



INCIDENT REPORTING INSTRUCTIONS AND GUIDELINES

Incident Reporting Criteria

Spill Reporting

Where the permit holder holds or maintains rights, the permit holder must report to the BC Energy Regulator (Regulator), all spills of materials in accordance with the BC Spill Reporting Regulation. The link below is provided for your convenience, please ensure you are referencing the most current version.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/187_2017

Some spills may not be reportable, however, the requirement to clean up the spill is still mandatory. Spills which occur in secondary containment are still reportable incidents.

Submission of written reports to the BCER are required at specified intervals following a spill. The final report should utilize Form D (described below), while mid-response updates may be submitted to EMP@bc-er.ca via email to inform status on spill response actions and changes in spill characteristics. Communication with the BCER must occur:

- Within 30 days of the date when the spillage was recovered
- At least once every 30 days after the first report, until the spillage is contained and eliminated
- Within 30 days of the date when the spillage was contained and eliminated

The requirement for a final spill report using the Form D report is waived if the spillage is entirely contained and eliminated prior to the initial incident report submission into the KERMIT system. Permit holders should be aware that some spill incidents may also require reporting to federal agencies, and volume thresholds for such reporting may not be the same as provincial requirements.

Other Reportable Incidents

The BCER's Incident Classification Matrix is designed to assist permit holders in determining which incidents must be reported. All incidents on the list should be considered when determining the requirement to report. It is important to note some incidents may not meet the criteria outlined in the Incident Classification Matrix but still require BCER notification as a minor incident. These include the following:

- Spills or release of hazardous substances which are not provincially regulated
- Major damage to oil and gas roads or road structures;
- Drilling kicks when any one of the following occur:
 - pit gain of 3 m³ or greater
 - casing pressure 85% of MA
 - 50% out of hole when kicked
 - well taking fluid (LC)

- associated spill
- general situation deterioration (i.e. leaks, equipment failure, unable to circulate, etc.)
- Pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations

Incident Classification Instructions

The Incident Classification Matrix is designed for use as a tool for determining the severity of an incident. The ranking system includes quantitative analyses of 1) the consequence(s) of the incident, and 2) the probability of the incident escalating.

1. Complete the scoring by starting at the top of the consequence ranking and continuing down. Check off the first box that matches the situation for the most severe consequence.
2. Select the choice on the probability ranking that best reflects knowledge of the incident at the time of discovery.
3. Add the applicable scores from each section.
4. Compare the total score with the classification section and assign the corresponding level.

Reporting Incidents

Minor Incidents

- The permit holder must report the minor incident to the BCER within 24 hours, by electronic submission through the [Online Minor Incident Reporting System](#), operated through KERMIT. The incident must be reported by electronic submission by the permit holder incident representative. A copy of the Form A: Minor Incident Notification Form and the Incident Classification Matrix can be found on the Emergency Response and Safety section of the BCER's website to help the permit holder gather the information required before entering it online.
- If the minor incident involves a spill, EMBC must be called immediately at 1-800-663-3456 for a DGIR number to be assigned.

Level 1, 2 or 3 Emergencies

- If the incident receives a score of Level 1, 2, or 3, it must be reported to the BCER immediately (within 1 hour) through EMBC's incident reporting line at 1-800-663-3456. BCER staff will enter initial incident information and follow up with permit holder contacts to obtain more information.
- Local Indigenous nations must be notified as soon as possible after any immediate actions are taken to ensure public safety or minimize immediate environmental impacts.

Oil and Gas Road Closures

- In Emergency situations, permit holders must phone the BCER's 24-hour Incident Reporting line at 250- 794-5200 to notify the BCER of needed emergency oil and gas road closures.

Permit Holder Post Incident Report

The [Form D: Permit Holder Post Incident Report Form](#) must be submitted by the permit holder to the BCER in the following situations:

1. Any Level 1, 2 or 3 emergency incident – within 60 days
2. Any pipeline incident (including minor incident) – within 60 days
3. Upon request by the BCER – within 60 days
4. Containment and elimination of a reportable spill if not completed prior to initial Kermit reporting – within 30 days

This report and accompanying documentation can be found on the BCER's website under Emergency Response and Planning and must be emailed electronically to EMP@bc-er.ca.

Note: *This document has been prepared to be as comprehensive as possible regarding Emergency Management incident reporting for the BCER; however, it may not cover all situations. This document does not replace legislation or alter legislative requirements. All permit holders are ultimately responsible for ensuring they understand and meet all requirements described within the Energy Resources Activities Act, and their permits. Should a person not comply with the Energy Resources Activities Act, or any related Acts and regulations, the BCER may take compliance and enforcement actions.*