



INDUSTRY BULLETIN

2014-03

Updated May 30, 2014



New Online Minor Incident Reporting and Training

The BC Oil and Gas Commission (Commission) has implemented an Online Minor Incident Reporting System as an improved process for permit holders to report minor incidents. The system, operated through the Commission's Knowledge, Enterprise, Resource, Management, Information and Technology (KERMIT) platform, requires permit holders' KERMIT administrators to assign personnel with the necessary authorization to submit the report (instructions can be found in the [Online Minor Incident Reporting System User Guide](#)).

Minor incidents – which do not meet Commission Level 1, 2 or 3 classifications and have a risk score of two or less – must be entered into the Online Minor Incident Reporting System within 24 hours. If the minor incident involves a reportable spill or leak, the permit holder must also call Emergency Management B.C. If the minor incident involves a pipeline, a Permit Holder Post Incident Report must be submitted to the Commission within 60 days.

Permit holders can start entering minor incidents online anytime after March 27. On Oct. 1, 2014 online reporting for minor incidents will become mandatory. This date has been selected to allow for continued development of the KERMIT online supporting module. Companies that have been using the online reporting tool are encouraged to continue.

The system is part of the new [Emergency Management Regulation](#), which becomes effective Oct. 1, 2014. Also developed with the regulation are a new [Incident Classification Matrix](#), [Incident Reporting Guidelines](#), and [Form A – Minor Incident Notification Form](#). Permit holders are asked to incorporate the new documents into their Emergency Response Plans and train personnel by Oct. 1, 2014.

The Commission will be hosting training on the Online Minor Incident Reporting System in the following cities. Due to space limitations please limit attendees to two per company. Each venue will have two sessions starting at 9:30 a.m. and 1:30 p.m. Attendees are asked to RSVP for one of the sessions by Mar. 27 at EMP@bcogc.ca.

- Fort St. John, BC Oil and Gas Commission office – March 31.
- Calgary, Palliser Hotel – April 3.

For further information on this industry bulletin please contact:

Heidi Elias-Bertrim
Emergency Response Coordinator
BC Oil and Gas Commission
EMP@bcogc.ca
250-794-5230