

Application Management System

CAPLA Presentation

January 18, 2022

Presented by:

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Our Role

We oversee activities from exploration and development, to pipeline transportation and reclamation. Our role has recently expanded to include refineries, value added gas and liquids manufacturing processes and aspects of geothermal power.



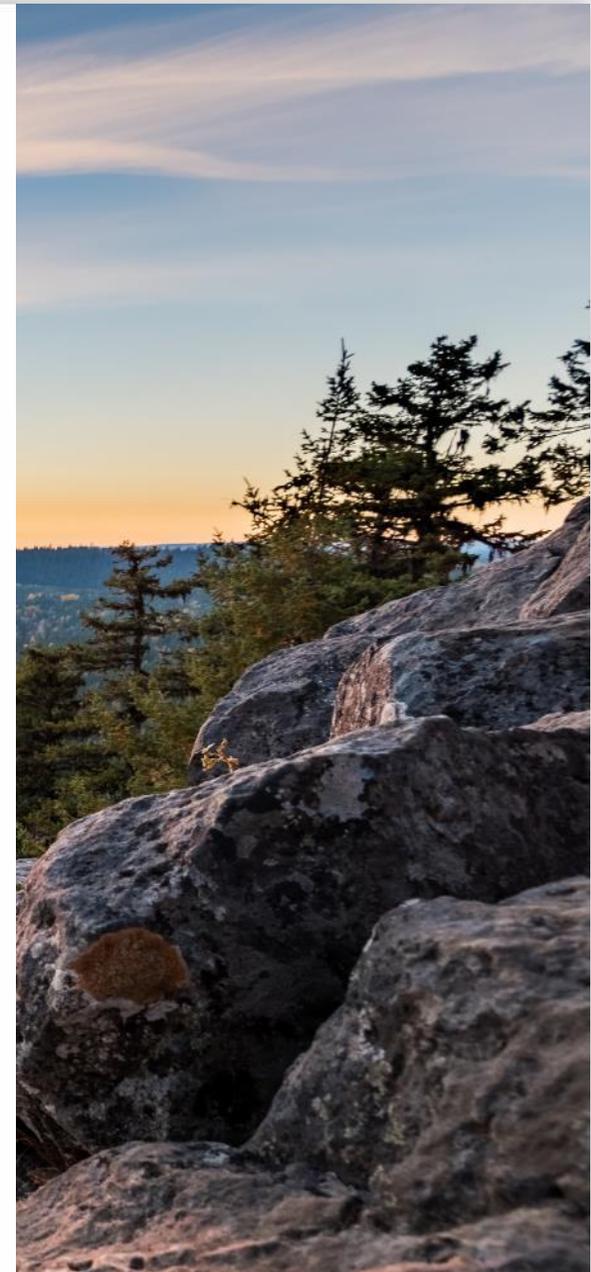
Where We Are

We can be found across the province in seven locations - from Fort Nelson all the way down to Kelowna and Victoria.

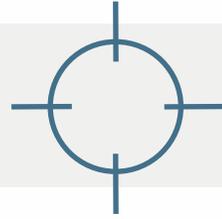


Agenda

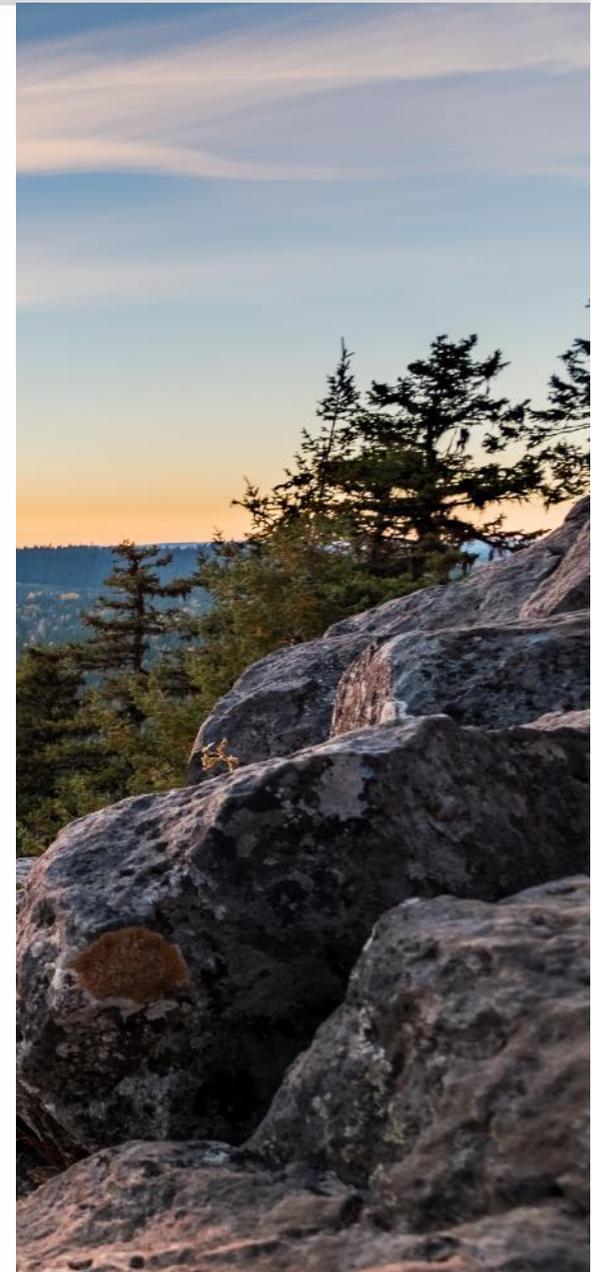
- ❖ AMS Overview
 - ❖ Security
 - ❖ Business Identifiers
- ❖ Spatial Data
 - ❖ Application Analysis Tool
- ❖ Application Requirements
- ❖ Documentation and guidance
- ❖ Common questions
 - ❖ Revisions and amendments
 - ❖ How do I locate a Legacy OGC file number?
 - ❖ Changing well head locations
 - ❖ Roads



Application Management System

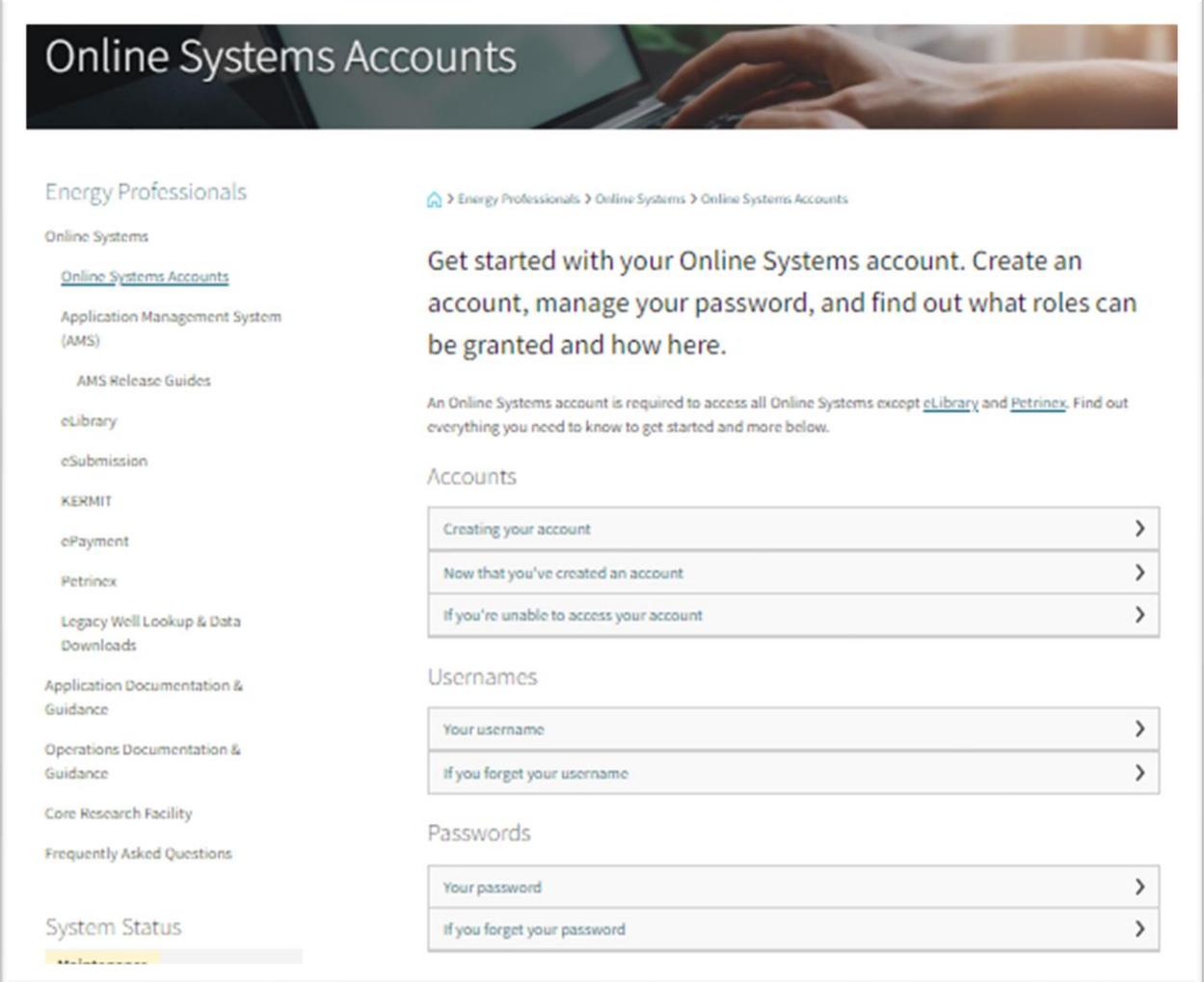


- ❖ Launched in 2016, AMS changed the way the Commission accepted applications.
- ❖ Spatial data is an integral component to initiate the application.
- ❖ Application Analysis Tool allows applicants to pre-determine impacts of a proposed application.
- ❖ Geo-processing and auto population of data mean less data entry and a greater level of accuracy.
- ❖ Applicants validate their own application, streamlining the screening process.
- ❖ Auto generates invoices and allows for on-line payment.



Security Roles

Users of AMS must have been granted specific security permissions by each applicant. Permissions are granted for different activities.



The screenshot shows a web page titled "Online Systems Accounts" for Energy Professionals. The page is divided into a left sidebar and a main content area. The sidebar contains a list of links: Online Systems, Online Systems Accounts (underlined), Application Management System (AMS), AMS Release Guides, eLibrary, eSubmission, KERMIT, ePayment, Petrinex, Legacy Well Lookup & Data Downloads, Application Documentation & Guidance, Operations Documentation & Guidance, Core Research Facility, and Frequently Asked Questions. Below these is a "System Status" section with a progress bar. The main content area has a breadcrumb trail: Home > Energy Professionals > Online Systems > Online Systems Accounts. The main heading is "Get started with your Online Systems account. Create an account, manage your password, and find out what roles can be granted and how here." Below this is a paragraph: "An Online Systems account is required to access all Online Systems except eLibrary and Petrinex. Find out everything you need to know to get started and more below." There are three sections of links: "Accounts" with links for "Creating your account", "Now that you've created an account", and "If you're unable to access your account"; "Usernames" with links for "Your username" and "If you forget your username"; and "Passwords" with links for "Your password" and "If you forget your password".

Online Systems Accounts

Energy Professionals > Online Systems > Online Systems Accounts

Get started with your Online Systems account. Create an account, manage your password, and find out what roles can be granted and how here.

An Online Systems account is required to access all Online Systems except [eLibrary](#) and [Petrinex](#). Find out everything you need to know to get started and more below.

Accounts

- Creating your account >
- Now that you've created an account >
- If you're unable to access your account >

Usernames

- Your username >
- If you forget your username >

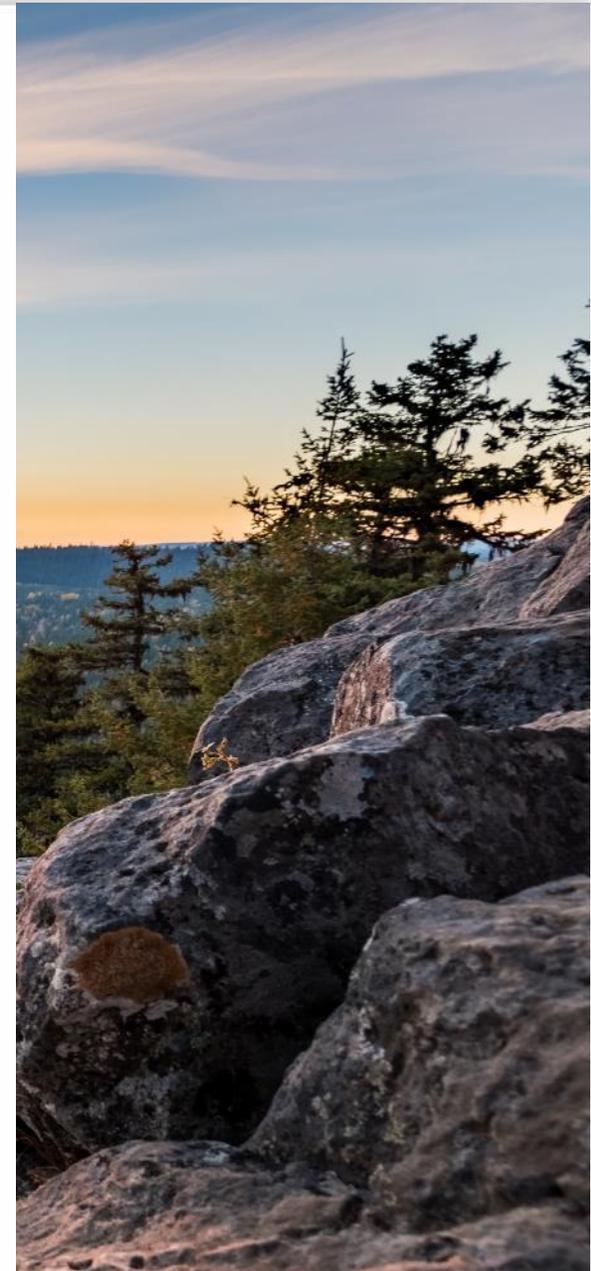
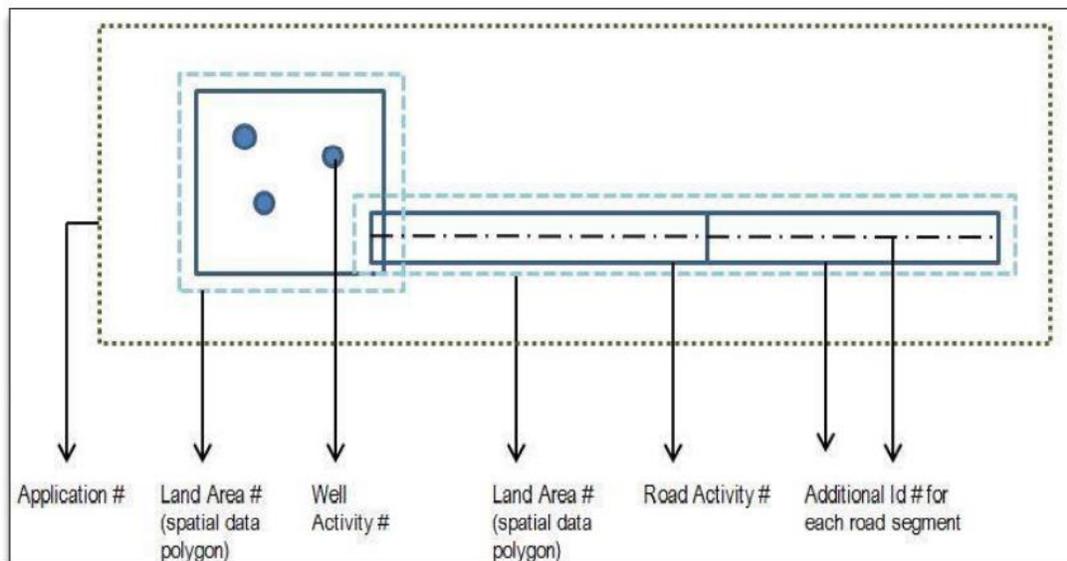
Passwords

- Your password >
- If you forget your password >

Business Identifiers

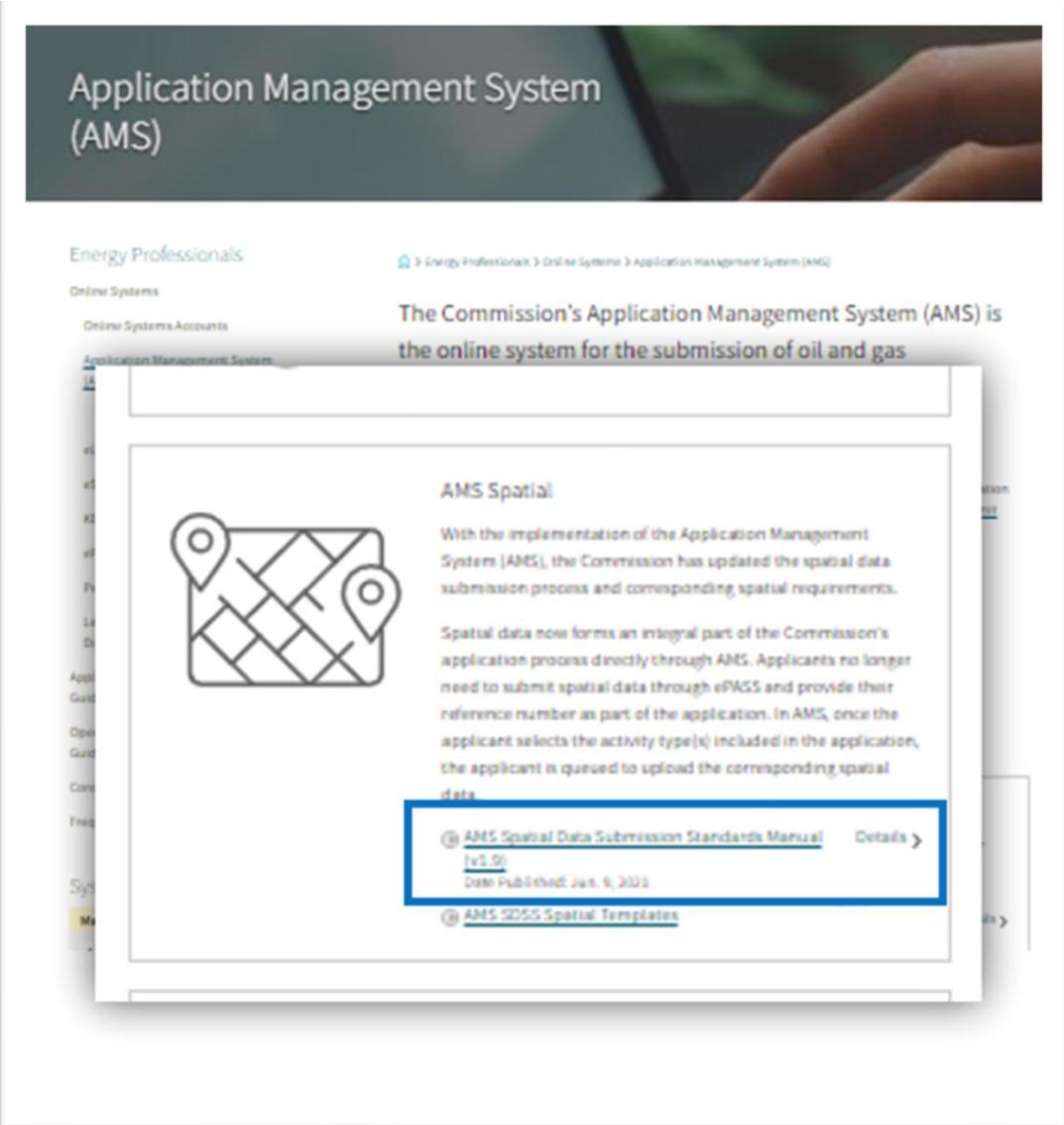
- ❖ With the development of AMS, new business identifiers were created and some remained the same
- ❖ Business Identifiers are explained in Appendix B of the AMS User Manual: [AMS-User-Manual v-2.0.pdf \(bcogc.ca\)](#)

The following diagram provides an example of the business identifiers assigned for an application containing a well and road activity



Spatial Data

- ❖ Spatial Data plays an integral part of the application process.
- ❖ Critical that the standards outlined in the [Spatial Data Submissions Standards Manual](#), found on the Commission's website, are followed.



The screenshot displays the 'Application Management System (AMS)' interface. At the top, the title 'Application Management System (AMS)' is visible. Below the title, the breadcrumb navigation reads 'Energy Professionals > Online Systems > Application Management System (AMS)'. The main heading states: 'The Commission's Application Management System (AMS) is the online system for the submission of oil and gas'. The 'AMS Spatial' section features a map icon and text explaining that with the implementation of AMS, the Commission has updated the spatial data submission process. It notes that spatial data now forms an integral part of the application process directly through AMS, and applicants no longer need to submit spatial data through ePASS. A blue box highlights a link to the 'AMS Spatial Data Submission Standards Manual (v3.0)', dated 'Date Published: Jun. 9, 2011', with a 'Details >' link next to it. Below this link is another link for 'AMS SDSS Spatial Templates'.

Land

- ❖ **Sub-surface** are mineral rights acquired through the Ministry of Energy, Mines and Low Carbon Innovation.
- ❖ **Surface land:**
 - ❖ Crown (Federal, Provincial, Municipal)
 - ❖ Private land
 - ❖ MoTI (Crown land but requires a separate polygon in AMS)

Land Details

Show Report

Total Application Area (ha):

Land Status:

Crown Land Type :

Crown and Private

Crown Municipal
 Crown Provincial
 Crown Federal

✓ ✕

Total Area of Crown Land for Application (ha):

Total Area of Private Land for Application (ha) :

Application Analysis Tool



The AMS Application Analysis Tool provides applicants the ability to plan the location of the proposed activity and validate shapefiles for most applications, prior to submitting an application.

- ✓ Identify potential conflicts to find the best location for an activity.
- ✓ Determine what information will be required, at the beginning of the application process.
- ✓ Generate an Application Analysis Report, prior to application creation, that indicates what environmental, social and land values will be impacted by a project's proposed location.

Application Analysis Tool (cont..)

Benefits of the Application Analysis Tool:

- ✓ Provides templates for the creation of the shapefiles.
- ✓ Validates the shapefile information prior to creating an application.
- ✓ Applicants can generate a Report to see potential conflicts before creating that application.
- ✓ Applicants can also view the map based on the validated shapefile.
- ✓ Start the 'create application' process; dependent on security permissions.

The screenshot shows the 'Application Analysis' web interface. The top navigation bar includes the 'Application Analysis' title and the 'BC Oil & Gas COMMS' logo. The main content area is divided into two panels. The left panel, titled 'Upload Spatial Data', contains instructions for uploading shapefiles, a 'Shapefile Projection' dropdown menu with a 'Select-->' button, and two steps: 'Step 1: Select Shapefile Projection' and 'Step 2: Upload Shapefiles'. The right panel, titled 'Download Shapefile Templates', provides information about the templates and a 'Download Shapefile Templates' button. Both panels have 'Cancel' and 'Ok' buttons at the bottom.

The screenshot shows the 'Application Analysis' web interface displaying a table of uploaded spatial data. The table has columns for 'Uploaded Date', 'Shapefile Name', 'Application Analysis Tools', 'Application Type', and 'Activity'. The first row of data shows a file uploaded on 2012-12-12 at 01:11:12 PM, named 'UTM83-10_123-1234ABC01A2_AMS.zip', with three status icons (a grey circle, a grey circle, and a red circle) and 'New OGAA' as the application type and 'Well' as the activity.

Uploaded Date	Shapefile Name	Application Analysis Tools	Application Type	Activity
2012-12-12 01:11:12 PM	UTM83-10_123-1234ABC01A2_AMS.zip		New OGAA	Well

Creating an Application

- ❖ Create an application from the dashboard or from the application analysis tool.
- ❖ During the creation of the application, geo-processing occurs then auto-populates several data fields, reducing the requirement for data entry.

Application Management System Env: REMOTE U7

Dashboard

Applications + Create Application

1-20 of 3833 1 2 3 4 5 20

Application *Revision Number* *Type* *Status* *Activity Identifier* *Proponent*

- ❖ Spatially derived information is shown by a green globe.

 The application overlaps a park, protected area, or ecological reserve: No

- ❖ The AMS User Manual outlines which data fields can be edited will display in italics. Some editable data field also require an explanation.

Application Tab Requirements

- ❖ Once an application is created, the navigation panel always displays on the left side panel.
- ❖ It includes information about the Application Overview, Activity Information and Application Information as well as quick links
- ❖ Quicks Links is an easy way to return to:
 - ❖ The Spatial Data tab
 - ❖ The Attachment tab
 - ❖ Legislative Framework
 - ❖ Application guidance



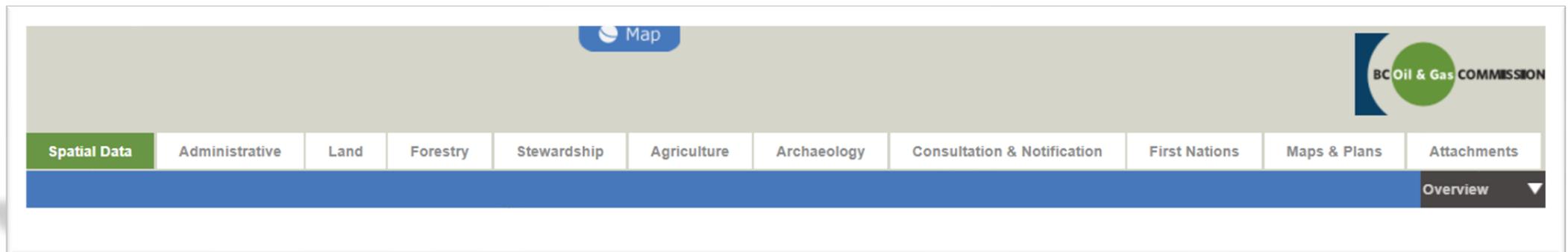
A screenshot of an application interface. At the top, there is a dark header with a dropdown arrow and the word "Application". Below this, the application ID "100100100" is displayed in large white text. A table follows with the following details: Proponent: XYZ Company Ltd., Status: In Progress (Draft), Application Type: New OGAA, Revision Number: 0, Created Date: 01-01-2021, Submitted Date: (blank), and Determination Date: (blank). Below the table, there is a green bar labeled "Overview". Underneath, there is a section for "Activity Information" with a dropdown arrow and the word "Well". Below this, there are several links: "Land Area # 100015995", "Associated Oil and Gas Activity", "Changes In and About a Stream", and "Road". The next section is "Application Information" with a dropdown arrow and the word "Quick Links". Below this, there are several links: "Spatial Data", "Attachments", "Legislative Framework", "Oil and Gas Activity Application Manual", and "AMS Guidance".

Activity Information and Application Information Tabs

❖ The Activity Information lists all the activities within the application. When a specific activity is selected from the Navigation Panel, the tabs that display are specific to that activity.

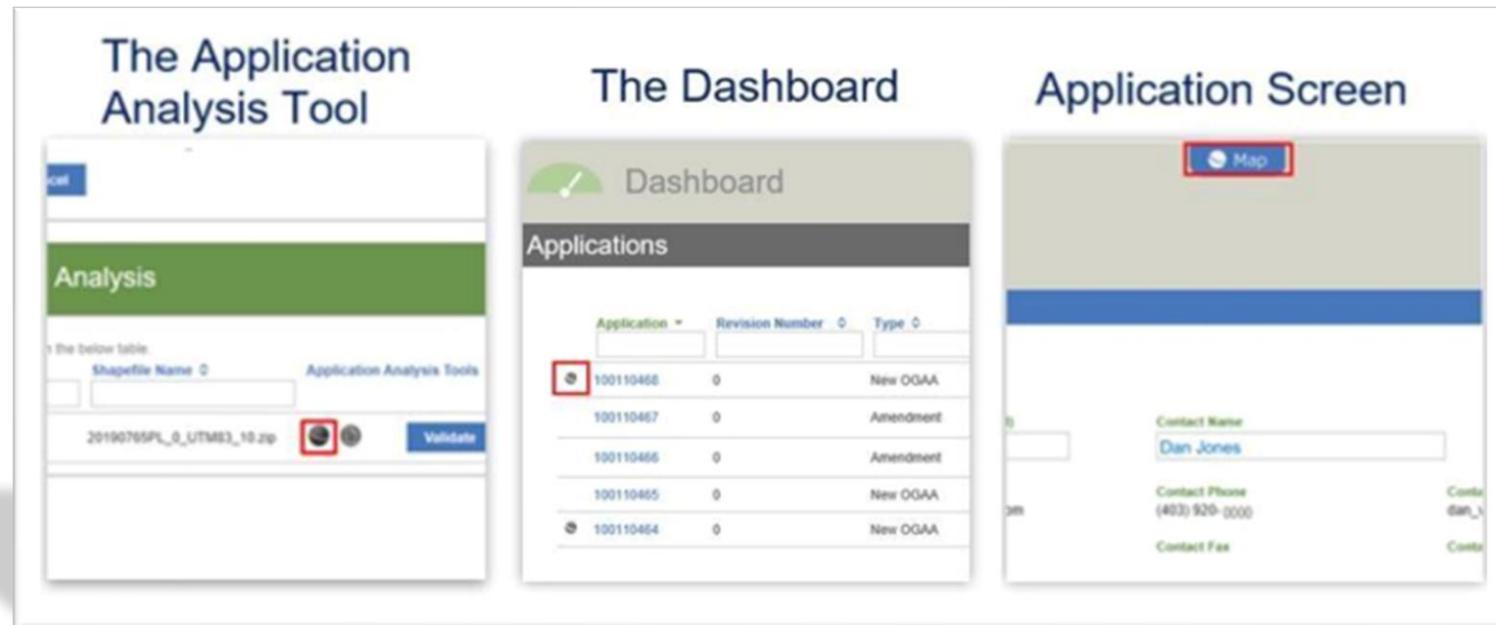


❖ When Application Information is selected from the Navigation Panel, the tabs that display are for the entire application.



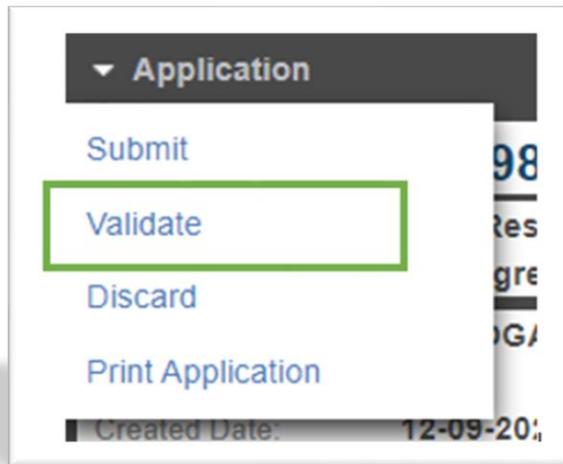
Map Viewer

The Map Viewer provides quick access to view a map of the spatial data that has been uploaded in an application. The tool is available for all applications where spatial data has been uploaded into AMS. The Map Viewer can be accessed by selecting the globe icon within AMS as illustrated below.



Helpful Hint

Validate at the beginning so the system will show the remaining mandatory data field.



A screenshot of a web application interface. At the top, there is a dark grey dropdown menu labeled 'Application'. Below it, a white menu is open, showing several options: 'Submit', 'Validate' (which is highlighted with a green rectangular border), 'Discard', and 'Print Application'. At the bottom of the menu, there is a 'Created Date:' field with the value '12-09-2014'. The background of the slide features a large, stylized circular graphic with concentric rings in shades of blue and green.

! Overview

- Application must have at least one permit distribution contact.
- Contact Name is required

! Application Information

✓ Agriculture

! Archaeology

- Archaeology Details is required
- Upload copy of Archaeology Report is required

! Administrative(Representative) Details

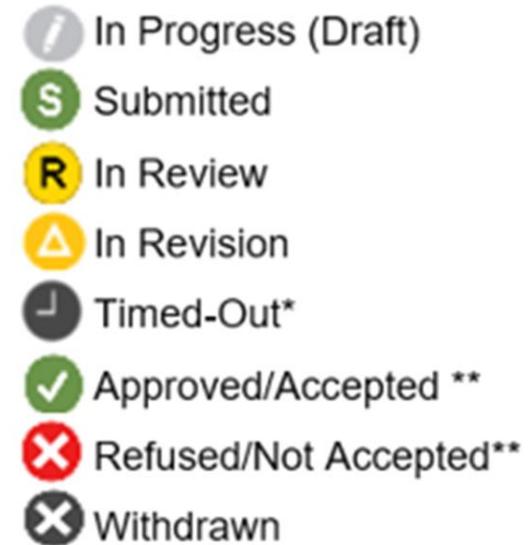
- Application must have at least one representative
- Representative type Drilling Engineer is required for this application.
- Representative type Facility Engineer is required for this application.
- Representative type Pipeline Engineer is required for this application.
- Representative type Archaeologist is required for this application.

Conditional Requirements

- ❖ The system is designed to require minimum mandatory requirements and has many different validations built into it.
- ❖ Workflow has been built in that may result in a conditional requirement:
 - ❖ Additional questions
 - ❖ Mandatory attachment
- ❖ Be aware that changes to a response may impact the conditional requirement as there are additional validations that will look for the response to a question to determine if an attachment is required, or not.

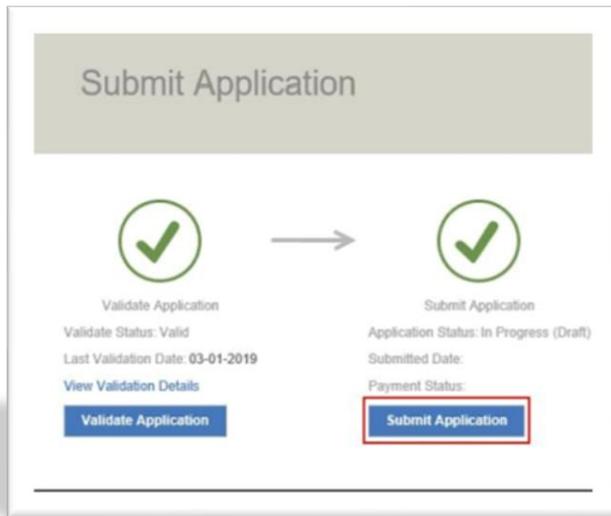
Application Statuses

The current status of an application can be depicted by these icons.



- ❖ If an application has no activity for three months, the status will change from 'In Progress (Draft)' to 'Timed-Out'. After an additional three months in the Timed-Out status, the application will be deleted from the system. Once deleted, the application cannot be retrieved. To change the status from 'Timed-Out' back to 'In Progress (Draft)' an applicant must open the application and click the save button in any of the application screens.
- ❖ *A status of 'Accepted' and 'Not Accepted' will apply to historical submissions only. All other application types will display a status of either 'Approved' or 'Refused' once a decision has been made.

Validating, Saving and Submitting



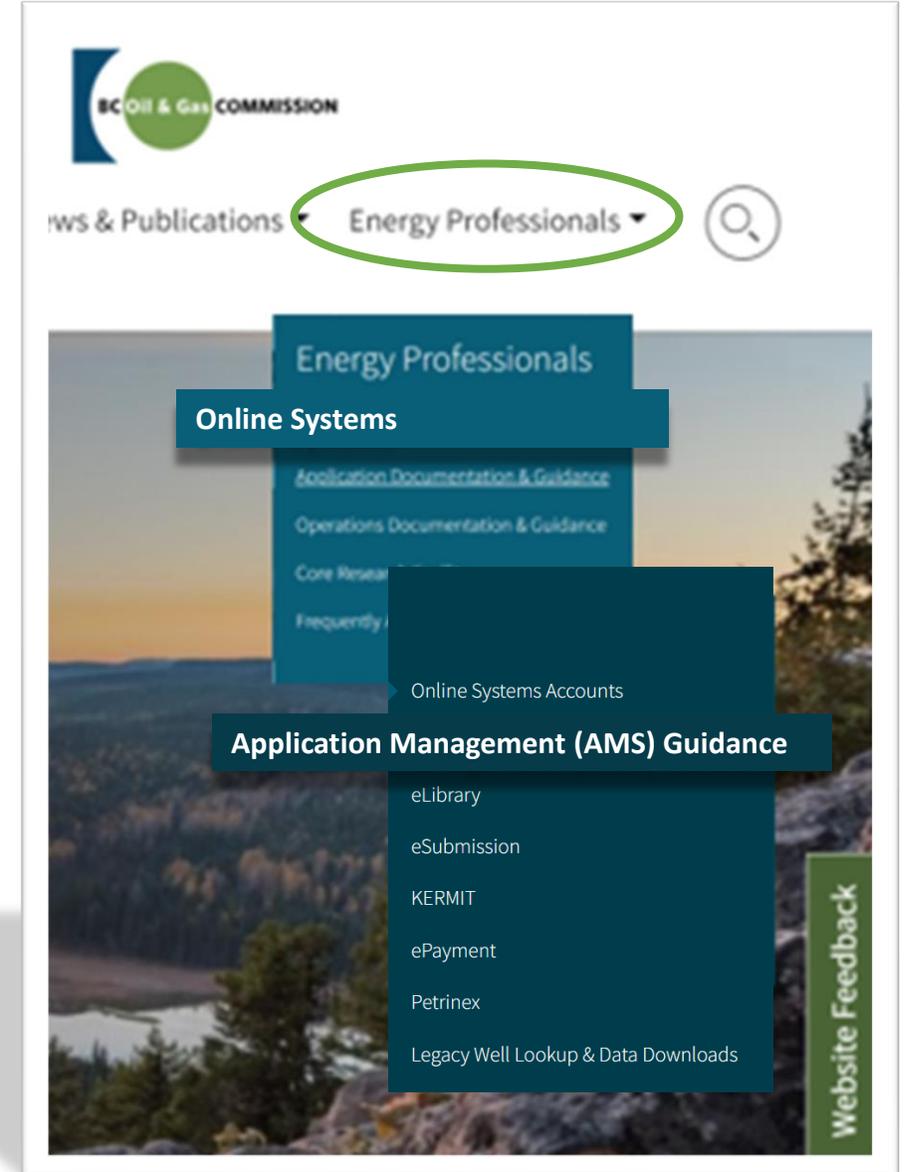
The screenshot displays a web interface titled "Submit Application". It is divided into two main sections: "Validate Application" on the left and "Submit Application" on the right, connected by a right-pointing arrow. Both sections feature a green checkmark icon. The "Validate Application" section shows a "Validate Status: Valid" and a "Last Validation Date: 03-01-2019", with a "View Validation Details" link and a blue "Validate Application" button. The "Submit Application" section shows an "Application Status: In Progress (Draft)", a "Submitted Date:" field, and a "Payment Status:" field. A blue "Submit Application" button is present, highlighted with a red rectangular border.

- ❖ Applications can be validated at any time while completing an application.
- ❖ Applications cannot be submitted until all requirements have been completed.

Documentation and Guidance

Useful information related to AMS, including guidance for submitting an application, can be found on the Commission's website.

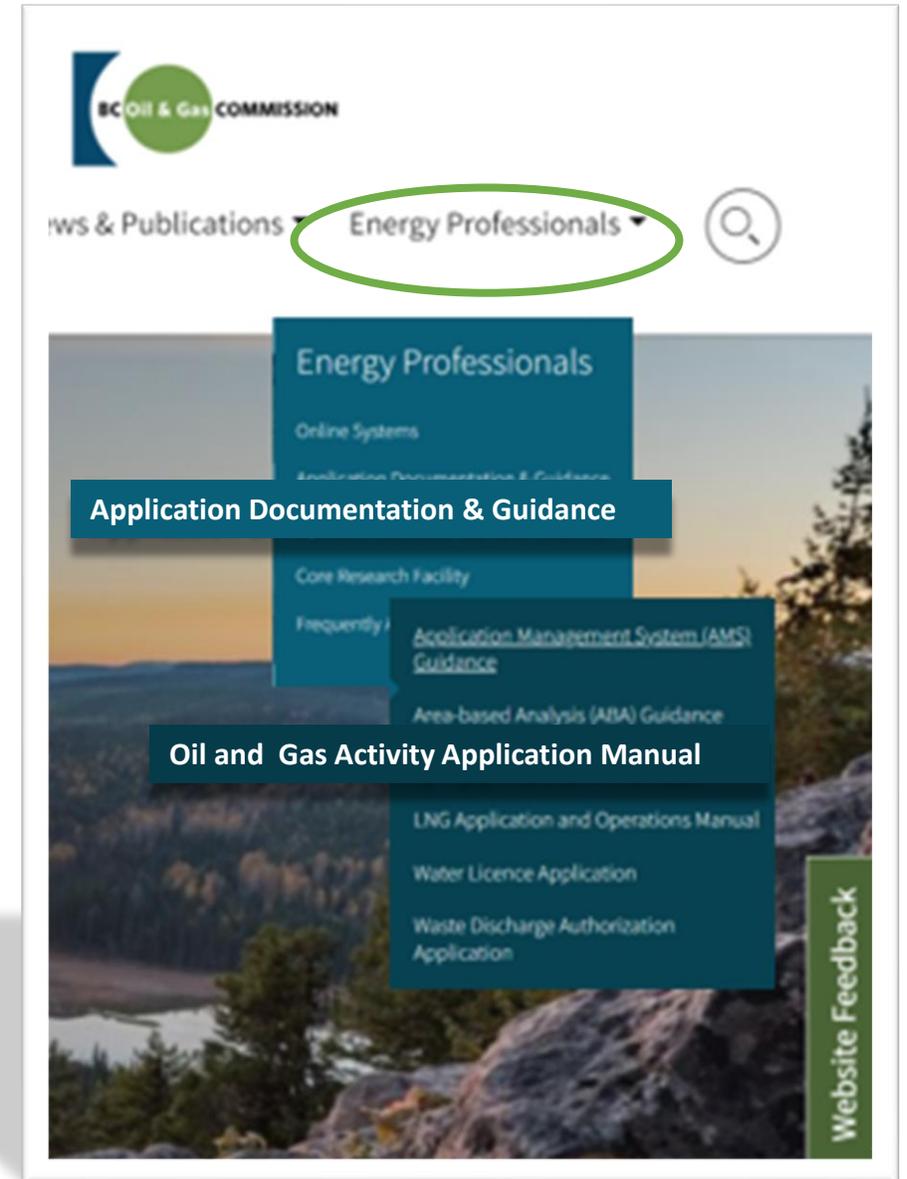
- ❖ AMS User Manual
- ❖ AMS Release Guides
- ❖ Videos (showing AMS applications)
- ❖ Spatial Data Submissions Standard Manual
- ❖ e-Payment
- ❖ FAQ's



Resources and Documentation (Cont...)

to

The **Oil and Gas Activity Application Manual** is another useful resource that provides guidance on application requirements.



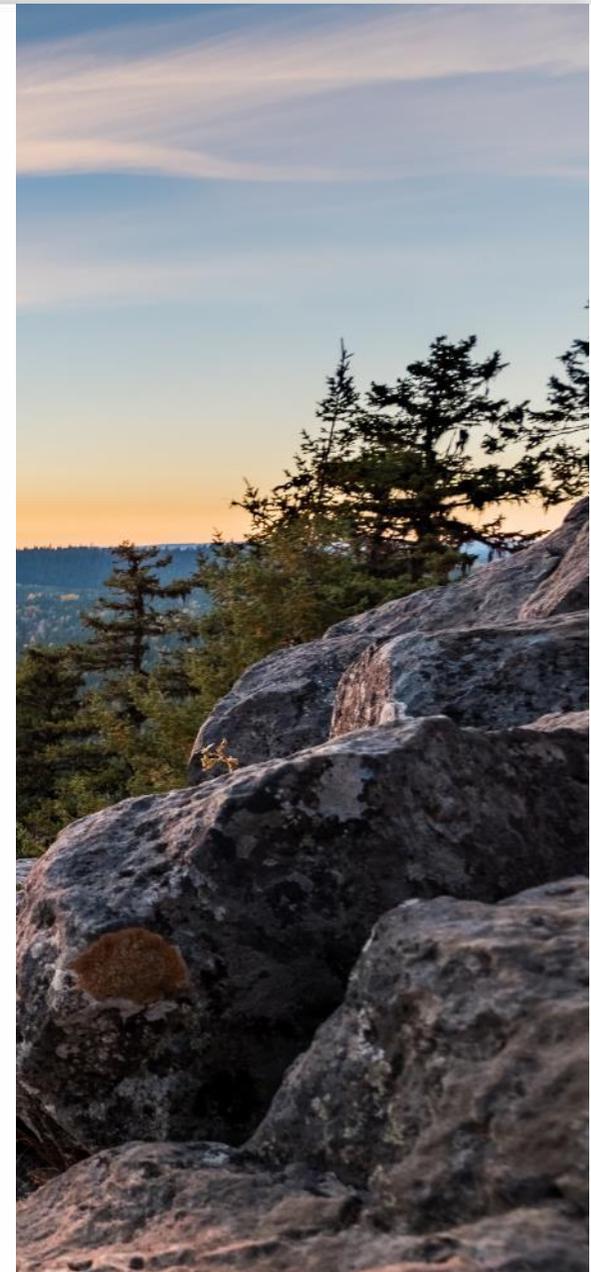
Common questions:

❖ Revisions

- ✓ The Commission cannot make changes to your application
- ✓ Documentation can be uploaded without a revision
- ✓ Be aware of spatial data impacts

❖ Amendments

- ✓ Cannot amend to add new OGAA activities
- ✓ Can amend to add new AOGA, STWU and/or CIAS
- ✓ Appendix C of the AMS User Manual
- ✓ Can only have one amendment in the system, for a specific AD #



Where do I find AD#s for Legacy Applications in KERMIT?

Post Permit Action Screen

Navigation tabs: To-Do List, **Post Permit Actions**, Wells, Projects & Facilities

Home > Post Permit Actions

Post Permit Actions

Permits Noti

Find Permits
Find Archaeological Requirement

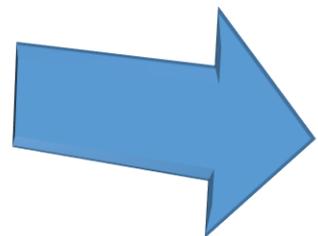
Legacy Applications Upd

Find Legacy SRA Applications
Find Legacy Archaeological Requirements - Completed
Find Legacy Water Act Submission

Transaction Jobs

Notice of Construction Start ▶
Notice of Pressure Test ▶
Leave to Open ▶

1 (arrow to Post Permit Actions tab)
2 (arrow to Find Permits link)



Find Permit Screen

Navigation tabs: To-Do List, Post Permit Actions, Wells, Projects & Facilities, C&E

Find Permit

Save as Excel **Search**

4 (arrow to Search button)

AD #: **5** (circled input field)

Proponent:

Facility #:

Project #:

WA #:

GEO #:

Road #:

Ancillary #:

3 (arrow to Legacy OGC File # input field)

Legacy OGC File #:

Tenure File Number:

Approval Date: **From:** mmm dd, yyyy **To:**

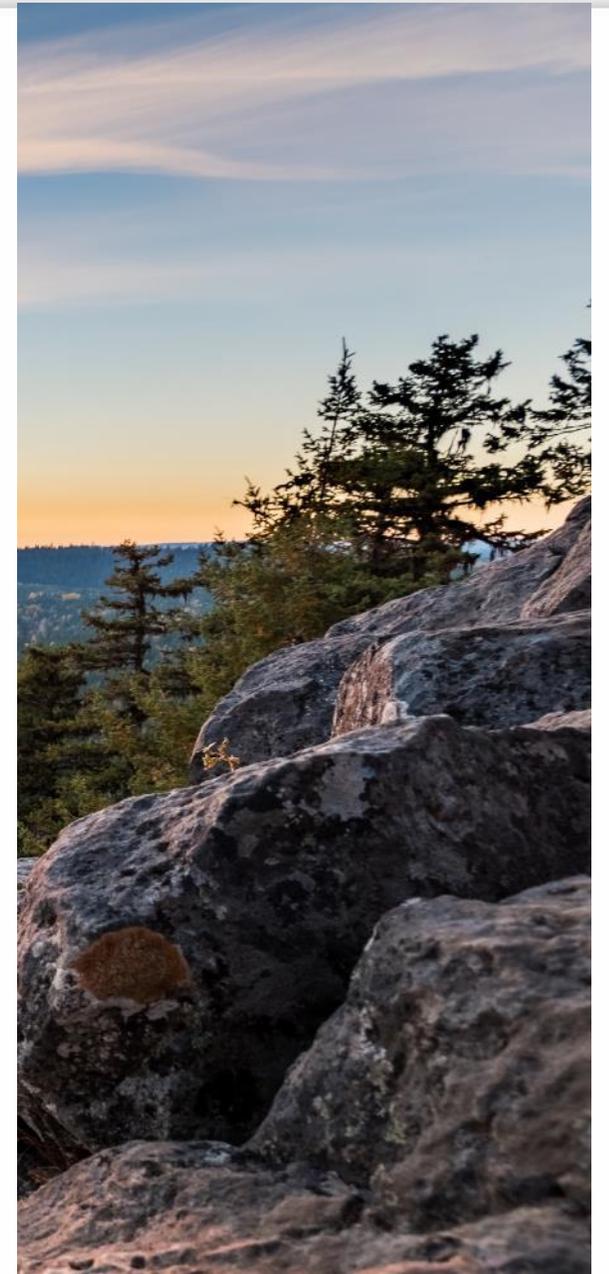
Save as Excel Search

Well names



- ❖ Well names are formatted as follows:
 - Company abbreviation
 - Working interest partner(s) abbreviation
 - Well profile
 - Oil and gas field name
 - Legal location or NTS/DLS legal location, (exception codes are manually entered)

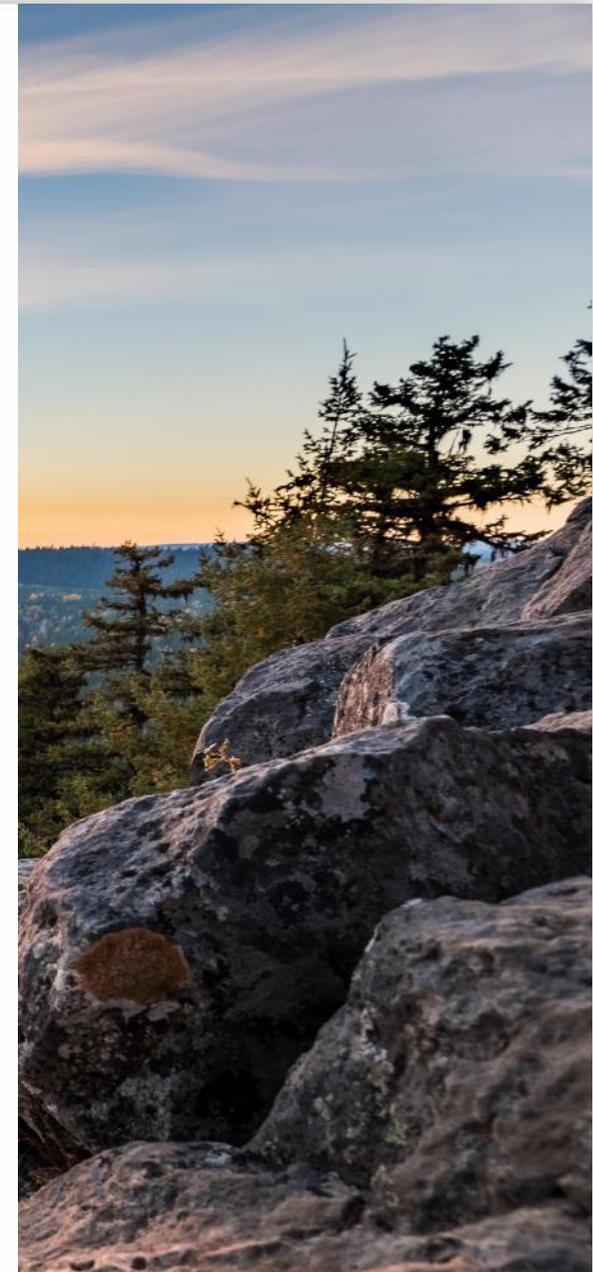
- ❖ All wells must use the legal location as per the Petroleum and Natural Gas Grid Regulation. After the first well within a quarter unit in the PNG grid system or within a legal subdivision in the DLS system, additional wells must be distinguished from each other with an exception code. Exception codes must be entered into AMS manually to differentiate between multiple wells at a single legal location.



Changes to surface well head locations



- ❖ Once a well status has changed from 'well authority granted', surface well locations cannot be changed via an amendment in AMS.
- ❖ The well head must remain within the boundary of the well pad area.
- ❖ Process is:
 1. Submit new UTM coordinates via the As-Drilled Survey Plan Process
 2. If the updated UTM coordinates result in a new legal location, the Commission will update records accordingly.
- ❖ Well names (ie. legal location) are only updated when the UTM results in a new legal location.
- ❖ Well names cannot be renamed or re-organized to be in sequential order and exception codes will not be re-assigned according to drilling sequence.



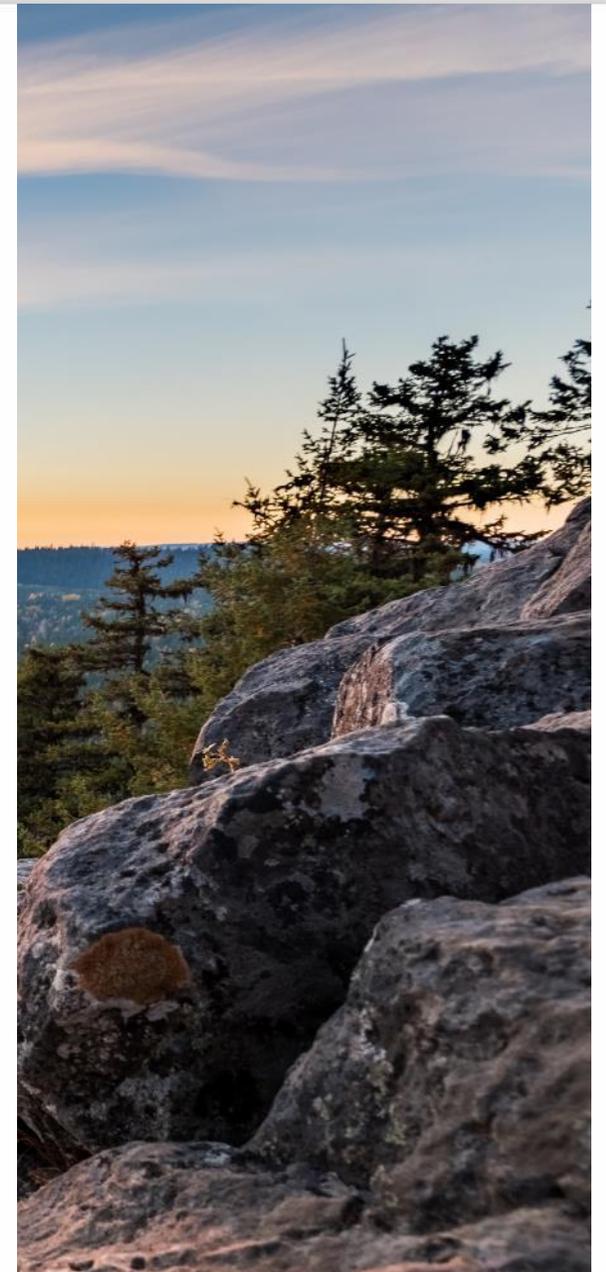
Roads – Historical Submission vs. New Application



- ❖ **Historical Submissions:** Roads can be ‘transitioned’ via a Historical submission; and go to the Permit Operations & Administration group for review.
 - A road transition is applicable for an existing road (previously built and being used for oil and gas), has some sort of permit AND has a **Road # issued by the OGC.**

NOTE: Once transitioned, it is an OGAA Road Permit.

- ❖ **New Applications:** These are for roads under new construction or for a non-status roads. Non-status roads are existing roads previously built and being used for oil and gas that **have no permit and no Road # issued by the OGC**



Need more assistance?



If you need more assistance, please submit a request via e-mail to servicedesk@bcogc.ca.

Contact:

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Authorizations Manager, Application Systems Integration

Phone: 250-794-5273

e-mail: Donna.Bozarth@bcogc.ca

QUESTIONS?



FACEBOOK



TWITTER



LINKEDIN



INSTAGRAM



YOUTUBE

