

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.



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



Conserves energy resources



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



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.



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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.
- <u>Regulations and Acts</u> 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 <u>Documentation Section</u> of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to <u>ServiceDesk@bc-er.ca</u> or submit feedback using the <u>feedback form</u>.

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

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KERMIT Overview

About

KERMIT is the Regulator's Knowledge, Enterprise, Resource, Management, Information and Technology 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.

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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	e or more of the search crit	eria below:		
Facility ID:		Legacy IRIS Project #:		
AD #:		FID #:		
Operator:		Division #:		
Facility Type: (Al	I) ~	Tenure File #:		
Legacy OGC File #:		Well Facility WA #:		
Equipment Type: (Al	I) 🗸			
Omit inactive facilites	and types SM, OM, and TF			
To search by location	n, enter either NTS or DLS	or UTM:		
To seach by NTS, you mu	ust enter at least the 'Map' values	3		
NTS: -	- /	-		
To search by DLS, you m	ust at least enter the 'Township'	value and the 'Range' value		
DLS: -				

Figure 1.2 KERMIT Search

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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.

<pre></pre>
S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3
S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3
30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 32 24 25 26 27 28 29 30 1 2 3
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3
20 21 22 23 24 25 26 27 28 29 30 1 2 3
27 28 29 30 1 2 3
4 5 6 7 8 9 10
Today
😌 Internet Protected Mod 🔍 100% 🔻 🖉

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 [Find...] generates a pop-up window the user can use to search for a detail.

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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 <u>Oil and Gas Activity Application Manual</u> 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

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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
 - o 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.

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2.3 Steps to Complete a NOI

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

Well	e Post Permit A	ctions Cor	npliance & Enforcer	ment	Projects & Facilities

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

Notices of Intent				
NOI For Pipeline Project				
NOI (Upstream) For Facility				
NOI (Downstream) For Facility				
Find Notice of Intent				

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 <u>Oil and Gas Activity Application</u> <u>Manual</u> on the Regulator's website.

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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 (Downstream) For Facility
NOI (Upstream) For Pacility	NOI Facility (Downstream) - New
Modify Equipment or Facility Cancel Facility or Activity Reactivate Facility Remove Facility Suspend Facility	<u>Modify Equipment or Facility</u> <u>Cancel Facility or Activity</u> <u>Reactivate Facility</u> <u>Remove Facility</u> <u>Suspend Facility</u>

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.

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Repair/Replace Pipeli	ne (in Kind) - Pipelir	ie Search	
Search			
Enter a value for one or more o	of the search criteria below	<i>v</i> :	
AD #:	FID #:		
Project #:	Valve:		
Section 10 Field:	Division #:		
Legacy OGC File #:	Engineer Pro	oject:	
Tenure File #:	Engineer Fir	m:	
Operator:			
To search by location, enter ei	ther 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 th	ie 'Range' value.	
DLS:		-	
To search by LITM range, you must e	ntor all the fields		
To scalen by o finitiality, you music	nter all the lields.		
From Range		To Range	
UTM (NAD83): (A ♥ -	m easting, m northin	To Range g m east	ing, m northing
From Range UTM (NAD83): (A 🗸 -] m easting, m northin	To Range g m east	ing, m northing
UTM (NAD83): (A 🗸 -	m easting, m northin	To Range g m east	ing, m northing
From Range UTM (NAD83): (A ♥ - Search	m easting, m northin	To Range g m east	ing, m northing
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So	m easting, m northing	To Range g m east	ing, m northing
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search	m easting, m northing	To Range g m east	ing, m northing
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search	m easting, m northin earch	To Range g m east	ing, m northing
From Range UTM (NAD83): (A' ♥ Search Remove Facility - Permit So Search	m easting, m northin earch warch criteria below:	To Range g m east	ng, m northing
From Range UTM (NAD83): (A' ♥ - Search Remove Facility - Permit So Search Inter a value for one or more of the s D #. permiter	m easting, m northin earch war WA# Facility Type:	To Range g m east	RD #
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search inter a value for one or more of the s D #. perator: ection 10 Field.	m easting, m northin earch warch criteria below: WA # Facility Type: Facility Equipment Type:	To Range g m east (All) (All)	ng, m northing
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From Range From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search inter a value for one or more of the s O # Search iection 10 Field egacy OGC File # fo search by location, enter either NT o Search by NTS, you must enter at least the	m easting, m northin earch wat # Facility Equipment Type Facility Equipment Ty	To Range g m east (Alt) (Alt) (Alt) (Alt)	Ing, m northing
From Range UTM (NAD83): (A' ♥ - Search Remove Facility - Permit So Search inter a value for one or more of the s Ø#. Operator iedion 10 Field. egacy OGC File #. To search by location, enter either NT Search by NTS, you must enter at least the ITS. + + -	m easting, m northin earch warch Facility Equipment Type Facility ID: Tenure File # S or DLS or UTM: Map'values.	To Range g m east (Alt) (Alt) (Alt) (Alt)	Ing, m northing
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search Sector 10 Field egacy OGC File # So Search by location, enter either NT So Search by location, enter either NT So Search by Location, enter either NT So Search by DLS, you must all east enter the	m easting, m northin earch warch WA# Facility Equipment Type Facility Equipment Type Facility ID Tenure File # S or DLS or UTM: May values. Township' value and the 'Range' value	To Range g m east (Alt) (Alt)	Ing, m northing
From Range UTM (NAD83): (A ♥ - Search Remove Facility - Permit So Search Remove Facility - Permi	m easting, m northin earch warch criteria below: WA# Facility Equipment Type Facility Equipment Type Facility ID: Tenure File # S or DLS or UTM: Map' values. Township' value and the 'Range' value	To Range g m east (Alt) (Alt)	Ing, m northing
From Range UTM (NAD83):	m easting, m northin earch warch criteria below: WA # Facility Equipment Type Facility Equipment Type Facility ID Tenure File # S or DLS or UTM: Map'values. Township' value and the 'Range' value the fields.	To Range g m east (Alt) (Alt) (Alt) (Alt) (Alt) (Alt) (Alt) (Alt)	Ing, m northing
From Range UTM (NAD83): (Al ♥ - Search Remove Facility - Permit So Search Enter a value for one or more of the s AD # Operator Search by location, enter either NT Fo search by DLS, you must enter at least the YIS - Search by UTM Range, you must enter all From Rang ITM (NAD83); (AM) ♥ -	m easting, m northin earch criteria below: WA # Facility Type: Facility Equipment Type: Facility ID: Tenure File # S or DLS or UTM: Map'values. Township'value and the 'Range' value the fields. re Township	To Range g m east (Alt) (Alt) (Alt) (Alt) (Alt) (Alt) (Bange m Easting,	Ing, m northing

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

AD #

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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.

Pipeline D	etails					
Segment # FID #	CSA Class Location Valve	From Location Division #	To Location	Status	Legacy IRIS Project	# Activity Entered
<u>001</u>	(None)			Active		
<u>003</u>	(None)	1 · · · ·	· • · · ·) Active		<u>×</u>
	line Segment					
Project #: Legacy OGC	File #:	Segment #: 001		Status:	Active	
From Location FID #:	n: I	To Location: Valve:	· .	Division #:		
Pipe Repair/Modif	iv Date: -					
Comments (of work inclu- facility piping	work locations address / l ding description of modifie , and other relevant comm	UTM (NAD83), description cations and/or repairs of nents):				
Save Can	ncel					

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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.

Wells	Post Permit Actions	Compliance & Enforcement	Projects & Facilities

Select the As-Built option from transaction jobs menu.

```
      Notice of Construction Start

      Notice of Pressure Test

      Leave to Open

      As-Built
```

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

```
As-Built

<u>As-Built (Upstream) For Project</u>

<u>As-Built (Upstream) For Facility</u>

<u>As-Built (Downstream) For Project</u>

<u>As-Built (Downstream) For Facility</u>
```

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.

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Save as Excel	Search
AD #:	
Project #:	
Operator:	
Legacy OGC File #:	
Save as Excel	Search

Save as Excel Searc	h
Enter a value for one or m	ore of the search criteria below:
AD #:	
Facility ID:	
Operator:	
Legacy OGC File #:	
Legacy IRIS Project #:	
Save as Excel Searc	h

Once the facility or project number is eneted 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 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.

Pipeline Details							
Seg	ment #	CSA Class Location	From Locatio	n	To Location	Status	Included
	FID #	Valve		Division #			
<u>001</u>		Class 1	NTS: A 097-0	G/093-P-01	NTS: C 085-G/093-P-01	Active	
	None	None		None			

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As-Built Pipelin	e Segmei	nt						
Project #: AD #: From Location: Legacy OGC File #:		S T	egment #: ection 10 Field: o Location:	<u>006</u>	Status: Enginee	Active r Project:		
As-Built Transaction	5 Details	Pipeline	Installations	Location				
FID #: Div	vision #:	Valve	Ð:					
Pipeline Operational	Transaction	s						
Please check off thos	e operationa	l transad	ctions that are	e to be included	l as part of this As	-Built.		
Transaction Type	SRA/ NOI/ AA	#	Approval Date	NCS Date	Pressure Test Date	LTO Date	Description	Includ
Construction Pipeline			Dec 15, 2004	Feb 15, 2005	Mar 31, 2005	Apr 15, 2005		
Splitting Segments Save Cancel		<u>-</u>	Jul 4, 2012	mmm dd, yyyy	mmm dd, yyyy	mmm dd, yyyy		

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

AS-Built Pipelin	ie Segment				
Project #:		Segment	#: <u>001</u>	Status:	Active
\D #:		Section 1	0 Field:	Engineer Project:	
rom Location:		To Locati	on:		
.egacy OGC File #:					
Save					
As-Built Transactions	Details Pipeline	e Installa	tions 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 Sys	st 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 Curre	ent 🔽
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				
Save Cancel					

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Ensure all required attachments are submitted under the Attachment Tab.

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

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acility ID:				Facility Type:	Battery Site			
egacy OGC File #:				Status:	Active			
Operator:				AD #:				
Save								
Details Equips	nent							
acility Type:		Battery Site						
Maximum Design H	2 ^S		Acid Gas	Stream H2S Com	iponent Managem	ent:		
Content of Inlet Gas	6	2 9 🗸	Acid Gas	Stream CO2 Con	ponent Managem	ent		
Maximum H ₂ S Cont	tent of		Gas Pro	cessing Plant Prol	feration Review:			
nlet Gas:		0 9 🗸	Dispers	ion Model Results:				
Reporting Facility:		~						
Out of Province:								
irea:		CUTBANK						
laximum Sulphur E	missions:		tonnes/d					
lant Jurisdiction:								
nlet Capacity:		Gas Facility:	5097 e ³	m ³ /d				
		Oil Facility:	m ³	/d				
eak Detection Type	<i>.</i> .	High Pressure		ity (flow)				
con Detection Type	<i>.</i>			ity (ilow)				
		Cow Pressur	e v ESDV					
		H2S Detectio	n 🗌 Stuffir	ig Box S/D				
		LEL Detection	n 🗌 Vibrat	ion S/D				
		Other						
Facility Equipment T		_						
aonity Equipment I	ypes.	Compressor	Dehyo	drator				
aonity Equipment I	ypes.	Compressor	☐ Dehye ✓ Flare	drator / Vent / Incinerator				
aony Equipment I	ypes.	Compressor Compressor Generator	☑ Dehyd ✓ Flare ✓ Facilit	drator / Vent / Incinerator y Storage				
s this the last As-Bu	uilt to be su	Compressor Pump Generator bmitted for this ac	⊡ Dehyo I Flare I Facilit tivity? ⊂	drator / Vent / Incinerator y Storage) Yes () No				
s this the last As-Bu	uilt to be su	Compressor Pump Generator bmitted for this ac	☐ Dehyo ☑ Flare ☑ Facilif tivity? C	drator / Vent / Incinerator y Storage) Yes () No				
s this the last As-Bu	uilt to be su	Compressor Pump Generator bmitted for this ac	☐ Dehyo	drator / Vent / Incinerator y Storage) Yes () No				
s this the last As-Bu	uilt to be su	Compressor Pump Generator bmitted for this ac	☐ Dehyo ✓ Flare ✓ Facilif tivity? C Permit	frator / Vent / Incinerator y Storage /Yes O No Constructed ted To Date (New	Co Permitted	onstructed To Date Constr	New
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Information on the As-Built should include:

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

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- 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.

Overview Processes Attachments Finalize Sent Emails	
Outstanding Issues	
Use the following buttons to save or submit your application. A saved application can be edited later will not be processed by OGC. 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 no processed by OGC.	, but be
Submit Application	
Save	

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.

We	ells	Post Permit Actions	Compliance & Enforcement	Projects & Facilities

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

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

No	Notice of Construction Start						
Notic	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	e 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		SRA/NOI/AA #:	4.44	
FID #:	DIV #:							

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Under the Attachments tab - to attach documents click the "upload" button and "save".

Notice of	Construction	Start (Ups	stream)				
Job #: AD #: Operator:	<u>038046422-001</u> I		Status: Applicati Operati	Status: Application Date: Operational Transactions		<u>F</u> dd, yyyy	Print Notice of Constructio
Save							
Overview	Attachments Fina	lize					
Attachmen	t List						
Туре	File Name	File Size (KB)	Time Uploaded	File Reference	Author Name	Author Em	ail
Upload 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.

Notice o	f Construction Start (U	Jpstream)	
Job #: AD #: Operator:	038046422-001	Status: Application Date: Operational Transactions	<u>New</u> mmm dd, yyyy
Save			
Overview	Attachments Finalize		
Outstandi	ng Issues		
 You n You n You n 	nust enter a value for "Proposed Sta nust enter a name for Field Represe nust enter a phone number for Field	art Date". [Overview>General Application Info entative. [Overview>Field Representative] Representative. [Overview>Field Represent	o] ative]
Submit/C	ancel		
Use the follo be editable a cannot be ed	wing buttons to submit or cancel your and will enter the application approval lited and will not be processed by OG	r application. A submitted application will no Ic I process. A cancelled application will be disca GC.	onger arded,
Submit	Application		
Cancel	Application		

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