



Application Management System December 2018 Release Guide

VERSION 1.0: December 18, 2018

About the Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

Mission

The Commission regulates oil and gas activities for the benefit of British Columbians by:

- Protecting public safety.
- Respecting those affected by oil and gas activities.
- Conserving the environment.
- Supporting resource development.

Through the active engagement of stakeholders and partners, the Commission provides fair and timely decisions within its regulatory framework. It supports opportunities for employee growth, recognizes individual and group contributions, demonstrates accountability at all levels, and instills pride and confidence in our organization.



Vision and Values

To provide oil and gas regulatory excellence for British Columbia's changing energy future.

- Respectful Accountable
- Effective Efficient
- Responsive Transparent

Additional Guidance

As with all Commission documents, this guide does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities.

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Table of Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the Commission's website. Stakeholders are invited to provide input or feedback on Commission documentation to OGC.Systems@bcogc.ca or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0	December 6, 2018	December 18, 2018	Various	This document outlines changes to the Application Management System (AMS) for the December 18, 2018 release. For more information, refer to INDB 2018-28.

Chapter 1: Introduction

On December 18, 2018, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- New Historical Submission Type – Road
- Changes to Road Amendment Applications
- Changes to New Road Applications
- Changes to NEB Technical Amendments
- Changes to Description Text Boxes
- Facility Overview Tab Wording Changes

This guide provides a brief overview of the changes and instructions on how to navigate the system with these changes.

Chapter 2: Description of Changes

2.1 New Historical Submission Type - Road

What was the change?

The ability to select Road as an activity type for Historical Submissions has been added.

There are no legislative fees applicable to Historical Submissions

What is the user impact?

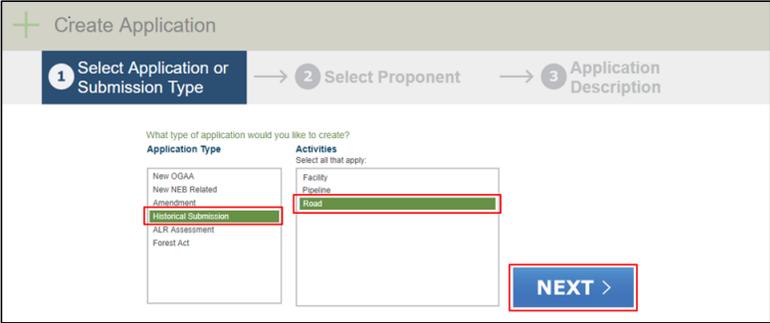
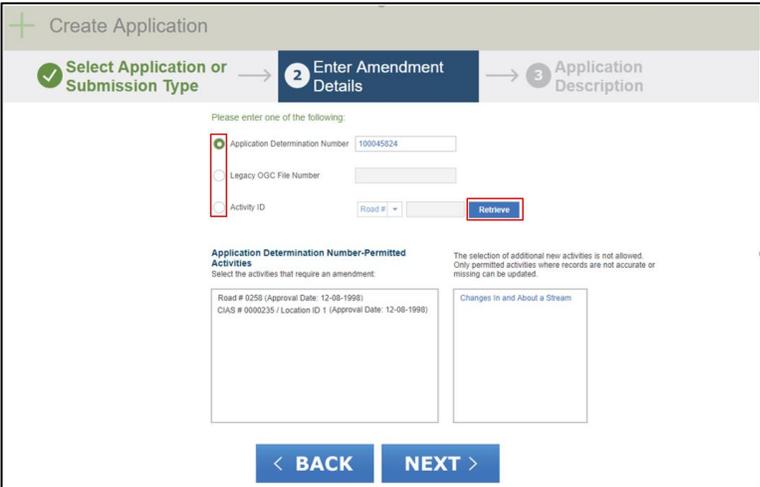
This change allows applicants to submit historical information for road reconciliation and redefines the process required to transition permitted oil and gas roads to an OGAA road permit. Permit holders will be required to submit a Historical Submission for existing permitted roads that have not been transitioned to an OGAA road permit or have not been reconciled prior to submitting an amendment.

Please note: The option to transition a permitted road through an amendment application is no longer available.

Scenarios where a historical road submission is appropriate are:

- When an existing permitted road has not been transitioned to an OGAA road permit.
- The road information has not been reconciled
- The road information is inaccurate or missing segment data and/or stream crossing information

2.1.1 How to Create a Historical Road Submission

<p>STEP 1. Click Create Application</p>	
<p>STEP 2. Click Historical Submission, select Road as the activity and then click Next</p>	
<p>STEP 3. Enter the Application Determination Number, Legacy OGC File Number or the Activity ID for the Road. Once entered click Retrieve</p>	 <p>Additional Information and Helpful Hints</p> <ul style="list-style-type: none"> If the historical road submission is for a road that has been both reconciled and transitioned, the applicant will see the following message and will be required to upload a rationale under the Attachment tab as a miscellaneous document: <i>“BC Oil and Gas Commission records indicate an OGAA Road Permit has been issued for this road and the road has been reconciled accordingly. Please ensure this submission includes a rationale as to the purpose of this submission.”</i>

STEP 4. Any permitted activity identifiers will display (ie. road number and changes in and about a stream (CIAS) in the **Application Determination Number – Permitted Activities** text box.

Additional Information

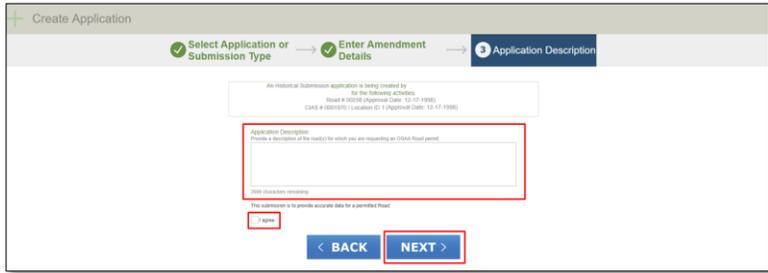
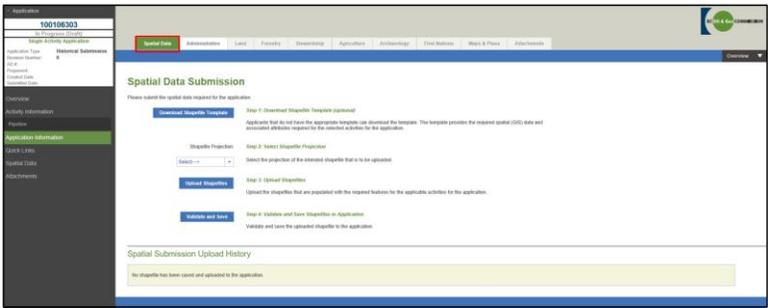
Activities displayed under the display box for Application Determination Number - Permitted Activities will automatically be selected and cannot be unselected.

STEP 5. Select to add changes in and about a stream (CIAS) information where permitted CIAS records are missing or incomplete.

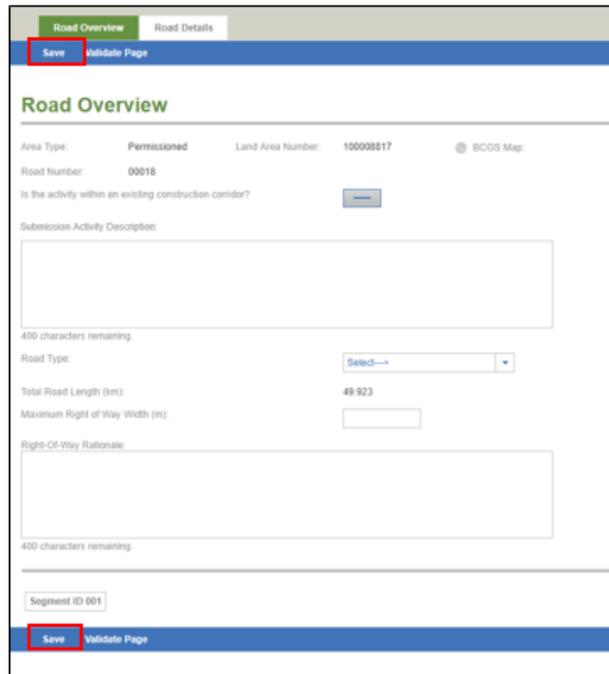
Click **Next** to continue.

Additional Information and Helpful Hints

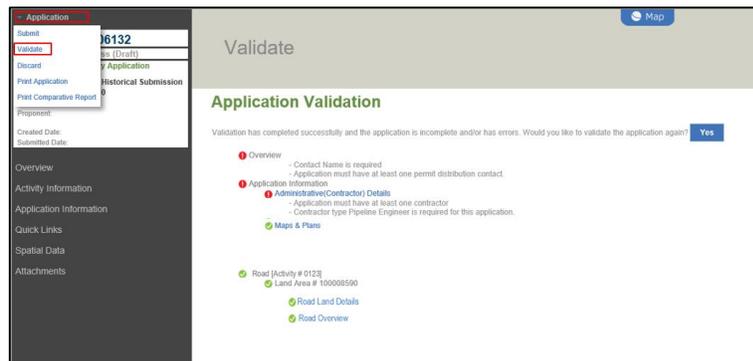
- The selection of new activities is not allowed. Only permitted activities where records are missing may be added.

<p>STEP 6. Confirm that submission details are correct and click Next.</p>	
<p>STEP 7. Provide an Application Description, accept the Disclaimer and select Next.</p>	 <p>Additional Information and Helpful Hints The description box is a mandatory field and must be populated.</p>
<p>STEP 8. The submission will open to display the spatial data tab and the upload of a complete spatial data shapefile is mandatory.</p>	 <p>Additional Information and Helpful Hints</p> <ul style="list-style-type: none"> • The submission must include spatial data for all permitted road segments and changes in and about the stream (CIAS) identified by the system. • Spatial data for missing or incomplete road segment(s) or CIAS information not identified by the system must also be included in the spatial upload. • Spatial data must meet the standards outlined in the Spatial Data Submission Standards Manual. • Normal functionality for historical submissions remain and only those tabs applicable to road submissions will be available to populate.

STEP 9.
When completing the submission requirements, remember to save the changes before navigating away from a page.

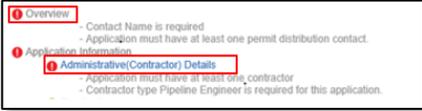
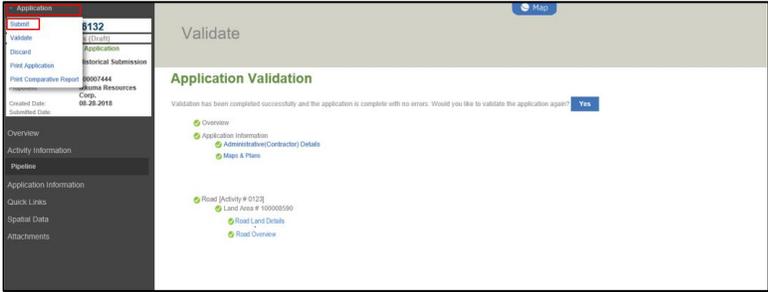
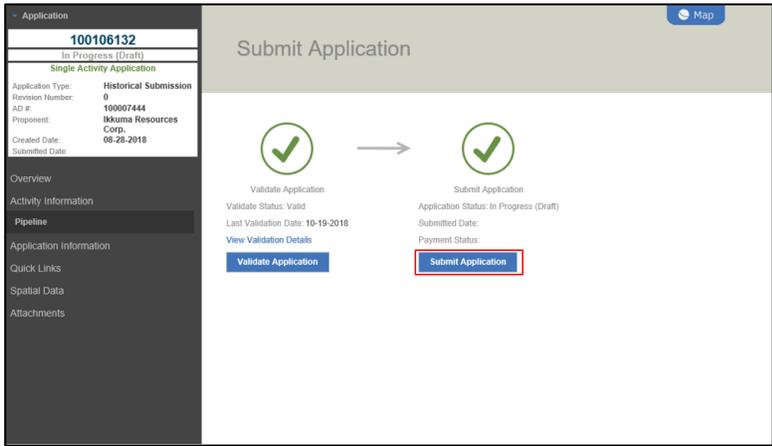


STEP 10.
Validate the historical submission from the drop down menu under **Application** in the navigation panel.



Additional Information and Helpful Hints

- ✓ A checkmark within a green circle, displayed beside a page heading, indicates a successful validation of that page.
- ! An exclamation mark within a red circle indicates that further information and/or correction(s) are required.

	<p>Clicking on the blue text will direct the user to that page.</p> 
<p>STEP 11. When the submission has successfully validated, select Application in the navigation panel , then select Submit from the drop down list.</p>	
<p>STEP 12. Click Submit Application</p>	 <p>Additional Information and Helpful Hints</p> <ul style="list-style-type: none"> • If the validation was not successful the submit application screen will display red "X"s.

STEP 13.
The status of the historical submission can be viewed by entering the Application number on the AMS Dashboard.



Application Management System

Dashboard

Applications

Application	Revision Number	Type	Status	Activity Identifier
100106651	0	Historical Submission	S	Pipeline
100106518	0	Amendment	I	Associated Oil and Gas Activity, Well
100106513	1	New OGAA	R	Facility

Additional Information and Helpful Hints
For more information on statuses, please refer to Appendix A of the [Application Management System User Manual](#).

2.2 Changes to Road Amendments



Drop down options regarding the transitioning roads have been removed from the Road Overview tab. Permit holders will no longer be able to transition an existing permitted road through an amendment application.



Permit holders must ensure all roads have been transitioned and reconciled through the historical road submission process prior to submitting an amendment.

2.3 Changes to New Road Applications

What was the change?

Wording changes have been made to the drop down options associated with the road application type located in the Road Overview tab.

What is the user impact?

The drop down list will now contain the following selections:

- New Road
- Transfer of Jurisdiction
- Existing non-status road with no modifications
- Existing non-status road with modifications

2.4 Changes to NEB Technical Amendments

What was the change?

The First Nations tab has been enabled for NEB technical water use amendment applications.

What is the user impact?

Applicants are able to provide information under the First Nations tab for NEB technical amendment applications for:

- Short Term Water Use or Changes
- Changes In and About a Stream

2.5 Changes to Description Text Boxes

What was the change?

Description text boxes that were previously optional are now mandatory.

- These text boxes include the:
 - Application description
 - Amendment application description
 - Revision explanation
 - Activity description located on the activity overview screens
- The character length for these text boxes has increased from 400 characters to 2000 characters.

What is the user impact?

Applicants will be required to provide information within these description text boxes in order to successfully validate and submit an application and/or submission:

- Application description
- Amendment application description
- Revision explanation

Additionally, the Activity Description text box specific to each activity is mandatory in all applications and/or submission.

Applicants are now able to enter a description that includes 2000 characters.

2.6 Facility Overview Tab Wording Changes

What was the change?

Wording changes have been clarified to a question within the Facility Overview tab.

What is the user impact?

The question 'Is there flaring of a gas stream that is equal to or over 1% H₂S or that results in 1Tonne/day sulphur?' has be changed to:

'Will the proposed application include routine combustion of sour gas and/or combustion of gas containing greater than or equal to 1 mole percent H₂S for a duration greater than or equal to 15 minutes, or that results in 1 tonne/rolling 24 hours of sulphur emissions?'