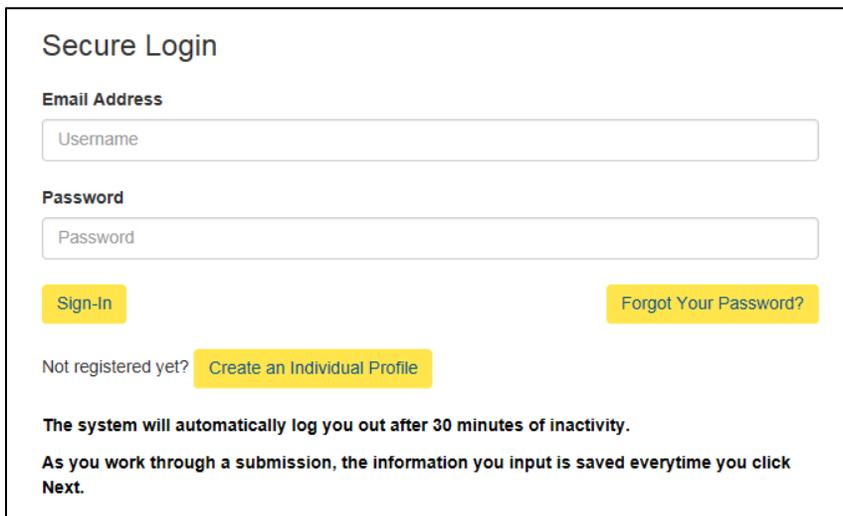


For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

The purpose of this guide is to provide information about submitting a notification of hydrostatic testing via the Ministry of Environment’s online services website.



**Secure Login**

**Email Address**

  
**Password**  
 

Not registered yet?

**The system will automatically log you out after 30 minutes of inactivity.**

**As you work through a submission, the information you input is saved everytime you click Next.**

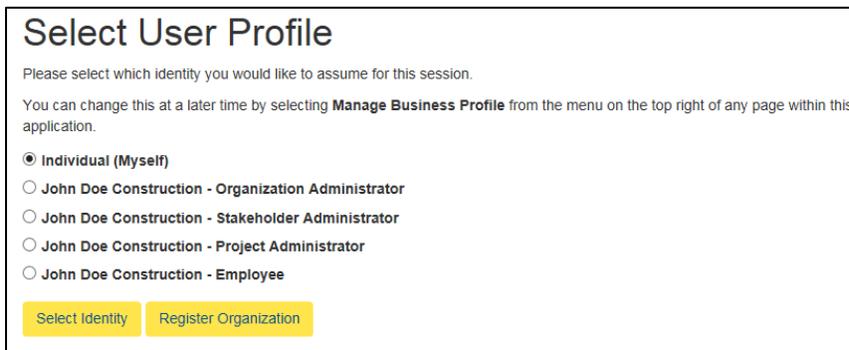
### Login

Login using the following link:  
<https://envrbportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in.



**Select User Profile**

Please select which identity you would like to assume for this session.

You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

**Individual (Myself)**

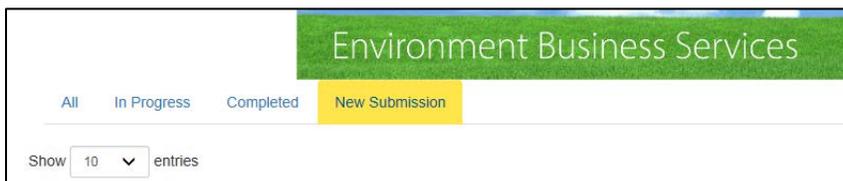
- John Doe Construction - Organization Administrator
- John Doe Construction - Stakeholder Administrator
- John Doe Construction - Project Administrator
- John Doe Construction - Employee

### Select User Profile

Select the **Organization Name – Employee** radio button.

Click the **Select Identity** button.

If you do not see a select identity page, refer to **Registering an Organization** guide



**Environment Business Services**

All In Progress Completed **New Submission**

Show 10 entries

### New Submission

Once you are on the Dashboard, select **New Submission**.

Business	Municipal	Individual
Client Service Office		
Environment Assessment		
Fish & Wildlife Research		
Fisheries		
Forestry		
General		
Generic Training		
Hazardous Materials Storage		
Industrial		
Industrial Sewage Works		
Industrial Source (Air Quality)		
Industrial Waterworks		
Landfills		
Lands Branch		
Landscape Stewardship		
Mining		
Qualified Person		
Spills / Impacted Sites		
Wildlife		

Lands Branch
Landscape Stewardship
<u>Notification of Hydrostatic Testing</u>
Mining

Select **Landscape Stewardship** from the new submission list.

Select **Notification of Hydrostatic Testing**.

Environment Business Services	
<b>Pre-fill Conditions</b>	<b>Hydrostatic Testing</b>
Applicant Information	This form is to be used to notify the Minister, in accordance with section 1-3 of the Hydrostatic Testing Chapter of the Saskatchewan Environmental Code, when conducting hydrostatic testing on a pipeline or flowline used in the upstream oil and gas industry.
Confirm Stakeholder Profile	No person shall conduct hydrostatic testing unless that person has notified the Minister and received a notification number from the Minister. To ensure a timely response, it is important that the form includes all the necessary information.
Review Individual Organization Profile	For assistance completing this form or for more information, please contact our Client Service Office: Email: <a href="mailto:center.inquiry@gov.sk.ca">center.inquiry@gov.sk.ca</a>
Compliance Information	• Tel (toll free in North America): 1-800-567-4224
Design	It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.
Source Water	Click the button below to start the application process.
Discharge	<a href="#">Next</a>
Locations	
Treatment and Mitigative Methods	
Qualified Person Certification Standards	
Attach Document(s)	
Pre-Submit Conditions	

As you work through the prompts, the first few you can simply click **Next**.

**Pre-Fill Conditions:**  
Click **Next**.

**Applicant Information:**  
Click **Next**.

**Confirm Stakeholder Profile:**  
Make sure your stakeholder role is associated with the organization. Click **Next**.

**Review Individual Organization Profile:**  
Review the information

Hydrostatic Testing Transaction Number: 10027400

**COMPLIANCE INFORMATION**

Hydrostatic Testing will be conducted in accordance with Part 1 and

Part 2 (Alternative Solution)  
 Part 3 (Acceptable Solution)

Check all of the following that apply:

The pipeline or flowline has a nominal pipe size greater than 12 inches;  
 The pipeline or flowline has previously been used;  
 Additives will be used in the hydrostatic test water;  
 The hydrostatic test water will be discharged to a watercourse or water body.

Previous Next Cancel

provided. If correct, click **Next**.

**Compliance Information:**

On this page you will be able to select whether your test will be conducted by acceptable means or if you are using an alternative solution.

The Alternative process will be much the same as the Acceptable.

However, in the case of Alternate Solutions, you must provide a Qualified Person Certification Standard (QPCS).

Select your Compliance Information and then click **Next**.

Hydrostatic Testing Transaction Number: 10027401

**COMPLIANCE INFORMATION**

Hydrostatic Testing will be conducted in accordance with Part 1 and

Part 2 (Alternative Solution)  
 Part 3 (Acceptable Solution)

Check all of the following that apply:

The pipeline or flowline has a nominal pipe size greater than 12 inches;  
 The pipeline or flowline has previously been used;  
 Additives will be used in the hydrostatic test water;  
 The hydrostatic test water will be discharged to a watercourse or water body.

Previous Next Cancel

If you select any of the bottom four (4) boxes, you will need to do an Alternative Solution.

Hydrostatic Testing Transaction Number: 10027400

**DESIGN**

Nominal pipe size cannot be greater than the maximum allowed for an acceptable solution (304.8 mm).

Total length of pipeline or flowline (km) \*

Nominal pipe size of pipeline or flowline (mm) \*

**Design**

Input total length of pipeline (km).

Input pipe size (mm).

Click **Next**.

*If the nominal pipe size is greater than 304.8mm you must submit an alternative solution.*

Hydrostatic Testing Transaction Number: 10027400

**Hydrostatic Test Water**

Name of source water:

Total volume of water used (m<sup>3</sup>):\*

Type of source water:\*

Anticipated date of withdrawal of source water (MM/DD/YYYY):\*

**Hydrostatic Test Water**

Input name of source water (where applicable).

Input total volume of water used in hydrostatic test (m3).

Select type of source water used from dropdown.

Input anticipated date of withdrawal of source water (Month/Day/Year).

Click **Next**.

Hydrostatic Testing Transaction Number: 10027400

**DISCHARGE**

Type of discharge location \*  
 ▼

Description of other discharge location (if applicable) \*

Volume of discharge(s) m<sup>3</sup> \*

Approximate rate of release(s) m<sup>3</sup>/hr \*

Anticipated start date of discharge(s) (MM/DD/YYYY) \*

Anticipated end date of discharge(s) (MM/DD/YYYY) \*

**Discharge**

Input the following information:

Type of discharge location (where applicable, land will automatically be input for acceptable solution).

Description of other discharge location (where applicable).

Volume of water to be discharged in cubic metres.

Approximate rate of release of discharge water in cubic metres per hour.

Anticipated start date of discharge (Month/Day/Year).

Click **Next**.

**Hydrostatic Testing** Transaction Number: 10027400

**On this page you will be required to identify 4 locations:**

1. Beginning of pipeline or flowline section
2. End of pipeline or flowline section
3. Location of source water
4. Location of discharge

**Entering a location is a two part process:**

1. Enter the geographic location (preferred method is land description)
2. Click on the location and select the location type from the pop up on the map

This must be done for all locations before you can proceed to the next page.

Name	Description	Source

## Location

**Note:** You must have Internet Explorer 7 or higher to be able to use the mapping tool.

When on the location page, please read the text above the map carefully. At times you will be required to indicate more than one point.

You can enter locations either by entering the various land descriptors under **Search** on the right hand side of the map.

You can enter locations using the **Draw Toolbar** (points, lines and polygons) on the top of the map.

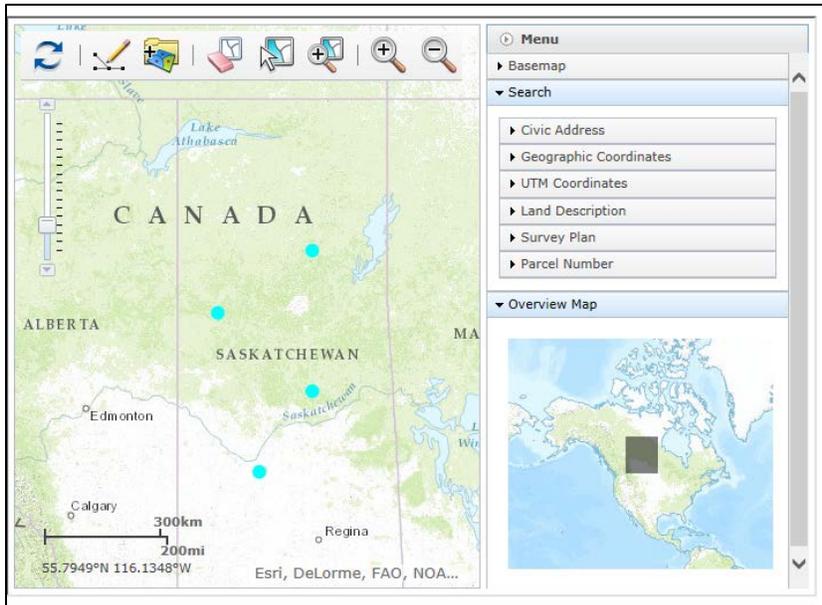
A point, line or polygon is considered one location, for example one end of a line cannot be labelled beginning of pipeline and the other end labeled the end of pipeline.

When using the Draw Toolbar you must click on the Draw Toolbar again to turn it off in order to identify locations.

Click directly on the location (i.e.: dot), a Location Type drop down will appear, select the location type (i.e.: beginning of pipeline or flowline).

If you cannot get the Location Type drop down to appear ensure the Draw Toolbar is turned off.

**Repeat above steps for the other three locations.** All four location identities must be entered. Duplicates will not let you proceed.



The map should have four points indicating the following:

- 1) Beginning of pipeline
- 2) End of pipeline
- 3) Location of source water
- 4) Location of discharge

Indicate all required information on the map

Then click **Next**.

**Hydrostatic Testing** Transaction Number: 10027400

Provide a brief description of the treatment and any mitigative methods to be employed prior to and during the discharge.

Previous
Next
Cancel

### Treatment and Mitigative

#### Methods

Input a description of any treatment and mitigative methods (filters, screens etc.) that will be used when conducting the hydrostatic test (if applicable).

Click **Next**.

There are two (2) certificates associated with the Hydrostatic Testing Chapter:

Certifying an Environmental Protection Plan; and Certifying the Quality Assurance and Quality Control Sampling and Analytical Procedures. Typically this section is only required for a Part 2 Alternative Solution (can be used to submit a quality assurance and quality control sampling and analytical procedures certificate for a Part 3 Acceptable solution, if required). **Note:** All Part 2 Alternative Solutions require a qualified person certification standard to be submitted for certifying an environmental protection plan.

**Qualified Person Certification Standards (QPCS):**

A Qualified Person Certification Standards (QPCS) must always be submitted when doing an alternative solution.

The **first set** of methods is for the purpose of certifying an environmental protection plan. **\*Required\***

Hydrostatic Testing		Transaction Number: 10027401
<b>QUALIFIED PERSON CERTIFICATION STANDARDS (QPCS)</b>		
For the purposes of certifying an environmental protection plan * - Required		
<b>Method #1:</b> Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.  To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.	<b>Method #2:</b> Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.	
<input type="text"/>		Provide a Certification Standard

For the purposes of certifying the quality assurance and quality control sampling and analytical procedures (Optional)		
<b>Method #1:</b> Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.  To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.	<b>Method #2:</b> Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.	
<input type="text"/>		Provide a Certification Standard

The **second set** of methods is for the purpose of certifying the quality assurance and quality control sampling and analytical procedures. **\*Optional\***

The Qualified Person(s) selected will receive an email once this notification has been submitted. The e-mail will request that the Qualified Person(s) submit a Certification Standard for this notification and will make specific reference to the transaction number of this submission.		
The notification will remain in a pending status until all related Qualified Person Certification Standards are submitted via Online Services.		
<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

**Note:** The hydrostatic test submission **will not truly be completed until the Qualified Person completes their QPCS.**

### **Method #1:**

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

### **Method 1:**

**Invite a Qualified Person (QP) to Submit a QPCS on behalf of your organization.** For information when invited to submit a QPCS please refer to the user guide Online Services: **Submitting a Qualified Person Certificate Standard.**

Select the **Qualified Person** name from the drop down.

If there are no qualified persons in the drop down or the qualified person is not listed, the system administrator will need to add them so that they appear in the drop down list. Refer to the **Stakeholder Administrator** guide on how to do this.

Click **Next**, skip to the **Attach Documents** section on page 11.

This is an automated email to inform you that you have been selected to provide a Qualified Person Certification Standard in reference to a notification for Hydrostatic Testing Chapter, Transaction Number **10027406** , submitted by John Doe Construction.

To submit the Qualified Person Certification Standard and associate it to the referenced notification please log in to Online Services (<https://envrbportal.cmtest.saskatchewan.ca/>). When you are logged in as a qualified person click on NEW SUBMISSION and navigate to QUALIFIED PERSON/ QUALIFIED PERSON CERTIFICATION STANDARD and submit the Qualified Person Certification Standard. You will make reference to the transaction number noted above on the "Association" page of the submission.

Please do not reply to this email; this address is not monitored. If you have any questions related to the notification process, please contact the Client Service Office at (306) 567-4224.

**CONFIDENTIALITY NOTICE:** This e-mail was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Privilege and confidentiality is not waived. If the reader is not the intended recipient, use or distribution of this information is prohibited.

 please consider the environment before printing this email

### **Email Notification**

The QP you chose from the drop down list will receive this e-mail notifying them that they have been requested to submit a QPCS. The transaction number is listed.

The Transaction Number is listed that they will need to input when submitting the QPCS.

**Method #2:**  
Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

Provide a Certification Standard

**Method 2:**

You are a Qualified Person (QP) and want to Attach a QPCS.

If you are the Qualified Person and are wanting to attach the QPCS.

Click **Provide a Certification Standard**.

**Enter a Certification Standard** x

Your selection below should be the same as provided on the Qualified Person Certification Standard by the qualified person.  
Qualified person is (section 2 Qualified Person Certification Standard)

**A person who is a practising member as defined in The Agrologists Act, 1994**

**Applied Science Technologist or Certified Technician**

**A person licensed to practise professional engineering pursuant to The Engineering and Geoscience Professions Act**

**An individual who is designated by the minister or who is a member of a class of persons designated by the minister pursuant to the Act to undertake that activity**

**(Clear Selection)**  
Professional opinion provided by qualified person (section 3 Qualified Person Certification Standard):

**The quality assurance and quality control for sampling and analytical procedures produce accurate, precise and reliable results.\***  
Additional Information

Done

A new pop up window will appear.

Select the radio button corresponding to the qualified persons qualifications.

Select the radio button corresponding to the opinion provided by the qualified person in the qualified person certification standard.

Click **Done**.

Repeat above steps until all required qualified person certification standards are submitted.

Click **Next**.

**Hydrostatic Testing** **Transaction Number: 10027401**

The following documents are required to be submitted with an alternative solution (Part 1 and 2):

- a. Environmental protection plan;
- b. Certificate from a qualified person for environmental protection plan;

The following documents are required to be submitted with an acceptable solution (Part 1 and 3):

- a. Site map, diagram or air photo of the area showing the following:
  - a. Release location
  - b. Land that will receive any release
  - c. Direction of receiving water flow (if applicable)

Other applicable documents may be submitted in this step.

Please select a file to submit.

Browse...

Please provide a description for your file.

Please select the type of file being submitted.

Original QPCS For the purposes of certifying an environmental protection plan ▼

Submit File

Previous
Next
Cancel

### Attach Document(s)

All documents relating to the submission are attached here.

### Fillable PDF Of QPCS

You can find the fillable PDF of a QPCS at the following [link](#).

To attach a document click **Browse**. **Select** the file to be submitted.

Click **Open**.

Include a description of the file and select the type of file being submitted.

Click **Submit File**

Repeat above until all documents are submitted.

**Note:** To upload more files, please repeat the process above.

Once you are done uploading files, click the **Next** button to proceed.

Click **Next**.

### Pre Submit Conditions

Read and review all the conditions provided.

Select the box to certify the information on the form is complete and accurate.

Click **Submit**.

**Hydrostatic Testing** **Transaction Number: 10027401**

In accordance with the Hydrostatic Testing Chapter, I hereby notify the Minister that I intend to conduct hydrostatic testing

I certify that the information provided on this form is complete and accurate to the best of my knowledge.\*

Previous
Submit
Cancel

## Hydrostatic Testing

Transaction Number: 10027401

Transaction completed successfully.

Your transaction completed successfully. Please refer to the transaction number (displayed above) when inquiring about your notification. If you have any additional questions or require additional information, please contact the Ministry at your convenience.

To see the status of your notification, see the [Dashboard](#) page.

John Doe Construction	10027406	01/23/2018		Hydrostatic Testing	Pending
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You will be shown a message of the transaction being completed.

Navigate to your dashboard.

You can see that the Hydrostatic Testing Submission is currently in the PENDING state.

Once the QP submits their QPCS it will **change to Pending to Submitted** and the submission will reach the Ministry for processing.

**While the status remains Pending, the Ministry does not see it.**