



Application Management System March 2019 Release Guide

VERSION 1.0: March 28, 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.

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	March 28, 2019	March 28, 2019	Various	This document outlines changes to the Application Management System (AMS) for the March 28, 2019 release. For more information, refer to INDB 2019-05.

Chapter 1: Introduction

On March 28, 2019, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Navigation Panel Enhancement and Wording Correction
- Layers Added to Web Map Tool and Planning Report
- Professional Reliance Notification
- Wording Changes
- Workflow Changes under the Stewardship Tab
- Facility Application Changes
- Changes to Historical Facility Submissions
- Pipeline Application Changes
- Well Application 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 Navigation Panel Enhancements and Wording Correction

What was the change?

The format of the navigation panel's header has been modified and the contents updated. All application types will now display the date on which a determination was made. Additionally, amendments, forest act applications and historical submissions will now display the original application determination number (AD#) and approval date. Corrections to the wording used for the application status of a historical submission have also been implemented.

What is the user impact?

Determination Date

For all application types, a new field labelled 'Determination Date' will now display under the 'Submitted Date' in the navigation panel's header. This field will indicate the date upon which the Commission proceeded to a decision for an oil and gas application or completed the review of a historical submission.

Application	
100100100	
Proponent:	XYZ Company
Status:	Approved
Application Type:	New OGAA
Revision Number:	0
Created Date:	03-06-2019
Submitted Date:	03-06-2019
Determination Date:	03-07-2019

Overview

Activity Information

Well

Land Area # 100010010

Application Information

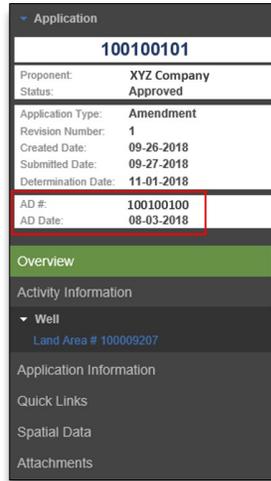
Quick Links

Spatial Data

Attachments

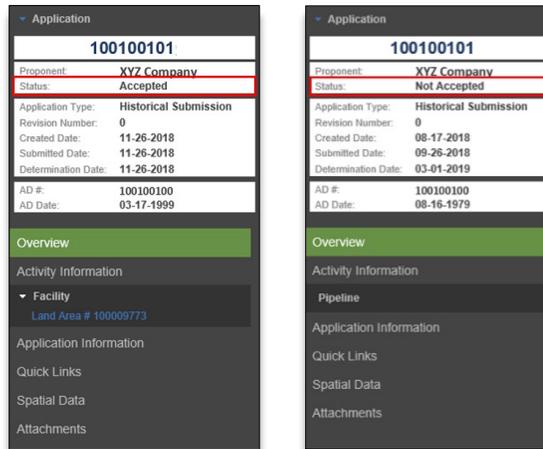
Original AD Number and Approval Date

For amendment and forest act applications or historical submissions, the system user will now see the new fields labelled 'AD#' and 'AD Date' in the navigation panel's header. The 'AD #' is the application number assigned to the originally permitted application associated with the amendment, forest act application or historical submission. The 'AD Date' is the date that the original application was approved.



Historical Submission Application Status

Corrections have been made to the navigation panel pertaining to the application status displayed for a historical submission. Once the review has been completed, the previous wording 'Approved' and 'Refused' has been replaced with the wording 'Accepted' and 'Not Accepted'.



2.2 Layers Added to the Web Map Tool and Planning Report

What was the change?

The ABA Old Growth Management Area (OGMA) and Wildlife Areas have been added to the web map tool and the planning report.

What is the user impact?

In addition to the existing two ABA layers, the following ABA layers are now available in the web map tool and planning report:

- ABA OGMA Current Condition
- ABA Wildlife Current Condition

2.3 Professional Reliance Notification

What was the change?

Enhancements have been implemented to ensure the professional reliance notifications are received accordingly and include all relevant information.

What is the user impact?

The professional reliance email notification sent to archaeologists and engineering contacts will now include an attached PDF report. The report will include sections of the application that are relevant to the professional who has been cited in the application as the individual providing the professional reliance information.

2.4 Wording Changes

What was the change?

To provide further clarity, updates have been made to various questions and statements found in AMS.

What is the user impact?

Following is a list of the changes made:

Facility Details Tab

- The wording '*Number of Produced Fluid in Tanks*' has been corrected to '*Number of Produced Fluid Tanks*'.
- The wording '*Geophysical Area*' has been changed to '*Oil and Gas Field Name*'.

Well Overview Tab

- The question '*Does the PNG tenure include special conditions?*' has been changed to '*Does the PNG tenure include caveats?*'.
- The question '*Does the proponent hold PNG rights?*' has been changed to '*Does the proponent hold PNG rights to all PNG tenures?*'.
- The question '*Is there an agreement in place?*' has been changed to '*Is there an agreement in place for those PNG tenures in which the proponent does not hold the PNG Rights?*'.

Stewardship Tab

- The statement '*The application is within an Area-Based Analysis Enhanced Management and Regulatory Policy Area*' has been changed to '*The application is within an Area-Based Analysis Enhanced Management and/or Regulatory Policy Area*'.

Administrative Tab

- The word '*Contractor*' has been changed to '*Representative*'.

Activity Information – (Activity Type) Overview Tab

- The question '*Is the activity within an existing construction corridor?*' has been changed to '*Is the activity within a previously assessed corridor?*'.
- The statement '*Existing Construction Corridor File XREF Number*', that displays when an activity is located within a previously assessed construction corridor, has been changed to '*Previously assessed construction corridor x-reference number*'.

Notification for Discarding a Timed-Out Application

- The message displayed when discarding a timed-out application has been changed from *'Are you sure you want to withdraw the application? Withdrawn applications cannot be edited or submitted for review by Commission staff'* to *'Are you sure you want to discard the application?' Discarded applications will be deleted and removed from the dashboard. Discarded applications cannot be retrieved.'*

2.5 Workflow Changes Under the Stewardship Tab

What was the change?

The questions/statements regarding adherence to and exemption from the Environmental Protection and Management Guideline (EPMG) have been revised. In addition, it is now mandatory to provide information regarding exemptions from the EPMG for all applications where the stewardship tab requires population.

What is the user impact?

The following changes to wording have been implemented under the stewardship tab:

- The question, *"Does the application adhere to the Environmental and Protection Management Guideline?"*, has been changed to a statement that reads as, *'All activities included in this application will be planned and carried out in accordance with the planning and operational measures outlined in the Environmental Protection and Management Guideline'*.
- The statement *'Exemption from the Environmental Protection and Management Regulation'* has been changed to the question *'Is an exemption requested from Part 3 of the Environmental Protection and Management Regulation?'*.

The previous validation rule, whereby the exemption statement was triggered only when a "No" response was given for the question regarding EPMG adherence, has been removed. These questions/statements now operate independently and each will require a response from the system user.

2.6 Facility Application Changes

2.6.1 Emergency Planning Zone Radius Removed

What was the change?

The 'Emergency Planning Zone Radius (km)' field has been removed from facility applications.

What is the user impact?

The emergency planning zone radius information in the Area Details section of the Facility Overview Tab has been removed from new facility applications, facility amendments and historical facility submissions.

2.6.2 Changes Related to Facility Losses Data Requirements

What was the change?

The question, and table, regarding facility losses will now display only for specific facility types. This change pertains to new facility applications, facility amendments, and historical facility submissions.

What is the user impact?

The field, located under the Facility Specification Details heading of the Facility Details tab, whereby system users enter the facility losses volume per day will only appear for specific facility types.

The applicable facility types are:

- Gas Processing Plant
- Compressor Dehydrator
- Compressor Station
- Processing Battery
- LNG Facility
- NGL Fractionation Facility
- Pump Station

In addition, the facility losses table used for the entry of 'Gas Type', 'Capacity' and 'Recovery Efficiency' will display only where the facility type 'Gas Processing Plant' has been selected.

Gas Type	Capacity	Recovery Efficiency (%) (Optional)	
Select-->	<input type="text"/>	<input type="text"/>	+

2.6.3 Changes Related to Sand Fracture Data Requirements



For new facility applications, facility amendments and historical facility submissions, the workflow related to the provision of sand management information has been changed. Furthermore, sand management information will now only be required where the facility type 'Well Facility' has been selected.



In the Technical Specification Details section of the Facility Details tab, the label, 'Sand Fracture Indicator', has been replaced with the question, '*Has a sand fracture been completed at one of more of the wells?*'. Where a facility type of 'Well Facility' is applied for, a response to this question is mandatory. For all other facility types this question will be greyed out and unavailable.

If the system user selects a 'No' response to the question mentioned above, no further action is required. When 'Yes' is selected, the question '*Has a sand management plan been submitted to date?*' will display.

When selecting 'Yes' to the question '*Has a sand management plan been submitted to date?*' no further action is required. Responding 'No' will result in the display of a button prompting the upload of a sand management plan. This upload is optional.

2.6.3.1 Navigating the Sand Fracture Changes

STEP 1. Where the facility type is “Well Facility”, scroll to the bottom of the screen under the Facility Details tab and expand the header **Technical Specification Details**.

Facility Losses (includes Fuel, Vent, and Flare) (m³/day):

Gas Type	Capacity	Recovery Efficiency (%) (Optional)
Select-->	<input type="text"/>	<input type="text"/> +

Well Facility Details

WA Number Permitted Well Location x +

- Facility Equipment Details
- Technical Specification Details**
- Exemptions

Save Validate Page

STEP 2. Select either a “Yes” or “No” response to the question **“Has a sand fracture been completed at one or more of the wells?”** If “No” is selected no further action is required. If “Yes” is selected proceed to STEP 3 below.

Technical Specification Details

1. Source of Criteria Air Contaminants:

5. Pressure Welding/Testing Required Indicator:

Construction Start:

6. Design Standard:
Select all that apply

- CSA Z662
- CSA Z276
- ASME B31.3
- Other

7. Has a sand fracture been completed at one or more of the wells?

Has a sand management plan been submitted to date?

Upload Sand Management Plan (Optional)

STEP 3. Select either “Yes” or “No” in response to the question “**Has a sand management plan been submitted to date?**”. If “Yes” is selected no further action is required. If “No” is selected proceed to STEP 4 below.

Technical Specification Details

1. Source of Criteria Air Contaminants:

5. Pressure Welding/Testing Required Indicator:

Construction Start:

6. Design Standard:
Select all that apply

- CSA Z662
- CSA Z276
- ASME B31.3
- Other

7. Has a sand fracture been completed at one or more of the wells?

Has a sand management plan been submitted to date?

Upload Sand Management Plan (Optional)

STEP 4. Click on the **Upload** button to upload a sand management plan. This upload is optional.

Technical Specification Details

1. Source of Criteria Air Contaminants:

5. Pressure Welding/Testing Required Indicator:

Construction Start:

6. Design Standard:
Select all that apply

- CSA Z662
- CSA Z276
- ASME B31.3
- Other

7. Has a sand fracture been completed at one or more of the wells?

Has a sand management plan been submitted to date?

Upload Sand Management Plan (Optional)

2.6.4 Auto-Population of the Facility Name for Amendment Applications

What was the change?

Facility amendments and historical facility submissions will now include the ‘Permitted Facility Name’ and, if applicable, the ‘Proposed Facility Name’.

What is the user impact?

The field 'Permitted Facility Name' will display under the Facility Details tab for a facility amendment and historical facility submission. In addition, the field 'Proposed Facility Name' will display when changes exist that will impact the permitted facility name (ie: a location change).

Where a proposed facility name exists it will become the permitted facility name upon approval of the amendment application or acceptance of the historical facility submission.

The screenshot shows a 'Facility Details' form for FAC ID 00025572. Under the 'Facility Specification Details' section, the 'Permitted Facility Name' is 'COP NORTHERNMONTNEY D-030-E/094-A-13 001' and the 'Proposed Facility Name' is 'COP NORTHERN MONTNEY B-015-B/094-J-15'. Other details include Amendment Type: Technical, Facility Type: Well Facility, Operator: ConocoPhillips Canada Resources Corp., and Oil & Gas Field Name: NORTHERN MONTNEY. UTM coordinates are also provided.

2.7 Change to Historical Facility Submissions

What was the change?

Historical facility submissions for a well facility will now require the well authorization (WA) number of the associated well.

When completing the Facility Details tab for a historical facility submission, where the facility type is 'Well Facility', it is now mandatory for system users to include the WA number of the associated well.

The screenshot shows a 'Well Facility Details' form with a 'WA Number' field highlighted by a red box, indicating it is a required field for historical submissions.

2.8 Pipeline Application Changes

2.8.1 Removal of Pipeline Installation Validation

What was the change?

The validation to ensure pipeline installations are located within 10 meters of the pipeline segment has been removed.

What is the user impact?

The previous validation where the uploaded spatial for a pipeline installation must be located within 10m of the associated pipeline segment has now been removed from all pipeline applications.

If a pipeline installation is not located within 10m of the pipeline segment, please provide a rationale within the application description.

2.8.2 Addition of Maximum Operating Pressure Validation

What was the change?

For new pipeline applications, pipeline amendments or historical pipeline submissions a validation has been added to ensure the maximum operating pressure does not exceed the design pressure.

What is the user impact?

When completing the Pipeline Details tab, system users must enter a 'Maximum Operating Pressure (kPa)' value that is less than the 'Design Pressure (kPa)' value.

Highest H2S (mol%): 0 Pipe Outer Diameter (mm): 176
 Highest CO2 (mol%): 0 Thinnest Wall Thickness (mm): 16.9
Design Pressure (kPa): 4960 Maximum Operating Pressure (kPa): 4960
 Material Type: Composite Minimum Design Temperature (°C): 0
 Material Standard: API 15S Maximum Design Temperature (°C): 38
 Material Grade: Other Minimum Cover depth (m): 1.5

2.9 Well Application Changes

2.9.1 Addition of Well Profile Validation

What was the change?

Validations regarding the well profile have been implemented for new and amendment well applications.

What is the user impact?

The Well Details tab will now have validations to ensure the bottom hole location, in relation to the surface hole location, has a well drilling direction that is representative of a horizontal or directional well when either of these well profiles have been selected.

Bottom Hole Details

Add Bottom Hole

Bottom Hole 1

Well Profile: Horizontal

DLS Location:	LSD	Section	Township	Range
	13	26	077	15

Please Note:

The well profile should be in accordance with the following:

- Directional - if the drill path has an inclination greater than 5 degrees for a min. 150m measured depth.

- Horizontal - if the drill path has an inclination greater than 80 degrees for a min. 100m measured depth.
- Vertical - if the drill path does not have an inclination greater than 5 degrees for a min. 150m measured depth.

2.9.2 Addition of Expected Total Depth Validation

What was the change?

Validations for new and amendment well applications, pertaining to the expected total depth for true vertical depth (TVD) and expected total depth for measured depth (MD), have been implemented to ensure the validity of these measurements.

What is the user impact?

The expected total depths entered under the Well Details tab must now meet the following criteria:

- The Expected Total Depth (TVD) entered must be less than the Expected Total Depth (MD).

The screenshot shows the 'Bottom Hole Details' form. A red box highlights the 'Expected Total Depth TVD (m)' field with a value of 1,720.0 and the 'Expected Total Depth MD (m)' field with a value of 5,115.0. Other fields include 'Well Profile' (Horizontal), 'NTS Location' (D, 088, B, 094-G-08), 'Formation at Total Depth' (MONTNEY), and 'BOP Class' (Class B).

2.9.3 Addition of New Requirements When Adding a Bottom Hole to a Rig Released Well

What was the change?

Where a rig released well is amended to add a new bottom hole, the user will need to select the related drilling event and provide a rationale for adding the new bottom hole.

What is the user impact?

Where a system user is amending a rig released well and selects 'Add Bottom Hole' in the Bottom Hole Details section under the Well Details tab, the question, "From which existing drilling event will the new bottom hole be drilled?" will display. The user must then select the applicable drilling event from the drop-down list provided.

In addition, the user will be required to provide a reason for drilling the new bottom hole along with a brief program summary.

Please Note:

Drilling a new bottom hole can be lengthening, window cutting, or O/H sidetracking from an existing wellbore.

2.9.3.1 Navigating the Rig Released Bottom Hole Changes

STEP 1. Under the Well Details tab, scroll to the **Bottom Hole Details** section and click the **Add Bottom Hole** button.

The screenshot shows the 'Bottom Hole Details' form. At the top, there is a question 'Will a new bottom-hole location be drilled?' with a 'Yes' button. Below this is the 'Add Bottom Hole' button, which is highlighted with a red box. The form also shows a list of existing bottom holes, with 'Bottom Hole 2' selected. Below the list, there is a question 'From which existing Drilling event will the new bottom hole be drilled?' with a 'Select-->' dropdown menu. A large text box for 'Reason for drilling the new bottom hole and a brief program summary' is visible, along with a '2000 characters remaining' indicator. The bottom section contains various fields for well profile, location, and objective depths.

STEP 2. In the section for the new bottom hole added, select the drilling event from the drop down menu beside the question **From which existing Drilling event will the bottom hole be drilled**

This screenshot is similar to the first one, but the 'From which existing Drilling event will the new bottom hole be drilled?' dropdown menu is highlighted with a red box. The dropdown menu is currently set to 'Select-->'. The rest of the form, including the text box and objective fields, remains the same.

STEP 3. In the text box, provide a reason for drilling the new bottom hole and a brief program summary. Population of this text box is mandatory.

This screenshot shows the 'Bottom Hole Details' form with the 'Reason for drilling the new bottom hole and a brief program summary' text box highlighted with a red box. The text box is currently empty. The dropdown menu from the previous step is still visible above it.