

Initiate new *Water Act* Code of Practice notice

Quick reference guide

Overview

Proponents are required to submit a Code of Practice (COP) notification for the following activities:

- COP (*Water Act*) - Hydrostatic Testing
- COP (*Water Act*) - Outfall Structure on Water Bodies
- COP (*Water Act*) - Pipeline and Telecommunication Lines Crossing a Water Body
- COP (*Water Act*) – Watercourse Crossings

Important

An *Environmental Protection and Enhancement Act* (EPEA) Code of Practice for Hydrostatic Testing may be submitted via this system in the future. Please continue EPEA Code of Practice notices via the Regulatory Approvals Centre.

This guide assumes the following:

1. You have a valid account in OneStop. This is completed through either the My Alberta Digital ID (MADI) or the My Alberta Digital ID for Businesses (MADI-B). Individuals submitting an application require a MADI account. If you are applying for or on behalf of a business or organization, a MADI-B account is required. The administrator for MADI-B account can then send invitations via MADI-B to other staff of the organization.

For solutions to common questions regarding MADI, go to:

- <https://account.alberta.ca/common-questions>

For solutions to common questions regarding MADI-B, go to:

- <https://business.account.alberta.ca/#/common-questions>

For assistance, please email myalbertaid@gov.ab.ca.

2. You have logged in to OneStop via MADI or MADI-B.

Initiate a *Water Act* Code of Practice notice

Intended user: *Water Act* Code of Practice applicants

1. Click **Initiate**

2. Click **Water Act Code of Practice** from the dropdown

Water Act Code of Practice notice

1. Select the type of Code of Practice from the dropdown list.

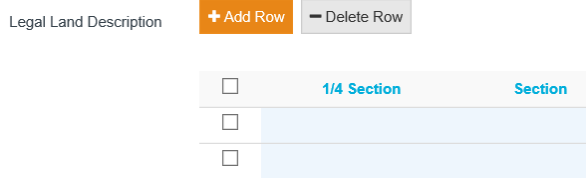
Code of Practice --Select--

- Select--
- COP (Water Act) - Hydrostatic Testing
- COP (Water Act) - Outfall Structures on Water Bodies
- COP (Water Act) - Pipelines and Telecommunication Lines Crossing a Water Body
- COP (Water Act) - Watercourse Crossings

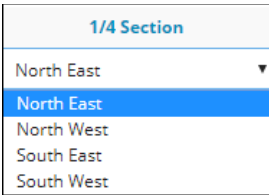
2. Click **Add Row** to manually enter the Legal Land Description in the table.



A row is added to the Legal Land Description table.



3. Click below the $\frac{1}{4}$ Section column to select the quarter section from the drop-down list.



4. Complete the entry of the Legal Land Description.



5. You may also populate the Legal Land Description table by uploading a .csv template.

Locate the download .csv template link.



6. Click the link to open the template.

The LLD_Template spreadsheet appears.

	A	B	C	D	E
1	quarter	section	township	range	meridian
2					

7. Enter data for each field. You may enter multiple legal land descriptions.

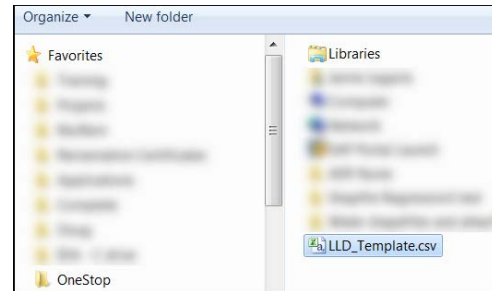
	A	B	C	D	E
1	quarter	section	township	range	meridian
2	North East	12	110	6	4
3	North West	12	110	6	4

8. Save the changes to the .csv file on your computer.

9. Click Browse to import the completed .csv file into the system.



10. When you click Browse a pop-up window appears to allow you to locate and select the .csv file.



The data in the template is loaded into the Legal Land Description table.

11. Indicate the Activity Start Date using the date picker.



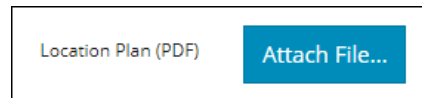
12. Select Attach File to locate and upload a completed Code of Practice Notice Form.



The document appears to the right of the statement.



13. Select Attach File to locate and upload the Location Plan.



The document appears to the right of the statement.



14. Select Attach File to locate and upload a completed WAIF (if applicable)

WAIF (Wetland) COP (PDF)


The document appears to the right of the statement.

WAIF (Wetland) COP (PDF)

15. Click Submit COP to complete the notice submission.

16. The Water Code of Practice Submission Successful message appears.

Water Act Code of Practice Submission Successful ×

 Thank you for submitting your water act code of practice. For reference your number is 5042465. Would you like to submit an additional Water Act Code of Practice?

Click **Yes** to submit another notice or **No** to return to the landing page.