



Incident Reporting Protocol during KERMIT Outage Period

EFFECTIVE DATE: June 23, 2016

As part of the Business Transition Strategy to transform paper-based oil and gas application processes to digital, the BC Oil and Gas Commission (Commission) is advising permit holders of incident reporting protocols during a KERMIT system outage. This outage will be between **5pm, June 23 and 8am, July 11 PST** and was initially communicated in [INDB 2016-10](#).

Minor Incidents

Minor incidents must still be reported to the Commission within 24 hours. For minor incidents during the outage period, permit holders are to fill out Form A: Minor Incident Notification Form available on www.bcogc.ca. This fillable PDF form should be completed and emailed to emp@bcogc.ca and the Commission's Emergency Officer at ogc.emergencyofficer@bcogc.ca. For spill incidents, a DGIR number, obtained through Emergency Management BC (EMBC), is still required and must be included on the form sent to the Commission. When BTS launches, permit holders will no longer be required to enter a site number for the location of the incident on the minor incident screen. The asset number will still be required for the location of the incident (for example: well number; facility number; pipeline and segment number; geophysical program number or other location).

Level 1, 2 and 3 Incidents

For level 1, 2 and 3 incidents, permit holders should continue to use the normal protocols, including notifying EMBC.

It is anticipated that KERMIT may be available before July 11, 2016. If so, this will be communicated via Industry Bulletin. Industry should, however, be prepared to use the alternative reporting protocol until July 11, 2016. Once the system is restored, permit holders are responsible for submitting all minor incidents into the system which took place during the outage.

Should you have any questions regarding this Industry Bulletin, please contact:

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