



Application Management System December 2019 Release Guide

VERSION 1.0: Dec. 17, 2019

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.

VISION

Safe and responsible energy resource development for British Columbia.

MISSION

We provide British Columbia with regulatory excellence in responsible energy resource development by protecting public safety, safeguarding the environment and respecting those individuals and communities who are affected.

VALUES

Transparency

Is our commitment to be open and provide clear information on decisions, operations and actions.

Innovation

Is our commitment to learn, adapt, act and grow.

Integrity

Is our commitment to the principles of fairness, trust and accountability.

Respect

Is our commitment to listen, accept and value diverse perspectives.

Responsiveness

Is our commitment to listening and timely and meaningful action.



Additional Guidance

As with all Commission documents, this manual 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.

Throughout the manual, there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Commission website.
- [Documentation and guidelines](#) on the Commission website.
- [Frequently asked questions](#) on the Commission website.
- [Advisories, bulletins, reports and directives](#) on the Commission website.
- [Regulations and Acts](#) listed on the Commission website.

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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	Dec. 17, 2019	Dec. 17, 2019	Various	This document outlines changes to the Application Management System (AMS) for the Dec. 17, 2019 release. For more information, refer to INDB 2019-22

Chapter 1: Introduction

On Dec.17, 2019, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Change for applications with a status of “Timed-out”.
- Change under the Administration tab
- Changes to Historical Facility Submissions
- Changes to Pipeline Applications and Historical Pipeline Submissions
- Changes to Well Applications

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 All Applications

2.1.1 Change for “Timed Out “Applications

What was the change?

AMS applications in a Timed-Out status for three months will be deleted from the system.

What is the user impact?

As per existing processes, if an application has had no activity for three (3) months the status will change from In Progress (Draft) to Timed-Out.

Then, after an additional three (3) months of Timed-Out status, the application will be deleted from the system. Once deleted, the application cannot be retrieved.

Additional Information

To determine if an application is in Timed-Out status, look for a black clock icon in the status column of the Dashboard or look for the application status in the navigation panel within the application.

Application	Revision Number	Type	Status	Act
100109118	0	New NEB Related	Timed-out	Cha
100109117	0	New NEB Related	Timed-out	Cha

Application	
Application Number:	100100100
Proposer:	ABC Company Ltd.
Status:	Timed-Out
Application Type:	New NEB Related
Revision Number:	0
Created Date:	08-16-2019
Submitted Date:	
Determination Date:	

Applicants can also search for all applications in a Timed Out status by entering “Timed-Out” into the status data field on the dashboard.

Applicants can change an application’s status from Timed-Out back to In Progress (Draft) by opening the application and saving any of the application pages.

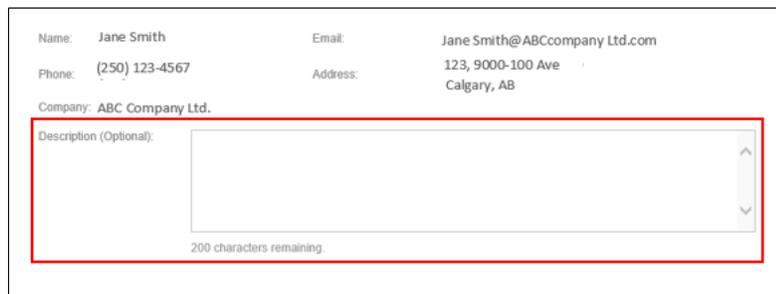
2.1.2 Change Under the Administration Tab

What was the change?

The description text box is no longer mandatory.

What is the user impact?

The description text box is now optional to populate. This text box is located under the Administrative tab.



The screenshot shows a user profile form with the following fields:

Name:	Jane Smith	Email:	Jane Smith@ABCcompany Ltd.com
Phone:	(250) 123-4567	Address:	123, 9000-100 Ave Calgary, AB
Company:	ABC Company Ltd.		
Description (Optional):	<input type="text"/>		

200 characters remaining.

2.2 Change to Notice Dates for Historical Facility Submissions

What was the change?

Dates for the Notice of Construction Start (NCS), Notice of Pressure Test (NPT) and Leave to Open (LTO) are now mandatory for Historical Facility submissions.

What is the user impact?

Permit holders must provide the appropriate NCS, NPT and LTO dates. These dates will display under the Facility Details tab of the Historical Submission.

Sulphur Emissions (Tonnes/day):	<input type="text"/>
Notice of Construction Start Date:	<input type="text"/>
Notice of Pressure Testing Date:	<input type="text"/>
Leave to Open Date:	<input type="text"/>

2.3 Changes to Pipeline Applications and Historical Pipeline Submissions

2.3.1 Changes to Installation Details Workflow for Over-Pressure Protection Type and Over-Pressure Set Point Options

What was the change?

The over-pressure protection type and over-pressure protection set point data fields have been relocated below the UTM location and streamlined for New Applications, Amendment Applications and Historical Pipeline Submissions.

What is the user impact?

The over-pressure protection type drop down option and over-pressure set point data fields will display only when the installation type "Pump" has been selected.

The selection list for the over-pressure protection type drop-down options has changed as follows:

- ESDV has been removed
- PSV have been removed
- Description – None has been added
- Description – Other has been added

The screenshot shows a form titled 'Installation 001'. It contains the following fields:

- Installation Number: 1
- Installation Type: Pump (dropdown menu)
- Location (UTM): Zone: 10, Northing: 5460883, Easting: 512888
- Over-pressure protection Type: Select--> (dropdown menu, highlighted with a red box)
- Over-pressure protection Set Point: 0 (text input field)

When the installation type “Generator” has been selected, the fuel consumption (BTU) data field will no longer display.

When the installation type “Line heater” has been selected, a label change will display as Output (BTU/hr)

2.3.2 Change to Notice Dates for Historical Pipeline Submissions

What was the change?

Dates for the Notice of Construction Start (NCS), Notice of Pressure Test (NPT) and Leave to Open (LTO) are now mandatory for Historical Pipeline Submissions.

What is the user impact?

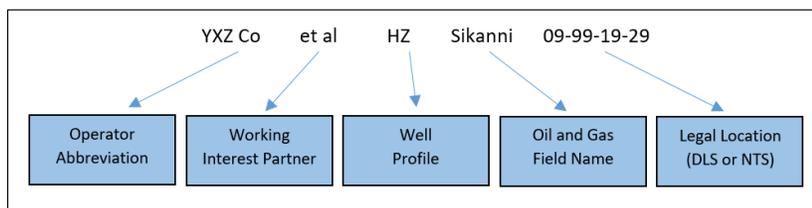
Permit holders must provide the appropriate NCS, NPT and LTO dates. These dates will display under the Pipeline Details tab of the Historical Submission.

Twinned within segment:	<input type="button" value="No"/>
Notice of Construction Start Date:	<input type="text" value="06-22-2006"/>
Notice of Pressure Testing Date:	<input type="text" value="07-25-2006"/>
Leave to Open Date:	<input type="text" value="10-21-2006"/>
As Built Date:	<input type="text" value="01-16-2007"/>

2.4 Streamlining of the Well Naming Components for Well Applications

Additional Information

A well name consists of five components. Changes in this release impact the display of and/or the ability to edit some of the data fields related to a wells naming components in a well amendment in AMS.



Following are the components effected by this system update. Please refer to the *Wells* section found in the [Oil and Gas Activity Applications Manual](#) for further information not included in this guide.

2.4.1 Changes to the Working Interest Partner (WIP) Component

What was the change?

The working interest partner (WIP) name, as part of a well name, is now read-only in a Well Amendment application.

What is the user impact?

To ensure data integrity, the permitted WIP name, displayed as part of the well name under the well Overview tab, cannot be modified via an Amendment application.

Additional Information

Where applicable, an applicant can select the WIP from the working interest partner drop-down list. If there is more than one WIP, the applicant can check the More Than One WIP check box. When this box is checked, “et al” will populate into the well name.

The screenshot shows a form with several fields. A red box highlights the 'Working Interest Partner' field, which contains the text 'et al', and the 'More Than One WIP' checkbox, which is checked. Other visible fields include 'File XREF Number (Optional)', 'Operator Abbreviation: ABC Company Ltd.', 'Oil & Gas Field Name: TOWN', and 'PNG Tenure Rights ID: +'. The 'More Than One WIP' checkbox is located to the right of the 'Working Interest Partner' field.

If a change to the working interest partner indicated in the well name is required for a permitted well, submit a [Well Name Change Notification Form](#) to assetmanagement@bcogc.ca.

2.4.2 Information Related the Well Profile Component

Additional information

The well profile component of the well name is auto-populated based on the well profile in the Bottom Hole Details section of the Well Details tab. If the well profile of the bottom hole is “directional” or “vertical”, the well profile component of the well name will be blank. If the well profile in the Bottom Hole Details section is “horizontal”, the well profile component of the well name will display with “HZ”.

In an amendment, if the permit holder makes changes to the well profile in the Bottom Hole Details section; the well profile component of the well name will be updated accordingly.

Bottom Hole 1			
Well Profile:	Horizontal ▾		
DLS Location:	LSD	Section	Tc
	12	13	0

It is the permit holder’s responsibility to ensure the well profile is correct in all amendments.

2.4.3 Changes to the Oil and Gas Field Name Component

What was the change?

The oil and gas field name, as part of a well name, is now read-only in a Well Amendment application.

What is the user impact?

To ensure data integrity, the permitted oil and gas field name, displayed as part of the well name under the Well Overview tab, cannot be modified via an amendment application.

Additional information

If a change to the oil and gas field name is required for a permitted well, submit a request to OGCservicedesk@bcogc.ca. Please include a rationale as to why the oil and gas field name requires an update with the request.

2.4.4 Changes to the Exception Code

What was the change?

The exception code has been relocated and the ability to edit the exception code has been streamlined.

What is the user impact?

The exception code data field has been moved to display within the surface hole legal location. The exception code will only be editable when an applicant has uploaded new spatial data related to the NTS/DLS surface hole location(s).

NTS example:

● Permitted Surface Hole DLS Location:	Exception:	LSD:	Section:	Township:	Range:
	B	09	99	090	99

DLS example:

● Permitted Surface Hole NTS Location:	Quarter Unit:	Exception:	Unit:	Block:	Map:
	C	B	090	Z	099-Z-99

2.5 Display the Proposed Well Name

What was the change?

The proposed well name will now display in addition to the permitted well name in a well amendment application.

What is the user impact?

The proposed well name will display below the permitted well name under the well details tab.

Where no changes to the well name are proposed in the amendment, both the permitted well name and the proposed well name will include the same information.

Primary or Subsequent Well:	Subsequent				
Primary WA Number:	55555				
Permitted Well Name:	ABC Company HZ Town B-Z01-10-10-10				
Proposed Well Name:	ABC Company				

Operator Abbreviation	Working Interest Partner	Well Profile	Oil & Gas Field Name	NTS/DLS Location
ABC Company		HZ	TOWN	B-Z01-10-10-10