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Details

1. Enter **Site Name**. Use an easily identifiable, but unique, site name so it can be easily found on the OneStop dashboard landing page.

Details	
Site name	XYZ Site

2. Select the type of **Land ownership**.

Land ownership *	Public Land	Freehold	Federal
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3. Select the **activity (or industry)** the submission is associated with.

Submission is associated with * ⓘ

Mining In Situ Oil and Gas Pipelines Waste

4. Select **Site Status** from the drop-down list.

Current site status * ⓘ

Comments

Proposed
Construction
Active
Inactive
Reclaimed

Note: Select “Inactive” if the site is temporarily not operating (may resume at any time) or permanently not operating (will not resume).

Sites that are being decommissioned or have been decommissioned are considered inactive until the site has been reclaimed.

5. Enter additional **comments** if needed.

Comments

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

Save

Related Submissions

This section informs the AER of any existing submissions in OneStop that are related to this RoSC, including previous years’ RoSCs and submitted Phase 2 Environmental Assessment Reports.

Linking Phase 2 reports at this step allows the RoSC to be submitted without attaching a new copy of the reports to the new submission.

1. Click **Related Submissions** tab.

Contact Information Details Related Submissions

2. Select **Yes** or **No**: Do you have any related OneStop submissions to link to the submission?

Related Submissions

Do you have any related OneStop submissions to link to this submission? *

Yes No

- a) If **Yes**, add the related submission. Click **Add**.
- b) The Search Related Submissions window opens. Search by completing some or all the fields in the form. Click **Search**.

Add

Search Related Submissions Search

Submission ID

Authorization Number

Legal Land Description (LLD) QTR LSD SEC TV

Submission Type

Tip
To narrow search results, complete as much of the search form as possible.

3. Check the box beside the related submission.

<input checked="" type="checkbox"/>	Submission ID ▾	Authorization ▾
<input checked="" type="checkbox"/>	31113640	0077219

4. Click **Add**. Add

The window closes and the submission is added to the Related Submission table on the General page. Add or remove submissions as needed

Related Submissions

Do you have any related OneStop submissions to link to this submission? * Yes No

Add Remove

<input type="checkbox"/>	Submission ID ▾	Authorization ▾
<input type="checkbox"/>	31113640	0077219

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

6. Click **Next** at the bottom left of the screen or click **Questionnaire** on the left navigation bar to move to the next screen.

Next >

or

General

Questionnaire

Confirmation

See *Submitting Record of Site Condition (RoSC): Questionnaire QRG*.