

**Field / Facility / Downstream  
Pipeline ERP Supplement  
Content Checklist**

Physical Address: 6534 Airport Road,  
Fort St. John, B.C. V1J 4M6  
Mailing Address: OGC, Bag 2, Fort St. John,  
B.C. V1J 2B0  
Phone: (250) 794-5200

Date Received

**FOR INSTRUCTIONS REFER TO THE FIELD / FACILITY / DOWNSTREAM PIPELINE ERP SUPPLEMENT CONTENT  
CHECKLIST GUIDANCE DOCUMENT**

**THIS IS AN AUDITABLE DOCUMENT**

CONTACT INFORMATION		A
Permit Holder Representative to receive ERP related correspondence	Name:	
	Phone Number:	
	Email address:	
	Mailing address:	
Name of ERP contract company that prepared the ERP:		
1. COVER OF ERP DOCUMENT (Check if included on cover page or cover of binder)		B
Legal Name of Permit Holder(s)	Included:	
Permit Holder 24 hour emergency phone number	Included:	
BCOGC's 24 hour incident reporting phone number	Included:	
Name and Type of ERP Supplement (e.g. "Red Creek Field Operations ERP Supplement" or if a Region ERP, "Northeast BC Field Operations ERP Supplement")	Included:	
Date ERP Supplement was developed	Included:	
ERP Supplement Distribution Number	Included:	
LOCATION of ERP CONTENT ITEMS	LOCATION in ERP SUPPLEMENT DOCUMENT (page number)	C
2. Table of Contents		
3. Document Controls		
4. Each Field Supplement Section Cover Page (if more than one field is inserted into a region ERP)		
- Field Name		
- Permit Holder 24 Hour phone number (if different than cover)		
- Date Field section was developed		
- Field Specific Operations ERP manual distribution number		
5. General Field Description		
6. Field Specific Procedures for Contacting and Evaluating / Sheltering Affected Parties		
7. Field Specific Procedures for Isolating the HPZ		
8. Field Specific Contact Information		
9. Maps		
- Regional Map		
- Field Hazard Planning Zone Map		
10. List of Field Specific Emergency Response and Safety Equipment		
11. Asset Data		
12. Mutual Aid / Bridging Statement Agreements (if applicable)		
13. Information Describing Affected Parties within the HPZ (if applicable)		
14. Field Specific Hazards and Risks		
15. On Site Hazardous Products Table		
16. Copy of the most recent Public Protection Information Package to Affected Parties		

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PERMIT HOLDER AUTHORIZATION	
The permit holder that holds the surface tenure for a site must submit a signed checklist along with electronic or paper submission of and ERP or ERP update, and is accountable for the accuracy of their contents. If the permit holder chooses to use outside agents or consultants, the permit holder remains accountable. Only an employee of the permit holder with designated authority may sign below on behalf of the permit holder.	
I _____ hereby attest that the information contained herein is true and correct, that I have reviewed the subject ERP and checklist, and confirm it meets the requirements of the Emergency Management Regulation and Manual:	
_____ AUTHORIZED SIGNATORY OF PERMIT HOLDER COMPANY	_____ DATE (YYYY/MM/DD)
_____ AUTHORIZED SIGNATORY'S POSITION WITHIN PERMIT HOLDER COMPANY	

**D**

All ERPs and checklists must be submitted in paper copy to the address at the top of this form, and electronically to:

<https://files.bcogc.ca>