



## Commission Launches New eSubmission Portal

**TO:** Industry

**EFFECTIVE DATE:** April 20, 2015

### BACKGROUND:

The new [eSubmission](#) portal, which is replacing the existing Online Drilling Reporting System, is launching on **April 20, 2015**. The portal is part of a suite of projects in the Commission's [Business Transition Strategy](#) (BTS) aimed at streamlining and digitizing application and data submission processes.

The new portal, which has been in development for the past year in consultation with industry, retains all functionality from the Online Drilling Reporting System and has new features that will enable permit holders to directly submit most well data types to the Commission. The remaining data types not currently covered by eSubmission will be required to be submitted by email. Full details of the changes for each data type are available in Appendix 1 and will be outlined in the updated Well Data Submission Requirements Manual (available April 1, 2015).

This new process is designed to streamline the submission of well data and will offer more efficient access to well information. In the future, eSubmission will be expanded to include all well data submissions as well as other functionality.

### SUPPORT AND TRAINING:

Users of the new system will be supported with a variety of training and support options:

- An online manual and a quick reference guide.
- In-person training sessions (details available on the [BTS](#) web page).
- A test site available on April 1, 2015, for current Online Drilling Reporting System users.

Assistance for all users will continue to be available through the Well Data Helpline.

### SECURITY ROLES:

Users will be able to access the eSubmission portal using their existing Online Drilling Reporting System credentials and security roles. If you have credentials, no further action is required. If you do not have Online Drilling Reporting System credentials and require access to the eSubmission portal, please see the [Company Administration in Kermit](#) document for instructions.

Please note: The security role of 'Drilling Representative' will be renamed to 'Drill Comp Prod Rep', but no action is required for this minor conversion. A new security role has also been added called 'DCP Admin'. This role can view and download all electronic submissions the permit holder has made. It is recommended, therefore, that this role be restricted to internal candidates of the permit holder's corporation.

## **REQUIREMENTS:**

The updated Well Data Submission Requirements Manual (available April 1, 2015) will outline the expected format and submission methods for well data files and well reports. Please see the table in Appendix 1 for which data files should be submitted through the portal and which ones should be emailed.

**Please note that after April 20, 2015, well data submissions will be required to be sent to the Commission as outlined. Paper submissions of new well data and well reports will no longer be processed.**

For more information please contact:

Records and Information Services  
BC Oil and Gas Commission  
Email: [welldatamail@bcogc.ca](mailto:welldatamail@bcogc.ca)  
Well Data Help Line: 250-419-4488

BTS web page: <http://www.bcogc.ca/industry-zone/bts>

**Appendix 1 on next page.**

## Appendix 1:

This table outlines changes to the way well data will be submitted to the Commission from April 20, 2015.

Submission / Notification Type	Current Submission Method	New Submission Method
Drilling Status	Online Drilling Reporting System	eSubmission Portal
Weekly Drilling Update	Online Drilling Reporting System	Discontinued
Kick Report	email: OGCDrilling.Production@bcogc.ca	eSubmission Portal
Summary Report of Drilling Operations (Including Formation Tops / Logs Run)	email: OGCDrilling.Production@bcogc.ca	eSubmission Portal
Notice of Operations	Online Drilling Reporting System	eSubmission Portal
Notice of Flare	Online Drilling Reporting System	eSubmission Portal
Flare Volume Reporting	Online Drilling Reporting System	eSubmission Portal
Directional Survey	Online Drilling Reporting System	eSubmission Portal
Tour Sheets	email: welldatamail@bcogc.ca	eSubmission Portal
Well Log & LAS Files	email: welldatamail@bcogc.ca	eSubmission Portal
Geological Reports	email: welldatamail@bcogc.ca	eSubmission Portal
Supporting Logs	email: welldatamail@bcogc.ca	eSubmission Portal
Hydraulic Fracture Data: FRAC Files	Online Drilling Reporting System	eSubmission Portal
Hydraulic Fracture Data: PERF Files	Online Drilling Reporting System	eSubmission Portal
Fracture Fluid Disclosure (FracFocus)	KERMIT	KERMIT
Gas Analysis	email: gasfluidanalysis@bcogc.ca	eSubmission Portal
Oil Analysis	email: gasfluidanalysis@bcogc.ca	eSubmission Portal
Water Analysis	email: gasfluidanalysis@bcogc.ca	eSubmission Portal
Production Test Data	email: welldatamail@bcogc.ca	eSubmission Portal
Gradient Test Data	email: welldatamail@bcogc.ca	eSubmission Portal
AOF/Transient Test Data	email: welldatamail@bcogc.ca	eSubmission Portal
Drill Stem Test (DST)	email: welldatamail@bcogc.ca	eSubmission Portal
Repeat Formation Test (RFT)	email: welldatamail@bcogc.ca	email: welldatamail@bcogc.ca
Completion Reports	email: welldatamail@bcogc.ca	email: welldatamail@bcogc.ca
Core Data	Courier	email: welldatamail@bcogc.ca
Injection / Disposal	esubmission@bcogc.ca	eSubmission Portal
Pressure-Volume Temperature (PVT) Analysis	email: welldatamail@bcogc.ca	email: welldatamail@bcogc.ca