BRITISH COLUMBIA ENERGY REGULATOR

KERMIT User Guide

November 2023

Version 1.4

About the Regulator

The BC Energy Regulator (Regulator or BCER) 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.

Additional Guidance

As with all Regulator documents, this document 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 document 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.

In addition, this document may reference some application types and forms to be submitted outside of the Application Management System but made available on the Regulator's website. Application types and forms include:

- Heritage Conservation Act, Section 12
- Road use permits
- Water licences
- Master licence to cut
- Certificate of restoration
- Waste discharge permit
- Experimental scheme application
- Permit extension application

Contents

Manual 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 Documentation Section of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to ServiceDesk@bc-er.ca or submit feedback using the feedback form.

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.1	November 7, 2018	November 7, 2018	Various	Changes were made to this document to reflect the implementation of Petrinex. Things to note: Removed "Linkages" chapter (formerly Chapter 4).
1.2	March 29, 2022	March 29, 2022	Sections 2, 3	Changes to 2.1, 2.2, 2.3, 3.1
1.3	Aug 30, 2022	Aug.30, 2022	Pg 9., 2.2	Facility NOI's - Suspend Facility changed from 6 months to 12 months
1.4	Nov.29, 2023	Nov.29, 2023	Various	Replace BCOGC with BCER; OGAA with ERAA; new logos, references and associations

KERMIT Overview

About

KERMIT is the Regulator's **K**nowledge, **E**nterprise, **R**esource, **M**anagement, **I**nformation and **T**echnology data system.

KERMIT allows electronic submission of notices, performance/compliance data submissions, and as-built submissions.

Manual Structure

This document guides users through the KERMIT submission preparation; the Regulator's electronic notices submitted through KERMIT, and is a quick reference guide to highlight the steps required when completing information in KERMIT.

Compliance and Enforcement

This document does not replace legislation or affect legislative requirements. All permit holders are ultimately responsible for ensuring they understand and meet all requirements of the Energy Resource Activities Act (ERAA) and their permits. Should a person not comply with ERAA, the Regulator may take compliance and enforcement actions. For more information regarding the Regulator's Compliance and Enforcement processes, please refer to the Compliance and Enforcement Manual.

Chapter 1: KERMIT Functions

1.1 Fields

Most mandatory fields display a shaded background. Some fields that are conditional may become mandatory, and do not appear with the shaded background and instead appear under Finalize tab as an outstanding issue (Figure 1.1).

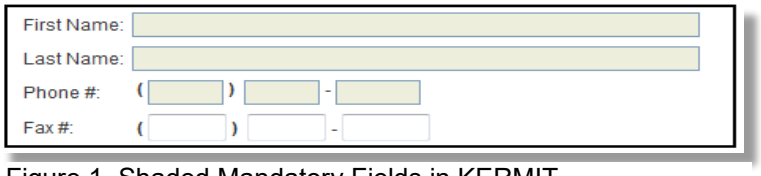


Figure 1 Shaded Mandatory Fields in KERMIT

1.2 Search

The search function in KERMIT provides a way to link a notice or activity to an existing facility or project. (Figure 1.2).

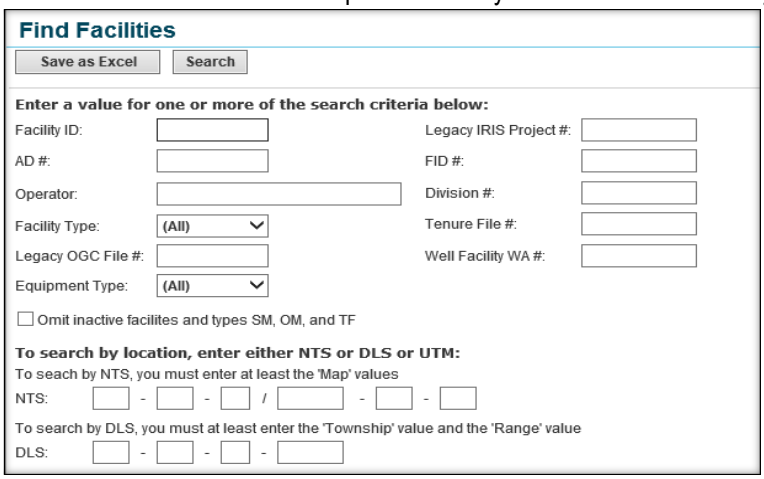


Figure 1.2 KERMIT Search

1.3 Date

All editable date fields have a calendar button which generates a calendar (Figure 1.3). Select a date, or enter it manually in the MM/DD/YYYY format.

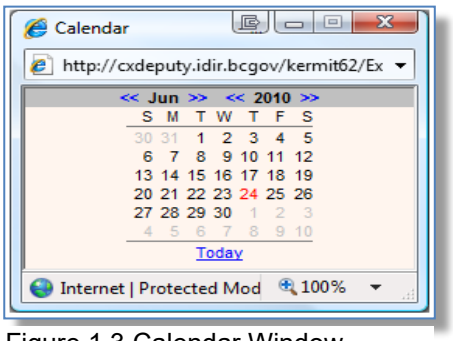


Figure 1.3 Calendar Window

1.4 Buttons and Menus

The **save button** Save updates the application. This is convenient because it allows the user to enter in information, save it and come back at a different time to edit or complete the application.

The **find button** Find... generates a pop-up window the user can use to search for a detail.

Chapter 2: Notices of Intent

A Notice of Intent (NOI) is submitted to notify the Regulator of any activity or minor changes at an existing facility or pipeline.

NOIs are reviewed by the Regulator's Engineering division and the applicant will be notified by email if the notice is accepted or declined. Notice of Intents may be declined if more information is required, or if the scope is not appropriate to a Notice of Intent. Once all deficiencies have been addressed, the notice can be resubmitted. A new Notice of Intent should not be created unless specifically requested.

For a description of each Notice of Intent please refer to the Oil and Gas Activity Application Manual on the Regulator's website.

2.1 Pipeline NOI's

The following is a list of the current Pipeline Notice of Intents available for submission:

- Change CSA Class Location
- Deactivate/Abandon Pipeline
- Decrease MOP (Downstream)
- Decrease MOP (Upstream)
- Farm Tap Add
- Farm Tap Remove
- Farm Tap Repair / Replace
- Modify Data
- Reactivate Pipeline
- Repair / Replace Pipeline (In Kind)
- Integrity Activities

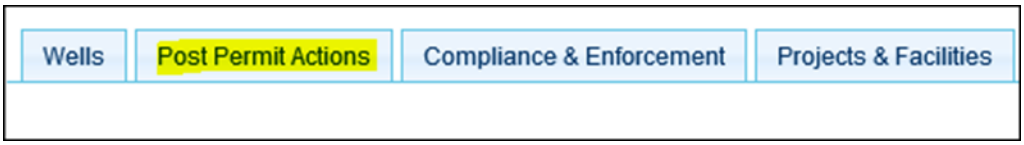
2.2 Facility NOI's

The following is a list of the current Facility Notice of Intents available for submission:

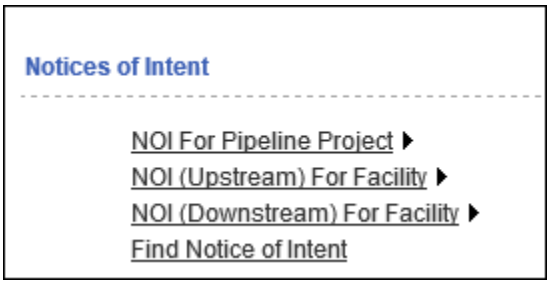
- Modify Equipment or Facility. This includes:
    - Decreasing H2S concentration
    - Decreasing inlet capacity
    - Leak detection changes
    - Changing a facility production reporting designation (reporting / non-reporting)
- **Cancel Facility or Activity**. This applies for all previously approved equipment that was never installed and will no longer be constructed.
- **Reactivate Facility**. This applies for suspended facilities being brought back into service.
- **Remove Facility**. This applies when all equipment is to be removed.
- **Suspend Facility**. This applies if a compressor, battery, gas plant, or other major facility will be suspended for twelve (12) consecutive months or longer.

2.3 Steps to Complete a NOI

Once logged into KERMIT – go to Post Permit Actions to begin the post permit notices.



Select the Notice of Intent (NOI) type to be submitted from the following menu.



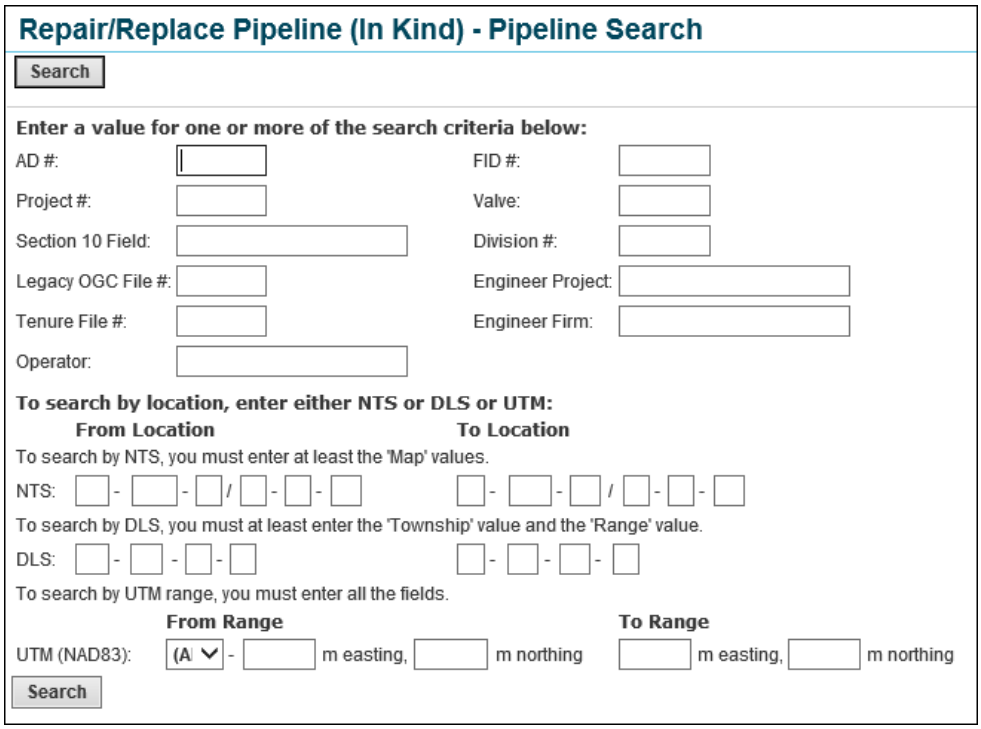
Select the appropriate NOI type for the project or facility. If an NOI for a pipeline project is selected, the screen below will generate allowing the applicable NOI type to be selected for submission.

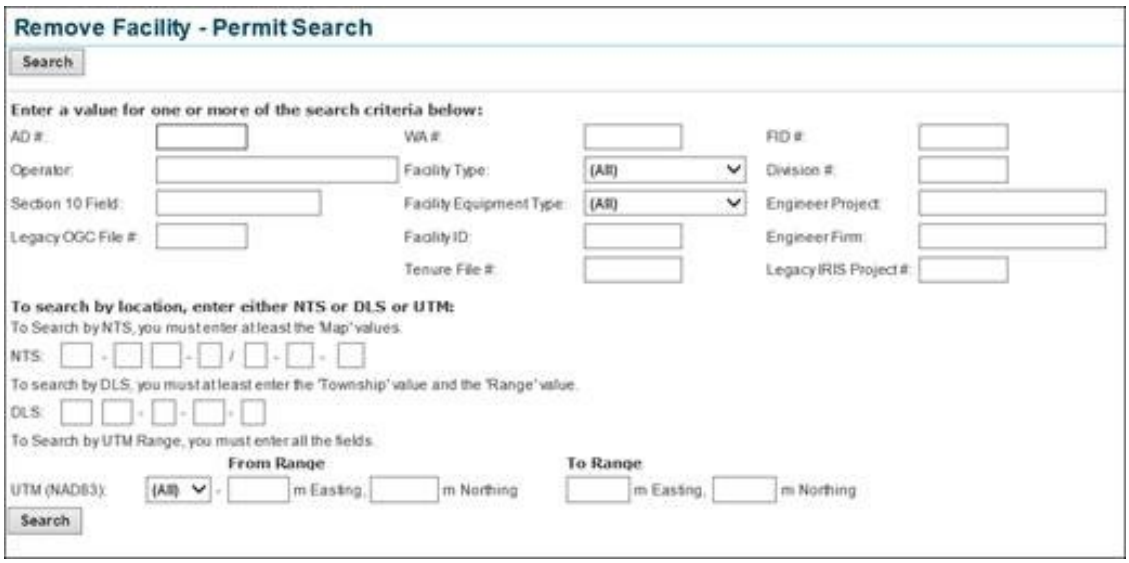
Upload the required documents under the Attachments tab and finalize the NOI by clicking the "Submit application" button in the Finalized tab.

Required attchements for each type of Pipeline or facility NOI are listed in the Oil and Gas Activity Application Manual on the Regulator's website.

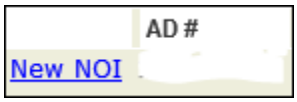
If an NOI for upstream or downstream facility is submitted, the screen below will generate allowing the applicable NOI types to be selected for submission.

Once the NOI type is selected, a search for the pipeline or facility can be completed by entering the required information in the search criteria fields shown below.

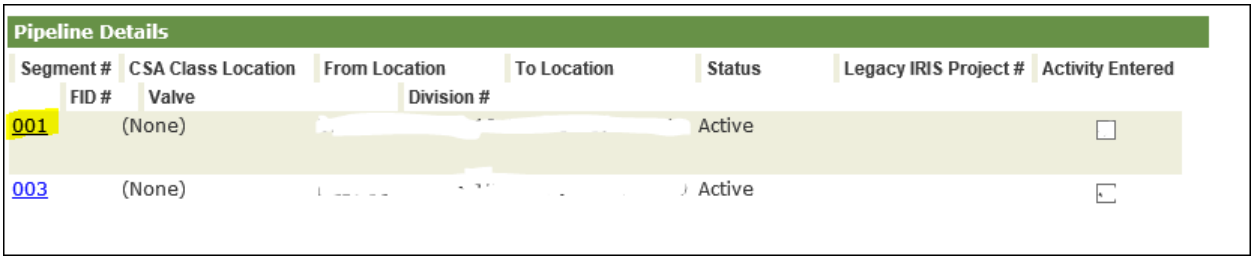


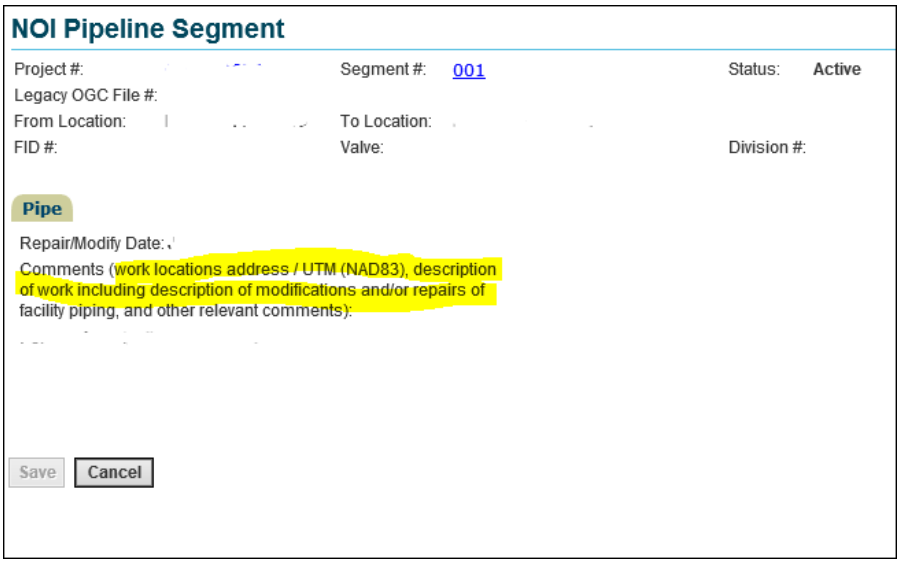


Click the "New NOI" field to create a NOI.



Complete the Overview tab . Once the segment number under the pipieline details heading is selected, the mandatory information for the each type of NOI must be completed. Information required for repair/replace NOI is shown below.

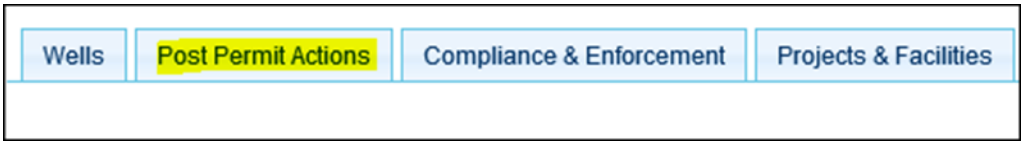




Chapter 3: Post Permit Notices

3.2 As - Builts

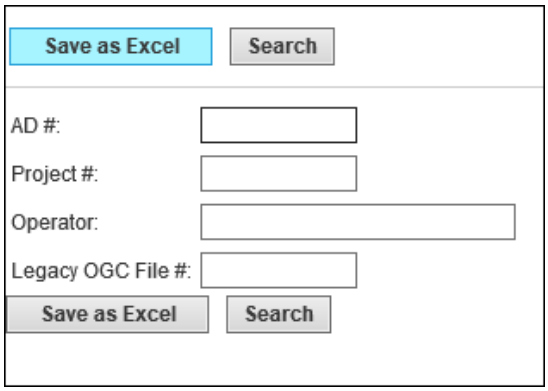
Once logged into KERMIT – go to the Post Permit Actions tab to begin the As-Built submisssion.

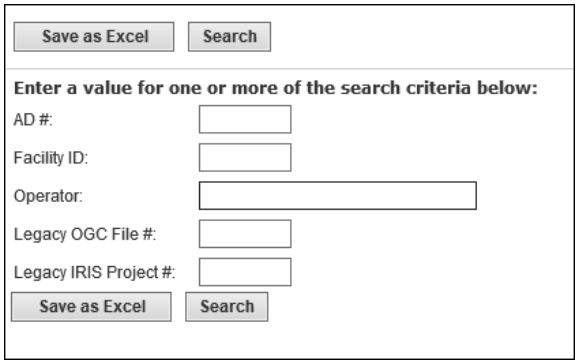


Select the As-Built option from transaction jobs menu.

Select the type of As-Built to be submitted (upstream or downstream facility or pipeline).

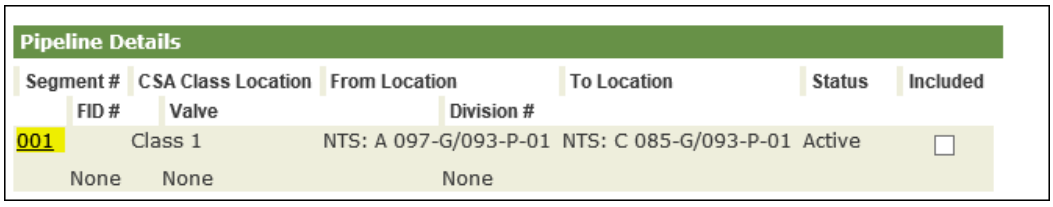
A new window will generate allowing a search by number or different identifiers. The examples below are for a pipeline As-Built and a facility As-Built respectively.

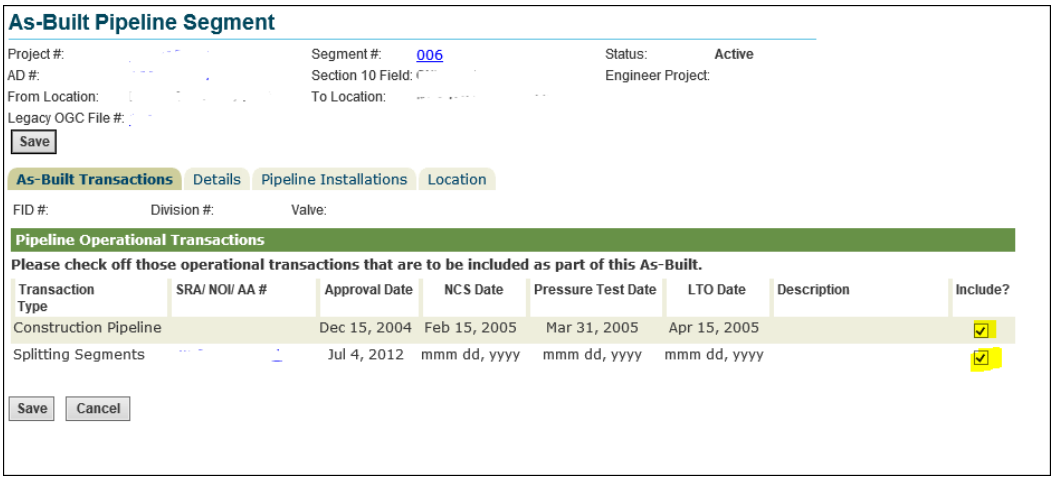




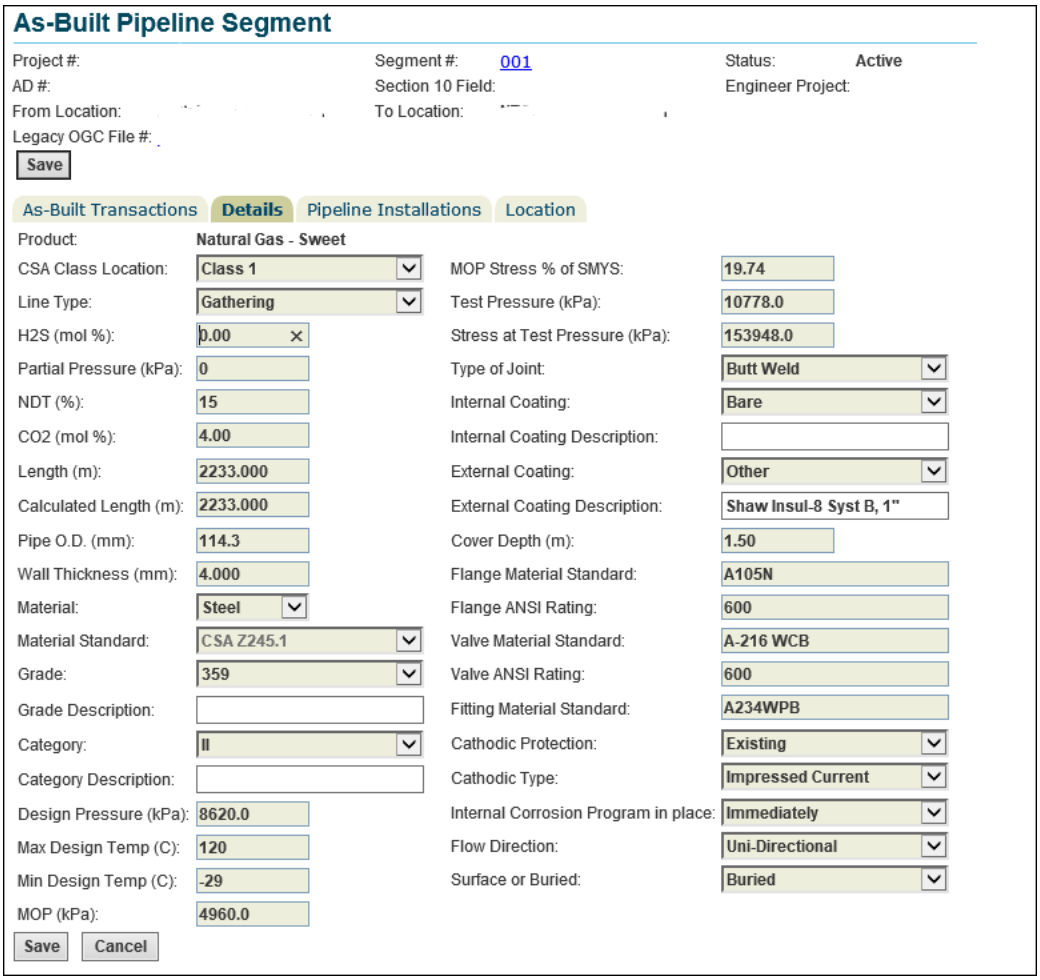
Once the facility or project number is eneted an option to begin a “new As-Built” will be available.

Once a new As-Built is created, complete all required fieds in the Overview tab within the application. Click the segment number under the pipeline details section, ensuring the “include” check box is selected. This will include all the relevant applications associated to the as-built.





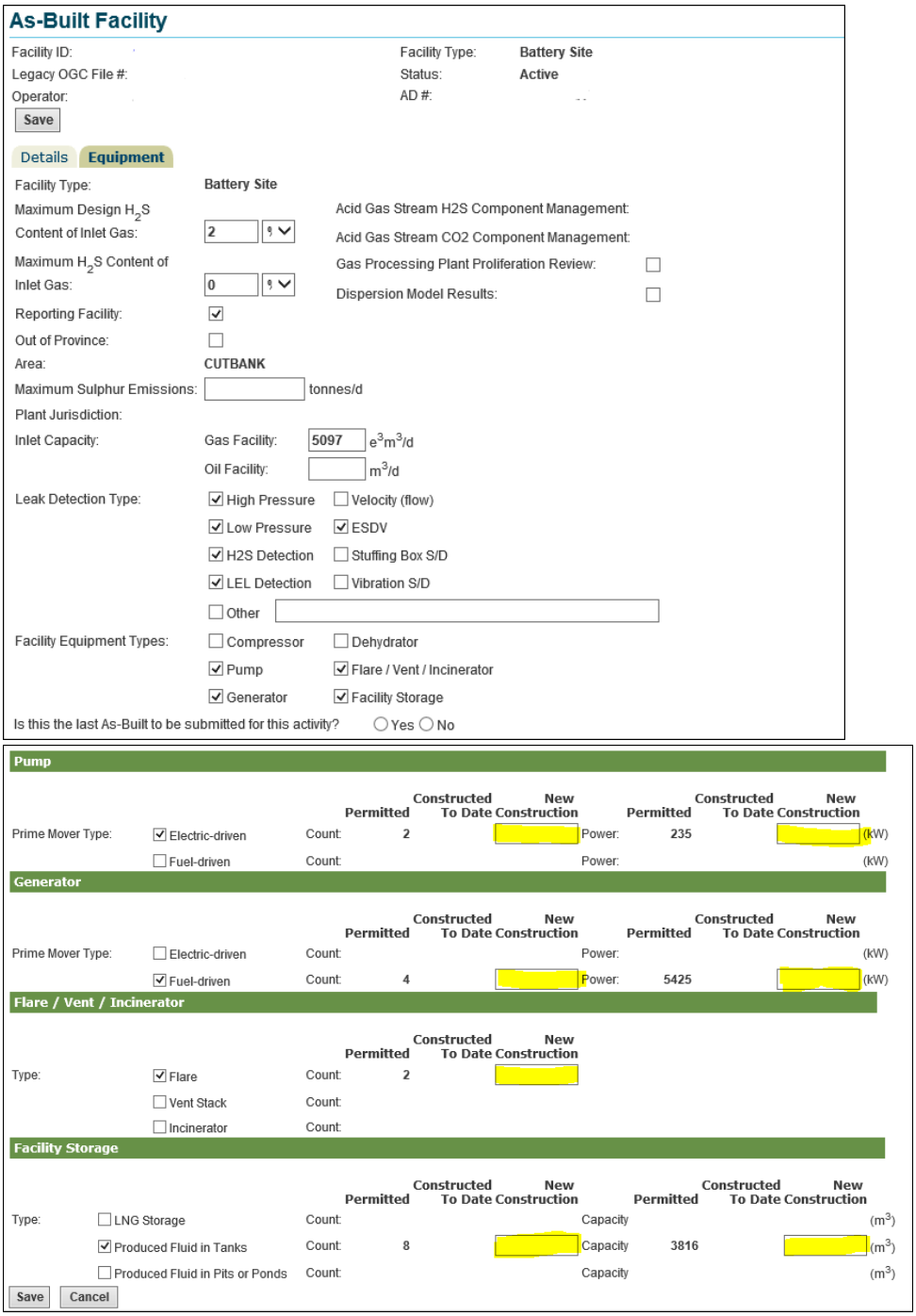
Complete the pipeline segment details. Changes that are acceptable through an As-Built application are listed in Section 11.2.6 of the Oil & Gas Activity Operations Manual.



Ensure all required attachments are submitted under the Attachment Tab.

As-Built submission requirements are listed in Section 11.3.4 of the Oil & Gas Activity Operations Manual for pipeline As-Builts and in Section 12.2.2 of the Oil & Gas Activity Operations Manual for facilities As-Builts.

For facility As-Built applications, once the Facility ID number is entered under the facility details section, ensure the “include” check box is selected. This will include all the relevant applications associated to the As-Built.



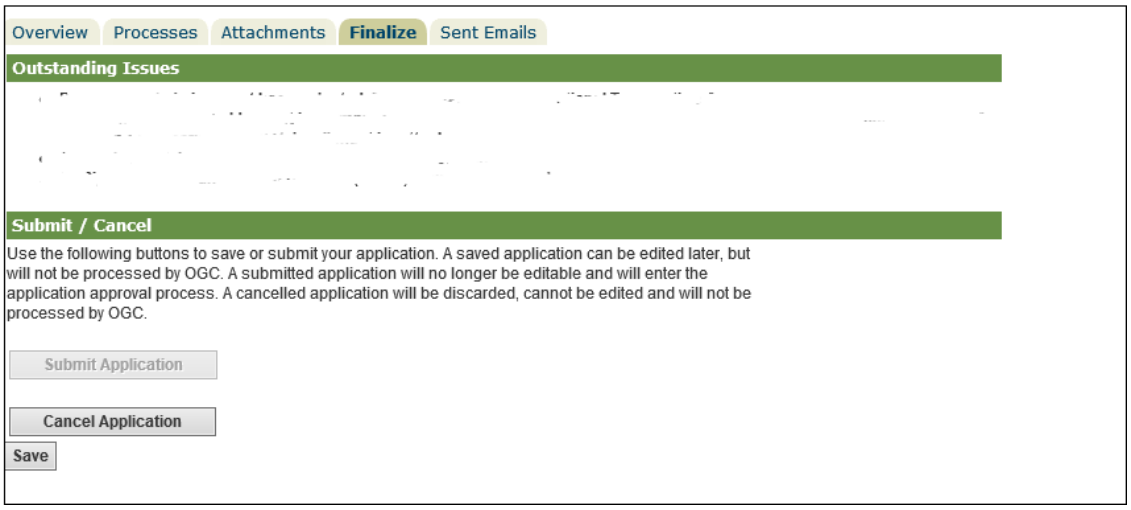
Information on the As-Built should include:

- Permitted – the amount that was permitted, the data will auto populate.

- Constructed to Date – the amount that has already been constructed (this is carried over from previously submitted As-Builts for phase construction).
- New Construction – The amount that you are applying for with the current As-Built.

Note: New Construction this amount will be added to the Constructed to Date column. The Constructed to Date and the New Construction columns can't add up to more than what was permitted in the Permitted column, otherwise you have installed equipment that has not been accounted for when the permit was issued.)

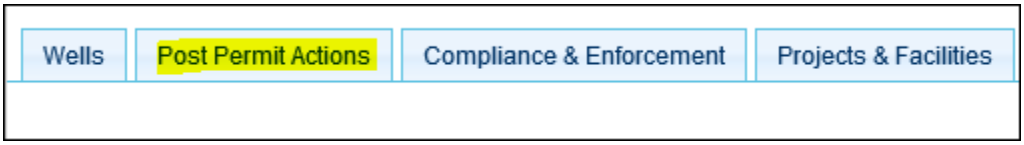
Once all the information is complete in the Overview tab and all attachments are uploaded, open the Finalize tab to submit (or cancel) the as-built. The Finalize tab will also list any outstanding information needed before submission.



3.1: NCS, NPT, LTO

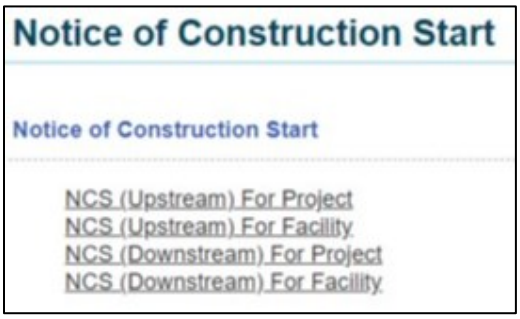
Below is a reference on how to submit post permit notices. Each notice has generally the same mandatory screens however, some different attachements may be required.

Log into KERMIT – go to Post Permit Actions to begin the post permit notices.

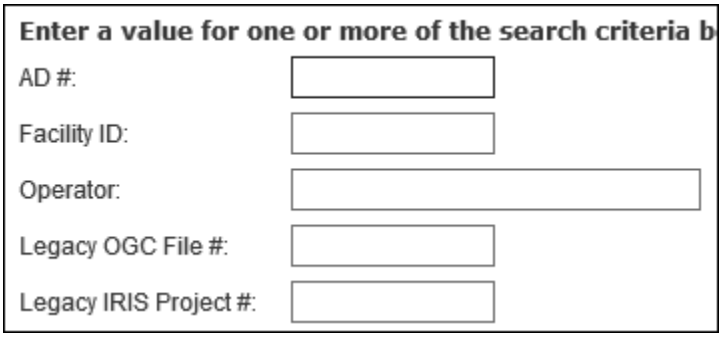


Select a notice type for submission Notice of Construction Start (NCS), Notice of Pressure Test(NPT), Leave to Open (LTO) or As-Built.

Select an Notice of Construction Start (NCS) type for a project or facility.

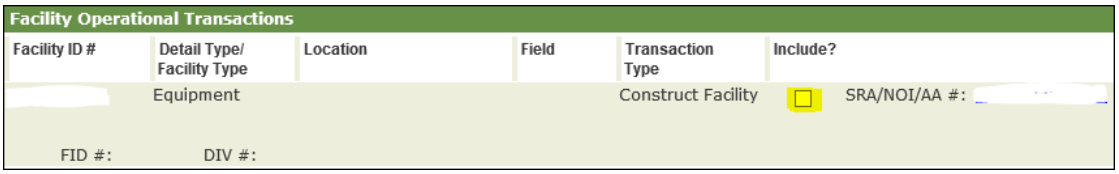


A new window will generate allowing a search by number or different identifiers. The example below is for a facility NCS, if a pipeline NCS was chosen instead of Facility ID it would ask for the Project #.

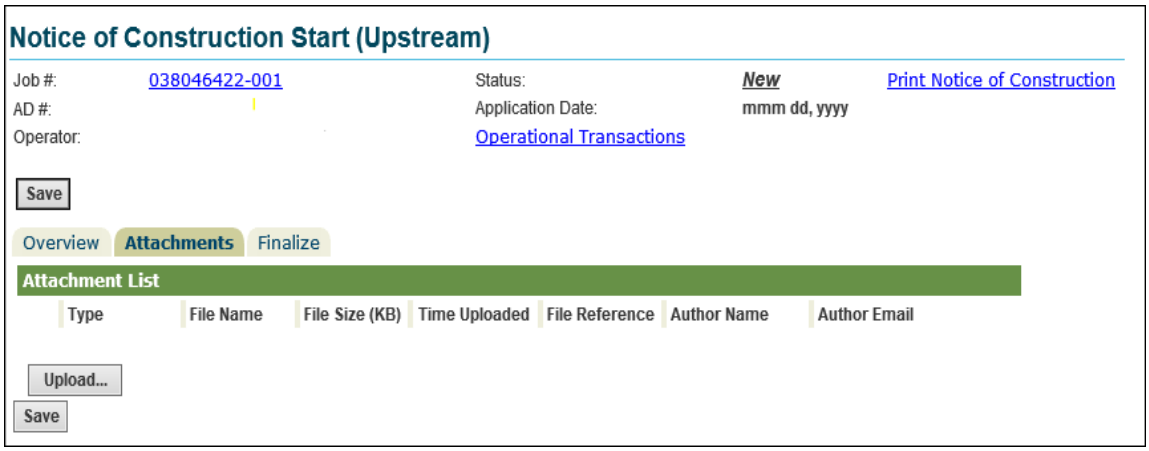


Once the facility or project number is entered an option to begin a "new NOI" will be available.

The NOI screen will now allow the required information to be submitted within the appropriate fields. The screen may list a number of SRA/AA#'s depending on the facility or project. Click "include" on the SRA/AA# that corresponds to the NOI being submitted.



Under the Attachments tab – to attach documents click the “upload” button and “save”.



Once all the information is complete on the Overview tab and all attachments are uploaded open the Finalize tab to submit (or cancel) the notice. The Finalize tab will also list any outstanding information needed before submission. Example below.