

Operator Submissions Due Report Background and Instructions

VERSION 1.0: June 2023



About the Regulator

The BC Energy Regulator (Regulator) 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 Regulator'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, Mission and Values

Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects
public safety and the
environment



Supports reconciliation
with Indigenous peoples
and the transition to
low-carbon energy



Conserves
energy
resources



Fosters a sound
economy and social
well-being



Values

Respect is our commitment to listen, accept and value diverse perspectives.

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

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.

Responsiveness is our commitment to listening and timely and meaningful action.

Table of Revisions

The Regulator is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Energy Professionals](#) section of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to Systems@bc-er.ca or submit feedback using the [feedback form](#).

| Version Number | Posted Date | Effective Date | Chapter Section | Summary of Revision(s) |
|----------------|--------------|----------------|-----------------|---|
| 1.0 | June 2, 2023 | June 2, 2023 | Various | <p>This is a new document.</p> <p>Users are encouraged to review this document in full and refer to Technical Update TU 2023-08 on the BC Energy Regulator's website.</p> |

Additional Guidance

As with all Regulator documents, this information does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Regulator staff for clarification.

The Regulator publishes both application and operations manuals and guides. The application manual provides guidance to applicants in preparing and applying for permits and the regulatory requirements in the planning and application stages. The operation manual details the reporting, compliance and regulatory obligations of the permit holder. Regulator manuals focus on requirements and processes associated with the Regulator's legislative authorities. 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. For example, Federal Fisheries Act, Transportation Act, Highway Act, Workers Compensation Act and Wildlife Act.

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

Please Note:

This information/tool is provided for the convenience of industry; however, users are cautioned that **the list of items included is not comprehensive and does not include all administrative submissions. It is the responsibility of the permit holder to meet all regulatory requirements, whether a given submission or submission type is included in the report or not.** The Regulator accepts no liability for any errors or omissions or for loss or damages incurred by any person or business entity based on the use of this information/tool.

Introduction and Background

This tool displays a table of submissions coming due for permit holders (or “operators”). The table also includes items that have recently become overdue. Note that once an item becomes overdue, a non-compliance notice may be issued by the Regulator to the operator at any time via CMIS (Compliance Management Information System).

In certain special circumstances (exemptions, deferrals, etc.), due dates displayed in the report may not be accurate. If there are any inconsistencies between the due dates given in this report and timelines outlined in the relevant legislation or formal correspondence with the Regulator, the latter takes precedence.

The table includes the WA number, UWI, completion event (CE sequence), operator (permit holder), submitted status (coming due/overdue), submission type, and due date.

Note that only items coming due or up to three months overdue are shown. Permit holders are still responsible for submission of items that are overdue by more than three months and non-compliance notices may be issued for such items.

The report is refreshed daily at 12:00 a.m.

[LINK TO REPORT](#)

Submission Types

At this time, only a selection of submission types are included in this report. Additional items may be added in the future. All items are submitted via [eSubmission](#).

The table below lists all the submission types available in the report, a description of how the due date is calculated, and a link to the relevant legislation.

OGAA: [Oil and Gas Activities Act](#)

DPR: [Drilling and Production Regulation](#)

| Item | Description | Legislation |
|--|--|---|
| Gas Analysis | If a well produced gas, a gas analysis report is due within 90 days of initial production. | DPR 67 |
| Oil Analysis | If a well produced oil, an oil analysis report is due within 90 days of initial production. | DPR 62 |
| Condensate Analysis | If a well produced condensate, a condensate analysis report is due within 90 days of initial production. | DPR 62 DPR 67 |
| Water Analysis | If a well produced water, a water analysis report is due within 90 days of initial production. | DPR 71 |
| Disposal Well – Reservoir Pressure Test | Varies by individual disposal well. See special project approval order (searchable here). | OGAA 75 |
| Disposal Well – Hydraulic Isolation Log | Varies by individual disposal well. See special project approval order (searchable here). | OGAA 75 |
| Disposal Well – Casing Inspection Log | Varies by individual disposal well. See special project approval order (searchable here). | OGAA 75 |
| Clean Up Flow Test Report | Due 60 days from end of operation date for initial completion involving hydraulic fracturing. Based on notice of operation submission. | DPR 56.1 DPR 63(2) |
| SCVF report | A SCVF test must be completed and submitted for all wells within one year of rig release. | DPR 41(2)(b) |
| Completion report | Due 30 days following the end of a completion or workover operation. Based on notice of operation submission. | DPR 36 |
| Well suspension report | A permit holder must suspend an inactive well within 60 days and submit the report within 30 days following suspension. | DPR 25 |
| SRDO (Summary Report of Drilling Operations) | Due within four days of rig release or drilling suspended. | DPR 32(1)(d) |
| Directional Survey | Due within 14 days rig release. | DPR 33 |
| As-Drilled Survey Plan | Due within 14 days rig release. | DPR 35(1) |
| Tour Sheets | Due within 30 days rig release. | DPR 32(1)(c) |
| Wellsite Geology Report | Due within 60 days of rig release for any well classified exploratory outpost or exploratory wildcat. | DPR 35(2) |

Recommended Workflow

First, use the Operator Filter to filter to the desired operator (by default, the report shows all operators). If only certain submission types are being reviewed, the Submission Type Filter may be used to select one or more submission types of interest, and the rest will be omitted from the list. Filters may be cleared by unchecking all items or by clicking the eraser icon at the top right of the filter.

Large permit holders with many different staff handling different submission items may find it useful to download the data and assign items to different staff in a spreadsheet.

Downloading Data

The information in the table can be downloaded in csv format for use in spreadsheet software (e.g., Excel) by clicking the Download Data button at the top left of the report. This opens a new blank browser tab where the download is initiated automatically. Please wait and do not close the tab, it will appear inactive for up to a minute while the download is processed. Note the downloaded file includes all information with none of the report filters applied (i.e., the downloaded data will show items for all permit holders, all dates, and all submission types).

If you have questions regarding this tool, please contact:

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