



Expanded eSubmission Portal Launches on July 11, 2016

EFFECTIVE DATE: July 11, 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 of new data submissions that will be accepted through eSubmission starting July 11, 2016.

As of July 11, permit holders will be able to make additional data submissions required by regulation or permit conditions through eSubmission, including associated spatial data currently submitted via ePASS. As spatial data will be submitted either through eSubmission or the new Application Management System, ePASS will be retired.

Enhancements to eSubmission were initially communicated as part of the Commission's Business Transition Strategy update in [INDB 2016-10](#). Full details on new functionality for eSubmission are outlined in the updated [eSubmission Portal User Guide](#), as well as being summarized below:

New Data Submissions Accepted via eSubmission as of July 11

1. Waste Disposal

Waste disposal spatial data currently submitted through ePASS will be submitted in the expanded Waste Disposal section of eSubmission.

2. Geophysical Program

Geophysical Final Plans currently submitted to OGC.Geophysical@bcogc.ca and geophysical line spatial data currently submitted through ePASS will be submitted in the expanded Geophysical Program section of eSubmission.

3. Permit Administration

Post Construction Plans currently submitted through KERMIT, or to PostConstructionPlan@bcogc.ca, and Preliminary Statutory Rights of Way Survey Plans currently submitted through KERMIT, or by mail, has been made available in the new Permit Administration section of eSubmission. Spatial data associated with these submissions currently submitted through ePASS will now be submitted in eSubmission.

4. Water Use

Quarterly water use withdrawal volumes currently submitted to OGCWater.VolumeData@bcogc.ca will be submitted in the new Water Use section of eSubmission.

New Security Roles

Users requiring access to the Waste Disposal or Geophysical Program sections of eSubmission must obtain the current Waste Disposal Representative or Geophysical Portal security roles. Users with existing access to these applications are not required to obtain additional security roles to make use of the new spatial data submission functionality.

Users requiring access to the new Permit Administration or Water Use applications are required to obtain new security roles. Two new security roles have been added in support of these new features:

1. Land Representative

This role allows users to view permitted oil and gas activities and submit Post Construction and Preliminary Statutory Rights of Way Plans through the new Permit Administration section of eSubmission.

2. Water Representative

This role allows users to view Water Use approvals and submit Water Use withdrawal volumes through the new Water Use section of eSubmission.

For guidance on account creation and granting of security roles, please refer to the [Company Administration document](#) or the [eSubmission Portal User Guide](#).

eSubmission Spatial Data Submission Standards

The new [eSubmission Spatial Data Submission Standards Manual](#), which replaces the ePASS Submission Standards Manual for post permit approval spatial data submissions, outlines the standards in which spatial data packages must be prepared for uploading into eSubmission.

Submissions During the Systems Outage Period

[INDB 2016-15](#) advised of system outages that permit holders should expect from June 23 to July 11, 2016. This includes eSubmission. This bulletin also advised on deadlines for emailing operational submissions that are being transitioned to eSubmission. These include: Water Use submissions; Post Construction Plans; Preliminary Statutory Rights of Way Survey Plans and Geophysical Final Plans. Starting July 11, these will be submitted in eSubmission.

During the eSubmission outage period, permit holders are required to submit notifications for the following oil and gas activities to OGCDrilling.Production@bcogc.ca:

- Drilling Status Updates: Spud, Drilling Suspended, Drilling Resumed, and Rig Release dates.
- Drilling Incident Kick Reports.
- Notices of Operations and Flaring.

Notifications must include a Contact Name, Contact Phone Number, Well Authorization Number, Well Name, Type of Activity (Spud, Drilling Suspended, Drilling Resumed or Rig Release), Date of Activity and a short summary of the work completed. All activities which take place during the outage period are required to be submitted by permit holders via eSubmission after July 11. This includes activities where notification was provided to the Commission during the outage as outlined above.

As a result of the temporary submission suspension in eSubmission, eLibrary users should not expect any updates to files during the outage period. Updates should commence as usual after July 11.

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

Carla Miller
Business Analyst
BC Oil and Gas Commission
Carla.Miller@bcogc.ca
250-419-4448

Krista Zens
Manager, GIS
BC Oil and Gas Commission
Krista.Zens@bcogc.ca
250-419-4439