



# Fracture Fluid Report Upload Manual

VERSION 1.2: Dec 2023

## About the Regulator

The BC Energy Regulator (Regulator) 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](mailto:ServiceDesk@bc-er.ca) or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
			Various	No content change is made to this document. Only the format is changed to meet the corporate documentation standard.
1.2	19-Dec-2023	19-Dec-2023	Various	Replace BCOGC with BCER; OGAA with ERAA; new logos, references and associations

# Chapter 1 Introduction

## Chapter 1: Introduction

### 1.1 Roles Required

Each company must designate one or more individuals as company administrators within the KERMIT application. The company administrator is required to assign the “Frac Fluid Reporting” role to all staff responsible for entering the disclosure information on their company’s behalf.

## Chapter 2: Submitting a Report

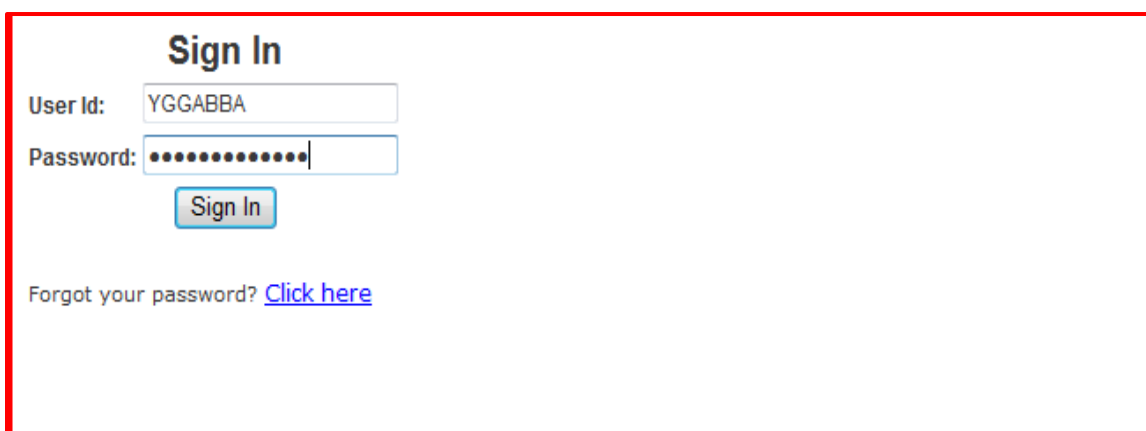
Frac fluid reports can be submitted in two ways:

- Bulk uploads of records using the “Upload CSV” option.
- Entry of individual records via the “New Frac Fluid Report” option.

### 2.1 Uploading a Frac Fluid Report using “Upload CSV”

In order to bulk load multiple frac fluid records using the “Upload CSV” link, please follow the steps listed below:

- a) Log into KERMIT using an account that has been assigned the “Frac Fluid Reporting” role.



**Sign In**

User Id: YGGABBA

Password: ●●●●●●●●

[Sign In](#)

Forgot your password? [Click here](#)

- b) Select the “Wells” tab.

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Applications	Wells	Compliance & Enforcement	Projects & Sites
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Welcome Stuart Venables.

Please select an option from the menu above.

c) Download the .CSV template file via the “Download CSV Template” link.

d) Complete the template with the required information and save the file.

**WA #, Fracture Date and Total Water:** This value should remain constant for all rows that contain data per WA.

**Trade Name:** Trade Name is entered for each ingredient related to the additive/ingredient.

**Supplier:** Supplier is added in each row related to the additive/ingredient.

**Purpose:** Purpose is added in each row related to the additive/ingredient.

**CAS #:** The Chemical Abstract Service Number (CAS #) is entered in this column. There should be a CAS # for each entry (where possible). In circumstances where there is no CAS # or it is ‘Undisclosed’, please leave the field blank. A CAS # is a three-part number that follows the format below:

- Part 1 – contains anywhere from 2-7 digits.
- Part 2 – contains 2 digits.
- Part 3 – contains 1 digit.

For example, the CAS # 1234-56-7 can be entered in the cell as 1234-56-7 or 1234567; in order to prevent Excel from converting the value into a date, enclose the number in quotation marks (e.g. “1234-56-7” or “1234567”).

**Ingredient Name:** Name of each ingredient. May be ‘Undisclosed’ in certain circumstances.

**Max Additive Concentration(%):** The maximum concentration for each ingredient within the additive (or trade name chemical compound).

**Max Fluid Concentration(%):** The maximum concentration of each ingredient within the fracture fluid.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WA #	Fracture D	Total Wat	Trade Nar	Supplier	Purpose	Fluid Com	CAS Numt	Ingredien	Max Addit	Max Fluid	Ingredient	Comment
2	25773	11/12/201	10000	Fresh Wat	Mother N	Base/Carrier Fluid	-		Fresh Wat	100	87.859		
3	25773	11/12/201	10000	Sand (Proj	-	Proppant	-		Sand	100	11.10203		
4	25773	11/12/201	10000	Muno	YGG Indus	Iron Control Agent	7732185		Water	60	0.00158		
5	25773	11/12/201	10000	Muno	YGG Indus	Iron Control Agent	18662-53-		Trisodium	40	0.00105		
6	25773	11/12/201	10000	Muno	YGG Indus	Iron Control Agent	"7757826"		Sodium Su	2	0.00005		
7	25773	11/12/201	10000	Muno	YGG Indus	Iron Control Agent	"1310-73-		Sodium H	1	0.00003		
8	25773	11/12/201	10000	Brobee	YGG Indus	Corrosion Inhibitor	7757826		Methanol	60	0.00044		
9	25773	11/12/201	10000	Brobee	YGG Indus	Corrosion Inhibitor	68951677		Ethoxylate	30	0.00022		
10	25773	11/12/201	10000	Brobee	YGG Indus	Corrosion Inhibitor	68527491		Modified	30	0.00022		
11	25773	11/12/201	10000	Brobee	YGG Indus	Corrosion Inhibitor	107197		Propargyl	10	0.00007		
12	25773	11/12/201	10000	Brobee	YGG Indus	Corrosion Inhibitor	6474328		Alkenes^	5	0.00004		
13	25773	11/12/201	10000	Foofa	YGG Indus	Friction Reducer	7732185		Water	40	0.05438		
14	25773	11/12/201	10000	Foofa	YGG Indus	Friction Reducer	64742478		Petroleun	35	0.04758		
15	25773	11/12/201	10000	Foofa	YGG Indus	Friction Reducer	900369		Poly(Acryl	28	0.03807		
16	25773	11/12/201	10000	Foofa	YGG Indus	Friction Reducer	-		Undisclos	7	0.00952		
17	25773	11/12/201	10000	Toodee	YGG Indus	Anti-Bacterial	111308		Glutaralde	27	0.01084		
18	25773	11/12/201	10000	Toodee	YGG Indus	Anti-Bacterial	7173515		Didecyl Di	8	0.00321		
19	25773	11/12/201	10000	Toodee	YGG Indus	Anti-Bacterial	68424851		Quaternar	5.5	0.00221		
20	25773	11/12/201	10000	Toodee	YGG Indus	Anti-Bacterial	64175		Ethanol	4	0.00161		
21	25773	11/12/201	10000	Plex	YGG Indus	Scale Inhibitor	67561		Methanol	30	0.00352		
22	25773	11/12/201	10000	Plex	YGG Indus	Scale Inhibitor	-		Sodium pe	30	0.00352		
23													

e) Select "Upload CSV" link.

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[Wells](#)
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[Projects & Sites](#)

[Home](#) > [Wells](#)

**Wells**

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**Frac Fluid Reports**

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[New Frac Fluid Report](#)  
[Outstanding Reports](#)  
[Find Reports](#)  
[Upload CSV](#)  
[Download CSV Template](#)

f) Select "Load CSV Report..." and browse to location the CSV file was saved.

- g) Once the CSV is loaded, the system will display the information it has loaded from the CSV. This will provide an opportunity to verify that the information being submitted is correct.
- h) Once the information has been verified it can be either submitted, saved or cancelled using the appropriate button.

## 2.2 Filling Out a Frac Fluid Report Via “New Frac Fluid Report”

The “New Frac Fluid Report” link can be used to enter records individually directly into KERMIT using the following steps.

- a) Log into KERMIT using an account that has been assigned the “Frac Fluid Reporting” role.
- b) Navigate to the “Wells” tab and select the “New Frac Fluid report” link.
- c) A “Search” screen has been provided – the applicable WA# should be entered in the field and brought into context via the “Find...” button.
- d) Once the Well has been brought into context, select the “Create New Frac Fluid Report” button.
- e) A data entry screen will be displayed where the following information must be entered:
  - Fracture Date.
  - Total Water Volume.
  - Additive information.
- f) To add an additive, select the “Add Additive” button. A screen will appear where the following information should be specified:
  - Trade Name.

- Supplier.
- Purpose.
- Comments.
- Ingredients.

### Additive

Save

**Details**

**Additive**

Trade Name:

Supplier:

Purpose:

Comment:

**Ingredients**

Please use <http://ccinfoweb.ccohs.ca/chempendium/search.html> to find the correct ingredient name.

Sort Order	CAS #	Ingredient Name	Maximum Additive Concentration (%)	Maximum Fluid Concentration (%)	Comment	
1	67-56-1	Methanol	60.00	0.00044		Delete
2	68951-67-7	Ethoxylated Alcohols^ C14-15	30.00	0.00022		Delete
3	68527-49-1	Modified Thiourea Polymer	30.00	0.00022		Delete
4	107-19-7	Propargyl Alcohol	10.00	0.00007		Delete
5	64743-02-8	Alkenes^ C>10 alpha-	5	0.0004		Delete

Add Ingredient

Save Cancel

**Undisclosed/Proprietary/No CAS #:** Certain ingredients may either be undisclosed by the supplier or they may not have a CAS #, such as 'recycled water'. In these rare cases, place a "-"(dash) in the **CAS #** column, and add a description or the term 'undisclosed' in the **Ingredient Name** column. You may also leave a comment.

### Please Note:

The ingredient concentrations in any additive/chemical compound may add up to more than 100%, as this is the maximum ingredient concentration within the additive/chemical compound.

- g) If there are any issues with the submission it will appear in the Outstanding Issues portion of the page. In the example below, the “Fracture Date” is in the future and needs to be corrected.

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Applications Wells Compliance & Enforcement Projects & Sites

**>> Frac Fluid Report**

Job #: 008671712-001	Status: <b><u>New</u></b>
WA #: 25773	Created Date: Nov 21, 2011
Operator: Shell Canada Limited	Fracture Date: Jan 1, 2012
	Total Water Volume: 10,000 m <sup>3</sup>

Save

Overview **Finalize**

**Outstanding Issues**

- You must enter a value for "Fracture Date" in the past. [Overview>Frac Fluid Report Information]

**Submit / Cancel**

Use the following buttons to submit or cancel your Frac Fluid Report. A submitted report will no longer be editable and will be available for the public to view. A cancelled report will be discarded, cannot be edited and will not be viewable by the public.

View Report in .pdf format

Submit Frac Fluid Report

Cancel Frac Fluid Report

I consent to the release of information in the form by the Commission to the public whether or not the well is subject to confidential status.

Save

- h) To review the report in PDF format prior to submission, select the “View Report in .pdf format” button.

## Hydraulic Fracturing Fluid Product Component Information Disclosure

Fracture Date:	11/07/2011
Province:	BC
Region:	Sunset
Well Number:	25773
Operator Name:	[REDACTED]
Well Name:	[REDACTED]
Longitude:	-120.452849
Latitude:	-55.571733
Long/Lat Projection:	NAD83
Production Type:	Undefined
True Vertical Depth (TVD):	4,406
Total Water Volume (m3):	10,000

## Hydraulic Fracturing Fluid Composition:

Trade Name	Supplier	Purpose	Ingredients	Chemical Abstract Service Number (CAS #)	Maximum Ingredient Concentration in Additive (% by mass)**	Maximum Ingredient Concentration in HF Fluid (% by mass)**	Comments
Fresh Water	Mother Nature	Base/Carrier Fluid	Fresh Water	--0--	100.00%	87.85900%	
Sand (Proppant)	-	Proppant	Sand	--0--	100.00%	11.10203%	
Muno	YGG Industries	Iron Control Agent	Water	7732-18-5	60.00%	0.00158%	
			Sodium Hydroxide	1310-73-2	1.00%	0.00003%	
			Trisodium NTA	18662-53-8	40.00%	0.00105%	
			Sodium Sulfate	7757-82-6	2.00%	0.00005%	
Brobee	YGG Industries	Corrosion Inhibitor	Propargyl Alcohol	107-19-7	10.00%	0.00007%	
			Modified Thiourea Polymer	68527-49-1	30.00%	0.00022%	
			Ethoxylated Alcohols* C14-15	68951-67-7	30.00%	0.00022%	
			Methanol	67-56-1	60.00%	0.00044%	
			Alkenes* C&gt;10 alpha-	64743-02-8	5.00%	0.00004%	
Foofa	YGG Industries	Friction Reducer	Undisclosed	--0--	7.00%	0.00952%	
			Water	7732-18-5	40.00%	0.05438%	
			Poly(Acrylamide-xo-Acrylic Acid)	9003-06-9	28.00%	0.03807%	
			Petroleum Distillate Hydrotreated Light	64742-47-8	35.00%	0.04758%	
Toodee	YGG Industries	Anti-Bacterial	Quaternary Ammonium Compound	68424-85-1	5.50%	0.00221%	
			Ethanol	64-17-5	4.00%	0.00161%	
			Didecyl Dimethyl Ammonium Chloride	7173-51-5	8.00%	0.00321%	
			Glutaraldehyde	111-30-8	27.00%	0.01084%	
Plex	YGG Industries	Scale Inhibitor	Methanol	67-56-1	30.00%	0.00352%	

## Chapter 3: Viewing a Frac Fluid Report

Search functionality has been provided to allow users to search for either specific complete reports, or to locate outstanding or incomplete Frac Fluid report. This search functionality can be accessed via either the “Outstanding Reports” link or “Find Reports” link.

### 3.1 Outstanding Reports

To find Outstanding or Incomplete Frac Fluid reports, follow the steps below:

- a) Navigate to the “Wells” tab.
- b) Select “Outstanding Reports” link.
- c) All the outstanding Frac Fluid reports will be displayed for the company or companies to whom the logged in account has been granted access.

### 3.2 Outstanding Reports

To search for a completed or specific report, follow the steps below:

- a) Navigate to the “Wells” tab.
- b) Select “Find reports” link.
- c) Specify any for the following criteria for the search:
  - Job#
  - WA#
  - Status
  - Date Range (representing the period within which a specific report was submitted).
- d) All Frac Fluid reports meeting the criteria provided will be displayed for the company or companies to whom the logged in account has been granted access.

**Please Note:**

For more information or assistance with uploading your data, please log a request in our Service Desk via email ([ServiceDesk@bc-er.ca](mailto:ServiceDesk@bc-er.ca)).