



Application Management System March 2020 Release Guide

VERSION 1.0: Mar 30, 2020

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.

Table of Contents

About the Commission.....	2
Additional Guidance	3
Table of Revisions.....	5
Chapter 1: Introduction.....	6
Chapter 2: Description of Changes	7
2.1 Enhancements to the Attachments Tab.....	7
2.2 Validations Implemented under the Maps and Plans Tab.....	8
2.3 Enhancements to Amendments and Historical Submissions	9
2.4 Validations Added to Historical Pipeline Submissions	10
2.5 Validation Added to Aggregate Operations Applications	11
2.6 Changes to Well Applications.....	12
2.6.1 Changes to the Well Hazard Planning Section.....	12
2.6.2 Changes to the Formation Drop-down Lists	13
2.7 Changes to Facility Applications.....	14
2.7.1 Changes to Equipment Selections	14
2.7.2 Changes to Facility Storage	15
2.7.3 New Global Stability Analysis Report Requirement.....	16

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 30, 2020	March 30, 2020	Various	<p>This document outlines changes to the Application Management System (AMS) for the Mar 30, 2020 release.</p> <p>For more information, refer to INDB 2020-06</p>

Chapter 1: Introduction

On March 30, 2020, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Enhancements under the Attachments tab.
- Validations implemented under the Maps & Plans tab
- Enhancements to amendments and historical submissions
- Validations added to historical pipeline submissions
- Validations added to aggregate operations applications
- Changes to well applications
- Changes to facility 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 Enhancements to the Attachments Tab

What was the change?

The category description for maps and plans documents now displays in the table under the Attachments tab.










What is the user impact?

Documents that have been uploaded in an application are listed within a table under the 'Attachments tab'. The 'Category Description' column of this table indicates the document category of the application that each attachment belongs to. Previously, documents belonging to the Maps & Plans category did not display a category description. This has been updated so the description will now display for all documents uploaded under the Maps & Plans document category.

Attachments

Upload Attachment To add additional documents for the application, click on 'Upload Attachment'.

All Select the document category to view the list of uploaded attachments.

Category Description	Document Type	Attachment File Name	Upload Date	Tools
Maps & Plans	Construction Plan	Map Document.pdf	2020-03-23 09:08:52.0	  
Maps & Plans	1:20 000 BCGS Map	Sketch Plan.pdf	2020-03-23 09:09:05.0	  
Maps & Plans	BCGS Map	Map Document.pdf	2020-03-23 09:09:18.0	  

2.2 Validations Implemented under the Maps and Plans Tab

What was the change?

Validations have been implemented between the original plan date and the revised plan date fields.

What is the user impact?

When entering the 'Original Plan Date' and 'Revised Plan Date' for the construction plan under the Maps & Plans tab, users must ensure the following:

- The 'Original Plan Date' is not a future date.
- The 'Revised Plan Date' is not a future date.
- The 'Revised Plan Date' is not earlier than the 'Original Plan Date'.

Failure to do so will result in a validation error.

The screenshot shows the 'Maps & Plans' form interface. At the top, it says 'Construction Plan Attached:' followed by an 'Upload' button and a file name 'Map Document.pdf'. Below this are several input fields: 'Survey Company' (a dropdown menu), 'Job Number', 'Sheet Number', 'Original Plan Date', 'Revised Plan Date', and 'Revision Number' (with the value '1' entered). The 'Original Plan Date' and 'Revised Plan Date' fields are highlighted with red boxes, indicating they are the focus of the validation rules described in the text.

2.3 Enhancements to Amendments and Historical Submissions

What was the change?

New check boxes have been added for selecting activities as land and/or technical for amendments.

What is the user impact?

The 'Enter Amendment Details' screen has been enhanced with the addition of the following check boxes to allow for simultaneous selection of amendment types:

- The 'Select All' check box allows for the selection of 'land and technical' amendment for all activities listed.
- The 'All Land' check box allows for the selection of 'land' amendment for all activities listed.
- The 'All Technical' allows for the selection of 'Technical' amendment for all activities listed.

Users may select or deselect an amendment type by clicking on the amendment type check box.

The screenshot shows the 'Enter Amendment Details' screen in the Application Management System. The screen is titled 'Create Application' and has a progress indicator showing '2 Enter Amendment Details'. Below the title, there is a section for selecting the applicable amendment type for the activities. The section contains three columns of checkboxes: 'Select All', 'All Land', and 'All Technical'. Each column has a 'Select All' checkbox and a list of activities with checkboxes for 'Land' and 'Technical'. The 'Proposed new activities selected:' section shows 'N/A'. At the bottom, there are 'BACK' and 'NEXT' buttons.

Activity	Select All	All Land	All Technical
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WA # [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Road # [redacted] / Segment ID 001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Proposed new activities selected:
N/A

< BACK NEXT >

2.4 Validations Added to Historical Pipeline Submissions

What was the change?

Validations have been implemented between the maximum and minimum design pressure data fields.

What is the user impact?

When entering the minimum and maximum design temperature in the Segment Details section under the Pipeline Details tab, users must ensure the 'Minimum Design Temperature' is smaller than the 'Maximum Design Temperature'. Failure to do so will result in a validation error.

The screenshot shows a form with the following fields:

- Design Pressure (kPa):
- Maximum Operating Pressure (kPa):
- Material Type:
- Material Standard:
- Minimum Design Temperature (°C):
- Maximum Design Temperature (°C):

The temperature input fields are highlighted with red boxes.

2.5 Validation Added to Aggregate Operations Applications

What was the change?

Validations have been implemented between the proposed start and completion date fields.

What is the user impact?

When entering the 'Proposed Start Date' and 'Proposed Completion Date' in the Aggregate Operations Summary Details section of an Associated Oil and Gas Activity or NEB Related Ancillary - Aggregate Operation, users must ensure the following:

New Applications:

- The 'Proposed Start Date' is not before the 'Application Created Date'.
- The 'Proposed Completion Date' is not before the 'Proposed Start Date'.

Amendment Applications:

- The 'Proposed Start Date' is not before the 'Application Determination Date'.
- The 'Proposed Completion Date' is not before the 'Proposed Start Date'.

Failure to do so will result in a validation error.

Aggregate Operations Summary Details

Proposed Start Date: Proposed Completion Date:

Proposed Timing of Activities: Will the pit be used for multiple projects?

Estimated Annual Extraction (tonnes): Estimated Total Reserves of Life:

Development & Reclamation Plan:

2.6 Changes to Well Applications

2.6.1 Changes to the Well Hazard Planning Section

What was the change?

The response regarding critical features within the EPZ, will default to 'Yes'.

What is the user impact?

Under the Well Details tab, in the Well Hazard Planning section, the response to the question, 'Are there critical features within the EPZ?' will default to 'Yes' in 'new' OGAA applications.

If no critical features exist within the Emergency Planning Zone (EPZ), users may change the answer to 'No' by clicking on the response button.

Where critical features exist, users are required to complete the 'Critical Feature Type' and '# within Completion Case EPZ' information.

Critical Features within EPZ Details

Are there critical features within the EPZ?

Critical Feature Type	# within Completion Case EPZ	
Select-->	<input type="text"/>	<input type="button" value="+"/>

2.6.2 Changes to the Formation Drop-down Lists

What was the change?

The formation names, including objective formations, will display with the formation code numbers, and will sort in ascending numerical order.

What is the user impact?

Formation and objective formation drop-down lists have been updated to include the formation code and sort in ascending numerical order.

These drop-down lists are located under the Well Details tab as follows:

Bottom Hole Details Section

Drop-down List:

- Formation at Total Depth
- Objective Formation

Well Hazard Planning Section

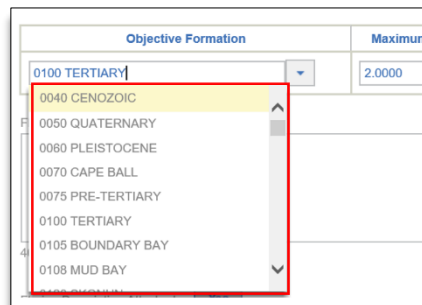
Drop-down List:

- Formation Name

Flaring Section

Drop-down List:

- Objective Formation



2.7 Changes to Facility Applications

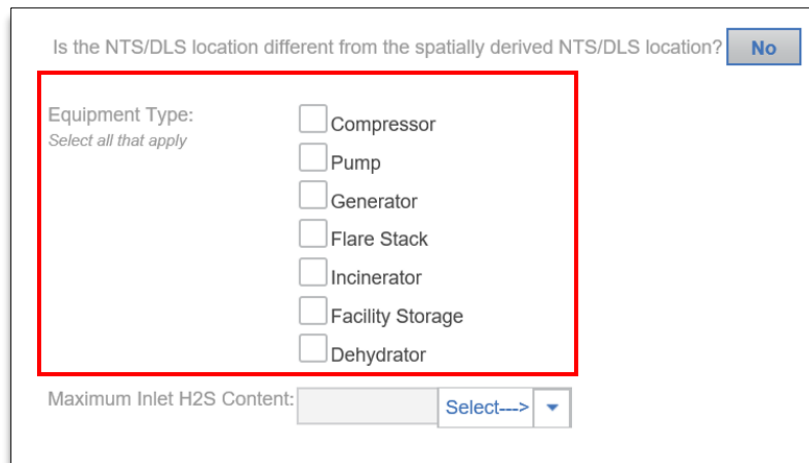
2.7.1 Changes to Equipment Selections

What was the change?

The selection of equipment for a satellite battery will no longer be mandatory.

What is the user impact?

In Facility applications where the Facility Type is 'Satellite Battery', applicants will no longer receive a validation error indicating 'Equipment Type' is required when no equipment type has been selected.



Is the NTS/DLS location different from the spatially derived NTS/DLS location?

Equipment Type:
Select all that apply

- Compressor
- Pump
- Generator
- Flare Stack
- Incinerator
- Facility Storage
- Dehydrator

Maximum Inlet H2S Content:

2.7.2 Changes to Facility Storage

**What
was the
change?**

Wording changes under the Facility Storage section from 'Produced Fluid Pits or Ponds' to 'Produced Fluid Containment Ponds'

**What is
the user
impact?**

Wording within the Facility Storage section of Facility Equipment Details has been updated as follows:

- 'Number of Produced Fluid Pits or Ponds' has been updated to 'Number of Produced Fluid Containment Ponds', and
- 'Produced Fluid in Pits or Ponds – Capacity (m³)' has been updated to 'Produced Fluid in Containment Ponds – Capacity (m³)'.

Facility Storage

Number of LNG Storage Tanks:

LNG Storage Capacity (m³):

Number of Produced Fluid Tanks:

Produced Fluid in Tanks - Capacity (m³):

Number of Produced Fluid Containment Ponds:

Produced Fluid in Containment Ponds - Capacity (m³):

2.7.3 New Global Stability Analysis Report Requirement

What was the change?

A Global Stability Analysis report or a rationale will be required if produced fluid containment ponds are required to support the facility application.

What is the user impact?

New Applications:

Users are now required to provide additional information where a value of one (1) or more has been entered in the 'Number of Produced Fluid Containment Ponds' data field within the Facility Storage section. Upon entry of a valid value, a rationale text box and an upload prompt will display. It is mandatory to provide either a Global Stability Analysis report or a rationale.

Amendment Applications:

Where changes have been made to the permitted data for 'Number of Produced Fluid Containment Ponds' or 'Number of Produced Fluid Tanks' within the Facility Storage section, either a Global Stability Analysis report or a rationale is mandatory. Where no changes have been made, the Global Stability Analysis report or rationale will be optional.

The screenshot shows a web form titled 'Facility Storage'. It contains several input fields: 'Number of LNG Storage Tanks', 'LNG Storage Capacity (m³)', 'Number of Produced Fluid Tanks', and 'Produced Fluid in Tanks - Capacity (m³)'. Below these is the 'Number of Produced Fluid Containment Ponds' field, which has the value '1' entered. Underneath this field is another input field for 'Produced Fluid in Containment Ponds - Capacity (m³)' with the value '10'. A large text area for 'Rationale' is present, but it is empty. Below the rationale area, there is a blue 'Upload' button and a greyed-out button labeled 'Upload Global Stability Analysis'. A red error message is displayed at the bottom of the rationale section: 'Either Global Stability Analysis or Rationale is required'. A small text above the rationale area indicates '2000 characters remaining'.

Note: A value of zero (0) will result in a validation error, for storage equipment that is not required, please leave the data field blank.