



eSubmission User Guide

VERSION 1.10: February 2025

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

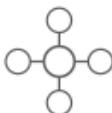
We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



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

About this Guide

The eSubmission User Guide is intended as a reference document for permit holders fulfilling reporting requirements established in the [Energy Resource Activities Act](#) (ERAA), [Energy Resource Activities General Regulation](#), [Drilling and Production Regulation](#), [Emergency Management Regulation](#), [Geophysical Exploration Regulation](#), [Oil & Gas Waste Regulation](#), [Energy Resource Road Regulation](#), and as conditions of permits.

The [eSubmission page](#) on the Regulator's website provides a variety of information and resources to eSubmission users including:

- Quick reference guides
- Submission standards and templates
- Training materials
- Release notes detailing changes made to the system
- Industry Bulletins communicating new submission functionality or significant changes to existing functionality
- Frequently Asked Questions

The Regulator is committed to the continuous improvement of its documentation. Stakeholders who would like to provide input or feedback on BCER documentation are encouraged to do so by emailing ServiceDesk@bc-er.ca.

Revisions

Revisions to this guide are listed below and posted to the [Documentation page](#) of Regulator’s website.

Version	Posted Date	Effective Date	Chapter(s)	Summary of Revision(s)
1.4	February 9, 2024	February 12, 2024	Various	Added content relating to LDQAR data information, including new tables in Appendix B. Refer to Technical Update TU 2024-02 for more information.
1.5	June 26, 2024	July 1, 2024	5.4 & 5.4.1	Added new sections; Notice of Flaring Facility / Pipeline and Submitting Notice of Flaring Facility / Pipeline. Users are encouraged to review in full.
1.6	September 20, 2024	September 20, 2024	18	Certificate of Restoration - this is a new section. Users are encouraged to review in full. For more information, please refer to Technical Update 2024-16 on the Regulator’s website.
1.7	November 7, 2024	November 7, 2024	5.4.2	The “Notice of Road Changes” section is new. Users are encouraged to review in full.
1.8	November 8, 2024	November 8, 2024	5.3.9	The “Notice of Pipeline Segment Split” section is new. Users are encouraged to review in full.
1.9	December 9, 2024	December 10, 2024	18.2 & Appendix C	New section added in Chapter 18, “Annual Glycol Dehydrator Methane and Benzene Emission Reporting”. New Appendix added, “Appendix C: Glycol Dehydrator Methane and Benzene Emissions Data Tables”
1.10	February 21, 2025	March 1, 2025	2.7	New section added for “Notification of Minor Well Change”.

Table of Contents

About the Regulator	2
Additional Guidance.....	3
About this Guide	4
Revisions	5
Chapter 1: General Information	13
1.1 Access.....	13
1.2 Home Screen	13
1.3 Session Expiry	14
1.4 Layout	14
1.5 Basic Navigation	15
1.5.1 Icons.....	16
1.5.2 Mandatory Fields.....	17
1.5.2.1.1 Hover Over Hints	17
Chapter 2: Wells	18
2.1 Find a Well	18
2.1.1 Search Options	19
2.2 Basic Data Submission Principals.....	22
2.3 View Well Details	23
2.4 Submission File Validation	24
2.5 Completion Events	25
2.6 Well Data Submission Log	28
2.7 Notification of Minor Well Change	30
Chapter 3: Drilling.....	35
3.1 Kick Reports.....	35
3.2 Drilling Status	38
3.2.1 Spud.....	38
3.2.2 Drilling Suspended	40
3.2.3 Drilling Resumed.....	40
3.2.4 Rig Released.....	41
3.3 Summary Report.....	42
3.3.1 Admin Tab.....	45
3.3.2 Wellhead Tab.....	46
3.3.3 Bottom Hole Location Tab.....	47

3.3.4	Casing/Cement Tab	50
3.3.5	Plugs/Sidetracks Tab	53
3.3.6	Core Tab	55
3.3.7	Mud Tab	56
3.3.8	Drilling Stem Tests (DST)Tab	57
3.3.9	Surf Abandonment Tab	58
3.3.10	Kick Report Tab	58
3.3.11	Tops/Logs Tab	60
3.3.12	Comments Tab.....	62
3.3.13	Submit Tab.....	62
Chapter 4:	Well Data Submissions.....	64
4.1	Introduction	64
4.2	As-Drilled Survey Plans	64
4.2.1	Revised As-Drilled Survey Plan Files.....	67
4.2.2	Basic Troubleshooting: As-Drilled Survey Plan Files	67
4.3	Directional Surveys	67
4.3.1	Revised Directional Survey Files.....	70
4.3.2	Basic Troubleshooting: Directional Survey Files	70
4.4	Tour Reports	71
4.4.1	Basic Troubleshooting: Tour Reports.....	73
4.5	Geological Reports.....	73
4.5.1	Basic Trouble Shooting: Geological Reports.....	75
4.6	Well Logs	75
4.6.1	Basic Troubleshooting: Well Logs.....	78
4.7	Well Test Data.....	78
4.7.1	Basic Troubleshooting: Well Test Data	80
4.8	Gas and Fluid Analysis	81
4.8.1	Basic Troubleshooting: Gas and Fluid Analysis	83
4.9	Bulk Gas and Fluid Analysis.....	84
4.9.1	Basic Troubleshooting: Gas and Fluid Analysis	86
4.10	Hydraulic Fracture Data	87
4.11	Completion/Workover Reports	93
4.11.1	Basic Troubleshooting: Completion/Workover Reports.....	97
4.12	Injection and Disposal	97
4.12.1	Basic Troubleshooting: Injection and Disposal.....	100

Chapter 5: Notices	102
5.1 Introduction	102
5.2 Notice of Construction Start	102
5.2.1 Submit a Notice of Construction Start	102
5.3 Notice of Operation/Notice of Flare	106
5.3.1 Initiating a Notice.....	106
5.3.2 Notice of Operation	108
5.3.3 Notice of Flare.....	109
5.3.4 Additional Information	110
5.3.5 Entering Flare Volumes.....	113
5.3.6 Requesting Cancellation of a Notice	114
5.3.7 Notice of Operation/Flare Regulator Review.....	115
5.3.8 Notice of Pipeline Change.....	116
5.3.9 Notice of Pipeline Segment Split.....	119
5.5 Facility and Pipeline Flaring Notifications.....	129
5.5.1 Submitting Pipeline and Facility Flaring Notifications	129
5.5.2 Notice of Road Changes	132
Chapter 6: Well Integrity	146
6.1 Introduction	146
6.1.1 Surface Casing Vent Flow, Gas Migration, and Abandoned Well Leak test reports.....	146
6.1.2 Packer Isolation Test Reports	148
6.2 Make a Test Report Submission for Surface Casing Vent Flow, Gas Migration, or Abandoned Well Leak 148	
6.2.1 Administration Tab	149
6.2.2 Test Results Tab	149
6.2.3 Mitigation Measures Tab.....	150
6.2.4 Attachments Tab	151
6.2.5 Submission Tab	152
6.3 Make a Packer Isolation Test Report Submission.....	154
Chapter 7: Well Suspensions	158
7.1 Introduction	158
7.2 Suspend a Well	158
7.2.1 Suspension Tab	159
7.2.2 Inspection Tab.....	160
7.2.3 Submission Tab	161

7.3	Suspended Well Inspections	163
7.4	Submission History	165
7.5	Rejected Submissions.....	167
Chapter 8: Waste Disposal		169
8.1	Introduction	169
8.2	Sump / Pit.....	169
8.2.1	Find a Sump.....	170
8.2.2	Add a Sump	170
8.2.3	Add a Pit.....	172
8.2.4	Adding Wells or Pipelines Using a Pit	172
8.3	Request for Reference	173
8.3.1	Create a Reference.....	174
8.3.1.1	Disposal on Access, Leases and Pipelines.....	175
8.3.1.2	Landspray While Drilling	176
8.3.1.3	All Other Disposal Methods.....	177
8.4	Waste Disposal by Well	179
8.5	Reports.....	179
8.6	Waste Disposal Spatial	179
Chapter 9: Geophysical Programs		186
9.1	Introduction	186
9.2	Geophysical Programs	186
9.2.1	Program Commencement.....	188
9.2.2	Program Activities	188
9.2.3	Program Completion	188
9.2.4	Misfired Charges	189
9.2.5	Flowing Holes.....	190
9.2.6	Temporary Shutdowns	191
9.2.7	Weekly Reports.....	192
9.3	Geophysical Final Plans.....	193
9.3.1	Generate a Spatial Dataset for a Geophysical Program	194
9.3.2	Upload Geophysical Final Plan Files.....	194
9.3.3	Enter Forest Cut.....	199
9.3.4	Finalize a Geophysical Final Plan Submission.....	200
Chapter 10: Permit Administration.....		201
10.1	Introduction	201

10.2	Permit Details	201
10.3	View a Permit	203
10.4	Post Construction Plans	205
10.4.1	Generate a Spatial Dataset for a Permit	205
10.4.2	Upload Post Construction Plan Files	206
10.4.3	Long Term Tenure	210
10.4.4	Enter Forest Cut	211
10.4.5	Finalize a Post Construction Plan Submission	211
10.4.6	Subsequent Post Construction Plan Submissions	212
10.4.7	Permit Construction Completion Status	212
10.5	Post Construction Plans – No Existing Land	213
10.6	Preliminary Statutory Rights of Way Survey Plans	217
10.6.1	Upload Preliminary SRW Survey Plan Files	217
10.6.1.1	Finalize a Preliminary SRW Survey Plan Submission	221
10.7	View Permit Submission History	221
10.8	Review & Determination of Permit Administration Submissions	221
10.9	TANC (Transfers, Amalgamations, Name Changes)	222
10.9.1	Submit a Name Change Application	223
10.9.2	Submit an Amalgamation Application	229
10.9.3	Submit a Permit Transfer Application	238
Chapter 11: Water Use	250
11.1	Introduction	250
11.2	Retrieve a Water Use Approval	250
11.3	View a Water Use Approval	252
11.3.1	View a Point of Diversion	253
11.3.2	View a Basin	255
11.4	Generate a Water Use Submission Template	256
11.5	Record Water Withdrawal Volumes	258
11.6	Make a Water Use Submission	261
11.6.1	Unreported Volumes	263
11.6.2	Reporting Volumes Outside an Approved Window	263
11.7	Submission History	264
Chapter 12: Security & Emergency Management	265
12.1	Introduction	265
12.2	Submitting a new Core ERP	265

12.3	Submitting a new Field ERP (field, D&C, or workover)	266
12.4	Submitting a new CER ERP	267
12.5	To Search for an ERP	267
12.6	Updating an existing ERP	268
12.7	To Upload Activities Using a File.....	269
12.8	To Search for the Status of a Recent Submission	271
Chapter 13: ALR Pipeline Schedule B Reporting.....		272
13.1	Introduction	272
13.2	Report Submission Types	272
13.2.1	Schedule B Compliant Submission	272
13.2.1.1	Enter Project Number and Select Applicable Segments	274
13.2.1.3	Enter Assessment Details	275
13.2.1.4	Enter Permit Holder Contact Information	276
13.2.1.5	Attach Required Documents	276
13.2.1.6	Submit Records.....	278
13.2.2	Schedule B Non-Compliant Submission	278
13.2.2.1	Enter Project Number and Select Applicable Segments	279
13.2.2.2	Enter Assessment Details	280
13.2.2.3	Enter Permit Holder Contact Information	282
13.2.2.4	Attach Required Documents	282
13.2.2.5	Submit Records.....	283
13.3	Confirmation of Submission	283
Chapter 14: Dormant Sites Reporting.....		284
14.1	Introduction.....	284
14.2	Report Submission Types.....	284
14.3	Annual Work Plan Submissions.....	285
14.4	Annual Report Submissions	293
Chapter 15: Corporate Financial and Reserves Submissions		304
15.1	Introduction.....	304
15.2	Report Submission Types.....	304
15.3	Permittee Capability Assessment - Financial Submissions	304
15.4	Permittee Capability Assessment – Reserves Submissions.....	305
Chapter 16: Fugitive Methane Emissions Reporting		307
Chapter 17: Gas Processing Plant Analyses Data.....		311
Chapter 18: Certificate of Restoration		316

18.1 Introduction.....316

18.2 Report Submission Types.....316

Appendix A: File Naming Conventions..... 331

Appendix B: LDQAR Data Tables..... 333

Appendix C: Glycol Dehydrator Methane and Benzene Emissions Data Tables 339

Chapter 1: General Information

1.1 Access

Access to eSubmission requires a user has an Online Systems account and one or more security roles. For guidance on creating an account and gaining security roles please refer to the [Online Systems Account page](#) on the Regulator's website.

1.2 Home Screen

Once a user has logged into eSubmission they will be automatically directed to the home screen:

BC Oil & Gas COMMISSION **eSubmission** Electronic Submission Portal Flat Theme Timeout in 60 mins Sign Out eSubmission Test User

Menu

- Home
- Well
- Drilling
- Data Submission
- Notices
- Waste Disposal
- Geophysical Program
- Permit Administration
- Water Use

Welcome, eSubmission Test User

You have the following permissions:

Role	Organization
DCP Admin	Canbriam Energy Inc.
Drill Comp Prod Rep	ARC Resources Ltd.
	Canadian Natural Resources Limited
	Canbriam Energy Inc.
	Chinook Energy (2010) Inc.
	Encana Corporation
	Husky Oil Operations Limited
	Imperial Oil Resources Limited
	Kelt Exploration (LNG) Ltd.
	Painted Pony Energy Ltd.
	Polar Star Canadian Oil and Gas, Inc.
Rockyview Resources Inc.	
Shell Canada Limited	
Tourmaline Oil Corp.	
UGR Blair Creek Ltd.	
Land Representative	Devon Canada Corporation
	Encana Corporation
	Kelt Exploration (LNG) Ltd.
	Progress Energy Canada Ltd.
	Tourmaline Oil Corp.
WASTE DISPOSAL REP	Black Swan Energy Ltd.
	Progress Energy Canada Ltd.
Water Representative	Black Swan Energy Ltd.
	Chevron Canada Limited
	Encana Corporation
	Progress Energy Canada Ltd.
	Sukunka Natural Resources Inc.

Need Assistance?

The eSubmission Online Services page on the Commission's website provides a variety of information and resources to eSubmission users including:

- A user guide and quick reference guides
- Submission standards and templates
- Training materials
- Release notes detailing changes made to eSubmission
- Industry Bulletins communicating new submission functionality or significant changes to existing functionality
- Frequently Asked Questions
- Troubleshooting

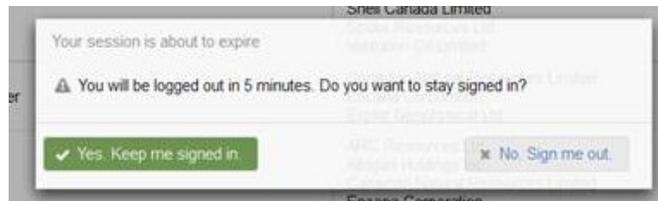
The main screen of the home page displays the user's name in a gray welcome message. Security roles granted to a user, along with the organization(s) the user is associated with for each role, are also displayed.

1.3 Session Expiry

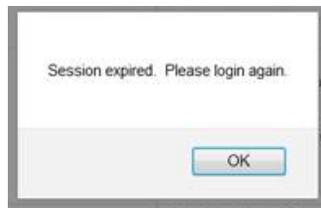
Each time a user signs into eSubmission a 60 minute session begins. The time remaining in a session is continuously displayed in the top right-hand corner of the page header, along with the name of the user.



Five minutes prior to session expiry a warning is displayed. Users can choose to remain signed in and commence a new 60 minute session, or sign out.



On expiration of a session, users will be notified and prompted to log back into eSubmission. By selecting OK a user will be taken back to the eSubmission login page.

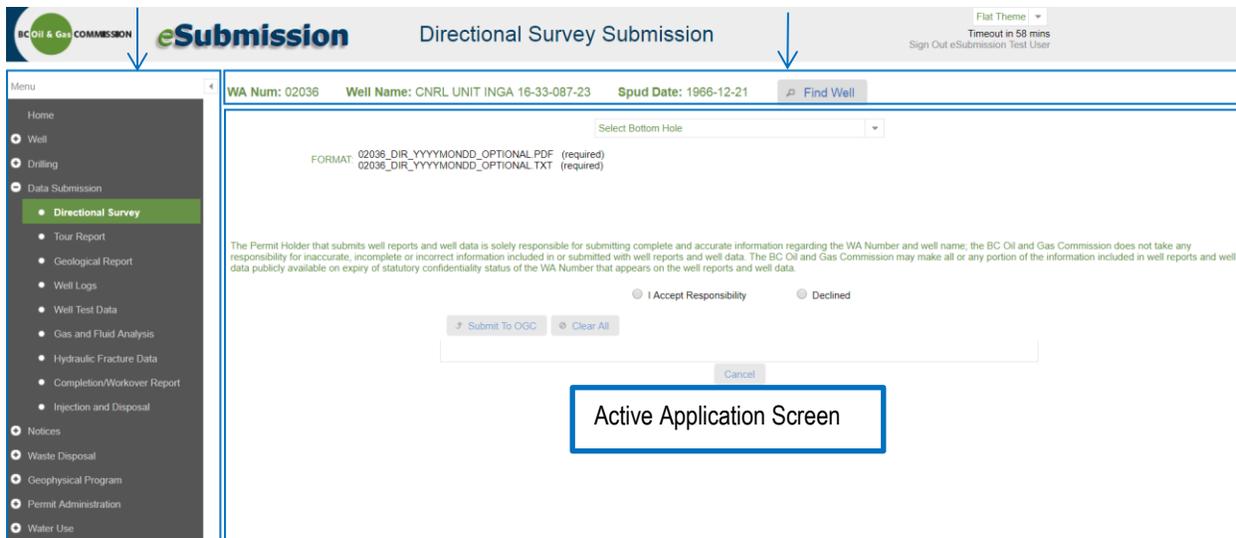


1.4 Layout

The layout of eSubmission is divided into the following sections.

- Navigation Menu Located on the far left of the screen. Displays all folders available.
- Active Activity Bar Located in the upper part of the screen. Displays an asset a user is working with.
- Active Screen Located in the central area of the screen.





Navigation Menu

The Navigation Menu displays the applications available to the user and highlights the active function in green. Users can expand and minimize each section to show or hide the functions available within each section. All sections are always displayed. However, the appropriate security role must be granted to a user in order to access the functions contained in each section. For example: the Drill Comp Prod Rep security role is required to access the Drilling, Data Submission and Notices sections.

Active Activity Bar

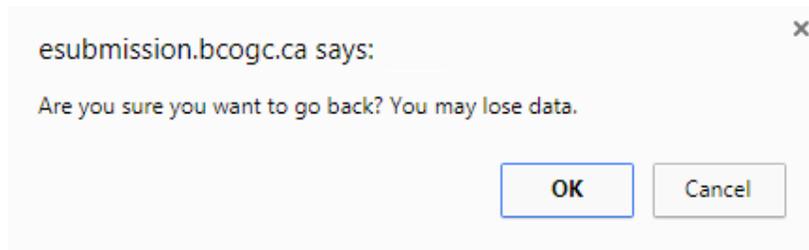
Once a user has selected an activity (e.g. a well, geophysical program or permit) within an application, it becomes the active activity a user is working with and is displayed in the Active Activity Bar. The active activity remains in the Active Activity Bar as the user navigates between applications.

Active Application Screen

The application the user has selected from the Navigation Menu is displayed in the Active Application Screen. The application selected also shows in the main title at the top of the screen and is highlighted in the Navigation Menu. For most applications, the user must have a selected activity in the Active Activity Bar prior to being granted access to the specific application.

1.5 Basic Navigation

eSubmission is designed as a single-click environment. The cursor can be used to navigate between fields or the “Tab” key to move between text fields. The “Back” button within the web browser should not be used eSubmission. When the “Back” button is used, a warning similar to the one following appears:



1.5.1 Icons

There are a number of icons used within eSubmission that are primarily focused on data submissions. This section briefly explains the basic functionality of the primary icons. Please note: the following list is not comprehensive and not all icons are present within each individual function.

	Initiates the creation of a new record.
	Initiates file browsing to retrieve a file to upload.
	Allows a user to upload files added.
	Clears all files being prepared for upload to the Regulator.
	Removes an entry from a list
	Allows a user to cancel out of a submission. Removes information entered and returns a user to the previous screen.
	Allows a user to remove a record prior to submission. For example: an uploaded file.
	Allows the user to create a .pdf document of the associated data.
	Saves information entered. The information may be edited later and saved again. For certain functions, Save completes a submission. However, information Saved can be edited until a review by the Regulator is complete.
	After a submission, if edits are <u>not</u> possible either from that screen or because the submission is locked, then the Back button is present. The Cancel button is not available when the Back button is present.
	Initiates a submission to the Regulator and validation of submitted data. Only present where this represents a final step in a submission.

1.5.2 Mandatory Fields

Certain data fields in eSubmission are mandatory and must be completed with a valid entry prior to submission. A mandatory data field is denoted by an asterisk *. Fields not marked as mandatory are optional and may be left blank. It is best practice to complete all fields within each page of a submission in order to provide complete data submissions.

1.5.2.1.1 Hover Over Hints

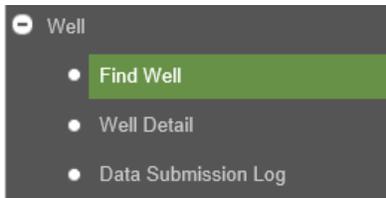
eSubmission provides hover over hints for most data fields. By hovering the cursor over the name of the data field a hover over message will appear, providing additional information to assist in completing the data field. For example:



Chapter 2: Wells

2.1 Find a Well

To find a well, select the Find Well option from the Navigation Menu.



Once the Find Well menu option is selected, a user can search for a well using any of the available search criteria.

Find Well ✕

WA Num: Well Name:

NTS: Qtr Unit Unit Block Map

DLS: LSD Section TWP Range

▼ User Entered Criteria

User Entered Criteria

Well Drilling Options

Well Completion, Maintenance & Abandonment Options

Well Suspension Options

Well Integrity Options

WA Num	Well Name
No records found.	

0-0 out of 0

To search for a specific well, ensure the User Entered Criteria option is selected and enter the WA Num, Well Name or an NTS or DLS Location.

Additional search functionality is possible within the WA Num and Well Name fields by using the Wild Card Query. The Wild Card Query allows the user to find wells using partial data queries. To use the Wild Card Query, enter `%search data%` into one or both of the WA Num and Well Name fields. For example, enter

%SWAN% in the *Well Name* field and click on Query Well or press enter to create a list of all wells with “swan” in the well name.

Users can also search for a well by using any of the preset search options outlined in the next section.

2.1.1 Search Options

Well Drilling Options

<ul style="list-style-type: none"> Approved Permits (Not Drilling) 	<ul style="list-style-type: none"> Wells approved where the drilling status has not yet reached spud.
<ul style="list-style-type: none"> Currently Drilling 	<ul style="list-style-type: none"> Wells with a drilling status of spud, drilling suspended or drilling resumed.
<ul style="list-style-type: none"> SRDO Required 	<ul style="list-style-type: none"> Wells with a drilling status of drilling suspended or rig released and a Summary Report of Drilling Operations has not been submitted.
<ul style="list-style-type: none"> Directional Survey Required 	<ul style="list-style-type: none"> Wells that have a drilling status of rig release and require a directional survey that has not been submitted.
<ul style="list-style-type: none"> Flare Volume Required 	<ul style="list-style-type: none"> Wells with a Notice of Flare submitted where a flare volume has not been submitted.
<ul style="list-style-type: none"> As-Drilled Survey Plan Required 	<ul style="list-style-type: none"> Wells that have a drilling status of rig release and require an as-drilled survey plan that has not been submitted.

Well Completion, Maintenance & Abandonment Options

User Entered Criteria
 Well Drilling Options
 Well Completion, Maintenance & Abandonment Options
 Completion Report Required Hydraulic Fracture Data Required
 Well Suspension Options
 Well Integrity Options

- Completion Report Required
- Hydraulic Frac Data Required
- Wells with a Notice of Operation requiring a Completion Workover Report that has not been submitted yet.
- Wells with a Notice of Operation indicating hydraulic fracturing is to occur where no Hydraulic Fracture data has been submitted yet.

Well Suspension Options

User Entered Criteria
 Well Drilling Options
 Well Completion, Maintenance & Abandonment Options
 Well Suspension Options
 Inactive Wells Long Term Inactive Wells Suspended Wells
 Suspended Wells with Inspection Coming Due Suspended Wells with Inspection Overdue
 Well Integrity Options

- Inactive Wells
 - Wells without any activity after:
 - 6 months if the well is special sour and not an observation well
 - 12 months if the well is not special sour and not an observation well
 - 36 months if well is an observation well
 - Inactive wells that have been suspended are not included in this search option, despite that they are still considered inactive.
- Long Term Inactive Wells
 - Inactive wells that have been inactive for 10 years or more.
- Suspended Wells
 - Wells that have been suspended and have not had any activity since the suspension date.

- Suspended Wells with Inspection Coming Due
- Suspended Wells with Inspection Overdue
- Suspended wells with a suspension inspection coming due within 60 days based on the last inspection date and pressure testing frequency.
- Suspended wells with an overdue suspension inspection overdue on the last inspection date + pressure testing frequency. Suspended wells without any suspension inspections are also considered overdue.

Well Integrity Options

▶ User Entered Criteria

▶ Well Drilling Options

▶ Well Completion, Maintenance & Abandonment Options

▶ Well Suspension Options

▼ Well Integrity Options

Wells with SCVF, GM or AWL

Wells with Serious SCVF

Wells with Abandoned Well Leak

Wells with SCVF

Wells with Gas Migration

- Wells with SCVF, GM or AWL
- Wells with one or more Surface Casing Vent Flow (SCVF), Gas Migration (GM) or Abandoned Well Leak (AWL) submissions.
- Wells with SCVF
- Wells with one or more SCVF submissions.
- Wells with Serious SCVF
- Wells with one or more SCVF with a Severity = Serious.
- Wells with Gas Migration
- Wells with one or more GM submissions.
- Wells with Abandoned Well Leak
- Wells with one or more AWL submissions.

Once the desired search criteria or option has been entered or selected, press Enter or use the Query Well button to execute the search. To find a different well, use the Reset button to clear any information entered and create a new search.



If no results appear in the list when a Selection Criteria is used to query wells, it is because there are no wells meeting any of the search criteria.

WA Num ▾
Well Name ▾

No records found.

0-0 out of 0
◀
▶

If the user attempts to access any application from the Navigation Menu requiring a well without first finding and selecting a well, the Find Well application will prompt the user to select a well.

Once a well is selected, it remains as the active well. The active well is maintained as the user navigates between sections until a different well is selected.

To select a different well from any active section, use the Find Well button located on the right side of the Active Well Bar. Search for and select a well then close the Find Well application and to return to the current section.

WA Num: 32486

Well Name: ECA HZ TOWER D16-06-081-17

Spud Date: 2017-05-10

 Find Well

2.2 Basic Data Submission Principals

Data submissions made within eSubmission require the user to select a well based upon the Well Authorization number. With an active well selected and displayed in the Active Well Bar, the user, where applicable, will then be prompted to select a bottom hole number (BH#). Bottom hole information begins as basic information that is derived from the original well permit approval and information is added as the well goes through its lifecycle.

Bottom hole information begins by linking a bottom hole # to each approved bottom hole from the well permit application. In most cases, there will only be a single bottom hole. As an example, WA 29394, which has a single bottom hole permitted at a bottom hole location (BHL) of 03-36-079-18W6 will initially display the following information:

- BH#1 BHL: 03-36-079-18.

As the user enters information regarding the actual bottom hole location and total depth drilled, the information presented will change. For example, for WA 29394 with a user confirmed bottom hole location of 03-36-079-18W6 and a user confirmed total depth of 4,499m as entered in the Summary Report of Drilling Operations application, will display the following updated bottom hole information:

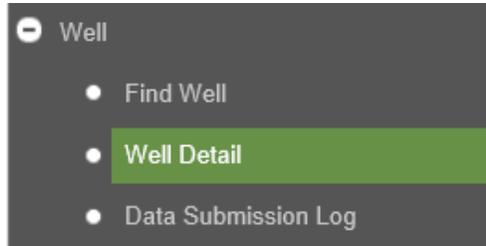
- BH#1 4499m BHL: 03-36-079-18

Once the bottom hole information has been submitted to the Regulator and the bottom hole information and rig release date have been confirmed by BCER staff, the bottom hole data will be confirmed and attributed to a drilling event. For example, for WA 29394 with a BCER confirmed bottom hole location of 03-36-079-18W6, total depth of 4,499m and rig release date of January 22, 2014. The following updated bottom hole information will be displayed:

- DE00/BH#1 [RR2014-Jan-02] 4499m BHL: 03-36-079-18

2.3 View Well Details

To view details of the selected well, click on the Well Detail option on the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

The screenshot shows the 'Well Detail' application interface. On the left is a navigation menu with options like Home, Well, Find Well, Well Detail (highlighted), and Data Submission Log. The main content area displays well information for WA Num 29394. At the top, it shows 'WA Num: 29394', 'Well Name: ECA CRP HZ SUNRISE A06-30-079-17', and 'Spud Date: 2013-12-10' with a 'Find Well' button. Below this is a dropdown for 'WA Num 29394'. The main data fields are organized into two columns:

WA Num	29394	Well Name	ECA CRP HZ SUNRISE A06-30-079-17		
AD #	100078474	Legacy OGC File #	9638796	Tenure File #	
Casing Cut Off	No	Cert Restoration	No		
Operator ID	0619	Operator Name	Encana Corporation		
Area Code	9021	Area Name	HERITAGE		
Location	DLS: A 06-30-079-17				
Surf(NAD83) Latitude	55 52' 31.68"	Surf(NAD83) Longitude	120 39' 06.73"		
UTM Zone Num	10	UTM83 Northing(m)	6,194,711.9	UTM83 Easting(m)	646,903.2
Prop Ground Elvtn(m)	741.4	Cancelled with Surface Disturbance?	No		

Below the data fields is the 'Current Well Status' section with three dropdown menus: Mode Code (ACTIVE), Fluid Type (GAS), and Ops Type (PRODUCTION). At the bottom, there are two breadcrumb-style links: 'WA Num 29394 > Drilling Event 00' and 'WA Num 29394 > Drilling Event 00 > Completion Event 00'.

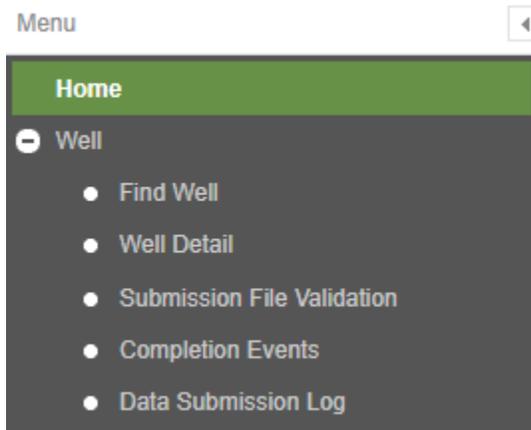
The information in this screen is populated by the Regulator based on information provided through the life cycle of the well. There is no action required by the user in this screen and the data cannot be edited. Any well that has been assigned one or more drilling or completion events will display the current UWI for each event along with an additional field that indicates if the UWI has been confirmed by the Regulator. Until the UWI Verified Flag has been changed from N to Y, the UWI is not confirmed and may change.

The Well Detail section displays information for all wells in BC, as this information resides within the public domain. Therefore, all users can view the Well Detail section and all available wells held by the Regulator.

2.4 Submission File Validation

To validate a submission for a well, select Submission File Validation from the Well Menu. At this time, only PRD, GRD and TRG PAS files can be validated. File validation is available for non-confidential drilling events only and no security roles is required to have access to the validation option.

This function is provided for the convenience of those submitting files and is not a required step of the submission process. The same validation errors will appear at the submission step and may be addressed then, rather than using this validation procedure.



A screen similar to the following will be displayed:

WARNING: This well contains multiple DEs with different confidential periods.

Select Bottom Hole

FORMAT: 30428_PRD_YYYYMONDD_OPTIONAL.PAS (PRD PRD - Field Production Test)
 30428_GRD_YYYYMONDD_OPTIONAL.PAS (GRD GRD - Static Pressure Test)
 30428_TRG_YYYYMONDD_OPTIONAL.PAS (TRG TRG - Transient Pressure and Deliverability Test)

PAS file validation for well tests has been provided as a convenience for parties wishing to validate GRD, PRD and TRG PAS files and not submit results to the Oil and Gas Commission. Please add a single file and validate.

Select the appropriate bottom hole to enable the Add+ function. Use Add+ to select the file to be validated. Only one file may be selected for each validation. Once the file has been selected, use the Validate option to test the file.

If validation errors are found, they will be listed in an error message similar to the following example:

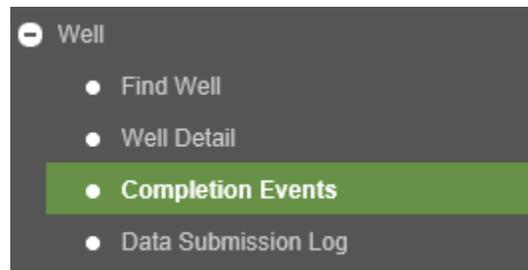


Files that are run through the Submission File Validation application **are not** submitted to the Regulator. A message similar to the following will appear:



2.5 Completion Events

To view existing completion events and create new completion events for a well, select the Completion Event option from the Navigation menu. The Drill Prod Comp Rep security role is required to create new completion events.



A 'No records found' message is shown when no completion event(s) exists for the well:

Drilling Event	Completion Event	CE UWI	Completion Date	Completion Status	Area	Formation	Pool	Top Depth (mKB)	Base Depth (mKB)
No records found.									
New Completion Event									

Where any completion events exist for the selected well these will be displayed:

WA Num: 26891 Well Name: CANBRIAM HZ ALTARES C-C064-H/094-B-08 Status: ACT/GAS/PROD Find Well

Drilling Event	Completion Event	CE UWI	Completion Date	Completion Status	Area	Formation	Pool	Top Depth (mKB)	Base Depth (mKB)
00	00	200B085H094	2011-10-02	ACT/GAS/PROD/NA	NORTHERN MONTNEY	DOIG PHOSPHATE-MONTNEY	A	2250	3900

New Completion Event

Select a completion event to view further details:

Drilling Event * Completion Date *

Completion Event UWI Completion Status

Top Depth (mKB) * Base Depth (mKB) *

Area * Initial Production Period

Formation * Last Production Period

Pool

Project Number Gas Cap

Water Source?

Contact * Contact Phone * Contact Email *

Data for existing completion events cannot be modified in eSubmission. To request modification of completion event data please email servicedesk@bc-er.ca.

New completion events are created by selecting the 'New Completion Event' option. Multiple completion events can be created for a single drilling event. Completion events may only be created for drilling events that have a rig release date. Completion events cannot be created for drilling events that have been abandoned.

At any point the user can select the cancel button. This will return the user to the original completion event query screen for the selected well.

Drilling Event *	DE : 00 UWI :203C095A094B0800	Completion Date *	yyyy-MM-dd
Completion Event	00 UWI	Completion Status	COMP/UND/UND/NA
Top Depth (mKB) *		Base Depth (mKB) *	
Area *	Select Area		
Formation *	Select Formation		
Pool			
Project Number	00		
Water Source?	...		
Contact *	Kathryn Test Archibald	Contact Phone *	(999) 999-9999
		Contact Email *	esubtest@bcogc.local

Save Cancel

The Completion Date, Top Depth, Base Depth, Area, and Formation must be entered to create a new completion event. The Pool code, Project Number and Water Source flag are optional items a permit holder may report. The Contact fields automatically populate with the user account contact information, but can be edited, if a different contact is desired.

Please note: The completion date entered must be after the rig release date and after the completion date of preceding completion events. Where multiple completion events are reported for a drilling event, the intervals of the completions must not overlap. Field and Pool drop down lists are restricted based on the Area and/or Formation entered. Please contact the Regulator if the Area and/or Formation required are not available.

Select save to create the completion event. A successful completion event message will appear along with the details of the new completion event:

The Completion Event is successfully saved.

Drilling Event *	00	Completion Date *	2018-08-31
Completion Event	00 UWI	Completion Status	COMP/UND/UND/NA
Top Depth (mKB) *	1,500.0	Base Depth (mKB) *	2,200.0
Area *	NORTHERN MONTNEY (9022)	Initial Production Period	
Formation *	MONTNEY (5000)	Last Production Period	
Pool	A	Gas Cap	N
Project Number	00		
Water Source?	Yes		
Contact *	Kathryn Test Archibald	Contact Phone *	(999) 999-9999
		Contact Email *	esubtest@bcogc.local

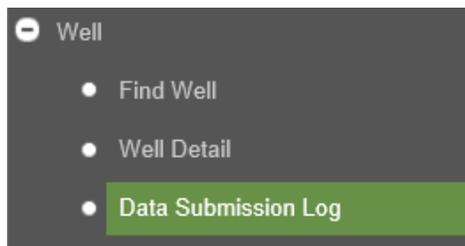
The initial status of all completion events created is COMP/UND/UND/NA. Additional data fields, such as UWI and Initial Production Period are available to view once the completion event has been created. These fields will be populated as the Regulator receives relevant data.

Once saved, the completion event cannot be edited in eSubmission. Please email servicedesk@bc-er.ca to request changes to completion event data.

Completion events will be shared between both BCER and Petrinex systems within a few minutes of saving. The Regulator will review all submitted completion events and amend submitted data as required. All amendments will be reflected in both eSubmission and in Petrinex. BCER review of completion events is not required for the completion event to transfer to Petrinex.

2.6 Well Data Submission Log

To view data submissions made for a well, select the Data Submission Log option from the Navigation Menu. The DCP Admin security role is required to access the Data Submission Log. This security role can view and download all well data submissions the permit holder has made through eSubmission. It is therefore recommended, that this role be restricted to internal candidates of the permit holder's corporation.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

In the Data Submission Log view, the user will see a screen similar to the one below if well data submissions have been made for the selected well:

Menu

- Home
- Well
 - Find Well
 - Well Detail
 - Data Submission Log**
- Drilling
- Data Submission
- Notices
- Suspend Well
- Waste Disposal
- Geophysical Program
- Permit Administration
- Water Use

WA Num: 29394 Well Name: ECA CRP HZ SUNRISE A06-30-079-17 Spud Date: 2013-12-10 Find Well

Submission #	Drilling Event	Submission Type	Submission Date
235032	00	WL - Well Log	2016-02-25
235031	00	WL - Well Log	2016-02-25
235029	00	WL - Well Log	2016-02-25
135015	00	COMP - Completion Report	2015-09-04
135014	00	COMP - Completion Report	2015-09-04
135013	00	COMP - Completion Report	2015-09-04
100953	00	WAN - Water Analysis	2015-07-24
100952	00	GAN - Gas Analysis	2015-07-24
83895	00	ETS - Tour Report	2015-07-02
83894	00	DRIL - Drilling Documents	2015-07-02

1-10 out of 23 1 2 3 10

Document Type	File Name	Download
No records found.		

Please note: Only data submissions submitted through eSubmission, either by Regulator staff or the user, are visible. At present, the Data Submission Log is not a fulsome representation of all historical data submissions, since the majority of well data and well report submissions were made in hardcopy and have not yet been converted to a digital version and processed.

From this screen, the user can see what types of submissions have been made for the well to date. The user can also verify the submission date and drilling event the submissions are associated with.

Please note: Submissions can contain many documents. In order to view the individual documents of a submission, click on the desired submission number row. A list of the documents included in the submission is available at the bottom of the screen.

Menu

- Home
- Well
 - Find Well
 - Well Detail
 - Data Submission Log**
- Drilling
- Data Submission
- Notices
- Suspend Well
- Waste Disposal
- Geophysical Program
- Permit Administration
- Water Use

WA Num: 29394 Well Name: ECA CRP HZ SUNRISE A06-30-079-17 Spud Date: 2013-12-10 Find Well

Submission #	Drilling Event	Submission Type	Submission Date
235032	00	WL - Well Log	2016-02-25
235031	00	WL - Well Log	2016-02-25
235029	00	WL - Well Log	2016-02-25
135015	00	COMP - Completion Report	2015-09-04
135014	00	COMP - Completion Report	2015-09-04
135013	00	COMP - Completion Report	2015-09-04
100953	00	WAN - Water Analysis	2015-07-24
100952	00	GAN - Gas Analysis	2015-07-24
83895	00	ETS - Tour Report	2015-07-02
83894	00	DRIL - Drilling Documents	2015-07-02

1-10 out of 23 1 2 3 10

Document Type	File Name	Download
PAS	29394_GAN_2015JUL10_GASHYDROCARBONANALYSIS.PAS	Download
PDF	29394_GAN_2015JUL10_GASHYDROCARBONANALYSIS.PDF	Download

From this screen, the user can choose to download an individual document. Select the Download button to view and save the document.

If no data submissions have been received via eSubmission to date for the selected well, a message of 'No Records Found' will be displayed within the Data Log Submission application.

2.7 Notification of Minor Well Change

The following minor well changes do not require an amendment and may be submitted as a "Notification of Minor Well Change" providing the well permit includes the notification permission and:

- a) Prior notice of the change is provided, in the form and manner the BC Energy Regulator requires;
- b) Notice of the change, other than for changes to the maximum volume and H₂S content of gas to be flared, is provided to the Regulator not less than 7 days in advance of the change taking effect;
- c) There is no substantive impact to any aspect of the activities that was included in the consultation;
- d) The well activities continue to meet all regulatory requirements and applicable standards.

Well Hazard Planning

- Sour Formations, and Maximum H₂S Concentration (%) therein
- H₂S Release Rate (Maximum Cumulative Drilling, Maximum Completion, Maximum Applicable)
- EPZ Distances (Calculated Drilling, Calculated Completion, Effective)
- Critical Features, and # within Effective EPZ

Bottom Hole Details

- Formation at Total Depth
- Expected Total Depth (TVD, MD) (m)
- BOP Class
- Objective Formation
- Objective Depth (TVD, MD) (m)

Well Flaring

- Flaring Objective Formation
- Maximum H₂S Concentration (%)
- Requested Volume (10³m³)

Permit holders must ensure the notification permission has been added to each permit prior to submitting a notification of minor well change through eSubmission.

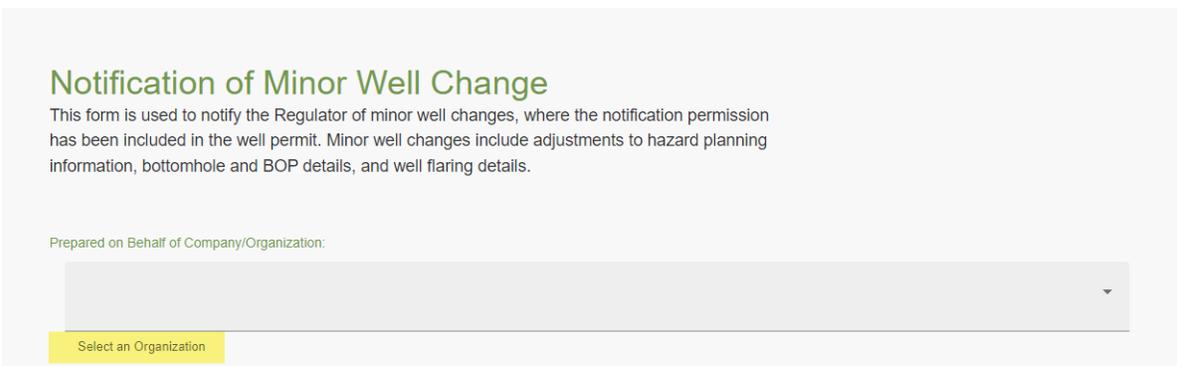
Permit holders must also ensure that all amendments have been processed before submitting a notification of minor well change in e-Submission. If a notification of minor well change is submitted while an amendment application is "in progress" or "in review," and not processed, the information provided in the notification may be overwritten with the information from the amendment application after it is approved and processed. If a Permit holder is submitting an amendment for activities that do not fall under the notification criteria, they may also include the minor well changes as part of the amendment application.

eSubmission process:

- To create a Notification of Minor Well Change in eSubmission, click on the “New Submission” button located under the Notification of Minor Well Change.



- Select the Company/Organization from the drop-down list for which the Notification of Minor Well Change is being prepared.
NOTE: Only those companies where the user has been granted the “Notification” security role will display.



- Enter the company contact information.

Permit Holder Details

Contact First Name *	Contact Last Name *	Contact Phone Number *	Email Address *
<input type="text"/>	<input type="text"/>	Ex. (000) 000-0000 <input type="text"/>	<input type="text"/>

- The following three questions regarding the types of well changes that are being made in the notification will display:
 - Are you making changes to Well Hazard Planning?
 - Are you making changes to Well Flaring?
 - Are you making changes to Bottomhole Details?
- Select Yes or No to the changes from the drop down list. For those questions where yes is selected, more questions regarding the change will display further on in the notification:

Well Change Details

Are you making changes to Well Hazard Planning? *	Are you making changes to Well Flaring? *	Are you making changes to Botomhole Details? *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes No		

- Click on the “Add Well” button to enter the WA number or Well Name for the well(s) to be changed by the notification.

Which Wells are you changing?

Add Well

Repeat this step until all wells that are being changed have been entered.

NOTE: If you wish to remove a well that was added to the notification change, click on the red “Remove” button located below the well that you wish to remove.

The following questions will display depending on how the previous questions regarding the well changes were answered:

- If the question, “Are you making changes to Well Hazard Planning?” was answered “yes”, the following questions will display:
 - Are you making changes Maximum H2S release rate?
 - Answer yes or no
 - If no: nothing further required.
 - If yes: enter updated information for:
 - Maximum Cumulative Drilling H2S Release Rate (m³/sec), and
 - Maximum Completion H2S Release Rate (m³/sec)

- Sour Formation
 - Enter the name of all expected H₂S formations
 - Enter maximum H₂S concentration (%) for each expected H₂S formation
- Are you making changes to the EPZ?
 - Answer yes or no
 - If no: nothing further required.
 - If yes: enter the updated information for:
 - Calculated Drilling EPZ (km)
 - Calculated Completion EPZ (km), and
 - Answer yes or no to the question, “Are there critical features within the EPZ?”
 - If no: nothing further required.
 - If yes: select all critical feature types and enter the # within completion case EPZ
- If the question, “Are you making changes to Well Flaring?” was answered “yes”, the following will display:
 - Objective Formation
 - Enter the name of each objective formation where flaring is required
 - Maximum H₂S Concentration (%)
 - Enter the expected maximum H₂S content for each objective formation selected
 - Requested Volume (10³m³)
 - Indicate the amount of gas to be flared in 10³m³
 - Indicate the amount of gas to be flared in 10³m³
 - Flaring Description
 - Optional description and/or justification in support of flaring event
- If the question, “Are you making changes to Bottomhole Details?” was answered “yes”, the following will display:
 - Option to Download and Import CSV Template for multiple bottomhole updates.

If not importing CSV Template, update bottomhole details by entering the following:

- Click on “Add Bottomhole Change”
 - Bottom Hole Controller
 - Enter the Well Authorization number
 - Select the bottomhole(s) from the drop down list for which you are making the changes.
 - Total Depth Details
 - Answer yes or no to the question, “Are you making changes to the total depth details?”
 - If no: nothing further required.
 - If yes:
 - Enter the name of the formation at total depth

- Enter expected total depth TVD (m)
 - Enter expected total depth MD (m)
- BOP Class
 - Answer yes or no to the question, “Are you making changes to the BOP Class?”
 - If no: nothing further required.
 - If yes:
 - Select the BOP class from the drop down list.
 - Enter BOP class change justification
- Objective Formation
 - Answer yes or no to the question, “Are you making changes to the Objective Formation?”
 - If no: nothing further required.
 - If yes:
 - Enter the name of the objective formation
 - Enter objective formation true vertical depth (m)
 - Enter objective formation measured depth (m)
- Attachments
 - Upload any supporting documentation or miscellaneous documents to support the notification of minor well changes.

Attachments:

Misc Files

Drop files here or click to browse

- When all the data has been entered and all the information in the notification is correct, click on “Submit” to submit the notification to the Regulator. If you wish to save the notification and continue working on it later, click on the “Click Here to Continue Later” button.

Submit**Click Here To Continue Later**

Chapter 3: Drilling

3.1 Kick Reports

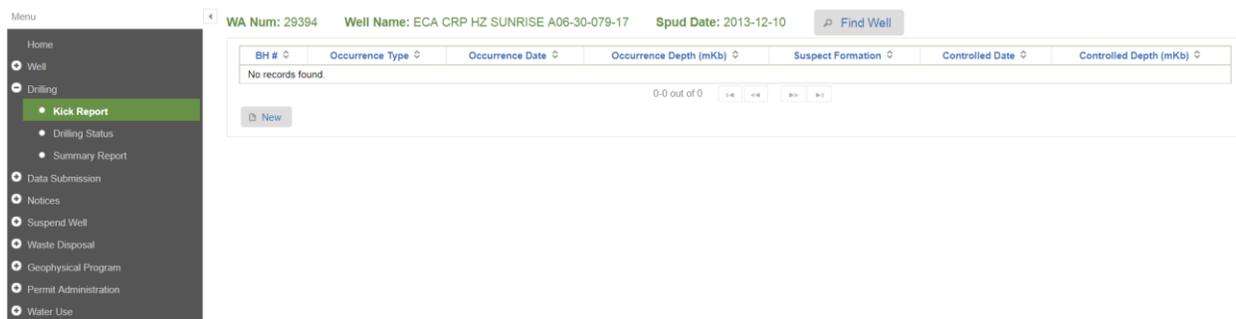
Kick Reports are used to report incidents of kicks, lost circulation and blowouts during drilling and are reported through eSubmission. Additional requirements required by the permit holder during a drilling incident are outlined in the Oil and Gas Activity Operations Manual.

To enter a kick report for a well, click on the Kick Report option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Only wells with a drilling status of spud are available to enter Kick Report information.

To report a new incident, click on the New button in the Kick Report application.



A Bottom Hole # must be selected, which will present available selections based upon the well permit approval and Summary Report of Drilling Operations. The fields of the Contact Information tab populates with the user account contact information, but can be edited, if a different contact is desired.

 A screenshot of the "Contact Information" form. It contains the following fields:

- Bottom Hole # ***: A dropdown menu with the text "Select Bottom Hole".
- Contact Name ***: A text input field containing "Pirate Roberts".
- Phone ***: A text input field containing "(250) 419-4400".
- Email ***: A text input field containing "dreadpirate.roberts@bcogc.ca".

Depending on the type of the Kick Report chosen, different fields in the Drilling Incident tab will be available. If reporting a kick, the following information in the Drilling Incident tab will be present:

The screenshot shows the 'Drilling Incident' form with the following fields and values:

- Occurrence Type * **KICK**
- Occurrence Date * **yyyy-MM-dd**
- Occurrence Depth (mKb)
- Influx Size (m3)
- Max SIDPP (kPa)
- SICP (kPa)
- Controlled Mud Density (kg/m3)
- Operation in Progress * **Select Operation Type**
- Occurrence Mud Density (kg/m3)
- Suspect Formation **Select Formation**
- Controlled Date * **yyyy-MM-dd**
- Controlled Depth (mKB) *
- Comment
- OGC Review Completion **yyyy-MM-dd**
- Review Completed By

Buttons: **Submit to OGC**, **Cancel**

If reporting lost circulation, the following information in the Drilling Incident tab will be present:

The screenshot shows the 'Drilling Incident' form with the following fields and values:

- Occurrence Type * **LOST CIRCULATION**
- Occurrence Date * **yyyy-MM-dd**
- Occurrence Depth (mKb)
- Total Fluid Lost (m3)
- Operation in Progress * **Select Operation Type**
- Occurrence Mud Density (kg/m3)
- Suspect Formation **Select Formation**
- Controlled Date * **yyyy-MM-dd**
- Controlled Depth (mKB) *
- Comment
- OGC Review Completion **yyyy-MM-dd**
- Review Completed By

Buttons: **Submit to OGC**, **Cancel**

If reporting a blow out, the following information in the Drilling Incident tab will be present:

The screenshot shows the 'Drilling Incident' form with the following fields and values:

- Occurrence Type * **BLOW OUT**
- Occurrence Date * **yyyy-MM-dd**
- Occurrence Depth (mKb)
- Operation in Progress * **Select Operation Type**
- Occurrence Mud Density (kg/m3)
- Suspect Formation **Select Formation**
- Controlled Date **yyyy-MM-dd**
- Controlled Depth (mKB)
- Comment
- OGC Review Completion **yyyy-MM-dd**
- Review Completed By

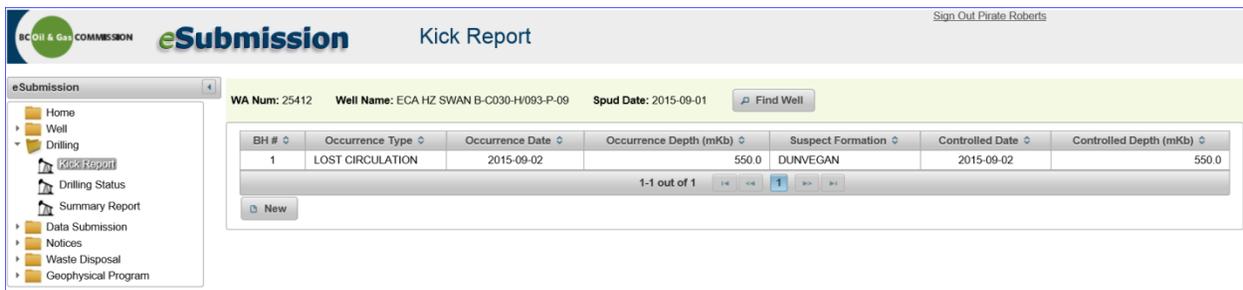
Buttons: **Submit to OGC**, **Cancel**

Fill in the data fields found under the Drilling Incident tab. For additional guidance for each data field, hover the cursor over the adjacent data field title. All data fields with an * are mandatory and must be filled, but permit holders are encouraged to provide as much detail as possible in all fields.

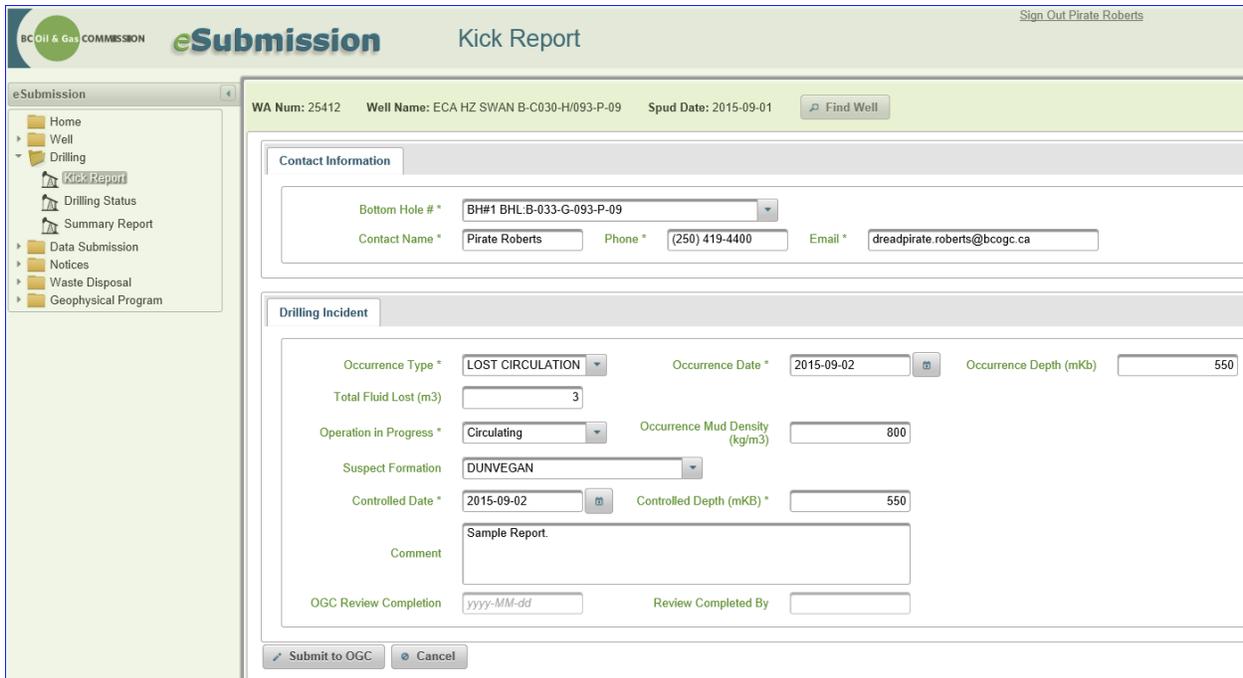


Once the form is completed, press the Submit to OGC button to submit the Kick Report. Once the user has submitted the Kick Report, a confirmation that the report has been received and an e-mail has successfully been sent to Drilling.Production@bc-er.ca is displayed. This email alerts the BCER's Drilling and Production team that a kick report has been submitted.

If a Kick Report has already been submitted, it can be viewed by clicking on the Kick Report option from the Navigation Menu. Any Kick Reports associated with the active well are displayed in the Application Screen.



Click on the occurrence to display the details:





To exit out of this screen, click the Cancel button . If the user has additional or updated details, this information may be added. After entering the additional details, click on the Submit button to update the record. A confirmation message that the record has been updated is displayed, however email notification to the Regulator will not occur with an update. If the additional information is significant, contact the Drilling and Production team directly.

3.2 Drilling Status

Drilling Status is updated through eSubmission. See the [Oil and Gas Activity Operations Manual](#) for additional information on reporting a drilling status. To update the status for a well, click on the Drilling Status option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

3.2.1 Spud

The user can update the status to Spud for wells with approved permits that are not currently drilling or for a re-entry.

Find and select a well that is not currently drilling.



The only option available is SPUD for wells that have no previous drilling statuses.



Click on the SPUD button and a screen that looks similar to the one below will appear:

Menu

- Home
- Well
- Drilling
 - Kick Report
 - Drilling Status**
 - Summary Report
- Data Submission
- Notices
- Waste Disposal
- Geophysical Program
- Permit Administration
- Water Use

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date:

If the rig being reported is not found in the rig list, please contact the Commission to register that rig.

Activity SPUD

Rig *

SPUD Date *

Emergency Response Plan submitted and in place *

Drilling Supervisor Name * Phone *

Individual Responsible for this Report Name * Phone *

Reporter Email *

Office Contact Name * Phone *

Office Contact Email *

Fill in each field and press the  Submit to OGC button to submit the SPUD report.

Note: If the intended rig is not present in the drop down list, contact the Regulator to register the rig. This can be done by sending an email to Drilling.Production@bc-er.ca.

3.2.2 Drilling Suspended

Wells that have the current Drilling Status of Spud or Drilling Resumed can be updated to the status of Drilling Suspended.

Drilling Suspended means a drilling rig has been released, but the drilling of the well is not complete and the permit holder intends to resume drilling within one year of rig release. Examples of this situation include:

- Surface hole rig.
- Switch out rigs for horizontal underbalanced drill.
- Release drilling rig, switch to service rig to penetrate play with air (also considered a drilling operation).
- Drilling ceases due to breakup and will resume when access is restored.
- For a short suspension of drilling operations (for instance, Christmas shutdowns), do not report as drilling suspended. On the Summary Report of Drilling Operations explain the reason for the short suspension (for example: shutdown for Christmas for five days) in the Comments tab (see Section 2.3.12).

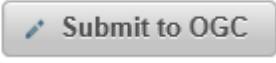
Find and select a well that is currently Spud or Drilling Resumed.

The screenshot shows the 'Drilling Status' page in the eSubmission system. The page header includes the BC Oil & Gas Commission logo and the user's name, 'Sign Out Pirate Roberts'. The main content area displays a table with the following data:

Activity	Activity Date	Rig Name	Well Site Contact	Well Site Phone	Summary Report
SPUD	2015-09-01	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Initiated

Below the table, there are buttons for 'SPUD', 'Drilling Suspended', 'Drilling Resumed', and 'Rig Released'. The 'Drilling Suspended' button is highlighted in the image.

Click on the Drilling Suspended button  and fill in each data field. Press the

Submit to OGC button  to submit the Drilling Suspended report.

3.2.3 Drilling Resumed

The user can update the status to Drilling Resumed for wells that currently have the Drilling Status of Drilling Suspended.

Drilling Resumed means drilling has resumed after a drilling suspension. Refer to Section 3.2.2 for additional information on drilling suspensions. The Drilling Resumed date is considered to be when the bit commences making new hole.

Find and select a well where drilling has been suspended.

Activity	Activity Date	Rig Name	Well Site Contact	Well Site Phone	Summary Report
SPUD	2015-09-01	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Initiated
DRILLING SUSPENDED	2015-09-05	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Report Due by 2015-09-09

Click on the Drilling Resumed button  and a screen that looks similar to the one below will appear:

If the rig being reported is not found in the rig list, please contact the Commission to register that rig.

Activity: DRILLING RESUMED

Rig: TETONKA 23

Resumed Date: 2015-09-08

Emergency Response Plan approved and in place: Yes

Drilling Supervisor Name: I. Montoya Phone: (250) 419-4488

Office Contact Name: Pirate Roberts Phone: (250) 419-4400

Office Contact Email: dreadpirate.roberts@bcogc.ca

Submit to OGC Cancel

Fill in each field and press the Submit to OGC button  to submit the Drilling Resumed report.

3.2.4 Rig Released

The user can update the status to Rig Released for wells that currently have the Drilling Status of Spud, Drilling Suspended or Drilling Resumed.

Rig Released means the drilling of the well is finished completely.

Find and select a well that currently has one of the above mentioned Drilling Statuses.

Drilling Status

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H093-P-09 Spud Date: 2015-09-01 Find Well

Activity	Activity Date	Rig Name	Well Site Contact	Well Site Phone	Summary Report
SPUD	2015-09-01	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Initiated
DRILLING SUSPENDED	2015-09-05	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Outstanding
DRILLING RESUMED	2015-09-08	TETONKA 23	dreadpirate.roberts@bcogc.ca	(250) 419-4400	Initiated

1.3 out of 3

SPUD Drilling Suspended Drilling Resumed Rig Released

Click on the Rig Released button  and a screen that looks similar to the one below will appear:

Rig Release Report

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Activity RIG RELEASED

Rig Release Date *

Final Measured Depth (mKb) *

Where is rig going after rig release? *

Is more drilling to occur on this well using any drilling rig, service rig, or coil tubing unit? *

Was a directional survey conducted while drilling this well? *

Submit to OGC Cancel

Fill in each field and press the Submit to OGC button  to submit the Rig Release report.

Please note: If additional drilling is planned for this well using the current well permit, then a drilling status of Drilling Suspended should be used and not a Rig Release status.

3.3 Summary Report

Information for the Summary Report of Drilling Operations is entered through eSubmission. See the [Oil and Gas Activity Operations Manual](#) for additional information regarding the Summary Report.

For ease of data entry, the Summary Report is broken down into sections:

1. Admin: Summary information from drilling status updates.
2. Wellhead: Kelly Bushing (KB), Casing Flange (CF), Ground Elevation are entered and confirmed. Surface coordinates are edited, if necessary, and confirmed.

3. BHL: Bottom Hole Locations (BHL) are edited, if necessary, and confirmed.
4. Casing/Cement: Casing and cementing details are entered and confirmed.
5. Plugs/Sidetracks: Abandonment plug, plug back, sidetrack and window cut in casing data are entered and confirmed, if applicable.
6. Core: Core and core plug data are entered and confirmed, if applicable.
7. Mud: Mud system details are entered and confirmed.
8. DST: Drill Stem Tests (DST) and Repeat Formation Tests (RFT) are confirmed.
9. Surf Aban: Surface Abandonment (Surf Aban) details are confirmed.
10. Kick Report: Kick report information can be entered, edited and confirmed, if applicable.
11. Tops/Logs: Formation tops and logs run record are uploaded as a supplementary document.
12. Comments: Additional comments can be entered.
13. Submit: Additional information is provided to the user and the Summary Report can be submitted.

To enter a Summary Report of Drilling Operations, click on the Summary Report option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

The Summary Report application is not available until a drilling status of Spud has been entered. Once a Spud drilling status has been entered, the user can begin entering and saving data to the Summary Report, but it cannot be submitted (finalized). The user will see a message similar to following when the Summary Report for a well with a Spud drilling status is selected:

The Well has no DRILLING SUSPENDED and RIG RELEASED drilling activities to report for.

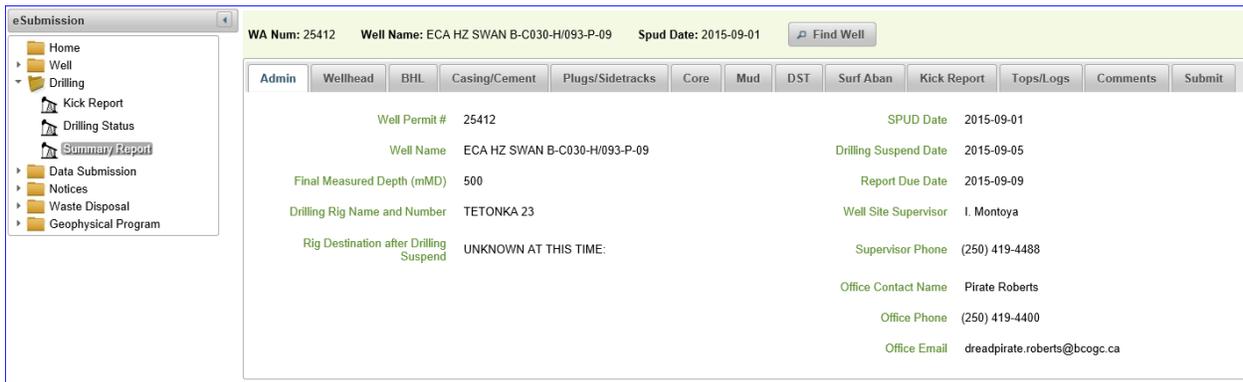
If you want to submit a SUMMARY REPORT, please go to the Drilling Status Menu and add a Drilling Activity.

This message is informing the user that information can be added and saved to the Summary Report, but it cannot be submitted until a drilling status of Drilling Suspended or Rig Released has been entered. Once the user has updated the drilling status of the well to Drilling Suspended or Rig Released, a Due Date will be attached the Summary Report to inform the user when it should be submitted by. Previously entered data continues to be available and when the Summary Report is complete, it can now be submitted for review.



In the example above, the drilling status was updated to drilling suspended on September 5, 2015; therefore, the summary report is due by September 9, 2015.

Hover the cursor over the row of data containing the Due Date. The row of data changes from white to blue highlight. Single click on the highlighted row to begin entering the Summary Report of Drilling Operations and a screen similar to the one below will appear:



A report is due when a drilling status of Drilling Suspended is submitted. Since the well has not completed all drilling operations, only limited information is required at this point, which include:

- Wellhead section: Entering the Kelly Bushing (KB)
Editing, if applicable, and confirming Wellhead Surface Location
- BHL Section: Updating the current status of permitted or new bottom holes
- Casing/Cement: Up to date casing and cement information.

All sections can be filled out for a Drill Suspended Summary Report of Drilling Operations and the user is encouraged to enter as much information as possible. This information is retained and available once a Summary Report of Drilling Operations for a Rig Release is initiated.

When a Rig Release Summary Report of Drilling Operations is being completed, all sections must be completed with the exception of Plugs/Sidetracks and Kick Reports, which are only to be filled out if applicable.

When a Drilling Status is updated to Rig Release, the Summary Report application will show the Rig Release Summary Report as available for editing and final submission. Any information previously added during drilling or for a Drill Suspended Summary Report (if applicable) will be available in the Rig Release Summary Report for final confirmation and/or editing.

3.3.1 Admin Tab

The Admin tab contains a summary of information that was entered when the drilling status was updated. There are no fields that require data entry on this tab.

The screenshot shows the 'Admin' tab of the eSubmission application. The page title is 'Summary Report of 2015-09-20 RIG RELEASED'. The user is logged in as 'Pirate Roberts'. The main content area displays the following information:

WA Num:	25412	Well Name:	ECA HZ SWAN B-C030-H/093-P-09	Spud Date:	2015-09-01
Well Permit #	25412	Drilling Resumed Date	2015-09-08		
Well Name	ECA HZ SWAN B-C030-H/093-P-09	Rig Release Date	2015-09-20		
Final Measured Depth (mMD)	4901	Report Due Date	2015-09-24		
Drilling Rig Name and Number	TETONKA 23	Well Site Supervisor	I. Montoya		
Rig Destination after Rig Release	OUT OF PROVINCE:	Supervisor Phone	(250) 419-4488		
		Office Contact Name	Pirate Roberts		
		Office Phone	(250) 419-4400		
		Office Email	dreadpirate.roberts@bcogc.ca		

3.3.2 Wellhead Tab

The Wellhead tab allows the user to confirm information regarding the surface coordinates and enter the Kelly Bushing (KB), Casing Flange (CF) and Ground Elevation for the active well. Information for the surface coordinates tab is pre-populated from the well permit application. Complete all the required fields by either entering data where the fields are blank or editing existing information, where necessary. The Kelly Bushing and Casing Flange information must be confirmed by checking the box adjacent to those entries. The remainder of the Surface Hole location information must be confirmed by checking the 'Surface Location Confirmed' check box located at the base of the lower section. To save your entries in the Wellhead tab, press the Save button. At any point prior to submission, the user can return to this tab to edit or update the information provided. Upon clicking on the save button, the data entered is validated and any errors will be highlighted and messaging to aide in error diagnosis will be displayed.

The screenshot displays the 'Wellhead' tab in the eSubmission system. The interface includes a navigation menu on the left with options like Home, Well, Drilling, Kick Report, Drilling Status, Summary Report, Data Submission, Notices, Waste Disposal, and Geophysical Program. The main content area shows the following details:

- WA Num:** 25412
- Well Name:** ECA HZ SWAN B-C030-H/093-P-09
- Spud Date:** 2015-09-01
- Find Well** button
- Navigation tabs: Admin, **Wellhead**, BHL, Casing/Cement, Plugs/Sidetracks, Core, Mud, DST, Surf Aban, Kick Report, Tops/Logs, Comments, Submit
- Re-entry:** No
- Kelly Bushing: KB(m):** [Input field]
- Casing Flange: CF(m):** [Input field]
- Kelly Bushing and Casing Flange Confirmed:**
- Ground Elevation(m):** [Input field] 774
- Grid Coordinates:**
 - NTS: Qtr Unit **B**, Unit **030**, Block **H**, Map **093**, **P**, **09**
 - DLS: LSD, Section, TWP, Range
- Offset Coordinates:**
 - North (m): **-692.5**, East (m): **-771.4**, From **NE** corner of
 - NTS: Unit **030**, Block **H**, Map **093**, **P**, **09** or
 - DLS: LSD, Section, TWP, Range
- UTM NAD 83:**
 - Zone **10**, Northing **6165539.8**, Easting **681045.1**
 - Surface Location Confirmed:**
- Save** and **Cancel** buttons

3.3.3 Bottom Hole Location Tab

The Bottom Hole Location (BHL) tab allows the user to edit, add, delete and confirm information about bottom hole locations for the well. The initial screen within this tab is pre-populated with the information provided about the bottom hole location(s) from the permitted bottom hole.

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Bottom Hole #	Permitted Actual	Type	Location	Total MD (m)	Date TD	Status
1		Directional	Permitted: B-033-G-093-P-09 Actual: B-033-G-093-P-09	Permitted: 4904 Actual:		Not Confirmed

1-1 out of 1

Add New Bottom Hole

Please note that only confirmed bottom holes can be used in the Summary report of drilling operations.
Bottom Hole numbers will be assigned based on Date TD.

To edit or confirm the bottom hole, hover the cursor over the row of data corresponding to the bottom hole number of interest. By hovering the cursor over the row of data to be edited or confirmed, the row of data will become highlighted in blue. For most Summary Reports, there will only be one bottom hole location. Single click the row of data and the Update Bottom Hole screen similar to the one below will appear:

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Update Bottom Hole

Bottom Hole Number 1

Type * Directional

Bottom Hole Location * NTS: Qtr Unit B Unit 033 Block G Map 093 P 09

DLS: LSD Section TWP Range

Status Not Confirmed

Save Cancel

From this screen, the user can edit and confirm the bottom hole location information. **Users should edit as necessary the pre-populated (permitted) bottom hole location information presented to reflect the actual location and total depth of the bottom hole.** When selecting an as permitted bottom hole to edit or confirm, the Update Bottom Hole screen will be pre-populated with information from the original well permit, but should be edited, as necessary, to reflect the actual bottom hole data.

The first field is the 'Type' field, which refers to the wellbore type. There are three options which are 'Vertical', 'Directional' and 'Horizontal'. The 'Type' will default to that of the well permit application, but may be edited to reflect the actual type of well drilled.

The next set of fields is the 'Bottom Hole Location' fields, which are in NTS or DLS. This information is pre-populated from the data on the well permit application and should be edited, if applicable, to reflect the actual location of the bottom hole at total depth (TD).

The 'Status' field can now be selected. The Status field is a drop menu with four options:

- **Drilling Finished:** The most common status, which reflects that the bottom hole is final with no more drilling (i.e. no deepening) that would alter the total depth or bottom hole location.
- **Drilling Suspended:** This status is only available when completing a Summary Report for a well with a Drilling Suspended status. This status is for when drilling has been initiated towards the bottom hole location, but operations have been suspended. Information related to this bottom hole location can be updated in future Summary Report submissions.
- **No Drilling Initiated:** This status is only available when completing a Summary Report for a well with a Drilling Suspended status. This status is only for wells with multiple bottom hole locations and drilling has commenced on one or more of the bottom holes, but drilling has yet to be initiated towards the bottom hole location being edited.
- **No Drilling to Occur:** This status is only for wells with multiple bottom hole locations and drilling has commenced on one or more of the bottom holes, but no drilling has been initiated towards the bottom hole location being edited and operational plans to do so have been cancelled and will not occur prior to or have not occurred prior to final rig release.

Depending on the 'Status' selected, additional fields will appear. For Drilling Finished, the Total (Measured) Depth (m) and Date TD will appear and are mandatory. For Drilling Suspended, When the Summary Report for the rig release is entered the Date TD field becomes mandatory. At this time, both the Total MD and Date TD fields must be edited to reflect the final total depth and date that the depth was reached. For No Drilling Initiated and No Drilling to Occur there is no additional information required.

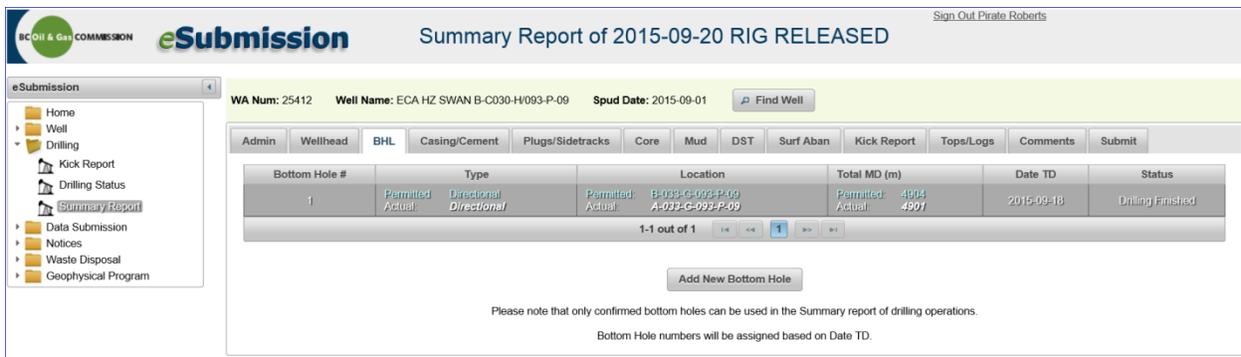
Press the save button to confirm the bottom hole location data or press cancel to exit without saving the changes. The user will then be returned to the initial screen of the BHL tab that will display the updated bottom hole information. Details in light green are from the well permit application and details in white are from actual operations.

Where there are multiple bottom holes for a well, they will default to the order from the original well application. Upon saving the bottom hole data, the Bottom Hole Number will be re-ordered based upon the Date TD entered.

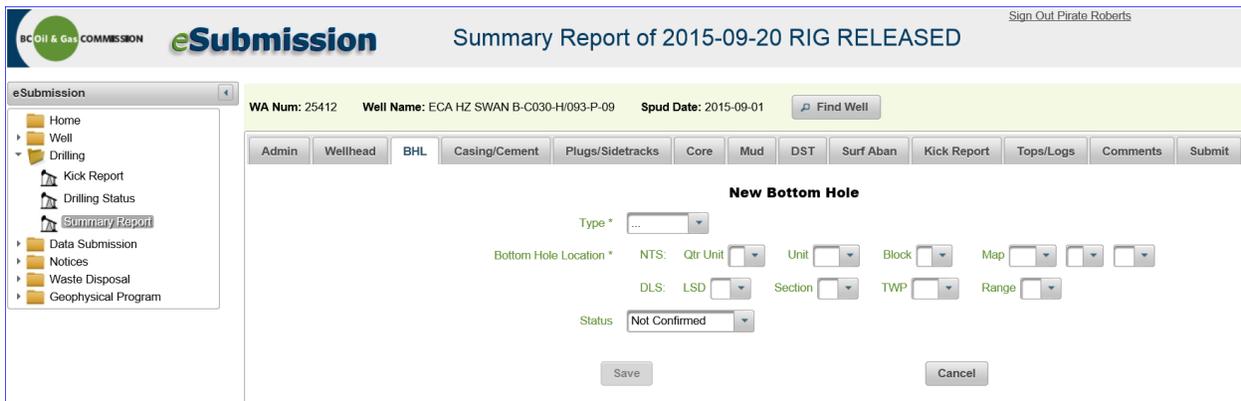
From the BHL tab, the user can also add a new bottom hole, by clicking on the Add New Bottom Hole button.

Important: Do not enter additional bottom hole locations unless necessary. The permitted bottom hole locations that are pre-populated in the Summary Report must be edited to reflect the actual bottom hole location. Only add a new bottom hole(s), if unplanned drilling occurs. This includes instances where the actual bottom hole location and the permitted bottom hole location do not match. In this case, the permitted hole location should be edited to reflect what actually occurred; no new bottom hole is required. Please contact the Drilling and Production department prior to adding new bottom holes or if there are any concerns.

To enter a new bottom hole, select the Add New Bottom Hole button from the BHL tab, as shown below:



Selecting the Add New Bottom Hole button will navigate the user to the following screen:



From this screen the user can enter the details of a new bottom hole and press the save button to save the changes or press cancel to exit without saving the changes made. If a new bottom hole was entered accidentally and saved, the user can return to that screen and delete the bottom hole. This can only be done for bottom holes added by the user.

3.3.4 Casing/Cement Tab

The Casing/Cement tab allows the user to enter details regarding casing and cement.

Click on the Add Casing button and a screen similar to the following will appear:

Begin by selecting the Bottom Hole # that corresponds to the casing information and enter the date the casing string was landed. The remainder of the fields with an * are mandatory and must be filled out before the record can be saved. By hovering the cursor over the title adjacent to the field to be entered, additional guidance will be provided. When all mandatory fields have been filled out, click on the Save button to retain the completed record. The user will be returned to the main Casing/Cement tab screen.

To add mixed casing (also referred to as tapered casing), enter all casing details for the upper most, largest diameter casing string first. When all information for that portion of the casing string has been entered, click on the 'Add Mixed' button and the user will see a screen similar to the one below:

New Casing

Bottom Hole # * BHM1 4901m BHL-A-033-G-093-P-09 Observation # 2

Date Casing String Run * 2015-09-19

Category * PRODUCTION

Connection Type LTC Stage Collar (mKB) 1,855

Anchor/Isolation Packer (mKB)

Weight (kg/m) *	No. of Joints *	Total Length (m) *	Set Depth (mKB) *	Outside Diameter (mm) *	Grade *
34.23	125	1800	1800	139.7	L80
29.76	180	3101	4901	139.7	P110

Add Mixed Save Cancel

From this screen the user can enter multiple entries for mixed casing (may be referred to as tapered in the drilling records). As the Bottom Hole #, Date and Category are all common to the mixed casing string, this information does not need to be edited with each entry. These entries should be done in order from the uppermost/shallowest, largest diameter casing string to the deepest, smallest diameter portion.

Once a casing record has been saved, the user is returned to the Casing/Cement main page and confirmed casing string entries will be displayed.

Casing/Cement

Bottom Hole #	Obs #	Category	Date Casing String Run	Outside Diam (mm)	Weight (kg/m)	No. of Joints	Total Length (m)	Set Depth (mKB)	Liner Top Depth (mKB)	Grade	Cement
1	1	SURFACE	2015-09-04	244.5	59.53	40	500	500		J55	Cement (1)
1	2	PRODUCTION	2015-09-19	139.7 139.7	34.23 29.76	125 180	1800 3101	1800 4901		L80 P110	Cement (0)

1-2 out of 2 Add Casing

Cement details can be entered for any saved casing string. To do so, hover the mouse in the Cement Column within the desired casing string row and click on Cement. This will bring the user to the Cement details page:

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01

Casing Information: Bottom Hole # 1 Casing Observation # 1 Category SURFACE
 Top Depth (calculated) 0 Set Depth (mKB) 500 Total Length 500

Cement Allowed: Minimum Interval Top 0 Maximum Interval Base 500

Interval Top (mKB)	Interval Base (mKB)	Cement Class	Blend or Product Name	Density (kg/m3)	Volume (Tonnes)	Cement Top Determination Method
0	500	CLASS G	0:1:0	1500	25	VISUAL

1-1 out of 1

Add Cement Detail Back

The active casing string details will be shown above at all times when entering cement details. To make an entry, click on the Add Cement Detail button. This will take the user to the following screen:

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01

Casing Information: Bottom Hole # 1 Casing Observation # 1 Category SURFACE
 Top Depth (calculated) 0 Set Depth (mKB) 500 Total Length 500

Cement Allowed: Minimum Interval Top 0 Maximum Interval Base 500

New Cement Detail

Interval Top (mKB) * Interval Base (mKB) *

Cement Class * Blend or Product Name *

Density (kg/m3) * Cement Top Determination Method *

Volume (Tonnes) *

Save Cancel

The cement detail will default the interval top and bottom entries to match the casing string, but these can be edited and multiple cement entries can be entered for each casing string observation. All fields within the cement detail screen are mandatory and additional guidance for each field can be viewed by hovering the cursor over the title adjacent to any field box.

All casing observations must have a cement record. If all or a portion of the casing string is uncemented, the uncemented interval must be captured by entering the Interval Top and Interval Base and then selecting "UNCEMENTED" from the dropdown menu provided under the Cement Class Field. The remaining fields do not apply to uncemented intervals and do not need to be filled out.

Once all details have been added, the record can be saved. And the user will be returned to the Cement Detail page:

If applicable, additional cement intervals can be added by clicking the 'Add Cement Detail' button. Once all cement records for the casing string have been entered, click the Back button and the user will be returned to the main Casing/Cement screen:

3.3.5 Plugs/Sidetracks Tab

The Plugs/Sidetracks tab allows the user to input various types of plugs and sidetrack details. There is no initial detail when the user first navigates to the Plugs/Sidetracks detail. The user will see the screen below and a plug or sidetrack can be added by clicking the Add Operation button:

When the user clicks the Add Operation button, they will be presented with the screen below:

The user must complete an entry for each plug back operation completed during drilling. Select the bottom hole and enter the date the operation was completed. Select, from a dropdown menu, one of the following operations:

- Abandonment Plug:** A cement plug is run in the hole for the purpose of abandonment during a drilling operation.
- Plug Back and Case:** A cement plug is run before or after casing has been set in the hole.
- Plug Back and Sidetrack (Fish):** A portion of the drill string or tools (fish) is stuck downhole and cannot be recovered. A cement plug is run over the fish. A new hole is then drilled around the fish to resume drilling operations.
- Plug back and straighten/build angle:** Drilling operations have deviated off target from the intended direction or are not deviating sufficiently towards the intended target. A cement plug is run in a portion of the drilled hole and drilling operations continue at the correct deviation.
- Plug Back and Whipstock (Kickoff):** A cement plug is run and used to achieve the angle for directional or horizontal drilling from the original wellbore.
- Openhole Sidetrack (No Cement Plug):** A new hole is initiated from an openhole towards a separate bottom hole target without the use of any plugs.
- Window Cut in Casing:** A section of the casing is milled out and a new hole is then drilled out from the casing.

The operation detail should be added to the BH# the operation occurred within.

Once the Bottom Hole # has been selected, the operation date entered and the operation type has been selected, the remaining data fields will be finalized and can be edited. All fields with an * are mandatory and additional guidance for each field can be viewed by hovering the cursor over the title adjacent to any field box.

3.3.6 Core Tab

The Core tab allows the user to enter information about any coring or sidewall coring activities for the well, if applicable.

Clicking on the Core tab will take the user to a screen that looks similar to the one below.

Click on the Add Core button if coring operations occurred on the well. Enter the details for the cores cut including the bottom hole, coring interval top, coring interval base, the date the operation was completed and the total core recovered over the coring interval. Once all the information has been entered, hit the Save button to retain the entry.

Click the Add Core button to create a new coring entry. The trash can icon can be selected to delete any entries.

CORES CUT

Bottom Hole # *	Core #	Interval Top (mKB) *	Interval Base (mKB) *	Date *	Recovered (m) *	
1	1	1500	1600	2015-09-12	98	

Add Core

Click on the Add Sidewall Core button if sidewall cores were collected on the well. Enter the details for the sidewall cores including the bottom hole #, interval top representing the upper most sidewall core plug, interval base representing the lower most sidewall core plug, date (the date the operation was completed) and the total amount of sidewall core plugs recovered. Use the Add Sidewall Core button to create multiple entries.

SIDEWALL CORES

Bottom Hole # *	Interval #	Interval Top (mKB) *	Interval Base (mKB) *	Date *	Sidewall Cores Recovered *	
1	1	1600	1700	2015-09-16	53	

Add Sidewall Core

Click the Save button to retain entries made.

Note that the user cannot save if there are any blank fields. Use the delete icon to remove blank record(s) to mitigate errors before changes are saved.

Once the entry or entries have been successfully saved, a message similar to the one below will appear:

 **CONVENTIONAL Core 1 of Bottom Hole #1 at 1500 ~ 1600mKB is created.**
SIDEWALL Interval 1 of Bottom Hole #1 at 1600 ~ 1700mKB is created.

3.3.7 Mud Tab

By selecting the Mud tab, the user will be initially brought to the screen shown below:

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01

Admin Wellhead BHL Casing/Cement Plugs/Sidetracks Core Mud DST Surf Aban Kick Report Tops/Logs Comments Submit

There is no Mud created for this well.

Add Mud Save Cancel

Mud details from surface to the total measured depth of each bottom hole is mandatory. To input mud information, click on the Add Mud button. The user will be presented with 5 mandatory text boxes, as shown below:

Summary Report of 2015-09-20 RIG RELEASED

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01

Admin Wellhead BHL Casing/Cement Plugs/Sidetracks Core Mud DST Surf Aban Kick Report Tops/Logs Comments Submit

Bottom Hole # *	System Type *	Mud System *	Interval Top (mKB) *	Interval Base (mKB) *
1	Fresh Water (non-toxi)	Water Based	0	850

Add Mud Save Cancel

First, select the bottom hole, which will be a dropdown list, then under System Type, provide a brief description of the drilling fluid system and indicating whether the fluid is toxic or non-toxic. Mud System is a dropdown that currently consists of three choices which are Water Based, Oil Based and Other. Select the appropriate Mud System. Finally, enter the top depth and bottom depth that cover the interval that this mud system was used for during drilling operations of the bottom hole. The user can now add additional rows of data by clicking on the Add Mud button, save the information added by clicking on the Save button or cancel entries not yet saved by clicking the Cancel button. Single rows of data can be deleted by clicking on the trash can icon.

3.3.8 Drilling Stem Tests (DST)Tab

The Drill Stem Tests (DST) tab allows the user to indicate if any DST's or repeat formation testing (RFT) occurred. The information in this tab needs to be completed even if no drill stem tests were run. Choose either yes or no from the drop down list for each bottom hole, indicating if a drill stem test was or was not completed.

BC Oil & Gas COMMISSION eSubmission Summary Report of 2015-09-20 RIG RELEASED Sign Out Pirate Roberts

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Admin Wellhead BHL Casing/Cement Plugs/Sidetracks Core Mud DST Surf Aban Kick Report Tops/Logs Comments Submit

Bottom Hole BH#1 4901m BHLA-033-G-093-P-09 DST or wireline RFT (or equivalent) run? * No

Save Cancel

Click the Save button to confirm the entry or entries.

3.3.9 Surf Abandonment Tab

The Surface Abandonment (Surf Aban) tab allows the user to indicate if the well was abandoned at time of rig release. Select No and no further information is required. Click the Save button to save the entry.

Select Yes and a screen similar to the one below will appear with additional questions:

BC Oil & Gas COMMISSION eSubmission Summary Report of 2015-09-20 RIG RELEASED Sign Out Pirate Roberts

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Admin Wellhead BHL Casing/Cement Plugs/Sidetracks Core Mud DST Surf Aban Kick Report Tops/Logs Comments Submit

Surface Abandonment

Well Abandonment At Rig Release? * Yes

Casing cut off minimum 1m below finished ground level? *

Vented cap welded on? *

If alternate method, please explain:

NOTES:

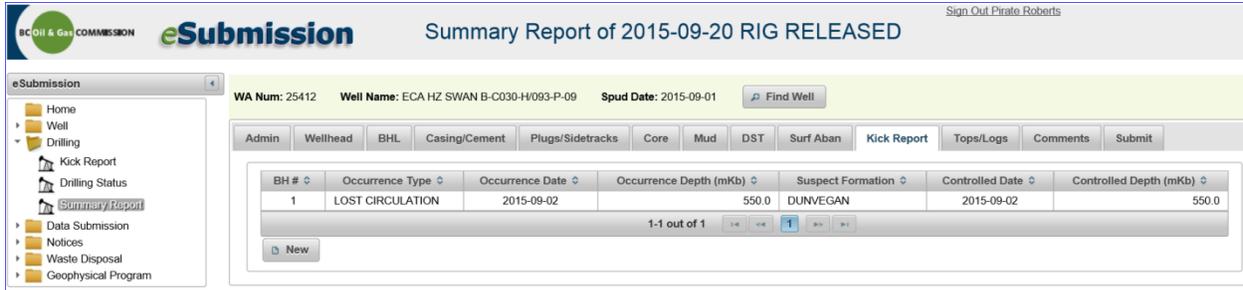
Save Cancel

Fill in the additional information and click the Save button to retain the entries.

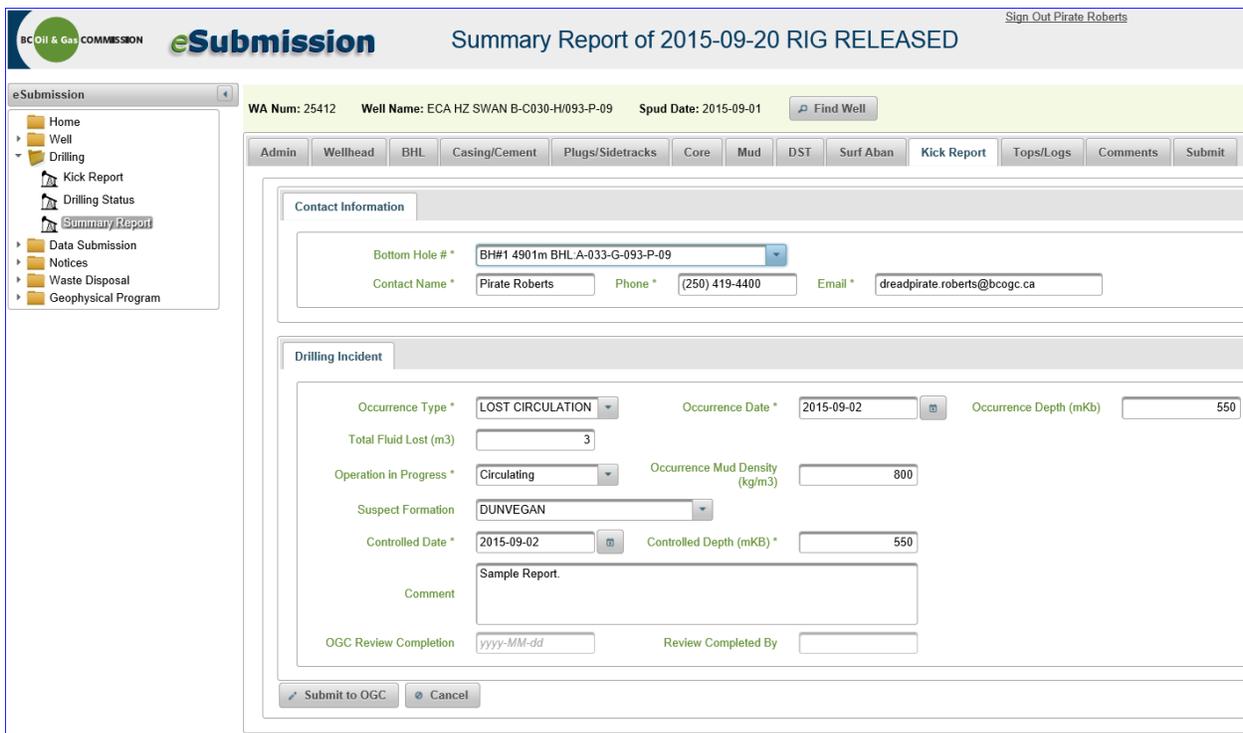
3.3.10 Kick Report Tab

The Kick Report tab allows the user to indicate if any occurrences such as blow outs, kicks or lost circulation occurred. If there were no blow outs, kicks or lost circulation, no data entry is required on this screen.

If a blow out, kick or lost circulation incident occurred, and was already reported through eSubmission Kick Report application, the details can be reviewed and edited in the Kick Report tab while entering the Summary Report of Drilling Operations.



Click on the occurrence to view the details.



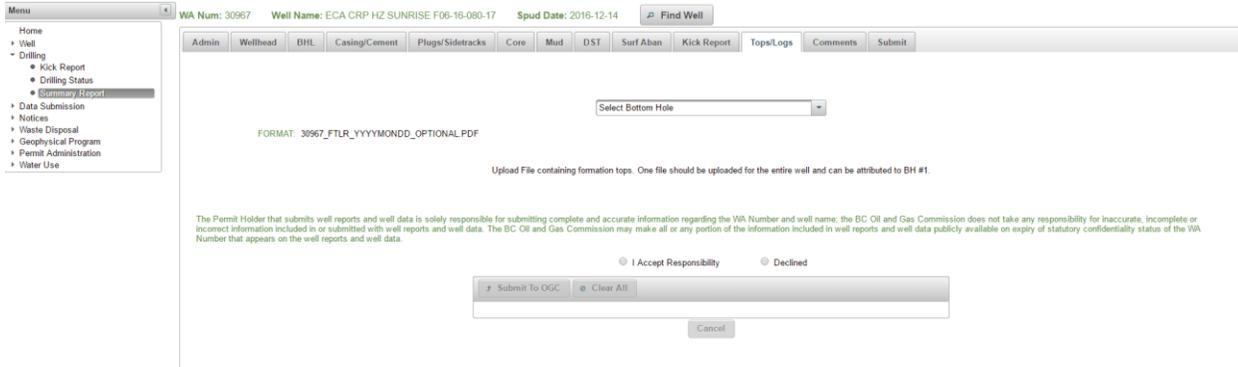
To exit out of this screen, click the Cancel button



If a blow out, kick or lost circulation occurred and was not already reported through eSubmission, it must be reported as part of the Summary Report of Drilling Operations. Please see section 2.0 for information on how to enter a kick report.

3.3.11 Tops/Logs Tab

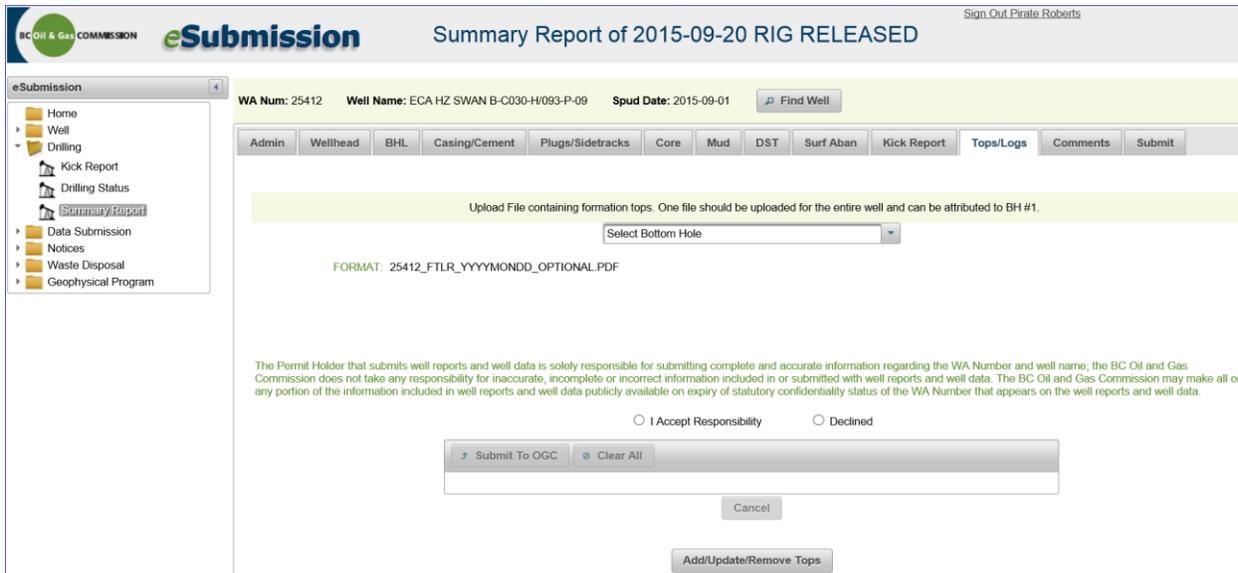
The Tops/Logs tab allows the user to enter information about the formation tops and logs run.



From this screen, the user can upload a pdf document summarizing the formation tops and logs runs.

Uploading a PDF Document of Formation Tops/Logs Run

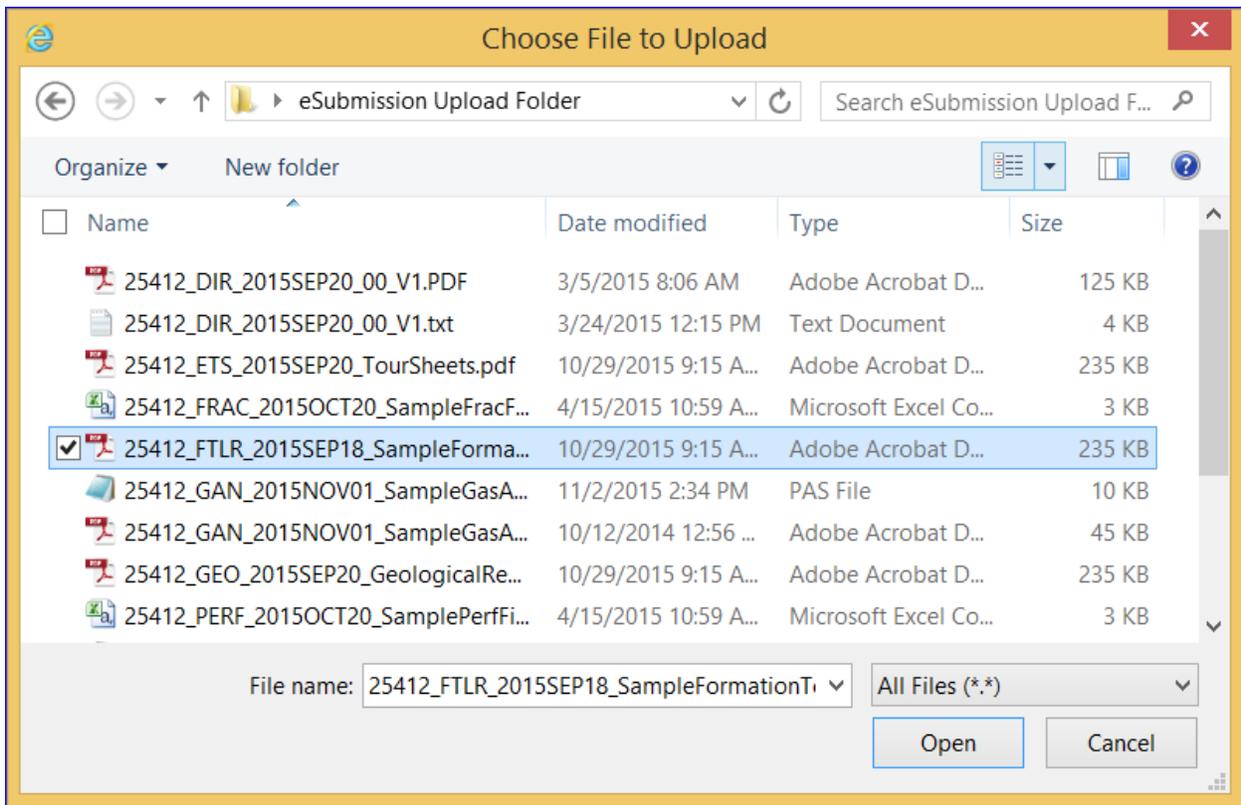
Select the Formation Top File Submissions button and a screen similar to the one below will be displayed:



Select a bottom hole from the drop-down list. Please note: The formation tops and logs run document may contain information for multiple bottom holes. The user can submit a separate document for each bottom hole or submit a single document for the primary bottom hole that covers all formation tops and logs run for the entire well and all bottom holes.

Please review the information regarding the responsibility of the permit holder. The user must select “I Accept Responsibility” before proceeding with submitting the document(s).

Click the Add button and navigate to where the file(s) are located in preparation for upload. Select the file(s) and click open.



If there are any issues preventing submission of the document, for example an incorrect naming convention or file type, a description of the error in red will appear at the top of the screen

In this case, the ability to finalize the upload will not be available. Click on either the Clear All button or the Cancel button to exit from this screen. Once the errors are corrected, repeat the steps to upload the document.

If the submission was successful, a message is displayed informing the user that the file was received and a receipt number is attached to the file.

A record of the submission is now available, including which bottom hole it was submitted to, the file name and the date uploaded.

Bottom Hole #	File Name	Uploaded Date
1	25412_FTLR_2015SEP18_SAMPLEFORMATIONTOPSLOGSRUNFILE.PDF	2015-11-02

1-1 out of 1

3.3.12 Comments Tab

In the comments box, provide a brief summary and, if applicable, address the following:

- Fish in hole (top of fish).
- Low or poor cement job and cement returns.
- Unexpected open formations.

Once all comments have been added, press the Save button.

3.3.13 Submit Tab

The Submit tab allows the user to submit the information contained in the Summary Report to the Regulator. Click on the Submit tab and a screen similar to the one below will appear:

The screenshot displays the eSubmission portal interface. At the top, the BC Oil & Gas Commission logo is on the left, followed by the 'eSubmission' title and the page title 'Summary Report of 2015-09-20 RIG RELEASED'. A user name 'Sign Out Pirate.Roberts' is visible in the top right. Below the header, a navigation menu on the left lists various options: Home, Well, Drilling, Kick Report, Drilling Status, Summary Report (highlighted), Data Submission, Notices, Waste Disposal, and Geophysical Program. The main content area shows a 'Find Well' button and a series of tabs: Admin, Wellhead, BHL, Casing/Cement, Plugs/Sidetracks, Core, Mud, DST, Surf Aban, Kick Report, Tops/Logs, Comments, and Submit. The 'Submit' tab is active, displaying green text instructions: 'If surface abandonment is not completed at time of rig release, well is not considered abandoned.', 'If surface abandonment of this well is to be completed after submission of this report, submission of a Notice of Operation via the eSubmission portal is required. Furthermore, the submission of a Completion/Workover Report detailing the cut and cap operations is required.', 'Fill in rat, mouse holes.', and 'Submit: Tour sheets and final logs via the eSubmission portal (Do not send paper copies). Samples and cores to Fort St John.' A 'Submit the Summary Report of Drilling Operations to the Oil and Gas Commission' button is located at the bottom of the content area.

Review the information displayed in green text and then press the Submit to OGC button. If there is any incomplete information in the Summary Report, when the user clicks the Submit to OGC button, a message explaining location of errors is displayed.

Return to the tab with the incomplete information and complete all required fields. Repeat the steps outlined above to Submit the Summary Report.

Once the Summary Report has been successfully submitted, a screen similar to the one below will appear:

The screenshot displays the eSubmission portal interface. At the top, the BC Oil & Gas Commission logo and 'eSubmission' branding are visible. The main header shows the title 'Summary Report of 2015-09-20 RIG RELEASED' and the user 'Sign_Out.Pirate.Roberts'. Below the header, a navigation menu includes 'Home', 'Well', 'Drilling', 'Kick Report', 'Drilling Status', 'Summary Report', 'Data Submission', 'Notices', 'Waste Disposal', and 'Geophysical Program'. The 'Summary Report' option is highlighted. The main content area shows the well details: 'WA Num: 25412', 'Well Name: ECA HZ SWAN B-C030-H/093-P-09', and 'Spud Date: 2015-09-01'. A 'Find Well' button is present. Below this, a series of tabs are visible: 'Admin', 'Wellhead', 'BHL', 'Casing/Cement', 'Plugs/Sidetracks', 'Core', 'Mud', 'DST', 'Surf Aban', 'Kick Report', 'Tops/Logs', 'Comments', and 'Submit'. The 'Submit' tab is active. The main content area contains the following text:

If surface abandonment is not completed at time of rig release, well is not considered abandoned.

If surface abandonment of this well is to be completed after submission of this report, submission of a Notice of Operation via the eSubmission portal is required. Furthermore, the submission of a Completion/Workover Report detailing the cut and cap operations is required.

Fill in rat, mouse holes.

Submit: Tour sheets and final logs via the eSubmission portal (Do not send paper copies). Samples and cores to Fort St John.

 A blue information banner states: 'The summary report is submitted successfully.' Below this, it notes: 'The report was submitted on November 2, 2015.' At the bottom of the main content area, there is a green link 'Unsubmit the SRDO' and a grey 'Un-submit' button.

The option to Un-submit the Summary Report to make changes is available until the report has been reviewed by BCER staff. Once BCER staff have reviewed and finalized the report the user is no longer be able to retract the report or make any changes to it. If an update is required after review, contact the Drilling and Production department directly.

Chapter 4: Well Data Submissions

4.1 Introduction

Permit Holders submitting well reports and well data are solely responsible for submitting complete and accurate information regarding the well authorization number. The Regulator does not take any responsibility for inaccurate, incomplete or incorrect information included or submitted with well reports and well data. The Regulator may make all or a portion of the information included in well reports and well data publicly available after the expiry of statutory confidentiality status of the well authorization number that appears on the well reports and well data.

In order to submit well data and well reports using eSubmission, the user must agree to accept responsibility for the accuracy of the submissions.

In cases where there are multiple bottom holes and/or drilling events, it is important to upload data submissions to the correct bottom hole. Bottom holes are assigned to a drilling event by BCER staff and confidentiality is managed by individual drilling event. In rare cases, separate drilling events may have a different confidentiality period for the same well authorization number. In these rare cases, the user is alerted that there are multiple drilling events with different confidentiality periods for the well prior to attempting an upload of any data.

Users are encouraged to review the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timelines for the submission of well data and well reports.

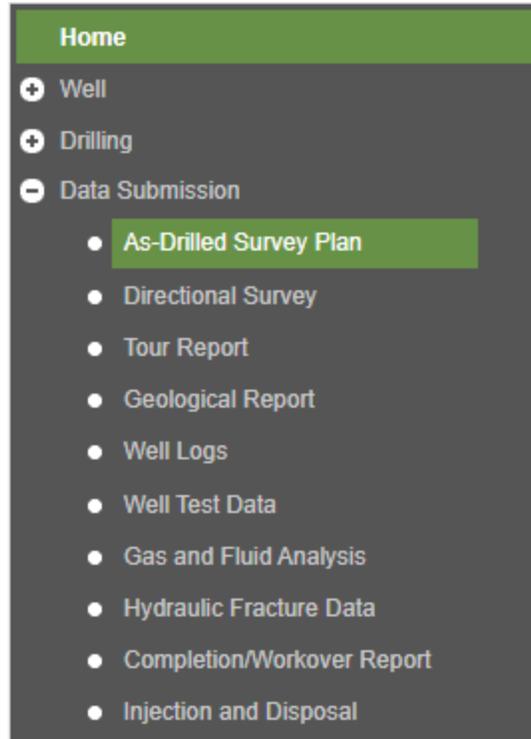
4.2 As-Drilled Survey Plans

Section 35(1) of the Drilling and Production Regulation requires the submission of an As-Drilled Survey Plan within 14 days of rig release. The Plan must be submitted in its original size from the surveyor (for example, 22" x 34"), and include the following information:

- Surface and bottom hole location of all drilling events associated with the well
- Northing and Easting coordinates, determined using NAD 83
- North and East offsets to the nearest corner of the spacing unit, and the reference corner

Use the As-Drilled Survey Plan Required query feature in the Find Well application to determine wells for which an As-Drilled Survey Plan submission is required.

To submit an As-Drilled Survey Plan for a well in the Active Well Bar, click on the As-Drilled Survey Plan application on the Navigation Menu found on the left hand side of the screen.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

At any point during Steps 1 to 4, the user can select the Cancel button. This allows the user to navigate to another location within eSubmission or start over within the As-Drilled Survey Plan application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the As-Drilled Survey Plan files that have been prepped for submission.

Step 4: Select the file desired to be part of the submission and click open. If incorrect files are selected, select the Clear All button and return to Step 3.

Step 5: Select the Submit button to submit the As-Drilled Survey Plan.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the As-Drilled Survey Plan application and the Data Submission log.

WA Num: 39511 Well Name: BLACK SWAN HZ NIG CREEK B-C084-B/094-H-04 Spud Date: 2020-10-08 [Find Well](#)

Submission Number	File Name	Uploaded Date	Bottom Hole #
533265	39511_ADSP_2020DEC29_DE00V1.PDF	2020-12-29	1

1-1 out of 1 [1](#) [10](#)

i The following files were uploaded successfully:
 39511_ADSP_2020DEC29_DE00V1.pdf
 Submission Receipt #: 533265

DE00/BH#1 [RR2020-Oct-31] 4260m BHLB-054-B-094-H-04

FORMAT: 39511_ADSP_YYYYMONDD_OPTIONAL.PDF

Upload file containing As-Drilled Survey Plan

The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data.

I Accept Responsibility Declined

[+ Add](#) [Submit To OGC](#) [Clear All](#)

[Cancel](#)

4.2.1 Revised As-Drilled Survey Plan Files

Revised As-Drilled Survey Plan files can be submitted, at any time, through eSubmission provided they follow the correct naming convention. Revised files may be uploaded if a file is loaded in error or when a revised survey is required.

The naming convention for revised as-drilled survey plan files requires that the version number be changed. For example, the above well, WA39511, had the original file saved as:

39511_ADSP_2020DEC29_DE00V1.pdf

The revised file should be saved and uploaded as:

39511_ADSP_2020DEC29_DE00V2.pdf

Follow the instructions outlined in Section 4.2 to upload revised As-Drilled Survey Plan files.

4.2.2 Basic Troubleshooting: As-Drilled Survey Plan Files

Basic errors can occur at Step 4, as outlined in section 4.2. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 3.

4.3 Directional Surveys

When the rig release entry was made in the Drilling Status application, the user indicated whether or not a directional survey had been conducted for the well. If the user indicated that a directional survey had been conducted for the well, the directional survey is to be submitted through eSubmission, along with an As-Drilled Survey Plan. Review the [Directional Survey File Format Guide](#) for detailed information on the file formats, naming conventions and timeline for the submission of directional survey data. Use the Directional Survey Required query feature in the Find Well application to determine wells for which a directional survey is required.

To submit a directional survey for a well in the Active Well Bar, click on the Directional Survey application on the Navigation Menu found on the left hand side of the screen.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

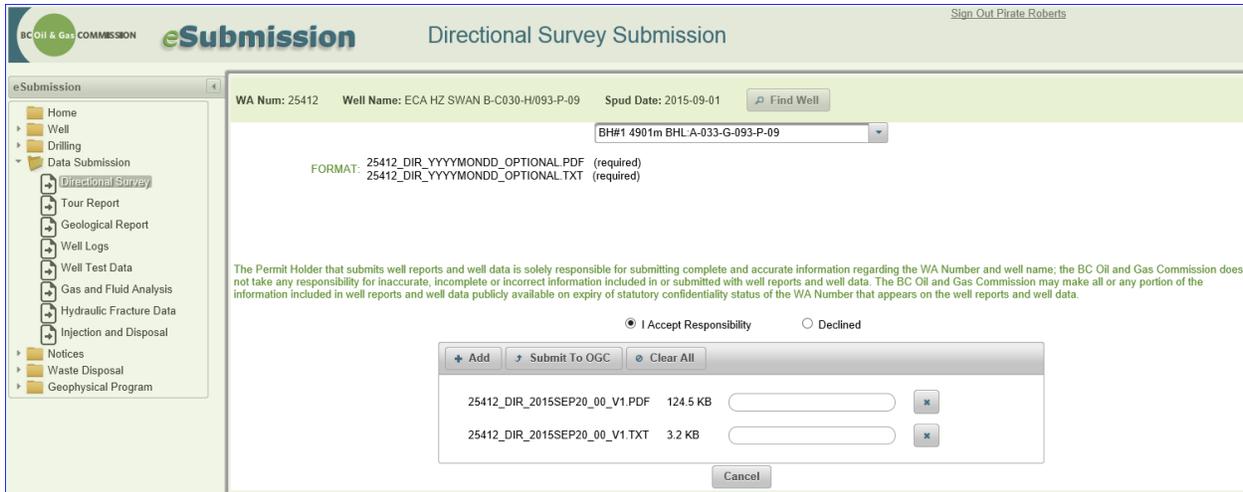
At any point during Steps 1 to 4, the user can select the Cancel button. This allows the user to navigate to another location within eSubmission or start over within the Directional Survey application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the directional survey files that have been prepped for submission.

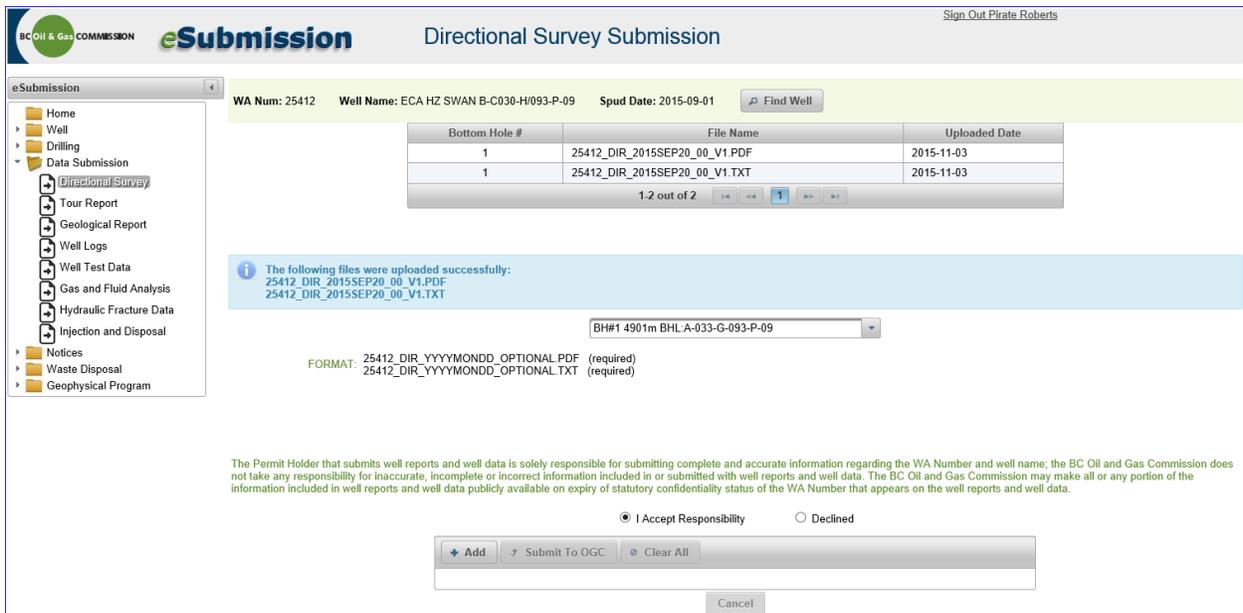
Step 4: Select the file(s) desired to be part of the submission and click open. Hold down the control (Ctrl) key to select multiple documents at once. If incorrect files are selected, select the Clear All button and return to Step 3.



Please note: A directional survey submission must be comprised of one pdf and one txt file with each file following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the directional survey files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the Directional Survey application and the Data Submission log.



4.3.1 Revised Directional Survey Files

Revised directional survey files can be submitted, at any time, through eSubmission provided they follow the correct naming convention. Revised files may be uploaded if a file is loaded in error or when revised directional survey files are required.

The naming convention for revised directional survey files requires that the version number be changed. For example, the above well, WA25412, had the original files saved as:

25412_DIR_2015SEP20_00_V1.pdf and 25412_DIR_2015SEP20_00_V1.pdf

The revised files should be saved and uploaded as:

25412_DIR_2015SEP20_00_V2.txt and 25412_DIR_2015SEP20_00_V2.pdf

All directional survey submissions must be comprised of both a txt and a pdf file. In cases where only one file was revised, both the txt and the pdf file must be re-uploaded together with the new versions indicated in the revised file names. Revised PDF files must include the As-Drilled Survey Plan appended to the end of the Directional Survey.

Follow the instructions outlined in Section 4.2 to upload revised directional survey files.

4.3.2 Basic Troubleshooting: Directional Survey Files

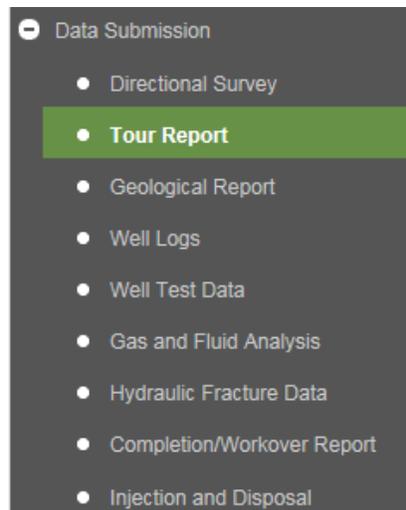
Basic errors can occur at Step 4 and 5, as outlined in section 4.2. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 3. If the user has only selected one pdf file, and has not yet selected a txt file, a message will appear reminding the user that a txt file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 5.

Errors which may occur during Step 5 are related to the txt file. Some information in the txt file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file(s) will not load and the user will get an error message. Remove the the txt file from the upload staging area and edit the txt file using the error message as guidance. Return to Step 3 and select the edited txt file.

4.4 Tour Reports

Tour Reports are submitted through eSubmission. See the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit a tour report for a selected well, click on the Tour Report application from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

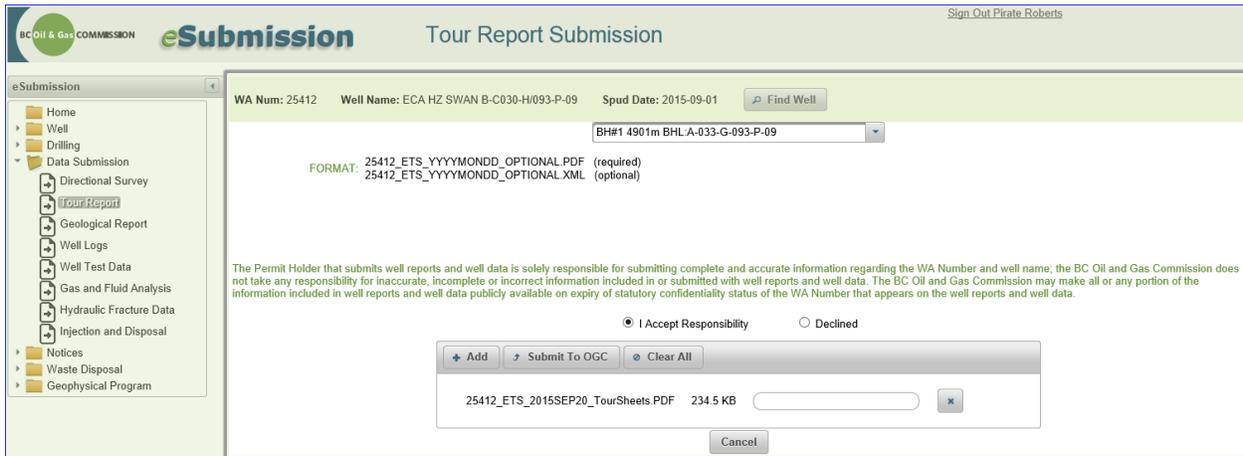
At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Tour Report application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the tour report files that have been prepped for submission.

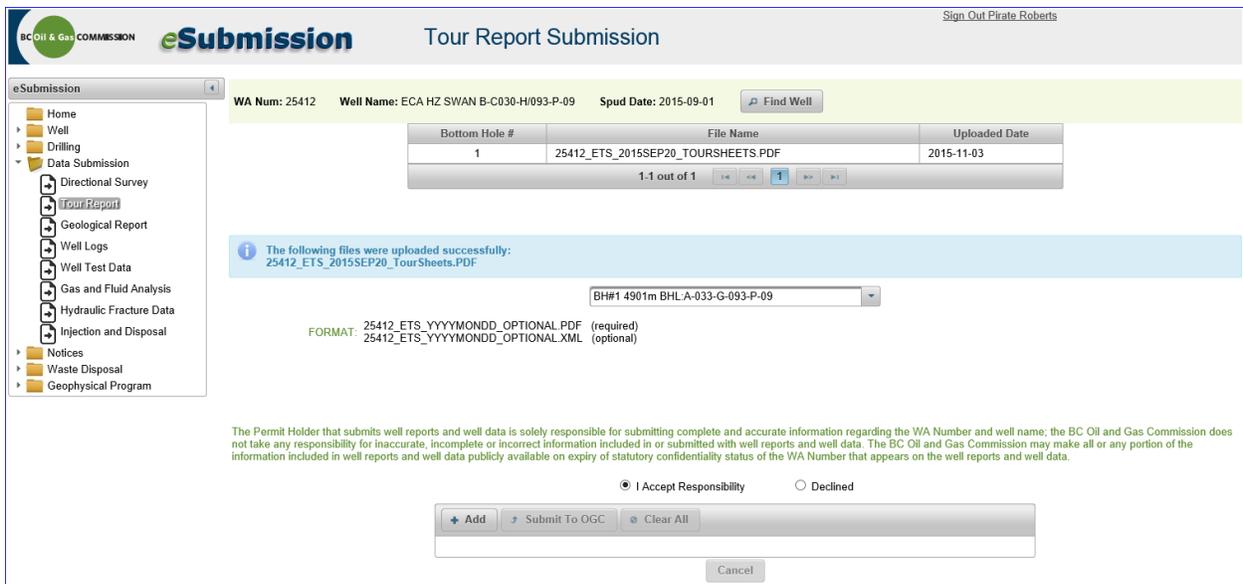
Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.



Please note: A Tour Report submission must be comprised of one or more pdf files and may optionally contain one or more xml files with all files following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the tour report file(s).

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the tour report application and the data submission log.



4.4.1 Basic Troubleshooting: Tour Reports

Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions, ensure the correct file types have been selected and return to Step 3.

4.5 Geological Reports

Geological Reports are submitted through eSubmission. See the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports. Please note: Any logs run as part of the geological report are to be submitted using the Well Logs application. Please refer to section 3.5 of this manual for information on the submission of Well Logs.

To submit a geological report for a selected well, click on the Geological Report option from the Navigation Menu.



If there is no well in the Active Well Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Well Bar, a screen similar to the one below will be available:

At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Geological Report application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the geological report files that have been prepped for submission.

Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: A Geological Report submission must be comprised of one or more pdf files with all files following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the geological report file(s).

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the geological report application and the data submission log.

The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data.

I Accept Responsibility Declined

+ Add Submit To OGC Clear All Cancel

4.5.1 Basic Trouble Shooting: Geological Reports

Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions, ensure the correct file types have been selected and return to Step 3.

4.6 Well Logs

Well Logs are submitted through eSubmission. See the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports. Please note: The user can submit up to 20 well logs in a single submission, provided the logs have the same run date.

To submit well logs for a well selected well, click on the Well Logs option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

 A screenshot of the "Well Logs and LAS File Submission" application interface. The header includes the BC Oil & Gas Commission logo, "eSubmission", and the title "Well Logs and LAS File Submission". A "Sign Out Pirate Roberts" link is in the top right. Below the header, there is a navigation sidebar on the left with "Data Submission" expanded to show "Well Logs" selected. The main content area shows:

- WA Num: 25412, Well Name: ECA HZ SWAN B-C030-HI093-P-09, Spud Date: 2015-09-01, and a "Find Well" button.
- A "Select Bottom Hole" dropdown menu.
- A "FORMAT" section listing file types: 25412_WL_YYYYMONDD_ADDITIONAL LAS (optional), 25412_WL_YYYYMONDD_ADDITIONAL PDF (optional), 25412_WL_YYYYMONDD_ADDITIONAL TIF (optional), and 25412_WL_YYYYMONDD_ADDITIONAL TIFF (optional).
- A note: "The ADDITIONAL portion of the file name is mandatory. The ADDITIONAL portion does not need to match for each file submitted."
- A disclaimer: "The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data."
- Radio buttons for "I Accept Responsibility" (selected) and "Declined".
- Buttons for "Submit To OGC", "Clear All", and "Cancel".

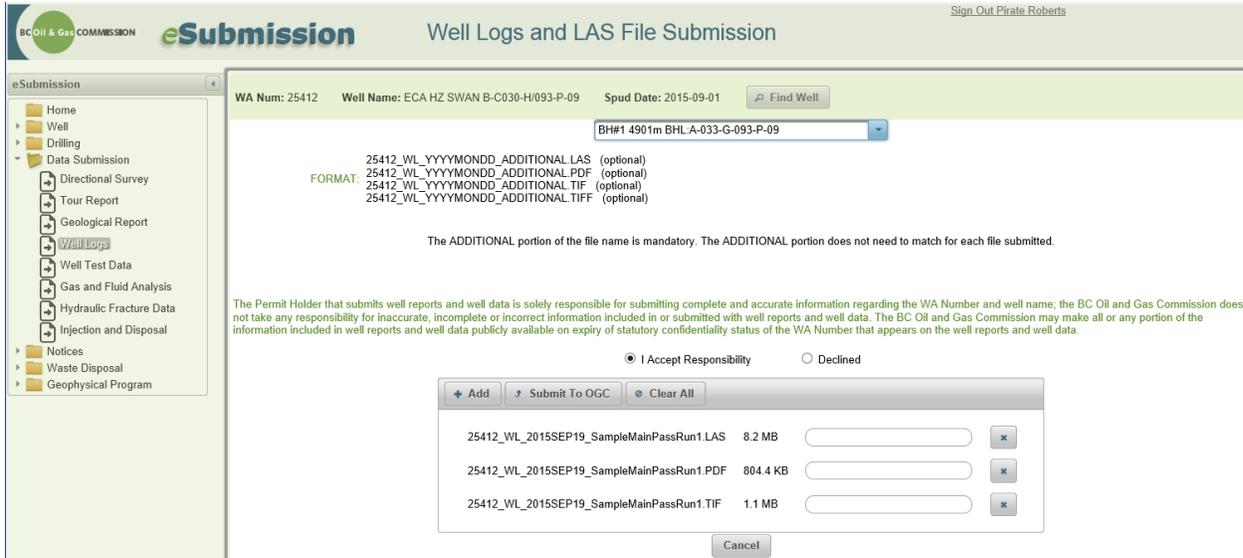
At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Well Logs application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select "I Accept Responsibility" to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the well logs files that have been prepared for submission.

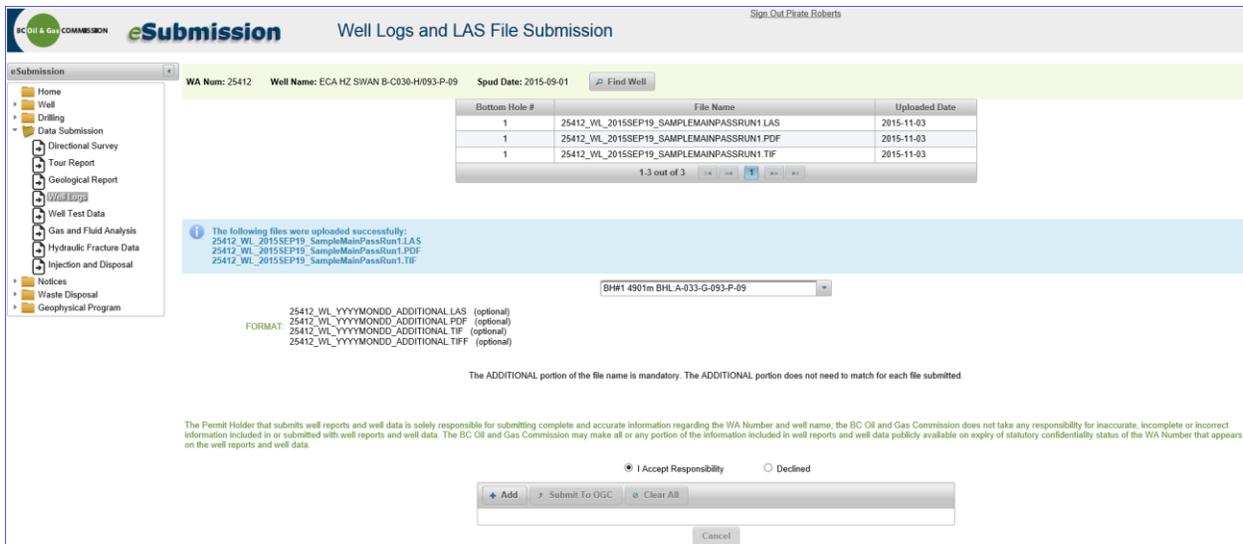
Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If incorrect files are selected, select the Clear All button and return to Step 3.



Please note: A well log submission can be any combination of one or more pdf, tif/tiff and or las files with all files following the prescribed naming convention and provided the files all have the same run date.

Step 5: Select the Submit to OGC button to process the well log file(s).

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well logs application and the data submission log.



4.6.1 Basic Troubleshooting: Well Logs

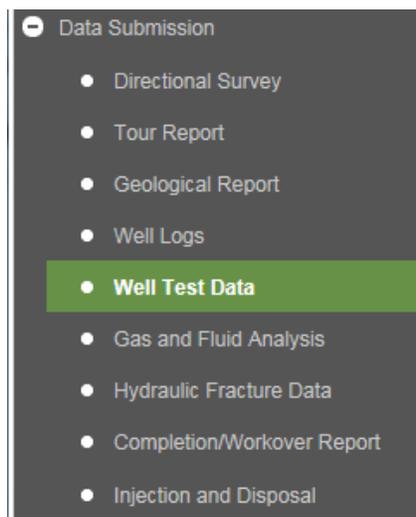
Basic errors can occur at Step 4 and 5. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Activity Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 3.

Errors which may occur during Step 5 are related to the las file. Information in the las file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file(s) will not load and the user will get an error message outlining where the errors occur within the las file(s). If an error occurs, the submission will not be accepted. Remove the las file from upload staging area and edit the las file using the error message as guidance. Return to Step 3 and select the edited las file. Although up to 20 files can be uploaded at one time and can be a mix of pdf, tif/tiff and las, users are encouraged to upload pdf and tif/tiff files together and las files together.

4.7 Well Test Data

Well Test Data is submitted through eSubmission. See the [Well Data Submission Requirements Manual](#) and the [Well Testing Requirements](#) document for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit well test data for a selected well, click on the Well Test Data option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

At any point during Steps 1 to 5, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Well Test Data application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Select test type from the dropdown menu.

Step 3: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 4: With the Add button now available, select the Add button to navigate to the location of the well test data files that have been prepped for submission.

Step 5: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: The user cannot submit a pdf of the well test without the accompanying pas file for TRG, PRD and GRD submissions. Only tests conducted using surface recorders may be submitted using the TRGS

submission type. Where applicable, raw data for tests using surface recorders must be uploaded in PAS or CSV file format. Drill Stem Test (DST) submissions will be accepted with or without a PAS file.

Repeat Formation Test (RFT) submissions will be accepted with only a PDF file.

Step 6: Select the Submit to OGC button to process the well test data files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well test data application and the data submission log.

BC Oil & Gas COMMISSION eSubmission Well Test Data Submission Sign Out Pirate Roberts

eSubmission

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H/093-P-09 Spud Date: 2015-09-01 Find Well

Bottom Hole #	File Name	Uploaded Date
1	25412_PRD_2015OCT30_SAMPLEPRODUCTIONTEST.PAS	2015-11-03
1	25412_PRD_2015OCT30_SAMPLEPRODUCTIONTEST.PDF	2015-11-03

1-2 out of 2

i The following files were uploaded successfully:
 25412_PRD_2015OCT30_SampleProductionTest.PAS
 25412_PRD_2015OCT30_SampleProductionTest.PDF

BHH#1 4901m BHLA-033-G-093-P-09

FORMAT: 25412_PRD_YYYYMONDD_OPTIONAL_PAS (required)
 25412_PRD_YYYYMONDD_OPTIONAL.PDF (required)

Test types must be submitted separately.

PRD - Field Production Test

The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name: the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data.

I Accept Responsibility Declined

+ Add Submit To OGC Clear All

Cancel

4.7.1 Basic Troubleshooting: Well Test Data

Basic errors can occur at Step 5 and 6. Errors that may occur at Step 5 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 5. For PRD, GRD and TRG submissions, if the user has only selected one pdf file, and has not yet selected a pas file, a message will appear reminding the user that a pas file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 6.

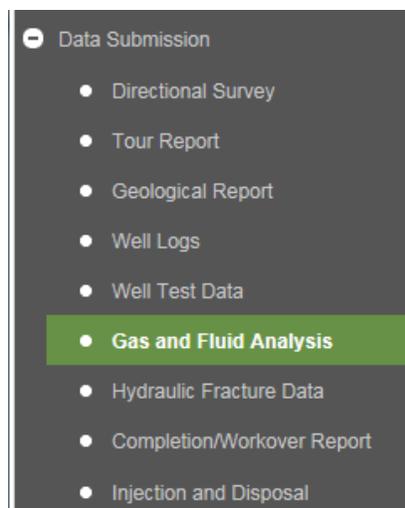
Errors which may occur during Step 6 for PRD, GRD and TRG submissions are related to the pas file. Information in the pas file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file will not load and the user will get an error message outlining where

the errors occur within the pas file. If an error occurs, the submission will not be accepted. Remove the pas file from the upload staging area and edit the pas file using the error message as guidance. Return to Step 4 and select the edited pas file.

4.8 Gas and Fluid Analysis

Gas and Fluid Analyses are submitted through eSubmission. See the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit gas and fluid analysis data for a selected well, click on the Gas and Fluid Analysis option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

 A screenshot of the "Gas and Fluid Analysis Submission" form in the eSubmission system. The form includes a navigation menu on the left with "Gas and Fluid Analysis" selected. The main area displays well information: "WA Num: 25412", "Well Name: ECA HZ SWAN B-C030-H/093-P-09", and "Spud Date: 2015-09-01". There is a "Find Well" button and a "Select Bottom Hole" dropdown menu. A message states "Test types must be submitted separately." and there is a "Please select a submission type ..." dropdown. A disclaimer is present: "The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data." Below the disclaimer are radio buttons for "I Accept Responsibility" and "Declined". At the bottom, there are buttons for "Submit To OGC", "Clear All", and "Cancel".

At any point during Steps 1 to 5, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Gas and Fluid Analysis application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Select analysis type from the dropdown menu.

Step 3: Review the information regarding the responsibility of the permit holder. Select "I Accept Responsibility" to proceed.

Step 4: With the Add button now available, select the Add button to navigate to the location of the gas and fluid analysis files that have been prepped for submission.

Step 5: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: For gas analysis (GAN), oil analysis (OAN) and water analysis (WAN) submissions, users must submit one PDF file accompanied by one PAS file, each having matching file naming conventions. For isotopic analysis (ISO), a submission can be any combination of PDF and CSV files. For Pressure-Volume Temperature Analysis (PVT), the submission must consist of a PDF file.

Step 6: Select the Submit to OGC button to process the gas and fluid analysis files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well test data application and the data submission log.

BC Oil & Gas COMMISSION **eSubmission** Gas and Fluid Analysis Submission [Sign Out Pirate Roberts](#)

eSubmission

WA Num: 25412 Well Name: ECA HZ SWAN B-C030-H093-P-09 Spud Date: 2015-09-01 [Find Well](#)

Bottom Hole #	File Name	Uploaded Date
1	25412_GAN_2015NOV01_SAMPLEGASANALYSIS.PAS	2015-11-03
1	25412_GAN_2015NOV01_SAMPLEGASANALYSIS.PDF	2015-11-03

1 2 out of 2

The following files were uploaded successfully:
 25412_GAN_2015NOV01_SampleGasAnalysis.PAS
 25412_GAN_2015NOV01_SampleGasAnalysis.PDF

BH#1 4901m BHL A-033-G-093-P-09

FORMAT: 25412_GAN_YYYYMONDD_OPTIONAL.PAS (required)
 25412_GAN_YYYYMONDD_OPTIONAL.PDF (required)

Test types must be submitted separately.
 GAN - Gas Analysis

The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data.

I Accept Responsibility Declined

[Add](#) [Submit To OGC](#) [Clear All](#)

[Cancel](#)

4.8.1 Basic Troubleshooting: Gas and Fluid Analysis

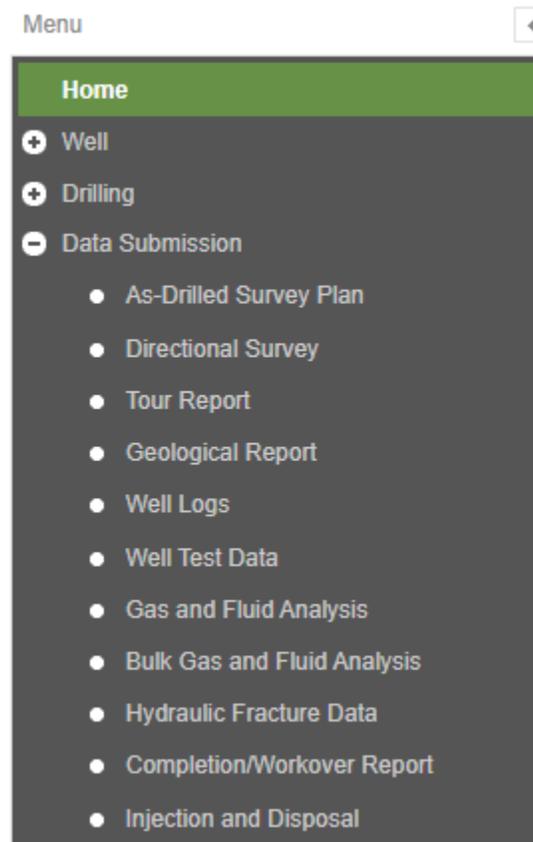
Basic errors can occur at Step 5 and 6. Errors that may occur at Step 5 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Activity Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 5. If the user has only selected one pdf file, and has not yet selected a pas file, a message will appear reminding the user that a pas file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 6.

Errors which may occur during Step 6 are related to the pas file. Information in the pas file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file will not load and the user will get an error message outlining where the errors occur within the pas file. If an error occurs, the submission will not be accepted. Remove the pas file from upload staging area and edit the pas file using the error message as guidance. Return to Step 4 and select the edited pas file.

4.9 Bulk Gas and Fluid Analysis

Multiple GAN, OAN and WAN analysis **for the same well** can be submitted in bulk. See the [Well Data Submission Requirements Manual](#) for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit gas and fluid analysis data for a selected well, click on the Bulk Gas and Fluid Analysis option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

Select Bottom Hole

30000_GAN_YYYYMONDD_OPTIONAL.PAS (required)
 30000_GAN_YYYYMONDD_OPTIONAL.PDF (required)
 30000_WAN_YYYYMONDD_OPTIONAL.PAS (required)
 30000_WAN_YYYYMONDD_OPTIONAL.PDF (required)
 30000_OAN_YYYYMONDD_OPTIONAL.PAS (required)
 30000_OAN_YYYYMONDD_OPTIONAL.PDF (required)

FORMAT: 30000_WAN_YYYYMONDD_OPTIONAL.PDF (required)
 30000_OAN_YYYYMONDD_OPTIONAL.PAS (required)
 30000_OAN_YYYYMONDD_OPTIONAL.PDF (required)

The Permit Holder that submits well reports and well data is solely responsible for submitting complete and accurate information regarding the WA Number and well name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in or submitted with well reports and well data. The BC Oil and Gas Commission may make all or any portion of the information included in well reports and well data publicly available on expiry of statutory confidentiality status of the WA Number that appears on the well reports and well data.

I Accept Responsibility Declined

[Submit To OGC](#) [Clear All](#)

[Cancel](#)

At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Bulk Gas and Fluid Analysis application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select "I Accept Responsibility" to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the gas and fluid analysis files that have been prepped for submission. Each analysis must be comprised of one PDF and one PAS file, each having matching file naming conventions.

Step 4: Select the files desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 2.

Step 5: Select the Submit button to process the gas and fluid analysis files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well test data application and the data submission log.

4.9.1 Basic Troubleshooting: Gas and Fluid Analysis

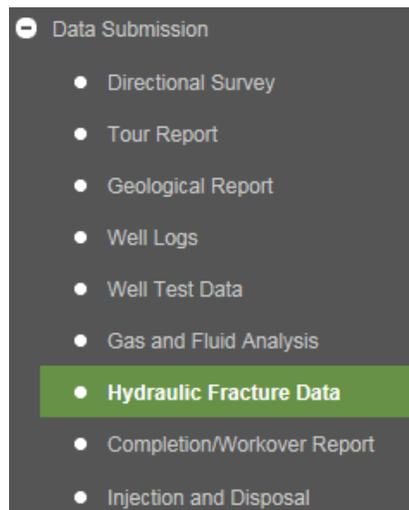
Basic errors can occur at Step 4 and 5. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Activity Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 4. If the user has only selected one pdf file, and has not yet selected a pas file, a message will appear reminding the user that a pas file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 5.

Errors which may occur during Step 5 are related to the pas file. Information in the pas file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file will not load and the user will get an error message outlining where the errors occur within the pas file. If an error occurs, the submission will not be accepted. Remove the pas file from upload staging area and edit the pas file using the error message as guidance. Return to Step 4 and select the edited pas file.

4.10 Hydraulic Fracture Data

Hydraulic Fracture Data is submitted in comma separated value (csv) files through eSubmission. Please refer to the [Well Data Submission Requirements Manual](#) for detailed information on the file naming conventions and timeline for the submission of well data and well reports. Please refer to the [Hydraulic Fracture Data Comma Separate Value \(CSV\) Files How-To Guide](#) for detailed information on content and csv file formats.

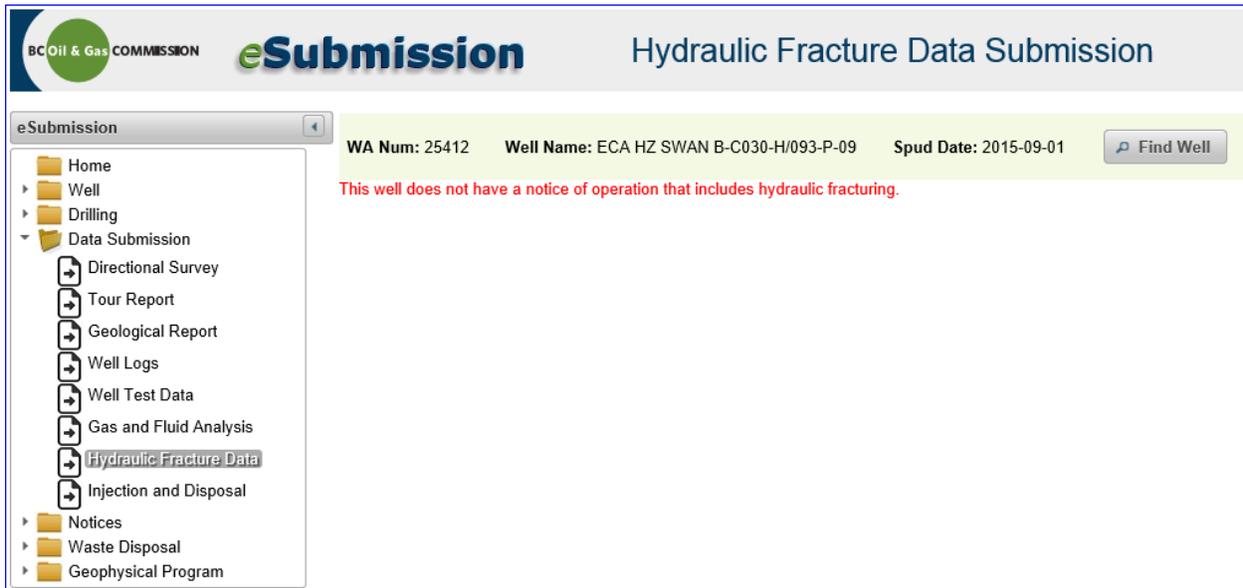
Once a well has been selected, click on the Hydraulic Fracture Data option from the Navigation Menu.



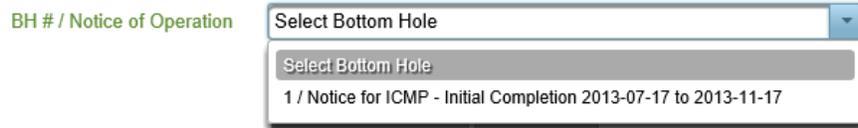
If Hydraulic Fracture Data is selected prior to selecting a well, the Find Well window will open. A well must be selected before Hydraulic Fracture Data can be submitted.

Note: Hydraulic fracture data cannot be submitted unless the Does this Operation included Hydraulic Fracturing? Flag has been set to Yes in the corresponding Notice of Operation. See Chapter 5 of this guide for information on entering a Notice of Operation.

The following error message will display when a Notice of Operation has not been entered for the hydraulic fracture operations:



Select the bottom hole (BH #) / Notice of Operation that corresponds to the hydraulic fracture data. Please note: More than one option may be available. Incorrect selection may result in the Notice of Operation remaining unreconciled and flagged as non-compliant.



Completion Type

If the hydraulic fracture data submission is for an open hole completion or a cased and uncemented completion, set the Frac Submission for Open Hole Completion? to Yes. If the hydraulic fracture data submission is for a cemented and cased completion, set the Open Hole Completion? to No.

The screenshot shows the 'Formations' interface for the 'IRETON' formation. The 'Frac Submission for Open Hole Completion?' dropdown is set to 'No'. Below the dropdown are 'Save' and 'Cancel' buttons. A table is visible with columns: Include, Submission Type, File Name, Download, and Delete. The table has two rows: one for 'Load FRAC File' and one for 'Load PERF File'.

Include	Submission Type	File Name	Download	Delete
	Load FRAC File		↓	🗑️
+	Load PERF File		↓	🗑️

When Open Hole Completion is set to yes, enter the top depth and base depth of the uncemented open hole in mKB. The top of the interval is the end of the cement and the bottom depth is deepest uncemented point of the well (often TD).

The screenshot shows the 'Formations' interface for the 'MONTNEY' formation. The 'Frac Submission for Open Hole Completion?' dropdown is set to 'Yes'. Below it are two input fields: 'Full Uncemented Open Hole Interval: Top Depth (mKB)' with the value '2500' and 'Base Depth (mKB)' with the value '5000'. There are 'Save' and 'Cancel' buttons. A table is visible with columns: Include, Submission Type, File Name, Download, and Remove. The table has two rows: one for 'Load FRAC File' and one for 'Load PERF File'.

Include	Submission Type	File Name	Download	Remove
	Load FRAC File		↓	🗑️
+	Load PERF File		↓	🗑️

Click the Save button to confirm the open hole details; the Save button will change to the Edit button.

This screenshot is identical to the previous one, but the 'Save' button has been replaced by an 'Edit' button, indicating that the user has confirmed the details.

The Yes or No answer to Frac Submission for Open Hole Completion? must be saved before the FRAC and PERF files can be uploaded.

Open Hole Completions – PERF CSV file Requirements

A PERF csv is not required if no gun perforations were used to complete the well. For example, an open hole completion with a ball drop system will have only a FRAC csv file uploaded for the submission.

When gun perforations were used in one or more stages of the open hole completion operation, **both** a FRAC csv and a PERF csv file are required. The PERF csv file should contain only the stages where gun perforations were used. For example; a completion operation included the fracture of 25 stages, but gun perforations were only done in the last three stages. The hydraulic fracture data for this completion includes a FRAC csv file with stages 1 to 25 and a PERF csv file with stages 23 to 25.

To upload a PERF csv file for an open hole completion, press the  button to make the Load PERF File button available.

The screenshot shows a web interface titled "Formations" for the "MONTNEY" well. It includes a dropdown menu for "Frac Submission for Open Hole Completion?" set to "Yes". Below this are two input fields: "Full Uncemented Open Hole Interval: Top Depth (mKB)" with the value "2500" and "Base Depth (mKB)" with the value "5000". There are "Edit" and "Cancel" buttons. A table below lists submission types:

Include	Submission Type	File Name	Download	Remove
	Load FRAC File	25412_FRAC_2014JUL10.CSV		
	Load PERF File			

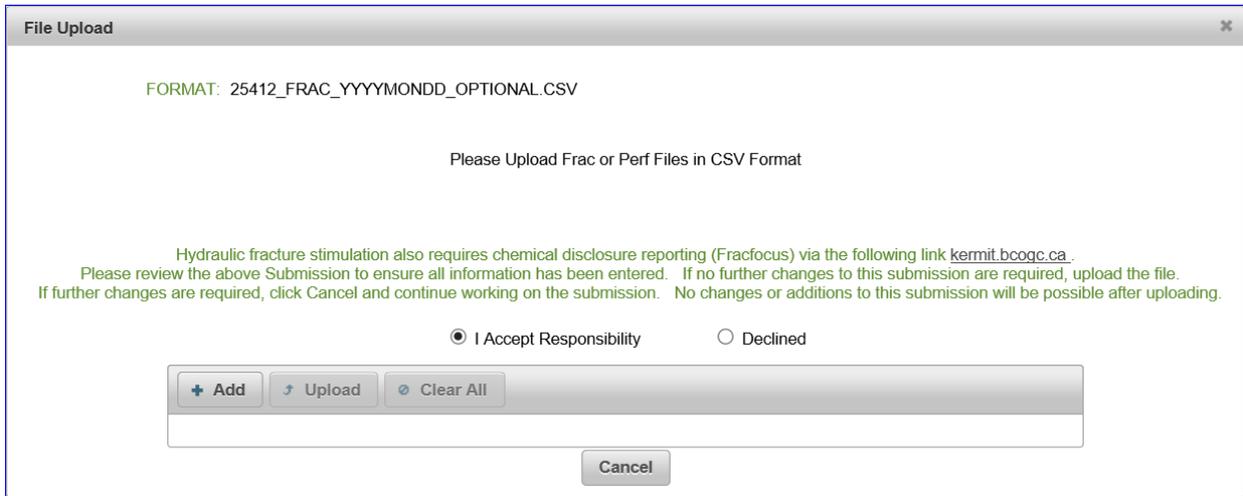
For open hole completions, once the Load PERF File button is available, the submission cannot be completed until a PERF csv file has been uploaded. To set the Load PERF File button back to unavailable, press the  (remove) button.

Cemented and Cased Completions – Perforation CSV File Requirements

For cased and cemented wells a PERF csv is always required. The records within the PERF csv file are to include gun perforations as well as **burst ports**, **frac ports** and **frac sleeves** that are cemented into place.

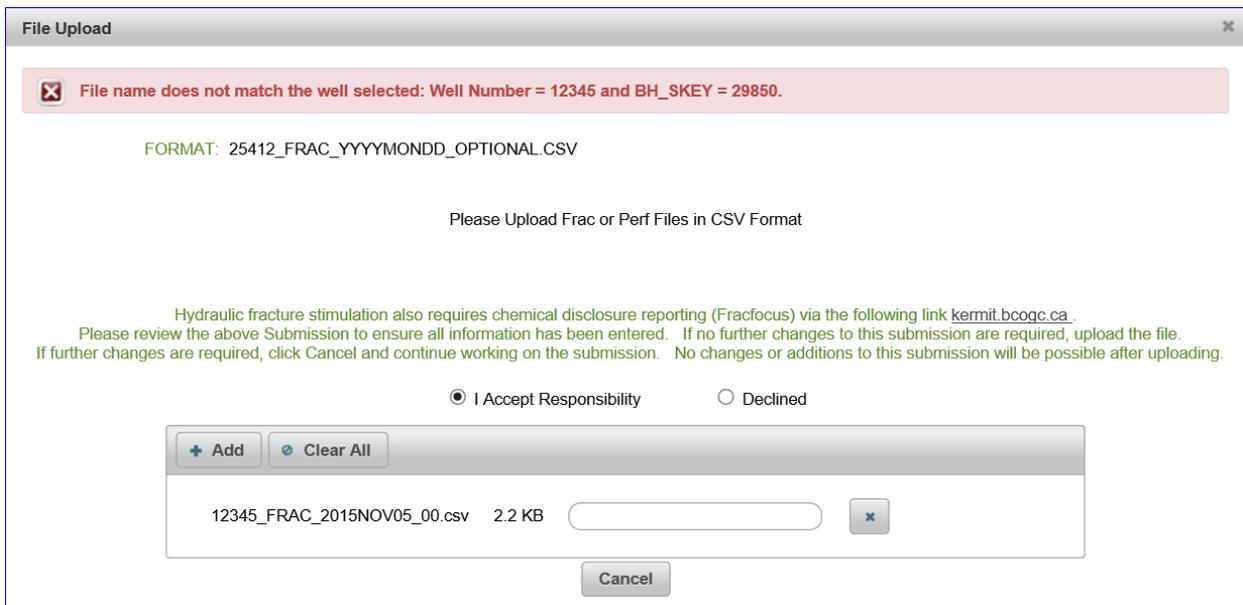
Uploading PERF and FRAC CSV Files

Select the appropriate Load FRAC file or Load PERF File according to the csv file to be uploaded. Please review the information regarding the responsibility of the permit holder. "I Accept Responsibility" must be selected before a file can be uploaded.

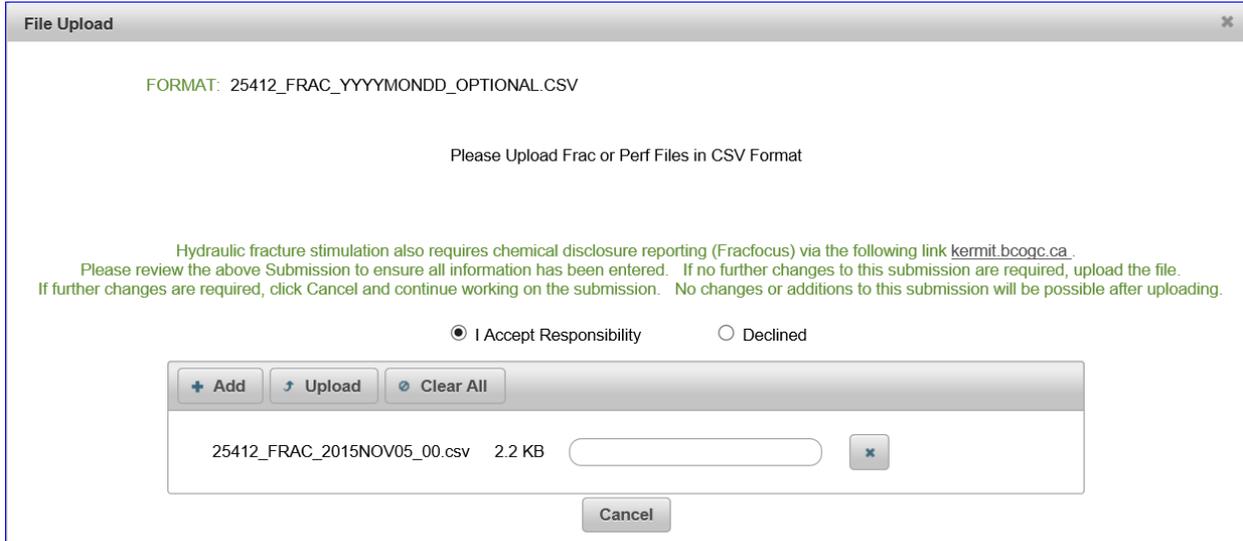


Click the Add button and use the window that opens to select the desired file for upload.

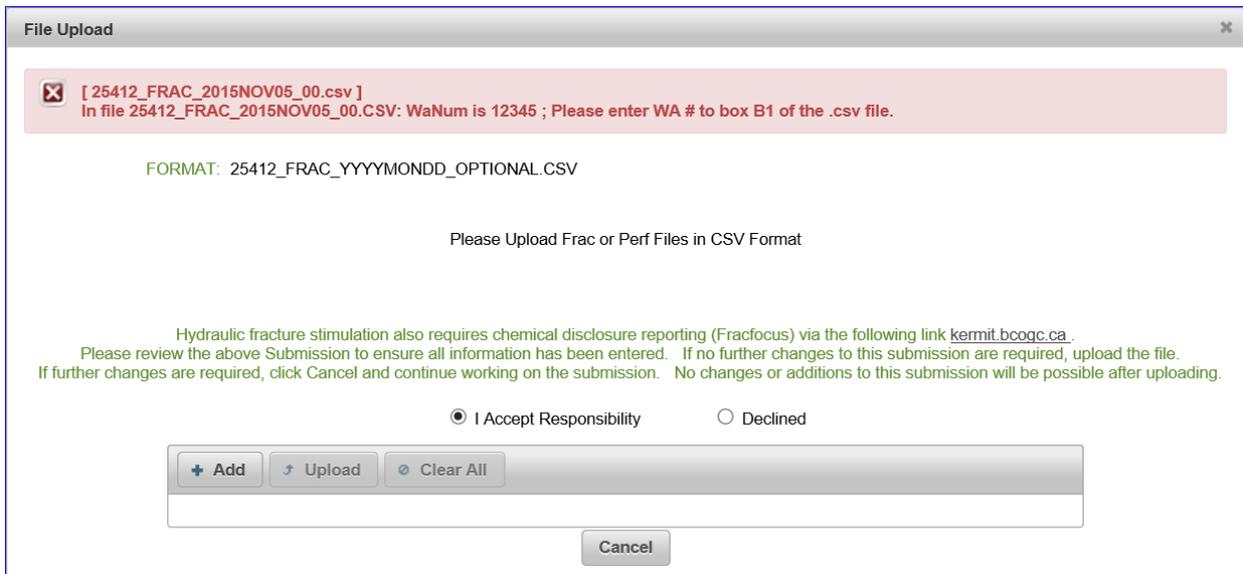
If there are errors in the naming convention the upload button will not be available and an error message will be displayed. For example, in the screen capture below, the WA number in the file name does not match the well selected in eSubmission:



Make all required revisions to the file name. Add the corrected file and press the Upload button.



The data in the csv file is subjected to quality assurance checks to verify all required data items are populated and within an acceptable range. If the data is incorrect, the file will not load and an error message will be displayed. For example, in the screen capture below the incorrect WA has been entered within the csv file:



A success message is displayed when the file has passed the quality assurance checks and has been uploaded:

The screenshot shows the eSubmission web application interface. At the top, it displays 'WA Num: 25412', 'Well Name: ECA HZ SWAN B-C030-H/093-P-09', and 'Spud Date: 2015-09-01'. A blue banner indicates that the file '25412_FRAC_2015NOV05_00.csv' was uploaded successfully. Below this, a dropdown menu shows '1 / Notice for ICMP - Initial Completion 2015-10-01 to 2015-11-15'. The main section is titled 'Formations' and includes a 'MONTNEY' tab. A form asks 'Frac Submission for Open Hole Completion?' with a 'Yes' dropdown. Below this, there are input fields for 'Full Uncemented Open Hole Interval: Top Depth (mKB)' (2500) and 'Base Depth (mKB)' (5000). There are 'Edit' and 'Cancel' buttons. A table lists the submitted files:

Include	Submission Type	File Name	Download	Remove
	Load FRAC File	25412_FRAC_2015NOV05_00.CSV	+	-
+	Load PERF File		+	-

At the bottom, there are 'Submit to OGC' and 'Cancel' buttons.

Please note: FRAC csv and PERF csv files must be uploaded separately. Once uploaded, the csv files can be downloaded or deleted.

Press the Submit button to finalize the hydraulic fracture data submission. Please note: Once the submission has been finalized the option to delete the file(s) is no longer be available.

4.11 Completion/Workover Reports

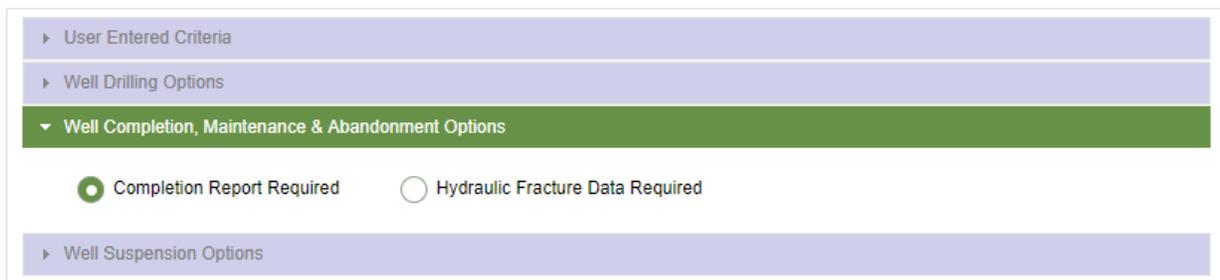
Completion/Workover Reports are required to be submitted to the Regulator, as per Section 36 (1) of the Drilling and Production Regulation, within 30 days of the end of each completion, workover, suspension, or abandonment operation. Each Report must be submitted as a single .PDF and include:

- [Completion/Workover Report Form](#) coversheet
- Chronological summary of work completed
- Daily reports detailing all significant operations, treatments and resulting well behaviour
- Downhole schematic diagram in full colour

To make a Completion/Workover Report submission, select the Completion/Workover Report option from the Data Submission section.



If the Completion/Workover Report option is selected prior to selecting a well, the Find Well window will open. A well must be selected before a Completion/Workover Report can be submitted. Users can choose to search for wells with unreconciled Notices of Operation requiring the submission of a Completion/Workover Report by selecting the Completion Report Required search option.



Once a well is selected, it will appear in the Active Activity Bar and a screen similar to that below will be displayed:



To submit a Completion/Workover Report follow the steps below:

Step 1: From the *BH # / Notice of Operation* drop-down, select the Notice of Operation that corresponds to the Completion/Workover Report to be submitted. The operation type, as well as the expected start and end dates, will be displayed for each Notice. More than one Notice may be available for selection.

BH # / Notice of Operation Select Notice of Operation

FORMAT: 2851

Select Notice of Operation

- 1 / Notice for WORK - Workover 2017-03-13 to 2017-03-20
- 1 / Notice for ICMP - Initial Completion 2016-11-23 to 2017-03-01

Notices for selection are restricted to those requiring a Completion/Workover Report submission, based on the work to be performed provided in a Notice. The following message will be displayed when no Notices are available for selection:

BH # / Notice of Operation Select Notice of Operation

No Notices of Operation requiring a Completion/Workover Report submission exist for the selected well.

Please contact servicedesk@bc-er.ca if a Completion/Workover Report requires submission but the corresponding Notice of Operation does not show for selection.

Incorrect selection of a Notice may result in a Notice remaining unreconciled and flagged as non-compliant. Users can view all existing Notices of Operation for the selected well by navigating to the 'Notice of Operations/Flare' selection from the Navigation Menu.



Step 2: Review the information regarding the responsibility of the permit holder. Select I Accept Responsibility to proceed.

Step 3: Select Add and navigate to the location of the Completion/Workover Report prepared for submission. Only one Completion/Workover Report can be submitted per Notice of Operation. A Completion/Workover Report must be a .PDF file named according to the required naming convention. Refer to Appendix A for file naming convention requirements.

Step 4: Select the .PDF for submission and select Open. If the incorrect file is added, select Clear All and return to Step 3 to add the correct .PDF.



Step 5: Select Submit to OGC to finalize submission of the uploaded Completion/Workover Report.

A message is displayed informing the user that the file(s) were uploaded successfully, complete with a unique Submission Receipt #. A permanent record of the submission, the file name and the date uploaded, is added to the Completion/Workover Report data submission log.



If required, at any point during Steps 1 to 4 the user can select Cancel. This will allow the user to navigate to another location within eSubmission or start over within the Completion/Workover application.

Once a Completion/Workover Report has been submitted for a Notice of Operation, the Notice is considered reconciled and will no longer appear as a selectable option in the *BH # / Notice of Operation* drop-down.

4.11.1 Basic Troubleshooting: Completion/Workover Reports

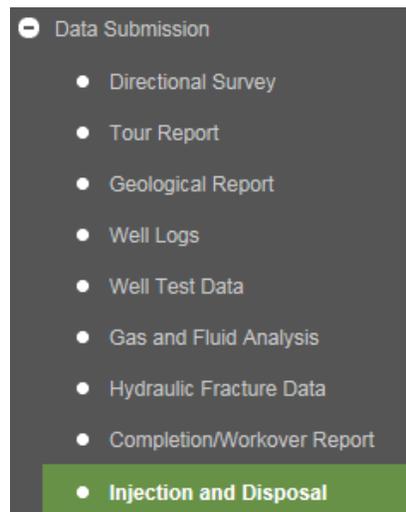
Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format, or it references a Well Authorization Number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the uploaded file and re-name according to the file naming convention and ensure the correct file type (.PDF) has been selected and return to Step 3.

4.12 Injection and Disposal

As of November 5, 2018, all monthly injection and disposal reporting from October 2018 forward must be done in Petrinex. The Injection and Disposal application in eSubmission will only accept data submissions for reporting months September 2018 and prior.

Monthly Injection and Disposal (BC-S18) data for reporting month September 2018 and earlier must be submitted through eSubmission. See the help sheets in the [BC-S18 Monthly Acid Gas Disposal Template](#) or the [BC-S18 Monthly Injection Disposal Template](#) for additional details on how to complete the spreadsheet submission. The completed spreadsheet is saved as an xml data file for upload using the naming conventions outlined in the help sections. For operators with multiple wells, the [xml schema](#) is provided so that a direct extraction of an xml data file for submission is possible.

To submit injection and disposal data, click on the Injection and Disposal option from the Navigation Menu.



The user is not required to have a well in the Active Activity Bar for the Injection and Disposal application, since injection and disposal submissions are done on an organization basis. However, each well within an injection and disposal submission must have the appropriate active status.

Upon selecting the Injection and Disposal application, a screen similar to the one below will appear:

The screenshot displays the 'Injection and Disposal Submission' interface for the organization 'Encana Corporation'. It features a table with the following data:

File Name	Uploaded Date	Records	Errors
INJDISP_201504_0619_01.XML	2015-06-18	6	0
INJDISP_201503_0619_00.XML	2015-05-06	6	0
INJDISP_201502_0619_00.XML	2015-05-05	6	0
INJDISP_201501_0619_00.XML	2015-02-25	6	0
INJDISP_201412_0619_00.XML	2015-02-23	6	0
INJDISP_201411_0619_00.XML	2015-01-09	6	0
INJDISP_201410_0619_00.XML	2014-12-11	6	0
INJDISP_201409_0619_00.XML	2014-10-21	6	0
INJDISP_201408_0619_00.XML	2014-09-17	6	0
INJDISP_201407_0619_00.XML	2014-09-11	6	0
INJDISP_201406_0619_00.XML	2014-07-24	6	0
INJDISP_201405_0619_00.XML	2014-07-09	6	0
INJDISP_201404_0619_00.XML	2014-05-30	6	0
INJDISP_201403_0619_00.XML	2014-04-16	6	0
INJDISP_201401_0619_01.XML	2014-03-24	6	0
INJDISP_201402_0619_01.XML	2014-03-24	6	0
INJDISP_201401_0619_00.XML	2014-02-24	6	0

Below the table, the interface includes a 'FORMAT: INJDISP_YYYYMM_0619_Rev# XML' label, a disclaimer, and radio buttons for 'I Accept Responsibility' and 'Declined'. At the bottom, there are buttons for 'Submit To GGC', 'Clear All', and 'Cancel'.

All historical submissions and file names are presented to the user to ensure they are aware of previous uploads and which revision numbers have been used each month. By clicking on any file name presented, the user will have the details of that submission presented to them.

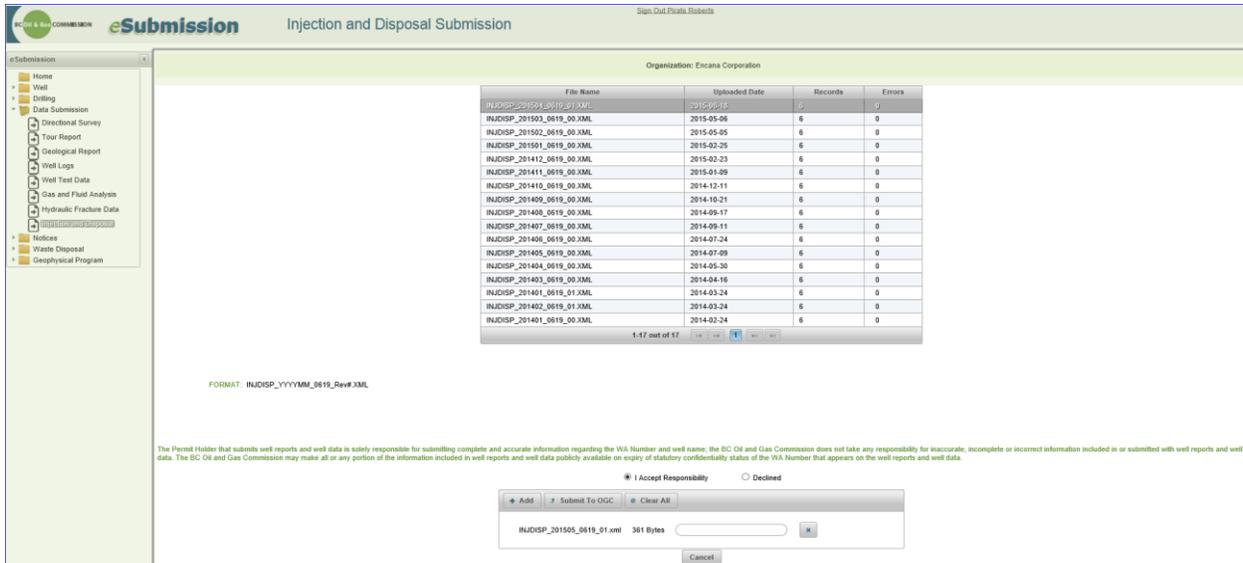
At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Injection and Disposal application.

Step 1: If the user is associated with more than one organization, select the applicable organization from the dropdown at the top of the Injection and Disposal application.

Step 2: Please review the information regarding the responsibility of the permit holder. The user must select "I Accept Responsibility" before proceeding to submit any files.

Step 3: With the Add button now available, select the Add button to navigate to the location of the injection and disposal file that has been prepped for submission.

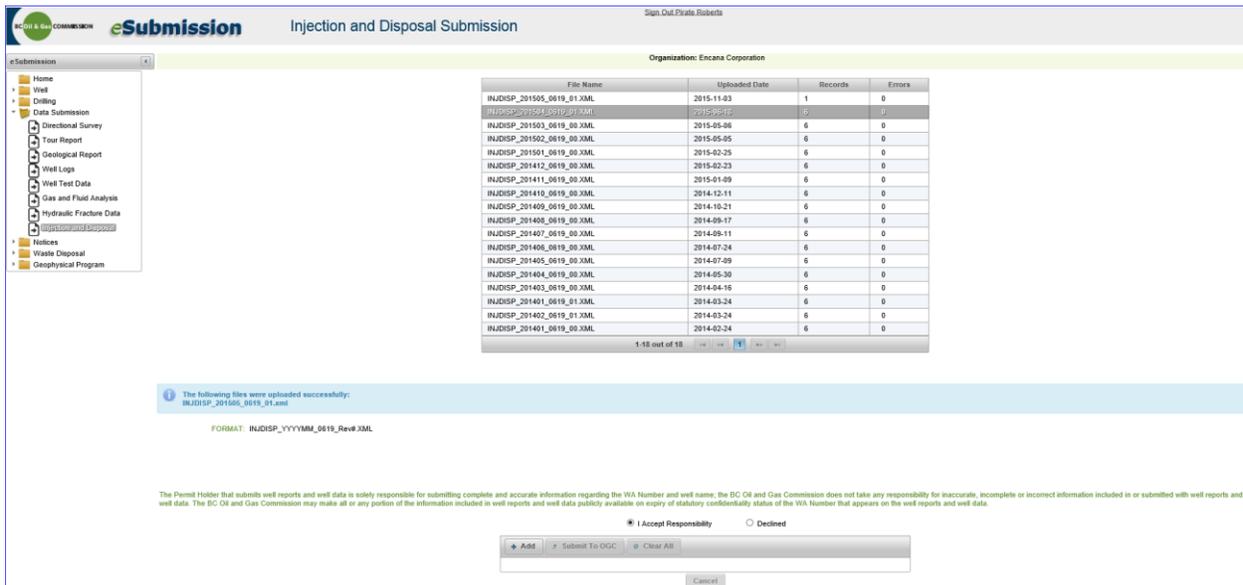
Step 4: Select the file desired to be part of the submission and click open. If the incorrect file is selected, select the Clear All button and return to Step 3.



Please note: The user can only submit an xml file that follows the Regulator’s xml schema for Injection and Disposal. The file must follow the Regulator’s file naming convention (See Appendix A).

Step 5: Select the Submit to OGC button to process the Injection and Disposal monthly statement file.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the injection and disposal application screen.



4.12.1 Basic Troubleshooting: Injection and Disposal

Basic errors can occur at Step 4 and 5. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or the file is a type other than an xml, the user will be presented with an error message that will prevent submission. Remove the selected file and rename them according to the file naming convention and verify that is the correct xml file type. Return to Step 3.

Errors which may occur during Step 5 are related to the xml file. Please note: Some information in the xml data file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the xml file may still upload and the user will get an error message outlining the issue. Furthermore, the uploaded file will appear in the transaction log, but under the Column of 'Record', the transaction log will indicate the Records that were accepted and under the Column of 'Error', the transaction log will indicate if there were any errors. A record must appear in the transaction log for the Submission to be accepted. In the example below, there is an error in the xml file. The user will receive an error message and in the transaction log, the 'Records' column will show a 0 (zero) and in the 'Errors' column the transaction log will show a 1 (one):

The screenshot shows the eSubmission interface for Injection and Disposal Submission. The organization is Encana Corporation. A table displays the following data:

File Name	Uploaded Date	Records	Errors
INJDISP_201505_0619_01.XML	2015-11-03	1	0
INJDISP_201506_0619_01.XML	2015-11-03	0	1
INJDISP_201504_0619_01.XML	2015-06-18	6	0
INJDISP_201503_0619_00.XML	2015-05-06	6	0
INJDISP_201502_0619_00.XML	2015-05-05	6	0
INJDISP_201501_0619_00.XML	2015-02-25	6	0
INJDISP_201412_0619_00.XML	2015-02-23	6	0
INJDISP_201411_0619_00.XML	2015-01-09	6	0
INJDISP_201410_0619_00.XML	2014-12-11	6	0
INJDISP_201409_0619_00.XML	2014-10-21	6	0
INJDISP_201408_0619_00.XML	2014-09-17	6	0
INJDISP_201407_0619_00.XML	2014-09-11	6	0
INJDISP_201406_0619_00.XML	2014-07-24	6	0
INJDISP_201405_0619_00.XML	2014-07-09	6	0
INJDISP_201404_0619_00.XML	2014-05-30	6	0
INJDISP_201403_0619_00.XML	2014-04-16	6	0
INJDISP_201401_0619_01.XML	2014-03-24	6	0
INJDISP_201402_0619_01.XML	2014-03-24	6	0
INJDISP_201401_0619_00.XML	2014-02-24	6	0

An error message is displayed at the bottom: [INJDISP_201506_0619_01.xml] In file INJDISP_201506_0619_01.XML: Status not active injection for this period. (wellNumber=25862 completionEvent=00 reportPeriod=201506 reportType=INJ)

In this case, the file has been uploaded, although the quality checks used to verify that values are correct or within an acceptable range have identified an issue that the user should be aware of. If this occurs, the user needs to correct the error and submit a revised file, using a new revision number in the naming convention. Details of Disposal can also be viewed by clicking on the list of submissions made by the user in the Injection

and Disposal application. Clicking on the file that has been uploaded will display the information uploaded to date and allows the user to see where errors have occurred.

The screenshot shows the eSubmission web application interface. The top navigation bar includes the BC Oil & Gas Commission logo, the eSubmission logo, and the text "Injection and Disposal Submission". A user profile "Sign Out Pirate Roberts" is visible in the top right. The main content area shows a table of uploaded files with columns for File Name, Uploaded Date, Records, and Errors. One file, INJDISP_201506_0619_01.XML, has 1 record and 1 error. An "Injection/Disposal Upload Results" dialog box is open, showing a table with columns: Well, CE, Period, Report, Fluid, Hours, Volume, Pressure, and Temperature. The data row shows Well 25862, CE 00, Period 201506, Report INJ, Fluid 6, Hours 528, Volume 5684, and Pressure 14005. A yellow error message is displayed: "ERROR: Status not active Injection for this period." A red error message is also visible at the bottom of the main content area: "[INJDISP_201506_0619_01.xml] In file INJDISP_201506_0619_01.XML: Status not active Injection for this period." The format "FORMAT: INJDISP_YYYYMM_0619_Rev#.XML" is shown at the bottom.

File Name	Uploaded Date	Records	Errors
INJDISP_201505_0619_01.XML	2015-11-03	1	0
INJDISP_201505_0619_01.XML	2015-11-03	1	1
INJDISP_201504_0619_01.XML	2015-06-18	6	0

Well	CE	Period	Report	Fluid	Hours	Volume	Pressure	Temperature
25862	00	201506	INJ	6	528	5684	14005	

In the example above, the monthly statement for WA 25862 was incorrectly labelled as an injection (INJ) well within xml file. The well should be labelled as a disposal (DISP) well for the reporting period. This change can be made within the xml file and then, following the prescribed naming convention by adding a unique revision number, the injection and disposal data can be uploaded. In the example above, the file called INJDISP_201506_0619_01.xml would be corrected, renamed INJDISP_201506_0619_02.xml and uploaded as a revised file.

Updates to Existing Data and Overdue Submissions

Updated information may be uploaded for any wells within two months of the original upload. By uploading a new INJDISP file using a different revision number in the file name the user will replace the originally uploaded information. The original submission will remain in the data submission log for reference.

The Injection and Disposal application will accept overdue injection and disposal statements for wells that do not yet have any information associated with them at any time.

Chapter 5: Notices

5.1 Introduction

A Notice of Operation, including an uploaded program, is required for initial completions, completions, workovers and abandonments. Refer to the [Notice of Operation and Completion/Workover Report – Reference Guide](#) for further information on the specific types of operations that require a Notice of Operation. A Notice of Operation is submitted by the permit holder through eSubmission. A Notice of Operation must be submitted at least one business day before beginning any work and seven business days before beginning any abandonment operations.

For flaring events at wells, including underbalanced drilling, well cleanup, testing and maintenance operations, permit holders submit a Notice of Flare through eSubmission. Notification must be submitted a minimum of 24 hours prior to the commencement of planned flaring events and within 24 hours of an unplanned flaring event. See the [Flaring and Venting Reduction Guideline](#) for further details.

5.2 Notice of Construction Start

Users can submit Notice of Construction Starts for all activities in eSubmission except for facilities and pipelines (these must be submitted through KERMIT).

5.2.1 Submit a Notice of Construction Start

To make a new Notice of Construction Start submission, or to view existing submissions, select Notice from the Navigation Menu then Notice of Construction Start.

The screenshot shows the eSubmission Electronic Submission Portal interface. The top navigation bar includes the BC Oil & Gas Commission logo, the eSubmission logo, and the text 'Electronic Submission Portal'. On the right, there is a 'Flat Theme' dropdown menu, a 'Timeout in 60 mins' indicator, and a 'Sign Out Jody Test Sutherland' link.

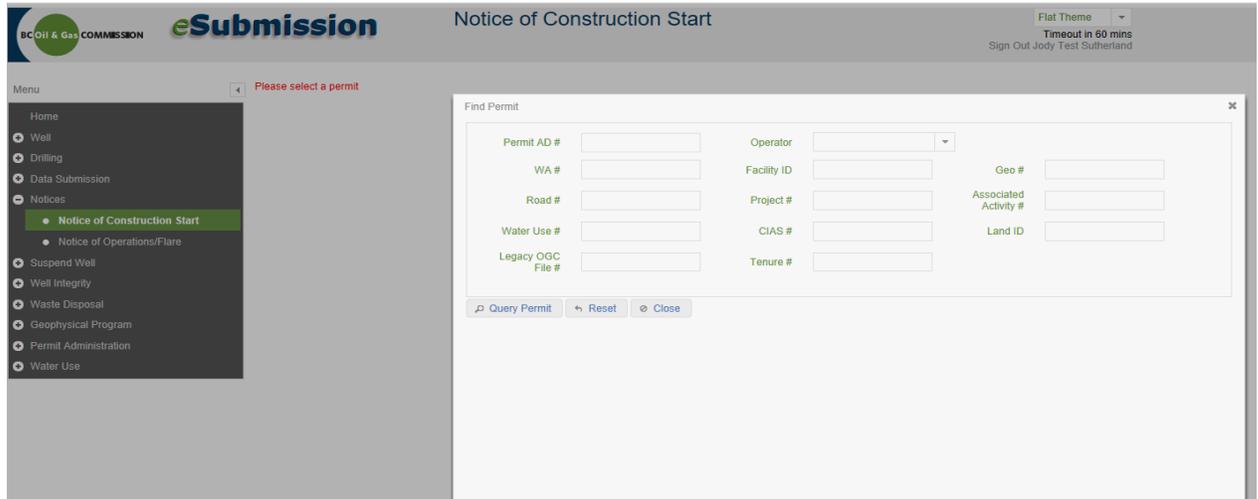
The main content area displays a welcome message: 'Welcome, Jody Test Sutherland'. Below this, it states 'You have the following permissions:' and shows a table with the following data:

Role	Organization
Notices	Cenovus Energy Inc. Encana Corporation TAQA North Ltd. Tourmaline Oil Corp.

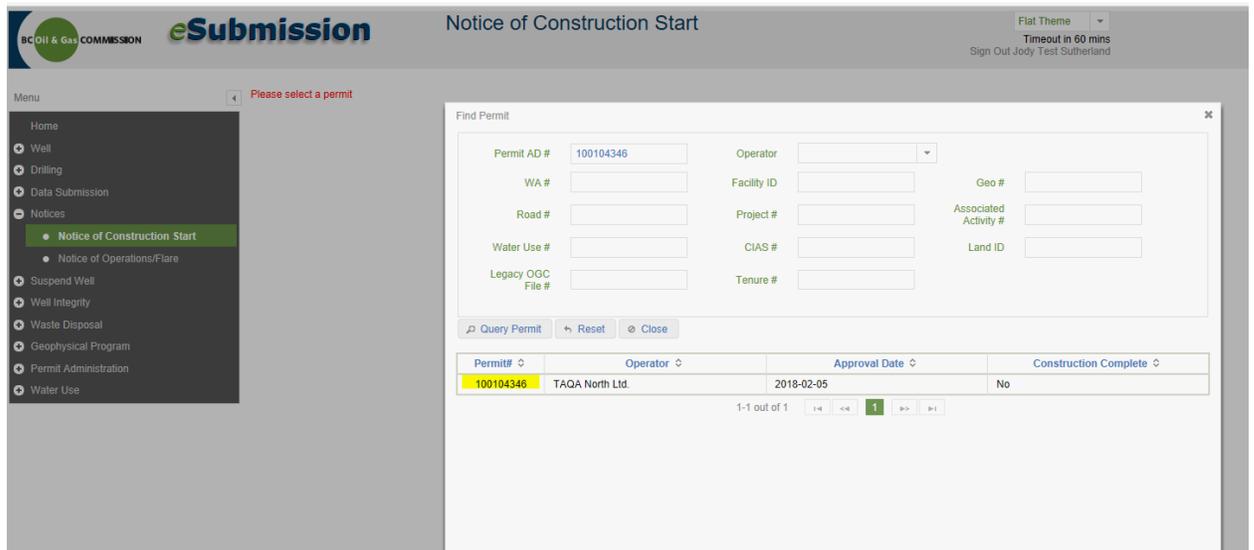
Below the table, there is a 'Need Assistance?' section with a link to the eSubmission Online Services page. A list of resources is provided:

- A user guide and quick reference guides
- Submission standards and templates
- Training materials
- Release notes detailing changes made to eSubmission
- Industry Bulletins communicating new submission functionality or significant changes to existing functionality
- Frequently Asked Questions
- Troubleshooting

Enter one of the following identifiers and click Query Permit



To bring up the Permit, click on the AD number.



Select applicable activities, enter contact information, construction start date, etc. and click Submit.

BC Oil & Gas COMMISSION eSubmission New Notice of Construction Start

Flat Theme Timeout in 60 mins Sign Out Jody Test Sutherland

Permit Ad Number: 100067275 Operator: Encana Corporation Approval Date: 2008-12-12 Construction Complete: No Find Permit

Select one or more activities to include in the Notice

Activity Type	Activity ID	Description	Identifier	Select
Road	00596	Long-Term - All-Weather	001	<input type="checkbox"/>
Associated Oil and Gas Activity	00024122	Deck Site	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024123	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024124	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024125	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024126	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024127	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024128	Corner Cut Off	n/a	<input type="checkbox"/>

1-8 out of 8

Primary Contact: Name, Phone 1, Phone 2, Construction Start Date, Road Construction Completion Date (Only Applies to Roads)

Alternate Contact: Name, Phone 1, Phone 2

Submit Cancel

To submit another Notice of Construction Start for activities starting construction on a different date for the same AD #, click Back.

BC Oil & Gas COMMISSION eSubmission Notice of Construction Start

Flat Theme Timeout in 60 mins Sign Out Jody Test Sutherland

Permit Ad Number: 100067275 Operator: Encana Corporation Approval Date: 2008-12-12 Construction Complete: No Find Permit

Notice # 12552 Successfully Submitted.

NCS #: 12552 Notice of Construction Start Submitted By: Jody Test Sutherland Submitted On: 2019-04-09

Construction Notice applies to the following activities:

Activity Type	Activity ID	Description	Identifier	Construction Start Date	Road Construction Completion Date	Notice #
Associated Oil and Gas Activity	00024122	Deck Site	n/a	2019-04-11		12552

1-1 out of 1

Primary Contact: Name: Peter Pan, Phone 1: (250) 111-1111, Phone 2: (999) 999-9999, Construction Start Date: 2019-04-11, Road Construction Completion Date: yyyy-MM-dd (Only Applies to Roads)

Alternate Contact: Name, Phone 1, Phone 2

Back

Click New Notice.

BC Oil & Gas COMMISSION eSubmission Notice of Construction Start

Flat Theme Timeout in 60 mins Sign Out Jody Test Sutherland

Permit Ad Number: 100067275 Operator: Encana Corporation Approval Date: 2008-12-12 Construction Complete: No Find Permit

Permitted Activities

Activity Type	Activity ID	Description	Identifier	Construction Start Date	Road Construction Completion Date	Notice #
Road	00596	Long-Term - All-Weather	001			
Associated Oil and Gas Activity	00024122	Deck Site	n/a	2019-04-11		12552
Associated Oil and Gas Activity	00024123	Corner Cut Off	n/a			
Associated Oil and Gas Activity	00024124	Corner Cut Off	n/a			
Associated Oil and Gas Activity	00024125	Corner Cut Off	n/a			
Associated Oil and Gas Activity	00024126	Corner Cut Off	n/a			
Associated Oil and Gas Activity	00024127	Corner Cut Off	n/a			
Associated Oil and Gas Activity	00024128	Corner Cut Off	n/a			

1-8 out of 8

Notices

Notice #	Notice Type	Submitted Date	Submitted By
12552	Notice of Construction Start	2019-04-09	Jody Test Sutherland

1-1 out of 1

New Notice Cancel Notice

To submit a Notice for another AD, click Find Permit.

New Notice of Construction Start

Permit Ad Number: 100067275 Operator: Encana Corporation Approval Date: 2008-12-12 Construction Complete: No Find Permit

Select one or more activities to include in the Notice

Activity Type	Activity ID	Description	Identifier	Select
Road	00596	Long-Term - All-Weather	001	<input type="checkbox"/>
Associated Oil and Gas Activity	00024122	Deck Site	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024123	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024124	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024125	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024126	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024127	Corner Cut Off	n/a	<input type="checkbox"/>
Associated Oil and Gas Activity	00024128	Corner Cut Off	n/a	<input type="checkbox"/>

1/8 out of 8

Primary Contact: Name, Phone 1, Phone 2, Construction Start Date, Road Construction Completion Date (Only Applies to Roads)

Alternate Contact: Name, Phone 1, Phone 2

Submit Cancel

To cancel a Notice, find the permit and click Cancel Notice.

Notice of Construction Start

Permit Ad Number: 100081651 Operator: Encana Corporation Approval Date: 2015-02-05 Construction Complete: No Find Permit

Permitted Activities

Activity Type	Activity ID	Description	Identifier	Construction Start Date	Road Construction Completion Date	Notice #
Road	03180	Long-Term - All-Weather	001	2018-11-21		12494
Road	03180	Long-Term - All-Weather	002	2018-11-21		12494
Road	03180	Long-Term - All-Weather	003	2018-11-21		12494
Road	03180	Long-Term - All-Weather	004	2018-11-21		12494
Change In and About a Stream	0002127	Water Course Name Stream Impact 9	1			
Change In and About a Stream	0002127	Water Course Name Stream Impact 10	2			

1-6 out of 6

Notices

Notice #	Notice Type	Submitted Date	Submitted By
12494	Notice of Construction Start		

1-1 out of 1

New Notice Cancel Notice

Enter a Cancel Comment and click Submit.

Notice of Construction Start Cancellation

Permit Ad Number: 100081651 Operator: Encana Corporation Approval Date: 2015-02-05 Construction Complete: No Find Permit

Select one or more activities to cancel the Notice of Construction Start for:

Activity Type	Activity ID	Description	Identifier	Construction Start Date	Road Construction Completion Date	Notice #	Select
Road	03180	Long-Term - All-Weather	001	2018-11-21		12494	<input type="checkbox"/>
Road	03180	Long-Term - All-Weather	002	2018-11-21		12494	<input type="checkbox"/>
Road	03180	Long-Term - All-Weather	003	2018-11-21		12494	<input type="checkbox"/>
Road	03180	Long-Term - All-Weather	004	2018-11-21		12494	<input type="checkbox"/>

1-4 out of 4

Cancel Comment*

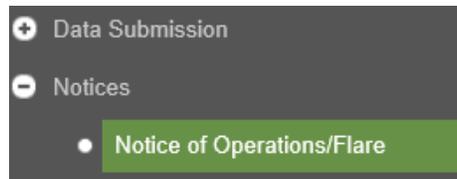
Submit Cancel

This will allow a new Notice to be submitted.

5.3 Notice of Operation/Notice of Flare

5.3.1 Initiating a Notice

To initiate a Notice of Operation and/or Notice of Flare for a well, click on the Notice of Operation/Flare option from the Navigation Menu.



If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:



If there are any Notices of Operation and/or Notices of Flare previously submitted for the well, they will appear in the list presented. Any of these notices can be viewed by clicking on the row pertaining to the notice. Notices can also be printed as a pdf document by clicking on the icon within the Run Report column.



To initiate a new notice, click on the New Notice button to begin. This will open a Notice of Operation/Notice of Flare for the user to complete.

In the Bottom Hole/Contact tab, select the appropriate bottom hole and complete the contact information fields. Certain portions of the Contact Information tab will populate with the user account contact information, but can be edited if a different contact is desired. The contact information should reflect the contact responsible for the oversight of the notice.

The UWI Verified Flag, UWI, and OGC Review Complete fields are updated by BCER staff. Please note: The notice of operation information cannot be edited once the Regulator review is complete.

The screenshot shows a web form titled "BottomHole / Contact". The form contains the following fields and values:

Field	Value
BH#/DrillingEvent *	BH#1 4901m BHL-A-033-G-093-P-09
UWI Verified Flag	...
UWI	
Site Supervisor 1 *	
Phone *	(999) 999-9999
OGC Review Complete	No
Site Supervisor 2	
Phone	(999) 999-9999
Office Contact *	Pirate Roberts
Phone *	(250) 419-4400
Contact Email *	dreadpirate.roberts@bcc@

With the BottomHole/Contact tab filled out, the user can now fill out either the Notice of Operation information and/or the Notice of Flare tab. The system allows the user to make a single submission to notify the Regulator of both activities.

5.3.2 Notice of Operation

To create a Notice of Operation with or without a Notice of Flare, begin by selecting the Operation tab and filling out the necessary fields. To only submit a Notice of Flare, proceed directly to section 4.2.3.

Enter the Work to be performed from the drop down list.

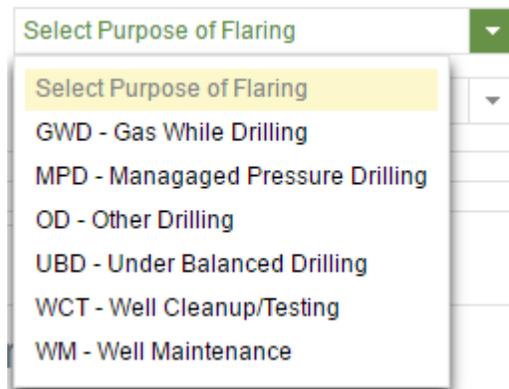
Enter the start and end dates of the operation. The Completion Report Required field is auto-populated based on the information entered into the Work to be Performed field and then confirmed during the review completed by BCER staff. The Completion Report Received field cannot be edited. This field is completed by BCER staff once the receipt of the Completion/Workover Report is confirmed. Indicate if the operation includes hydraulic fracturing by using the drop down list. Indicate if the operations covered by this notice will be monitored by microseismic using the drop down list.

To complete the rest of the Notice of Operation without entering a Notice of Flare, proceed to section 4.2.4.

5.3.3 Notice of Flare

To create a Notice of Flare without a Notice of Operation, select the Flare tab and begin filling out the necessary fields. To submit a Notice of Flare in conjunction with a Notice of Operation, the Notice of Operation information must be completed first, as described in section 4.2.2.

To enter a Notice of Flare, within the Flare tab, select the Purpose of Flaring from the drop down list:



A screenshot of a web form showing a dropdown menu. The menu is titled "Select Purpose of Flaring" and is currently open, displaying a list of options. The first option, "Select Purpose of Flaring", is highlighted in yellow. The other options are: "GWD - Gas While Drilling", "MPD - Managaged Pressure Drilling", "OD - Other Drilling", "UBD - Under Balanced Drilling", "WCT - Well Cleanup/Testing", and "WM - Well Maintenance".

Enter the start and end dates of the operation. Select the Flare Classification from the drop down list:



A screenshot of a web form showing a dropdown menu. The menu is titled "Select Flare Classification" and is currently open, displaying a list of options. The first option, "Select Flare Classification", is highlighted in yellow. The other options are: "DV - DEVELOPMENT", "EX - EXPERIMENTAL", "EO - EXPLORATORY OUTPOST", "EW - EXPLORATORY WILDCAT", and "TH - TEST HOLE".

Indicate if there was in line testing using the drop down list. The test facility field is completed by BCER staff and cannot be edited.

5.3.4 Additional Information

The Comment, Formation H₂S, Document and Cancel Notice tabs are common to both the Notice of Operation and Notice of Flare.

The Comment tab is to be used pertinent information such as a summary of the proposed work and a description of significant operations. Click the Comment tab and enter relevant information in the text field. Furthermore, BCER staff may add information to the text box during the review process.

The Formation H₂S tab allows the user to enter geological formations along with H₂S concentrations. One entry is mandatory if hydraulic fracturing is to occur during the operation or if the notice includes flaring.

Click the Create New button  and then select the appropriate formation from the drop down menu. Enter the expected H₂S %. Acceptable values for the H₂S % are from 0 to 99.99.

Formation	Expected H2S %	Delete
Select Formation		

[Create New](#)

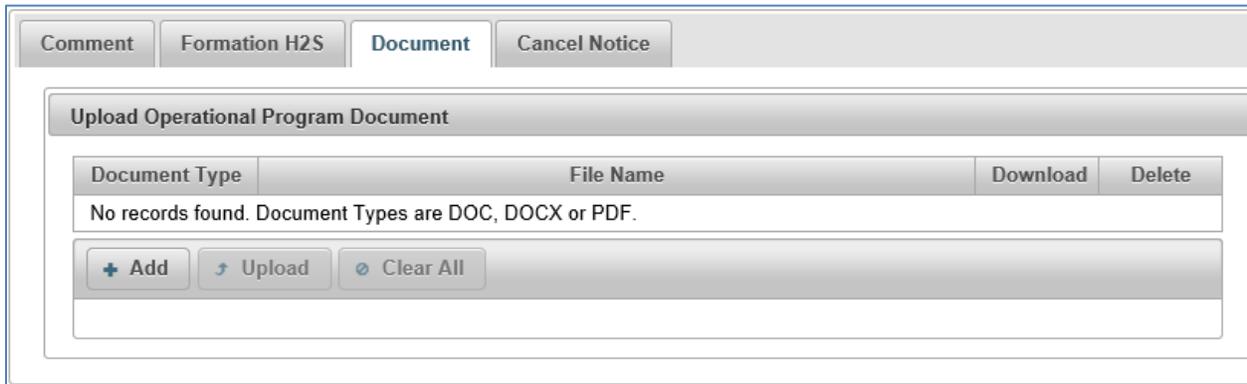
If the Flare section above has been filled out, the Formation H₂S tab will have additional fields. The user fills out the Formation and Expected H₂S % as above, and adds their requested flare volumes, which can be entered under the Max Flare Vol (e3m3) column (see below). Acceptable volumes are between 0 and 99999 (whole numbers only). The Max Flare Volume (e3m3) will be confirmed and may change during the notice review period by BCER staff. Users can return to this part of the notice after flaring has occurred to report flare volumes. See section 4.2.5

Formation	Expected H2S %	Max Flare Vol(e3m3)	Reported Flare Vol (e3m3)	Vol Entered By	Vol Entered Date	Delete
Select Formation						

[Create New](#)

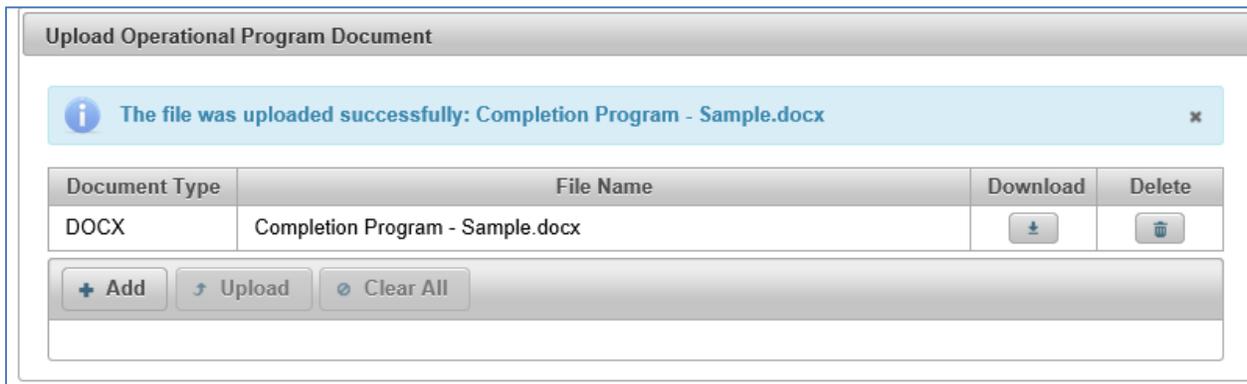
****IMPORTANT:** Once the Geological Formations information under the Formation H₂S tab has been filled out, the Notice of Operation/Notice of Flare must be saved. This establishes the record and allows the user to continue adding information, including uploading supporting documents. Additional information that is submitted or edited must be saved by the user, as this will update the record. The user can return to the notice at any time prior to a review being completed by BCER staff and update the notice and save changes.

The Document tab allows the user to upload supporting Notice of Operation and/or Notice of Flare documentation (including dispersion modeling for a Notice of Flare).



Click the Document tab and use the Add button  to navigate to the file to upload. Click the Upload button. Documents can be in doc, docx and pdf format.

Once the document(s) is uploaded, a screen similar to the one below will be displayed:



The Cancel Notice tab displays information relating to a request to cancel a notice. Notice cancellation must be requested through eSubmission. See section 5.2.6 on how to request a cancellation of a notice.

5.3.5 Entering Flare Volumes

Notices of Flare with an outstanding flare volume are required to be reported in eSubmission for production periods before September, 2018. Volumes flared on / or after October 1, 2018 are required to be reported through Petrinex.

To report flare volumes, find the well that requires flare volumes to be submitted. In the Find Well application, there is also a search function that displays a list of these wells using the Flare Volume Required search criteria. With the desired well in the Active Well Bar, select the Notice of Operation/Flare application to display a list of notices for the active well. Click on the row that pertains to the desired Notice of Flare and this will open the notice.

The user can now navigate to the Formation H₂S tab, which displays the formation or formations that are approved for flaring. The 'Max Flaring Vol' column displays the maximum approved flare volume for the notice. The user can then report their flare volume under the 'Reported Flare Vol (e3m3)' column. Once the information has been entered, click Save to confirm the information or Cancel to clear the changes and close the notice.

Once saved, the 'Vol Entered By' and 'Vol Entered Date' will be completed automatically to confirm receipt of the flaring volumes.

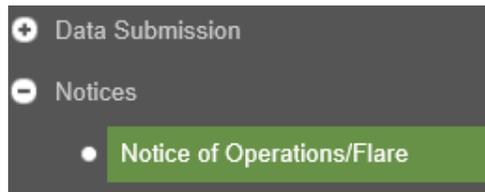
Formation	Expected H2S %	Max Flare Vol(e3m3)	Reported Flare Vol (e3m3)	Vol Entered By	Vol Entered Date	Delete
CADOTTE	0	5	3			

Buttons: Comment, Formation H₂S, Document, Cancel Notice, Create New, Save, Cancel

Please note: Each Notice of Flare requires a flare volume to be entered, even if the actual amount is 0 (zero).

5.3.6 Requesting Cancellation of a Notice

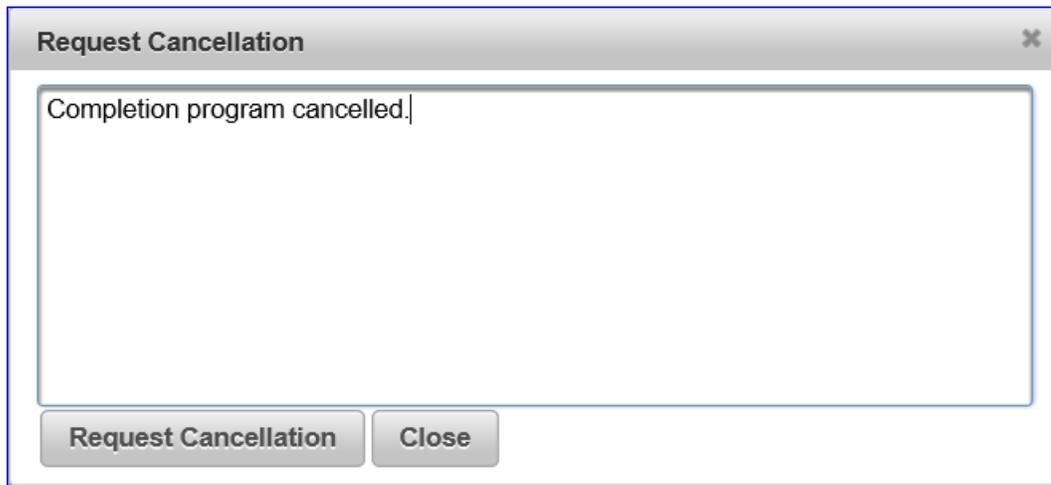
If a Notice of Operation and/or Notice of Flare has been submitted and the user wishes to cancel the Notice, this can be done in the main Notice of Operations/Flare application screen. Ensure there is a well in the Active Well Bar and click on the Notice of Operations/Flare option from the Navigation Menu.



Notices entered using eSubmission will be available to view.

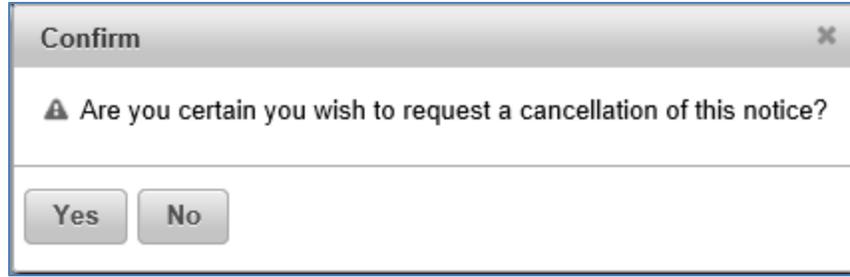


If the user requires a notice to be cancelled, select the Request Cancellation icon that corresponds to the notice to be cancelled. A screen similar to the one below will be displayed:

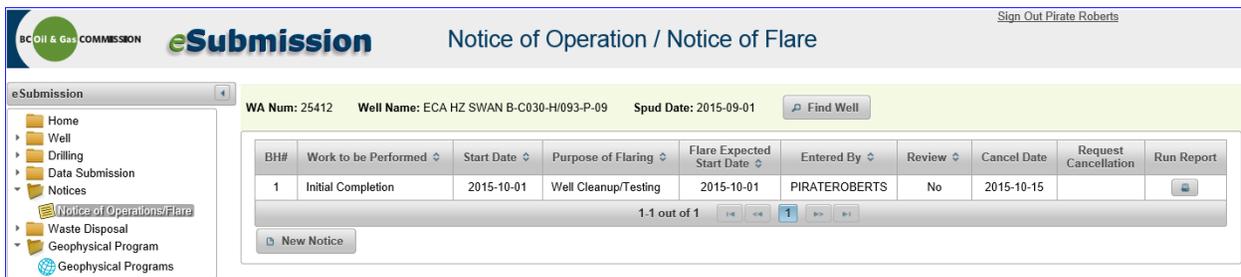


Type in the reason for requesting the cancellation and click the Request Cancellation button.

A message prompting the user to confirm will be displayed. Click Yes to proceed.



An email is sent to the Drilling and Production department. BCER staff will be prompted to review the request and, if applicable, cancel the notice. Cancelled notices will continue to be displayed in the list of notices for the well, but will display the effective cancellation date in the 'Cancel Date' column.



5.3.7 Notice of Operation/Flare Regulator Review

Once the Regulator review is complete and the submitted notice is deemed acceptable, the Regulator marks the notice as reviewed. This appears in the Review column of the primary Notice of Operation/Flare screen. The review is applicable to all elements of the notice. Therefore, if the notice contains both a Notice of Operation and a Notice of Flare, the review is for both items.

Prior to review, the Review column will indicate a 'No' in the 'Review' column (See below):



After the review is complete and the notice is deemed acceptable, the Review column changes to 'Yes' (See below).

The screenshot shows the eSubmission interface for a 'Notice of Operation / Notice of Flare'. The header includes the BC Oil & Gas Commission logo and the user's name 'Pirate Roberts'. The main content area displays a table with the following data:

BH#	Work to be Performed	Start Date	Purpose of Flaring	Flare Expected Start Date	Entered By	Review	Cancel Date	Request Cancellation	Run Report
1	Initial Completion	2015-10-01	Well Cleanup/Testing	2015-10-01	PIRATEROBERTS	Yes			

The Regulator contacts the user with the contact information provided in the Notice of Operations/Flare should there be any deficiencies with the submitted notice. The Regulator does not contact permit holders when a review has been completed on the Notice of Operation / Notice of Flare.

5.3.8 Notice of Pipeline Change

Effective July 10, 2023, the notification permission clause will be included in all new pipeline permits. It will also be added to all pipeline amendments and new permits that are issued because of a segment split due to a transfer or reconciliation. This is being implemented to provide permit holders a means of notifying the Regulator of administrative and/or operational changes where an amendment is not necessary. Further information regarding the pipeline notification process can be found in the [Oil and Gas Activity Operation Manual](#).

A notification can be submitted two ways as outlined below: 1) as a historical pipeline submission through the Application Management System (AMS), or 2) as a Notice of Pipeline Change through eSubmission.

1. Notification for splitting a pipeline segment and minor modifications to an installation that require the upload of new spatial data are accepted as a historical pipeline submission through the Application Management System (AMS). For more information on spatial data requirements for submitting notifications through Historical Submissions in AMS, please refer to the [AMS User Manual](#).
2. The following operational pipeline changes are submitted as a Notice of Pipeline Change through eSubmission or can be included a part of the historical pipeline submission when a permit holder is also submitting notification that requires the upload of new spatial data as noted in (1) above:
 - changes to outside diameter
 - adjusting the wall thickness
 - changes to the pipe grade as identified in the product change table
 - certain pipeline product changes as identified in the product change table within Section 11.5.10 – Notification for Operational Pipeline Change of the Oil and Gas Activity Operations Manual.
 - reducing H₂S
 - reducing the maximum operating pressure
 - changing the flow direction

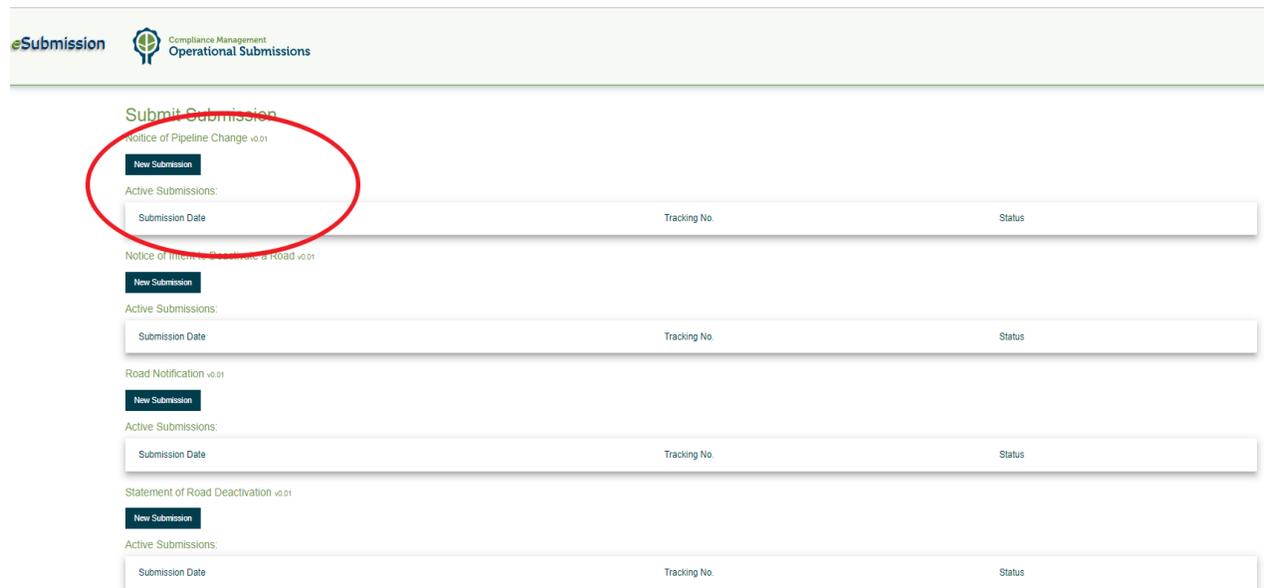
NOTE: Permit holders must ensure the notification permission has been added to each permit prior to submitting a notification for operational pipeline change through eSubmission or a historical pipeline submission.

Permit holders must also ensure that all amendments and/or historical submissions have been processed before submitting a notice of pipeline change in e-Submission. If a notice of pipeline change is submitted while an amendment application or historical submission is “in progress” or “in review,” and not processed, the information provided in the notification may be overwritten with the information from the amendment application or submission after it is approved and processed.

If a Permit holder is submitting an amendment for activities that do not fall under the notification criteria, they may also include the notification changes as part of the amendment application.

eSubmission process:

To create a Notice of Pipeline Change in eSubmission, click on the “new submission” button located under Notice of Pipeline Change:



Select the “company / organization” from the drop down list:

Submit Submission

Notice of Pipeline Change v0.01

New Submission

Active Submissions:

Submission Date

Complete the “Permit Holder Details” contact information:

Permit Holder Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-0000"/>	<input type="text"/>

Change to Outside Diameter

Click on the “Add Project” button under the activity that you are providing notification for:

Change to Outside Diameter

Add Project

Adjusting Wall Thickness

Add Project

Change to Pipe Grade

Add Project

Pipeline Product Changes

Add Project

Reducing Max Operating Pressure

Add Project

Change to Flow Direction

Add Project

Reducing the H2S

Add Project

Enter the Project No, segment numbers, and complete the related information:

Change to Outside Diameter

PROJECT NO.

SELECT ALL SEGMENTS

SEGMENT NO(S).

HOLD CTRL TO SELECT MULTIPLE SEGMENTS

OUTSIDE DIAMETER (MM) *

EFFECTIVE DATE * 

Add any additional comments or attachments related to the notification:

Comments / Attachments

COMMENTS

PROJECT DESCRIPTION *

DROP FILES HERE OR CLICK TO BROWSE

MISC FILES

DROP FILES HERE OR CLICK TO BROWSE

Click on Submit or Continue Later”

5.3.9 Notice of Pipeline Segment Split

To create a Notice of Pipeline Segment Split, in the left-hand navigation panel, click on the Pipeline Segment Split option under the Pipeline Section:

BCER eSubmission Pipeline Segment Split

Flat Theme Log Out

Menu Please select a pipeline

Home

- Well
- Drilling
- Data Submission
- Notices
- Suspend Well
- Well Integrity
- Well Decommissioning
- Waste Disposal
- Geophysical Program
- Permit Administration
- Water Use
- Emergency Response Plans
- Pipeline
 - Schedule B Compliant
 - Schedule B Non Compliant
 - Notice of Pipeline Change
 - Pipeline Segment Split**
- Liability Management
- Methane Reporting

Find Pipeline

Permit AD # Operator

Project # Land ID

Legacy BCER File #

Query Pipeline Reset Close

To “Find Pipeline” to be split, enter one of the available search fields and click on the “Query Pipeline” button:

Find Pipeline

Permit AD # Operator

Project # Land ID

Legacy BCER File #

Query Pipeline Reset Close

One or more pipeline permits will display in a list below the query box. Click on the row with the desired permit from the list.

The system will not allow a Notice of Pipeline Segment Split for pipeline project with an outstanding AMS Amendment or where the pipeline project is under the authority of the CER.

The system will display the selected Pipeline Project in the header, click on the “New Pipeline Segment Split” button to create the Notice of Pipeline Segment Split:

The following screen will display.

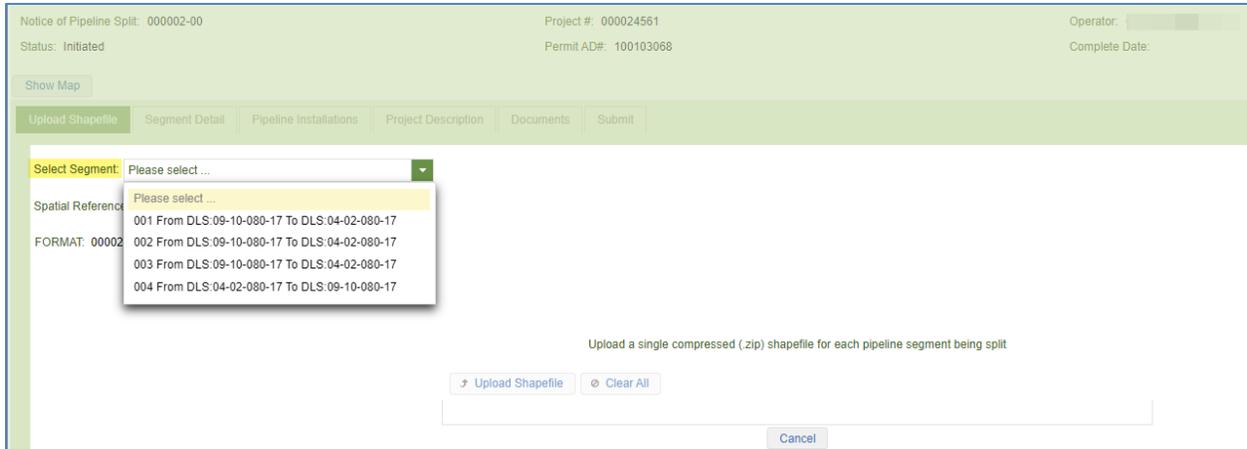
Users are required to upload a .zip file containing the original Pipeline Segment # that will be split with the additional Segment #(s) to split into. The additional Segment #'s must be new and unique, i.e. they cannot be currently

assigned to an existing segment in the overall Pipeline Project. See the [eSubmission Spatial Data Submission Standards](#) prior to making a submission.

If more than one original Pipeline Segment # is to be split, a separate .zip file must be uploaded for each original segment.

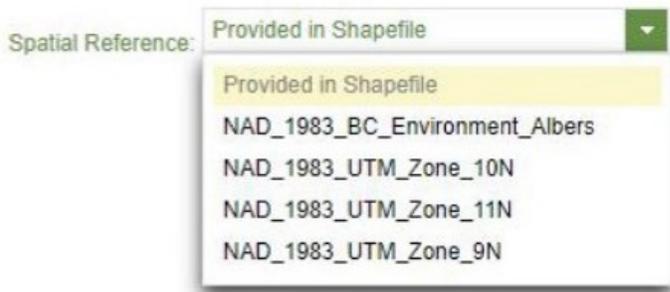
Upload Shapefile Tab

Under the **Upload Shapefile Tab**, “Select Segment” to be split from the list of existing for the Pipeline Project.



Pipeline project segments that are in a status of Cancelled or Removed will not be selectable.

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:



If a user attempts to define a spatial reference where spatial dataset to be uploaded contains a .prj file, an error will be displayed to the user indicating the spatial reference must be blank.

Click on the “Add” button and select the .zip file containing the spatial data. The .zip file must be a single compressed shapefile for each pipeline segment being split. The format for naming of the zip file must follow the standard highlighted below:

The screenshot shows the 'Upload Shapefile' form with the following elements:

- Navigation tabs: Upload Shapefile, Segment Detail, Pipeline Installations, Project Description, Documents, Submit.
- Select Segment: 002 From DLS:09-10-080-17 To DLS:04-02-080-17
- Spatial Reference: Provided in Shapefile
- FORMAT: 000024561_NPLS_YYYYMONDD_OPTIONAL.ZIP
- Instruction: Upload a single compressed (.zip) shapefile for each pipeline segment being split
- Buttons: + Add, Upload Shapefile (highlighted), Clear All
- Cancel button at the bottom right.

Click on the “Upload Shapefile” button.

The screenshot shows the 'Upload Shapefile' form after a successful upload. The 'Upload Shapefile' button is now highlighted in yellow. The file list below shows:

000024561_NPLS_2024APR23_Seg2Split.zip	2.8 KB	<input type="text"/>	<input type="button" value="x"/>
--	--------	----------------------	----------------------------------

Other elements remain the same as in the previous screenshot.

The system will validate the contents of the shapefile and display any errors that it detects. The system will display a message that the file has been successfully uploaded:

Upload Shapefile | Segment Detail | Pipeline Installations | Project Description | Documents | Submit

Segment #	File Name	Spatial Reference	Remove
002	000024561_NPLS_2024APR23_SEG2SPLIT.ZIP		

1-1 out of 1 1 10

i The segment split Shapefile has been uploaded successfully.

Select Segment: 002 From DLS:09-10-080-17 To DLS:04-02-080-17

Spatial Reference: Provided in Shapefile

FORMAT: 000024561_NPLS_YYYYMONDD_OPTIONAL.ZIP

Upload a single compressed (.zip) shapefile for each pipeline segment being s

+ Add Upload Shapefile Clear All

Cancel

Segment Detail Tab

The Segment Detail displays the details of spatial upload of the original segment and the split off segments locations and physical lengths. Clicking on each segment will display the associated technical details for that segment. The technical details from the original segment are copied to the split off segments and cannot be modified using the Notice of Pipeline Segment Split.

Upload Shapefile | Segment Detail | Pipeline Installations | Project Description | Documents | Submit

Segment #	From Location	To Location	From UTM Zone	From UTM Easting	From UTM Northing	To UTM Zone	To UTM Easting	To UTM Northing	Length	Original Segment #	Display
002	DLS 09-10-080-17	DLS 01-10-080-17	10	652504.699	6200211.982	10	652540.841	6199310.198	958	002	Segment
005	DLS 01-10-080-17	DLS 09-03-080-17	10	652540.841	6199310.198	10	652606.114	6198365.976	958	002	Segment
006	DLS 09-03-080-17	DLS 04-02-080-17	10	652606.114	6198365.976	10	652727.741	6197500.141	958	002	Segment

1-3 out of 3 1 25

Product: Natural Gas - Sour

CSA Class Location: Class 1

Line Type: Gathering

H2S (mol%): 0.099

Partial Pressure (kPa): 9.93

NDT (%): 100

CO2 (mol %): 1

Original Length (m): 2874

Pipe O.D. (mm): 323.9

Wall Thickness (mm): 8.4

Material: Steel

Material Standard: CSA Z245.1 (any grade Cat II)

Grade: 359

Grade Description:

Category: Z002

Category Description:

Design Pressure (kPa): 9930

Max Design Temp (C): 54

Min Design Temp (C): -18

MOP (kPa): 9930

MOP Stress % of SMYS: 53.3

Test Pressure (kPa):

Stress at Test Pressure (kPa): 268000

Type of Joint:

Internal Coating: BARE

Internal Coating Description: None

External Coating: EPOX

External Coating Description: FBE + Insulation

Cover Depth (m): 1.5

Flange Material Standard:

Flange ANSI Rating:

Valve Material Standard:

Valve ANSI Rating:

Fitting Material Standard:

Cathodic Protection: Existing

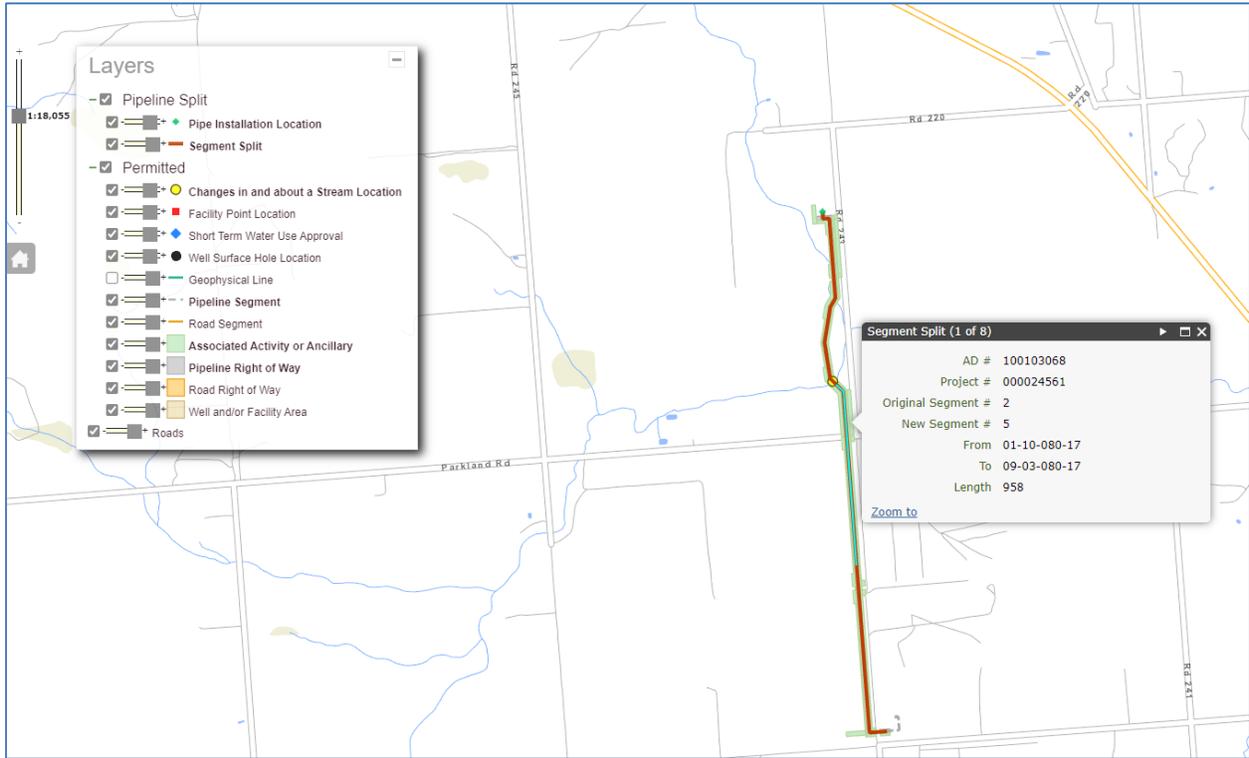
Cathodic Type: Impressed Current

Internal Corrosion Program in place: Immediately

Flow Direction: Uni-Directional

Surface or Buried: Buried

The segments can “Display” on a Map by clicking on the Segment button for each segment or by clicking on “Show Map” button.



Pipeline Installations Tab

The Pipeline Installations tab displays the known pipeline installations associated with the existing segment. Each of the installations must be assigned to either the original segment or a new split off segment by selecting the segment number in the New Segment # column.

Segment #	From Location	To Location	From UTM Zone	From UTM Easting	From UTM Northing	To UTM Zone	To UTM Easting	To UTM Northing	Length	OriginalSegment #	Display
002	DLS 09-10-080-17	DLS 01-10-080-17	10	652504.699	6200211.982	10	652540.841	6199310.198	958	002	Segment
005	DLS 01-10-080-17	DLS 09-03-080-17	10	652540.841	6199310.198	10	652606.114	6198365.976	958	002	Segment
006	DLS 09-03-080-17	DLS 04-02-080-17	10	652606.114	6198365.976	10	652727.741	6197500.141	958	002	Segment

Installation ID	Installation Type	UTM Location	Existing Segment #	New Segment #	Display
001	Riser	10 652504.699E 6200211.982N	002	005	Location
002	Valve	10 652504.699E 6200211.982N	002	005	Location
003	Valve	10 652504.699E 6200211.982N	002	002	Location

Upon clicking “Save” the Installation ID numbers will be renumbered. The system will display a message confirming that the pipeline installations have been updated successfully.

Segment #	From Location	To Location	From UTM Zone	From UTM Easting	From UTM Northing	To UTM Zone	To UTM Easting	To UTM Northing	Length	Original Segment #	Display
002	DLS 09-10-080-17	DLS 01-10-080-17	10	652504.699	6200211.982	10	652540.841	6199310.198	958	002	Segment
005	DLS 01-10-080-17	DLS 09-03-080-17	10	652540.841	6199310.198	10	652606.114	6198365.976	958	002	Segment
006	DLS 09-03-080-17	DLS 04-02-080-17	10	652606.114	6198365.976	10	652727.741	6197500.141	958	002	Segment

1-3 out of 3

3 pipeline installation(s) have been updated successfully.

Installation ID	Installation Type	UTM Location	Existing Segment #	New Segment #	Display
001	Valve	10 652504.699E 6200211.982N	002	002	Location
001	Riser	10 652504.699E 6200211.982N	002	005	Location
002	Valve	10 652504.699E 6200211.982N	002	005	Location

1-3 out of 3

Save Cancel

Existing known pipeline installations cannot have their locations modified and new pipeline installations cannot be added using the Notice of Pipeline Segment Split submission.

Project Description Tab

A Project Description must be provided, enter the details and click “Save”.

Upload Shapefile	Segment Detail	Pipeline Installations	Project Description	Documents	Submit
------------------	----------------	------------------------	---------------------	-----------	--------

The pipeline split has been successfully saved.

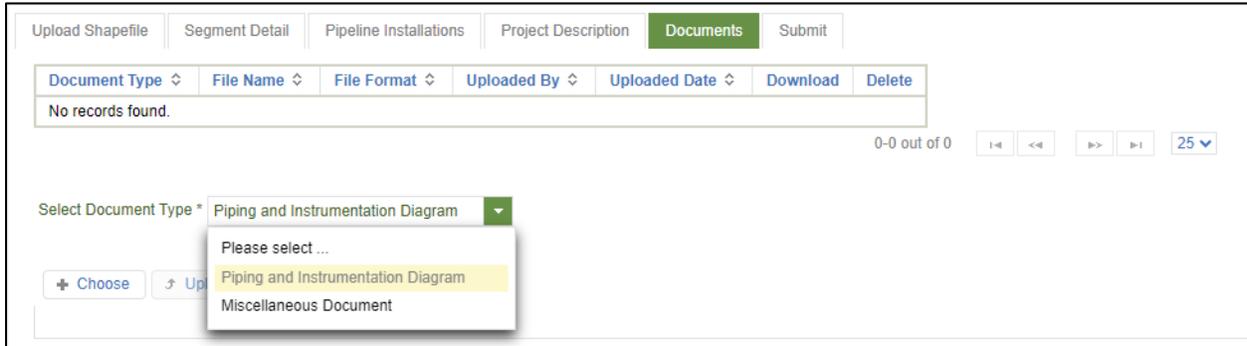
Project Description

Details of the notice of pipeline segment split submission.

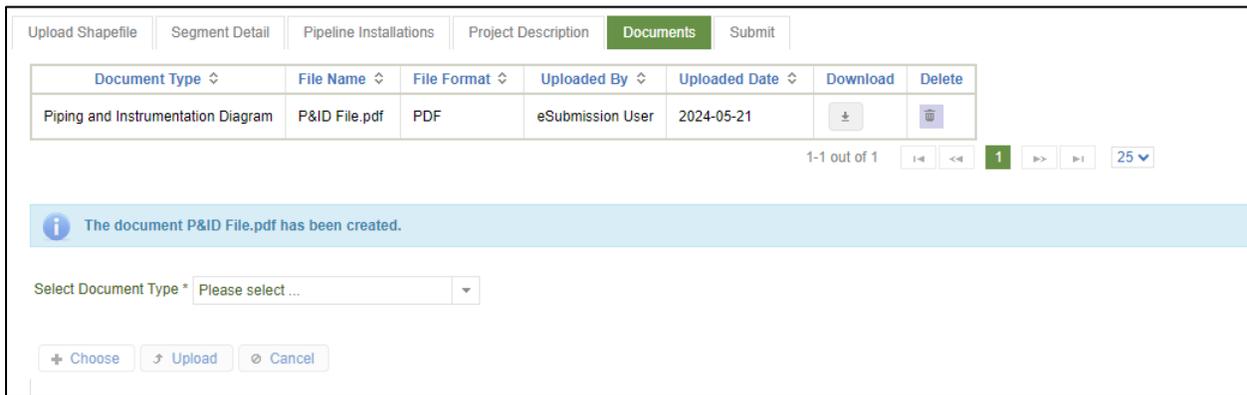
Save Cancel

Documents Tab

A Piping and Instrumentation Diagram must be provided. Select the document type from the “Select Document Type” drop down list, click on “Choose” to locate the file, then click on “Upload” to upload the file.



The system will provide a message that the document was successfully uploaded.

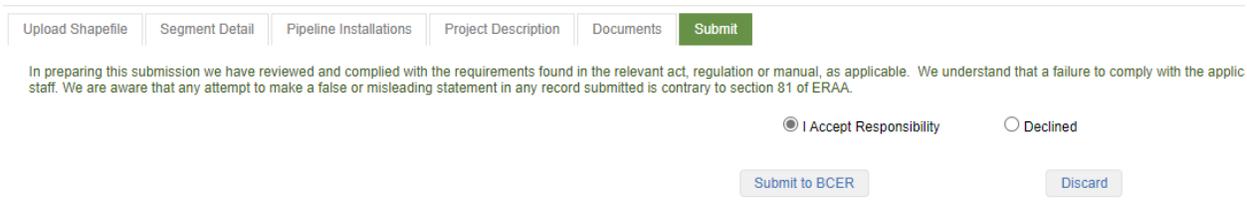


Additional documents can be uploaded with a document type of Miscellaneous if desired.

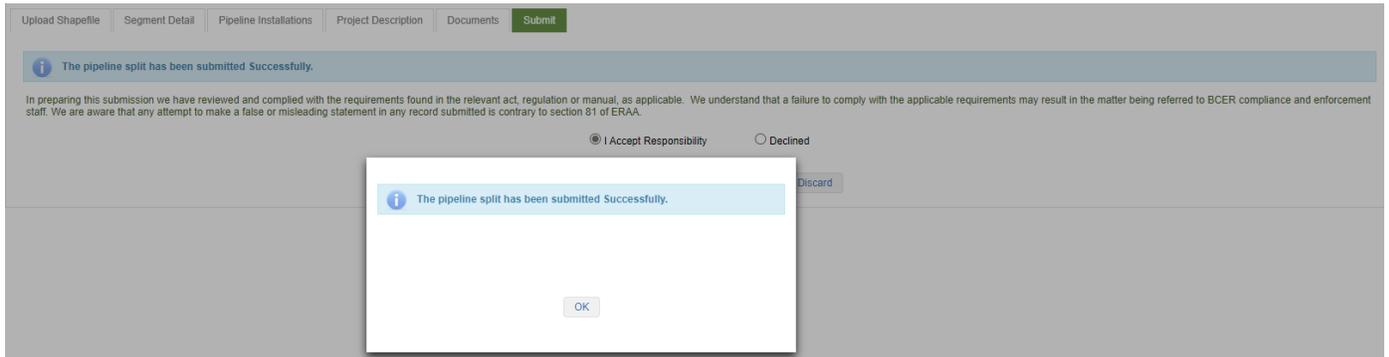
Once the documents are uploaded they can be subsequently downloaded using the download icon. Or, in the case that a document is incorrectly uploaded, it can be removed by using the Delete icon.

Submit Tab

To Submit the Notice of Pipeline Segment Split, the “I Accept Responsibility” button must be selected and then the Submit to BCER button can be clicked.



The system will provide a message confirming that the Notice of Pipeline Segment Split has been submitted successfully.



In the case that a submission is not required, prior to submitting to the BCER, the “Discard” button will set the submission to discarded so that it cannot be edited or submitted.

Click on “I Accept Responsibility” and “Submit to BCER.” This is also where the notification can be discarded if needed.

When viewing the Pipeline Segment Split for this project, a status of Submitted will be set after submission. This status will updated to Under Review when the BCER has started their review.

Project #: 000024561		Permit Ad Number: 100103068		Operator: [Redacted]		Find Pipeline	
Notice of Pipeline Split #	Submitted By	Submitted By Email	Submitted Date	Status			
000002	eSubmission User	[Redacted]	2024-05-21	Submitted			

If a change to the submission is required, the BCER will set the status to In Revision and a notification will be sent via email to the Submitted By Email. The submission will be fully editable and can be resubmitted with the changes to the BCER.

Upon acceptance of the Notice of Pipeline Segment Split submission the status will be Accepted and the BCER systems will be updated with the pipeline split.

5.5 Facility and Pipeline Flaring Notifications

Permit holders of facilities and pipelines in BC must use the eSubmission online portal when submitting flaring notifications.

Users submitting flaring notifications in eSubmission require the “Notices” security role. Users who do not have this role must contact their company administrator to have this role assigned in KERMIT. Refer to the Online System Accounts page for more information about creating accounts and obtaining security roles, and the Company Administration.

5.5.1 Submitting Pipeline and Facility Flaring Notifications

To submit flaring notifications for a selected pipelines segment(s) or facility, select Notice of Flaring option from Notices on the Navigation Menu. Once selected, click on New Submission.

The screenshot displays the eSubmission portal interface. At the top, the BCER logo and 'eSubmission' branding are visible, along with the page title 'Notice of Flaring - Facility / Pipeline'. A navigation menu on the left lists various options, with 'Notice of Flaring - Facility / Pipeline' highlighted. The main content area features a 'Submit Submission' heading, a version indicator 'Notice of Flaring - Facility / Pipeline v0.04', and a prominent 'New Submission' button. Below this, there is a section for 'Active Submissions' which includes a table with columns for 'Submission Date' and 'Permit Holder'.

Select the permit holder from the drop- down list and complete the contact information fields.

When entering flaring notifications, the specific facility or pipeline needs to be identified using the Facility ID Code or the pipeline project number. Once you click on the Facility ID or Project No box, you can choose the relevant facility or pipeline project from the drop-down list. For pipelines, you can choose a single segment or multiple segments.

Once FACID/Project number is entered, information related to the facility or pipeline segments, will auto populate.

Complete the remaining fields, choosing the applicable drop-down options.

Mandatory fields are identified with a star.

Field Name	Description
Purpose of Flaring	Choose planned or unplanned from the dropdown menu
Purpose of Flaring Details	Add the details of purpose of flaring
Expected Start Date/Time	Expected start Date/time for a single event
Expected End Date/Time	Expected end Date/time for a single event
Stack Height	Enter the tallest stack height if there are multiple stacks
H ₂ S Concentration Unit	Choose % or ppm
H ₂ S Concentration	Enter the H ₂ S concentration by % or ppm
Has Dispersion modeling being performed	Required for routine and non-routine flaring/incineration events ≥ 1 mole per cent H ₂ S
Flame-out detection/shutdown equipment in place	Required for unsupervised flare stacks where continuous flaring will occur and the H ₂ S content of the gas to be flared exceeds 1 mole per cent
Expected Maximum Flare Rate	Enter the maximum rate of flare
Estimated Cumulative Flared Volume	Enter the Cumulative flared volume per event
Anticipated Flame Height	Enter the estimated flame height
Has the notification been completed as per the flaring and venting guideline	Refer chapter 5 of Flaring and Venting Reduction Guideline for the requirement
Flare stack ID/ Description	For LNG facilities, enter the flare stack/liquid burner ID and/or description
Additional information	Enter any additional details related to the flaring event including Noise, black smoke etc.

Add any additional comments or attachments related to the notification and Click on Submit or Continue Later.

Attachments

Misc Files

Drop files here or click to browse

Submit

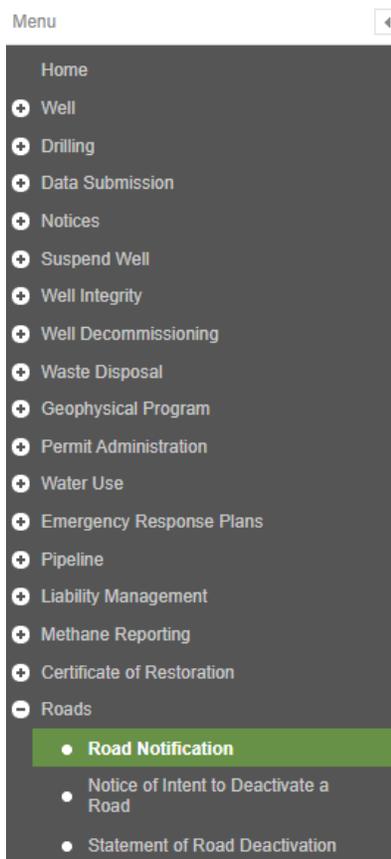
Click Here To Continue Later

5.5.2 Notice of Road Changes

Permit Holders submitting Notice of Intent to Deactivate a Road and the Statement of Road Deactivation submissions will be made through eSubmission. These submissions are used when a whole road segment or road permit is being deactivated. When deactivating a portion of a segment or a non-status road the Notice of Intent to Deactivate a Portion of a Road Segment or a Non-Status Road form and the Statement of Road Deactivation of a Portion of a Road Segment or a Non-Status Road form must be submitted to ExternalNotifications@bc-er.ca. Further information regarding these submissions can be found in the Oil and Gas Activity Operations Manual.

Road Notifications (Limited Maintenance/Stoppage of Use, Temporary Road Closure or Restrictions and Road Use Resumption) will also be made through eSubmission. If there is not an active Road Permit, an application for a non-status road must be submitted prior to the Road Notification.

Road Notification:



Click New Submission:

New Submission

Select the Company/Organization:

Prepared on Behalf of Company/Organization:

Select an Organization

Complete the Permit Holder Details:

Permit Holder Details

Contact First Name *	Contact Last Name *	Contact Phone Number *	Contact Email *
<input type="text"/>	<input type="text"/>	Ex. (000) 000-0000	<input type="text"/>

Select the Regional Zone that the road is in:

Regional Zone *

- North
- Central
- South/West
- South/East

If submitting a Limited Maintenance/Temporary Stoppage of Use, select Add Road:

Limited Maintenance / Temporary Stoppage of Use
Limited Maintenance / Temporary Stoppage of Use Bulk Upload

Download CSV Template

Import CSV Template

Add Road

CSV Import Status
Control: LMTS_REPEATER
Import Error Messages: Import a file

If submitting a Temporary Road Closure or Restriction Details, select Add Road:

Temporary Road Closure or Restriction Details
Temporary Road Closure or Restriction Details Bulk Upload

[Download CSV Template](#)

[Import CSV Template](#)

[Add Road](#)

CSV Import Status
Control: RCRD_REPEATER
Import Error Messages: Import a file

If submitting a Road Use Resumption, select Add Road:

Road Use Resumption
Road Use Resumption Bulk Upload

[Download CSV Template](#)

[Import CSV Template](#)

[Add Road](#)

CSV Import Status
Control: RUR_REPEATER
Import Error Messages: Import a file

Complete the applicable Notice that is being submitted – “Limited Maintenance/Temporary Stoppage of Use, Temporary Road Closure or Restriction Details or Road Use Resumption” - information:

Road Controller *

AD No.

Legacy BCER File No.

Road No.

Select All Segments

Road Segment(s)

Hold CTRL to select multiple segments

Planned Limited Maintenance Start *

Planned Limited Maintenance End *

Rationale for Limited Maintenance *

All attachments are added here:

Attachments

Misc Files

Drop files here or click to browse

Click Submit if complete or Click to continue Later:

Submit

Click Here To Continue Later

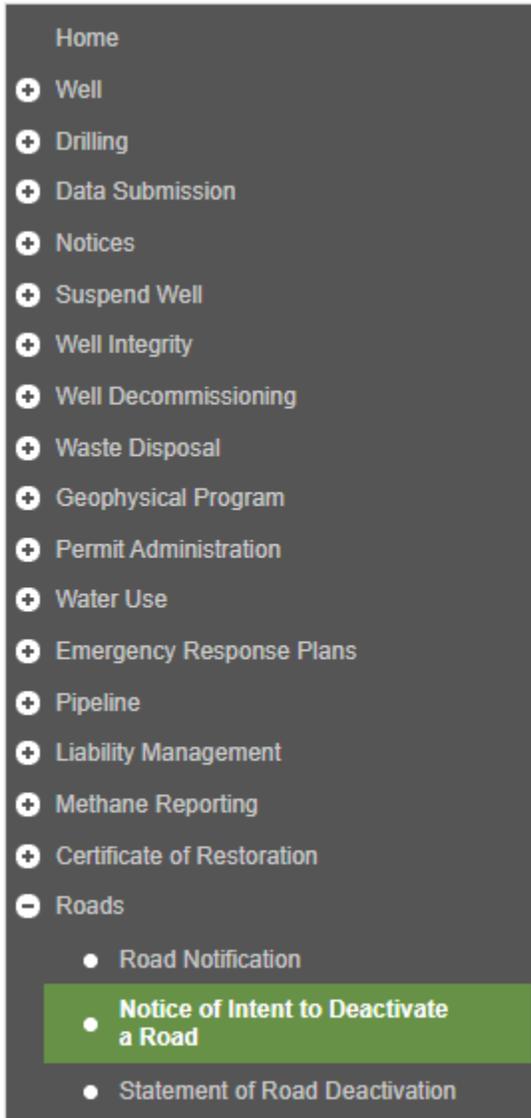
Confirm Submission:

Confirm Submit Form?

Confirm

Cancel

Notice of Intent to Deactivate:



Click “New Submission”:

Submit Submission

Notice of Intent to Deactivate a Road v0.11

Permit holders must comply with the requirements of Part 6 Deactivation of Oil and Gas Roads under the ERRR and Section 19 of the EPMR related to oil and gas road deactivation.

New Submission

Active Submissions:

Submission Date	Permit Holder	Tracking No.	Status
-----------------	---------------	--------------	--------

Select the “company/organization” from the drop down list:

Notice of Intent to Deactivate a Road

PREPARED ON BEHALF OF COMPANY/ORGANIZATION:

Select an Organization

Complete the “Permit Holder Details” contact information:

Permit Holder Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-000"/>	<input type="text"/>

Select the Regional Zone that the road is in:

Regional Zone *

North

Central

South/West

South/East

Complete the “Planned Deactivation Details” information:

Planned Deactivation Details

Road Controller *

AD No.

Legacy BCER File No.

Road No.

Select All Segments

Road Segment(s).

Hold CTRL to select multiple segments

Planned deactivation start date *

mm/dd/yyyy

Deactivation Rationale *

Exemption Requested? *

- Yes
 N/A

Complete the “Permit Holder Declaration of Deactivation” by selecting I Accept Responsibility and clicking Submit or Continue Later:

Permit Holder Declaration of Deactivation

I hereby attest that the information contained herein is true and correct

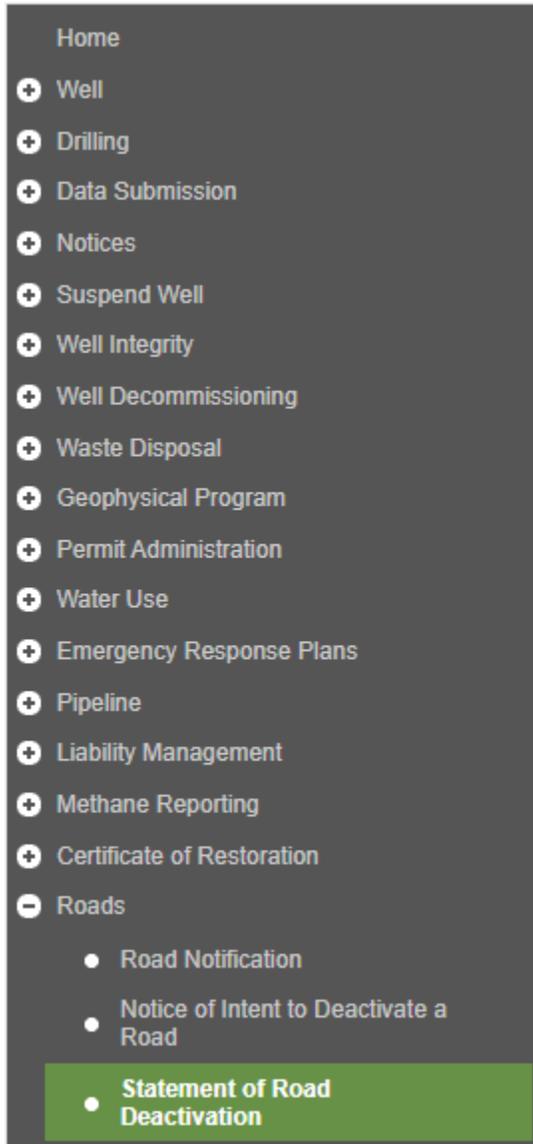


I ACCEPT RESPONSIBILITY *

Submit

Click Here To Continue Later

Statement of Road Deactivation:



Click “New Submission”:

Submit Submission

Statement of Road Deactivation v0.07

The Signed Statement is a dated statement affirming compliance with the road deactivation requirements set out in Section 24 of ERRR, including restoration as per Section 19 of the Environmental Protection and Management Regulation, as applicable. The Signed Statement must be submitted to the Regulator within 30 days of completing deactivation

New Submission

Active Submissions:

Submission Date	Permit Holder	Tracking No.	Status
-----------------	---------------	--------------	--------

Select the “company/organization” from the drop down list:

Statement of Road Deactivation

PREPARED ON BEHALF OF COMPANY/ORGANIZATION:

Select an Organization

Complete the “Permit Holder Details” contact information:

Permit Holder Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-0000"/>	<input type="text"/>

Select the Regional Zone that the road is in:

Regional Zone *

- North
- Central
- South/West
- South/East

Complete the “Deactivation Details” information:

Deactivation Details
Road Controller *

AD No.

Legacy BCER File No.

Road No.

Select All Segments

Road Segment(s).

Hold CTRL to select multiple segments

Attachments
Misc Files

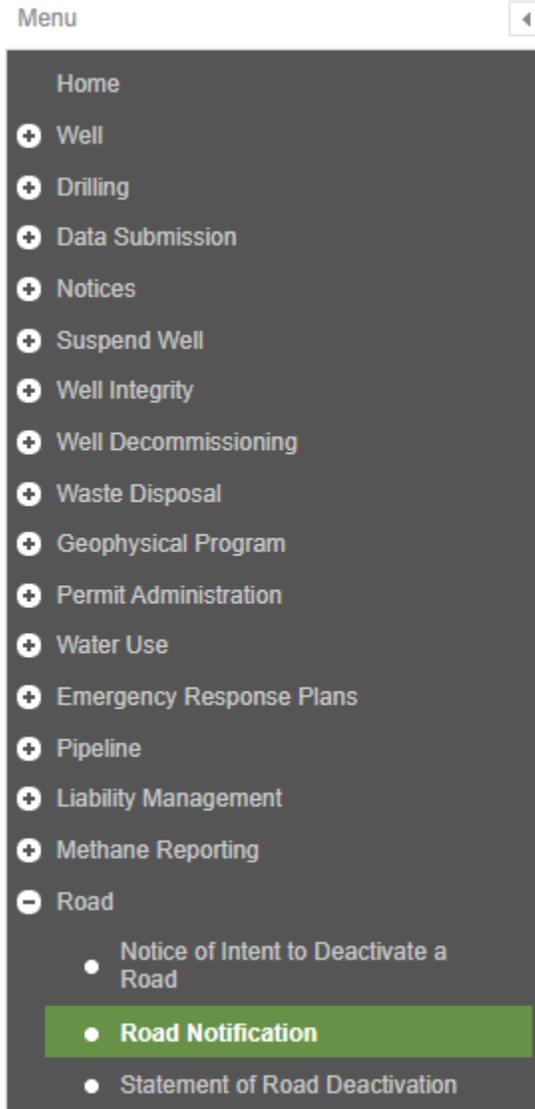
Drop files here or click to browse

Complete the “Permit Holder Declaration of Deactivation” by selecting I Accept Responsibility and clicking Submit or Continue Later:

Permit Holder Declaration of Deactivation
I hereby declare that the road section(s) described above has been deactivated to a standard that is in compliance with section 24 of the Oil and Gas Road Regulation and, where applicable, section 19 of the Environmental Protection and Management Regulation under the Oil and Gas Activities Act
I hereby attest that the information contained herein is true and correct

I ACCEPT RESPONSIBILITY *

Road Notification:



Click “New Submission”:

Submit Submission

Road Notification v0.02

[New Submission](#)

Select the “company/organization” from the drop down list:

Road Notification

PREPARED ON BEHALF OF COMPANY/ORGANIZATION:

Select an Organization

Complete the “Permit Holder Details” contact information:

Permit Holder Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-0000"/>	<input type="text"/>

Complete the applicable Notice that is being submitted – “Limited Maintenance/Temporary Stoppage of Use, Temporary Road Closure or Restriction Details or Road Use Resumption” - information:

Limited Maintenance/Temporary Stoppage of Use:

Limited Maintenance / Temporary Stoppage of Use
LIMITED MAINTENANCE / TEMPOARTARY STOPPAGE OF USE BULK UPLOAD

CSV Import Status
Control: LMTS_REPEATER
Import Error Messages: Import a file

Download CSV Template

Import CSV Template

ROAD CONTROLLER *

ROAD NO.

SELECT ALL SEGMENTS

ROAD SEGMENT(S)

HOLD CTRL TO SELECT MULTIPLE SEGMENTS

PLANNED LIMITED MAINTENANCE START *

PLANNED LIMITED MAINTENANCE END *

RATIONALE FOR LIMITED MAINTENANCE *

Remove

Add Road Segment

For bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual road segments click “Add Road Segment” and enter each field in your web browser.

Please Note: Multiple segments can be added by using the “Add Road Segment” at the bottom of the page. If an error is made in selecting a segment, it can be removed by clicking the red “Remove” button.

Temporary Road Closure or Restriction Details:

Temporary Road Closure or Restriction Details
 TEMPORARY ROAD CLOSURE OR RESTRICTION DETAILS BULK UPLOAD

CSV Import Status
 Control: TCRD_REPEATER
 Import Error Messages: Import a file

Download CSV Template Import CSV Template

ROAD CONTROLLER *

ROAD NO.

SELECT ALL SEGMENTS

ROAD SEGMENT(S)

HOLD CTRL TO SELECT MULTIPLE SEGMENTS

PLANNED CLOSURE OR RESTRICTION START * PLANNED CLOSURE OR RESTRICTION END *

RATIONALE FOR CLOSURE OR RESTRICTION NECESSARY TO ADDRESS AN EXISTING OR IMMINENT THREAT (TYPE OF DAMAGE TO THE OIL AND GAS ROAD OR TYPE OF DANGER TO HUMAN LIFE OR PROPERTY): *

Remove Add Road Segment

For bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual road segments click “Add Road Segment” and enter each field in your web browser.

Please Note: Multiple segments can be added by using the “Add Road Segment” at the bottom of the page. If an error is made in selecting a segment, it can be removed by clicking the red “Remove” button.

Road Use Resumption:

Road Use Resumption
ROAD USE RESUMPTION BULK UPLOAD

Download CSV Template **Import CSV Template**

CSV Import Status
Control: RUR_REPEATER
Import Error Messages: Import a file

ROAD CONTROLLER *

ROAD NO.

SELECT ALL SEGMENTS

ROAD SEGMENT(S)

HOLD CTRL TO SELECT MULTIPLE SEGMENTS

ROAD USE RESUMPTION DATE *

RATIONALE FOR ROAD USE RESUMPTION *

Remove
Add Road Segment

Attachments
MISC FILES

DROP FILES HERE OR CLICK TO BROWSE

For bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual road segments click “Add Road Segment” and enter each field in your web browser.

Please Note: Road Use Resumption is to be completed after a Limited Maintenance/Temporary Stoppage of Use or Temporary Road Closure or Restriction has been submitted and the Road is being reopened.

Complete the Road Notice by clicking Submit or Continue Later:

Submit

Click Here To Continue Later

Chapter 6: Well Integrity

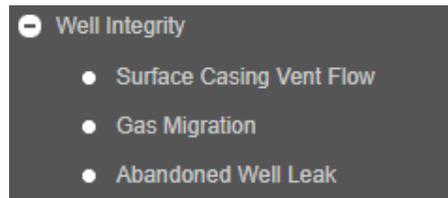
6.1 Introduction

The Well Integrity section of eSubmission allows operators to submit test reports for Surface Casing Vent Flow (SCVF), Gas Migration (GM), Abandoned Well Leak (AWL), and Packer Isolation Tests (PIT) to the Regulator.



6.1.1 Surface Casing Vent Flow, Gas Migration, and Abandoned Well Leak test reports

To make a new submission, or to view existing submissions, expand the Well Integrity section from the Navigation Menu and select one of the available options:



A well must be selected in order to make a submission. If a well is not yet selected, users will be prompted to find a well in the Find Well window:

The screenshot shows the 'Find Well' window with the following fields and options:

- WA Num: [Input field]
- Well Name: [Input field]
- NTS: Qtr Unit [Dropdown], Unit [Dropdown], Block [Dropdown], Map [Dropdown]
- DLS: LSD [Dropdown], Section [Dropdown], TWP [Dropdown], Range [Dropdown]
- Section: [Dropdown]
- Range: [Dropdown]
- User Entered Criteria (Selected):
 - Well Drilling Options
 - Well Completion, Maintenance & Abandonment Options
 - Well Suspension Options
 - Well Integrity Options
- Buttons: Query Well, Reset, Close
- Table Headers: WA Num, Well Name
- Table Content: No records found.
- Footer: 0-0 out of 0, navigation arrows

Users can search for a well in the Find Well window by using any of the available search options described in [2.1 Find a Well](#). The Well Integrity Options allows users to search for wells with existing SCVF, GM and AWL report submissions by using any of the following predefined queries:

The screenshot shows the 'Well Integrity Options' section with the following radio button options:

- Wells with SCVF, GM or AWL
- Wells with Serious SCVF
- Wells with Abandoned Well Leak
- Wells with SCVF
- Wells with Gas Migration

Once a well is selected, it will appear in the Active Activity Bar and any existing submissions for the submission type selected will be displayed to a user in a submission history log. To view the details of a submission select a record from the submission history log.

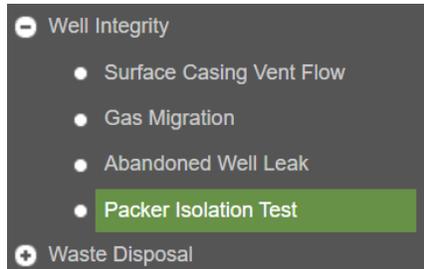
Submission #	Submission Date	Test Date	Severity	Status
420152	2018-03-27	2018-03-27	Serious	Pending Review
		2017-10-03	Non Serious	Closed
		2012-02-15	Unknown	Pending Review (Legacy)
		2001-09-23	Unknown	Pending Review (Legacy)
		2000-11-17	Unknown	Pending Review (Legacy)

For submissions made in eSubmission, all columns in the submission history log will be populated. For historical tests submitted outside of eSubmission, no Submission # or Submission Date will be present and a Status of Pending Review (Legacy) will be assigned in most cases. If no previous submissions exist for the selected well then no records will be displayed.

Submission #	Submission Date	Test Date	Severity	Status
No records found.				

6.1.2 Packer Isolation Test Reports

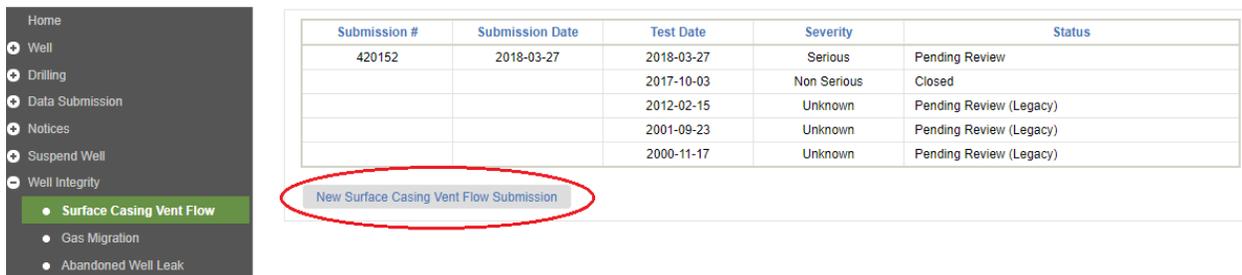
To make a new submission, expand the Well Integrity section from the Navigation Menu and select Packer Isolation Test:



Note that previous Packer Isolation Test submissions cannot be displayed or modified. Only new submissions may be made.

6.2 Make a Test Report Submission for Surface Casing Vent Flow, Gas Migration, or Abandoned Well Leak

To make a new Well Integrity submission select the desired submission type from the Well Integrity section of the Navigation Menu. Next, choose to make a new submission.



For SCVF and GM submissions, a well must have a Spud Date present. Otherwise, users will be restricted from making a submission and an error message will be received:

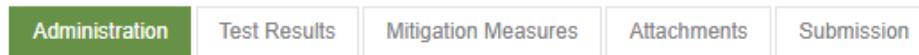
Please report a drilling activity of spud for the selected well in order to make a Surface Casing Vent Flow submission.

Please report a drilling activity of spud for the selected well in order to make a Gas Migration submission.

For AWL submissions, the status of a well must be abandoned and the casing must be cut off.

Please ensure the selected well is downhole abandoned and the casing cut off in order to make an Abandoned Well Leak submission.

Once a new submission has been initiated users will be prompted to work through a series of tabs before finalizing the submission.



If required, users can select Cancel to exit the submission at any time. On Cancel, any information entered will be lost.

 Cancel

6.2.1 Administration Tab

When a user initiates a new Well Integrity submission the Administration tab will be displayed. Enter all required information when prompted. Mandatory fields are marked with an asterisk *. Fields not marked with an asterisk are optional. Office Contact information populates with details from the account being used to make the submission, but can be modified if required.

Administration Test Results Mitigation Measures Attachments Submission

Office Contact * eSubmission Test User Work Phone * (250) 419-4400 Cell Phone

Office Contact Email * esubtest@bcogc.ca

Contracting Company

Contractor Representative Work Phone

 Cancel

6.2.2 Test Results Tab

The Test Results tab is present for all Well Integrity submission types. Depending on the submission type, users will be prompted to provide slightly different information for SCVF, GM and AWL submissions. For example, in GM submissions users must indicate the Risk Rating as defined in the [Oil & Gas Operations Manual](#).

Administration | **Test Results** | Mitigation Measures | Attachments | Submission

Test Date * 2018-03-01

H2S Present? * No

Test Method * Bubble Test Flow and Buildup Gas Detector Glove Test Visual Observation

Flow Substance * Fresh Water Gas Liquid Hydrocarbon Non Oil-Based Drilling Mud Oil-Based Drilling Mud Other Saline Water

Stabilized Gas Flow Rate (m3/day)

Stabilized Liquid Flow Rate (liters/day)

Stabilized Build Up Pressure (kPa)

Shut In Duration HH 2 MM 15

Fluid Sample Collected? * Yes

Wellhead Seal Test Conducted? * Yes

Wellhead Seal Failure? ...

Casing Failure? Unknown

Surface Casing Set Depth (m) 183.7

Surface Casing Vent Assembly Valve * Open

Severity * ...

Additional Information
10 minute bubble test observed using 700 ml water and 6mm hose.

Enter all information marked with an asterisk *. Each time a user selects 'Other' as a result, a description must be provided the corresponding Other field. For example:

Test or Observation Method * Bubbling Around Wellhead Gas Migration Testing (Borehole Observed) Other Stressed Vegetation Surface Desiccation

Other Observations
Infrared camera.

6.2.3 Mitigation Measures Tab

The Mitigation Measures tab is only present for SCVF submissions. For GM and AWL submissions this tab will not be displayed. Indicate if any mitigation measures have been taken for the selected well. Where Burst Plate Installed? or PSV Installed? is indicated, provide the corresponding pressures. Enter any other mitigation measures taken by selecting Other.

Mitigation Measures Taken? *

Mitigation Measures Implemented

- Burst Plate Installed
- H2S Scrubber Installed
- Liquid Containment Installed
- Other
- PSV Installed

Burst Plate Pressure Rating (kPa)

PSV Pressure Setting (kPa)

Other Mitigation Measures

Set up water pump, fire extinguishers and air packs

6.2.4 Attachments Tab

Users can add attachments to any Well Integrity submission by selecting the Document Type from the list of allowable types.

Administration | Test Results | Mitigation Measures | **Attachments** | Submission

Document Type	File Name	Uploaded Date	Download	Remove
No records found.				

Select Document Type

The allowable Document Types differs between SCVF and GM and AWL submissions. For SCVF submissions, users can choose any of the following. Where the Test Method indicates Flow & Buildup, users are required to add a Build-Up Pressure Graph.

Select Document Type

- Select Document Type
- Build-Up Pressure Graph
- Lab Report
- Supporting Documentation

For GM and AWL submissions, the following Document Types can be uploaded:

Select Document Type

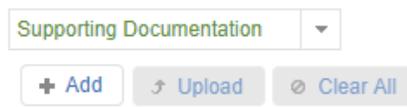
- Select Document Type
- Lab Report
- Risk Assessment Report
- Supporting Documentation

For GM submissions, users are reminded that a Risk Assessment Report must be submitted to the Regulator without delay in accordance with the Drilling & Production regulation.

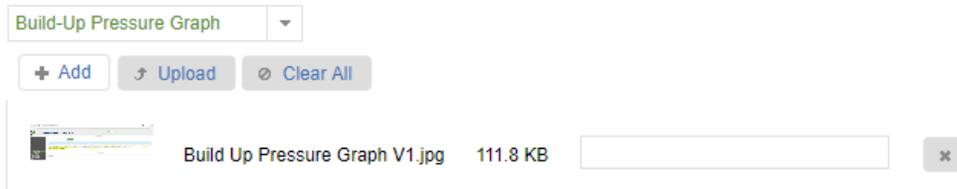
Users can hover their cursor over the Document Type to see a list of allowable file types for each:



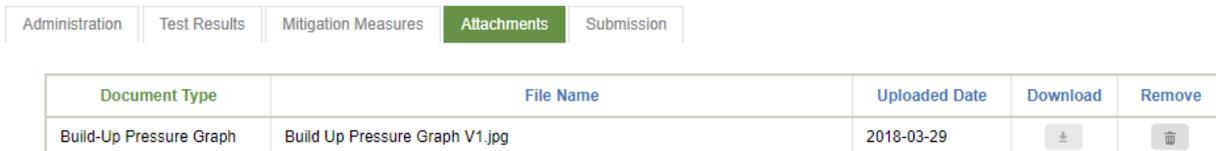
Once a Document Type has been chosen Select +Add to navigate to a file upload.



Once a file has been added it will appear for upload. Select Upload to upload the selected file. If required, Select  to remove the file.



Once a file has been uploaded, it will appear as shown below. Select Remove to discard a file if necessary.



Note: Uploaded files can only be downloaded for viewing once a submission has been made to the Regulator.

6.2.5 Submission Tab

Select the Submission tab to finalize the submission. Review the responsibility statement specific to the submission type. Selecting 'I Accept Responsibility' enables the Submit to OGC selection. Select Submit to OGC to submit a Well Integrity submission to the Regulator.

Suspension | Inspection | **Submission**

The permit holder reporting a well suspension to the BC Oil & Gas Commission under the authority of the Drilling and Production Regulation Section 25(2) is solely responsible for submitting complete and accurate information regarding the well number and name, the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in a well suspension submission. The BC Oil and Gas Commission may make all or any portion of the information included in a well suspension publicly available on expiry of statutory confidentiality status of the well number.

I Accept Responsibility Declined

All information entered in the submission is validated immediately when a user selects the Submit button. If any outstanding validation issues are present, these will be displayed to users for correction before a submission can be made successfully.

Administration | Test Results | Mitigation Measures | Attachments | **Submission**

 **Test Method should be selected.**
Wellhead Seal Failure? should be entered when Wellhead Seal Test is conducted.
Severity should be serious when H2S is present.
Severity should be serious when Flow Substance is Liquid hydrocarbon vent flow

To correct any outstanding issues present, select the corresponding tab to edit the necessary information or provide additional information, where required. Once all issues are corrected, re-attempt the submission by selecting the Submission tab, I Accept Responsibility then Submit. When a successful submission has been made a Submission Receipt # will be provided to a user as a reference.

Administration | Test Results | Mitigation Measures | Attachments | **Submission**

 **Submission Successful. Submission Receipt #420161**

Once a submission has been successfully made, a record of the submission will be displayed in the submission log. To view the submission history log, select the corresponding submission type from the Well Integrity option in the Navigation Menu. Select a record from the submission history log to view the details of the submission.

Submission #	Submission Date	Test Date	Severity	Status
420161	2018-03-29	2018-03-29	Non Serious	Pending Review

All Well Integrity submissions are assigned a status of Pending Review on submission. Edits can be made to a submission while at this status if required. Once edits are made the submission can be re-submitted by following the same steps taken when the submission was made. Validation will again be enforced immediately on submission. Once the submission has been updated confirmation will be displayed as follows:

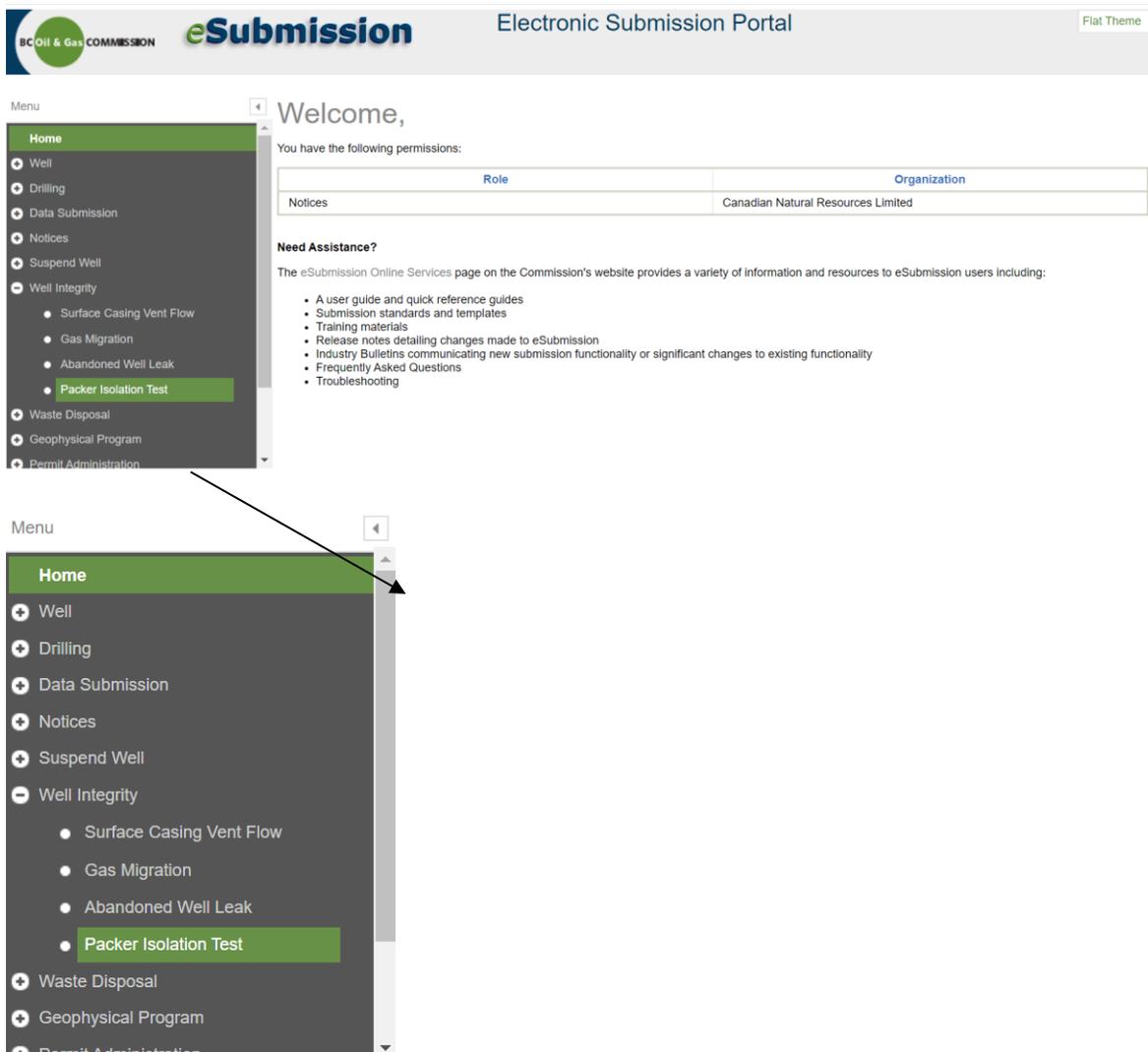
Administration Test Results Mitigation Measures Attachments OGC Review **Submission**

Submission #420161 Successfully Updated

If the Regulator requires more information for a Well Integrity submission the status will be set to More Information Required. Once a submission has been reviewed by the Regulator the status will again change.

6.3 Make a Packer Isolation Test Report Submission

To make a Packer Isolation Test report submission, select 'Packer Isolation Test' from the Well Integrity section of the Navigation Menu:



After clicking Packer Isolation Test, the user will be presented with the PIT Report form, beginning with the header as shown here:

Packer Isolation Test Report Form

Test Information

WELL *

WELL AUTHORIZATION NO.

WELL NAME

TEST DATE *

The fields marked with an asterisk * are mandatory. If any information marked with an asterisk * is missing, e.g. the report cannot be submitted.

OTHER OBSERVATIONS THAT MAY SHOW A WELL INTEGRITY ISSUE? *

- YES (PLEASE PROVIDE DETAILS IN COMMENTS)
- NO

This field is required

Complete all required data fields, except PRESSURE CHANGE (KPA) and PRESSURE CHANGE (%), as those values will be calculated automatically based on the values entered in other fields:

10 Minute Test at 1400kPa or the Preferred Pressure under S9.1.3 of the Operations Manual

PUMPED FLUID VOLUME (L) *

PRESSURE AFTER FLUID PUMPED (KPA) *

START DATE *

START TIME *

START PRESSURE (KPA) *

FINAL TIME *

FINAL PRESSURE (KPA) *

PRESSURE CHANGE (%) *

PRESSURE CHANGE (KPA) *

In case that a 10 minute test and/or a 24 hour test were not conducted, for example where the annulus cannot be bled to 0 prior to beginning the 10-minute test, leave those data fields blank, and include a rationale in the Comments box.

Each time a user selects an option with “Please Provide Details in Comments”, a description must be provided in the Comments box at the end of the report. For example, in order to report a case where the casing pressure could not be bled down to a level close zero kPa, the user should answer the question shown below by selecting “NO” at first:

CAN THE CASING PRESSURE BE BLED DOWN TO A LEVEL CLOSE TO ZERO KPA? *

- YES
- NO (PLEASE PROVIDE DETAILS IN COMMENTS)

Then provide details in the Comments box at the end of the report:

COMMENTS

Fluid in the casing-tubing annulus flowed into a tank. 7m3 liquid collected in 3 hours however the casing pressure only changed from 5000kPa to 1000kPa and stabilized at 1000kPa. The liquid seems to be diesel and water.

If “YES” is selected for the following question:

WAS A LIQUID USED TO TOP UP THE ANNULUS FOLLOWING PRESSURE BLEED OFF, OTHER THAN THE FLUID USED FOR CONDUCTING THE PRESSURE TEST? *

- YES
- NO

A description of the liquid and the liquid volume used to top up the casing-tubing annulus, as shown below, must be provided:

IF YES IS SELECTED ABOVE, PROVIDE A DESCRIPTION OF THE LIQUID USED TO TOP UP THE ANNULUS

- DIESEL
- INHIBITED WATER
- OTHER

LIQUID VOLUME TO TOP UP THE ANNULUS BEFORE 10 MINUTE TEST (L)

Once all required data fields have been completed, upload graphs of the 10 minute test and the 24 hour test, as well as other supporting documents that may be required. Acceptable file formats include .xlsx, .pdf, .jpg, .png.

PRESSURE TEST CHART

DROP FILES HERE OR CLICK TO BROWSE

SUPPORTING DOCUMENTATION

DROP FILES HERE OR CLICK TO BROWSE

Prior to completing a submission, review the responsibility statement and check off on 'I Accept Responsibility':

The permit holder reporting Packer Isolation Test Reports to the BC Oil and Gas Commission is solely responsible for submitting complete and accurate information. The BC Oil and Gas Commission does not take any responsibility for inaccurate or incorrect information included in this submission. The BC Oil and Gas Commission may take all or any portion of the information included in this submission publicly available on expiry of statutory confidentiality period if one exists.

The BC Oil and Gas Commission is committed to the protection of personal information. Any personal information that is provided to us through the submission of a Packer Isolation Test Report is collected and managed in accordance with the BC Freedom of Information and Protection of Privacy Act.

 I ACCEPT RESPONSIBILITY ***Submit**

Click Submit to submit a packer isolation test report to the Regulator.

Once a submission has been successfully made, a tracking number will be provided as a reference:

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200021.

All Packer Isolation Test Report submissions are assigned a status of "Pending Review" on submission. Edits cannot be made to a submitted report. If changes are required in a submitted report, a new submission is required.

Chapter 7: Well Suspensions

7.1 Introduction

Section 25 of the [Drilling and Production Regulation](#) defines an inactive well as a well that has not been abandoned, but has not been active for 12 consecutive months. Or, if the well is classified as a special sour well, has not been active for 6 consecutive months. Within 60 days of a well becoming inactive it must be suspended by a permit holder. On suspension of a well, a permit holder is required to provide the Regulator with a detailed report of the suspension within 30 days in a manner that ensures the ongoing integrity of the well. A permit holder of a suspended well is also required to establish a program of inspections sufficient to ensure the ongoing integrity of the well. Results of regular inspections conducted during the suspension of a well are to be submitted to the Regulator at a frequency dependent on the risk ranking of the well.

7.2 Suspend a Well

To suspend a well, expand the Suspend Well section from the Navigation Menu and select the Suspend Well option.



If the Suspend Well option is selected prior to selecting a well, the Find Well window will open. A well must be selected before it can be suspended. Users can choose to search for an inactive well to suspend by expanding the Well Suspensions section in the Find Well window and selecting the Inactive Wells search option.



Alternatively, users can search for a specific well to suspend using any of the other available search options. For a detailed description of all available search options, please refer to 2.1 Find a Well.

Once a well is selected, it will appear in the Active Activity Bar. If no existing suspensions exist for the selected well this information will be displayed to a user. Select the Suspend Well option to enter a new suspension for the selected well.

7.2.1 Suspension Tab

When a user selects the Suspend Well option the Suspension tab will be displayed. Enter the required information when prompted. Mandatory fields are marked with an asterisk *. The Pressure Testing Frequency (Years) will be determined by the system when suspension Risk, Type and Option are entered. Select Add Formation to enter a formation open to wellbore. At least one formation must be entered except where the Suspension Risk = Low, Type = 1 and Option = B.

7.2.2 Inspection Tab

Once all information has been entered on the Suspension tab, select the Inspection tab to enter the results of the initial inspection. The results of the initial inspection for the well must be provided when submitting a well suspension. The Inspection Date will default to the Suspended Date provided in the Suspension tab for the initial inspection.

Suspension
Inspection
Submission

Inspection Date *

Comments

Pressure Monitoring

Tubing Present? * <input type="text"/>	Tubing (kPA) <input type="text"/>	Surface Casing Present? * <input type="text"/>	Surface Casing (kPA) <input type="text"/>
Intermediate Casing Present? * <input type="text"/>	Intermediate Casing (kPA) <input type="text"/>	Production Casing Present? * <input type="text"/>	Production Casing (kPA) <input type="text"/>

Pressure Testing

Wellhead Seals * <input type="text"/>	Casing * <input type="text"/>	Tubing * <input type="text"/>	Polish Rod * <input type="text"/>	Master Valves * <input type="checkbox"/>
---------------------------------------	-------------------------------	-------------------------------	-----------------------------------	--

Wellhead Maintenance

Is there any evidence of wellhead leaks or corrosion? * <input type="text"/>	Is there any evidence of gas migration? * <input type="text"/>
Are the wellhead valves chained & locked or handles removed? * <input type="text"/>	Is there any evidence of surface casing vent flow? * <input type="text"/>
Has well been disconnected from the flow line? * <input type="text"/>	Welded plate on wellhead? * <input type="text"/>
Is the surface casing vent open? * <input type="text"/>	Are there any open sumps on the lease? * <input type="text"/>
Has a wellhead barricade been installed? * <input type="text"/>	
Does any unused drilling equipment remain at the well site? * <input type="text" value="No"/>	

Visual Inspection

Is the lease sign in place? * <input type="text"/>	Is the lease and access free of noxious weeds? * <input type="text"/>
Is the lease and access free of brush piles? * <input type="text"/>	Is the 10m radius around the wellhead free of vegetation? * <input type="text"/>
Is there any evidence of stressed vegetation on the lease or access? * <input type="text"/>	

Documents

Document Type	File Name	Uploaded Date	Download	Remove
No records found.				

Select Document Type

+ Add
→ Upload
⊗ Clear All

For an initial inspection, users are required to upload a Wellbore Schematic as an attachment type. If Wellhead Seals, Casing or Tubing pressure tests indicate failure in any inspection, a Supporting Documentation attachment must also be uploaded. A Lease Photo can also be included in an initial inspection, but are only mandatory for subsequent inspections.

Select +Add to navigate to a document to upload relating to the inspection.

Document

Document Type	File Name	Submitted Date	Download	Remove
No records found.				

Wellbore Schematic

+ Add Upload Clear All

Wellbore Schematic Diagram.pdf 83.4 KB x

Once a file has been added, it will appear for upload. Select Upload to upload the selected file.

Wellbore Schematic

+ Add **Upload** Clear All

Wellbore Schematic Diagram.pdf 83.4 KB x

Once a file has been uploaded, it will appear in the Document section. Select Download to view an uploaded file. Select Remove to discard a file if necessary.

Document

Document Type	File Name	Submitted Date	Download	Remove
Wellbore Schematic	Wellbore Schematic Diagram.pdf	2017-08-24		

7.2.3 Submission Tab

Once all information has been entered and uploaded to the Suspension and Inspection tabs, select the Submission tab to finalize the submission. Review the responsibility statement. By selecting I Accept Responsibility, the Submit to OGC selection is enabled. Select Submit to OGC to submit the suspension and inspection to the Regulator.

Suspension Inspection **Submission**

The permit holder reporting a well suspension to the BC Oil & Gas Commission under the authority of the Drilling and Production Regulation Section 25(2) is solely responsible for submitting complete and accurate information regarding the well number and name; the BC Oil and Gas Commission does not take any responsibility for inaccurate, incomplete or incorrect information included in a well suspension submission. The BC Oil and Gas Commission may make all or any portion of the information included in a well suspension publicly available on expiry of statutory confidentiality status of the well number.

I Accept Responsibility Declined

Submit to OGC

All information provided is validated immediately on submission. Outstanding validation issues will be displayed to users for correction before a submission can be made successfully.

Suspension | Inspection | **Submission**

X Production Casing (kPA) should be entered.
 Wellhead Seals should be entered.
 A Wellbore Schematic must be uploaded for the first inspection.
 At least one Supporting Documentation must be uploaded if Wellhead Seals, Casing or Tubing indicate failure.

To correct any outstanding issues present, select the corresponding Suspension or Inspection tab to edit the necessary information or provide additional information, where required. Once all issues are corrected, re-attempt the submission by selecting the Submission tab, I Accept Responsibility then Submit.

When a successful submission has been made a Submission Receipt # will be provided to a user as a reference.

Suspension | Inspection | **Submission**

i Submission Successful. Submission Receipt #385569

Select the Submissions option from the Suspend Well section to view the submission history for the selected well. Once a submission has been successfully made, a record of the submission will be displayed in the submission log by Submission #. Please refer to 6.4 Submission History for a detailed description of the Submissions section, including a description of submission types and statuses.

BC Oil & Gas COMMISSION eSubmission Suspended Well Submissions

Menu: Home, Well, Drilling, Data Submission, Notices, Suspend Well (Suspend Well, Suspended Well Inspection, **Submissions**)

WA Num: 01185 Well Name: CNRL BUICK C-018-D/094-A-15 Status: ACT/GAS/PROD Find Well

Submission #	Submission Type	Submission Date	Status	Actions
385600	Well Suspension	2017-08-25	Pending Review	

Lastly, select the Suspend Well option from the Suspend Well section to view the suspension record created for the selected well. The suspension Risk, Type and Option are displayed on this screen, along

with the corresponding Pressure Testing Frequency interval an operator shall inspect a well at, and the Last Inspection Date.

7.3 Suspended Well Inspections

To submit a subsequent inspection for a suspended well, expand the Suspend Well section and select the Suspended Well Inspection option.

If the Suspended Well Inspection option is selected prior to selecting a well, the Find Well window will open. A well must be selected before an inspection can be submitted. Users can choose to search for suspended wells with inspections due to make submissions for by using either of the following queries in the Find Well / Well Suspension Options and selecting a well from the results of the search:

Alternatively, users can search for a specific well to suspend using any of the other available search options. For a detailed description of all available search options, please refer to 2.1 Find a Well.

Users will be taken to the Inspection tab and prompted to enter the details of the inspection. Follow the steps in 6.2.2 Inspection Tab to complete the required information and uploaded the necessary attachments.

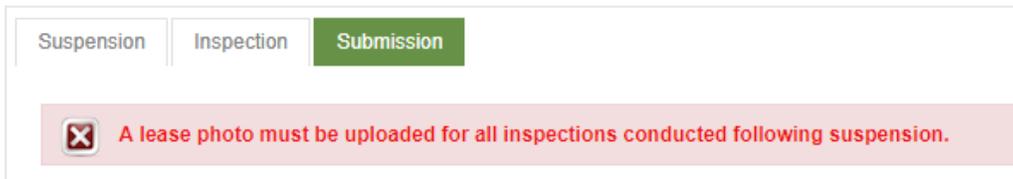
Please note: For suspensions submitted to the Regulator prior to the inclusion of the Suspend Well section in eSubmission, users will be prompted to complete all fields marked with an asterisk * on the Suspension tab before adding an inspection. Users can also modify existing suspension information such as the suspension risk, type and option for long term inactive low risk wells on this tab when submitting an inspection, when necessary. Once all historical suspension information has been provided, users can select the Inspection tab to enter a new inspection.

Suspension
Inspection
Submission

Please complete the required well suspension information indicated with a * before adding an inspection.

For all inspections submitted to the Regulator following the initial inspection, a Lease Photo is mandatory. If Wellhead Seals, Casing or Tubing pressure tests indicate failure in any inspection, a Supporting Documentation attachment must also be uploaded.

Select the Submission tab to complete the submission and follow the steps in 6.2.3 Submission Tab. On submission, all information provided will be validated by the system. Outstanding validation issues will be displayed to users for correction before a submission can be made successfully.



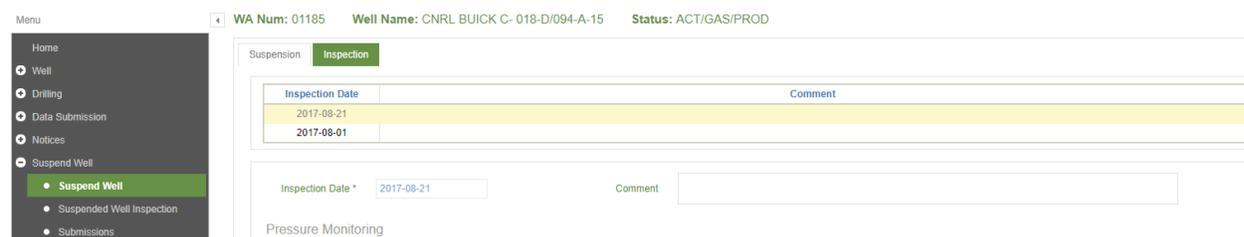
When a successful submission has been made a Submission Receipt # will be provided to a user.

Select the Submissions option from the Suspend Well section to view the submission history for the selected well. Once an inspection submission has been successfully made, a record of the submission will be displayed in the submission history. Please refer to 6.4 Submission History for a detailed description of the Submissions section, including a description of the status and actions available to users.

Lastly, select the Suspend Well section and view the suspension record for the selected well.

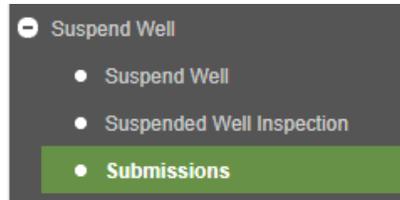


To view all inspections submitted for the suspension, select the Inspections tab. Select an inspection to view the details.



7.4 Submission History

To view all well suspensions and related inspections submitted to the Regulator for a well, select the Submissions option from the Suspend Well menu.



A submission log will then be displayed for the selected well in descending order by submission date:

WA Num: 01185 **Well Name:** CNRL BUICK C- 018-D/094-A-15 **Status:** ACT/GAS/PROD [Find Well](#)

Submission #	Submission Type	Submission Date	Status	Actions
385605	Suspended Well Inspection	2017-08-25	Pending Review	
385602	Well Suspension Re-Submission	2017-08-25	Accepted	
385600	Well Suspension	2017-08-25	Rejected	

If no submissions exist, no records will be displayed:

Submission #	Submission Type	Submission Date	Status	Actions
No records found.				

Submission types that may be shown in the submission log include:

Submission Type	Description
Well Suspension	The submission of a well suspension and initial inspection.
Well Suspension Re-Submission	The re-submission of a rejected well suspension and initial inspection.
Suspended Well Inspection	The submission of a subsequent inspection.
Suspended Well Inspection Re-Submission	The re-submission of a rejected subsequent inspection.

Each submission is also assigned a Status. A submission will be assigned one of the following statuses:

Status	Assignment Method
Pending Review	Upon submission where a review is required by the Regulator. A review by the Regulator is only required where specific criteria is met.
Accepted	Upon acceptance of a submission by the Regulator. Where specific criteria is met, a submission may be accepted immediately following submission.
Rejected	Upon rejection of a submission by the Regulator. Only pertains to submissions requiring a review by the Regulator.

7.5 Rejected Submissions

Well Suspension and Suspended Well Inspection submissions with a status of Rejected are required to be re-submitted to the Regulator. To re-submit a Rejected submission, select the well to make a re-submission for through the Find Well window. If a well has not yet been selected, the Find Well window will open when the Submissions option is selected.

Select the Submissions option from the Suspend Well section and choose Re-Submit from the Actions column for the rejected submission.

Menu

- Home
- Well
- Drilling
- Data Submission
- Notices
- Suspend Well
 - Suspend Well
 - Suspended Well Inspection
 - Submissions**

WA Num: 01185 Well Name: CNRL BUICK C- 018-D/094-A-15 Status: ACT/GAS/PROD Find Well

Submission #	Submission Type	Submission Date	Status	Actions
385600	Well Suspension	2017-08-25	Rejected	Re-Submit

WA Num: 01185 Well Name: CNRL BUICK C- 018-D/094-A-15 Status: ACT/GAS/PROD Find Well

Submission #	Submission Type	Submission Date	Status	Actions
385605	Suspended Well Inspection	2017-08-25	Rejected	Re-Submit
385602	Well Suspension Re-Submission	2017-08-25	Accepted	
385600	Well Suspension	2017-08-25	Rejected	

Information provided in the original submission will be presented for editing at the time of re-submission, as required. Once the required information is edited, or additional information is provided, select the Submission tab and follow the steps outlined in 7.2.3 Submission Tab to complete the re-submission.

Once successfully submitted, a re-submission will show as a new record in the submission log. The status of the re-submission will also be displayed immediately following submission.

Menu

- Home
- ✕ Well
- ✕ Drilling
- ✕ Data Submission
- ✕ Notices
- ☰ Suspend Well
 - Suspend Well
 - Suspended Well Inspection
 - **Submissions**

WA Num: 01185 Well Name: CNRL BUICK C- 018-D/094-A-15 Status: ACT/GAS/PROD [Find Well](#)

Submission #	Submission Type	Submission Date	Status	Actions
385602	Well Suspension Re-Submission	2017-08-25	Accepted	
385600	Well Suspension	2017-08-25	Rejected	

Chapter 8: Waste Disposal

8.1 Introduction

Oil and gas permit holders in BC are required to handle and dispose of drilling waste in accordance with the requirements of the [Oil and Gas Waste Regulation](#) and the Oil and Gas Handbook Drilling Waste Management Chapter. The Waste Disposal section of eSubmission allows permit holders to manage data relating to the storage and disposal of waste from oil and gas drilling operations. The available functionality facilitates the management of sump and pit data, and the electronic submission of waste disposal reports and spatial data delineating the waste disposal areas. The Waste Disposal application is a data submission system and the use of the application does not exempt Operators from complying with the regulatory requirements.

8.2 Sump / Pit

Permit holders can select the Sump / Pit section from the Navigation Menu to provide information relating to sumps and/or pits, including the source of waste, type of waste and volume of waste placed in each pit:



Permit holders leverage this section to:

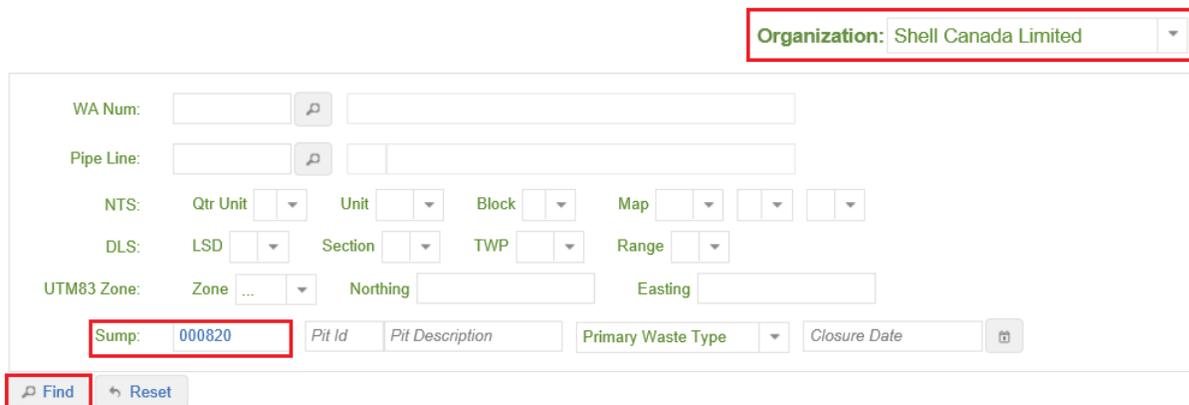
- Query sumps and pits that have already been entered.
- Create new sumps and edit previously entered sumps.
- Manage pits associated with each sump location.
- Manage wells that have disposed into each pit.

8.2.1 Find a Sump

To find a sump, users must first select an Organization to act on behalf of. In the example below, a user is authorized to make Waste Disposal submissions on behalf of two permit holders and is required to make a selection:

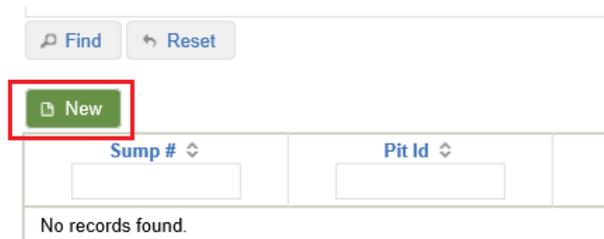


Users can leverage any of the available fields for conducting a search. Search results are shown immediately below the search criteria. Users can select an individual record to view the details of the record. For example, a user can search for a specific Sump # by Operator:



8.2.2 Add a Sump

To add a sump, ensure an Organization has been selected, and then select New from beneath the sump search criteria:



Users will be prompted to enter information pertaining to the sump being entered. Fields highlighted in red indicate mandatory entry upon sump creation:

Field	Mandatory?	Description
Sump #	No	This field will be automatically populated by eSubmission when a new sump is saved by a user.
Operator	No	Auto-populated by eSubmission based on the Organization selected.
Land Use (WA Num or Pipeline)	Yes	A WA Num or Pipeline authorizing land use for the sump must be entered. If the asset is not known, users can leverage the search function to find an asset to make an association to based on user-entered search criteria. Only a WA Num or Pipeline can be entered – not both.
Location (NTS or DLS)	Yes	If a well has been associated to the sump, the location may be auto-populated from the well. The location can be modified by a user if desired. Otherwise, the entry of an NTS or DLS location by a user is mandatory.
UTM83	Yes	Must be entered by a user. Hover-over the fields to obtain instructions for entering

After entering the required sump information, select Save to create a new sump.

8.2.3 Add a Pit

Once a sump has been added, users can choose to add one or many pits to associate to the sump. To add a pit, select New from the Pits area when viewing a Sump:

Fields highlighted in red indicate mandatory entry upon pit creation:

Field	Mandatory?	Description
Pit ID	Yes	This is the ID number of the pit. Users are allowed your use their own alpha-numeric naming convention.
Pit Description	Yes	A user description of the pit being entered. For example, surface hole, main hole, vertical solids, horizontal fluids, etc.
Primary Waste Type	Yes	The primary type of waste being disposed of at the pit.
Closure Date	No	The date the pit closed. This date is required to be populated on pit closure – not at the time of creation.

8.2.4 Adding Wells or Pipelines Using a Pit

Each Sump may be associated with wells or pipeline segments that authorizes the land use for the sump. Additionally, each pit must be associated with the wells or pipelines that have disposed into it. To associate

these activities with a pit, select New from the Wells Using Highlighted Pit or Pipelines Using Highlighted Pit sections:

The screenshot displays two main sections of the software interface. The top section, titled 'Pits', contains a table with columns for Pit Id, Pit Description, Primary Waste Type, Closure Date, and Remove. The row for 'PIT 3' with 'Cement' as the waste type is highlighted in yellow, and a red circle is drawn around the 'New' button in the bottom left corner of this section. The bottom section, titled 'Wells / Pipelines / Disposals', is divided into two sub-sections. The first, 'Wells Using Highlighted Pit', shows a table with one entry for 'ECA HZ KELLY C-A045-H093-P-01' and a red circle around its 'New' button. The second, 'Pipelines Using Highlighted Pit', shows 'No records found' and a red circle around its 'New' button.

If the WA Number or Project Number is not known, users can leverage the search function to find a well or project segment to make an association to based on user-entered search criteria.

Users are required to enter at least one well or project using a pit. If multiple pits have been added to a sump, a user will be prompted to specify one or more wells using the pit for each pit entry. The Waste Vol (m3) may be specified by a user at the time a well is specified or at a later date. Wells or pipelines using a pit can be added or removed at any time. After associating one or many wells and/or pipelines using the selected pit, select Save.

8.3 Request for Reference

A Request for Reference is the application to dispose of drilling waste. This may be the direct disposal of drilling waste or the disposal of drilling waste accumulated in a pit. The Request for Reference section is used once waste has been sampled, but prior to disposal.



8.3.1 Create a Reference

To create a Reference, select New from the Request for Reference section in the Navigation Menu.

The screenshot shows a form for creating a reference. At the top, there are input fields for 'Disposal:', 'Select Disposal Type', and 'Proposed Disp Date'. Below these are 'Sump #' fields for 'Sump #', 'Pit Id', and 'Primary Waste Type'. There are 'Find' and 'Reset' buttons. A table below shows columns for 'Disposal #', 'Disposal Date', 'Disposal Type', and 'Sump #', with the text 'No records found.' and '0-0 out of 0'. A 'New' button is highlighted with a red box.

Fields highlighted in red must be entered upon Request for Reference creation:

The screenshot shows the 'Drilling Waste Disposal' form. It includes fields for 'Disposal #', 'Operator' (set to 'Shell Canada Limited'), 'Disposal Type *', 'Select Disposal Type', and 'Proposed Disp Date *'. The 'Disposal Type *' and 'Proposed Disp Date *' fields are highlighted with red boxes.

Field	Mandatory?	Description
Disposal #	No	This field will be automatically populated by eSubmission when a new Disposal entry is saved by a user.
Operator	No	Auto-populated by eSubmission based on the Organization a user is working with.
Disposal Type	Yes	A user is required to specify the method of disposal from a list of pre-defined types.
Proposed Disp Date	Yes	A user is required to enter a proposed date for waste disposal.

Upon selecting a Disposal Type, depending on the type selected, a user may be prompted to enter other mandatory fields. The following three sections discuss the details required depending on the Disposal Type selected upon creating a Reference.

8.3.1.1 Disposal on Access, Leases and Pipelines

If the Waste Type selected is Disposal on access, leases and pipelines (DOALP), either a well or pipeline must be associated to the disposal on the Wells / Pipelines tab, a sampling company, contact and contact phone listed, and questions 2 through 5 answered on the Sampling tab. The following fields highlighted in red indicate mandatory entry for DOALP disposal types:

Upon successful entry of information, users can add the following documents relating to the disposal on the Documents tab: Disposal Reports, Drilling Waste Summaries and Lab Analyses. Confirmation Reports can be submitted as a Disposal Report.

Wells / Pipeline | Sampling | Disposal Details | Geometry | **Documents**

Waste Disposal Documents

Document Type	File Name	Uploaded	Download	Remove
No records found.				

select Document Type

- select Document Type
- Disposal Report**
- Drilling Waste Summary
- Lab Analysis

After specifying the required information for a Request for Reference of the type Disposal on access, leases and pipelines, select Save.

8.3.1.2 Landspray While Drilling

If the Disposal Type is a Landspray While Drilling (LWD) users will be prompted to complete the following fields highlighted in red in addition to the Disposal Type and Proposed Disposal Date:

Drilling Waste Disposal

Disposal # Operator Shell Canada Limited

Disposal Type * Landspray While Drilling Proposed Disp Date * 2016-07-29

Landspray While Drilling - pre submission of area maps not required. Disposal Geometry must be entered.

Primary Waste Type *

Wells / Pipeline | Sampling | Disposal Details | Geometry | **Documents**

Wells or Pipeline Providing Drilling Waste for Disposal

DOALP and LWD disposal types require that a single well or pipeline be entered from which waste will be disposed of. Please enter a Well Authorization number (WA) or Pipeline Segment.

WA Num	Well Name
<input type="text"/>	

Project	Seg #	Operator
<input type="text"/>		

Wells / Pipeline | **Sampling** | Disposal Details | Geometry | Documents

Sampling

Company * [Red Box]

Please contact the OGC to have new Sampling Companies added to the pull down list.

Contact * [Red Box] Phone * [(999) 999-9999] [Red Box]

1. Is site owned, leased or otherwise legally occupied by the operator? [Red Box] Land Owner Consent Date [Date Field]

2. Does disposal fulfill all requirements of the OGWR and OGHB? * [Red Box] If not, do you have written OGC Approval? [Red Box]

3. Predictive Mixes Completed? * [Red Box] OGHB Calculations Completed? * [Red Box]

4. According to OGHB, or written approval, is confirmation sampling required? * [Red Box] Confirmation Sampling Received [Date Field]

5. Is disposal area within ALR? * [Red Box] Disposal Summary Received [Date Field]

[Save] [Cancel]

Upon successful entry of information, users can add the following documents relating to the disposal on the Documents tab: Disposal Reports, Drilling Waste Summaries and Lab Analyses. Confirmation Reports can be submitted as a Disposal Report document Disposal Reports are required to follow the file naming convention as per the [eSubmission Spatial Data Submission Standards](#).

Wells / Pipeline | Sampling | Disposal Details | Geometry | **Documents**

Waste Disposal Documents

Document Type	File Name	Uploaded	Download	Remove
No records found.				

select Document Type [Dropdown]

- select Document Type
- Disposal Report**
- Drilling Waste Summary
- Lab Analysis

[Clear All]

After specifying the required information for a Request for Reference of the Landspray While Drilling, select Save.

8.3.1.3 All Other Disposal Methods

If the Disposal Type is Landfill from Sump, Landfill from Tank, Landspray, Landspread, Mix/Bury/Cover or Pump-off, the following screen will appear for these disposal methods:

Drilling Waste Disposal

Disposal #	7882	Operator	Shell Canada Limited
Disposal Type *	Pump-off	Proposed Disp Date *	2016-07-29
Sump # *	select Sump #	Pit Id / Pit Description *	
Primary Waste Type *	Select Primary Waste Type		

Wells / Pipeline | Sampling | Disposal Details | Geometry | Documents

Wells or Pipeline Providing Drilling Waste for Disposal

WA Num	Well Name	Waste Vol (m3)

Project	Seg #	Operator
<input type="text"/>		

Upon selecting a Sump #, any wells that are contributing to the pit will populate on the Wells / Pipeline tab. If not all wells contributing are not shown on this screen, the missing wells must be added. To do this a user must edit the sump and add the missing wells. See 6.2.4 Adding Wells that Use the Pit. Once all wells have been added, select Verify Wells.

8.4 Waste Disposal by Well

The Waste Disposal by Well section can be used to view information regarding previously entered waste disposal records.



Users can leverage the available search criteria to retrieve one or many wells of interest. The results of a search are listed immediately below the search criteria. Select a search result to view the waste disposal details for the selected well.

WA Num:

Disposal:

Waste Sampled

Sump:

8.5 Reports

The Reports section provides a collection of various reports summarizing information entered into the Waste Disposal application of eSubmission. Users are limited to running reports for a permit holder they are authorized to view and make waste disposal submissions on behalf of. Search criteria are available for each report to help facilitate a user to narrow down the results included in a report.

8.6 Waste Disposal Spatial

Users can learn about the spatial submission status in the Request for Reference search results, or by viewing the Geometry tab for a Request for Reference:

Disposal: Disposal on access, leases and pipelines Proposed Disp Date

Sump: Sump # Pit Id Primary Waste Type

Disposal #	Disposal Date	Primary Waste Type	Spatial Submission Status	Sump
7879	2016-06-16	Advanced Gel / Chem	Submission Required	

1-1 out of 1

Wells / Pipeline | Sampling | Disposal Details | **Geometry** | Documents

Waste Disposal Spatial Submission

Submission #	Submission Date	File Name
No records found.		

Spatial data submissions delineating the waste disposal area(s) can be made by selecting the Waste Disposal Spatial section:

- Waste Disposal
 - Sump / Pit
 - Request for Reference
 - Waste Disposal by Well
 - Reports
 - Waste Disposal Spatial**

Users will be prompted to find a Waste Disposal to submit the spatial waste disposal data for. Search results are shown immediately below the search criteria. Select a record from the results to make a submission for.

Find Waste Disposal Organization: Shell Canada Limited

Disposal: Landfill from Tank Proposed Disp Date

Sump: Sump # Pit Id Primary Waste Type

Disposal #	Disposal Date	Sump #	Pit Id	Primary Waste Type
7870	2016-02-05			Drill Cuttings

1-1 out of 1

On selecting a Disposal #, the details of the Disposal will be displayed to a user in the Waste Disposal Spatial tab:

The screenshot shows a web form with the following fields:

- Disposal #:** 7870
- Disposal Type *:** Landfill from Tank
- Primary Waste Type *:** Drill Cuttings
- Operator:** Shell Canada Limited
- Proposed Disp Date *:** 2016-02-05

Users are required to upload one .zip file containing the shapefile(s) delineating the area of disposal when making a spatial submission. The shapefiles contained within the .zip file must adhere to the [eSubmission Spatial Data Submission Standards](#) to ensure all data conforms to the shapefile spatial data format required for Waste Disposal spatial submissions.

If no projection (.prj) file provided in the shapefile(s) being submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:

The screenshot shows a dropdown menu for 'Spatial Reference' with the following options:

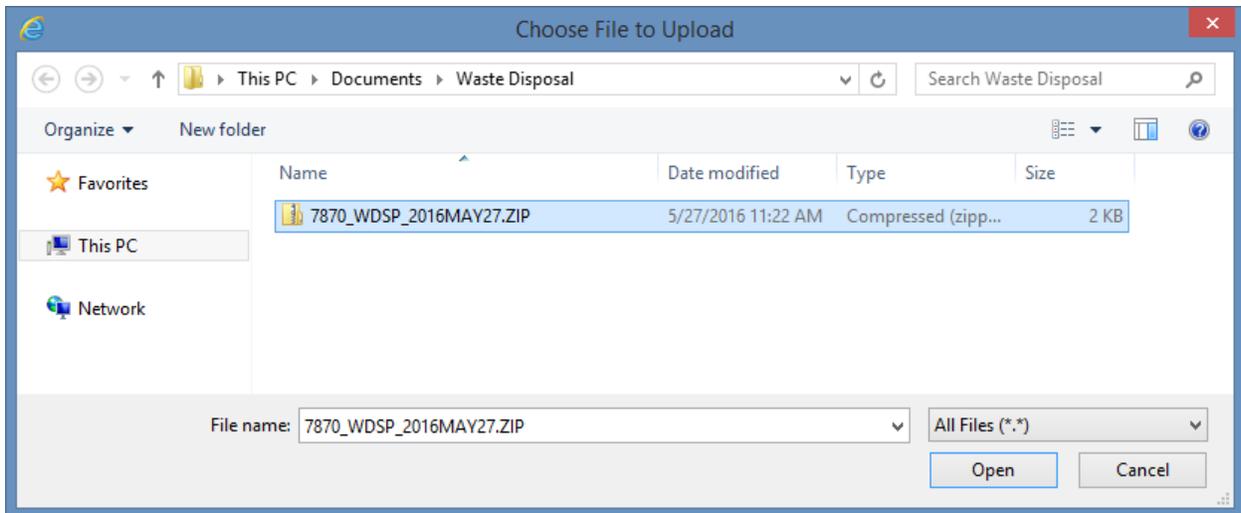
- Provided in Shapefile
- NAD_1983_BC_Environment_Albers
- NAD_1983_UTM_Zone_10N
- NAD_1983_UTM_Zone_11N
- NAD_1983_UTM_Zone_9N

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Regulator. Select the Add function to navigate to the required files for uploading:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

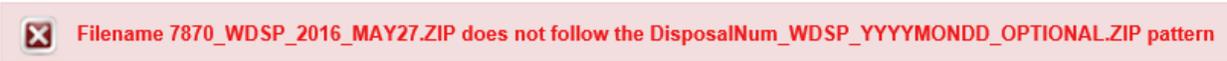
The screenshot shows a form with the following elements:

- I Accept Responsibility
- Declined
-
-
-
-



Users must ensure that the file adheres to the file naming standard for Waste Disposal spatial submissions as per Section 3.1 of the [eSubmission Spatial Data Submission Standards](#).

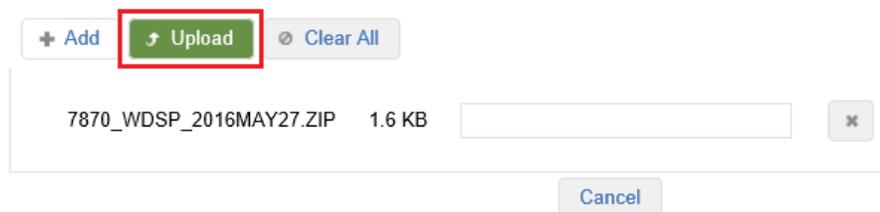
If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard:



Users are required to manually remove a file not adhering to the naming convention, adjust the file name and re-add the file:



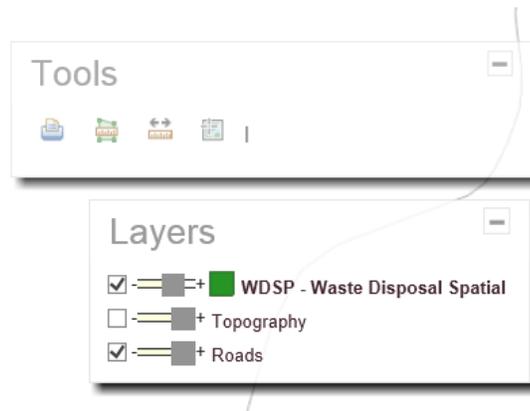
Once the required file has been successfully added, it will appear in the file list and the Upload tab will appear. Select the Upload option to submit the uploaded file:



On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer.



In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.



A user can view the attributes of any spatial feature by selecting a feature:



A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer:



If a user chooses to Confirm the submission, they will be taken to the Submit tab where they will be prompted to submit the spatial data to the Regulator. If a user selects Cancel in the map viewer, the system will return to the Waste Disposal Spatial tab and remove the file the user added.

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.



Once a successful spatial submission has been made for a Disposal Number, a message will be displayed containing the name of the file successfully uploaded.



The file will also appear in the list of submissions for the Disposal # on the Waste Disposal Spatial tab:

Submission Number	File Name	Uploaded Date
242372	7870_WDSP_2016MAY27.ZIP	2016-05-31

1-1 out of 1 << <<< 1 >>> >> 10 ▾

A spatial submission will also then appear on the Geometry tab of a Request for Reference following submission:

- Waste Disposal
 - Sump / Pit
 - Request for Reference**
 - Waste Disposal by Well
 - Reports
 - Waste Disposal Spatial

Wells / Pipeline | Sampling | Disposal Details | **Geometry** | Documents

Waste Disposal Spatial Submission

Submission #	Submission Date	File Name	Document Type
242372	2016-05-31	7879_WDSP_2016MAY31.ZIP	ZIP

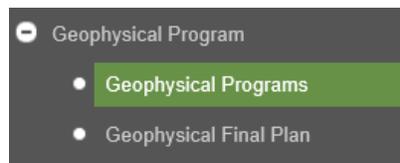
Chapter 9: Geophysical Programs

9.1 Introduction

The Geophysical Program portion of eSubmission allows geophysical permit holders and their representatives to submit Geophysical information to the Regulator including program activity dates, field contacts, misfired charges, flowing holes, temporary shutdowns, weekly reports, final plans and spatial data where required by the Energy Resource Activities Act [Geophysical Exploration Regulation](#) or permit conditions.

9.2 Geophysical Programs

To view a program select the Geophysical Programs section:

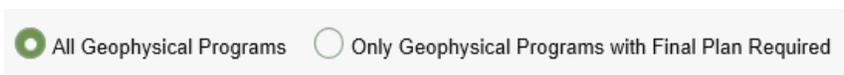


Geophysical programs that are available for updating are only displayed for the permit holder the user is authorized to view and make geophysical submissions on behalf of.

Geophysical programs will appear in a list from the date of program approval until the program is cancelled or the final plan has been received by the Regulator. Final plans are due 60 days after the date of program completion.

AD #	Geo #	AD - Program Name	Prog Operator	Approval Date	Misfired Charges	Flowing Holes	Program Status	Final Plan Submission Status	Final Plan Due Date	Weekly Report
100074993	2011-023	LICHEN CREEK 3D 2011	Encana Corporation	2011-11-10	0	0	Complete	Required	2013-09-20	NOT DUE
100075596	2011-030	LODGE 3D 2011	Encana Corporation	2012-02-10	6	0	Complete	Required	2012-05-15	NOT DUE
100077641	2012-016	KOMIE 3D 2012	Encana Corporation	2013-05-07	0	0	Complete	Submitted	2016-03-05	NOT DUE
100072458	2010-032	CHIEF 3D 2010	Encana Corporation	2010-11-24	0	0	In Progress			DUE

Users can search for all Geophysical Programs or only those where a Final Plan is due:



Select a program from the list to view the permit the program is associated with.

AD #	Geo # ▾	AD # Program Name ▾	Program Operator ▾	Approval Date ▾
100077641	2012-016	KOMIE 3D 2012	Encana Corporation	2013-05-07

To view the details of a program, select the Geo #:

Geo Program # 2012-016 Program Name KOMIE 3D 2012 [Find Geo Program](#)

AD #	Geo # ▾	Program Name ▾	Operator ▾	OGC File #	Approval Date ▾
100077641	2012-016	KOMIE 3D 2012	Encana Corporation	9637630	2013-05-07

1-1 out of 1 << << 1 >> >>

Upon selecting the Geo #, the details of the program are displayed. Users can view the status of a program and enter details and dates pertaining to various activities related to the program:

AD #	Geo # ▾	Program Name ▾	Operator ▾	OGC File #	Approval Date ▾	Misfired Charges	Flowing Holes	Program Status	Temporary Shutdown	Weekly Report
100072458	2010-032	CHIEF 3D 2010	Encana Corporation	9633302	2010-11-24	0	0	Complete	VIEW	NOT DUE

Edit Geophysical Program (Status - Complete)

SECTION 1 - PROGRAM COMMENCEMENT DATE AND FIELD CONTACT

Commencement Date *

Field Contact * Phone *

SECTION 2 - CUTTING /DRILLING /RECORDING DATES /COMMENTS

Cutting Start Date Cutting End Date

Drilling Start Date Drilling End Date

Recording Start Date Recording End Date

Comments

SECTION 3 - PROGRAM COMPLETION DATE

Completion Date

Entering the Completion Date will remove your ability to manipulate data pertaining to this geophysical program. Please enter this date when all reporting is complete.

[Close](#)

9.2.1 Program Commencement

Program commencement date and field contact information must be entered for a geophysical program before any other information is entered. The program commencement date must be greater than or equal to the program approval date.

SECTION 1 - PROGRAM COMMENCEMENT DATE AND FIELD CONTACT

Commencement Date *

Field Contact * Phone *

9.2.2 Program Activities

As work on a geophysical program progresses users should report milestone dates through eSubmission. Specifically, users should enter Cutting Start and End Date, Drilling Start and End Date and Recording Start and End Date, as well as any Comments relevant to the geophysical program. The entry of any of these dates requires a user has indicated the program has commenced as per Section 7.2.1 Program Commencement.

SECTION 2 - CUTTING /DRILLING /RECORDING DATES /COMMENTS

Cutting Start Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>	Cutting End Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>
Drilling Start Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>	Drilling End Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>
Recording Start Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>	Recording End Date <input style="border: 1px solid #ccc;" type="text" value="yyyy-MM-dd"/>
Comments <input style="border: 1px solid #ccc; height: 40px;" type="text"/>	

9.2.3 Program Completion

After all work relating to a geophysical program has been completed a permit holder is required to indicate a date of completion. The Completion Date cannot be prior to the Cutting, Drilling or Recording End Date and requires that a Recording Date be entered.

SECTION 3 - PROGRAM COMPLETION DATE

Completion Date

Entering the Completion Date will remove your ability to manipulate data pertaining to this geophysical program. Please enter this date when all reporting is complete.

Upon entering a Completion Date for the program the ability to manipulate data relating to the program, including the entry of misfired charges, flowing holes, temporary shutdowns or weekly reports, will no longer be available.

9.2.4 Misfired Charges

The Regulator requires all misfired charges associated with a geophysical program be reported through eSubmission. To view misfired charges related to a program, select the value of Misfired Charges on a program:

Approval Date	Misfired Charges	Flowing Holes
2012-02-10	6	0

Select Add Misfired Charge to report a misfire.

List Misfired Charges (Status - In Progress)

➤ Add Misfired Charge

Shot Point #	Line #	UTM Zone	UTM Northi
No records found.			

When editing a misfired charge all fields are mandatory except Direction Offset and Distance Offset. Direction Offset and Distance Offset are only mandatory if the value entered for Shot Point Offset is Y.

Edit Misfired Charges (Status - In Progress)

Shot Point # * 123A	Line # * 12
Land Type * Crown	
UTM Zone * 10	NAD83 Northing * 6457710
	NAD83 Easting * 580511
Drill Date * 2016-04-27	
Hole Depth (m) * 6.3	Charge Depth (m) * 6.1
Charge Size(kg) * 12.552	Number of Caps * 4
Type of Charge * Dynamite	Type of Plug * Standard
Misfire Date * 2016-05-04	Plugged Date * 2016-05-06
Shot Point Offset * No	Distance Offset(m)
Direction Offset(deg)	
Comments	

Save Cancel

Once a record has been added it will appear as a selectable record in the list of Misfired Charges. Misfired charges can be edited any time prior to program completion by selecting a previously reported misfired charge record and saving the record.

List Misfired Charges (Status - In Progress)

[Add Misfired Charge](#)

Shot Point #	Line #	UTM Zone	UTM Northing
123A	12	10	6457710

9.2.5 Flowing Holes

Flowing holes associated to a geophysical program are required to be reported to the Regulator via eSubmission. Select the value of Flowing Holes to view previously reported flowing holes or to add a new one.

Misfired Charges	Flowing Holes	Program Status	Temporary Shutdown
1	0	In Progress	VIEW

To report a new flowing hole, select Add Flowing Hole:

List Flowing Holes (Status - In Progress)

[Add Flowing Holes](#)

Shot Point #	Line #	UTM Zone
No records found.		

Once a record has been added it will appear as a selectable record in the list of Flowing Holes. To edit a previously reported flowing hole, select a record, complete the require edits and select Save.

List Flowing Holes (Status - In Progress)

[Add Flowing Holes](#)

Shot Point #	Line #	UTM Zone	UTM Northing	UTM Easting	Hole Depth	Flowing Substance
123A	16	10	6589987	462895	4.6	Water

When editing a flowing hole all fields are mandatory except Direction Offset and Distance Offset. Direction Offset and Distance Offset are only mandatory if the value entered for Shot Point Offset is Y.

9.2.6 Temporary Shutdowns

Entry of a Temporary Shutdown allows a permit holder to notify the Regulator that work on a geophysical program has temporarily stopped. No Weekly Reports are required while a geophysical program is temporarily shutdown. Temporary shutdowns cannot be entered after the Program Complete Date has been entered.

Select View for a Temporary Shutdown to view any previously reported shutdowns or report a new one.

Program Status	Temporary Shutdown	Weekly Report
In Progress	VIEW	DUE

To report a temporary shutdown select the Add Temporary Shutdown function. Please note, the Operation Resumed Date cannot be prior to Temporary Shutdown Date.

List Temporary Shutdown / Resume Operation (Status - In Progress)

Add Temporary Shutdown

Temporary Shutdown Date	Resumed Date	Comments
No records found.		

Edit Temporary Shutdown / Resume Operation (Status - In Progress)

Operation Temporary Shutdown Date *

Operation Resumed Date *

Comments

Once a record has been added it will appear as a selectable record in the list of Temporary Shutdowns. New temporary shutdowns can be reported any time prior to program completion. Previously reported shutdowns can also be edited until program completion by selecting a Temporary Shutdown record, editing and saving the record.

List Temporary Shutdown / Resume Operation (Status - In Progress)

[Add Temporary Shutdown](#)

Temporary Shutdown Date	Resumed Date	Comments
2016-05-17	2016-05-26	Temporary shutdown due to forest fire hazard.

9.2.7 Weekly Reports

The Regulator requires that a weekly report of the progress / status of a geophysical program be entered into eSubmission Geophysical Program application on the first Monday following the Date of Commencement and on each Monday thereafter until the Program Complete Date. The only exception to the weekly reporting requirement is for geophysical programs that are temporarily suspended (see section 7.2.6 Temporary Shutdowns). Weekly Reports have a status of either 'Due' or 'Not Due'. The status of a Weekly Report is shown for each program. Select the status to view all previously reported Weekly Reports, or to report a new one.

Program Status	Temporary Shutdown	Weekly Report
In Progress	VIEW	DUE

To report a new Weekly Report select Add Weekly Report.

List Geophysical Weekly Reports (Status - In Progress)

[Add Weekly Report](#)

Weekly Report Date	Cutting %	Drilling %	Recording %
No records found.			

All fields are mandatory when submitting a new Weekly Report. The Monday Report Date is not required to be entered by a user as it will be system generated at the time of submission. Cutting % Complete, Drilling % Complete and Recording % Complete should be set to '0' if that component of the program has not been started or is not applicable.

Add Geophysical Weekly Reports (Status - In Progress)

Monday Report Date *

Project Field Manager * Phone * Email *

Location of Field Headquarters *

Cutting % Complete *

Drilling % Complete *

Recording % Complete *

Comments

Once a report has been submitted for the most recent week functionality to submit a subsequent Weekly Report in the same week is disabled.

List Geophysical Weekly Reports (Status - In Progress)

A Monday Report has already been entered for Geo Program #2016--230 for the date 2016-05-30.

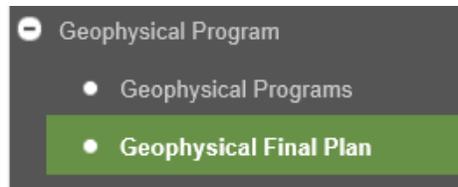
Weekly Report Date	Cutting %	Drilling %	Recording %	Comments
2016-05-30	100	65	20	Drilling to be completed by the end of the week.

9.3 Geophysical Final Plans

Geophysical Final Plans are required to be submitted to the Regulator within 60 days of program completion as per [Section 2 \(1\) \(a\)](#) of the [Geophysical Exploration Regulation](#). Permit holders must submit the following information to the Regulator as part of a Geophysical Final Plan submission package:

- A .zip file containing spatial data for the geophysical program permit including:
 - Geophysical program lines consisting of one or more line features defining the location of the program.
 - Changes In and About a Stream Impact points (where permitted) that define the spatial location of stream impacts.
- A .PDF file that merges a Geophysical Final Plan cover sheet and base map as a single document.

To submit a Final Plan select Geophysical Final Plan from the Navigation Menu:



If a Geophysical Program has already been selected, when a user selects this option they will not be prompted to select a program to make a submission for. Users who do not have a Geophysical Program selected will be prompted to select a Geophysical Program to make a Final Plan submission for.

9.3.1 Generate a Spatial Dataset for a Geophysical Program

Users can leverage the tool on the Generate Geophysical Final Plan Sample tab to generate a .zip file containing permitted Geophysical Program lines and Changes In and About a Stream points contained in a permit, where they exist. Users can select a desired spatial reference when downloading a sample spatial dataset.

Geo Program # 2014-010 Program Name SOUTH TOWNSEND 2014 3D-1 [Find Geo Program](#)

[Generate Geophysical Final Plan Sample](#) [Submit Geophysical Final Plan](#) [Map](#) [Final Plan Cut Summary](#) [Forest Cut Submissions](#)

This tool generates sample shapefiles for permitted Geophysical Lines and Changes In and About a Stream that align to the eSubmission Spatial Data Submission Standards for Geophysical Final Plan submissions

Spatial Reference:

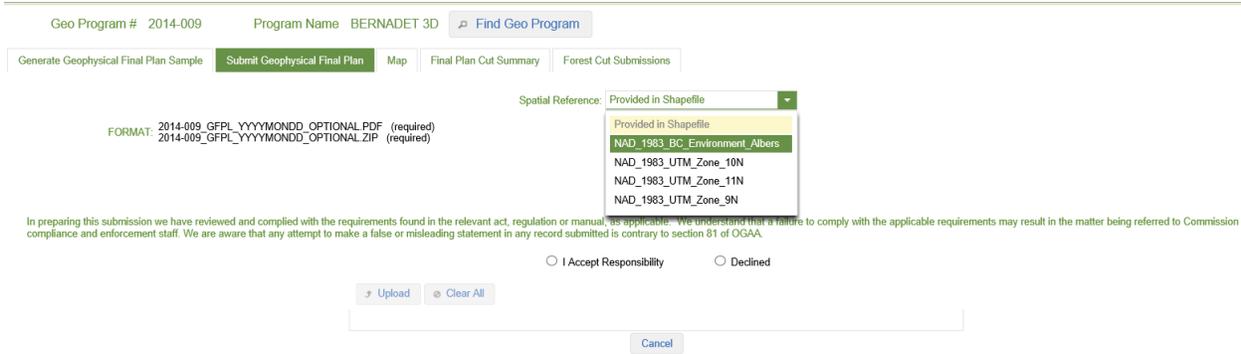
[Generate Sample](#)

Users are required to modify the attributes these spatial datasets according to the [eSubmission Spatial Data Submission Standards](#) prior to making a Geophysical Final Plan submission.

9.3.2 Upload Geophysical Final Plan Files

Users are required to adhere to the [eSubmission Spatial Data Submission Standards](#) when making a spatial submission to ensure all data conforms to the required shapefile spatial data formats.

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:



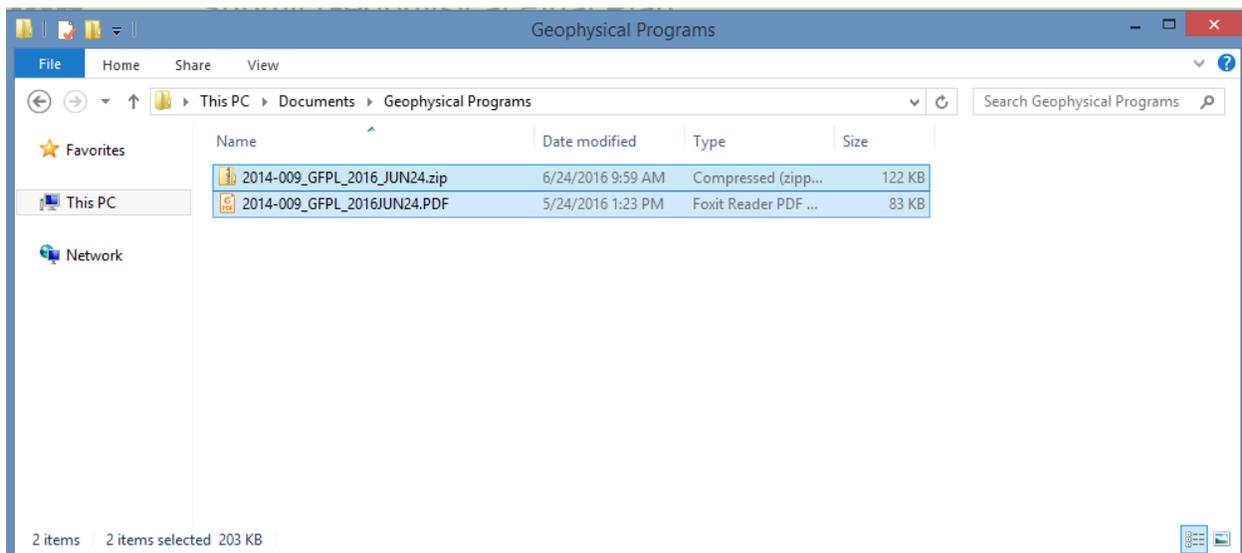
If a user attempts to define a spatial reference where spatial dataset to be uploaded contains a .prj file, an error will be displayed to the user indicating the spatial reference must be blank.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Regulator. Select the Add function to navigate to the required files for uploading:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.



Users must then choose one .zip file and one .PDF to include in the submission:



If a user does not upload the appropriate number of files, they will receive an error suggesting the number of required files to be uploaded:



The number of PDF files must not be fewer than 1
The number of ZIP files must not be more than 1

Users must ensure that all files adhere to the Geophysical Final Plan data package file naming standards as defined in the Section 3.3 [Check hyperlinks](#)

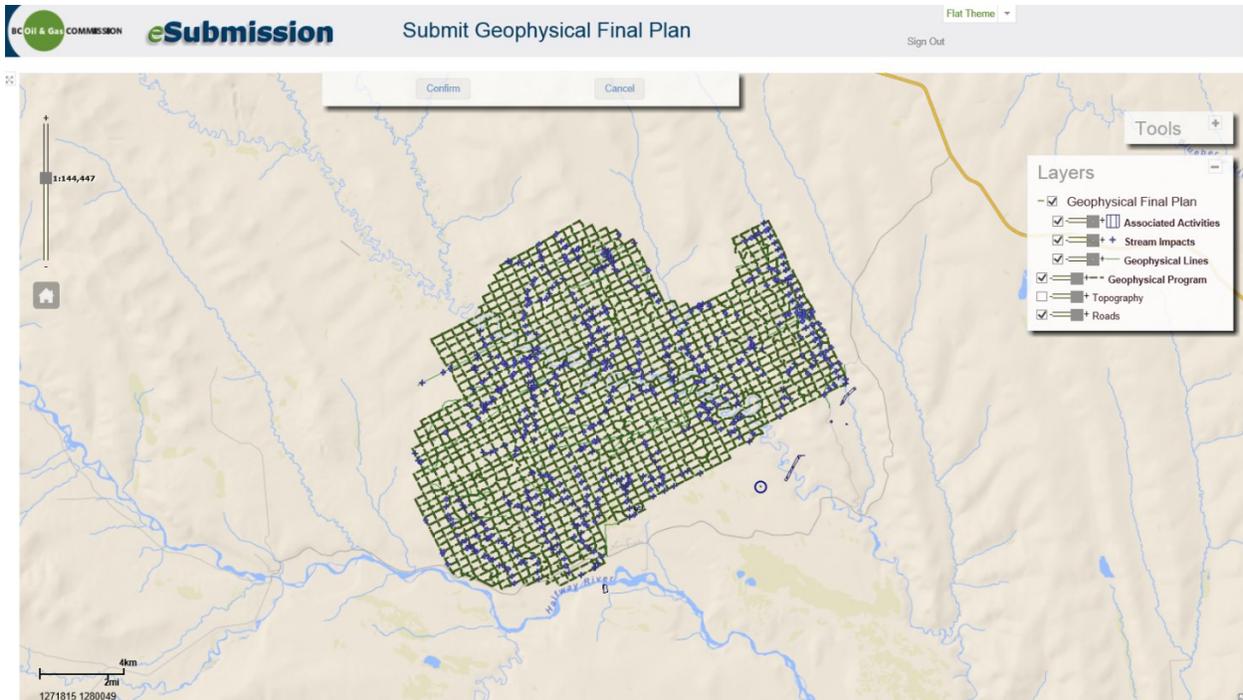
If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard. In this case, users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:

2014-009_GFPL_2016JUN24.zip	121.8 KB	<input type="text"/>	<input type="button" value="x"/>
2014-009_GFPL_2016JUN24.PDF	82.0 KB	<input type="text"/>	<input type="button" value="x"/>

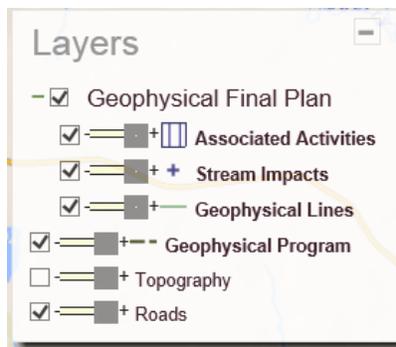
Once the required files are successfully added, the files will appear in the file list and the Upload tab will be displayed. Select the Upload option to submit the uploaded file:

2014-009_GFPL_2016JUN24.zip	121.8 KB	<input type="text"/>	<input type="button" value="x"/>
2014-009_GFPL_2016JUN24.PDF	82.0 KB	<input type="text"/>	<input type="button" value="x"/>

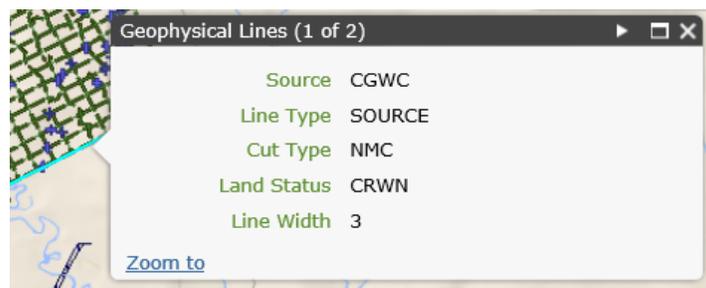
On successful upload of the files, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.



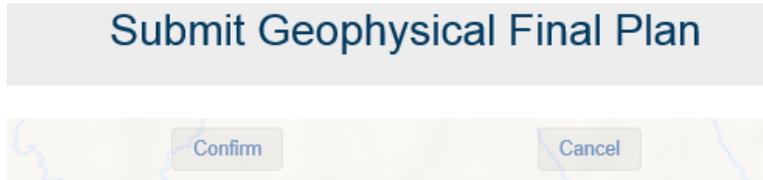
In the Layer list, the Geophysical Final Plan layer grouping represents the shapefiles contained in the uploaded spatial data submission. Users can also spatially compare the spatial data being submitted as part of the package against the spatial data approved for the permit in the Geophysical Program layer.



In the map viewer, a user can view the attributes of any spatial feature by selecting a feature:



After reviewing the submission in the map viewer, a user is required to either Confirm or Cancel the spatial submission:



If a user selects Cancel in the map viewer, the system will return to the Submit Geophysical Final Plan tab and remove the files the user added.

After confirming a submission, a user will be shown a summary of the geophysical cut area by cut and land type on the Final Plan Cut Summary tab based on the spatial data uploaded. Users will be prompted to confirm the results displayed in the table before proceeding.

Geo Program # 2014-009 Program Name BERNADET 3D [Find Geo Program](#)

Generate Geophysical Final Plan Sample Submit Geophysical Final Plan Map **Final Plan Cut Summary** Forest Cut Submissions

Type of Cut	Land Type	Width (m)	Length (km)	Area (ha)
EHC	CRWN	1.50	25.242	3.786
EMC	CRWN	1.80	125.453	22.582
EMC	CRWN	3.00	231.666	69.500
GRAV	CRWN	5.50	77.389	42.564
NHC	CRWN	1.50	19.319	2.898
NMC	CRWN	1.80	334.237	60.163
NMC	CRWN	3.00	370.617	111.185
NMC	CRWN	4.25	9.014	3.831

1-0 out of 0

	Private Area (ha)	Crown Area (ha)	Private and Crown Area (ha)
Existing	0.000	95.868	95.868
New	0.000	178.076	178.076
Total	0.000	273.944	273.944

Confirm Cancel

9.3.3 Enter Forest Cut

If the permit a submission is being made for was approved for the removal of timber from Crown land for the purposes of conducting an oil and gas activity, the details of the Cutting Permit will be displayed to a user on the Forest Cut Submission tab. Where a Cutting Permit is displayed, users are required to indicate the Actual Area of New Cut (ha). The Actual Area of New Cut reported must be ≥ 0 . Where no new cut was taken under a Cutting Permit, a submission of 0 is required to indicate that no cut was taken.

Forest District	Master License Cut Number	Cutting Permit Number	Cutting Permit Status	Timber Mark Number	Approved Cut (ha)	Existing Cut Taken (ha)	New Cut Taken (ha)	Actual Cut Taken (ha)
Peace District	M02128	108	Open	MTC316	62.270		12.561	12.560

If no Cutting Permit was approved as part of the permit no details will be displayed on the Forest Cut tab.

If the Cutting Permit Status is 'Closed', the user will not be able to report a cut on the corresponding Cutting permit (the New Cut Taken (ha) text box will not be available to be edited) and user will be required to apply for a new cutting permit using the AMS Applications. Please refer to the [AMS User Manual](#).

Forest District	Master License Cut Number	Cutting Permit Number	Cutting Permit Status	Timber Mark Number	Approved Cut (ha)	Existing Cut Taken (ha)	New Cut Taken (ha)	Actual Cut Taken (ha)
Peace District	M02013	158	Closed	MTC374	0.030	0.030		0.030

9.3.4 Finalize a Geophysical Final Plan Submission

To finalize a Geophysical Final Plan submission, select Submit to OGC:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

Submit to OGC

Cancel

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:

i The following files were uploaded successfully:
 2014-009_GFPL_2016JUN24.zip
 2014-009_GFPL_2016JUN24.PDF
 Submission Receipt #: 267539

Users can view the Geophysical Final Plan submission history for program immediately upon making a submission in the submission history log on the Submit Geophysical Final Plan submission page. After making a successful submission, a user will be restricted from making any subsequent Geophysical Final Plan submissions.

Geo Program # 2014-009 Program Name BERNADET 3D [Find Geo Program](#)

Generate Geophysical Final Plan Sample **Submit Geophysical Final Plan** Map Final Plan Cut Summary Forest Cut Submissions

Submission Number	File Name	Uploaded Date	Download
267539	2014-009_GFPL_2016JUN24.PDF	2016-06-24	⬇
267539	2014-009_GFPL_2016JUN24.ZIP	2016-06-24	⬇

1-6 out of 6 1 10

✖ Final plan is not required for the Geophysical Program 2014-009.

Users can also view the program cut summary and forest cut reported on the respective tabs after uploading.

Chapter 10: Permit Administration

10.1 Introduction

Conditions imposed on a permit at the time of approval, Pipeline Regulation, and [Energy Resource Road Regulation](#) require Post Construction Plans be submitted to the Regulator within 60 days of completing construction of a permitted oil and gas activity. Preliminary SRW Survey plans for pipelines residing on Crown land must be submitted by the permit holder within 16 months of completing construction as per Section 24 of [Energy Resource Activities General Regulation](#) for approval by the Regulator prior to being submitted to the Surveyor General.

The Permit Administration application in eSubmission allows operators to make electronic submissions for Post Construction and Preliminary Statutory Rights of Way (SRW) Survey Plans for approved oil and gas permits. The submission of Post Construction and Preliminary SRW Survey Plans packages containing a mixture of spatial data, supporting business data and PDF files allows permit holders to make a single submission that fulfills conditional and regulatory requirements for Post Construction and Preliminary SRW Survey Plans.

In BC, it is the responsibility of the Regulator to maintain a proper chain of title and current ownership of all activities in order to ensure accurate billing and proper liability. Any activities that change ownership due to a sale or purchase, amalgamation or a name change, must be registered with the Regulator.

The Permit Administration application in eSubmission allows operators to make electronic submissions for Corporate Amalgamations, Corporate Name Changes, and Permit Transfers. The submission of Corporate Structure Change and Permit Transfer applications containing a mixture of activity data and supporting business data allows permit holders to make a single submission that fulfills the requirement of registration of activity ownership changes.

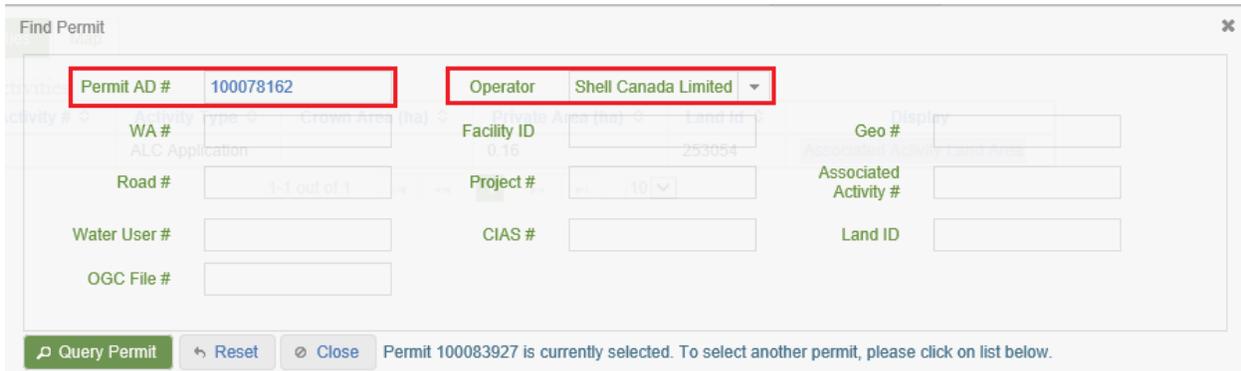
10.2 Permit Details

To make a Post Construction or Preliminary SRW Survey Plan submission users must first search for a permit to make a submission for. To find a permit, expand the Permit Administration folder in the Navigation Menu at left and select the Permit Detail option:

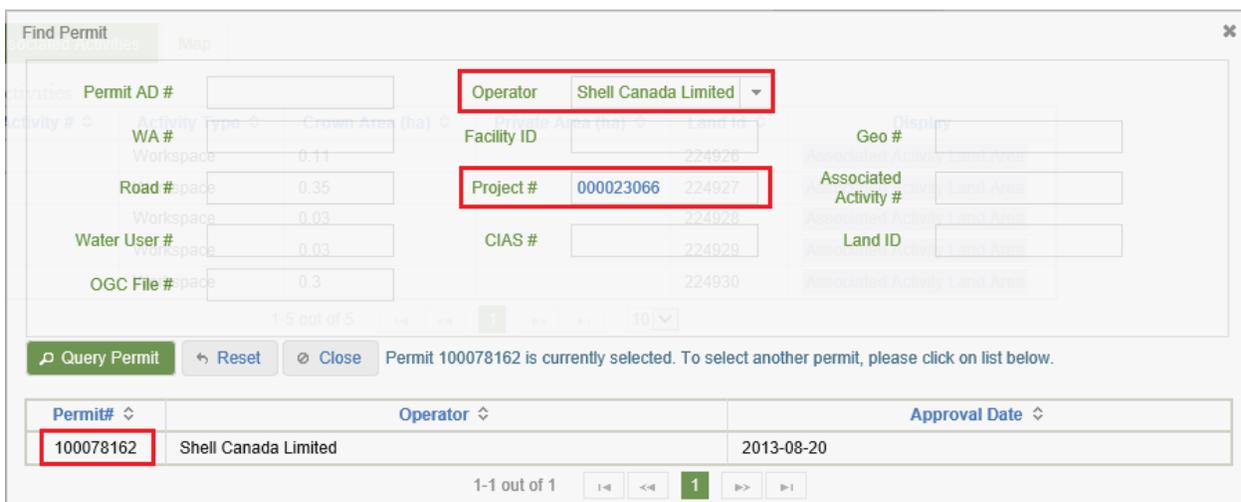


Users can search for permits they are authorized to view and make submissions for using a variety of fields. Approved applications are issued an Application Determination Number (Permit AD #) that encompasses all of the approved permitted activities within an oil and gas permit. Each approved activity within a permit is issued a unique authorization number (such as Project #). In order for users to associate a specific activity with the correct permit, the system will allow the user to search for a permit and/or any activities contained within a permit.

For example, a user may choose to search by Permit AD # by operator:



Or, a user may choose to search for a particular activity for an operator, such as a Pipeline Project:



The results of a search are listed below the search criteria. Only one record per permit will be displayed to a user.

10.3 View a Permit

Select a permit from the list of search results to view the activities approved as part of the permit. Once a permit is selected, it will remain as the active selection in the Active Activity Bar until a user selects an alternate permit:

Permit Ad Number: 100078162 **Operator:** Shell Canada Limited **Approval Date:** 2013-08-20 [Find Permit](#)

Once a permit has been selected, the details of the permit and the activities within it are displayed to the user. Like oil and gas activities contained in a permit are grouped by tab:

Permit Ad Number: 100078162 **Operator:** Shell Canada Limited **Approval Date:** 2013-08-20 [Find Permit](#)

Pipelines **Associated Activities** Map

Pipeline Segments

Project #	Segment	From Location	To Location	Length(m)	Display
000023066	1	-/-	-/-	945	
000023066	2	-/-	-/-	945	
000023066	3	-/-	-/-	945	

1-3 out of 3 ⏪ ⏩ **1** ⏴ ⏵ 10

Pipeline Land Areas

Project #	Land Id	Display
000023066	224925	Pipeline Land Area

1-1 out of 1 ⏪ ⏩ **1** ⏴ ⏵ 10

Users can choose to view a permitted activity spatially in a map viewer by selecting the activity from the Display column. This will open the map viewer in the Map tab.

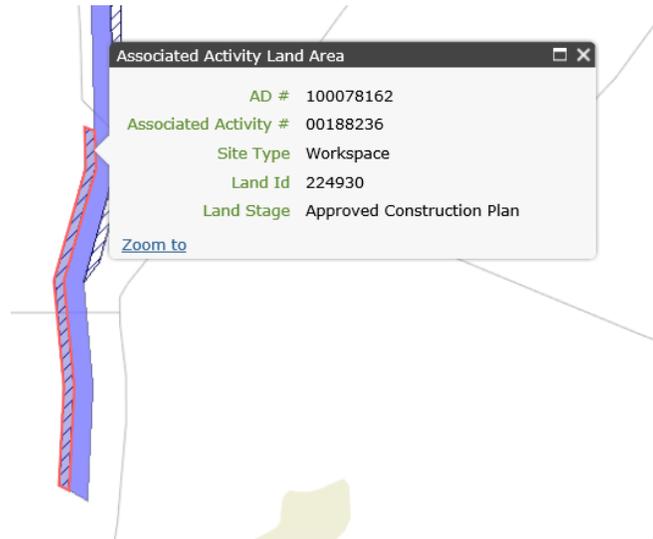
Pipelines **Associated Activities** **Map**

Associated Activities

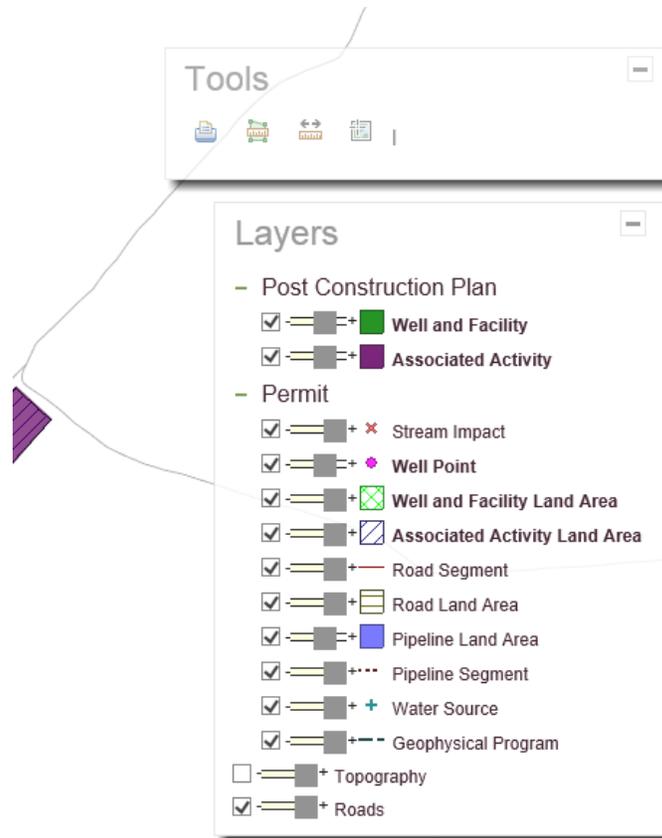
Associated Activity #	Activity Type	Crown Area (ha)	Private Area (ha)	Land Id	Display
00188232	Workspace	0.11		224926	Associated Activity Land Area
00188233	Workspace	0.35		224927	Associated Activity Land Area
00188234	Workspace	0.03		224928	Associated Activity Land Area
00188235	Workspace	0.03		224929	Associated Activity Land Area
00188236	Workspace	0.3		224930	Associated Activity Land Area

1-5 out of 5 ⏪ ⏩ **1** ⏴ ⏵ 10

Upon selecting an activity to display, the map viewer will zoom directly to the activity and display its attributes. Users can select any activity as part of the active permit in the map viewer.



In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.



10.4 Post Construction Plans

To make a Post Construction Plan submission, ensure a permit is actively selected in the Active Activity Bar then select Post Construction Plan from the Navigation Menu:

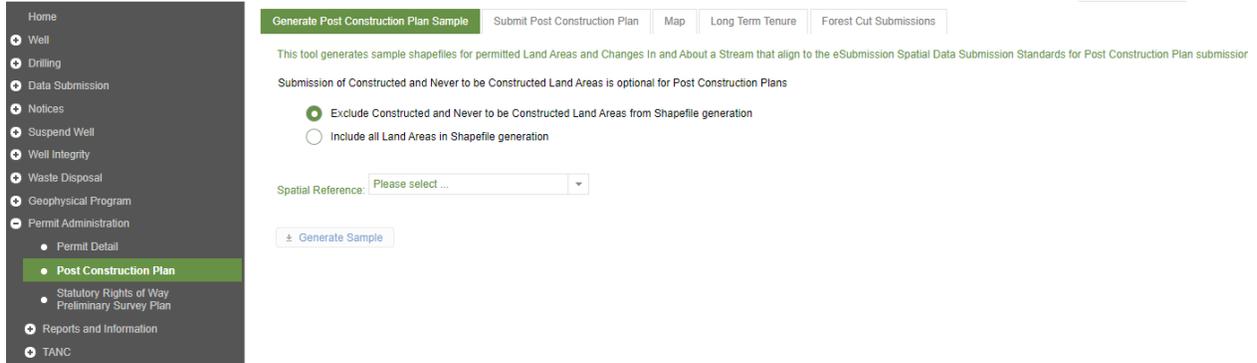


If the following screen appears asking the user to enter the number of polygons to be created.

10.4.1 Generate a Spatial Dataset for a Permit

Users can leverage the tool on the Generate Post Construction Plan Sample tab to generate a .zip file containing all permitted Land Area polygons and Changes In and About a Stream points in a permit. This tool generates Land Area polygons and Changes In and About a Stream points with the current

construction codes held by the Regulator according to a user's spatial reference of choice. Users can leverage this tool to download the spatial data for a permit and modify the construction codes for each Land ID or Stream Impact location according to the Section 4 of the [eSubmission Spatial Data Submission Standards](#) prior to making a submission.



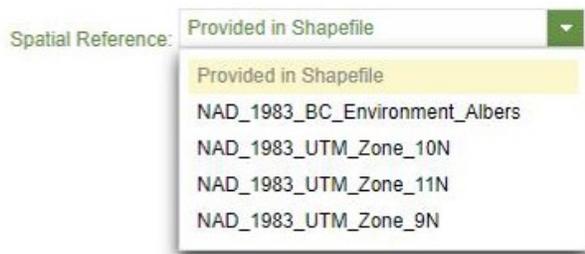
10.4.2 Upload Post Construction Plan Files

To submit a Post Construction Plan package select the Submit Post Construction Plan tab:



Users are required to upload a .zip file containing the Land Area polygons and Changes In and About a Stream points with current construction codes.

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:



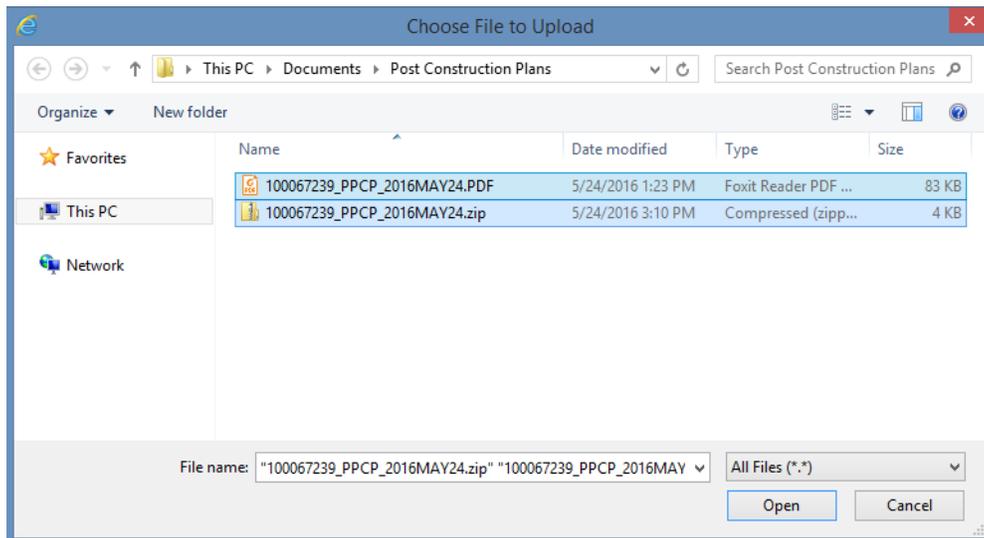
If a user attempts to define a spatial reference where spatial dataset to be uploaded contains a .prj file, an error will be displayed to the user indicating the spatial reference must be blank.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Regulator. Select the Add function to navigate to the required files for uploading:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.



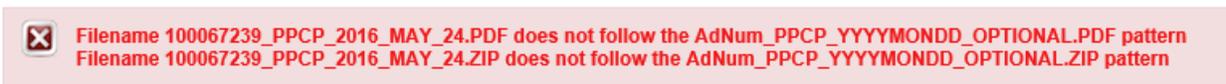
Users must then choose one .zip file and have the option to include a .PDF in the submission:



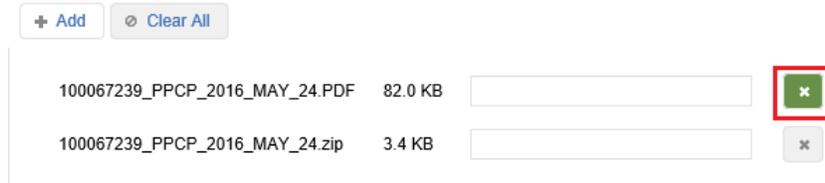
If a user does not upload the minimum number of mandatory files, they will receive the following error:



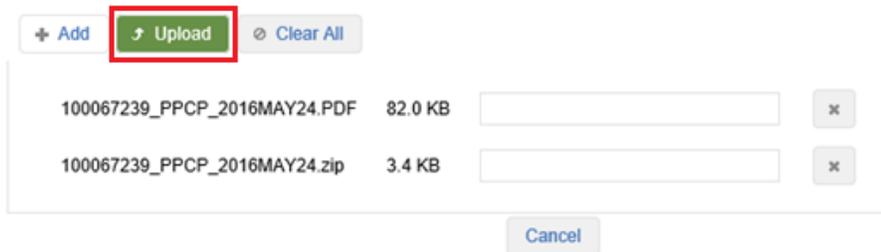
Users must ensure that all files adhere to the Post Construction Plan data package file naming standards as defined in the [eSubmission Spatial Data Submission Standards](#). If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard.



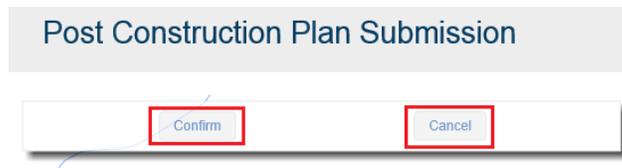
Users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:



Once the required files are successfully added, they will appear in the file list and the Upload tab will appear. Select the Upload option to submit the uploaded file:



On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer as follows:

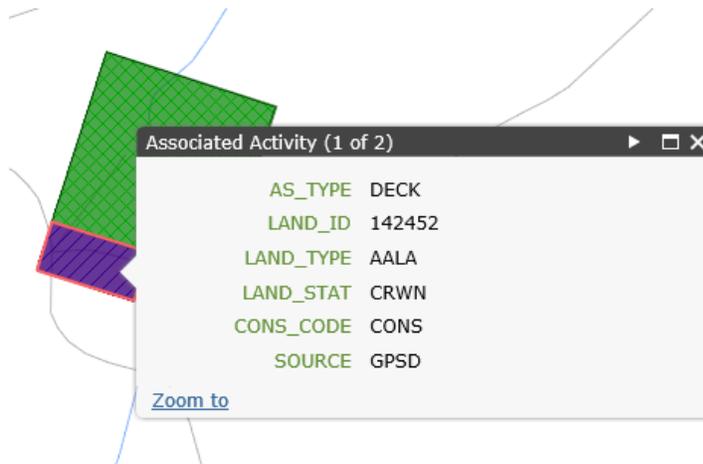


In the map viewer, users can spatially compare the spatial data being submitted as part of the Post Construction Plan package against the spatial data approved for the permit.

In the Layer list, the Post Construction Plan layer grouping represents the shapefiles contained in the uploaded spatial data in the submission. The layers contained in the Permit layer grouping reference the permitted spatial data.



A user can view the attributes of a spatial feature by selecting it:

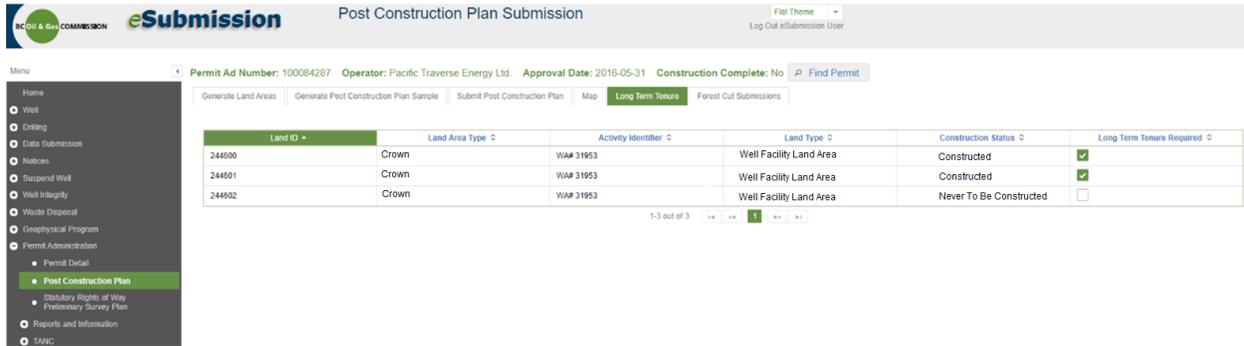


If a user chooses to Confirm the submission, a message will be displayed containing the names of the files successfully uploaded. If a user selects Cancel in the map viewer, the system will return to the Submit Post Construction Plan tab and remove the files the user added.



10.4.3 Long Term Tenure

Users will be prompted to indicate if Long Term Tenure is required for each well, facility, pipeline or associated oil & gas activity land area residing on Crown land. For further information on this feature please see the Permit Operations & Administration Manual.



This is only required for land areas with a Construction Status = Constructed or Future Construction. If the Construction Status = Never To Be Constructed, eSubmission will restrict a user from indicating Long Term Tenure is required.

If no activities requiring Long Term Tenure exist, the following will be displayed:



10.4.4 Enter Forest Cut

If the permit was approved for the removal of timber from Crown land for the purposes of conducting an oil and gas activity, the details of approved Cutting Permit(s) will be displayed to a user on the Forest Cut Submissions tab.

Where a Cutting Permit is displayed, users are required to indicate the amount of New Cut Taken (ha). The New Cut Taken (ha) must be ≥ 0 . Where no new cut has been taken users must enter 0.

If cut has submitted in previous Post Construction Plans for the permit, this will be displayed as Existing Cut Taken (ha). Actual Cut Taken (ha) is calculated as Existing Cut Taken (ha) + New Cut Taken (ha).

Forest District	Master License Cut Number	Cutting Permit Number	Cutting Permit Status	Timber Mark Number	Approved Cut (ha)	Existing Cut Taken (ha)	New Cut Taken (ha)	Actual Cut Taken (ha)
Peace District	M02128	108	Open	MTC316	62.270		12.56	12.560

If no Cutting Permit was approved as part of the permit no details will be displayed on the Forest Cut tab.

If the Cutting Permit Status is 'Closed', the user will not be able to report a cut on the corresponding Cutting permit (the New Cut Taken (ha) text box will not be editable) and the user will be required to apply for a new cutting permit using the AMS Applications. Please refer to the [AMS User Manual](#).

Forest District	Master License Cut Number	Cutting Permit Number	Cutting Permit Status	Timber Mark Number	Approved Cut (ha)	Existing Cut Taken (ha)	New Cut Taken (ha)	Actual Cut Taken (ha)
Peace District	M02013	158	Closed	MTC374	0.030	0.030		0.030

10.4.5 Finalize a Post Construction Plan Submission

To finalize a Post Construction Plan submission, select Submit to OGC:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

Submit to OGC

Cancel

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:



10.4.6 Subsequent Post Construction Plan Submissions

If a permit holder constructs activities approved as part of a permit at different times, they may be required to make multiple Post Construction Plan submissions in order to meet the conditional requirement of their permit to submit a Post Construction Plan to the Regulator within 60 days of completing construction of a permitted activity.

To make a subsequent Post Construction Plan submission, users are required to modify the construction code in the spatial data for Land ID's where the current construction code is Submission Required or Future Construction or where changes are being applied to any Land ID's submitted in a previous submission so as to reflect the current state of construction, and make any necessary edits to the spatial geometry prior to submission. If previous Land ID's have been accepted as Constructed or Never to Be Constructed and no changes are required there is no need to resubmit the construction code as constructed.

The requirement to include these land areas is only mandatory where a change in Construction Status is occurring as per the eSubmission Spatial Data Submission Standards Manual. Otherwise, they are optional.

If forest cut was approved as part of the permit, a user may also be required to increase the Area of New Cut (ha) taken to reflect the total area of cut taken to date if new cut was taken since the most recent Post Construction Plan submission was made.

10.4.7 Permit Construction Completion Status

Users can view the construction status for a permit at any time by viewing the 'Construction Complete' indicator in the Active Activity bar when a permit is selected:

Construction is considered complete for a permit when all land areas contained in the spatial data of a Post Construction Plan submission have been classified as Constructed and/or Never To Be Constructed, as per the [eSubmission Spatial Data Submission Standards Manual](#).

Construction is not considered complete for a permit when one or more land areas contained in the spatial data of a Post Construction Plan submission have been classified as Future Construction, as per the [eSubmission Spatial Data Submission Standards Manual](#).

The 'Construction Complete' status will only be updated on acceptance of Post Construction Plan submissions. Rejected submissions are not considered when determining the construction status of a permit.

10.5 Post Construction Plans – No Existing Land

This function improves the ability for permit holders to submit when necessary Post Construction Plans that will improve the reliability and accuracy of the constructed spatial data set. A comprehensive review of the submission will be completed to ensure areas follow the original construction plan included with the original application taking into consideration amendments, transfers, and current imagery.

eSubmission will automatically determine if permitted land areas exist when a user attempts to make a Post Construction Plan submission.

If permitted land areas exist, a user will be able to proceed with making a Post Construction Plan submission.

If no permitted land areas exist, a user will be shown a Generate Land Areas tab that displays all the permitted activities for the selected permit. Here, they will be prompted to indicate the number of land areas to generate for each activity type requiring land. This includes wells, facilities, pipelines, road segments and associated oil & gas activities.

Since wells and facilities can share the use of a land area, eSubmission will prompt a user to indicate how many land areas are required for the wells and facilities on the permit:

Permit Ad Number: 100084285 Operator: Pacific Traverse Energy Ltd. Approval Date: 2016-05-31 Construction Complete: No Find Permit

Generate Land Areas Generate Post Construction Plan Sample Submit Post Construction Plan Map Long Term Tenure Forest Cut Submissions

Wells and Facilities

Please enter the number of land polygons to be created for the well and the facility in this permit.

WA #	Well Name
31952	PTE BC KITIMAT CRP HZ SUNRISE 113-34-079-17

1-1 out of 1

Facility ID	Facility Name	Facility Type
00026731	PTE BC KITIMAT SWANLAKE A-003-G/093-P-09 002	Well Facility

1-1 out of 1

Pipeline
Road Segments

Pipelines can have one or more land areas so a user will also need to enter the number of land areas they wish to generate for each pipeline.

Road segments and associated oil & gas activities can have only one land area. eSubmission will present the user with a list of all road segments and associated oil & gas activities associated with a permit but will not ask the user to enter the number of land areas.

Permit Ad Number: 100084285 Operator: Pacific Traverse Energy Ltd. Approval Date: 2016-05-31 Construction Complete: No Find Permit

Generate Land Areas Generate Post Construction Plan Sample Submit Post Construction Plan Map Long Term Tenure Forest Cut Submissions

Wells and Facilities
Pipeline

Road Segments

Road #	Road Type	Segment	From Location	To Location	Length(m)
01132	Long-Term - All-Weather	001	B-045L/093-P-08	B-045L/093-P-08	

1-1 out of 1

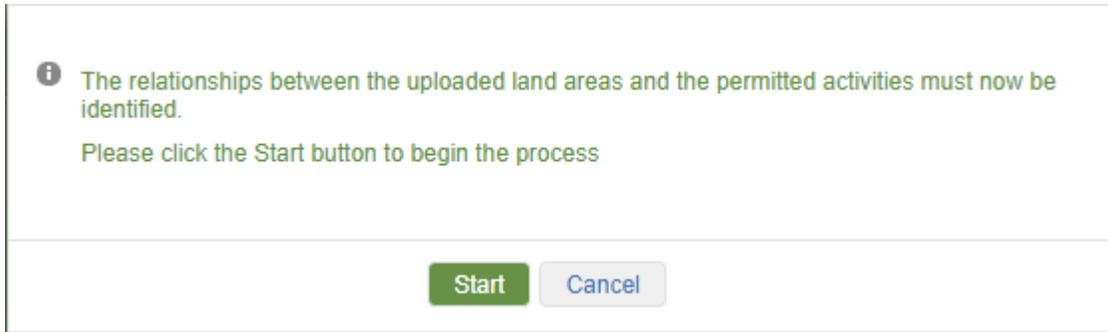
Generate Land Areas

Lastly, eSubmission will present the user with a list of all CIAS Locations associated with a permit where they exist. No additional information from the user is required for stream impacts.

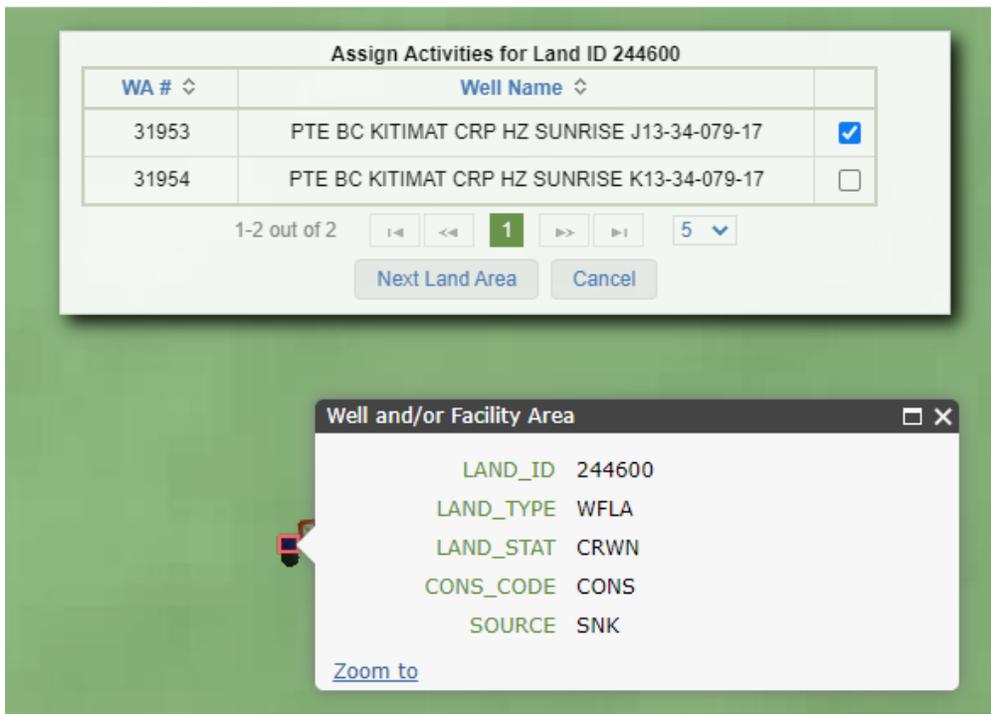
Once all land areas have been generated, the user must generate a Post Construction Plan Sample on the next tab. Here, a spatial template will be available for download that includes the land areas with system assigned Land IDs generated in the previous step (and any permitted CIAS Locations) that adheres to the

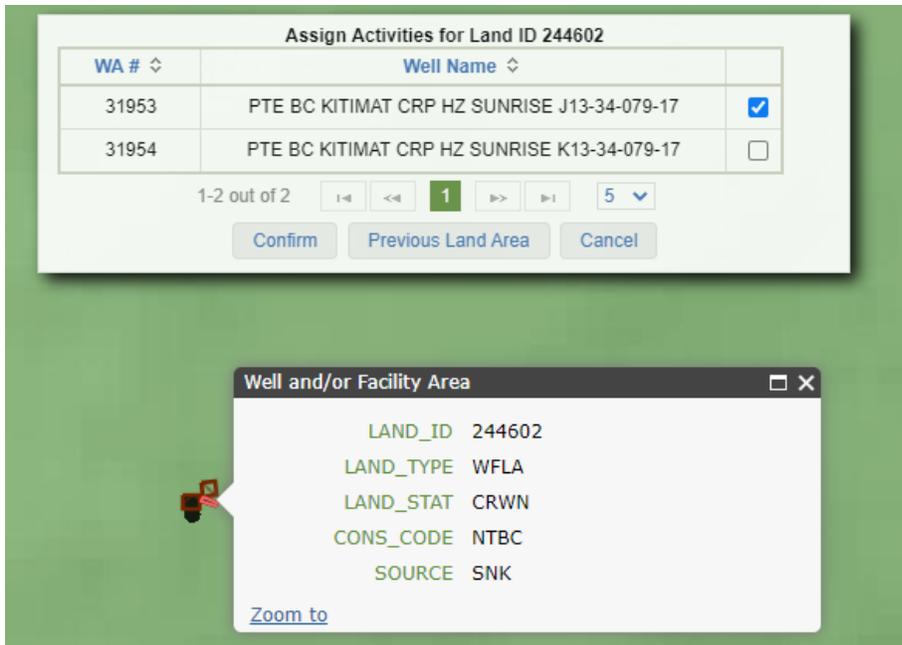
eSubmission Spatial Data Submission Standards for Post Construction Plan – No Existing Land submissions. The user can then edit this spatial template to adhere to the eSubmission Spatial Data Submission Standards and add the geometry to represent the locations of the unpermitted land areas before submitting to the Regulator as a Post Construction Plan – No Existing Land submission.

Once the submission has been initiated, a user will be prompted to make relationships between the uploaded land areas and permitted activities in the map viewer. This step will be necessary for each activity type on the permit.

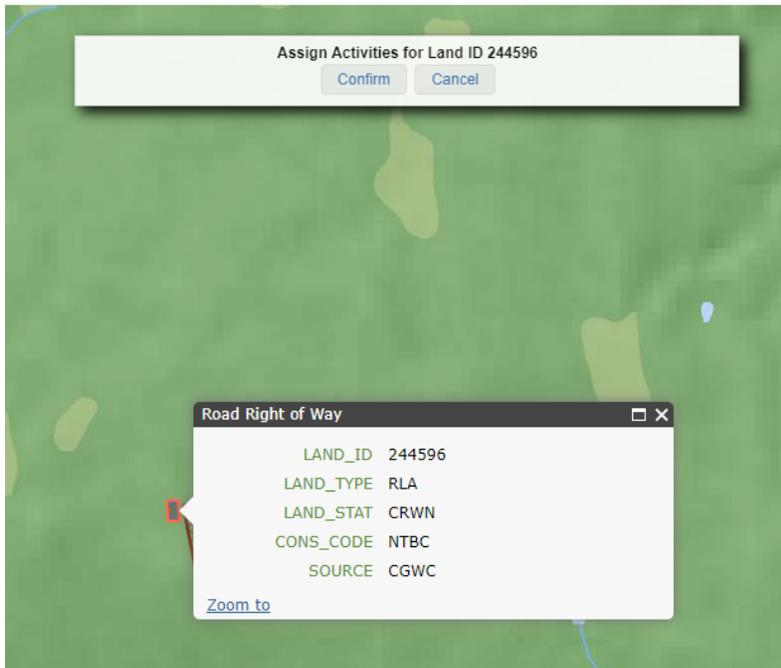


Where there is more than one activity, the user will be prompted to indicate which activity the land area(s) belong to. eSubmission will automatically make this determination spatially, but a user can manually change this if required:





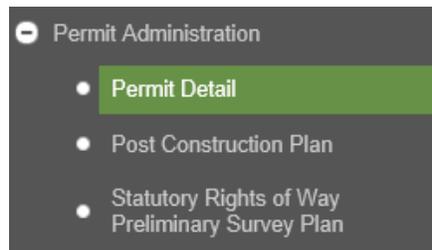
A user will not be required to complete the above if only one activity type and one land area exist. Instead, they will just be asked to confirm the relationship between the activity and the land area:



10.6 Preliminary Statutory Rights of Way Survey Plans

To make a Preliminary SRW Survey Plan submission, ensure a permit is actively selected in the Active Activity Bar. Users can search for a permit using a variety of identifiers, including the Tenure Number if known:

Once a permit is selected in the Active Activity bar, select Statutory Right of Way from the Navigation Menu:



10.6.1 Upload Preliminary SRW Survey Plan Files

Users are required to upload two separate files when making a Preliminary SRW Survey Plan submission:

- A .zip file containing the Land Area polygons tenure is being applied for
- A .PDF file containing the Preliminary SRW Survey Plan

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:

Submit Statutory Right of Way Preliminary Survey Plan Map Submit

Spatial Reference: Provided in Shapefile ▼

FORMAT: 100078162_PSRW_YYYYMONDD_OPTIONAL.PDF (required)
 100078162_PSRW_YYYYMONDD_OPTIONAL.ZIP (required)

Provided in Shapefile
 NAD_1983_BC_Environment_Albers
 NAD_1983_UTM_Zone_10N
 NAD_1983_UTM_Zone_11N
 NAD_1983_UTM_Zone_9N

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We un

If a user attempts to define a spatial reference where the .zip file contains a .prj file an error will be displayed to the user.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Regulator. Select the Add function to navigate to the required files for uploading:

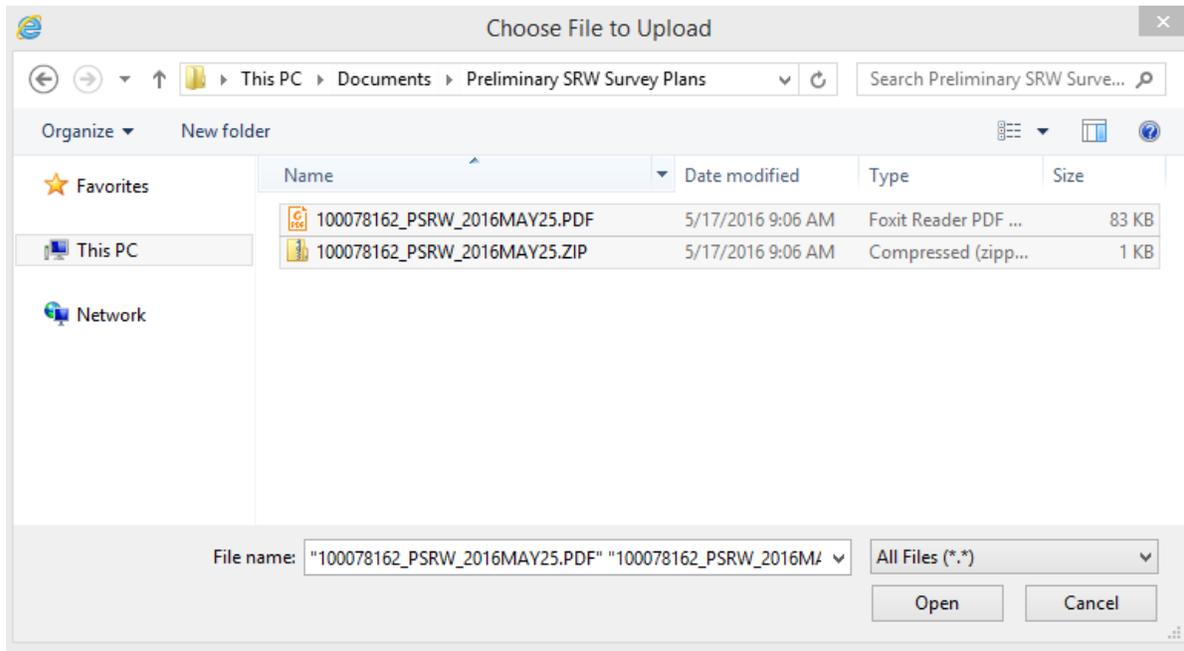
In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

I Accept Responsibility Declined

+ Add Upload Clear All

Cancel

Users must then choose one .zip file and one .PDF to include in the submission:

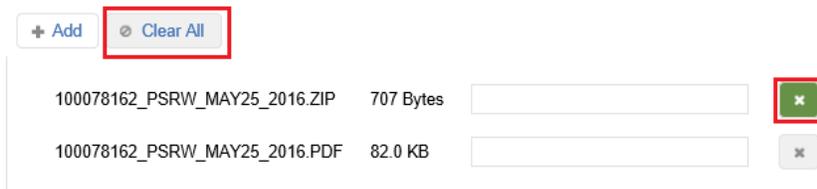


If a user does not upload the appropriate number of files, they will receive an error suggesting the number of required files to be uploaded:

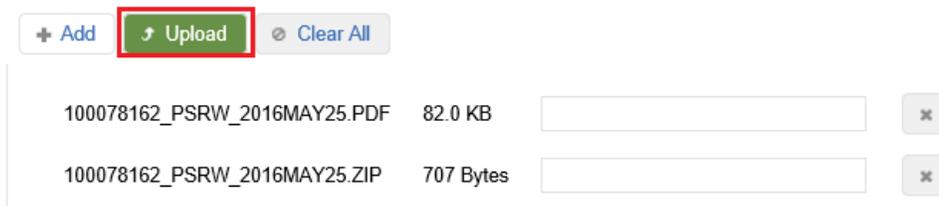


Users must ensure that all files adhere to the Preliminary SRW Survey Plan data package file naming standards as defined in the [eSubmission Spatial Data Submission Standards](#). If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard.

Users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:



Once the required files are successfully added, they will appear in the file list and the Upload tab will appear. Select the Upload option to upload the files:



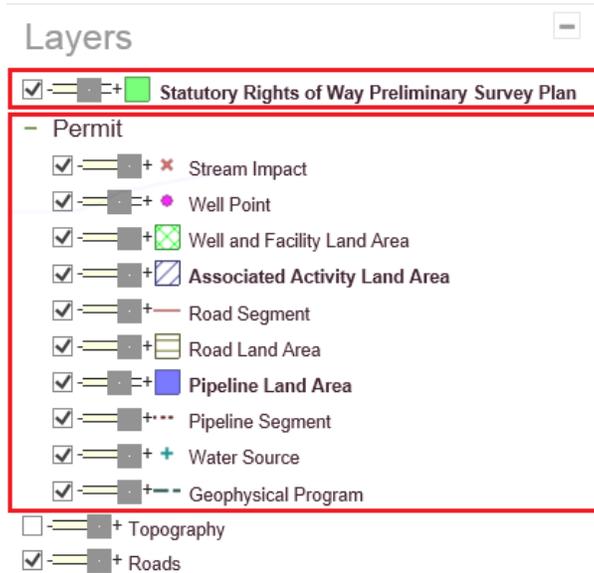
On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer as follows:

Statutory Right of Way Preliminary Survey Plan Submission

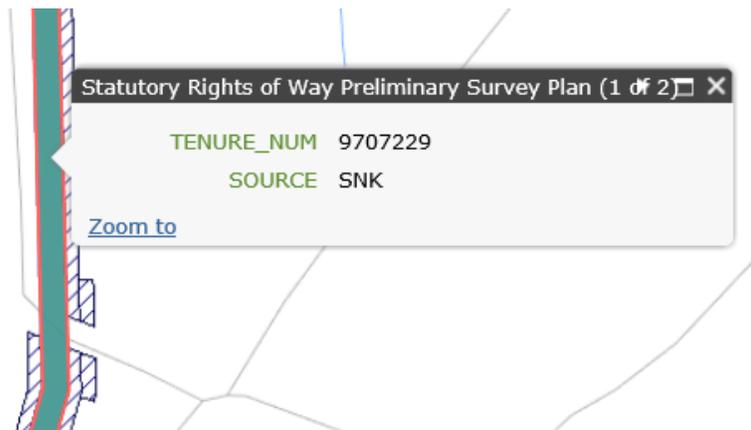


In the map viewer, users can spatially compare the spatial data being submitted against the spatial data approved as part of the permit. In the Layer list, the Statutory Rights of Way layer represents the shapefile

contained in the uploaded spatial data in the submission. The layers contained in the Permit layer grouping reference the permitted spatial data.



A user can select a feature to view its attributes:



On selecting Confirm, users will be prompted to enter in the Survey Plan #, Survey Company and Contact Person. The Survey Plan # should reference the Survey Plan (for example, EPP123456) and not the Job #. Users for selection will be restricted to those with permissions on behalf of the selected company. Select 'Submit to OGC' to continue with the submission. If a user selects Cancel in the map viewer, the system will return to the Submit SRW Preliminary Survey Plan tab and remove the files the user added.

Submit Statutory Rights of Way Preliminary Survey Plan | Map | **Survey Plan Submissions**

Tenure #	Survey Plan #	Survey Company	Contact Person
9610560	EPP123456	Focus Surveys	Test

1-1 out of 1

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

10.6.1.1 Finalize a Preliminary SRW Survey Plan Submission

To finalize a Preliminary SRW Survey Plan submission, select Submit to OGC:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We understand that a failure to comply with the applicable requirements may result in the matter being referred to Commission compliance and enforcement staff. We are aware that any attempt to make a false or misleading statement in any record submitted is contrary to section 81 of OGAA.

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:



10.7 View Permit Submission History

Post Construction and Preliminary SRW Survey Plan submissions will be immediately visible in the submission history log on the submission page for the respective submission type:

Submission Number	File Name	Uploaded Date	Status
242233	100067239_PPCCP_2016MAY25.PDF	2016-05-25	Review Required
242233	100067239_PPCCP_2016MAY25.ZIP	2016-05-25	Review Required
242232	100067239_PPCCP_2016MAY24.PDF	2016-05-25	Accepted
242232	100067239_PPCCP_2016MAY24.ZIP	2016-05-25	Accepted

10.8 Review & Determination of Permit Administration Submissions

Upon submission, Post Construction and Preliminary SRW Survey Plan submissions are reviewed by the Permit Operations & Administration branch and receive a determination of either Accepted or Rejected.

A user can view the status of a submission at any time in the submission history log. A submission will be assigned one of the following statuses at a given point in time:

Status	Assignment Method
Review Required	Upon submission by a permit holder
In Progress	Upon commencement of a review by the Regulator
Accepted	Upon acceptance of a submission as a whole by the Regulator
Rejected	Upon rejection of a submission as a whole by the Regulator

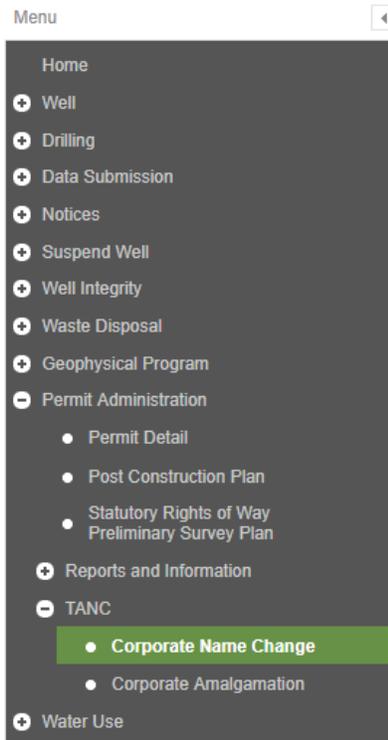
In addition to status being displayed in the submission history log, both the permit holder and user who made the submission will also receive e-mail confirmation of the result of a determination once rendered. Since partial acceptance of a submission is not possible, each file contained in a submission will have equivalent statuses:

Submission Number	File Name	Uploaded Date	Status
242233	100067239_PPCCP_2016MAY25.PDF	2016-05-25	Rejected
242233	100067239_PPCCP_2016MAY25.ZIP	2016-05-25	Rejected
242232	100067239_PPCCP_2016MAY24.PDF	2016-05-25	Accepted
242232	100067239_PPCCP_2016MAY24.ZIP	2016-05-25	Accepted

10.9 TANC (Transfers, Amalgamations, Name Changes)

The TANC menu option allows users to view, create, and edit Corporate Structure and Permit Transfer applications.

10.9.1 Submit a Name Change Application



Select the organization that is changing their name at the top right of the screen and then click on New Name Change Application to begin the application. Provide and or update the information within all the tabs of the Corporate Name Change Application and then Submit. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Name Change Tab

Operator Name Enter the new legal name of the operator.

Operator Abbrev Provide an abbreviation for the new legal name of the operator. This must be unique and 16 characters or less, including spaces. Operator Abbreviations are used in the naming of wells and facilities.

Incorporation ID Provide the Incorporation number from the BC Registry Name Change Certificate.

BN9# Provide the BN9# of the operator. A BN9 is a 9 digit number issued by the Federal Government (CRA)

Insurance Certificate Expiry Date Provide the new expiry date as found on the updated Certificate of Insurance.

Director Information Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.

The screenshot shows a web form titled "Company Director" with a status of "Initiated". The form is divided into several sections:

- Director Information:** Includes fields for "Director Start Date", "Director End Date", and "Director Verified" (a dropdown menu currently set to "Yes").
- Personal Information:** Includes "Last Name", "First Name", and "Middle Name" fields.
- Contact Information:** Includes "Telephone" and "Fax" fields, each with a dropdown for country code and a text input for the number. The default number is "(999) 999-9999".
- Identification:** Includes "Incorporation ID" and "BN9#" fields.
- Mailing Address:** A section titled "Mailing Address: (only if different from corporate address)" containing "Address 1" through "Address 4", "City", "Country" (dropdown), "Prov / State" (dropdown), and "Postal / Zip" fields.

At the bottom of the form are "Save" and "Cancel" buttons.

Pop-up screen that displays after selecting Add Director on the Name Change tab.

Contact Information

Click the drop-down for each contact section and provide all mandatory fields.

Systems Contact	Enter a contact for correspondence related to this Corporate Name Change.
Corporate Legal Address	Provide the current address of the organization.
Corporate Contact Person Information	Provide the contact information for the CEO/President of the organization.
BCER General Finance	Provide an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.
Primary User Security Administrator	Provide the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.
Backup User Security Administrator	Provide a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.
BCER Company Administrator	Provide the individual responsible for assigning system security roles to users within their organization.
BCER Asset Transfer Administrator	Provide the individual who will have access to TANC for processing transfers of assets and corporate structure changes. (Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.)

BCER Financial Administrator

Provide the person responsible for managing Pre-Authorized Debit (PAD) agreements with the Regulator and act as the primary contact person for invoice or payment related topics.

Systems Contact * (For all email correspondence relating to the processing of this application.)

Contact Last Name *	<input type="text" value="Smith"/>	Contact First Name *	<input type="text" value="Bob"/>
Contact Phone *	<input type="text" value="(123) 456-7890"/>	Contact Email *	<input type="text" value="OGCKermit.Notices@bcogc.ca"/>

Corporate Legal Address *

Address 1 *	<input type="text" value="2700, 255-5th Avenue, SW"/>	City *	<input type="text" value="Calgary"/>
Address 2	<input type="text"/>	Country *	<input type="text" value="Canada"/>
Address 3	<input type="text"/>	Prov / State *	<input type="text" value="Alberta"/>
Address 4	<input type="text"/>	Postal / Zip *	<input type="text" value="T2P3M9"/>

- ▶ [Corporate Contact Person Information](#)
- ▶ [OGC General Finance](#)
- ▶ [Primary User Security Administrator *](#)
- ▶ [Backup User Security Administrator](#)
- ▶ [OGC Company Administrator *](#)
- ▶ [OGC Asset Transfer Administrator *](#)
- ▶ [OGC Financial Administrator *](#)

AD #

This tab of the Corporate Name Change Application displays all assets to be updated with the new legal name of the operator. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.

Activity #	Tenures	Location/Name
WA # 09163	AD # 100016846	
WA# 09163	8009198	SPK ET AL CLARKE B- 089-K/094-J-10
Working Interest Component	ET AL	SPK ET AL CLARKE B-A089-K/094-J-10
Old Well Name	SPK ET AL CLARKE B- 089-K/094-J-10	
New Well Name	DEVON ET AL CLARKE B- 089-K/094-J-10	
WA # 13830	9606436	SPK ET AL CLARKE LAKE D- 088-K/094-J-10
WA # 20698	9617676	SPK ET AL CLARKE B- 008-C/094-J-15
AOGA# 00015940	9622104	SPK ADSETT D- 080-L/094-J-02
AOGA# 00015941		Campsite
		Sump

Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bc-er.ca.

Activity Summary

This tab provides a summary of all assets that are part of the Corporate Name Change Application.

Attachments

Upload the required documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select upload. Repeat for each document required. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Name Change Applications.

BC Corporate Registry Certificate

The name change must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Name Change Certificates are not acceptable). For further information, visit the [BC Registry Services website](#) or call the Registrar of Companies at (250) 387-5101.

Note: the BC Corporate Registry name change certificate is all that is required to assign the surface. **A Surface Assignment Agreement is not required.** Any “offered” tenure must be executed and received in our office with the required fees prior to the approval of the name change.

Proof of Insurance

Comprehensive General Liability Insurance with a minimum coverage of \$1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the BC Energy Regulator and His Majesty the King in Right of the Province of British Columbia, his employees, servants, and agents.”

The address for the BC Energy Regulator is 6534 100th Ave., Fort St. John, BC, V1J 8C5.

Please name uploaded documents in the following conventions:

BC Registry Certificate_YYYYMMDD

Insurance_YYYYMMDD

MLTC Application_YYYYMMDD

Cover Letter_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

Comments

This tab allows proponents to leave comments that the Regulator can view when reviewing the application.

Submission

Landowner Notification The Regulator requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.

PAD Agreement Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup.

Declaration

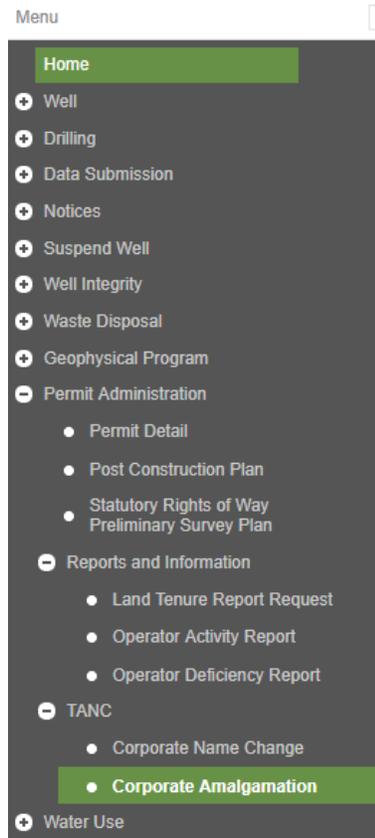
By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the proponent; accepts responsibility for all deficiencies associated with the assets as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct.

Once all information has been provided and the application is ready to submit, select Submit to OGC. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit to OGC again to submit the Corporate Name Change Application.

10.9.2 Submit an Amalgamation Application

Corporate Amalgamation TANC Application – Transferor

To initiate an amalgamation application select Corporate Amalgamation under Permit Administration, TANC in the sidebar. The transferor company must initiate all amalgamation applications.



eSubmission menu sidebar

Choose the organization that is to be merged into the transferee at the top right of the screen and then click on New Application (Transferor) to begin the application.

Provide and or update the information within all the tabs of the Corporate Amalgamation Application and then Assign to Transferee. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Amalgamation Tab

Transferee Corporate Information	Select the transferee company from the drop down. The operator abbreviation, BA Identifier, Incorporation ID, and BN9# will populate from our systems, if available. These fields are read-only.
Amalgamation Established Date.	The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the BCER's systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day.
Systems Contacts	Provide the systems contact for the transferor company. This defaults to the asset transfer administrator logged into eSubmission. Provide a contact for the transferee company. This contact will be notified when the amalgamation is assigned to their company for further handling. This contact may be edited by the transferee later, if required.

AD Tab

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bc-er.ca.

Activity Summary Tab

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.

Attachments Tab

Select the appropriate response to the question in the available dropdown. Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. All uploaded documents will be viewable by the transferee and the Regulator. Document types that can be uploaded are PDF, DOC, and DOCX.

Tenure Report

If the transferor has assets with tenure, the Tenure Report will be a required document. The Tenure Report is requested from the Regulator through the Land Tenure Report Request feature in eSubmission. Please see section 7, Reports and Queries, of this manual for more information. Please note that reports older than three months will not be accepted.

Upload documents in the following conventions:

Tenure Report_YYYYMMDD
Cover Letter_YYYYMMDD

For example – Tenure Report_2018JUL12

Comments Tab

This tab allows proponents to leave comments that the transferee and the Regulator can view when reviewing the application.

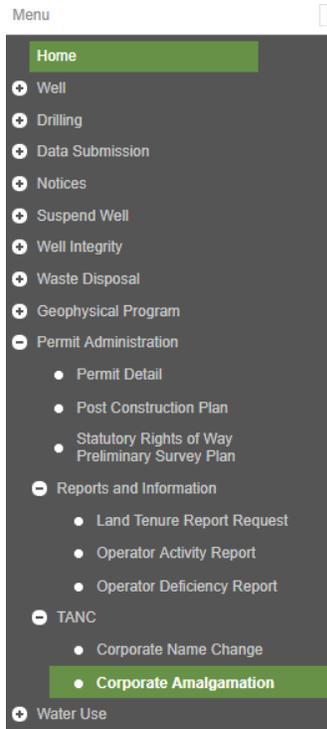
Assign to Transferee

By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the transferor and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct; understands that the transferor will be unable to submit applications and currently submitted applications will not be approved; understands that there will be no change to transferor's assets until the assets have been amalgamated.

Once all information has been provided, select Assign to Transferee. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Assign to Transferee again to assign the Corporate Amalgamation Application.

Corporate Amalgamation TANC Application – Transferee

Once the transferee has successfully assigned the Corporate Amalgamation Application to the transferee, an email notification will be sent to the transferee systems contact provided by the transferor. Continue the amalgamation application by selecting Corporate Amalgamation under Permit Administration, TANC in the sidebar.



eSubmission menu sidebar

Provide and or update the information within all the tabs of the Corporate Amalgamation Application and then Submit. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Amalgamation Tab

Amalgamation Established Date. The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the BCER's systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day. This date was selected by the transferor but may be edited by the transferee.

Insurance Certificate Expiry Date Provide the expiry date as found on the company's Certificate of Insurance.

Systems Contacts The transferee contact has been selected by the transferor company. This information may be updated, if desired. This contact will receive all email correspondence, including approval notification, related to this application.

Director Information

Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.

Company Director Initiated Revision Created: 2018-09-10 Revision Submitted:

AD # Activity Summary Title * Attachments Comments Submission

Director Start Date * []

Director End Date []

Director Verified * Yes [v]

Last Name * []

First Name * []

Middle Name []

Telephone * [] (999) 999-9999 [] (Country code - Number - Extension)

Fax [] (999) 999-9999 [] (Country code - Number - Extension)

Email * []

Mailing Address: (only if different from corporate address)

Address 1 []

Address 2 []

Address 3 []

Address 4 []

City []

Country []

Prov / State []

Postal / Zip []

Save Cancel

Pop-up screen that displays after selecting Add Director on the Amalgamation tab.

Contact Information Tab

Click the drop-down for each contact section and provide all mandatory fields. If the contact information is auto-populated, each must still be verified for updates and accuracy.

Systems Contact	Enter a contact for correspondence related to this Corporate Amalgamation.
Corporate Legal Address	Provide the current address of the organization.
Corporate Contact Person Information	Provide or verify the organization's main contact person and information.
BCER General Finance	Provide or verify an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.
Primary User Security Administrator	Provide or verify the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.
Backup User Security Administrator	Provide or verify a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.
BCER Company Administrator	Provide or verify the individual responsible for assigning security roles to KERMIT users within their organization that will need access to BCER Systems.
BCER Asset Transfer Administrator	Provide or verify the individual who will have access to TANC for processing transfers of assets and corporate structure changes. (Currently TANC only processes corporate structure changes but will later have added support for asset transfers.)
BCER Financial Administrator	Provide or verify the person responsible for managing Pre-Authorized Debit (PAD) agreements with the Regulator and act as the primary contact person for invoice or payment related topics.

Systems Contact * (For all email correspondence relating to the processing of this application.)

Contact Last Name * Contact First Name *
 Contact Phone * Contact Email *

Corporate Legal Address *

Address 1 * City *
 Address 2 Country *
 Address 3 Prov / State *
 Address 4 Postal / Zip *

▶ Corporate Contact Person Information
▶ OGC General Finance
▶ Primary User Security Administrator *
▶ Backup User Security Administrator
▶ OGC Company Administrator *
▶ OGC Asset Transfer Administrator *
▶ OGC Financial Administrator *

AD # Tab

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bc-er.ca.

Activity #	Tenures	Location/Name
WA # 09163	AD # 100016846	
WA# 09163	8009198	SPK ET AL CLARKE B- 089-K/094-J-10
Working Interest Component	ET AL	SPK ET AL CLARKE B-A089-K/094-J-10
Old Well Name	SPK ET AL CLARKE B- 089-K/094-J-10	SPK ET AL CLARKE B- 089-K/094-J-10 TO A-099F/094-J-10
New Well Name	DEVON ET AL CLARKE B- 089-K/094-J-10	SPK ET AL CLARKE LAKE D- 088-K/094-J-10
PROJECT# 00007131-1	8011560	FROM B-089K/094-J-10 TO A-099F/094-J-10
WA# 13830	9605436	SPK ET AL CLARKE LAKE D- 088-K/094-J-10
PROJECT# 000013113-1	8011560	FROM B-089K/094-J-10 TO A-099F/094-J-10
WA # 18542	9617676	SPK ET AL CLARKE B- 008-C/094-J-15
WA# 20698	9622104	SPK ADSETT D- 080-L/094-J-02
AOGA# 00015940		Campsite
AOGA# 00015941		Sump

Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Activity Summary Tab

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.

Attachments Tab

Documents uploaded by the transferor are available on this tab for review by the transferee company. Select download to view the document. Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. Repeat for each document required. All uploaded documents are viewable by the transferor and the Regulator. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Amalgamation Applications.

BC Corporate Registry Certificate

The amalgamation must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Amalgamation Certificates are not acceptable). For further information, visit the [BC Registry Services website](#) or call the Registrar of Companies at (250) 387-5101.

Note: the BC Corporate Registry amalgamation certificate is all that is required to assign the surface. **A Surface Assignment Agreement is not required.** Any "offered" tenure must be executed and received in our office with the required fees prior to the approval of the name change.

Proof of Insurance

If current insurance is not on file with the Regulator, it must be provided as part of the Corporate Amalgamation Application. Comprehensive General Liability Insurance with a minimum coverage of \$1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the BC Energy Regulator and His Majesty the King in Right of the Province of British Columbia, his employees, servants, and agents.” The address for the BC Energy Regulator is 6534 100th Ave., Fort St. John, BC, V1J 8C5.

Upload documents in the following conventions:

BC Registry Certificate_YYYYMMDD
 Insurance_YYYYMMDD
 Cover Letter_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

Comments Tab

This tab allows proponents to leave comments that the transferor and the Regulator can view when reviewing the application.

Submission

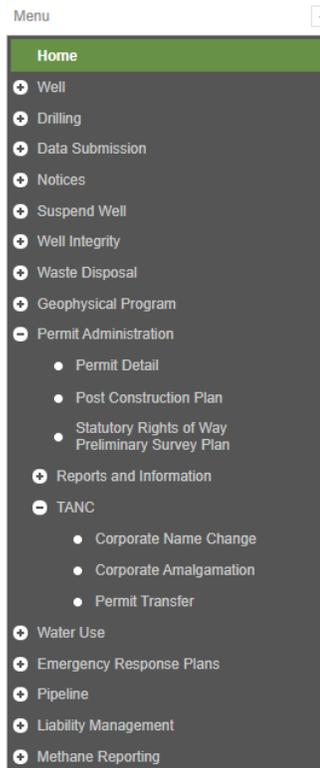
- | | |
|-------------------------------|--|
| Landowner Notification | The Regulator requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab. |
| PAD Agreement | Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup. |
| Declaration | By checking I Accept Responsibility, the applicant all of the assets in the application belong to the transferor and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct. |

Once all information has been provided and the application is ready to submit, select Submit. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit again to submit the Corporate Amalgamation Application.

10.9.3 Submit a Permit Transfer Application

Permit Transfer TANC Application - Transferor

To initiate a Permit Transfer application, select Permit Transfer under Permit Administration, TANC in the sidebar. The transferor company must initiate all transfer applications.



eSubmission menu sidebar

Choose the organization that owns the permits (the transferor) on the top right and then click on New Permit Transfer (Transferor) to begin the application.

Provide and/or update the information within all the tabs of the Permit Transfer Application including the permits to transfer and then Assign to Transferee. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Transfer Tab

Select the Operator Name of the company acquiring the Permits (the transferee). Indicate which company will be invoiced in AMS Payment beside the Corporation to be invoiced for Permit Transfer fees. Provide/update the systems contacts that will receive all emails relating to the processing of this application, including approval notification. The transferor system contact will default to the user logged in but may be adjusted. The initial contact provided for the transferee will be notified via email when you assign the application to their company for further processing.

Permit Selection Tab

Select Find Permits for Transferor to begin selecting the permits that will be included in the Permit Transfer application. Permits may be searched for by various fields and selecting Query Permit, or by selecting Query Permit without entering a search item, a list of all permits in the transferor's name will populate.

Select the permits to include in the transfer by selecting the appropriate checkbox and choosing Add Selected Permits to Transfer.

The screenshot shows the 'Find Permit' window with the following search criteria:

- Permit AD #: []
- Operator: Canadian Natural Resources Limited
- WA #: []
- Facility ID: []
- Geo #: []
- Road #: []
- Project #: []
- Associated Activity #: []
- Water Use #: []
- CIAS #: []
- Land ID: []
- Legacy OGC File #: []
- Tenure #: []

Buttons: Query Permit, Reset, Add Selected Permits to Transfer, Close

AD#	Type	Approval Date	Cancelled Date	Expired Date	Include in Transfer
100000043	Canadian Natural Resources Limited	1951-01-03			<input checked="" type="checkbox"/>
100000063	Canadian Natural Resources Limited	1952-05-11			<input type="checkbox"/>
100000096	Canadian Natural Resources Limited	1953-05-20			<input type="checkbox"/>
100000115	Canadian Natural Resources Limited	1953-09-25			<input type="checkbox"/>
100000131	Canadian Natural Resources Limited	1954-06-02			<input checked="" type="checkbox"/>
100000141	Canadian Natural Resources Limited	1954-10-06			<input type="checkbox"/>
100000146	Canadian Natural Resources Limited	1954-11-03			<input type="checkbox"/>
100000159	Canadian Natural Resources Limited	1955-01-04			<input type="checkbox"/>
100000161	Canadian Natural Resources Limited	1955-01-10			<input type="checkbox"/>
100000164	Canadian Natural Resources Limited	1955-01-25			<input type="checkbox"/>

1-10 out of 17877

Once all permits have been added, choose Confirm Permit List Complete.

Once permits have been confirmed they may not be removed from the application. Permits also cannot be added to the application once it has been confirmed. **If addition or removal of permits are required, the application must be discarded and restarted.** A second Permit Transfer

application may be started to transfer additional permits, if desired; creating multiple transfer applications between two companies.

If there are any considerations regarding the permits selected, a warning(s) will be displayed to the user to accept prior to confirming. These warnings will also be displayed to the transferee.

Validate Permit Selections

Warnings have been found for this transfer.

Warning flags can be reviewed for each activity in the AD# Tab.

This transfer has the following warnings:

WARNING – POST CONSTRUCTION PLANS REQUIRED

An activity included in this application requires a post-construction plan submission in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required post-construction plan may result in an administrative deficiency.

WARNING – SURVEY PLANS REQUIRED

A pipeline segment requires the submission of a survey plan for the associated tenure in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required survey plan will result in an administrative deficiency.

Confirm Permit List is Complete and Accept Warnings

Return to Application without Confirming

Examples of Permit Transfer Warnings prior to confirming permits

AD# Tab

This tab of the Permit Transfer Application displays all activities that are to be included in the permit transfer. It includes the details of each activity and identifies the following:

- Working Interest Changes – where the working interest component has updated.
- Tenure Change – where the tenure number related to the associated has been updated.
- Deficiencies – where inspection or administrative deficiencies are outstanding for the activity.
- Post Construction Plan Required – where a post construction plan submission is outstanding.
- Survey Plan Required – where a survey plan submission is outstanding.
- As Built Required – where an as built submission is outstanding.
- Open Cutting Permit – where there is a related cutting permit that is open – open cutting permits will be automatically closed.

Deficiencies, post construction plans, survey plans and as built submissions will be the responsibility of the transferee. Where a cutting permit will be required, the transferee must apply for a new cutting permit once the permit transfer application has been approved.

Changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.



Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and select save to update the well name.

Changes to tenures may be made for activities that are on crown land that do not have a linked tenure file. In order to reflect a change, select the tenure field required; only fields that indicate “Add Tenure” may be edited. Select Add Tenure File in the pop out, enter the tenure file in the field provided, and save. Multiple Tenure File numbers may be added. Only tenures currently in the transferor or transferee’s name in KERMIT may be entered.



Activity Summary Tab

This tab provides a count of the activities that are part of the Permit Transfer Application including the count of activities that are chargeable for transfer.

Attachments Tab

If there are associated deficiencies for any of the permits in the transfer, an Operator Deficiency Report for those AD #s will be automatically attached in this tab for the review of all parties.

If a supplementary Land Act Tenure transfer will be included (i.e. well extensions), select Yes to the question - Do you have Land Act Tenures not associated to an AD# that you would like to transfer. Otherwise select No. For more information on Land Act Transfers, please see the [Permit Operations and Administration manual](#).

Surface Assignment and Canada Energy Regulator (CER) documentation is not indicated as mandatory at this stage. However, if these documents are required they will be marked as mandatory when the transferee submits the application to the Regulator for review. It is the decision of the transferor and transferee which party is responsible to upload this document. As such, upload these documents in this tab if applicable.

For more information on Surface Assignment documentation requirements, please see the [Permit Operations and Administration manual](#). For more information on CER documentation requirements, please see the [Permit Operations and Administration manual](#).

Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. All uploaded documents will be viewable by the transferee and the Regulator. Document types that can be uploaded include PDF, DOC, and DOCX.

Upload documents using the following naming conventions:

Surface Assignment_YYYYMMDD
Surface Assignment Schedule A_YYYYMMDD
CER Board Order_YYYYMMDD
CER Approval Letter_YYYYMMDD
Legal Plan_YYYYMMDD

For example – Surface Assignment_2021JUL12

Comments Tab

This tab allows the transferor to leave comments that the transferee and the Regulator can view when reviewing the application.

Assign to Transferee Tab

If the transferor has indicated their company as responsible for AMS payment, confirmation regarding the company's PAD agreement will be requested. Indicate if a PAD agreement, blank

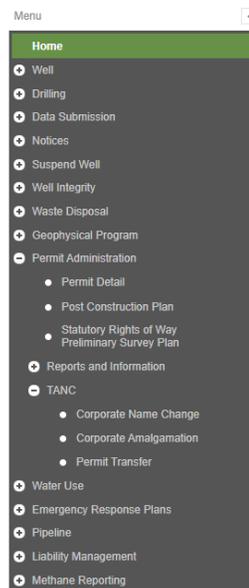
cheque and authorization for designation of financial administrator have been submitted. This submission is required for ePayment module account setup.

By checking I Accept Responsibility, the applicant confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct; understands that the transferor will be unable to submit amendment applications in AMS for the assets in the application; understands invoice information will be found in AMS Payment.

Once all information has been provided, select Assign to Transferee. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Assign to Transferee again to assign the Permit Transfer Application.

Permit Transfer TANC Application - Transferee

Once the transferor has successfully assigned the Permit Transfer Application to the transferee, an email notification will be sent to the transferee's system contact provided by the transferor. To continue the Permit Transfer Application, select Permit Transfer under Permit Administration, TANC in the sidebar.



eSubmission menu sidebar

The Transferee can review the permits included in the Permit Transfer and then submit the application to the Regulator for review. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Transfer Tab

The Transferor and Transferee Corporate Information along with the Transferor System Contact is read only to the Transferee. The transferee system contact has been provided by the transferor but may be updated and will receive all emails related to processing this application.

Provide/update the transferee company's directors. Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.

The screenshot shows a 'Company Director' form with the following fields and sections:

- Title ***: Text input field.
- Director Start Date ***: Text input field.
- Director End Date**: Text input field.
- Contact Verified ***: Dropdown menu with 'Yes' selected.
- Last Name ***: Text input field.
- First Name ***: Text input field.
- Middle Name**: Text input field.
- Telephone ***: Text input field with a country code dropdown.
- Fax**: Text input field with a country code dropdown.
- Email ***: Text input field.
- Mailing Address: (only if different from corporate address)**:

Address	City
Address 1	
Address 2	
Address 3	
Address 4	
City	
Country	
Prov / State	
Postal / Zip	

At the bottom of the form are 'Save' and 'Cancel' buttons.

Pop-up screen that displays after selecting Add Director on the Transfer tab.

Permit Selection Tab

Permits included in the transfer are listed here for confirmation.

WARNING – POST CONSTRUCTION PLANS REQUIRED

An activity included in this application requires a post-construction plan submission in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required post-construction plan may result in an administrative deficiency.

WARNING – SURVEY PLANS REQUIRED

A pipeline segment requires the submission of a survey plan for the associated tenure in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required survey plan will result in an administrative deficiency.

Confirm Permit List is Complete and Accept Warnings

Return to Application without Confirming

Examples of Permit Transfer Warnings prior to confirming permits

AD# Tab

This tab of the Permit Transfer Application displays all activities that have been included in the permit transfer. It includes the details of each activity and identifies the following:

- Working Interest Changes – where the working interest component has updated.
- Tenure Change – where the tenure number related to the associated has been updated.
- Deficiencies – where inspection or administrative deficiencies are outstanding for the activity.
- Post Construction Plan Required – where a post construction plan submission is outstanding.
- Survey Plan Required – where a survey plan submission is outstanding.
- As Built Required – where an as built submission is outstanding.
- Open Cutting Permit – where there is a related cutting permit that is open – open cutting permits will be automatically closed.

Deficiencies, post construction plans, survey plans and as built submissions will be the responsibility of the transferee. Where a cutting permit will be required, the transferee must apply for a new cutting permit once the permit transfer application has been approved.

Changes to well names that are the result of a change in working interests may be updated on this tab. Well name changes made by the transferor may be viewed but not edited. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.



Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Changes to tenures may be made for activities that are on crown land that do not have a linked tenure file. Tenures added by the transferor may be viewed but not edited. In order to reflect a change, select the tenure field required; only fields that indicate “Add Tenure” may be edited. Select Add Tenure File in the pop out, enter the tenure file in the field provided, and save. Only tenures currently in the transferor or transferee’s name in KERMIT may be entered.



Activity Summary Tab

This tab provides a count of the activities that are part of the Permit Transfer Application including the count of activities that are chargeable for transfer.

question - Do you have Land Act Tenures not associated to an AD# that you would like to transfer.

Attachments Tab

If there are associated deficiencies for any of the permits in the transfer, an Operator Deficiency Report for those ADs will be automatically attached in this tab for the review of all parties.

If there are tenure files associated to the permits in the Permit Transfer Application, a Surface Assignment and Surface Assignment Schedule A will be mandatory attachments. Likewise, if the transferor has indicated Yes to the question Do you have Land Act Tenures not associated to an AD# that you would like to transfer, a Surface Assignment and Surface Assignment Schedule A will

be mandatory attachments. For more information on Land Act Transfers, please see the [Permit Operations and Administration manual](#).

Surface Assignment and Canada Energy Regulator (CER) documentation is not indicated as mandatory for the transferor as it may be uploaded by either the transferor or the transferee. However, if these documents are required and have not yet been attached, they will be marked as mandatory prior to submitting the application to the Regulator. It is the decision of the transferor and transferee which party is responsible to upload this document. As such, upload these documents in this tab if applicable.

For more information on Surface Assignment documentation requirements, please see the [Permit Operations and Administration manual](#). For more information on CER documentation requirements, please see the [Permit Operations and Administration manual](#).

Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. All uploaded documents will be viewable by the transferor and the Regulator. Document types that can be uploaded are PDF, DOC, and DOCX.

Upload documents using the following naming conventions:

Surface Assignment_YYYYMMDD
Surface Assignment Schedule A_YYYYMMDD
CER Board Order_YYYYMMDD
CER Approval Letter_YYYYMMDD
Legal Plan_YYYYMMDD

For example – Surface Assignment_2021JUL12

Comments Tab

This tab allows the transferee to leave comments that the transferor and the Regulator can view when reviewing the application.

Submission Tab

The Regulator requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.

If the transferor has indicated the transferee as responsible for AMS payment, confirmation regarding the company's PAD agreement will be requested. Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for ePayment module account setup.

By checking I Accept Responsibility, the applicant confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; declares the transferee is the holder of, or has an agreement with the holder of, the PNG rights of any wells within the application; attests that all of the information provided on the application is true and correct; understands invoice information will be found in AMS Payment.

Once all information has been provided, select Submit. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit again to assign the Permit Transfer Application.

Chapter 11: Water Use

11.1 Introduction

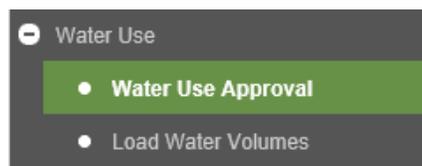
As a condition of all Water Use authorizations granted by the Regulator under [Section 10](#) of the [Water Sustainability Act](#), permit holders are required to submit monthly water volume withdrawal data on a quarterly basis for each approved withdrawal location for a Point of Diversion (POD) approval or, in the case of a Basin approval, as a cumulative total for each approved basin. This data is required to be reported to the Regulator as follows:

Reporting Quarter	Reporting Period	Report By Date
Q1	January – March	April 25 th
Q2	April - June	July 25 th
Q3	July - September	October 25 th
Q4	October - December	January 25 th

eSubmission provides permit holders the ability to search for Water Use approvals, generate templates for making submissions and submit water withdrawal volumes. Previously reported volumes can also be corrected through eSubmission.

11.2 Retrieve a Water Use Approval

Prior to submitting withdrawal volumes, permit holders can search for Water Use approvals they are authorized to view and make submissions for in order to view the details of an approval and any previously reported volumes. To retrieve a Water Use approval, expand the Water Use option in the Navigation Menu and select the Water Use Approval option:



On the Water Use Approval screen, users can search for Water Use approvals in one of the three following ways. Each option requires a user select an Operator from the drop-down list prior to executing a search.

1) User Entered Criteria

Allows users to search for an approval using any of the available fields. For example, for a Legacy OGC File #:

The screenshot shows a search form with the following fields and values:

- Operator: Canadian Natural Resources Limited
- Water Use Type: POD
- Water Use #: (empty)
- Permit AD#: (empty)
- Legacy OGC File#: 9640***
- Active between: yyyy-MM-dd and yyyy-MM-dd
- Use Selection Criteria: (highlighted with a red box)
- Active this Quarter:
- Submission Due:

Buttons: Find, Reset. Instruction: Mouse click Water Use # to view water use details. Select one or more Water Use records to generate submission file.

2) Approvals Active in the Current Quarter

Allows users to search for Water Use approvals active in the current calendar year quarter. An active Water Use approval is defined as having an:

- Effective Date >= Quarter of Interest, and
- Termination OR Cancelled Date < Quarter of Interest

For example, if a user searches for an active Water Use approval in August 2016, the query will return all approvals for the permit holder active in Q3 (July – September).

The screenshot shows a search form with the following fields and values:

- Operator *: Canadian Natural Resources Limited
- Water Use Type: POD and BASIN
- Water Use #: (empty)
- Permit AD#: (empty)
- Legacy OGC File#: (empty)
- Active between: yyyy-MM-dd and yyyy-MM-dd
- Use Selection Criteria:
- Active this Quarter: (highlighted with a red box)
- Submission Due:

Buttons: Find, Reset. Instruction: Mouse click Water Use # to view water use details. Select one or more Water Use records to generate submission file.

3) Approvals Where Submissions are Due

Allows users to search for Water Use approvals requiring the submission of withdrawal volumes. A submission shall be considered due where an approval was active in a quarter which has now passed and volumes remain outstanding for submission for the quarter which has passed. A submission shall no longer be considered due once volumes have been submitted for the quarter which has passed.

The screenshot shows a search form with the following fields and values:

- Operator *: Canadian Natural Resources Limited
- Water Use Type: POD and BASIN
- Water Use #: (empty)
- Permit AD#: (empty)
- Legacy OGC File#: (empty)
- Active between: yyyy-MM-dd and yyyy-MM-dd
- Use Selection Criteria:
- Active this Quarter:
- Submission Due: (highlighted with a red box)

Buttons: Find, Reset. Instruction: Mouse click Water Use # to view water use details. Select one or more Water Use records to generate submission file.

Select Find to execute a search. Search results are displayed immediately below the search criteria:

Operator * Water Use Type

Water Use # Permit AD# Legacy OGC File#

Active between and

Use Selection Criteria Active this Quarter Submission Due

Mouse click Water Use # to view water use details. Select one or more Water Use records to generate submission file.

Water Use#	Legacy OGC File #	Type	Permit AD#	Operator	Effective Date	Termination Date	Cancel Date	Submission Due	Include in Water Use File
0004324	9641460	POD	100081336	Encana Corporation	2015-01-01	2016-12-31		Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>
0004389	9640194	POD	100082389	Encana Corporation	2015-07-16	2017-07-15		Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>
0004628		POD	100101011	Encana Corporation	2016-11-15	2017-03-31		Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>
0004655		POD	100101363	Encana Corporation	2017-01-15	2019-01-14		Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>

1-4 out of 4

Users can determine where a submission is due for a Water Use # by selecting ‘Show’ to display the POD(s) and month(s) submissions are due for.

tion Date	Cancel Date	Submission Due
		Yes <input type="button" value="Show"/>

Submission Due

- ▼ **POD 1**
 - Period 201610
 - Period 201611
 - Period 201612
- ▼ **POD 2**
 - Period 201610
 - Period 201611
 - Period 201612

11.3 View a Water Use Approval

Users can view the details of a Water Use approval by selecting a Water Use # from the search results. On selection, a screen containing the details of the approval and any previously reported withdrawal volumes submitted to the Regulator will be displayed:

Permit AD#: Water Use#: Effective: 2014-12-05 Termination: 2016-12-04 Cancelled:
 Activity Description: POD Operator: [Find Water Use Approval](#)

Water Source

Water Use #	POD #	Water Source Type	Water Source Name	Purpose	Approved Volume(m3/Day)	Approved Total(m3)	Total Withdrawal Volume(m3)	Display
	69	Water Source Dugout	Borrow Pit	Road Maintenance	0	13,125	170	View in Map
	70	Water Source Dugout	Borrow Pit	Road Maintenance	0	2,625	40	View in Map
	71	Water Source Dugout	Borrow Pit	Road Maintenance	0	5,250	255	View in Map
	72	Water Source Dugout	Borrow Pit	Road Maintenance	0	10,000	173	View in Map
	73	Water Source Dugout	Borrow Pit	Road Maintenance	0	5,625	441	View in Map
	74	Water Source Dugout	Borrow Pit	Road Maintenance	0	6,750	0	View in Map
	76	Water Source Dugout	Borrow Pit	Road Maintenance	0	13,125	0	View in Map
	79	Water Source Dugout	Borrow Pit	Road Maintenance	0	6,875	0	View in Map
	80	Water Source Dugout	Borrow Pit	Road Maintenance	0	6,000	0	View in Map
	81	Water Source Dugout	Borrow Pit	Road Maintenance	0	9,000	0	View in Map
	82	Water Source Dugout	Borrow Pit	Road Maintenance	0	2,250	0	View in Map
	83	Water Source Dugout	Borrow Pit	Road Maintenance	0	9,375	0	View in Map
	84	Water Source Dugout	Borrow Pit	Road Maintenance	0	12,750	0	View in Map
	85	Water Source Dugout	Borrow Pit	Road Maintenance	0	9,188	0	View in Map
	86	Water Source Dugout	Borrow Pit	Road Maintenance	0	3,000	0	View in Map
	87	Water Source Dugout	Borrow Pit	Road Maintenance	0	5,250	0	View in Map
	88	Water Source Dugout	Borrow Pit	Road Maintenance	0	6,000	0	View in Map
	89	Water Source Dugout	Borrow Pit	Road Maintenance	0	3,000	0	View in Map
	90	Water Source Dugout	Borrow Pit	Road Maintenance	0	1,875	82	View in Map

If multiple PODs or Basins have been authorized as part of a Water Use approval, a user can select an individual POD or Basin from the list to view its details.

11.3.1 View a Point of Diversion

To view a POD, first make a selection from the list of approved PODs in a Water Use approval:

Permit AD#: Water Use#: Effective: 2012-09-17 Termination: 2012-11-20 Cancelled: 2014-07-23
 Activity Description: POD Operator: [Find Water Use Approval](#)

Water Source

Water Use #	POD #	Water Source Type	Water Source Name	Purpose	Approved Volume(m3/Day)	Approved Total(m3)	Total Withdrawal Volume(m3)	Display
	1	Lake/Pond	Unnamed		450	95,000	0	View in Map
	3	Lake/Pond	Unnamed		450	95,000	0	View in Map
	4	Lake/Pond	August		450	95,000	0	View in Map
	5	Lake/Pond	Unnamed		450	95,000	0	View in Map

On selection, the details of the selected POD and any submitted withdrawal volumes will be displayed:

Permit AD#: Water Use#: 0008912 Effective: 2015-08-13 Termination: 2017-08-12 Cancelled:
 Activity Description: POD Operator: [Find Water Use Approval](#)

[Water Source](#) [Map](#)
[All Sources](#)

1 of 5

Water Use #	POD #	Water Source Type	Water Source Name	Purpose	Approved Volume(m3/Day)	Approved Total(m3)	Total Withdrawal Volume(m3)	Display
	1	Water Source Dugout	Borrow Pit		0	16,200	285	View in Map

Zone 10 Northing 62631 Easting 5415

Month	Withdrawal Volume (m3)
201508	0
201509	0
201510	0
201511	0
201512	0
201601	55
201602	56
201603	57
201604	58
201605	59

1-10 out of 10

Only withdrawal volumes submitted to the Regulator will be displayed for each month a submission has been made for. Months that a permit holder was approved to withdraw water during that have an outstanding submission will not be displayed.

Users can navigate between PODs by selecting the Back and Forward functions as follows:

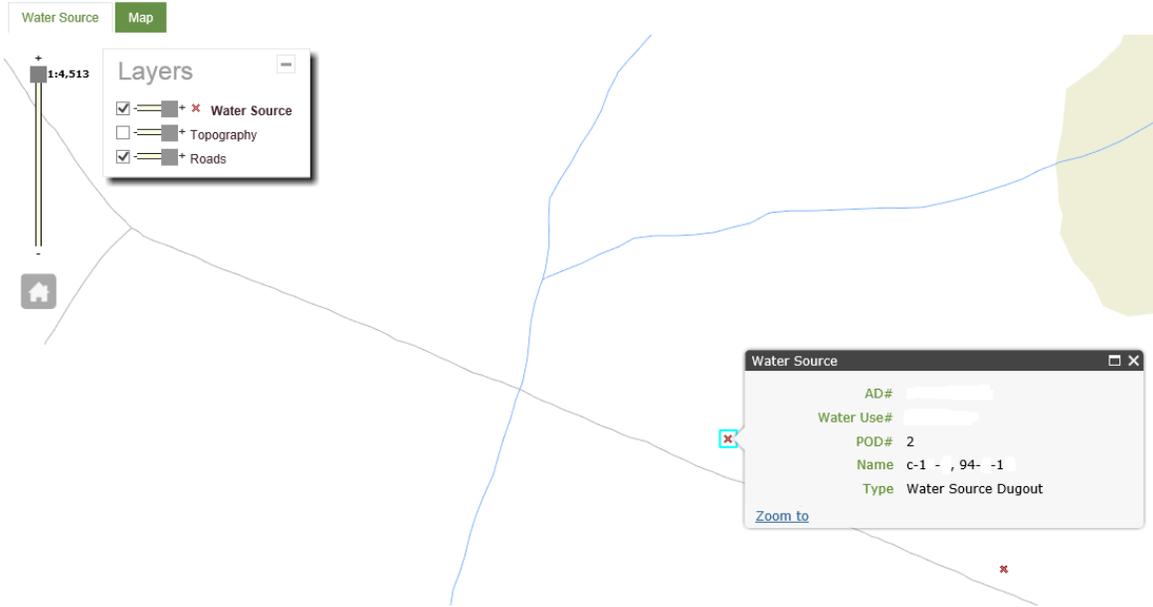
1 of 9

Purpose	Approved Volume(m3/Day)	Approved Total(m3)
	0	4,500

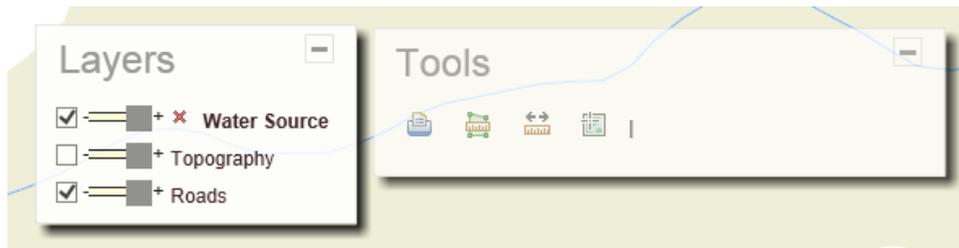
For an individual POD, users can also choose to view the approval spatially in a map viewer by selecting the View in Map option:

Display
View in Map
View in Map

The map viewer will open in a Map tab. Upon opening, the attributes of the POD approval will be displayed. Alternatively, the map viewer can be accessed by selecting the Map tab.



In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.



To return to the details of the approval from the map viewer, select the Water Source tab.

Users can go back to the list of all PODs by selecting the All Sources option:



11.3.2 View a Basin

To view a specific Basin, first make a selection from the list of approved Basins for a Water Use #.

Basin Name	Purpose	Approved Volume(m3/Day)	Approved Total(m3)	Total Withdrawal Volume(m3)
Fontas River	Road Maintenance	45	10,000	2,460
Kahntah River	Road Maintenance	45	10,000	0
Lower Sikanni Chief River	Road Maintenance	45	10,000	0

<< 1 - 3 of 3 >>

Users can navigate between Basins by selecting the Back and Forward functions:

<<	4 of 5	>>
Approved Volume(m3/Day)		
45		

Alternatively, a user can go back to the list of all of the Basins by selecting the All Basins option:

Permit AD#: **Water Use#:** **Effective:** 2014-01-08
Activity Description: BASIN **Operator:**

11.4 Generate a Water Use Submission Template

In order to make a Water Use submission in eSubmission a user must first generate a submission template for one or many Water Use numbers.

Each template includes all months that a Water Use number is approved to withdraw water in. This allows users to submit volumes withdrawn for each approved month following the end of a calendar year quarter reporting period. Both POD and Basin approvals can be managed together in a single template file, thereby reducing the number of submissions users are required to make.

Operators may choose to generate a Water Use template at any time following the approval of a Water Use authorization. Each time a template is generated it will contain any previous volumes successfully submitted to the Regulator.

Note: To edit a template, users must have an XML (Extensible Markup Language) editor installed on their machine. A number of XML editors are available for industry use, either free-of-charge or at a cost – such as [Notepad++](#).

To generate a template a user must first select one or many Water Use numbers for inclusion. Users may only select Water Use numbers for inclusion in the template based on the results of a search. For example, if a user searches for all POD submissions due, only the resulting records will be available for selection and inclusion in the file.

A user can select one or many Water Use numbers to include in the file by selecting the Include in Water Use Submission Template option. Either All or individual Water Use numbers from the search results can be selected.

Submission Due	Include in Water Use Submission Template
Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/> All
Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>
Yes <input type="button" value="Show"/>	<input checked="" type="checkbox"/>

There are no restrictions around which Water Use number(s) a user can include in a template. A user may choose to include only Water Use numbers where a POD submission is due. Or, a user may want to make submissions for a specific time period so they may choose to search for a particular time period in which one or many approvals were active.

Alternatively, a user may generate individual templates for each Water Use number. However, this approach is not recommended as it increases the number of templates a user is required to manage and make submissions for.

Once the Water Use number(s) of interest for inclusion in the template are selected, navigate to bottom of the screen and select the Generate XML Submission Template option to create the submission template:



On download, users will be prompted to Open or Save the template generated by eSubmission:



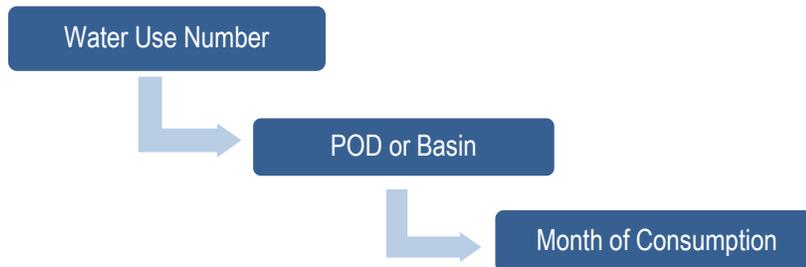
Select the desired option (Open or Save) and then open the file in the desired XML editor. The XML editor used for demonstration purposes only in this guide is Notepad++.

For users wanting to auto-generate XML files from internal databases containing water withdrawal volumes, an XSD file describes the elements in the XML file and is available for download as indicated below. If assistance is required for enabling this functionality, please contact [servicedesk@bc-er.ca](mailto: servicedesk@bc-er.ca)



11.5 Record Water Withdrawal Volumes

Water Use templates follow a standard structure that groups months approved by POD or Basin for a Water Use number:



In the template, expand all folders. Start with the 'waterUsesReport' folder. This folder contains the Permit Holder and ID. Next, expand a 'waterUse' folder to view a single Water Use approval. Then expand a POD or Basin folder (depending on the Water Use approval type) to view the months approved for withdrawing water volumes.

```

1 <?xml version="1.0" encoding="UTF-8" standalone="yes"?>
2 <waterUsesReport xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" company="BTS Training Company"
3 <waterUse waterUseNum="0004421">
4 <pod podNumber="1" purpose="Road Maintenance" type="Stream/River" name="Boat Creek" zone="10"
5 <consumption year="2015" month="9" volume="8677"/>
6 <consumption year="2015" month="10" volume="59701"/>
7 <consumption year="2015" month="11" volume="0"/>
8 <consumption year="2015" month="12" volume="0"/>
9 <consumption year="2016" month="1" volume="0"/>
10 <consumption year="2016" month="2" volume="0"/>
11 <consumption year="2016" month="3" volume="0"/>
12 <consumption year="2016" month="4" volume="0"/>
13 <consumption year="2016" month="5" volume="0"/>
14 <consumption year="2016" month="6" volume="0"/>
15 <consumption year="2016" month="7" volume="2180"/>
16 <consumption year="2016" month="8" volume="0"/>
  
```

In the example below, two separate Water Use approvals have been included in the template.

```

1  <?xml version="1.0" encoding="UTF-8" standalone="yes"?>
2  <waterUsesReport xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" company="BTS Training
3  <waterUse waterUseNum="0004421">
4      <pod podNumber="1" purpose="Road Maintenance" type="Stream/River" name="Boat Creek" :
5          <consumption year="2015" month="9" volume="8677"/>
6          <consumption year="2015" month="10" volume="59701"/>
7          <consumption year="2015" month="11" volume="0"/>
8          <consumption year="2015" month="12" volume="0"/>
9          <consumption year="2016" month="1" volume="0"/>
10         <consumption year="2016" month="2" volume="0"/>
11         <consumption year="2016" month="3" volume="0"/>
12         <consumption year="2016" month="4" volume="0"/>
13         <consumption year="2016" month="5" volume="0"/>
14         <consumption year="2016" month="6" volume="0"/>
15         <consumption year="2016" month="7" volume="2180"/>
16         <consumption year="2016" month="8" volume="0"/>
17     </pod>
18 </waterUse>
19 <waterUse waterUseNum="0004512">
20     <pod podNumber="1" purpose="Oil Field Injection (includes Hydraulic Fracturing)" typ
21         <consumption year="2016" month="3" volume="0"/>
22         <consumption year="2016" month="4" volume="0"/>
23         <consumption year="2016" month="5" volume="0"/>
24         <consumption year="2016" month="6" volume="0"/>
25         <consumption year="2016" month="7" volume="0"/>
26         <consumption year="2016" month="8" volume="107"/>
27         <consumption year="2016" month="9" volume="80"/>
28         <consumption year="2016" month="10" volume="-999"/>
29         <consumption year="2016" month="11" volume="-999"/>
30         <consumption year="2016" month="12" volume="-999"/>
31         <consumption year="2017" month="1" volume="-999"/>
32         <consumption year="2017" month="2" volume="-999"/>
33         <consumption year="2017" month="3" volume="-999"/>
34     </pod>
35     <pod podNumber="2" purpose="Oil Field Injection (includes Hydraulic Fracturing)" typ
36         <consumption year="2016" month="3" volume="0"/>
37         <consumption year="2016" month="4" volume="0"/>
38         <consumption year="2016" month="5" volume="0"/>
39         <consumption year="2016" month="6" volume="0"/>
40         <consumption year="2016" month="7" volume="0"/>
41         <consumption year="2016" month="8" volume="12"/>
42         <consumption year="2016" month="9" volume="0"/>
43         <consumption year="2016" month="10" volume="-999"/>
44         <consumption year="2016" month="11" volume="-999"/>
45         <consumption year="2016" month="12" volume="-999"/>
46         <consumption year="2017" month="1" volume="-999"/>
47         <consumption year="2017" month="2" volume="-999"/>
48         <consumption year="2017" month="3" volume="-999"/>
49     </pod>
50 </waterUse>
51 </waterUsesReport>

```

Each month approved for water withdrawal at a Point of Diversion will be displayed in a template. If present, monthly withdrawal. Volumes previously reported to the Regulator will be displayed.

Months requiring a submission will have a volume of -999. Operators are required to submit monthly volumes by the 25 day following the end of each calendar year quarter. However, eSubmission provides operators the option to submit volumes after each month has passed, or immediately following the termination or cancellation of an approval. Volumes for months that have not yet passed should always be left as -999.

```

<waterUse waterUseNum="0004512">
  <pod podNumber="1" purpose="Oil Field Injection (includes Hydraulic Fracturing)"
    <consumption year="2016" month="3" volume="0"/>
    <consumption year="2016" month="4" volume="0"/>
    <consumption year="2016" month="5" volume="0"/>
    <consumption year="2016" month="6" volume="0"/>
    <consumption year="2016" month="7" volume="0"/>
    <consumption year="2016" month="8" volume="107"/>
    <consumption year="2016" month="9" volume="80"/>
    <consumption year="2016" month="10" volume="-999"/>
    <consumption year="2016" month="11" volume="-999"/>
    <consumption year="2016" month="12" volume="-999"/>
    <consumption year="2017" month="1" volume="-999"/>
    <consumption year="2017" month="2" volume="-999"/>
    <consumption year="2017" month="3" volume="-999"/>
  </pod>
</waterUse>

```

Volumes being reported must be ≥ 0 . If no water was withdrawn for an approved month, a submission of 0 is still required to be submitted to indicate that no water was withdrawn for a given month.

```

<waterUse waterUseNum="0004512">
  <pod podNumber="1" purpose="Oil Field Injection (includes Hydraulic Fracturing)"
    <consumption year="2016" month="3" volume="0"/>
    <consumption year="2016" month="4" volume="0"/>
    <consumption year="2016" month="5" volume="0"/>
    <consumption year="2016" month="6" volume="0"/>
    <consumption year="2016" month="7" volume="0"/>
    <consumption year="2016" month="8" volume="107"/>
    <consumption year="2016" month="9" volume="80"/>
    <consumption year="2016" month="10" volume="-999"/>
    <consumption year="2016" month="11" volume="-999"/>
    <consumption year="2016" month="12" volume="-999"/>
    <consumption year="2017" month="1" volume="-999"/>
    <consumption year="2017" month="2" volume="-999"/>
    <consumption year="2017" month="3" volume="-999"/>
  </pod>
</waterUse>

```

Users may choose to modify an existing volume by adjusting an existing withdrawal volume reported to the Regulator. A new template that contains the most recent volume submitted to the Regulator is not required in order to modify an existing volume.

Once all volumes are correctly entered, save the file and ensure it adheres to the standard file naming convention:

STWU_YYYYMM_OPERATORCODE_OPTIONAL.XML

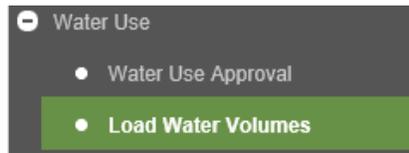
The following table provides a breakdown of each of the components of the file naming convention:

Component	Description	Required to be Modified a User?
STWU	A system generated submission type identifier.	No
YYYYMMM	The year and month the submission is being made by the user in eSubmission.	Yes

OPERATORCODE	A system generated identifier for the operator the submission is being made on behalf of.	No
OPTIONAL	Optional text string that users can add to customize the file for their own tracking purposes.	Optional

11.6 Make a Water Use Submission

To upload a populated template in eSubmission select the Load Water Volumes option in the Navigation Menu:



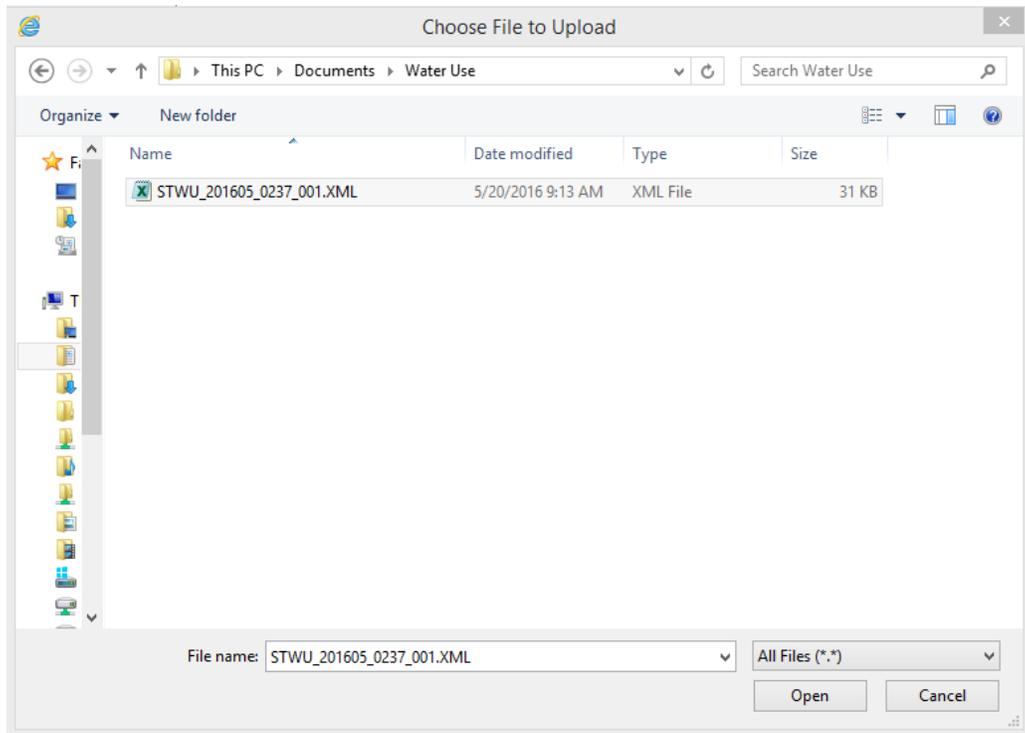
Users are required to select an organization they are authorized to make a submission on behalf of prior to making a submission. Users may only make submissions for one organization at a time. In the example below, the user is authorized to make Water Use submissions on behalf of two permit holders and must choose one permit holder to make a submission for:



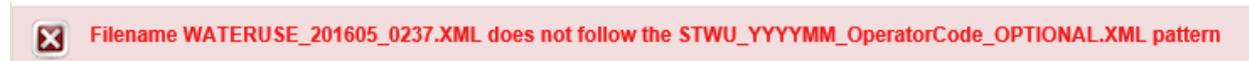
Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add one or many files for submission to the Regulator. Select the Add function to navigate to the file(s) for uploading:



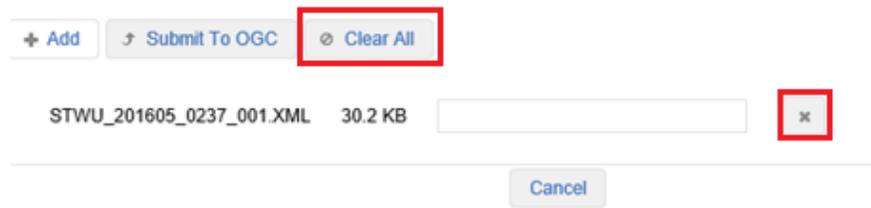
Then select one or many populated templates to upload in a submission:



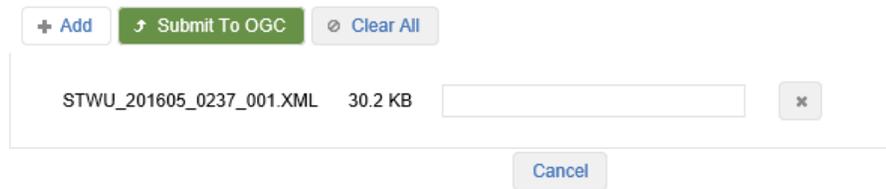
If a user attempts to upload a file where the file name does not adhere to the naming submission standard a user will receive an error message indicating the required file naming standard. In this case, users are required to manually remove files not adhering to the naming convention and adjust the file name before re-adding the file.



Once a file is added successfully, it will appear in the file list for uploading. Users can choose to remove files upon adding them should they need to.



Select the Submit to OGC option to submit the uploaded file(s) to the Regulator:



On successful upload, the following message will be displayed containing the names of the file(s) successfully uploaded and a system generated submission receipt number for reference purposes:

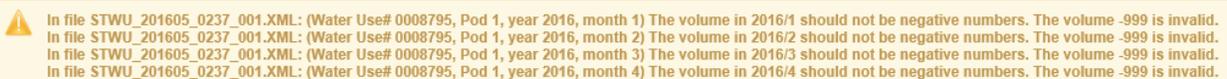


Users can view submitted volumes immediately upon upload by searching for and viewing the withdrawal volumes for a Water Use number.

Where a user has made an error in a submission, a subsequent submission with corrected volumes can be made. Subsequent submissions require a change to the file name since each file name must be unique.

11.6.1 Unreported Volumes

If a user has not reported volumes for a Water Use approval active in months that have now passed, the following error message indicating a volume of -999 is invalid will be displayed.



eSubmission will accept valid volumes reported in a submission but will not accept invalid volumes. Invalid volume submissions do not exempt a permit holder from submissions due.

11.6.2 Reporting Volumes Outside an Approved Window

If a user attempts to report withdrawal volumes outside of the approved window for a Water Use number either by way of adding a new month to or modifying an existing month to a different month in the template, an error message indicating the Water Use number, POD or Basin and year and month the volume is being reported for will be displayed to the user, prompting self-disclosure to the Regulator's Compliance & Enforcement branch:



eSubmission will accept any volumes reported in the submission a permit holder was approved to withdraw water during, but it will not accept any volumes reported outside of an approved window.

11.7 Submission History

After uploading a Water Use file it will be visible in the submission history log of the Load Water Volumes page.

Submission Number	File Name	Uploaded Date	Records	Errors
242192	STWU_201605_0237_001.XML	2016-05-20	324	4

Users can view the data in an individual submission by selecting the submission from the submission history log. A submission may or may not contain errors. Errors indicating unsuccessfully submitted records will be highlighted in yellow. For example:

0008833	17	201506	0
SUCCESS: update			
0008833	17	201507	0
SUCCESS: update			
0008833	17	201508	0
SUCCESS: update			
0008833	17	201509	0
SUCCESS: update			
0008833	17	201510	0
SUCCESS: update			
0008833	17	201511	0
SUCCESS: update			
0008833	17	201512	0
SUCCESS: update			
0008833	17	201601	-999
ERROR: The volume in 2016/1 should not be negative numbers. The volume -999 is invalid.			
0008833	17	201602	-999
ERROR: The volume in 2016/2 should not be negative numbers. The volume -999 is invalid.			
0008833	17	201603	-999
ERROR: The volume in 2016/3 should not be negative numbers. The volume -999 is invalid.			
0008833	17	201604	-999
ERROR: The volume in 2016/4 should not be negative numbers. The volume -999 is invalid.			

A common error encountered is ERROR: The volume in YYYY/MM should not be negative numbers. The volume -999 is invalid. This error indicates a submission remains outstanding for the month displayed.

Users can navigate back to the Water Use Approval option in the Navigation menu to search for the Water Use approval(s) a submission was made for. If a user made successful submissions for all Water Use approvals that were previously displaying as due, when a search is conducted for submissions due there should no longer be any Water Use approvals listed.

Chapter 12: Security & Emergency Management

12.1 Introduction

An emergency response plan is required for all oil, gas and geothermal activities where a hazard exists. Permit holders are required to maintain their plans, providing updates as necessary to ensure the actions outlined in the plan address the full range of identified hazards, and that all response resources are sufficient and available to meet such hazards.

When an oil or gas permit holder operates a dam for the purpose of water supply to their oil or gas operations, the provisions of the Dam Safety Regulation, Section 9, can be met within the scope of a field or facility emergency response plan. This is accomplished by adding the appropriate mapping (inundation zone) and hazard response processes specific to the dam site.

12.2 Submitting a new Core ERP

To submit a new Core ERP select Emergency Response Plans in the navigation Menu.



Select your Organization.

Organization:

Select New Core.

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

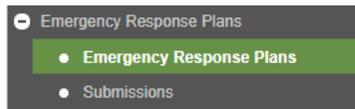
Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email with the status (accepted or rejected).

12.3 Submitting a new Field ERP (field, D&C, or workover)

To submit a new Core ERP select Emergency Response Plans in the navigation Menu



Select your Organization.

Select new supplemental.

[New Core](#) [New NEB](#) [New Supplemental](#)

Select the Core to which the supplemental applies.



On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email with the status (accepted or rejected).

12.4 Submitting a new CER ERP

To submit a new CER ERP select Emergency Response Plans in the navigation Menu.



Select your Organization.

Select new CER.



On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

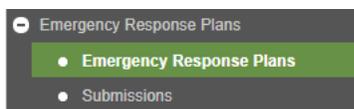
Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed, you will receive a follow up email.

12.5 To Search for an ERP

To search for all your organization's existing ERPs select Emergency Response Plans in the navigation Menu



Select your Organization.

Organization:

All ERPs on file with the Regulator will appear.

12.6 Updating an existing ERP

To update an existing ERP select Emergency Response Plans in the navigation Menu.



Select your Organization.

Organization:

Click the update icon for the ERP you wish to update. 

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email.

12.7 To Upload Activities Using a File

To assist users in adding multiple assets at once, the Administration tab (for Supplemental ERP Submissions) has a file uploader widget. This widget provides the user with an option to build and replace the current list of assets using a .csv or .txt file.

To upload a file

On the Administration tab:

Click “Choose”.

Activities

Select Choose to populate all activities from a file. Use the Add, Remove or Clear options to manage activities manually.



A pop up box will open allowing you to choose your file. Select your file and click “Open”. Once your file has loaded, click “Upload Activities”. Note, only one file can be uploaded at a time. A filing naming convention is not required.

Activities

Select Choose to populate all activities from a file. Use the Add, Remove or Clear options to manage activities manually.



All assets will auto populate. When a file is successfully loaded, the following apply:

- All current activities will be replaced with the new list of activities uploaded.
- There is no maximum number of records. The .csv and .txt files may contain thousands of activities.
- The .csv or .txt file is not saved after a successful data load. The system discards the file after the activities have been extracted.
- More than one upload can occur during the course of a submission. Each time a .csv or .txt file successfully uploads data to an ERP Submission, the current activity list is REPLACED and not APPENDED.

The existing ADD button will remain on the screen and will provide the ability to update the current list of activities by manually adding or removing activities from the current list. In addition, clicking the “Clear” button, will clear all activities from the list.

File Format

The file load will allow the following types of data to be uploaded. Ensure to using leading zeros to obtain the correct amount of numbers.

- Wells should replicate the following format: W,#####

Example: well 247 should be entered as W,00247

- Facilities should replicate the following format: F,#####

Example: facility 19762 should be entered as F,00019762

- Pipeline Projects should replicate the following format: P,#####

Example: pipeline 7325 should be entered as P,000007325

Submission Errors

If there is an error when processing the file, a summary error message will appear. Click on the error for more details.

1. Activities that do not follow the expected format have been included in the file. Select this message to view the line(s) in the file that are causing this error.
2. Duplicate activities have been included in the file. Select this message to view the line(s) in the file that are causing this error.
3. Invalid activity types have been included in the file. Select this message to view the line(s) in the file that are causing this error.
4. Activity Numbers with an invalid length have been included in the file. Select this message to view the line(s) in the file that are causing this error.
5. Activities that do not belong to the selected permit holder have been included in the file. Select this message to view the line(s) in the file that are causing this error.
6. Cancelled activities have been included in the file. Select this message to view the line(s) in the file that are causing this error.

7. Activities residing on expired permits have been included in this file. Select this message to view the line(s) in the file causing this error.
8. No activities have been included in the file.

12.8 To Search for the Status of a Recent Submission

To search the status of a recent submission, select Submissions in the navigation Menu.



Select your Organization.

Organization:

All recent submissions will appear showing the following information:

Submission #	ERP ID	ERP Name	Type	PType	Submission Type	Submit Date	Review Date	Status
<input type="text"/>								

Chapter 13:

ALR Pipeline Schedule B Reporting

13.1 Introduction

The Delegation Agreement between the Agricultural Land Commission and the BC Energy Regulator (Regulator, previously Oil and Gas Commission) requires that Schedule B reclamation assessments be completed subsequent to pipeline construction. Report submission is required by December 31 following two growing seasons after the completion of pipeline construction. The Schedule B pipeline reporting section of eSubmission allows permit holders to manage data relating to pipeline reclamation reporting requirements. The available functionality facilitates the electronic submission of Schedule B reports, the tracking of pipeline reclamation status for each constructed segment of authorized pipelines within the ALR, and management of required follow-up remedial actions where the Schedule B assessment indicates that reclamation objectives are not yet achieved.

13.2 Report Submission Types

There are two possible outcomes of a Schedule B assessment. The professional responsible for the report either provides an opinion that reclamation of a constructed segment of a pipeline is compliant with the Schedule B requirements of the Delegation Agreement, or that the reclamation is non-compliant with the Delegation Agreement, and that further action is necessary to achieve reclamation success. Electronic submissions are divided into two types: Schedule B compliant and Schedule B Non-Compliant.

13.2.1 Schedule B Compliant Submission

When a pipeline or segment(s) of a pipeline are reclaimed in accordance with the Schedule B requirements, the permit holder will use the Schedule B Compliant form to enter information about the reclamation status of the pipeline. The submission fields will appear as follows and mandatory information is marked with an asterisk:

Schedule B Compliant

For areas where reclamation is being declared complete.

PIPELINE SEGMENT *

PROJECT NO.

SEGMENT NO.

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES
 NO

Note: If the submission is for all segments do not add additional segments below

ASSESSMENT DATE *

PREPARED BY COMPANY/ORGANIZATION *

TOTAL AREA RECLAIMED (HA) *

NOTES

Permit Holder Contact Info

FIRST NAME *

LAST NAME *

ROLE *

PHONE NUMBER *

EMAIL ADDRESS *

Attachments

SCHEDULE B REPORT *

WORK PLAN

LANDOWNER CONCERN SUMMARY

OTHER FILES

13.2.1.1 Enter Project Number and Select Applicable Segments

The pipeline project number must be entered to begin filling the submission fields. Once the project number is entered if all segments of the pipeline are compliant, select the radio button as shown:

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES

NO

Where the submission is not applicable to all pipeline segments for the project, select the radio button as shown below.

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES

NO

Then left click the mouse over the “Segment No.” box and a drop down list of all constructed segments will appear with a left mouse click. Select the applicable segment.

SEGMENT NO.

Select a segment ▼

If the submission applies to additional segments, then add each segment using the “add a pipeline segment” box. Upon selecting an additional segment, another “Add Pipeline Segment” box will appear below. Continue to add segments until all of the Schedule B compliant segments of the report have been selected.

Note: If the submission is for all segments do not add additional segments below

Add Pipeline Segment

13.2.1.3 Enter Assessment Details

Enter the date that the Schedule B assessment was completed in the format indicated or left click the mouse on the calendar icon to bring up a calendar to select the date.

ASSESSMENT DATE *

mm/dd/yyyy 

Enter the name of the company that the qualified professional who performed the Schedule B assessment was working for in the box below. (typically an environmental consulting company).

PREPARED BY COMPANY/ORGANIZATION *

Calculate the sum in hectares and expressed to 2 decimal places (eg. 0.75) of all land adequately reclaimed for the associated segments and enter in the box below:

TOTAL AREA RECLAIMED (HA) *

If there is any information about the assessment that the company wants to highlight for the Regulator, comments can be entered into the “Notes” box.

NOTES

13.2.1.4 Enter Permit Holder Contact Information

The contact person for the permit holder is the person to whom correspondence from the Regulator regarding the assessment will be forwarded. Enter the first and last names, phone number and email address in the appropriate boxes.

Permit Holder Contact Info	
FIRST NAME *	LAST NAME *
<input type="text"/>	<input type="text"/>
ROLE *	
<input type="text"/>	
PHONE NUMBER *	
<input type="text"/>	
EMAIL ADDRESS *	
<input type="text"/>	

13.2.1.5 Attach Required Documents

Note: Within the attachments section, files may be dragged and dropped into the appropriate box. Alternatively, clicking on the box will allow you to browse files to find the desired file.

Attachments	
SCHEDULE B REPORT *	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
WORK PLAN	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
LANDOWNER CONCERN SUMMARY	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
OTHER FILES	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>

Schedule B Report - Attaching the Schedule B assessment report is mandatory. Drag and drop or click and find the report to upload.

SCHEDULE B REPORT *	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
---------------------	---

Work Plan - If the only deficiency within the Schedule B assessment is related to the presence of weeds, and the permit holder provides a detailed plan to effectively manage the weeds and confirm the success of

the weed management plan, the assessment may be accepted by the Regulator as being adequately reclaimed, contingent on confirmation that the weed issues have been resolved. In this situation, the proposed weed management plan should be uploaded in the “Work Plan” box.

WORK PLAN

DROP FILES HERE OR CLICK TO BROWSE

Landowner Concern Summary - One requirement of the Delegation Agreement is that the permit holder must provide each landowner with a copy of the completed Schedule B assessment for pipelines on their property. To validate that this requirement is being met, the permit holder must submit to the Regulator a summary list of all landowners, the method in which the landowner was provided their copy of the assessment, and the date the assessment was provided. Additionally, whenever either the permit holder or consultant who prepared the Schedule B assessment is aware of specific landowner concerns related to the reclamation that have not been addressed to the satisfaction of the landowner, the permit holder shall provide a summary of each landowner concern along with an explanation of how the permit holder has either addressed the noted concern or determined that it is beyond their regulatory obligations. This information must be attached in the “Landowner Concern Summary” box.

Note: Due to privacy concerns, landowner information provided will not be made available to external requests for information.

LANDOWNER CONCERN SUMMARY

DROP FILES HERE OR CLICK TO BROWSE

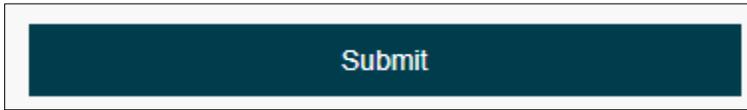
Other Files – Any other files relevant to the pipeline reclamation or Schedule B assessment that the permit holder would like to upload may be attached in the “Other Files” box. This could include such items as site photographs, additional assessment information, landowner agreements to manage weeds, or other pertinent information.

OTHER FILES

DROP FILES HERE OR CLICK TO BROWSE

13.2.1.6 Submit Records

Once all information has been entered and all files attached, left mouse click on the Submit button.



13.2.2 Schedule B Non-Compliant Submission

When a pipeline or segment(s) of a pipeline have not yet been successfully reclaimed in accordance with the Schedule B requirements, the permit holder will use the Schedule B Non-Compliant form to enter information about the reclamation status of these segments. The submission fields will appear as follows and mandatory information is marked with an asterisk:

Schedule B Non-Compliant
For areas where reclamation is NOT being declared complete.

PIPELINE SEGMENT *

PROJECT NO.

SEGMENT NO.

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES
 NO

Note: If the submission is for all segments do not add additional segments below

ASSESSMENT DATE

PREPARED BY COMPANY/ORGANIZATION *

ESTIMATED LAND ADEQUATELY RECLAIMED (HA) *

ESTIMATED LAND INADEQUATELY RECLAIMED (HA) *

NOTES

ISSUES INVOLVING INADEQUATE RECLAMATION INCLUDE

- EARTH WORKS NEEDED
- EROSION/SOIL SETTLING/CONTOUR
- INADEQUATE VEGETATION
- INSUFFICIENT TOP SOIL DEPTH
- COMPACTION
- WEEDS
- OTHER

Contact Info

FIRST NAME * LAST NAME *

ROLE *

PHONE NUMBER *

EMAIL ADDRESS *

SCHEDULE B REPORT *

DROP FILES HERE OR CLICK TO BROWSE

WORK PLAN

DROP FILES HERE OR CLICK TO BROWSE

OTHER FILES

DROP FILES HERE OR CLICK TO BROWSE

13.2.2.1 Enter Project Number and Select Applicable Segments

The pipeline project number must be entered to begin filling the submission fields. Once the project number is entered if all segments of the pipeline are non-compliant, select the radio button as shown:

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES

NO

Where the submission is not applicable to all pipeline segments for the project, select the radio button as shown below.

IS THIS SUBMISSION FOR ALL ASSOCIATED PIPELINE SEGMENTS? *

YES

NO

Then, left click the mouse over the “Segment No.” box and a drop down list of all constructed segments will appear with a left mouse click. Select the applicable segment.

SEGMENT NO.

Select a segment ▼

If the submission applies to additional segments, then add each segment using the “add a pipeline segment” box. Upon selecting an additional segment, another “Add Pipeline Segment” box will appear below. Continue to add segments until all of the Schedule B non-compliant segments of the report have been selected.

Note: If the submission is for all segments do not add additional segments below

Add Pipeline Segment

13.2.2.2 Enter Assessment Details

Enter the date that the Schedule B assessment was completed in the format indicated or left click the mouse on the calendar icon to bring up a calendar to select the date.

ASSESSMENT DATE *

mm/dd/yyyy 

Enter the name of the company that the qualified professional who performed the Schedule B assessment was working for in the box below. (typically an environmental consulting company).

PREPARED BY COMPANY/ORGANIZATION *

Often, the area of land that has not been satisfactorily reclaimed is a portion of a pipeline segment rather than the entire segment. Based on the Schedule B assessment, provide an estimate of the area that has been adequately reclaimed and of the area that has not been adequately reclaimed and enter in the

appropriate boxes below. Area must be calculated in hectares and expressed to 2 decimal places. For example, a 1 kilometre pipeline right-of-way 15 metres in width with inadequate reclamation over 100 metres of the right-of-way would be estimated as 1.35 adequately reclaimed and 0.15 inadequately reclaimed.

<p>ESTIMATED LAND ADEQUATELY RECLAIMED (HA) *</p> <input type="text"/>
<p>ESTIMATED LAND INADEQUATELY RECLAIMED (HA) *</p> <input type="text"/>

If there is any information about the assessment that the company wants to highlight for the Regulator, comments can be entered into the “Notes” box.

<p>NOTES</p> <input type="text"/>

Reasons that the site is not adequately reclaimed. If more than one, check all of the factors that apply.

<p>ISSUES INVOLVING INADEQUATE RECLAMATION INCLUDE</p> <p><input type="checkbox"/> EARTH WORKS NEEDED</p> <p><input type="checkbox"/> EROSION/SOIL SETTLING/CONTOUR</p> <p><input type="checkbox"/> INADEQUATE VEGETATION</p> <p><input type="checkbox"/> INSUFFICIENT TOP SOIL DEPTH</p> <p><input type="checkbox"/> COMPACTION</p> <p><input type="checkbox"/> WEEDS</p> <p><input type="checkbox"/> OTHER</p>
--

If the “other” box is checked, a text box named “Other Reclamation Issues” will appear and must be completed with a description of the reclamation issue.

<p><input checked="" type="checkbox"/> OTHER</p> <p>OTHER RECLAMATION ISSUES</p> <input type="text"/>

13.2.2.3 Enter Permit Holder Contact Information

The contact person for the permit holder is the person to whom correspondence from the Regulator regarding the assessment will be forwarded. Enter the first and last names, phone number and email address in the appropriate boxes.

Permit Holder Contact Info	
FIRST NAME *	LAST NAME *
<input type="text"/>	<input type="text"/>
ROLE *	
<input type="text"/>	
PHONE NUMBER *	
<input type="text"/>	
EMAIL ADDRESS *	
<input type="text"/>	

13.2.2.4 Attach Required Documents

Note: Within the attachments section, files may be dragged and dropped into the appropriate box. Alternatively, clicking on the box will allow you to browse files to find the desired file.

Attachments	
SCHEDULE B REPORT *	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
WORK PLAN	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
LANDOWNER CONCERN SUMMARY	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
OTHER FILES	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>

Schedule B Report - Attaching the Schedule B assessment report is mandatory. Drag and drop or click and find the report to upload.

SCHEDULE B REPORT *	<input type="text" value="DROP FILES HERE OR CLICK TO BROWSE"/>
---------------------	---

Work Plan – For all segments that have not been adequately reclaimed at the time of the Schedule B assessment, a detailed work plan with actions and timelines to reclaim and re-assess the site at the earliest feasible opportunity is required. If the Regulator does not find the work plan acceptable, the Regulator may require a revised work plan or may order further actions deemed necessary to reclaim the site in a timely manner. The proposed work plan must be uploaded in the “Work Plan” box.

WORK PLAN

DROP FILES HERE OR CLICK TO BROWSE

Other Files – Any other files relevant to the pipeline reclamation or Schedule B assessment that the permit holder would like to upload may be attached in the “Other Files” box. This could include such items as site photographs, additional assessment information, landowner agreements to manage weeds, or other pertinent information.

OTHER FILES

DROP FILES HERE OR CLICK TO BROWSE

13.2.2.5 Submit Records

Once all information has been entered and all files attached, left mouse click on the Submit button.

Submit

13.3 Confirmation of Submission

Upon successful submission of a Schedule B Compliant or Schedule B Non-Compliant form, the submitter will be provided immediate confirmation of receipt and provided a tracking number as shown below.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200029.

Chapter 14: Dormant Sites Reporting

14.1 Introduction

The Dormancy and Shutdown Regulation (DSR) came into effect in May of 2019. The DSR establishes in law, firm timelines for dormant site decommissioning, assessment, and restoration. Any permit holder with at least one dormant site must comply with the DSR requirements, as per Section 43.2 of ERAA.

Moving to an online, standardized eSubmission process for report submissions will ensure that all required content is present in every permit holder submission, and it will ensure that all submissions are received in a consistent format. This will allow for more efficient and timely review, as well as analysis of dormant sites program data.

14.2 Report Submission Types

Sections 11 and 12 of the DSR require permit holders to submit Annual Work Plans and Annual Reports to the Regulator.

Annual Work Plans must be submitted to the Regulator either 60 days before commencing specified work at a dormant site (the construction of access such as an ice road is not included in this timeframe) or by January 30th in the calendar year that work is planned to decommission, assess, or restore a dormant site. Annual Reports must be submitted to the Regulator within 60 days after the end of each calendar year.

The required minimum contents for Annual Work Plans and Annual Reports are included in the regulation. If all fields are filled out in the eSubmission form, all required content will be present and permit holders will remain compliant with the DSR.

14.3 Annual Work Plan Submissions

The most basic description of the Annual Work Plan submission is that it outlines all of the specified work (decommissioning, assessment, and restoration work) that a permit holder plans to do in a calendar year. The submission is relatively simple and straight-forward.

Annual Work Plan Administrative Information

The following administrative information is mandatory for every Annual Work Plan submission:

- Permit Holder Name
- Dormant Sites Program Contact First and Last Name as well as Title/role within the company
- Contact Information (Phone Number and Email Address)
- A description of any factors or risks that may cause deviations from the proposed Annual Work Plan

Header Information				
PERMIT HOLDER *				
<input type="text"/>				
CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT TITLE *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DESCRIBE ANY FACTORS OR RISKS THAT MAY CAUSE DEVIATIONS FROM THE PROPOSED WORK PLAN *				
<input type="text"/>				

Annual Work Plan Schedule 1: Planned Decommissioning Work

Permit holders may enter any general comments about their decommissioning program (i.e. All planned decommissioning work requires winter access). This field is not mandatory.

Schedule 1: Planned Decommissioning

GENERAL COMMENTS ABOUT PLANNED DECOMMISSIONING

PLANNED DECOMMISSIONING BULK UPLOAD

Download CSV Template Import CSV Template

CSV Import Status
Control: DecomRepeat
Import Error Messages: Import a file

WA # *
WELL AUTHORIZATION NO.
WELL NAME

WORK DATE *
mm/dd/yyyy

COMMENTS

Remove Add Well

For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

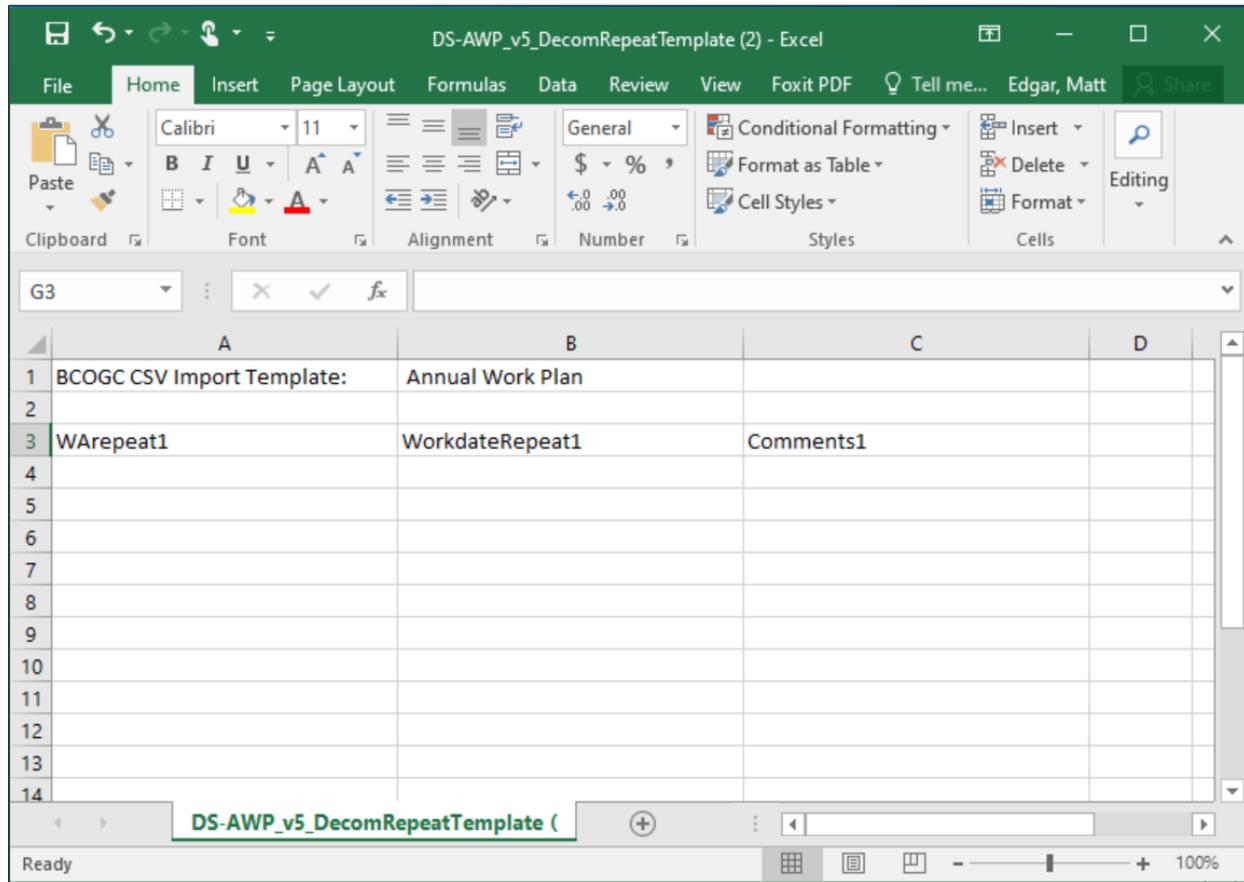
Individual site-specific information can be uploaded by clicking on the “Add Well” button (blue square above). Alternatively, data can be uploaded via bulk-upload using the downloadable template (red square above).

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

For the “Work Date” field permit holders are expected to enter the approximate date when decommissioning work is scheduled to begin. This is a mandatory field.

The comments field is not mandatory but this is where you can enter any specific information, at your discretion (i.e. anticipate downhole and surface abandonment to be complete, or surface infrastructure and equipment to be removed).

Planned Decommissioning Work Bulk Upload



The three columns in the Schedule 1 Planned Decommissioning Work bulk upload CSV file are:

- WA Number (Column A);
- Planned Work Date (Column B); and,
- Comments.

Again, note that the “Comments” field is not mandatory.

The Planned Work Date must be in the following format MM/DD/YYYY.

Annual Work Plan Schedule 2: Planned Assessment Work

Permit holders may enter any general comments about their Assessment program (i.e. Assessment at all sites includes Stage 1 Preliminary Site Investigations). This field is not mandatory.

Schedule 2: Planned Assessment

GENERAL COMMENTS ABOUT PLANNED ASSESSMENT

PLANNED ASSESSMENT BULK UPLOAD

Download CSV Template Import CSV Template

CSV Import Status
Control: AssesRepeat
Import Error Messages: Import a file

WA # *	WORK DATE *	COMMENTS
WELL AUTHORIZATION NO. <input type="text"/> WELL NAME <input type="text"/>	mm/dd/yyyy	<input type="text"/>

Remove Add Well

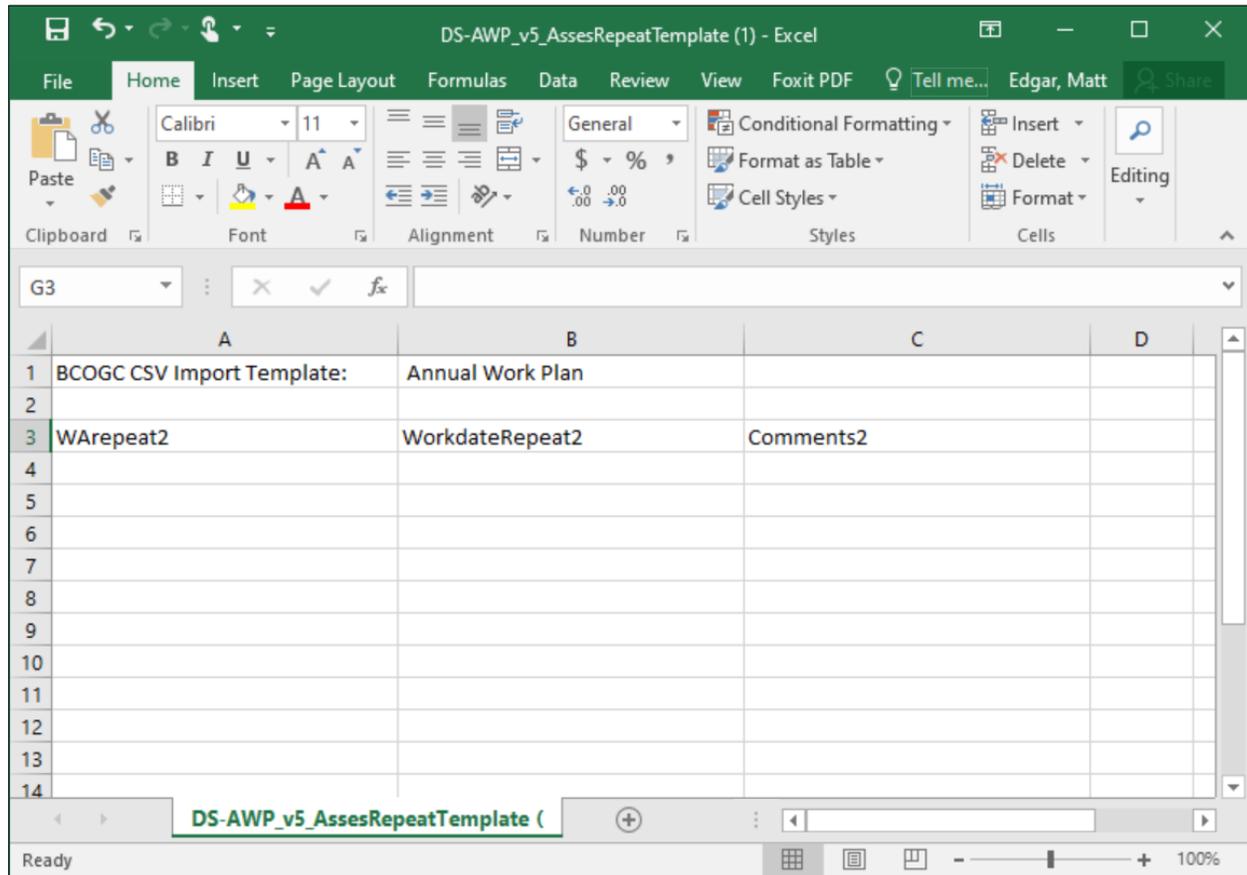
For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

For the “Work Date” field permit holders are expected to enter the approximate date when assessment work is scheduled to begin. This is a mandatory field.

The comments field is not mandatory but this is where you can enter any site-specific information, at your discretion (i.e. Plan to complete both Stage 1 and 2 PSI, or Anticipate Submission of CoR Part 1 in Q3).

Planned Assessment Work Bulk Upload



The three columns in the Schedule 2 Planned Assessment Work bulk upload CSV file are:

- WA Number (Column A);
- Planned Work Date (Column B); and,
- Comments.

Again, note that the “Comments” field is not mandatory.

The Planned Work Date must be in the following format MM/DD/YYYY.

Annual Work Plan Schedule 3: Planned Restoration Work

Permit holders may enter any general comments about their Restoration program (i.e. Planned restoration work assumes no remediation work is required, if remediation is required surface reclamation at other sites may need to be deferred). This field is not mandatory.

Schedule 3: Planned Restoration

GENERAL COMMENTS ABOUT PLANNED RESTORATION

PLANNED RESTORATION BULK UPLOAD

Download CSV Template Import CSV Template

CSV Import Status
Control: RestoRepeat
Import Error Messages: Import a file

WA # *
WELL AUTHORIZATION NO.
WELL NAME

WORK DATE *
mm/dd/yyyy

COMMENTS

Remove Add Well

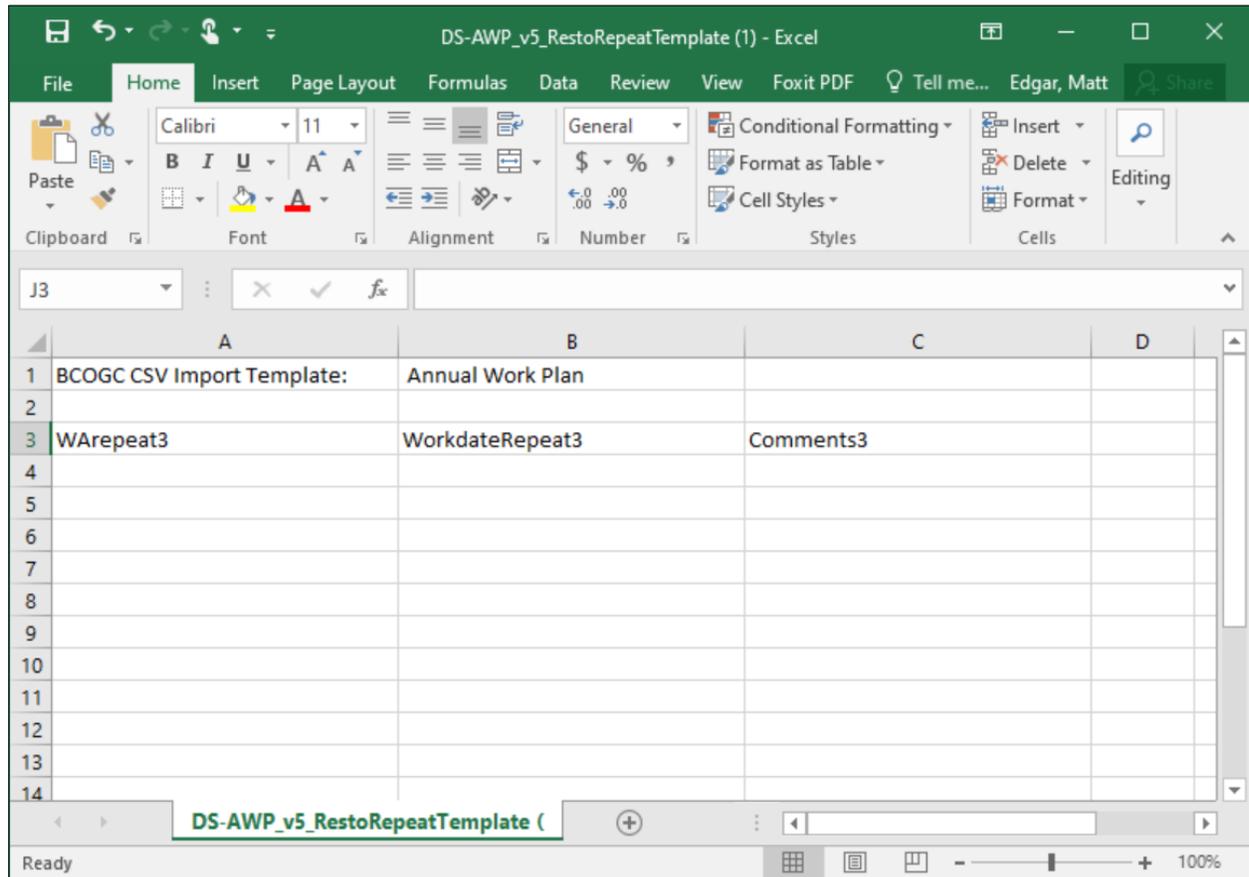
For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

For the “Work Date” field permit holders are expected to enter the approximate date when restoration work is scheduled to begin. This is a mandatory field.

The comments field is not mandatory but this is where you can enter any site-specific information, at your discretion (i.e. Remediation work scheduled, Anticipated following remediation by surface reclamation).

Planned Restoration Work Bulk Upload



The three columns in the Schedule 3 Planned Restoration Work bulk upload CSV file are:

- WA Number (Column A);
- Planned Work Date (Column B); and,
- Comments.

Again, note that the “Comments” field is not mandatory.

The Planned Work Date must be in the following format MM/DD/YYYY.

Annual Work Plan Attachments

The following attachments can easily be uploaded to support every permit holder's Annual Work Plan submission. In order to upload an attachment you can either drag and drop files into the correct location, or you can browse your computer to select the correct file.

The first attachment is a full copy of your Annual Work Plan. This could be an Excel, Word, or PDF file.

<small>ANNUAL WORK PLAN</small> <p style="text-align: center;">DROP FILES HERE OR CLICK TO BROWSE</p>
--

Schedules 1, 2, and 3 are all submitted as separate files. These tell the Regulator what you plan to do in the calendar year and each attachment should directly align with the well-specific submissions above. If using the bulk upload function, the data for each of these attachment schedules can be the Excel spreadsheets (CSV files) that were bulk uploaded.

<small>SCHEDULE 1: PLANNED DECOMMISSIONING</small> <p style="text-align: center;">DROP FILES HERE OR CLICK TO BROWSE</p>
<small>SCHEDULE 2: PLANNED ASSESSMENT</small> <p style="text-align: center;">DROP FILES HERE OR CLICK TO BROWSE</p>
<small>SCHEDULE 3: PLANNED RESTORATION</small> <p style="text-align: center;">DROP FILES HERE OR CLICK TO BROWSE</p>

Miscellaneous files could include any maps to support a permit holder's submission.

<small>MISC FILES</small> <p style="text-align: center;">DROP FILES HERE OR CLICK TO BROWSE</p>
--

Upon completion of your submission (with no errors present) you will receive a confirmation and tracking number.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

If you are not redirected immediately after clicking on the “Submit” button, and you do not see a message similar to the above “Submission Complete” there may be a mandatory field identified that you have not filled out.

14.4 Annual Report Submissions

A permit holder’s Annual Report describes what closure work was actually completed in the previous calendar year.

Annual Report Administrative Information

The following administrative information is mandatory for every Annual Report submission:

- Permit Holder Name
- Dormant Sites Program Contact First and Last Name as well as Title/role within the company
- Contact Information (Phone Number and Email Address)

PERMIT HOLDER *				
<input type="text"/>				
CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT TITLE *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Annual Report Declarations

The following Annual Report declarations are mandatory for every Annual Report Submission:

- Is the Annual Work Plan for the applicable calendar year attached? (Yes / No).
- Were there any deviations from the Annual Work Plan? (Yes / No).
- Were all applicable notifications of interested persons completed? (Yes / No).

THE ANNUAL WORK PLAN FOR THE CALENDAR YEAR IS ATTACHED *	
<input checked="" type="radio"/> YES	
<input type="radio"/> NO	
WERE THERE ANY DEVIATIONS FROM THE ANNUAL WORK PLAN? *	
<input checked="" type="radio"/> YES	EXPLANATION FOR ANY DEVIATIONS FROM THE ANNUAL WORK PLAN *
<input type="radio"/> NO	
ALL APPLICABLE INTERESTED PERSONS WERE NOTIFIED IN ACCORDANCE WITH SECTIONS 13 AND 14 OR SECTION 25 OF THE DORMANCY AND SHUTDOWN REGULATION (PLEASE INCLUDE ANY APPLICABLE RECORDS OF NOTIFICATION): *	
<input checked="" type="radio"/> YES	
<input type="radio"/> NO	

Where deviations from the Annual Work Plan occurred, permit holders must provide explanations for the deviations (red box above). This is a free-form text field with no character limit restricting your entry. This field will only appear if a permit holder indicates that there were deviations from their Annual Work Plan.

If you are using the bulk upload function, you will have to ensure that your data conforms to the formatting of each schedule (Schedule 1: Planned Decommissioning Work Completed, Schedule 2: Assessment Work Completed, Schedule 3: Restoration Work Completed).

The bulk upload will auto-populate individual well data to ensure all mandatory fields are completed. Where errors are identified, permit holders can easily manually enter corrections in the individual well data rather than re-completing the bulk upload process.

Annual Report Schedule 1: Decommissioning Work Completed

Permit holders may enter any general comments about their decommissioning program (i.e. All planned work required winter access which was unable to be safely constructed due to an unseasonably warm and wet winter). This field is not mandatory.

Schedule 1: Decommissioning Work Completed

GENERAL COMMENTS ON DECOMMISSIONING WORK COMPLETED

DECOMMISSIONING WORK COMPLETED BULK UPLOAD

Download CSV Template Import CSV Template

CSV Import Status
Control: DecomRepeat
Import Error Messages: Import a file

WA # *
WELL AUTHORIZATION NO.
WELL NAME

DATE WORK COMPLETED *
mm/dd/yyyy

TYPE OF WORK COMPLETED *

DECOM STAGE-GATE COMPLETE *

Remove Add Well

For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

Individual site-specific information can be uploaded by clicking on the “Add Well” button (blue square above). Alternatively, data can be uploaded via bulk-upload using the downloadable template (red square above).

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

For the “Date Work Completed” field permit holders are expected to enter the approximate date when decommissioning work was done. This is a mandatory field.

For the “Type of Work Completed” field permit holders are expected to enter one of the following five values:

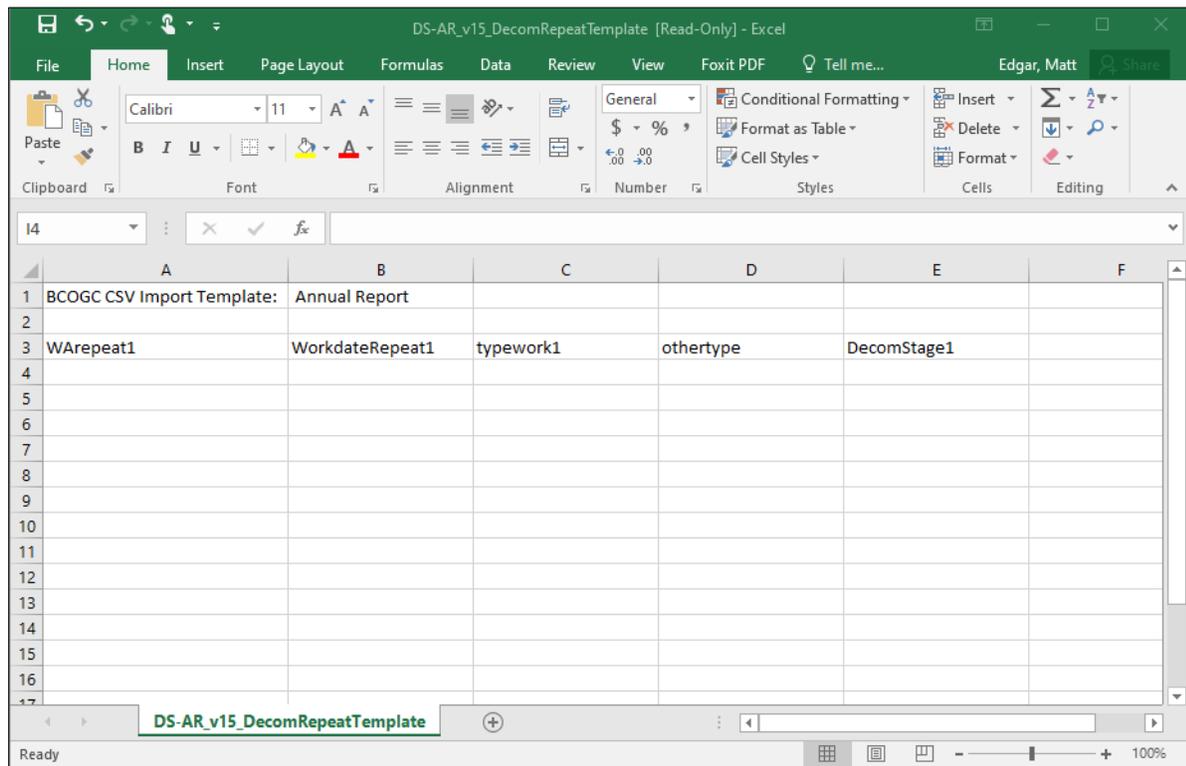
- Downhole Abandonment
- SCVF/GM Issues Addressed
- Surface Abandonment (Cut & Cap)
- Surface Infrastructure Removed

- Other

If “Other” is selected an additional required free-form text field with no character limit restricting your entry will appear. You will be required to enter the “Other Type of Work Completed” in order to continue with the form.

For the “Decom Stage-Gate Complete” field permit holders must select “Yes” or “No” declaring that all decommissioning work as defined in section 6 of the DSR have been met.

Decommissioning Work Completed Bulk Upload



The five columns in the Schedule 1 Decommissioning Work Completed bulk upload CSV file are:

- WA Number (Column A);
- Work Completed Date (Column B);
- Type of Decommissioning Work Completed (Column C);
- “Other” Type of Decommissioning Work Completed (Column D); and,
- Decommissioning Stage Gate Complete (Column E).

The Work Date Completed must be in the following format MM/DD/YYYY.

The Type of Decommissioning Work Completed must be formatted with the following abbreviations:

- **DA** = Downhole Abandonment
- **SCVF** = SCVF/GM Issues Addressed
- **SA** = Surface Abandonment (Cut & Cap)
- **SIR** = Surface Infrastructure Removed
- **Other** = Other

Note that Column D (Other Decommissioning Work Type Completed) is only a required field when “Other” has been used in Column C.

Annual Report Schedule 2: Assessment Work Completed

Permit holders may enter any general comments about their Assessment program (i.e. Assessment at all sites included Stage 1 Preliminary Site Investigations, and four Stage 2 Site Investigations were completed). This field is not mandatory.

Schedule 2: Assessment Work Completed

GENERAL COMMENTS ON ASSESSMENT WORK COMPLETED

ASSESSMENT WORK COMPLETED BULK UPLOAD

CSV Import Status
Control: AssesRepeat
Import Error Messages: Import a file

Download CSV Template Import CSV Template

WA # *	DATE WORK COMPLETED *	TYPE OF ASSESSMENT *	ASSESSMENT STAGE-GATE COMPLETED *
WELL AUTHORIZATION NO. <input type="text"/>	mm/dd/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>
WELL NAME <input type="text"/>			

Remove Add Well

For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

For the “Date Work Completed” field permit holders are expected to enter the approximate date when assessment work was done. This is a mandatory field.

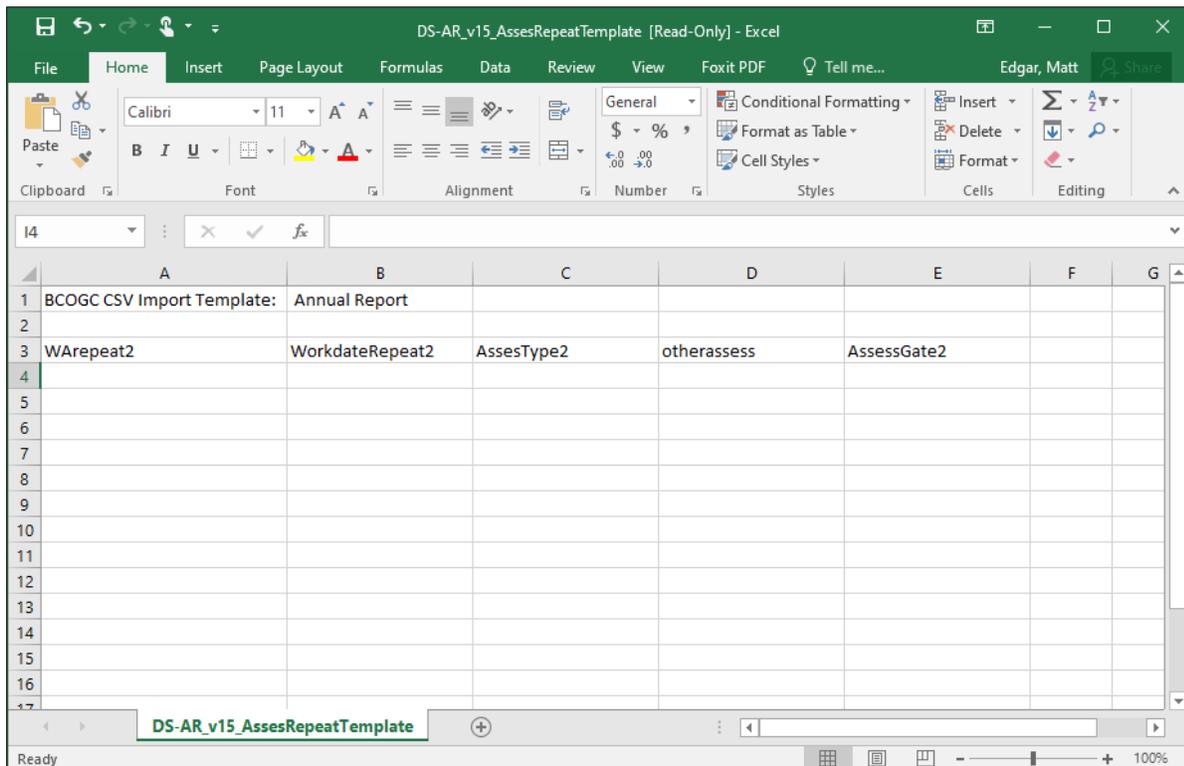
For the “Type of Assessment” field permit holders are expected to enter one of the following seven values:

- Stage 1 PSI
- Stage 2 PSI
- DSI
- Groundwater Monitoring
- Dormancy Site Assessment Form
- Cor Part 1 Application
- Other

If “Other” is selected an additional required free-form text field with no character limit restricting your entry will appear. You will be required to enter the “Other Assessment Type” in order to continue with the form. Use this field if multiple types of assessment were completed and write in the assessments that were completed.

For the “Assessment Stage-Gate Complete” field permit holders must select “Yes” or “No” declaring that all assessment work as defined in section 7 of the DSR have been met.

Assessment Work Completed Bulk Upload



The five columns in the Schedule 2 Assessment Work Complete bulk upload CSV file are:

- WA Number (Column A);
- Work Completed Date (Column B);
- Type of Assessment Work Completed (Column C);
- “Other” Type of Assessment Work Completed (Column D); and,
- Assessment Stage Gate Complete (Column E).

The Work Date Completed must be in the following format MM/DD/YYYY.

The Type of Decommissioning Work Completed must be formatted with the following abbreviations:

- **S1PSI** = Stage 1 Preliminary Site Investigation
- **S2PSI** = Stage 2 Preliminary Site Investigation
- **DSI** = Detailed Site Investigation
- **GWM** = Groundwater Monitoring
- **DSA** = Dormancy Site Assessment Form Submitted
- **COR** = CoR Part 1 Application Submitted
- **Other** = Other

Note that Column D (Other Assessment Work Type Completed) is only a required field when “Other” has been used in Column C. If you completed multiple assessments at a site you can enter multiple lines in the CSV file.

Annual Report Schedule 3: Restoration Work Completed

Permit holders may enter any general comments about their Restoration program (i.e. Planned restoration work was reduced as a result of significant remediation required at three wellsites). This field is not mandatory.

Schedule 3: Restoration Work Completed
GENERAL COMMENTS ON RESTORATION WORK COMPLETED

RESTORATION WORK COMPLETED BULK UPLOAD

Download CSV Template Import CSV Template

CSV Import Status
Control: RestoRepeat
Import Error Messages: Import a file

WA# WELL AUTHORIZATION NO. WELL NAME

DATE WORK COMPLETED * mm/dd/yyyy

TYPE OF RESTORATION ACTIVITY COMPLETED *

RESTORATION STAGE-GATE COMPLETE *

Remove Add Well

For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual well entries click “Add Well” and enter each field in your web browser.

When permit holders enter a Well Authorization (WA) Number the “Well Name” field will be pre-populated. Permit holders will only be able to enter WA numbers for wells that are registered to them. The WA number field is a mandatory field.

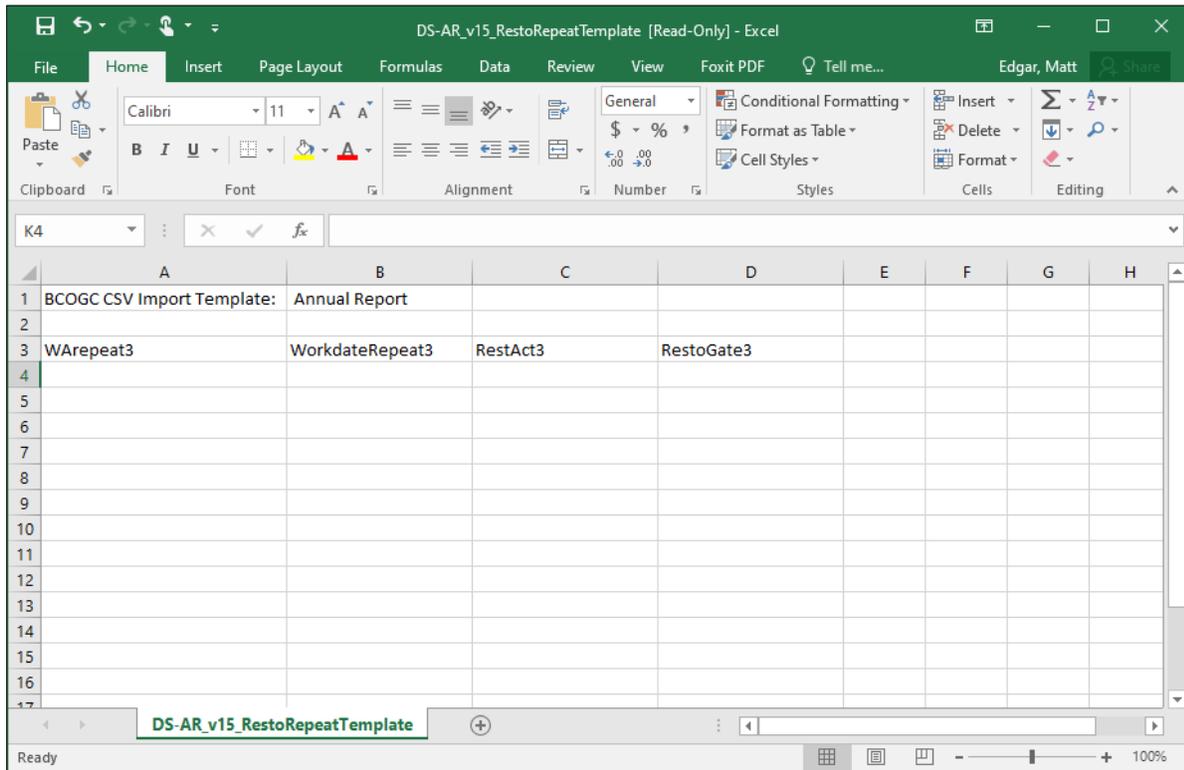
For the “Date Work Completed” field, permit holders are expected to enter the approximate date when restoration work was done. This is a mandatory field.

For the “Type of Restoration” field permit holders are expected to enter one of the following three values:

- Remediation
- Reclamation
- Both

For the “Restoration Stage-Gate Complete” field permit holders must select “Yes” or “No” declaring that all remediation and reclamation work as defined in sections 8 and 9 of the DSR have been met.

Restoration Work Completed Bulk Upload



The four columns in the Schedule 3 Restoration Work Completed bulk upload CSV file are:

- WA Number (Column A);
- Work Completed Date (Column B);
- Type of Restoration Work Completed (Column C); and,
- Decommissioning Stage Gate Complete (Column D).

The Work Date Completed must be in the following format MM/DD/YYYY.

The Type of Restoration Work Completed must be formatted with the following abbreviations:

- **REM** = Remediation
- **REC** = Reclamation
- **Both** = Both Remediation and Reclamation

Annual Report Attachments

The following attachments can easily be uploaded to support every permit holder's Annual Report submission. In order to upload an attachment you can either drag and drop files into the correct location, or you can browse your computer to select the correct file.

Annual Work Plan for the Applicable Calendar Year. This tells the Regulator what you had planned and will enable staff to compare with what you accomplished.

<small>ANNUAL WORK PLAN FOR THE APPLICABLE CALENDAR YEAR</small>
<small>DROP FILES HERE OR CLICK TO BROWSE</small>

Schedules 1, 2, and 3 are all submitted as separate files. These tell the Regulator what you actually accomplished and should directly align with the well-specific submissions above. If using the bulk upload function, the data for each of these attachment schedules can be the Excel spreadsheets that were bulk uploaded.

<small>SCHEDULE 1: DECOMMISSIONING WORK COMPLETED</small>
<small>DROP FILES HERE OR CLICK TO BROWSE</small>
<small>SCHEDULE 2: ASSESSMENT WORK COMPLETED</small>
<small>DROP FILES HERE OR CLICK TO BROWSE</small>
<small>SCHEDULE 3: RESTORATION WORK COMPLETED</small>
<small>DROP FILES HERE OR CLICK TO BROWSE</small>

Miscellaneous files could include any maps to support a permit holder's submission. A permit holder's engagement record with interested persons should be uploaded here.

<small>MISC FILES</small>
<small>DROP FILES HERE OR CLICK TO BROWSE</small>

Upon completion of your submission (with no errors present) you will receive a confirmation and tracking number.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

If you are not redirected immediately after clicking on the “Submit” button and you do not see a message similar to the above “Submission Complete” there may be a mandatory field identified that you have not filled out.

Chapter 15: Corporate Financial and Reserves Submissions

15.1 Introduction

The Regulator is beginning the implementation of a Permittee Capability Assessment (PCA) to determine security requirements for permit holders under Section 30 of the Energy Resource Activities Act (ERAA). To support the PCA, the Regulator launched a Submission Portal for Corporate Financial and Reserves Information. The online submission portal will allow for the Regulator to collect and analyze certain information to allow for the assessment of each permit holder's financial resilience.

15.2 Report Submission Types

There are two submission forms that have been developed: the Permittee Capability Assessment – Financial submission and the Permittee Capability Assessment – Reserves submission.

The Regulator requests that permit holders submit these forms on an ongoing basis. For the financial submission, the form should be completed on an annual and quarterly basis. The reserves submission should be completed on an annual basis. Note that both financial and reserves information should be reported at the corporate level. These should not be exclusive to your operations in British Columbia. The categories with a star * listed next to them are mandatory.

15.3 Permittee Capability Assessment - Financial Submissions

The financial submission requires certain financial information at the corporate level.

Each financial submission must:

- State the permit holder the submission is for
- Include contact information of the individual who may be contacted;
- Select either Annual or Quarterly submission
- List any credit ratings the company has received (optional)
- Provide certain financial information
- List the year (and quarter for quarterly submissions) that the financial information is from.

Permittee Capability Assessment - Financial
Testing Financial LMR form

Company Contact Info
PERMIT HOLDER *

CONTACT FIRST NAME * CONTACT LAST NAME * CONTACT PHONE NUMBER * CONTACT EMAIL *

Financial Information
ANNUAL OR QUARTERLY SUBMISSION * CREDIT RATING - STANDARD & POOR'S CREDIT RATING - MOODY'S CREDIT RATING - DBRS

TOTAL REVENUE * OPERATING REVENUE * OPERATING EXPENSE * ROYALTIES *

INTEREST EXPENSE * NET INCOME * EBITDA * CURRENT ASSETS *

CURRENT LIABILITIES * TOTAL LIABILITIES * TOTAL STOCKHOLDERS' EQUITY * CASH FLOW FROM OPERATIONS *

YEAR *

Attachments:
SUPPORTING DOCUMENTATION *

DROP FILES HERE OR CLICK TO BROWSE

Submit

After all mandatory fields are completed, and there are no errors on the form, you will be able to click on the submit button which will complete your submission. Any errors on the form will need to be corrected prior to submission.

15.4 Permittee Capability Assessment – Reserves Submissions

The reserves submission require certain reserves and production information at the corporate level.

Each reserves submission must:

- State the permit holder the submission is for
- Include contact information of the individual who may be contacted;
- Provide certain reserves and production information
- List the year that the reserves information is from.

Permittee Capability Assessment - Reserves
Testing Reserves LMR form

Company Contact Info

PERMIT HOLDER *

CONTACT FIRST NAME * CONTACT LAST NAME * CONTACT PHONE NUMBER * CONTACT EMAIL *

Reserves Information

PROVED - DEVELOPED PRODUCING PROVED - DEVELOPED NON-PRODUCING PROVED - UNDEVELOPED

TOTAL PROVED * PROBABLE * PROVED + PROBABLE TOTAL PRODUCTION IN BOE * YEAR *

Attachments:
SUPPORTING DOCUMENTATION *

DROP FILES HERE OR CLICK TO BROWSE

Submit

After all mandatory fields are completed, and there are no errors on the form, you will be able to click on the submit button which will complete your submission. Any errors on the form will need to be corrected prior to submission.

Chapter 16: Fugitive Methane Emissions Reporting

16.1 Introduction

Amendments to the Drilling and Production Regulation (DPR) requiring methane leak detection, quantification, and repair (LDQAR) surveys at prescribed frequencies, as described in Section 41.1, came into effect on January 1, 2020.

An online, standardized eSubmission process for LDQAR report submissions will ensure that all required content is present in every permit holder submission, and it will ensure that all submissions are received in a consistent format. This will allow for more efficient and timely review, as well as analysis of data.

16.2 Report Submission Types

Surveys performed during the previous calendar year are submitted to the Regulator by March 31 of the following year, on an annual basis. If March 31 occurs on statutory holiday or a weekend the submission may occur on the next business day.

16.3 LDQAR Submissions

The most basic description of the LDQAR submission is that it outlines the work (e.g., survey, repair) that a permit holder performed in the previous calendar year. The submission is relatively simple and straightforward.

Administrative Information

The following administrative information is mandatory for every submission:

- Permit Holder Name
- LDQAR Program Contact First and Last Name
- Contact Information (Phone Number and Email Address)

Leak Detection, Quantification, and Repair

PREPARED ON BEHALF OF COMPANY/ORGANIZATION:

Select an Organization

Permit Holder Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER *	CONTACT EMAIL *
<input type="text"/>	<input type="text"/>	Ex. (000) 000-0000 <input type="text"/>	<input type="text"/>

LDQAR at Wells

Well Information
WELL INFORMATION BULK UPLOAD

CSV Import Status
Control: WELL_REPEAT
Import Error Messages: Import a file

Download CSV Template

Import CSV Template

Add Well

For Bulk uploads, click on the "Download CSV Template" button, enter data into the correct fields, then "Import CSV Template." For individual well entries click "Add Well" and enter each field in your web browser.

Individual site-specific LDQAR information can be uploaded by clicking on the "Add Well" button (light blue square above). Alternatively, data can be uploaded via bulk-upload using the downloadable template (dark blue square above).

When permit holders enter a Well Authorization (WA) number the "Well Name" field will be automatically prepopulated. Permit holders will only be able to enter WA numbers for wells that are registered to them.

The WA number field is a mandatory field.

The data fields for manually input or bulk upload of Well LDQAR data are shown in Table B.1 of this document.

LDQAR at Facilities

Facility Information
FACILITY INFORMATION BULK UPLOAD

CSV Import Status
Control: FAC_REPEAT
Import Error Messages: Import a file

Download CSV Template

Import CSV Template

Add Facility

For Bulk uploads, click on the “Download CSV Template” button, enter data into the correct fields, then “Import CSV Template.” For individual facility entries click “Add Facility” and enter each field in your web browser.

Individual site-specific LDQAR information can be uploaded by clicking on the “Add Facility” button (light blue square above). Alternatively, data can be uploaded via bulk-upload using the downloadable template (dark blue square above).

When permit holders enter a Facility ID the “Facility Name” field will be prepopulated. Permit holders will only be able to enter Facility ID numbers for facilities that are registered to them. The Facility ID number field is a mandatory field.

The data fields for manually input or bulk upload of Facility LDQAR data are shown in Table B.2 of this document.

Attachments

Attachments can easily be uploaded to support every permit holder’s submission. To upload an attachment, you can either drag and drop files into the correct location, or you can browse your computer to select the correct file. Please note that LDQAR survey data must be submitted manually or bulk uploaded by the processes presented above and not as attachments.

Attachments
MISC FILES

DROP FILES HERE OR CLICK TO BROWSE

Submission Confirmation

When all the data is entered and reviewed, press the submit button to submit the data to the Regulator.

A dark teal rectangular button with the word "Submit" in white text.

Upon completion of your submission (with no errors present) you will receive a confirmation and tracking number.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

If you are not redirected immediately after clicking on the “Submit” button, and you do not see a message similar to the above “Submission Complete” there may be a mandatory field identified that was not filled out.

Chapter 17: Gas Processing Plant Analyses Data

17.1 Introduction

Permit holders of gas processing plants in BC must use the eSubmission online portal when submitting annual analyses of fluids entering the plant. This includes both the gas analysis and associated hydrocarbon liquid analysis, as well as each marketable product leaving the plant. Annual analysis must be submitted by January 31 of each year.

The submission of plant inlet and marketable product sales stream analyses was previously required by the Drilling and Production Regulation, Section 34(7); but is now required by the Oil and Gas Processing Facility Regulation (OGPFR). Part 6, Division 1 of the OGPFR specifies records requirements for plants and other processing facilities under this regulation.

Users submitting analyses in eSubmission require the “Methane Reporting” security role. Users who do not have this role must contact their company administrator to have this role assigned in KERMIT. Refer to the Online System Accounts page for more information about creating accounts and obtaining security roles, and the Company Administration.

17.2 Submitting Gas Processing Plant Analyses Data

To submit plant gas and fluid inlet and marketable stream product analysis data for a selected gas processing plant, select Gas Plant Fluid Analysis from Data Submission on the Navigation Menu. Once selected, click on New Submission.

Menu

- Home
- + Well
- + Drilling
- Data Submission
 - As-Drilled Survey Plan
 - Directional Survey
 - Tour Report
 - Geological Report
 - Well Logs
 - Well Test Data
 - Gas and Fluid Analysis
 - Bulk Gas and Fluid Analysis
 - Hydraulic Fracture Data
 - Completion/Workover Report
 - Injection and Disposal
 - **Gas Plant Fluid Analysis**
- + Notices

Submit Submission

Gas Plant Fluid Analysis v4

[New Submission](#)

Active Submissions:

Submission Date

Select the plant permit holder from the drop down list as shown below and complete the contact information fields.

Gas Plant Fluid Analysis

PREPARED ON BEHALF OF COMPANY/ORGANIZATION:

▼

Select an Organization

Contact Details

CONTACT FIRST NAME *	CONTACT LAST NAME *	CONTACT PHONE NUMBER * <small>Ex. (000) 000-0000</small>	CONTACT EMAIL *
----------------------	---------------------	---	-----------------

Multiple plant analyses can be submitted using the bulk upload, or individually by entering individual component fields. To utilize the bulk upload a user must download the CSV template, and follow the same requirements as individual entry.

Sample Report Information
BULK UPLOAD SAMPLE REPORT INFORMATION

Download CSV Template
Import CSV Template

Add Sample Report

Attachments
LAB ANALYSIS REPORT *

DROP FILES HERE OR CLICK TO BROWSE

MISC FILES

DROP FILES HERE OR CLICK TO BROWSE

CSV Import Status
Control: SampRepeat

Import Error Messages: Import a file

Submit

Click Here To Continue Later

When entering individual analyses, the specific gas plant needs to be identified using the Facility ID Code (FACID). Once entered, the facility name and legal description will display. Other information, including the permit holder, AD Number, BCER File Number, Facility Type Code, Facility Status, and Permit Approval Date, will also auto populate once the FACID is entered.

The screenshot shows a web form for data entry. At the top left, there is a 'FAC ID: *' label. Below it, a grey box contains 'FACILITY ID' and 'FACILITY NAME' labels, each with an empty text input field. Below this box, there are several rows of input fields:

- 'SOURCE LABORATORY *' (text input)
- 'LAB FILE NO: *' (text input)
- 'CONTAINER ID' (text input)
- 'SAMPLE TYPE *' (dropdown menu)
- 'SAMPLE POINT / LOCATION *' (dropdown menu)
- 'DATE SAMPLED *' (calendar icon and 'mm/dd/yyyy' text)
- 'DATE ANALYZED *' (calendar icon and 'mm/dd/yyyy' text)
- 'SAMPLE PRESSURE (KPA) *' (text input)
- 'SAMPLE TEMPERATURE (C) *' (text input)
- 'RECEIVED PRESSURE (KPA) *' (text input)
- 'RECEIVED TEMPERATURE (C) *' (text input)
- 'EXTENDED ANALYSIS TO C15+?' (dropdown menu)
- 'EXTENDED ANALYSIS TO C30+?' (dropdown menu)

Mandatory fields are identified with a star.

Complete the remaining fields, choosing the applicable drop down options:

Sample Type	Description
Gas	Natural gas typically from gas leg off separator
Condensate	Free condensate from plant inlet or stabilized condensate product
Both	Effluent stream containing both natural gas and hydrocarbon liquids
Recombination	Where hydrocarbon liquid has been recombined with a gas stream
Hydrocarbon Liquid	A stream that has been recovered from the plant inlet and can range from LPG to NGL mix
Sample Location	Description
Inlet gas	Plant inlet separator gas leg
Inlet HC Liquid	Plant inlet separator HC liquid leg
Sales gas	Plan final sales gas
Propane C3 Spec Sales	Propane sales to truck or pipeline
Butane C4 Spec Sales	Butane sales to truck or pipeline
LPG (C3-C4) Sales	LPG sales to truck or pipeline
NGL (C3+) Sales	NGL sales to truck or pipeline
Condensate (C5+) Sales	Stabilized condensate sales to truck or pipeline
Acid Gas	Acid gas to flare or well disposal

The scope of analysis can include components including C7+, C15+, and C30+ depending on the individual permit holder's decision, but the minimum mandatory requirement is for inclusion to C7+.

EXTENDED ANALYSIS TO C15+?		EXTENDED ANALYSIS TO C30+?										
<input type="text"/>		<input type="text"/>										
H2S *	BENZENE	CO2 *	N2 *	H2 *	HE *	C1 *	C2 *	C3 *	IC4 *	NC4 *	IC5 *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
NC5 *	C6 *	C7(+)*										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
GAS RELATIVE DENSITY *	CALCULATED MOLECULAR MASS OF TOTAL SAMPLE (KG/KMOL) *		CALCULATED GROSS HEATING VALUE (MJ/M3) *									
<input type="text"/>	<input type="text"/>		<input type="text"/>									
COMMENT ON SAMPLE												
<input type="text"/>												
<input type="button" value="Remove"/> <input type="button" value="Add Sample Report"/>												
Attachments												
LAB ANALYSIS REPORT *												
DROP FILES HERE OR CLICK TO BROWSE												
MISC FILES												
DROP FILES HERE OR CLICK TO BROWSE												

Hydrogen Sulphide concentrations must be submitted as a value between 4 and 6 decimal places, including zero values (0.0000). All Other Components must be to 4 decimal places (0.0000).

Chapter 18: Certificate of Restoration

18.1 Introduction

Section 41 of the EERA requires that a permit holder complete all regulatory obligations imposed in relation to the permit, permission, or authorization prior to certification. This includes the site decommissioning, assessment, remediation, and restoration requirements of the DSR. For sites on Crown land, restoration must be completed per Section 19 of the EPMR which requires permit holders to restore the operating area of an energy resource activity also applies. The online, standardized eSubmission process for assessment and remediation reports as well as restoration reports will help ensure consistency in the format and content of submissions. This will further allow for more efficient review and tracking of further or additional information required to make decisions, as well as provide supporting data for the dormant sites program, tenure management and liability management. Sites are only considered remediated or restored after the permit holder has received written notification from the Regulator that the remediation/restoration was satisfactory under the regulations. These reports link to the DSR compliance, tenure management, and liability management calculations.

Prior to making a submission, the user should confirm that they have the proper Notices granted to them by a Permit Holder. Please see <https://www.bc-er.ca/energy-professionals/online-systems/online-systems-accounts/> for permissions and notices.

18.2 Report Submission Types

To make a submission regarding assessment/remediation whether it be compelled under the DSR or provided in order to obtain a Certificate of Restoration, select the appropriate site assessment form from the Navigation menu. For Restoration submissions, whether it be compelled under the DSR or made in order to obtain a Certificate of Restoration, select the restoration assessment form from the Navigation menu.



Site Assessment Form – Remediation Complete

The required minimum for the Site Assessment Form – Remediation complete will serve both a Certificate of Restoration Part I submission and a DSR Section 7 report submission. The submission may include assessment, delineation and/or remediation activities. Upon submission of this form, the date will be automatically entered and tracked for that energy resource activity. Select New Submission under the Site Assessment Form – Remediation Complete from the eSubmission menu.

Submit Submission

Site Assessment Form - Remediation Complete v0.09

This form must be submitted under the authorities of the Oil and Gas Activities Act, s. 41, and the Environmental Management Act S.B.C. 2003, c.53. This form may only be completed by a professional or technologist registered as a member in good standing with an organization operating under an act of the British Columbia legislature

New Submission

Active Submissions:

Submission Date	Permit Holder	Tracking No.	Status
-----------------	---------------	--------------	--------

The following administrative Information is mandatory for every Remediation Complete submission.

- Permit Holder Name
- Well Authorization Number, which will automatically populate the Well Name field. Please ensure that the well name matches the records of the Permit Holder.
- Site Condition – This is a simple summary of the process and approach used to confirm the investigation, delineation and/or remediation activities that were completed to justify that the site meets the definition of “Not a Contaminated Site” as per Section 11 of the CSR or that the site does not pose any unacceptable risk to the public or the environment.
 - Not Contaminated (Meets applicable standards)
 - Not Contaminated (Based on background)
 - Contaminated (Source Pathway Receptor Evaluation)
 - Contaminated (Detailed Risk Assessment)
 - Contaminated (Other justification)
 - This will prompt another box to be populated with the relevant information for the justification
- Well Facility Information –

<ul style="list-style-type: none"> ○ Single Well Battery ○ Multi-Well Battery ○ Oil Treater ○ Pumping Station ○ Compressor Station ○ Dehydrator ○ Line Heater ○ Waste Disposal Facility 	<ul style="list-style-type: none"> ○ Waste Processing Facility ○ Water Disposal Facility ○ Water Injection Station ○ Fluid was piped to the site ○ Fluid was piped from the site ○ Fluid was trucked to the site ○ Fluid was trucked from the site
---	---

Site Assessment Form - Remediation Complete

This form must be submitted under the authorities of the Oil and Gas Activities Act, s. 41, and the Environmental Management Act S.B.C. 2003, c.53. This form may only be completed by a professional or technologist registered as a member in good standing with an organization operating under an act of the British Columbia legislature

Prepared on Behalf of Company/Organization:

Select an Organization

Wellsite Information

Well Authorization No.

Well Name

Site Condition *

Well Facility Information *

- Single Well Battery
- Multi-Well Battery
- Oil Treater
- Pumping Station

The remaining sections of the form relate to additional information collected during site assessment and require the following information:

1. Company File Review & Drilling Information

Company File Review

First Name * Last Name * Consulting Company * Review Date *

Drilling Information

Were drilling records reviewed? * Drilling Date * Onsite Sump *

Remote Sump *

Mud Type * Mud/Fluid Disposal Method *

Mud/Fluid Disposal Location *

For associated Landspread or Mix/Bury/Cover disposals, has the drilling waste disposal been assessed as required by the Commission document entitled "Assessing Drilling Waste Disposal Areas for Regulatory Compliance"? *

Did this assessment require intrusive sampling? *

If the records review identifies that Remote Sump was used to manage drilling waste or if the Mud/Fluid Disposal Method indicates an offsite disposal then there will be a prompt to enter the Remote Sump Location, whether NTS, DLS or UTM, prompted by a second field to enter the corresponding information.

Remote Sump * Remote Sump Location * Quarter Unit * Unit * Block * Map * Mapsheet * Grid *

Remote Sump * Remote Sump Location * LSD * Section * Township * Range *

Remote Sump * Remote Sump Location * Zone * Northing * Easting *

2. Production / Storage Information

This section is to record activities on the site where production and chemical storage are documented. The user is required describe the known historical and current infrastructure on the site. If the user selects “No” there will be prompted to provide an explanation as to why the information was not collected and reviewed. Information regarding flare pits, flare stacks, storage tanks and the use of herbicides are also recorded in this section.

Production / Storage Information

Was production / storage information obtained? *

Describe all past or present associated infrastructure known to have occupied the site *

Flare Pits * Storage Tanks *

Herbicides Used *

Other (includes waste storage/handling/chemical storage, buried pits and landfills, etc.) *

The “Other” box can be used to add additional relevant for the site that influenced the investigation, delineation and/or remediation methods and/or conclusions. This could include information regarding production, storage, or waste management where relevant information has not been otherwise provided. For example, if the surface hole drilling was completed with a gel chemical system and subsequently disposed of on an onsite or remote sump or via landspray while drilling and the main hole was drilled with invert and subsequently disposed of at an approved disposal facility.

3. Environmental Information

Events such as spills or releases are captured in this section. If the user selects “No” then they will be prompted to the next section of the form. If the user selects “Yes” then they will be prompted to complete the information, as presented below.

Environmental Information

Spills / Releases *	Spill / Release Description *		
<input type="text" value="Yes"/>	<input style="width: 90%;" type="text"/>		
Type of Incident tracking Number *	Spill Location *		
<input type="text"/>	<input type="text"/>		
Spill Extent (m2) *	Volume Recovered (m3) *		
<input type="text"/>	<input type="text"/>		
Contaminant Type *	Were Remedial Actions Taken? *	Has the site, at any time, been classified as high risk under MOE protocol 12 *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional information to support the application and to achieve requirements that all reasonable efforts have been taken to identify all APEC, such as interviews with persons with knowledge of the site, such as landowners, occupants or permit holder operator(s) is provided in next section.

Landowner Interviews

Landowner First Name *	Landowner Last Name *	Landowner Status *	Landowner Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-0000"/>
Interviewer First Name *	Interviewer Last Name *	Interview Company *	Interview Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Details of the Landowner's comments: *			
<input style="width: 95%;" type="text"/>			
Documented Landowner/Occupant Concerns regarding contamination *			
<input type="text"/>			

Remove

Add Landowner Interview

Operator Interviews

Operator First Name *	Operator Last Name *	Operator Company *	Operator Position *	Operator Phone Number *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Ex. (000) 000-0000"/>	
Details of the Operator's comments: *		Is the interview Information *	Interviewer First Name *	Interviewer Last Name *	Interview Company *
<input style="width: 90%;" type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interview Date *					
<input type="text" value="mm/dd/yyyy"/>					

Remove

Add Operator Interview

Information that is collected as part of the file review to be confirmed in the field during the site visit, as per section 58(1)(a) of CSR, to identify areas of potential environmental concern are provided in the following

section of the form. Whenever a “Yes” is selected for criteria in the form, the user will be prompted to provide comments on what was observed. This is also where the user will confirm that any aerial photograph review(s) completed supports or provides an explanation of what is observed in the field.

Site Visit

Site Visit Date *

Assessor First Name *

Assessor Last Name *

Assessor Company Name *

Surrounding Land Use

N *

S *

E *

W *

Topography *

Vegetation *

Proximity to Residence (m) *

Proximity to Water Well (m) *

Proximity to Surface Waterbody (m) *

Equipment or Tankage present (or visual signs of former facilities)? *

Observation Comments *

Visual Signs of Open or potentially buried earthen pits? *

Observation Comments *

Evidence of past spills (includes cumulative releases and well centre impacts) *

Observation Comments *

Adjacent land affected by operations on the site? *

Observation Comments *

Vegetation stress apparent? *

Observation Comments *

Is there any indication that groundwater may have been affected by the operations on the site? *

Observation Comments *

Does site visit information conflict with specific file or air photo review information? *

Observation Comments *

To complete the submission, all relevant forms, checklists, technical reports, or additional information that support the conclusions must be attached, and the responsible professional will enter their conclusions and provide their Professional Declaration.

Conclusions
From the review of available information, is there any evidence to indicate that contamination is likely present in either soils or groundwater? *

No

Professional Declaration

First Name * Last Name * Phone Number * Email Address *

Ex. (000) 000-0000

I am a member of the * Professional Registration/Member/Licence Number *

I am a professional in good standing of a regulated profession under the Professional Governance Act or other act of the BC legislature *

Attachments:

Environmental Site Assessment Checklist *

Drop files here or click to browse

Drilling Waste Checklist *

Drop files here or click to browse

Investigation / Remediation Reports *

Drop files here or click to browse

Site Disclosure Statement *

Drop files here or click to browse

Misc Files

Drop files here or click to browse

Upon completion of the submission (with no errors present) a confirmation and tracking number will be provided.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

Note: If not redirected immediately after clicking on the "Submit" button, and no message appears similar to the above "Submission Complete" there may be a mandatory field identified that has not been filled out.

Site Assessment Form – Remediation Incomplete

The Site Assessment Form – Remediation Incomplete serves as the report to demonstrate compliance with Section 7 of the DSR, for sites where remedial activities are not yet complete. Upon submission of this form, the date will be automatically entered and tracked for that energy resource activity. Select New Submission under the Site Assessment Form – Remediation Incomplete from the eSubmission menu.

Submit Submission

Site Assessment Form - Remediation Incomplete v0.07

This form must be submitted under the authorities of the Oil and Gas Activities Act, s. 41, and the Environmental Management Act S.B.C. 2003, c.53. This form may only be completed by a professional or technologist registered as a member in good standing with an organization operating under an act of the British Columbia legislature

[New Submission](#)

Active Submissions:

Submission Date	Permit Holder	Tracking No.	Status
-----------------	---------------	--------------	--------

The administrative portion of the form is the same as the previous “Remediation Complete” form. The difference is where the user will select the Site Condition as Site Assessed – Remediation Incomplete. A permit holder must still complete remediation to the satisfaction of the Regulator within the prescribed DSR timelines and in order to receive a Certificate of Restoration.

The screenshot shows the 'Site Assessment Form - Remediation Incomplete' interface. It includes a title, a brief description, and a dropdown menu for 'Prepared on Behalf of Company/Organization'. Below this is the 'Wellsite Information' section with fields for 'Well Authorization No.' and 'Well Name'. A red box highlights the 'Site Condition *' dropdown menu, which is currently set to 'Site Assessed Remediation Incomplete'. A red arrow points from this dropdown to a larger red box below it, which also shows the 'Site Condition *' dropdown menu with 'Site Assessed Remediation Incomplete' selected.

Within the Conclusions section of the Site Assessed – Remediation Incomplete form, the user will be prompted to include comments to summarize the contamination that is likely present in either soil or groundwater.

The screenshot shows the 'Conclusions' section of the form. It contains a question: 'From the best of available information, is there any evidence to indicate that contamination is likely present in either soils or groundwater? *'. Below the question is a dropdown menu with 'Yes' selected. To the right of the dropdown is a text area labeled 'Observations/Comments *'. A red oval highlights the dropdown menu and the text area.

Upon completion of the submission (with no errors present) a confirmation and tracking number will be provided.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

Note: If not redirected immediately after clicking on the “Submit” button, and if no message appears similar to the above “Submission Complete” there may be a mandatory field identified that has not been filled out.

Restoration Assessment Form

After receiving confirmation from the Regulator that remediation was acceptable per Section 8 of the DSR, a permit holder may submit a Restoration Assessment Form to demonstrate that restoration obligations of Section 9 of the DSR have been completed. This form may also be used to document that restoration work required under section 9 of the DSR has been completed but the vegetation establishment is not yet fully assessed. Select New Submission under the Restoration Assessment Form from the eSubmission menu.

Submit Submission

Restoration Assessment Form v1.07

This form must be submitted under the authorities of the Oil and Gas Activities Act, s. 41, and the Environmental Management Act S.B.C. 2003, c.53. This form may only be completed by a professional or technologist registered as a member in good standing with an organization operating under an act of the British Columbia legislature

New Submission

Active Submissions:

Submission Date	Permit Holder	Tracking No.	Status
-----------------	---------------	--------------	--------

The following administrative Information is mandatory for every Remediation Complete submission:

- Permit Holder Name
- Well Authorization Number, which will automatically populate the Well Name field. Please ensure that the well name matches the records of the Permit Holder.

Restoration Assessment Form

This form must be submitted under the authorities of the Oil and Gas Activities Act, s. 41, and the Environmental Management Act S.B.C. 2003, c.53. This form may only be completed by a professional or technologist registered as a member in good standing with an organization operating under an act of the British Columbia legislature

Prepared on Behalf of Company/Organization:

Select an Organization

Site Information

Well Authorization No.

Well Name

Entering Restoration Information

The form will ask if the lands restored are Crown land or not Crown land (private land). The user is required to enter the well area restored along with any ancillary areas and access. The form will automatically calculate the total area restored.

The user will enter a simple description of what was restored.

If Crown land is selected, the user may enter “Not Applicable” where the form asks for “Details” of any areas left unrestored at Landowners request. Or the user may enter any relevant details such as occupant (range tenure holder or other potential land user) requests or discussions.

For the remaining sections of the form, the user will enter yes or no. If “Yes” is selected for the questions within the red boxes below, the user will be prompted to provide additional information. While not all questions will require supporting comments within the form it will be expected that this information is clearly presented in the supporting documentation.

If there were reclamation conditions included in the site’s “Approval to Construct” the user would enter “Yes”. This information will inform reclamation activities that are subject to the remaining required information. Users may have to request to review the original permit for the activity to confirm if there were any reclamation conditions outside the EPMR. Users may send a request to the File Room at fileroom@bc-er.ca or through the Well Data Request Form on the BCER website [Well Data Request Form | BC Energy Regulator \(BCER\) \(bc-er.ca\)](#).

When this form is used to document that the restoration work has been completed but validation of vegetation establishment is not yet complete, the user may choose not to include the reclamation inspection report. In such cases, for sites on Crown land to which the Environmentally Suitable Species Guidance applies, the user must submit the First Nation Pre-engagement summary and the species list used for vegetation establishment.

To complete the submission, all relevant forms, checklists, technical reports, Schedule B assessments (if site within ALR), or additional information that support the conclusions must be attached, and the responsible professional the user will enter their conclusions and their Professional Declaration.

Professional Declaration

First Name * Last Name * Phone Number * Email Address *

I am a member of the * Professional Registration/Member/Licence Number *

I am a professional in good standing of a regulated profession under the Professional Governance Act or other act of the BC legislature *

Attachments:

Misc Files

Drop files here or click to browse

Upon completion of the submission (with no errors present) a confirmation and tracking number will be provided.

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

If not redirected immediately after clicking on the “Submit” button, and no message appears similar to the above “Submission Complete” there may be a mandatory field identified that has not been filled out.

Annual Glycol Dehydrator Methane and Benzene Emission Reporting

Introduction

Amendments to the Drilling and Production Regulation Section 52.08 (3) that came into effect January 1, 2024, requires that permit holders that use a glycol dehydrator must maintain a record of the volume of natural gas emitted from the dehydrator in a calendar year and submit that information to the Regulator by March 31 of the following year.

Appendix J of Oil and Gas Activity Operations Manual Appendix J sets out the benzene emission limits from glycol dehydrators. Permit holders must complete and submit an annual glycol dehydrator inventory list by March 31 of each calendar year for the operations of the previous calendar year.

An online, standardized eSubmission process for both methane and benzene emissions from glycol dehydrators will ensure that all required content is present in every permit holder submission, and it will ensure that all submissions are received in a consistent format. This will allow for more efficient and timely review, as well as analysis of data.

Methane and benzene emissions from glycol dehydrators recorded during the previous calendar year are submitted to the Regulator by March 31 of the following year, on an annual basis. If March 31 occurs on statutory holiday or a weekend the submission may occur on the next business day.

Administrative Information Required

The following administrative information is mandatory for every submission:

- Permit Holder Name
- Contact First and Last Name
- Contact Information (Phone Number and Email Address)

Annual Glycol Dehydrator Methane and Benzene Emission Inventory

This form must be used to submit the volume of natural gas (as methane) emitted from glycol dehydrators as required by Section 52.08 (3) of the Drilling and Production Regulation, and annual benzene emissions from glycol dehydrators as required in Appendix J of the Oil and Gas Activity Operations Manual. This submission is due March 31st of the year after the reporting year.

Prepared on Behalf of Company/Organization:

Select an Organization

Permit Holder Details

Contact First Name *

Contact Last Name *

Contact Phone Number *

Email Address *

Technical Information Required

Each permit holder must enter the reporting year and the fleet average methane emissions for glycol dehydrators installed before 2025.

Glycol Dehydrator Emissions

Reporting Year *

Annual Fleet Average Methane Emissions for Equipment Installed before 2025 (t) *

From then on information for each dehydrator in the permit holder's inventory must be entered. The dehydrator inventory and emissions can be input manually or via bulk upload using a comma separated variable (CSV) format template. A description of the information required to be submitted using either method can be found in Appendix C.

To input information manually, click on the "Add Dehydrator" button. Once finished, more records can be entered with the "Add Dehydrator" button as needed.

To use the bulk upload option, download the CSV bulk upload template using the “Download CSV Template” button. Each line in the template will represent one dehydrator. Once all the dehydrator information has been entered in the template using a spreadsheet or text editor, the template document can be imported using the “Import CSV Template”. Any errors detected will be listed in the Error Messages box. If there are errors, they can be corrected in the CSV template file and re-imported in a new submission, or they can be corrected manually in the eSubmission environment.

CSV Import Status

Control: GLYCOL_DEHY_REPEAT

Import Error Messages: Import a file

Download CSV Template

Import CSV Template

Add Dehydrator

When permit holders enter a Facility ID number, the “Facility Name” field will be automatically prepopulated from the information in the BCER database. Permit holders will only be able to enter ID numbers for facilities that are registered to them.

Attachments

Attachments can easily be uploaded to support every permit holder’s submission. To upload an attachment, you can either drag and drop files into the correct location, or you can browse your computer to select the correct file. Please note that glycol dehydrator emission data must be submitted manually, or bulk uploaded by the processes presented above and not as attachments.

Attachments

Misc Files

Drop files here or click to browse

Submission

When all the data is entered and reviewed, press the “Submit” button to submit the data to the Regulator. If there are any additional errors detected, they can be corrected in the CSV template file and re-imported in a new submission, or they can be corrected manually in the eSubmission environment. Upon successful completion of your submission (with no errors present) you will receive a confirmation and tracking number

Submission Complete

Thank you for your submission. The tracking number for the submission is 20200063.

Appendix A: File Naming Conventions

Submission Type	Description	Required File Naming Convention	Date Guidance	OPTIONAL/ MANDATORY Guidance	Example
COMP	Completion/Workover Report	WANUM_COMP_YYYYMMDD_OPTIONAL.PDF	Last Date of Operations	Well Name	30510_COMP_2017MAR15_ABC123.PDF
DIR	Directional Survey	WANUM_DIR_YYYYMMDD_OPTIONAL.TXT WANUM_DIR_YYYYMMDD_OPTIONAL.PDF	Rig Release Date	Expected Drilling Event (DE)_Version#	12345_DIR_2015MAY01_00_V1.TXT 12345_DIR_2015MAY01_00_V1.PDF
DST	Drill Stem Test	WANUM_DST_YYYYMMDD_OPTIONAL.PDF	Test Date	Run Number	12345_DST_2015MAY01_SRDOINFO.PDF
ERP	Core Plan	Company Name_CORE_YYYY-MM-DD	2020-02-28		ABC Oil and Gas CORE 2019-03-31.pdf
	Drilling & Completions Plan	WA Number(s)_Company Name_FieldName_Location	Use date created, not date submitted.	WA Number(s) can be provided as a range if numbers are contiguous or as a list. Location is given as NTS or DLS or UTM.	
	Field / Facility / Pipeline Plan	Company Name_Field Name(s)_YYYY-MM-DD Company Name_Facility Name_YYYY-MM-DD Company Name_Pipeline Project_YYYY-MM-DD		For field ERPs, list all fields for which the supplemental plan applies separated by commas	ABC Oil and Gas Sunrise, Sundown 2019-03-31.pdf
ETS	Tour Sheets	WANUM_ETS_YYYYMMDD_OPTIONAL.PDF WANUM_ETS_YYYYMMDD_OPTIONAL.XML	Rig Release or Drilling Suspended Date	Well Name	12345_ETS_2015MAY01_Bubbles c79A.PDF 12345_ETS_2015MAY01_Bubbles c79A.PDF
FRAC	Hydraulic Fracture Data	WANUM_FRAC_YYYYMMDD_OPTIONAL.CSV	Last Date of Operations	Expected Drilling Event (DE)_Version#	12345_FRAC_2015MAY01_00_V1.CSV
FTLR	Formation Tops / Logs Run Supporting-Strip-Lithology Logs	WANUM_FTLR_YYYYMMDD_OPTIONAL.PDF Submit as Log Files (WL) - See above	Rig Release Date	Well Name	12345_FTLR_2015MAY01_Lilyc79A.PDF
GAN	Gas Analysis	WANUM_GAN_YYYYMMDD_OPTIONAL.PAS WANUM_GAN_YYYYMMDD_OPTIONAL.PDF	Analysis Date	Unique Lab File Number	12345_GAN_2015JUN01_FC324-613A.PAS 12345_GAN_2015JUN01_FC324-613A.PDF
GEO	Geological Reports	WANUM_GEO_YYYYMMDD_OPTIONAL.PDF	Report Date	Well Name	12345_GEO_2015MAY01_Bubbles c79A.PDF
GRD	Static Gradient Pressure Tests	WANUM_GRD_YYYYMMDD_OPTIONAL.PAS WANUM_GRD_YYYYMMDD_OPTIONAL.PDF	Last Date of Testing	Test Description	12345_GRD_2015MAY01_SRDOINFO.PAS 12345_GRD_2015MAY01_SRDOINFO.PDF
INJDISP	Injection and Disposal	INJDISP_YYYYMM_9999_XX.xml	Submission Date	Version Number	INJDISP_201504_0691_01.xml
ISO	Isotope Reports	WANUM_ISO_YYYYMONDD_OPTIONAL.CSV WANUM_ISO_YYYYMONDD_OPTIONAL.PDF	Test End Date	Lab File Number	12345_ISO_2015MAY01_ABC123.CSV 12345_ISO_2015MAY01_ABC123.PDF
OAN	Oil Analysis	WANUM_OAN_YYYYMMDD_OPTIONAL.PAS WANUM_OAN_YYYYMMDD_OPTIONAL.PDF	Analysis Date	Unique Lab File Number	12345_OAN_2015JUN01_XRD6745.PAS 12345_OAN_2015JUN01_XRD6745.PDF
PERF	Hydraulic Fracture Data	WANUM_PERF_YYYYMMDD_OPTIONAL.CSV	Last Date of Operations	Expected Drilling Event (DE)_Version#	12345_PERF_2015MAY01_00_V1.CSV

PRD	Production Flow Tests	WANUM_PRD_YYYYMMMDD_OPTIONAL.PAS	Last Date of Testing	Test Description	12345_PRD_2015MAY01_SRDOINFO.PAS
		WANUM_PRD_YYYYMMMDD_OPTIONAL.PDF			12345_PRD_2015MAY01_SRDOINFO.PDF
PVT	Pressure-Volume Temperature Analysis	WANUM_PVT_YYYYMMMDD_OPTIONAL.PDF	Test End Date	Lab File Number	12345_PVT_2015MAY01_ABC123.PDF
RFT	Repeat Formation Test	WANUM_RFT_YYYYMONDD_OPTIONAL.PDF	Test Date	Test Description	12345_2015MAY01_ABC123.PDF
STWU	Water Use	STWU_YYYYMM_9999_OPTIONAL.xml	Submission Date	Version Number	STWU_201607_0237_001.xml
TRD	(Bottom Hole) Transient Pressure and Deliverability	WANUM_TRG_YYYYMMMDD_OPTIONAL.PAS	Last Date of Testing	Test Description	12345_TRG_2015MAY01_SRDOINFO.PAS
		WANUM_TRG_YYYYMMMDD_OPTIONAL.PDF			12345_TRG_2015MAY01_SRDOINFO.PDF
TRGS	(Surface) Transient Pressure and Deliverability	WANUM_TRGS_YYYYMMMDD_OPTIONAL.PAS	Last Date of Testing	Test Description	12345_TRGS_2015MAY01_SRDOINFO.PAS
		WANUM_TRGS_YYYYMMMDD_OPTIONAL.PDF			12345_TRGS_2015MAY01_SRDOINFO.PDF
		WANUM_TRGS_YYYYMMMDD_OPTIONAL.CSV			12345_TRGS_2015MAY01_SRDOINFO.CSV
WAN	Water Analysis	WANUM_WAN_YYYYMMMDD_OPTIONAL.PAS	Analysis Date	Unique Lab File Number	12345_WAN_2015JUN01_ABC123.PAS
		WANUM_WAN_YYYYMMMDD_OPTIONAL.PDF			12345_WAN_2015JUN01_ABC123.PDF
WL	Log Files	WANUM_WL_YYYYMMMDD_MANDATORY.LAS	Log Run Date	Curve Description	12345_WL_2015APR20_NEUTDENSGR.LAS
		WANUM_WL_YYYYMMMDD_MANDATORY.PDF			12345_WL_2015APR20_NEUTDENSGR.PDF
		WANUM_WL_YYYYMMMDD_MANDATORY.TIF			12345_WL_2015APR20_NEUTDENSGR.TIF

Users submitting spatial submissions should refer to the [eSubmission Spatial Data Submission Standards](#) for required naming conventions.

Appendix B: LDQAR Data Tables

B.1 Wells

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
BCER Key	WELL_REP_BCER_SURVEY_ID	BCER Survey Identification	N/A	Must be left blank	
Survey Date	WELL_REP_SURVEY_DATE	Survey Date	MM/DD/YYYY	Mandatory, must be ≤ Current Date	
Survey Method	WELL_REP_SURVEY_METHOD	Method Used	AVO, BUBBLE, METHOD_21, OGI, QUOGI	Mandatory	Audio-Visual-Olfactory [AVO], Bubble [BUBBLE], Method 21 [METHOD_21], Optical Gas Imaging [OGI], Quantitative Optical Gas Imaging [QOGI]
Survey Sequence	WELL_REP_SURVEY_NUM	Survey Number	1,2,3,4	Mandatory, must be ≥ 1 and ≤ 4	Multiple surveys at a single site/location are numbered chronologically 1 through 4
Permit Holder Survey ID	WELL_REP_PERMIT_SURVEY_ID	Survey identification	VARCHAR2 (25)	Mandatory, maximum 25 characters	Permit holder generated survey identification
Survey Type	WELL_REP_SURVEY_TYPE	Indicates who conducted the survey	INT, T_PARTY	Mandatory	Internal [INT], Third Party [T_PARTY]
Name of Third Party	WELL_REP_THIRD_PARTY	Name of Third Party	VARCHAR2 (150)	Mandatory when [WELL_REP_SURVEY_TYPE] = [T_PARTY], maximum 150 characters	
Ambient Temperature	WELL_REP_AMBIENT_TEMP_C	Ambient temperature at time of survey, degrees Celsius	NUMBER (3,1)	Mandatory when [WELL_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ -50 and ≤ 50	Maximum of one decimal place
Barometric Pressure	WELL_REP_BARO_PRESSURE_KPA	Barometric pressure at time of survey, KPa	NUMBER (4,1)	Mandatory when [WELL_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ 90 and ≤ 110	Maximum of one decimal place
Wind Speed	WELL_REP_WIND_SPEED_MS	Wind speed at time of survey, meters per second (m/s)	NUMBER (3,1)	Mandatory when [WELL_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ 0 and ≤ 30	Maximum of one decimal place
Precipitation	WELL_REP_PRECIPITATION	Weather condition at time of survey	CLEAR, CLOUDY, H_RAIN, H_SNOW, L_RAIN, L_SNOW, M_RAIN, M_SNOW, F_CLOUDS	Mandatory when [WELL_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]	Clear Sky [CLEAR], Cloudy [CLOUDY], Heavy Rain [H_RAIN], Heavy Snow [H_SNOW], Light Rain [L_RAIN], Light Snow [L_SNOW], Moderate Rain [M_RAIN], Moderate Snow [M_SNOW], Low Fast Moving Clouds [F_CLOUDS]
Detection Instrument Make	WELL_REP_DETECTION_INSTR_MAKE	Type of detection instrument used	FLIR, OPGAL, OTHER	Mandatory when [WELL_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI];	Forward Looking InfraRed [FLIR], OPGAL [OPGAL], Instrument other than FLIR or OPGAL [OTHER]
Detection Instrument Model	WELL_REP_DETECTION_INSTR_MODEL	Model of detection instrument used	GFIR, GFIRHSX, GF300, GF320_GFX320, GF620, EYECGAS_2.0	Mandatory when [WELL_REP_DETECTION_INSTR_MAKE] = [FLIR] or [OPGAL]	GasfindIR [GFIR], GasfindIR HSX [GFIRHSX], GF300 [GF300], GF320 / GFx320 [GF320_GFX320], GF620 [GF620], EyeCgas 2.0 [EYECGAS_2.0]
Other Instrument Model	WELL_REP_OTHER_INSTR_MODEL	Model of 'OTHER' detection instrument used	VARCHAR2 (30)	Mandatory when [WELL_REP_OTHER_INSTR_MODEL] = [OTHER], maximum 30 characters	
Emitting Natural Gas Pneumatic Devices Present	WELL_REP_EMITTING_DEVICE_IND	Are Emitting Pneumatic Devices present?	Y, N	Mandatory	Yes [Y], No [N]
Storage Tanks Present (Controlled)	WELL_REP_STOR_CONTROLLED_IND	Are Controlled Storage Tanks Present?	Y, N	Mandatory	Yes [Y], No [N]
Storage Tanks Present (Uncontrolled)	WELL_REP_STOR_UNCONTROLLED_IND	Are Uncontrolled Storage Tanks Present?	Y, N	Mandatory	Yes [Y], No [N]

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
Number of Days Facility or Parts Thereof Pressurized	WELL_REP_FAC_PRESSURIZED_DAYS	Well production days	Number (3)	Mandatory, must be ≥1 and ≤ 365	
Leak Detected?	WELL_REP_LEAK_DETECT_IND	Did the survey detect a leak?	Y, N	Mandatory	Yes [Y], No [N]
Re-Occurring Leak?	WELL_REP_LEAK_REOCCURRING_IND	Is this a leak that has occurred previously?	Y, N	Mandatory when [WELL_REP_LEAK_DETECT_IND] = [Y]	
Leak Number	WELL_REP_LEAK_NUMBER	Leak Number	NUMBER (5)	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y], must be ≥ 1 and ≤ 10000	
Permit Holder Leak ID	WELL_REP_PERMIT_LEAK_ID	Leak identified used by permit holder	VARCHAR2 (25)	Optional, maximum 25 characters	
Leak Contains H2S?	WELL_REP_LEAK_H2S_IND	Does the leak contain hydrogen sulphide?	Y, N	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Leak Located in Building?	WELL_REP_LEAK_BUILDING_IND	Is the leak located inside a building?	Y, N	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Building has Leak Detection?	WELL_REP_LEAK_BUILDING_DET_IND	Does the building have a leak detection system?	Y, N	Mandatory when [WELL_REP_LEAK_BUILDING_IND] = [Y]	Yes [Y], No [N]
Process Block	WELL_REP_PROCESS_BLOCK	Process Block where leak detected	COMP, DEHY, F_SYSTEM, FILT, FRAC, HEATER_BOILER, M_STATION, P_GEN, PIGGING, REFRIG, SEPARATOR, S_RECOVERY, STABIL, SWEETENING, TANKAGE, TREATER, T_EXPANDER, V_RECOVERY, WELLHEAD, OTHER	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Compression [COMP], Dehydration [DEHY], Flare System [F_SYSTEM], Filtration [FILT], Fractionation [FRAC], Heater/Boiler [HEATER_BOILER], Meter Station [M_STATION], Power Generation [P_GEN], Pigging [PIGGING], Refrigeration [REFRIG], Separator [SEPARATOR], Sulphur Recovery [S_RECOVERY], Stabilization [STABIL], Sweetening [SWEETENING], Tankage [TANKAGE], Treater [TREATER], Turbo Expander [T_EXPANDER], Vapour Recovery [V_RECOVERY], Wellhead [WELLHEAD], Other [OTHER]
Other Process Block	WELL_REP_PROCESS_BLOCK_OTHER	Description of 'OTHER' process block	VARCHAR2 (30)	Mandatory when [WELL_REP_PROCESS_BLOCK] = [OTHER], maximum 30 characters	
Leaking Component Type	WELL_REP_LEAKING_COMP	Leaking Component	C_STARTER, CONNECTOR, C_VALVE, METER, O_LINE, P_DEVICE, PRV_PSV, P_PUMP, P_SEAL, T_HATCH, U_FLARE, VALVE, OTHER	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Compressor Starter (Abnormal Operation Only) [C_STARTER], Connector [CONNECTOR], Control Valve [C_VALVE], Meter [METER], Open-Ended Line [O_LINE], Pneumatic Device (Abnormal Operation Only) [P_DEVICE], PRV/PSV [PRV_PSV], Pneumatic Pump (Abnormal Operation Only) [P_PUMP], Pump Seal [P_SEAL], Thief Hatch [T_HATCH], Unlit Flare [U_FLARE], Valve (Other Than Control Valve) [VALVE], Other [OTHER]
Other Leaking Component Type	WELL_REP_LEAKING_COMP_OTHER	Description of 'OTHER' leaking component	VARCHAR2 (30)	Mandatory when [WELL_REP_LEAKING_COMP] = [OTHER], maximum 30 characters	
Leaking Component Service Type	WELL_REP_LEAKING_SERVICE	Leaking Component Service Type	BUTANE, F_GAS, L_LIQUID, N_GAS, PROPANE, OTHER	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Butane [BUTANE], Fuel Gas [F_GAS], Light Liquid [L_LIQUID], Natural Gas [N_GAS], Propane [PROPANE], Other [OTHER]
Other Leaking Component Service Type	WELL_REP_LEAKING_SERVICE_OTHER	Description of 'OTHER' Component Service Type	VARCHAR2 (30)	Mandatory when [WELL_REP_LEAKING_SERVICE] = [OTHER], maximum 30 characters	
Leak Rate	WELL_REP_LEAK_RATE_CMH	Leak rate, m ³ /hr	NUMBER (7,4)	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y], must be ≥ 0.0001 and ≤ 999.9999	Maximum of 4 decimal places
Leak Rate Quantification Method	WELL_REP_LEAK_QUANT_METHOD	Quantification method used	C_BAG, E_FACTOR, E_ESTIMATE, FF_METER, HF_SAMPLER, QOGI, OTHER	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Calibrated bag (Measurement) [C_BAG], Emission Factor (Non-Measurement) [E_FACTOR], Engineering Estimate (Non-Measurement) [E_ESTIMATE], Full Flow Meter (Measurement) [FF_METER], High-Flow Sampler (Measurement)

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
					[HF_SAMPLER], QOGI (Measurement) [QOGI], Other Method Approved by BCER [OTHER]
Other Method Approved by BCER	WELL_REP_LEAK_QUANT_METHOD_OTHER	Description of 'OTHER' Quantification method	VARCHAR2 (30)	Mandatory when [WELL_REP_LEAK_QUANT_METHOD] = [Y], maximum 30 characters	
Reason for Non-Measurement	WELL_REP_LEAK_NON_MEAS_REASON_OTHER	Reason for Non-Measurement	INACCESS, UNSAFE, OTHER	Optional, provide a reason if measurement of leak rate was not completed.	Inaccessible [INACEESS], Unsafe to measure [UNSAFE], Other [OTHER]
Other Non-Measurement Reason	WELL_REP_NON_MEAS_REASON_OTHER	Description of 'OTHER' reason	VARCHAR2 (30)	Mandatory when [WELL_REP_LEAK_NON_MEAS_REASON] = [OTHER]	
Leak Repaired	WELL_REP_LEAK_REPAIRED_IND	Was the leak repaired?	Y, N	Mandatory when [WELL_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Date of Successful Repair	WELL_REP_REPAIR_DATE	Date of repair	MM/DD/YYYY	Mandatory when [WELL_REP_LEAK_REPAIRED_IND] = [Y]	
Repair Confirmation Method	WELL_REP_REPAIR_CONFIRMATION	Method used to confirm repair	METHOD_21, OGI, S_TEST	Mandatory when WELL_REP_LEAK_REPAIRED_IND = [Y]	Method 21 [METHOD_21], Optical Gas Imaging [OGI], Soap Test [S_TEST]
Repair Method Applied	WELL_REP_REPAIR_APPLIED	Repair Method	ADJUST, CLEAN, CT_HATCH, R_BUILD, R_GREASE, REPLACE, TIGHTEN, OTHER	Mandatory when [WELL_REP_LEAK_REPAIRED_IND] = [Y]	Adjust [ADJUST], Clean [CLEAN], Close Thief Hatch [CT_HATCH], Re-Build [R_BUILD], RE-Grease [R_GREASE], Replace [REPLACE], Tighten [TIGHTEN], Other [OTHER]
Other Repair Method	WELL_REP_OTHER_REPAIR	Description of 'OTHER' repair method	VARCHAR2 (30)	Mandatory when [WELL_REP_REPAIR_APPLIED] = [OTHER], maximum 30 characters	
Basis for Repair Delay	WELL_REP_REPAIR_DELAY	Basis for repair delay	CBR, NTSIF, R_ACCESS, WFP, WFSE, OTHER	Mandatory when [WELL_REP_LEAK_REPAIRED_IND] = [N]	Cannot be repaired [CBR], Need to Shut in Facility [NTSIF], Restricted Access [R_ACCESS], Waiting for Parts [WFP], Waiting for Specialized Equipment / Labour [WFSE], Other [OTHER]
Other Repair Delay	WELL_REP_OTHER_DELAY	Description of 'OTHER' repair delay	VARCHAR2 (30)	Mandatory when [WELL_REP_REPAIR_DELAY] = [OTHER], maximum 30 characters	
Well General Comments	WELL_REP_COMMENTS	Comments	VARCHAR2 (300)	Optional, maximum 300 characters	

B.2 Facilities

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
BCER Key	FAC_REP_BCER_SURVEY_ID	BCER Survey Identification	N/A	Must be left blank	
Survey Date	FAC_REP_SURVEY_DATE	Survey Date	MM/DD/YYYY	Mandatory, must be ≤ Current Date	
Survey Method	FAC_REP_SURVEY_METHOD	Method Used	AVO, BUBBLE, METHOD_21, OGI, QUOGI	Mandatory	Audio-Visual-Olfactory [AVO], Bubble [BUBBLE], Method 21 [METHOD_21], Optical Gas Imaging [OGI], Quantitative Optical Gas Imaging [QOGI]
Survey Sequence	FAC_REP_SURVEY_NUM	Survey Number	1,2,3,4	Mandatory, must be ≥ 1 and ≤ 4	Multiple surveys at a single site/location are numbered chronologically 1 through 4
Permit Holder Survey ID	FAC_REP_PERMIT_SURVEY_ID	Survey identification	VARCHAR2 (25)	Mandatory, maximum 25 characters	Permit holder generated survey identification
Survey Type	FAC_REP_SURVEY_TYPE	Indicates who conducted the survey	INT, T_PARTY	Mandatory	Internal [INT], Third Party [T_PARTY]
Name of Third Party	FAC_REP_THIRD_PARTY	Name of Third Party	VARCHAR2 (150)	Mandatory when [FAC_REP_SURVEY_TYPE] = [T_PARTY] maximum 150 characters	
Ambient Temperature	FAC_REP_AMBIENT_TEMP_C	Ambient temperature at time of survey, degrees Celsius	NUMBER (3,1)	Mandatory when [FAC_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ -50 and ≤ 50	Maximum of one decimal place
Barometric Pressure	FAC_REP_BARO_PRESSURE_KPA	Barometric pressure at time of survey, KPa	NUMBER (4,1)	Mandatory when [FAC_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ 90 and ≤ 110	Maximum of one decimal place
Wind Speed	FAC_REP_WIND_SPEED_MS	Wind speed at time of survey, meters per second (m/s)	NUMBER (3,1)	Mandatory when [FAC_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]; must be ≥ 0 and ≤ 30	Maximum of one decimal place
Precipitation	FAC_REP_PRECIPITATION	Weather condition at time of survey	CLEAR, CLOUDY, H_RAIN, H_SNOW, L_RAIN, L_SNOW, M_RAIN, M_SNOW, F_CLOUDS	Mandatory when [FAC_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI]	Clear Sky [CLEAR], Cloudy [CLOUDY], Heavy Rain [H_RAIN], Heavy Snow [H_SNOW], Light Rain [L_RAIN], Light Snow [L_SNOW], Moderate Rain [M_RAIN], Moderate Snow [M_SNOW], Low Fast Moving Clouds [F_CLOUDS]
Detection Instrument Make	FAC_REP_DETECTION_INSTR_MAKE	Type of detection instrument used	FLIR, OPGAL, OTHER	Mandatory when [FAC_REP_SURVEY_METHOD] = [METHOD_21], [OGI] or [QOGI];	Forward Looking InfraRed [FLIR], OPGAL [OPGAL], Instrument other than FLIR or OPGAL [OTHER]
Detection Instrument Model	FAC_REP_DETECTION_INSTR_MODEL	Model of detection instrument used	GFIR, GFIRHSX, GF300, GF320_GFX320, GF620, EYECGAS_2.0	Mandatory when FAC_REP_DETECTION_INSTR_MAKE = [FLIR] or [OPGAL]	GasfindIR [GFIR], GasfindIR HSX [GFIRHSX], GF300 [GF300], GF320 / GFx320 [GF320_GFX320], GF620 [GF620], EyeCgas 2.0 [EYECGAS_2.0]
Other Instrument Model	FAC_REP_OTHER_INSTR_MODEL	Model of 'OTHER' detection instrument used	VARCHAR2 (30)	Mandatory when [FAC_REP_OTHER_INSTR_MODEL] = [OTHER], maximum 30 characters	
Emitting Natural Gas Pneumatic Devices Present	FAC_REP_EMITTING_DEVICE_IND	Are Emitting Pneumatic Devices present?	Y, N	Mandatory	Yes [Y], No [N]
Storage Tanks Present (Controlled)	FAC_REP_STOR_CONTROLLED_IND	Are Controlled Storage Tanks Present?	Y, N	Mandatory	Yes [Y], No [N]
Storage Tanks Present (Uncontrolled)	FAC_REP_STOR_UNCONTROLLED_IND	Are Uncontrolled Storage Tanks Present?	Y, N	Mandatory	Yes [Y], No [N]
Number of Days Facility or Parts Thereof Pressurized	FAC_REP_FAC_PRESSURIZED_DAYS	FAC production days	Number (3)	Mandatory, must be ≥1 and ≤ 365	
Leak Detected?	FAC_REP_LEAK_DETECT_IND	Did the survey detect a leak?	Y, N	Mandatory	Yes [Y], No [N]

eSubmission User Guide

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
Re-Occurring Leak?	FAC_REP_LEAK_REOCCURRING_IND	Is this a leak that has occurred previously?	Y, N	Mandatory when [FAC_REP_LEAK_DETECT_IND] = [Y]	
Leak Number	FAC_REP_LEAK_NUMBER	Leak Number	NUMBER (5)	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y], must be ≥ 1 and ≤ 10000	
Permit Holder Leak ID	FAC_REP_PERMIT_LEAK_ID	Leak identification used by permit holder	VARCHAR2 (25)	Optional, maximum 25 characters	
Leak Contains H2S?	FAC_REP_LEAK_H2S_IND	Does the leak contain hydrogen sulphide?	Y, N	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Leak Located in Building?	FAC_REP_LEAK_BUILDING_IND	Is the leak located inside a building?	Y, N	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Building has Leak Detection?	FAC_REP_LEAK_BUILDING_DET_IND	Does the building have a leak detection system?	Y, N	Mandatory when [FAC_REP_LEAK_BUILDING_IND] = [Y]	Yes [Y], No [N]
Process Block	FAC_REP_PROCESS_BLOCK	Process Block where leak detected	COMP, DEHY, F_SYSTEM, FILT, FRAC, HEATER_BOILER, M_STATION, P_GEN, PIGGING, REFRIG, SEPARATOR, S_RECOVERY, STABIL, SWEETENING, TANKAGE, TREATER, T_EXPANDER, V_RECOVERY, WELLHEAD, OTHER	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Compression [COMP], Dehydration [DEHY], Flare System [F_SYSTEM], Filtration [FILT], Fractionation [FRAC], Heater/Boiler [HEATER_BOILER], Meter Station [M_STATION], Power Generation [P_GEN], Pigging [PIGGING], Refrigeration [REFRIG], Separator [SEPARATOR], Sulphur Recovery [S_RECOVERY], Stabilization [STABIL], Sweetening [SWEETENING], Tankage [TANKAGE], Treater [TREATER], Turbo Expander [T_EXPANDER], Vapour Recovery [V_RECOVERY], Wellhead [WELLHEAD], Other [OTHER]
Other Process Block	FAC_REP_PROCESS_BLOCK_OTHER	Description of 'OTHER' process block	VARCHAR2 (30)	Mandatory when [FAC_REP_PROCESS_BLOCK] = [OTHER], maximum 30 characters	
Leaking Component Type	FAC_REP_LEAKING_COMP	Leaking Component	C_STARTER, CONNECTOR, C_VALVE, METER, O_LINE, P_DEVICE, PRV_PSV, P_PUMP, P_SEAL, T_HATCH, U_FLARE, VALVE, OTHER	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Compressor Starter (Abnormal Operation Only) [C_STARTER], Connector [CONNECTOR], Control Valve [C_VALVE], Meter [METER], Open-Ended Line [O_LINE], Pneumatic Device (Abnormal Operation Only) [P_DEVICE], PRV/PSV [PRV_PSV], Pneumatic Pump (Abnormal Operation Only) [P_PUMP], Pump Seal [P_SEAL], Thief Hatch [T_HATCH], Unlit Flare [U_FLARE], Valve (Other Than Control Valve) [VALVE], Other [OTHER]
Other Leaking Component Type	FAC_REP_LEAKING_COMP_OTHER	Description of 'OTHER' leaking component	VARCHAR2 (30)	Mandatory when [FAC_REP_LEAKING_COMP] = [OTHER], maximum 30 characters	
Leaking Component Service Type	FAC_REP_LEAKING_SERVICE	Leaking Component Service Type	BUTANE, F_GAS, L_LIQUID, N_GAS, PROPANE, OTHER	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Butane [BUTANE], Fuel Gas [F_GAS], Light Liquid [L_LIQUID], Natural Gas [N_GAS], Propane [PROPANE], Other [OTHER]
Other Leaking Component Service Type	FAC_REP_LEAKING_SERVICE_OTHER	Description of 'OTHER' Component Service Type	VARCHAR2 (30)	Mandatory when [FAC_REP_LEAKING_SERVICE] = [OTHER], maximum 30 characters	
Leak Rate	FAC_REP_LEAK_RATE_CMH	Leak rate, m ³ /hr	NUMBER (7,4)	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y], must be ≥ 0.0001 and ≤ 999.9999	Maximum of four decimal places
Leak Rate Quantification Method	FAC_REP_LEAK_QUANT_METHOD	Quantification method used	C_BAG, E_FACTOR, E_ESTIMATE, FF_METER, HF_SAMPLER, QOGI, OTHER	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Calibrated bag (Measurement) [C_BAG], Emission Factor (Non-Measurement) [E_FACTOR], Engineering Estimate (Non-Measurement) [E_ESTIMATE], Full Flow Meter (Measurement) [FF_METER], High-Flow Sampler (Measurement) [HF_SAMPLER], QOGI (Measurement) [QOGI], Other Method Approved by BCER [OTHER]
Other Method Approved by BCER	FAC_REP_LEAK_QUANT_METHOD_OTHER	Description of 'OTHER' Quantification method	VARCHAR2 (30)	Mandatory when [FAC_REP_LEAK_QUANT_METHOD] = [Y], maximum 30 characters	

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
Reason for Non-measurement	FAC_REP_LEAK_NON_MEAS_REASON	Reason for Non-measurement	INACCESS, UNSAFE, OTHER	Optional, provide a reason if measurement of leak rate was not completed.	Inaccessible [INACEESS], Unsafe to measure [UNSAFE], Other [OTHER]
Other Non-Measurement Reason	FAC_REP_NON_MEAS_REASON_OTHER	Description of 'OTHER' Non-measurement reason	VARCHAR2 (30)	Mandatory when [FAC_REP_LEAK_NON_MEAS_REASON] = [OTHER], maximum 30 characters	
Leak Repaired	FAC_REP_LEAK_REPAIRED_IND	Was the leak repaired?	Y, N	Mandatory when [FAC_REP_LEAK_DET_IND] = [Y]	Yes [Y], No [N]
Date of Successful Repair	FAC_REP_REPAIR_DATE	Date of repair	MM/DD/YYYY	Mandatory when [FAC_REP_LEAK_REPAIRED_IND] = [Y]	
Repair Confirmation Method	FAC_REP_REPAIR_CONFIRMATION	Method used to confirm repair	METHOD_21, OGI, S_TEST	Mandatory when FAC_REP_LEAK_REPAIRED_IND = [Y]	Method 21 [METHOD_21], Optical Gas Imaging [OGI], Soap Test [S_TEST]
Repair Method Applied	FAC_REP_REPAIR_APPLIED	Repair method	ADJUST, CLEAN, CT_HATCH, R_BUILD, R_GREASE, REPLACE, TIGHTEN, OTHER	Mandatory when [FAC_REP_LEAK_REPAIRED_IND] = [Y]	Adjust [ADJUST], Clean [CLEAN], Close Thief Hatch [CT_HATCH], Re-Build [R_BUILD], RE-Grease [R_GREASE], Replace [REPLACE], Tighten [TIGHTEN], Other [OTHER]
Other Repair Method	FAC_REP_OTHER_REPAIR	Description of 'OTHER' repair method	VARCHAR2 (30)	Mandatory when [FAC_REP_REPAIR_APPLIED] = [OTHER], maximum 30 characters	
Basis for Repair Delay	FAC_REP_REPAIR_DELAY	Basis for repair delay	CBR, NTSIF, R_ACCESS, WFP, WFSE, OTHER	Mandatory when [FAC_REP_LEAK_REPAIRED_IND] = [N]	Cannot be repaired [CBR], Need to Shut in Facility [NTSIF], Restricted Access [R_ACCESS], Waiting for Parts [WFP], Waiting for Specialized Equipment / Labour [WFSE], Other [OTHER]
Other Repair Delay	FAC_REP_OTHER_DELAY	Description of 'OTHER' repair delay	VARCHAR2 (30)	Mandatory when [FAC_REP_REPAIR_DELAY] = [OTHER], maximum 30 characters	
Repair at next Turnaround	FAC_REP_REPAIR_TURNAROUND_IND	Will the repair occur at the next facility turnaround?	Y, N	Mandatory when [FAC_REP_LEAK_REPAIRED_IND] = [N]	Yes [Y], No [N]
Repair at next turnaround rationale	FAC_REP_REPAIR_TURN_AROUND_REASON	Rationale for delaying repair to turnaround	VARCHAR2 (30)	Mandatory when [FAC_REP_REPAIR_TURNAROUND_IND] = [Y], maximum 30 characters	
Anticipated Date of Next Turnaround	FAC_REP_REPAIR_TURNAROUND_DATE	Anticipated date of next turnaround	MM/DD/YYYY	Mandatory when [FAC_REP_REPAIR_TURNAROUND_IND] = [Y]	
FAC General Comments	FAC_REP_COMMENTS	Comments	VARCHAR2 (300)	Optional, maximum 300 characters	

Appendix C: Glycol Dehydrator Methane and Benzene Emissions Data Tables

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
Facility ID	GLYCOL_REP_FACILITY_ID	Facility Number as assigned by BCER			
Operator Dehydrator Unique ID	GLYCOL_REP_OPER_UNIQUE_ID	Number or alpha-numeric dehydrator identification as assigned by Operator	VARCHAR2 (20)	Mandatory, maximum 20 characters. Must be unique.	Permit holder generated dehydrator identification.
Distance from Source to nearest Surface Development	GLYCOL_REP_SURF_DIST_M	Distance to nearest surface development in meters measured from the dehydrator emission source.	NUMBER (5)	Mandatory, must be ≥ 0 and $\leq 99,999$	
Process Type: Dehydration or Refrigeration	GLYCOL_REP_DH_RF_IND	Is the dehydrator operating as part of the Refrigeration process or as a stand-alone dehydrator?	DH, RF	Mandatory. Dehydration [DH], Refrigeration [RF]	
Operating Status	GLYCOL_REP_OPER_STATUS	Operating Status of the Dehydrator	OP, NO, SI, BP, DC, OS	Mandatory	Operating [OP], Not-Operating [NO], Shut-In [SI], By-Passed [BP], Decommissioned [DC], Operating as Separator [OS]
Installation or Relocation Date	GLYCOL_REP_DATE_INSTALL	Date of installation or relocation of Dehydrator	MM/DD/YYYY	Mandatory, must be \leq Current Date	
Number of Days Operating in Reporting Year	GLYCOL_REP_OPERATING_DAYS	Number of days that the Dehydrator is in operation in the reporting year	NUMBER (3)	Mandatory, must be ≥ 0 and ≤ 366	
Annual Methane Emissions Before-Control (t)	GLYCOL_REP_EMISS_BEFORE_T	Annual methane emissions for the dehydrator in question prior to any device or system to control emissions	NUMBER (8,3)	Mandatory, must be ≥ 0 and $\leq 99,999.999$	Methane emissions for the single dehydrator.
Annual Methane Emissions After-Control (t)	GLYCOL_REP_EMISS_AFTER_T	Annual methane emissions for the dehydrator in question after any device or system to control emissions	NUMBER (8,3)	Mandatory, must be ≥ 0 and $\leq 99,999.999$	Methane emissions for the single dehydrator

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
Annual Benzene Emissions Before-Control (t)	GLYCOL_REP_EMISS_BEFORE_TN	Annual Benzene emissions for the dehydrator in question prior to any device or system to control emissions	NUMBER (8,3)	Mandatory, must be ≥ 0 and $\leq 99,999.999$	Benzene emissions for the single dehydrator
Annual Benzene Emission After-Control (t)	GLYCOL_REP_EMISS_AFTER_TN	Annual benzene emissions for the dehydrator in question after any device or system to control emissions	NUMBER (8,3)	Mandatory, must be ≥ 0 and $\leq 99,999.999$	Benzene emissions for the single dehydrator
Total Annual Facility Wide Benzene Emissions after Control (t)	GLYCOL_REP_WITE_WIDE_BENZ_EMISS_AFTER_TN	Total annual benzene emissions after controls for the entire Facility	NUMBER (8,3)	Mandatory, must be ≥ 0 and $\leq 99,999.999$	Sum total of benzene emissions from all dehydrators at the facility. This field should the same for each dehydrator record at the same facility.
Primary Control	GLYCOL_REP_PRIM_CONT	Primary device or system used to control emissions	NC, CS, FLR, VRU, INC, BFT, EFT, PO, OTH	Mandatory	No Control [NC], Condenser System [CS], Flare [FLR], VRU [VRU], Incinerator [INC], Burner Fuel Tie-In [BFT], Engine Fuel Tie-In [EFT], Process Optimization [PO], Other [OTH]
Other Primary Control	GLYCOL_REP_PRIM_CONT_OTH	Description of 'OTHER' primary control	VARCHAR2 (30)	Mandatory when [GLYCOL_REP_PRIM_CONT] = [OTH]. Maximum 30 characters	
Secondary Control	GLYCOL_REP_SECD_CONT	Secondary device or system used to control emissions	NC, CS, FLR, VRU, INC, BFT, EFT, PO, OTH	Mandatory	No Control [NC], Condenser System [CS], Flare [FLR], VRU [VRU], Incinerator [INC], Burner Fuel Tie-In [BFT], Engine Fuel Tie-In [EFT], Process Optimization [PO], Other [OTH]
Other Secondary Control	GLYCOL_REP_SECD_CONT_OTH	Description of 'OTHER' secondary control	VARCHAR2 (30)	Mandatory when [GLYCOL_REP_SECD_CONT_OTH] = [OTH]. Maximum 30 characters	
Additional Control	GLYCOL_REP_ADD_CONT	Additional device or system used to control emissions	NC, CS, FLR, VRU, INC, BFT, EFT, PO, OTH	Mandatory	No Control [NC], Condenser System [CS], Flare [FLR], VRU [VRU], Incinerator [INC], Burner Fuel Tie-In [BFT], Engine Fuel Tie-In [EFT],

Data Field	Bulk Upload Data Field Name / Column Header	Description	Format or Selection List	Business Rules and Edits	Clarification / Explanation
					Process Optimization [PO], Other [OTH]
Other Additional Control	GLYCOL_REP_ADD_CONT_OTH	Description of 'OTHER' additional control	VARCHAR2 (30)	Mandatory when [GLYCOL_REP_ADD_CONT] is [OTH]. Maximum 30 characters	
Emission Determination Methods	GLYCOL_REP_EMISS_DET_METHOD	Methodology used to calculate benzene emissions	ST, CT, MB, SS, OTH	Mandatory	Simulation Tool [ST], Total Capture Testing [CT], Mass Balance [MB], Stack Sampling [SS], Other [OTH]
Other Emission Determination Method	GLYCOL_REP_EMISS_OTHER	Description of 'OTHER' methodology used to calculate benzene emissions	VARCHAR2 (30)	Mandatory when [GLYCOL_REP_EMISS_DET_METHOD] is [OTH]. Maximum 30 characters	
Comment	GLYCOL_REP_COMMENT	Comments	VARCHAR2 (300)	Optional, maximum 300 characters	