

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

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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).

First Name:

Last Name:

Phone #:

() -

Fax #:

() -

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).

Find Facilities

Save as Excel

Search

Enter a value for one or more of the search criteria below:

Facility ID:

Legacy IRIS Project #:

AD #:

FID #:

Operator:

Division #:

Facility Type:

(All) ▾

Tenure File #:

Legacy OGC File #:

Well Facility WA #:

Equipment Type:

(All) ▾

☐ Omit inactive facilities and types SM, OM, and TF

To search by location, enter either NTS or DLS or UTM:

To search by NTS, you must enter at least the 'Map' values

NTS: - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value

DLS: - - -

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.

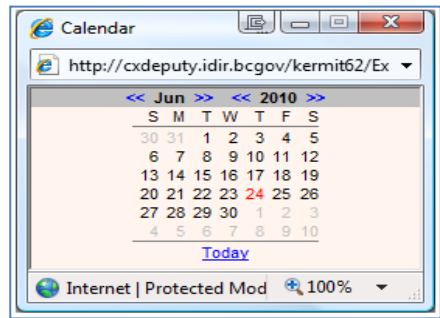




Figure 1.3 Calendar Window

1.4 Buttons and Menus

The **save button**  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**  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

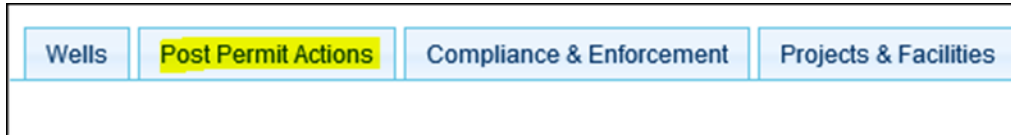
2.2 Facility NOI's

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

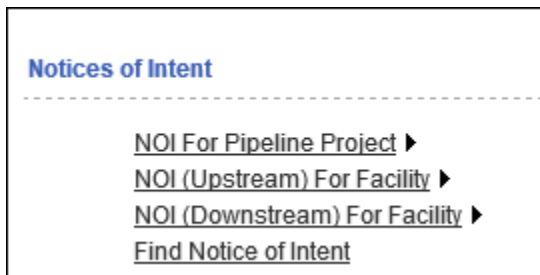
- **Modify Equipment or Facility.** This includes:
 - Decreasing H₂S concentration
 - Decreasing inlet capacity
 - Leak detection changes
 - Changing a facility production reporting designation (reporting / non-reporting)
- **Cancel Facility or Activity.** This applies for all previously approved equipment 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 attachments for each type of Pipeline or facility NOI are listed in the [Oil and Gas Activity Application Manual](#) on the Regulator’s website.

NOI Pipeline Project - New

NOI Pipeline Project - New

[Change to 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](#)

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.

NOI (Upstream) For Facility

NOI (Upstream) For Facility

[Modify Equipment or Facility](#)
[Cancel Facility or Activity](#)
[Reactivate Facility](#)
[Remove Facility](#)
[Suspend Facility](#)

NOI (Downstream) For Facility

NOI Facility (Downstream) - New

[Modify Equipment or Facility](#)
[Cancel Facility or Activity](#)
[Reactivate Facility](#)
[Remove Facility](#)
[Suspend Facility](#)

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.

Repair/Replace Pipeline (In Kind) - Pipeline Search

Search

Enter a value for one or more of the search criteria below:

AD #:	<input type="text"/>	FID #:	<input type="text"/>
Project #:	<input type="text"/>	Valve:	<input type="text"/>
Section 10 Field:	<input type="text"/>	Division #:	<input type="text"/>
Legacy OGC File #:	<input type="text"/>	Engineer Project:	<input type="text"/>
Tenure File #:	<input type="text"/>	Engineer Firm:	<input type="text"/>
Operator:	<input type="text"/>		

To search by location, enter either NTS or DLS or UTM:

From Location **To Location**

To search by NTS, you must enter at least the 'Map' values.
 NTS: - - / - - - - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value.
 DLS: - - - - - -

To search by UTM range, you must enter all the fields.

From Range **To Range**

UTM (NAD83): (A) - m easting, m northing m easting, m northing

Search

Remove Facility - Permit Search

Search

Enter a value for one or more of the search criteria below:

AD #:	<input type="text"/>	VA #:	<input type="text"/>	FID #:	<input type="text"/>
Operator:	<input type="text"/>	Facility Type:	(All) <input type="text"/>	Division #:	<input type="text"/>
Section 10 Field:	<input type="text"/>	Facility Equipment Type:	(All) <input type="text"/>	Engineer Project:	<input type="text"/>
Legacy OGC File #:	<input type="text"/>	Facility ID:	<input type="text"/>	Engineer Firm:	<input type="text"/>
		Tenure File #:	<input type="text"/>	Legacy IRIS Project #:	<input type="text"/>

To search by location, enter either NTS or DLS or UTM:

To Search by NTS, you must enter at least the 'Map' values.
 NTS: - - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value.
 DLS: - - -

To Search by UTM Range, you must enter all the fields.

From Range **To Range**

UTM (NAD83): (All) - m Easting, m Northing m Easting, m Northing

Search

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

AD #
New NOI

Complete the Overview tab . Once the segment number under the pipeline 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.

Pipeline Details						
Segment #	CSA Class Location	From Location	To Location	Status	Legacy IRIS Project #	Activity Entered
001	(None)			Active		<input type="checkbox"/>
003	(None)			Active		<input type="checkbox"/>

NOI Pipeline Segment

Project #:

Segment #: [001](#)

Status: Active

Legacy OGC File #:

To Location:

Division #:

From Location:

Valve:

FID #:

Pipe

Repair/Modify Date:

Comments (work locations address / UTM (NAD83), description of work including description of modifications and/or repairs of facility piping, and other relevant comments):

Save

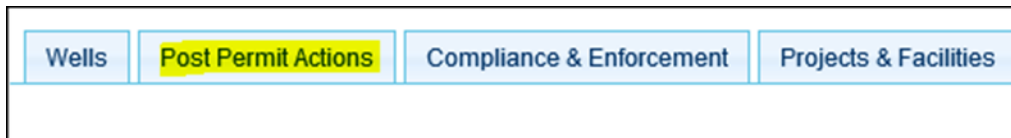
Cancel

Chapter 3:

Post Permit Notices

3.2 As - Builts

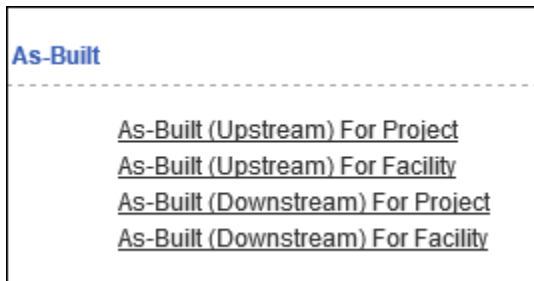
Once logged into KERMIT – go to the Post Permit Actions tab to begin the As-Built submission.



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.

AD #:
Project #:
Operator:
Legacy OGC File #:

Enter a value for one or more of the search criteria below:
AD #:
Facility ID:
Operator:
Legacy OGC File #:
Legacy IRIS Project #:

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

	AD #	Project #	Legacy OGC File #	NEB	Operator	Pipeline Segments
New As-Built						

Once a new As-Built is created, complete all required fields 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.

Pipeline Details						
Segment #	CSA Class	Location	From Location	To Location	Status	Included
FID #	Valve	Division #				
001	Class 1		NTS: A 097-G/093-P-01	NTS: C 085-G/093-P-01	Active	<input type="checkbox"/>
None	None	None				

As-Built Pipeline Segment

Project #: Segment #: 006 Status: **Active**
 AD #: Section 10 Field: Engineer Project:
 From Location: To Location:
 Legacy OGC File #:

As-Built Transactions Details Pipeline Installations Location

FID #: Division #: Valve:

Pipeline Operational Transactions

Please check off those operational transactions that are to be included as part of this As-Built.

Transaction Type	SRA/ NOI/ AA #	Approval Date	NCS Date	Pressure Test Date	LTO Date	Description	Include?
Construction Pipeline		Dec 15, 2004	Feb 15, 2005	Mar 31, 2005	Apr 15, 2005		<input checked="" type="checkbox"/>
Splitting Segments		Jul 4, 2012	mmm dd, yyyy	mmm dd, yyyy	mmm dd, yyyy		<input checked="" type="checkbox"/>

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](#).

As-Built Pipeline Segment

Project #: Segment #: 001 Status: **Active**
 AD #: Section 10 Field: Engineer Project:
 From Location: To Location:
 Legacy OGC File #:

As-Built Transactions **Details** Pipeline Installations Location

Product: **Natural Gas - Sweet**

CSA Class Location: **Class 1** MOP Stress % of SMYS: **19.74**

Line Type: **Gathering** Test Pressure (kPa): **10778.0**

H2S (mol %): **0.00** Stress at Test Pressure (kPa): **153948.0**

Partial Pressure (kPa): **0** Type of Joint: **Butt Weld**

NDT (%): **15** Internal Coating: **Bare**

CO2 (mol %): **4.00** Internal Coating Description:

Length (m): **2233.000** External Coating: **Other**

Calculated Length (m): **2233.000** External Coating Description: **Shaw Insul-8 Syst B, 1"**

Pipe O.D. (mm): **114.3** Cover Depth (m): **1.50**

Wall Thickness (mm): **4.000** Flange Material Standard: **A105N**

Material: **Steel** Flange ANSI Rating: **600**

Material Standard: **CSA Z245.1** Valve Material Standard: **A-216 WCB**

Grade: **359** Valve ANSI Rating: **600**

Grade Description: Fitting Material Standard: **A234WPB**

Category: **II** Cathodic Protection: **Existing**

Category Description: Cathodic Type: **Impressed Current**

Design Pressure (kPa): **8620.0** Internal Corrosion Program in place: **Immediately**

Max Design Temp (C): **120** Flow Direction: **Uni-Directional**

Min Design Temp (C): **-29** Surface or Buried: **Buried**

MOP (kPa): **4960.0**

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-Built and in Section 12.2.2 of the [Oil & Gas Activity Operations Manual](#) for facilities As-Built.

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.

As-Built Facility

Facility ID: _____ Facility Type: **Battery Site**
 Legacy OGC File #: _____ Status: **Active**
 Operator: _____ AD #: _____

Details **Equipment**

Facility Type: **Battery Site**
 Maximum Design H₂S _____
 Content of Inlet Gas: %
 Maximum H₂S Content of Inlet Gas: %
 Reporting Facility: ☒
 Out of Province: ☐
 Area: **CUTBANK**
 Maximum Sulphur Emissions: tonnes/d
 Plant Jurisdiction: _____
 Inlet Capacity: Gas Facility: e³m³/d
 Oil Facility: m³/d
 Leak Detection Type: ☒ High Pressure ☐ Velocity (flow)
☒ Low Pressure ☒ ESDV
☒ H₂S Detection ☐ Stuffing Box S/D
☒ LEL Detection ☐ Vibration S/D
☐ Other
 Facility Equipment Types: ☐ Compressor ☐ Dehydrator
☒ Pump ☒ Flare / Vent / Incinerator
☒ Generator ☒ Facility Storage
 Is this the last As-Built to be submitted for this activity? ☐ Yes ☐ No

Pump

Prime Mover Type:	Permitted	Constructed To Date	New Construction	Power:
<input checked="" type="checkbox"/> Electric-driven	Count: 2	<input type="text"/>	<input type="text"/>	235 (kW)
<input type="checkbox"/> Fuel-driven	Count:	<input type="text"/>	<input type="text"/>	(kW)

Generator

Prime Mover Type:	Permitted	Constructed To Date	New Construction	Power:
<input type="checkbox"/> Electric-driven	Count:	<input type="text"/>	<input type="text"/>	(kW)
<input checked="" type="checkbox"/> Fuel-driven	Count: 4	<input type="text"/>	<input type="text"/>	5425 (kW)

Flare / Vent / Incinerator

Type:	Permitted	Constructed To Date	New Construction
<input checked="" type="checkbox"/> Flare	Count: 2	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Vent Stack	Count:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Incinerator	Count:	<input type="text"/>	<input type="text"/>

Facility Storage

Type:	Permitted	Constructed To Date	New Construction	Capacity
<input type="checkbox"/> LNG Storage	Count:	<input type="text"/>	<input type="text"/>	(m ³)
<input checked="" type="checkbox"/> Produced Fluid in Tanks	Count: 8	<input type="text"/>	<input type="text"/>	3816 (m ³)
<input type="checkbox"/> Produced Fluid in Pits or Ponds	Count:	<input type="text"/>	<input type="text"/>	(m ³)

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 attachments 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.

Transaction Jobs

[Notice of Construction Start](#) ▶
[Notice of Pressure Test](#) ▶
[Leave to Open](#) ▶
[As-Built](#) ▶

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

Notice of Construction Start

Notice of Construction Start

[NCS \(Upstream\) For Project](#)
[NCS \(Upstream\) For Facility](#)
[NCS \(Downstream\) For Project](#)
[NCS \(Downstream\) For 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 #.

Enter a value for one or more of the search criteria b

AD #:

Facility ID:

Operator:

Legacy OGC File #:

Legacy IRIS Project #:

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

AD #	Operator	Legacy OGC File #	Facilities
New NCS			

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.

Facility Operational Transactions					
Facility ID #	Detail Type/ Facility Type	Location	Field	Transaction Type	Include?
	Equipment			Construct Facility	<input type="checkbox"/> SRA/NOI/AA #: <input type="text"/>
FID #:	DIV #:				

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

Notice of Construction Start (Upstream)

Job #: [038046422-001](#) Status: **New** [Print Notice of Construction](#)
 AD #: Application Date: mmm dd, yyyy
 Operator: [Operational Transactions](#)

[Overview](#) **[Attachments](#)** [Finalize](#)

Attachment List

Type	File Name	File Size (KB)	Time Uploaded	File Reference	Author Name	Author Email
<input type="button" value="Upload..."/>						

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.

Notice of Construction Start (Upstream)

Job #: [038046422-001](#) Status: **New**
 AD #: Application Date: mmm dd, yyyy
 Operator: [Operational Transactions](#)

[Overview](#) [Attachments](#) **[Finalize](#)**

Outstanding Issues

- You must enter a value for "Proposed Start Date". [Overview>General Application Info]
- You must enter a name for Field Representative. [Overview>Field Representative]
- You must enter a phone number for Field Representative. [Overview>Field Representative]

Submit/Cancel

Use the following buttons to submit or cancel your application. A submitted application will no longer be editable and will enter the application approval process. A cancelled application will be discarded, cannot be edited and will not be processed by OGC.