



# Application Management System March 2021 Release Guide

**VERSION 1.0: March 9, 2021**

## 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 Quick Links .....	7
2.2 Administration Tab.....	7
2.3 Mapping Requirements .....	8
2.4 Pipeline Applications.....	9
2.5 Changes In and About a Stream Application .....	10

## Table of Revisions

The Commission is committed to the continuous improvement of its documentation. Stakeholders are invited to provide input or feedback on Commission documentation to [OGC.Systems@bcogc.ca](mailto:OGC.Systems@bcogc.ca).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0	March 9, 2021	March 9, 2021	Various	This document outlines changes to the Application Management System (AMS) for the March 2021 release.  For more information, refer to <a href="#">INDB 2021-07</a>

## Chapter 1: Introduction

On March 9, 2021, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Addition of links to Quick Links located in the Navigation Panel
- Addition of Registered Forest Professional to contact type drop down list
- Updates to mapping requirements
- Updates to the leak detection document requirements in pipeline applications
- Addition of a notification question to Changes In and About a Stream (CIAS) 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 Quick Links

What was the change?

Links have been added to the 'Quick Link' button on the Navigation Panel allowing applicants quick access to additional resources, such as, application documentation and guidance, and the Commission's regulatory framework.

What is the user impact?

Links to the following resources have been added under Quick Links located in the Navigation panel of an application/submission:

- Legislative Framework - <https://www.bcoqc.ca/how-we-regulate/legislative-framework/>
- Oil and Gas Activity Application Manual - <https://www.bcoqc.ca/energy-professionals/application-documentation/oil-and-gas-activity-application-manual/>
- AMS Guidance - <https://www.bcoqc.ca/energy-professionals/online-systems/application-management-system/>

By clicking on the link, the webpage for that resource will open in a new window. This allows the user to quickly and conveniently navigate from their application to the documentation or guidance webpage and back to their application.

### 2.2 Administration Tab

What was the change?

A Registered Forest Professional has been added to the drop down options as a contact type.

What is the user impact?

When adding representatives under the Administration tab in an application, users will now be able to select Registered Forest Professional as a contact type.

The screenshot shows the 'Administrative Details' section of the application management system. At the top, there are tabs for 'Spatial Data', 'Administrative', 'Land', 'Forestry', 'Stewardship', 'Agriculture', 'Archaeology', and 'Consultation'. Below the tabs are 'Save' and 'Validate Page' buttons. The main heading is 'Administrative Details'. Underneath, there is a section titled 'Who are the representatives for this project?'. This section contains two radio buttons: 'Company' (unselected) and 'Contact' (selected). Below the radio buttons, there is a 'Type:' dropdown menu. The dropdown menu is open, showing a list of options: 'Registered Forest Professional', 'Facility Engineer', 'Land Agent', 'Other', 'Pipeline Engineer', 'Referral Agent', 'Registered Forest Professional' (highlighted with a red box), 'Surface Land Administrator', 'Surface Landman', and 'Surveyor'. Below the dropdown menu is an 'Add Representative' button. At the bottom of the form, there are 'Save' and 'Validate Page' buttons.

## 2.3 Mapping Requirements

What was the change?

- Mapping requirements have been streamlined for technical amendments.
- The requirement to provide a 1:50,000 map has been removed from all application types.

What is the user impact?

1. Mandatory mapping requirements have been updated for new OGAA and CER applications, Forest Act, and land amendments to the following:
  - Construction Plan
  - 1:20,000 BCGS map
  - 1:250,000 BCGS map
2. These mapping requirements are optional for technical only amendment applications and Historical Submissions.



3. The “upload sketch plan” button located on the Changes In and About a Stream (CIAS) Overview page has been relabeled to “upload CIAS sketch plan” and relocated to the Maps and Plans tab.

The CIAS sketch plan is mandatory for stand-alone CIAS applications and technical only amendments that include CIAS activity.

Where CIAS is part of a multi-activity application, the CIAS sketch plan is optional to allow for flexibility. The CIAS locations can either be identified on the mandatory construction plan or on the CIAS sketch plan.

## 2.4 Pipeline Applications

What was the change?

The requirement for a leak detection document has been streamlined; the document will only be mandatory for specified pipeline product types.

What is the user impact?

1. The leak detection document is mandatory to upload in pipeline applications where the user selects any one of the following pipeline product types:
  - Crude Oil
  - LVP
  - HVP
  - Jet Fuel
  - Sour Crude
2. The leak detection document upload button will be optional for all other pipeline product types.

## 2.5 Changes In and About a Stream Application

What was the change?

A new question has been added to the Changes In and About a Stream (CIAS) application for notification under s.39 of the Water Sustainability Regulation as per [INDB 2021-06](#).

What is the user impact?

The question, “Does this application meet the criteria under s.39 paragraphs a) through n) of the Water Sustainability Regulation for notification?” has been added to the Changes In and About a Stream Overview page for all new OGAA, CER and amendment applications.

It is mandatory for an applicant to provide a yes or no response to the question.

If the response is yes, the applicant must provide a project description rationale that states how their activities are consistent with an authorized change set out in section 39 of the Water Sustainability Regulation, including relevant conditions.

- Applicants can provide this information in the activity description text box located on the CIAS Overview page
- OR
- This information can be provided in a document and uploaded under the Attachments Tab using “Other” as the document type.