Application Management Systems Manual

VERSION 2.4: September 2023

About the Regulator

The BC Energy Regulator (Regulator) is the single-window regulatory agency with responsibilities for regulating energy resource activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Regulator's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

Vision, Mission and Values

Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:

Protects public safety and the environment

Supports reconciliation with Indigenous peoples and the transition to low-carbon energy

Conserves energy resources

Fosters a sound economy and social well-being

Values

Respect is our commitment to listen, accept and value diverse perspectives.

Integrity is our commitment to the principles of fairness, trust and accountability.

Transparency is our commitment to be open and provide clear information on decisions, operations and actions.

Innovation is our commitment to learn, adapt, act and grow.

Responsiveness is our commitment to listening and timely and meaningful action.

Table of Contents

Manual Overview

The Application Management System (AMS) User Manual is a how-to document that provides guidance for common functions of the BC Energy Regulator's (Regulator) online AMS system. For details on regulatory requirements and processes for submitting an application to the Regulator, please refer to the Oil and Gas Activity Application Manual.

Please Note:
This manual does not take the place of applicable legislation. Readers are encouraged to refer to the Acts and Regulations governing their operations and to seek direction from Regulator staff where necessary.

Manual Revisions

The Regulator is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the Documentation Section of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to Systems@bc-er.ca.

Version Number	Posted Date	Effective Date	Summary of Revision(s)
2.0	July 7, 2021	July 7, 2021	The format of this manual and the content of various sections have been updated. Applicant are encouraged to review the document in full.
2.1	Jan 2022	Jan 2022	Added the section "Removing a segment split" and updated the Application Status' in Appendix A.
2.2	June 2022	June 2022	Various sections and links of this manual have been updated. Applicants are encouraged to review the document in full.
2.3	July 2023	July 2023	In coordination with the British Columbia Energy Regulator name change, all applicable references have been updated to remove the "BC Oil and Gas Commission" and associated verbiage. Updates for pipeline notification process. Various sections and links of this manual have been updated. Applicants are encouraged to review the document in full.
2.4	September 2023	September 2023	In coordination with the implementation of the Energy Resources Activities Act (ERAA), all applicable references have been updated to remove the "Oil and Gas Activities Act" and associated verbiage. Update Section 13.4.2 Historical Submission – Notification to improve content.

Chapter 1 Introduction

1. Introduction

1.1 What is the Application Management System?

The Application Management System (AMS) is the BC Energy Regulator's (Regulator) online portal for the submission and payment of single or multiple activity energy resource applications and for the submission of historical data. Prior to submitting an application through AMS, applicants must ensure they are set up as an energy resource operator and have assigned the proper security roles to the representatives that require access to their applications. For more information on security roles, see section 2.2 Security Roles of this manual. For information on how to set up an account or assign security roles, see the Permit Operations & Administration Manual.

AMS uses a combination of uploaded spatial data, technical information, and administrative information to create online applications or historical submissions. With the help of hover-over hints and system validations, the system guides the user through the application process. This intuitive and streamlined system ensures that all required information is provided by the applicant prior to submission; enabling informed and timely Regulator decisions.

AMS also includes a feature called the Application Analysis Tool which provides applicants the ability to plan the location of the proposed activity and validate shapefiles for most applications, prior to submitting an application. With this tool, applicants are able to identify potential conflicts to find the best location for an activity, and determine what information will be required, at the beginning of the application process. Applicants can also 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.

It is advised that users of the system become familiar with AMS terminology and symbols found in Appendix A prior to creating and submitting an application or historical submission. In addition, understanding AMS business identifiers, found in Appendix B, will assist with the creation of spatial data shapefiles and the drafting of applications.

Please Note:
ERAA defines both "energy resource activity" and "related activities". The Regulator's glossary and acronym listing is an extension of this manual and defines terms used throughout the application process. System users should refer to the glossary to understand the exact definition of terminology as it may differ from other regulatory bodies. Due diligence on the part of the system user is required to ensure proper understanding of terms, acronyms, and legislation.

Additional Guidance

Additional resources, found on the BC Energy Regulator website, include:

- Energy Resource Glossary and Definitions
- Application Documentation and Guidance
- Frequently Asked Questions
- Announcements (Advisories, Bulletins, Reports and Directives)
- Legislative Framework
- BCER Zone Map

Chapter 2 System Requirements, Security and Logging On to AMS

2. System Requirements, Security and Logging On to AMS

2.1 System Requirements

Browsers supported are Google Chrome and Microsoft Edge.

2.2 Security Roles

An applicant and/or an applicant's representative must have an Online System Account and the proper security role(s) assigned before accessing the Application Analysist Tool and/or Applications in AMS. The security roles allowing access to AMS are assigned by an organization's company administrator and can be one of the following:

- **The 'Application Analysis Tool' Security Role** –This security role is designed specifically toward those responsible for planning and preparing spatial data packages. It allows the user to upload and view spatial data as well as generate an application analysis report using the Application Analysis Tool. This role does not have the authority to create applications or access application information.
- **The 'Application' Security Role** - This security role will grant AMS users full access to the Application Analysis tool, as well as the ability to create, edit, submit and view applications for a company. It also allows user to view invoices created by application submissions; however, it does not give authorization to pay them. Company representative's must be assigned this security role for each company that they represent.

For more information on online system accounts, security roles, including how to assign security roles, please see the Online Systems Account section, under Energy Professionals section of our website.

2.3 Logging In and Out of AMS

The AMS portal is found in the Application Management System (AMS) page of the Regulator's website. Users can log in to AMS with their existing credentials for KERMIT. It is recommended that the username and password not be stored in your browser. Once logged in to the system, profile information will display in the top right hand side of the Dashboard.

To log out of AMS, an applicant can select the 'Log Out' button that displays on the top right hand side of the AMS pages. Logging out after every session will ensure your information stays secure and private.

Chapter 3 AMS System Navigation

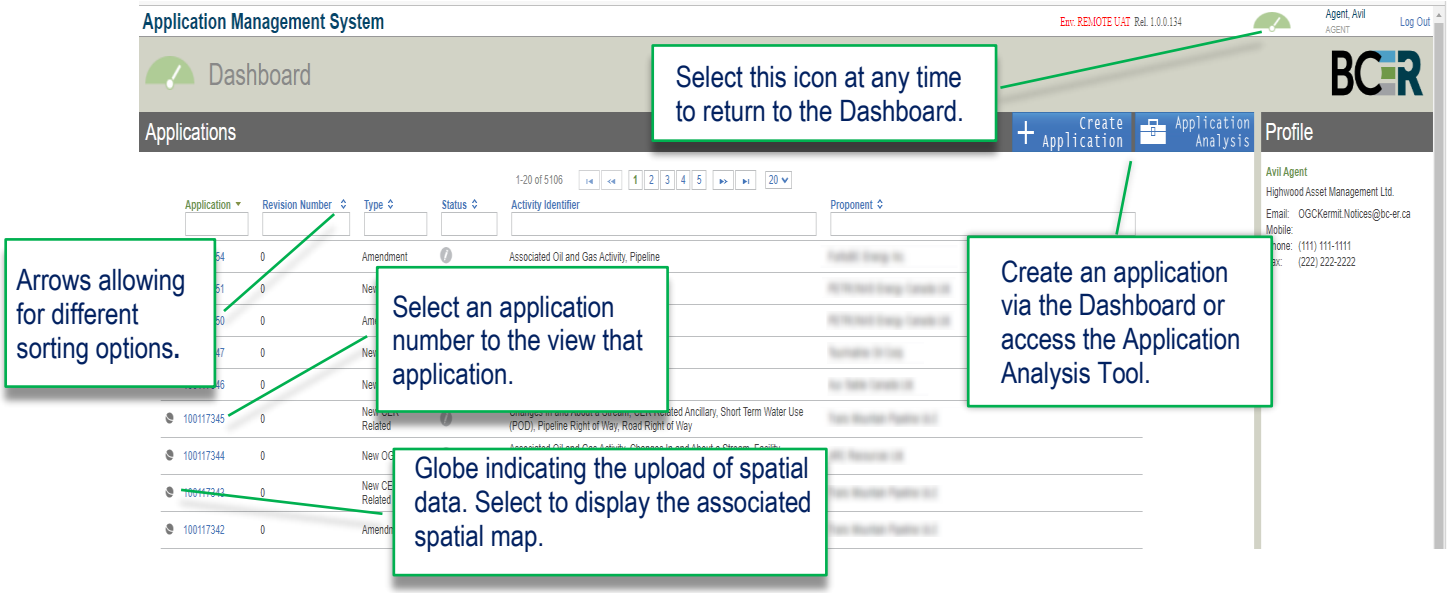
3. AMS System Navigation

When a user logs onto AMS, the page they are directed to is dependant upon the security role they have been granted. AMS will open on the Application Analysis Tool page for user who have been granted the Application Analysis Tool Security role. For users that have been granted the Application Security Role, AMS will open on the Application Dashboard page.

3.1 The Dashboard and Viewing Applications

The Dashboard page can be accessed at any time by selecting the Dashboard icon. This icon is located on the top right hand side of the AMS pages. When on the Dashboard, applicants can:

- Search for, access and view the status of applications.
- View a map of the spatial data associated with an application.
- Create an application.
- Access the Application Analysis Tool.

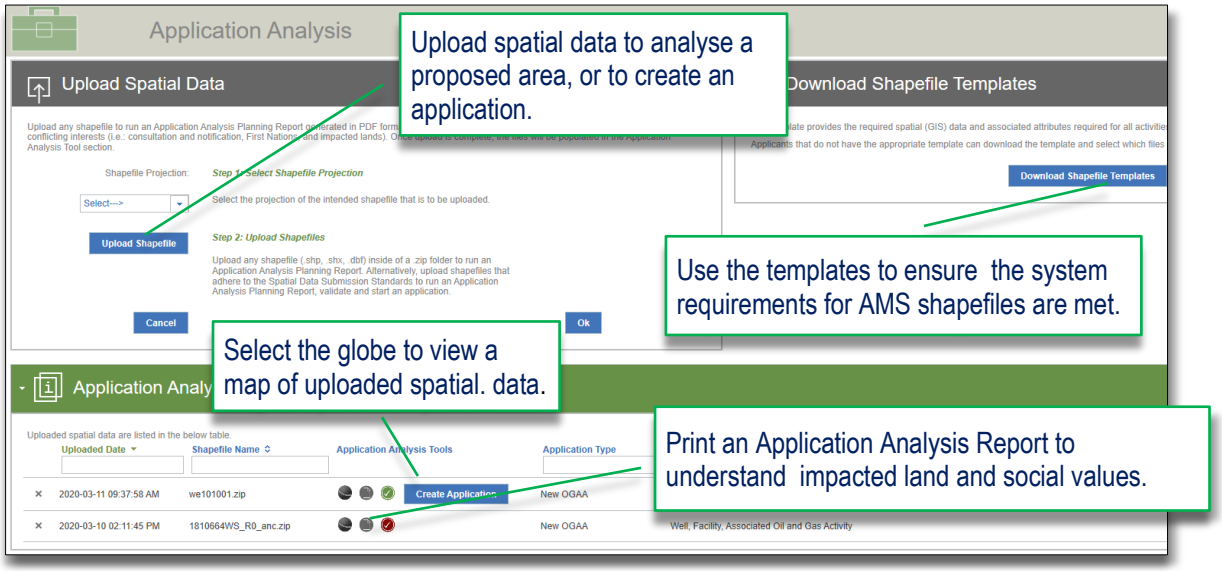


The Dashboard lists all applications for a company for which the user has been granted the application security role. Users can sort or search for applications in the Dashboard by entering an application number, revision number, application type, application status, activity type or proponent name.

3.2 The Application Analysis Tool

The Application Analysis Tool allows applicants to upload and validate shapefiles for most applications, as well as generate an Application Analysis Report before creating the application. It is recommended to validate shapefiles prior to the submission of a new application. At this time, shapefiles for amendment applications or historical submissions cannot be validated or created using the Application Analysis Tool.

The Application Analysis Report will identify environmental, social and land values impacted by the shapefiles and is useful in the pre-planning of an energy resource activity project. An example of the Application Analysis Tool page, with the main features illustrated, is shown below.

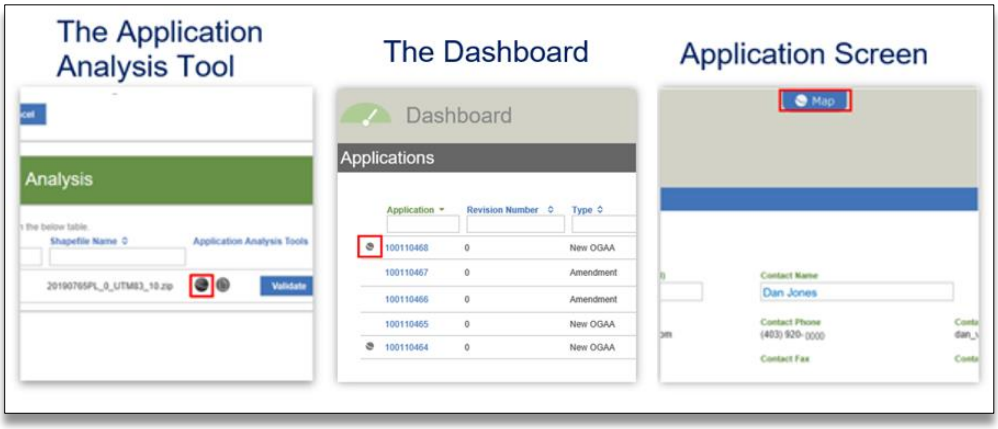


For more information on shapefile requirements, see the Spatial Data section of this Manual and the AMS Spatial Data Submission Standards Manual.

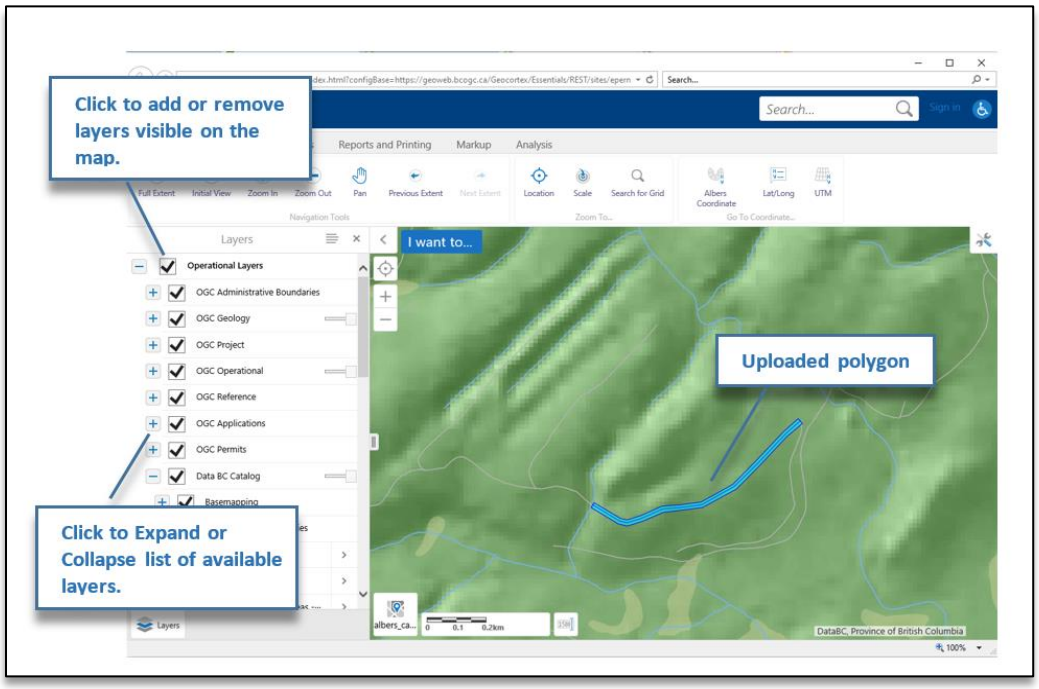
Refer to the Creating an Application section for step-by-step guidance on how to Create an Application through the Application Analysis Tool.

3.3 The Map Viewer Tool

The Map Viewer provides quick access to view a map of the spatial data that has been uploaded in an application. This 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 is illustrated below.



The Map Viewer will open in a separate window that displays a map, shown below, of the proposed application. It can be customized by turning layers on and off in the 'Layers' pane.



Chapter 4

Spatial Data

4. Spatial Data

Spatial data forms an integral part of the Regulator's application process. Once a shapefile has been successfully uploaded into the AMS application, the system performs a geo-processing task that auto populates spatially derived values and attributes into various application data fields.

A shapefile contains both non-topographical geometry and attribute information for spatial features in a data set. The attribute information entered when a shapefile is being created will determine what populates into specific data fields in the application. A green globe will display in front of a spatially derived field within the application, data fields that populate from attributes of the spatial shapefile will not display a green globe.

Please Note:
When new spatial data is uploaded into an application it will overwrite and update any previous existing data. As a result, any manual edits previously made to spatially populated fields will need to be updated.

Additionally, activity identifiers are created upon upload of spatial data. If new spatial data is uploaded into a new application while an application is in progress or in revision, the new spatial data will overwrite any data pertaining to the previous spatial upload and new activity identifiers will be assigned. Uploading new spatial data shapefiles will generate new activities identifiers until the application has been approved and those identifiers confirmed.

4.1 Creating AMS Shapefiles

Prior to creating an AMS shapefile, applicants should review the Regulator's AMS Spatial Data Submission Standards Manual; which provides guidance on requirements and preparation of the spatial data package. AMS will only accept spatial data packages that meet these standards. Templates representing the mandatory requirements for the shapefiles with the correct structure of each activity type are available for download on the Application Management System webpage; on the AMS Application Analysis Tool page; and in the AMS application under the Spatial Data tab.

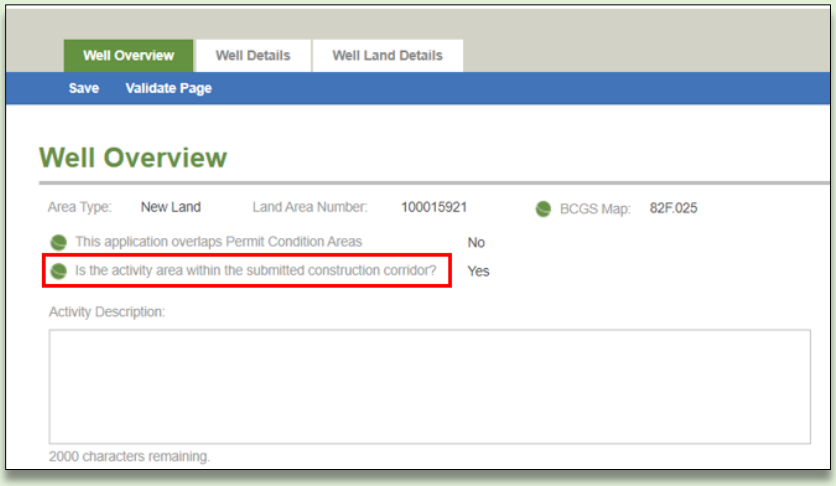
4.2 Land Area

Applicants are required to submit spatial data representing the land area required to carry out the energy resource activity applied for on both Crown land and private land. See the '*Area Types'* section of the AMS Spatial Data Submission Standards Manual for more information.

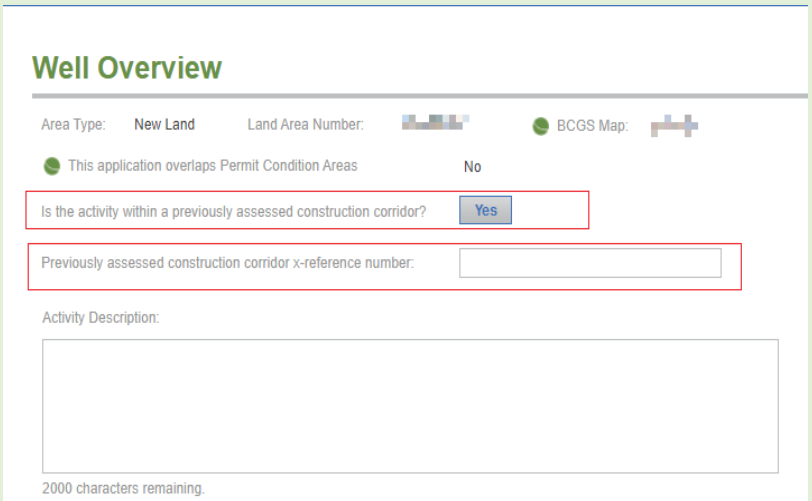
4.3 Construction Corridors

Construction corridors are additional mapped applications areas shown around proposed energy resource activities that provide the permit holder some flexibility in the placement and construction of the activity. Applicants can submit an application for proposed activities within a construction corridor either where the construction corridor is included in the current application or where the construction corridor was previously assessed in a separate application. The workflow in AMS will differ depending on whether the applicant is applying for the construction corridor with the current application, or not.

To apply for activities and a construction corridor in the current application:

If the construction corridor is being applied for in the current application it must be included in the shapefile. A green globe will appear in front of the question, "**Is the activity area with the submitted construction corridor?**," in the Activity's Overview screen.	 **Additional Information** • The answer to the question will be "Yes" where the entire energy resource activity is located within the submitted construction corridor (the spatial corridor outline shown in the spatial data). • The answer to the question will be "No" where only part of the energy resource activity is located within the submitted construction corridor (the spatial corridor outline shown in the spatial data).

To apply for energy resource activities that are located within a previously assessed construction corridor:

If no construction corridor is being applied for in the current application the question, "**Is the activity within and previously assessed construction corridor?**," will appear under the activity's overview tab. Answer yes, to the question only if the proposed application is located within a previously assessed construction corridor and provide the x-reference number of the application in which the construction corridor was assessed.	

For more information on construction corridors see the *'Construction Corridor'* section of the Oil and Gas Activities Application Manual.

Chapter 5

Creating an Application

5. Creating an Application

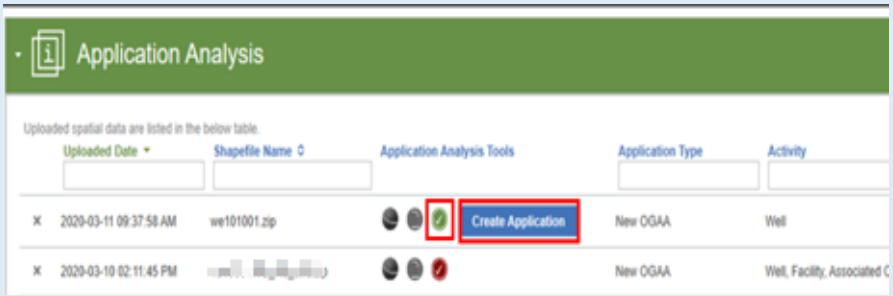
Depending on the security role that has been granted, a user can create an AMS application one of two ways:

1. By selecting 'create application' from within the Application Analysis Tool.
   a. Users who have not been granted the Application security role will not be able to proceed to creating an application from the Application Analysis Tool.
2. By selecting 'create application' from the Dashboard.

5.1 Creating an Application through the Application Analysis Tool

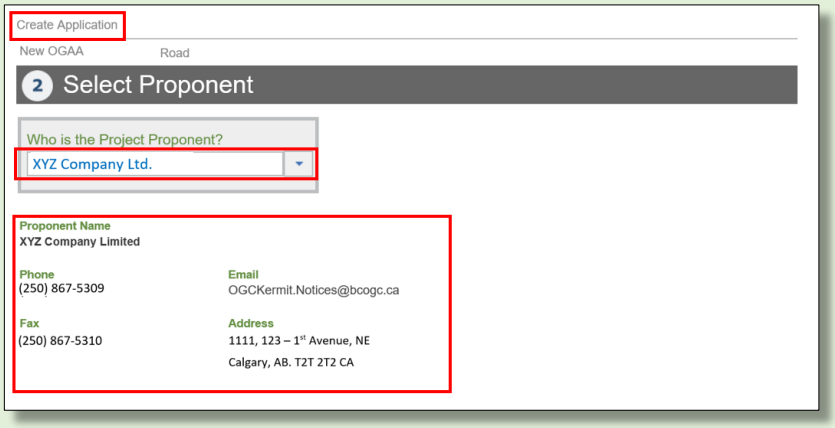
Once a shapefile has been successfully validated, users who have the Application security role can follow the steps below to create a new application from the Application Analysis Tool. Currently, amendment applications and historical submissions cannot be created from the Analysis Tool. Amendment applications and historical submissions must be created from the Dashboard as per Section 5.2 "Creating an Application from the Dashboard".

STEP 1

In the Application Analysis section, locate the validated shapefile that you will be using to create your application. An application that has been successfully validated will be indicated by a green circle containing a check mark. Click on the blue **Create Application** button	

STEP 2

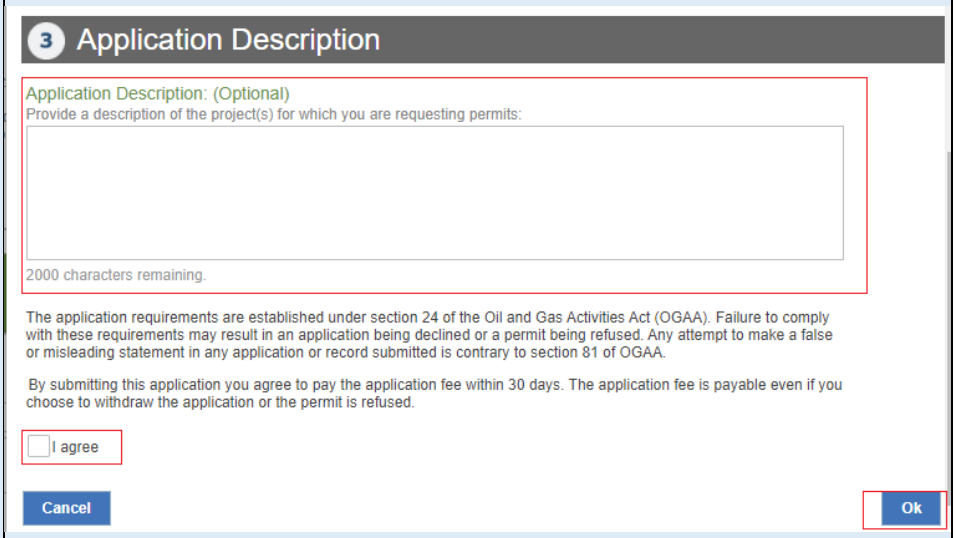
In the **Create Application** pop-up window, select the proponent from the **Proponent Drop-down list** and ensure all **auto-populated company information** is correct.



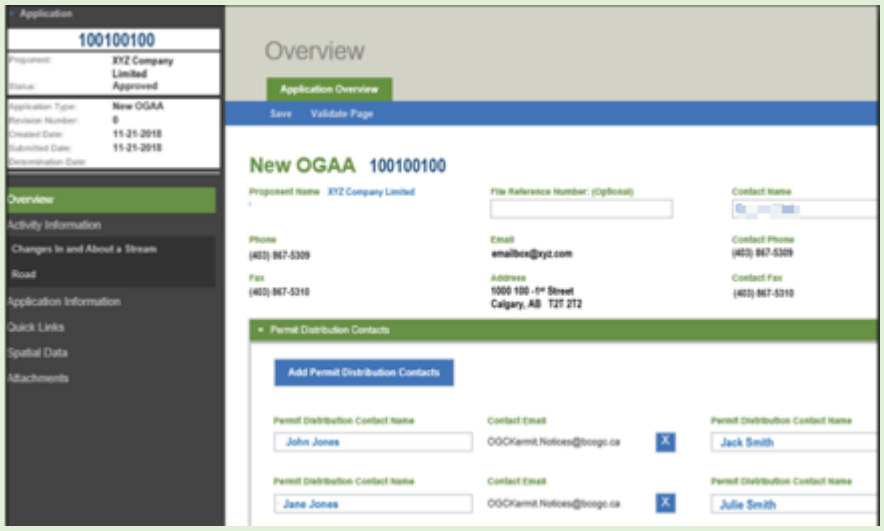
STEP 3

Enter an **Application Description**.

Select the '**I agree**' check box to accept the disclaimer, and then select **OK** to finish creating the application.



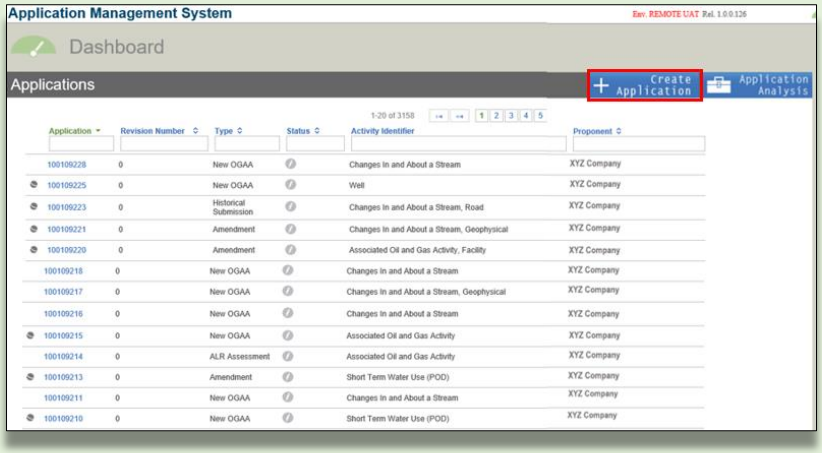
STEP 4

The Overview page of the application will now display. Continue to complete all required information within the various application and activity tabs.	

5.2 Creating an Application from the Dashboard

Applicants can create an application directly from the Dashboard. It is recommended that shapefiles are validated, for applicable applications, prior to creating an application to ensure the spatial data is correct. The following steps illustrate how to create an application using the Dashboard's "Create Application" button.

STEP 1

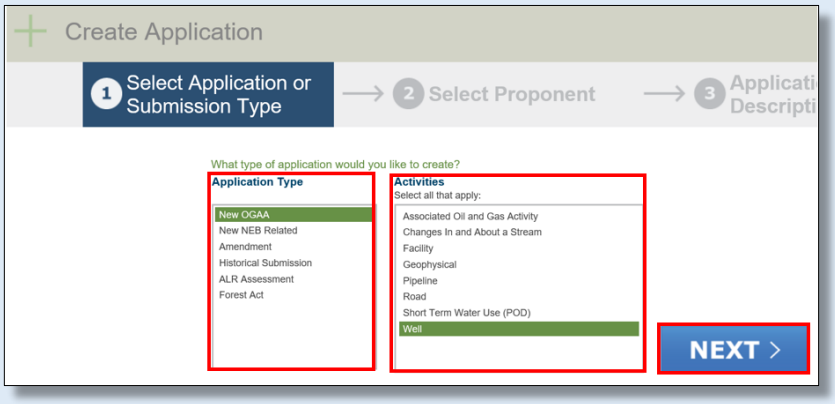
From the Dashboard, select the **Create Application** button.	

STEP 2

On the Create Application page, select an **Application Type** and the **Activity(s)**.

To select more than one activity type, hold down the CTRL key.

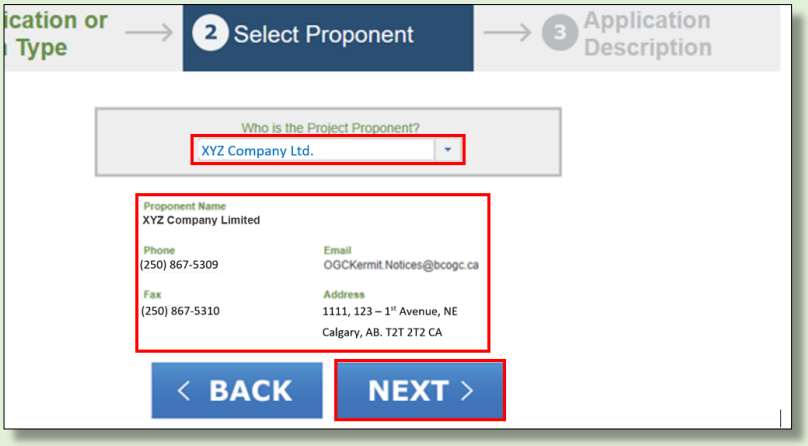
Once this is completed, select **Next.**



STEP 3

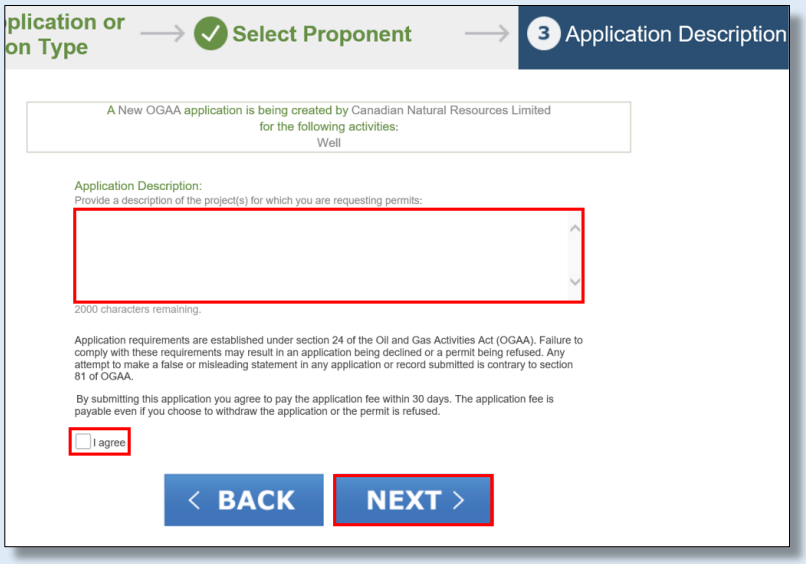
Select the proponent from the **proponent drop-down list**, ensure all **auto-populated company information** is correct and then select **Next.**

NOTE: if the correct proponent does not display on the drop down list, please ensure the proper security roles have been granted.



STEP 4

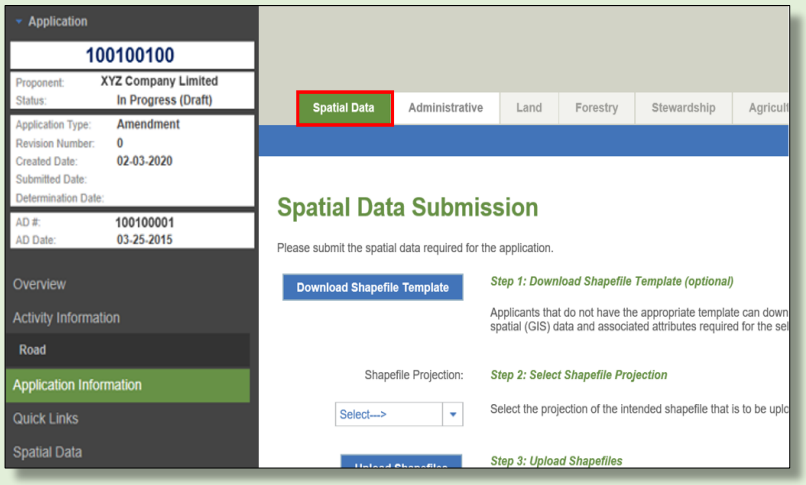
Enter an **Application Description**, select the '**I agree**' check box to accept the disclaimer, and then, select **Next** to finish creating the application.



STEP 5

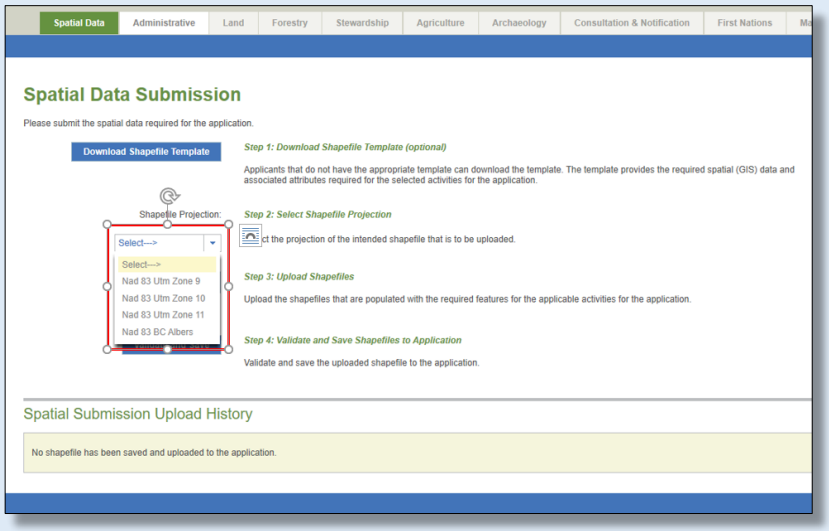
The spatial data tab will display in applications where the spatial file must first be uploaded. Until the spatial file has been uploaded, the only tabs available will be the Administrative tab. Proceed to step 6 to upload a spatial file.

For applications that do not require spatial data, the spatial data tab will display greyed out and user can begin populating the remaining application requirements.



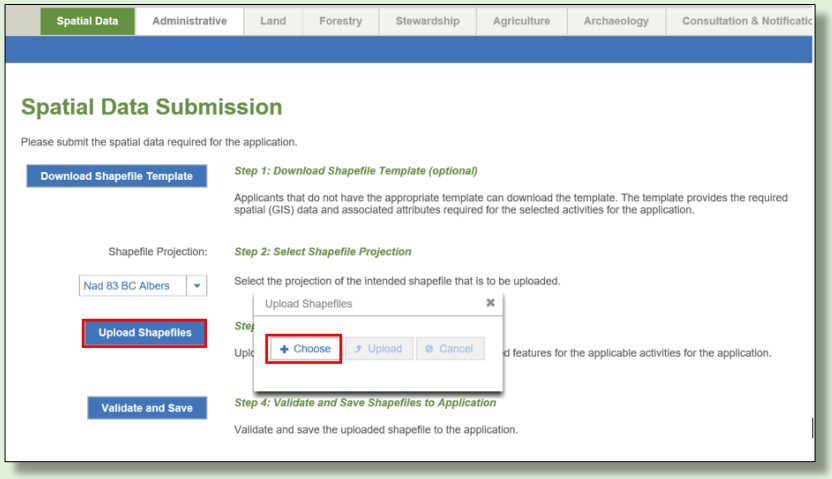
STEP 6

Select the arrow to display the **Shapefile Projection Drop-down list** and then select the appropriate projection.



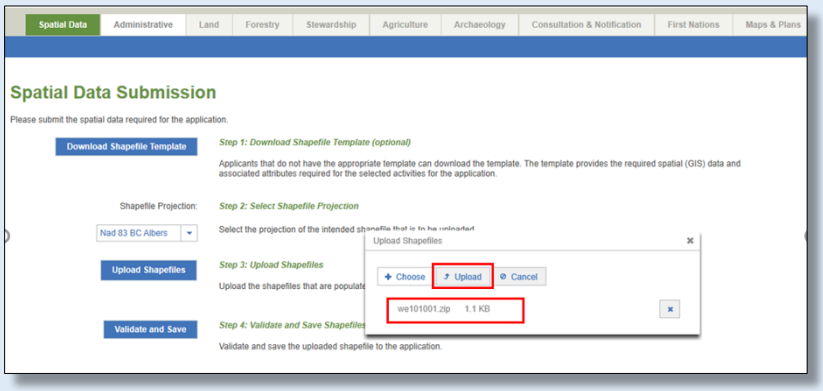
STEP 7

Select **Upload Shapefiles** and then **Choose.** Browse for the zip file to upload.



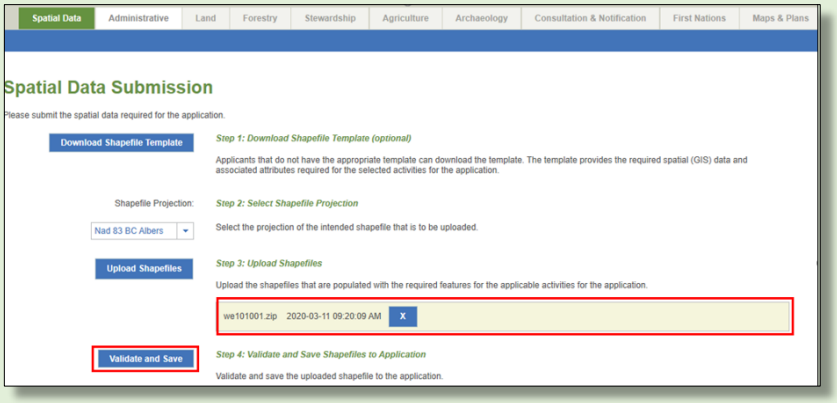
STEP 8

Ensure the **correct shapefile** is displayed in the Upload Shapefiles box and then select **Upload.**



STEP 9

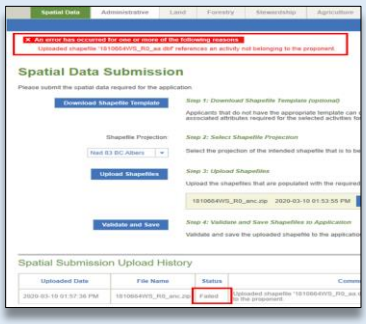
Once the file displays in the **yellow box** select **Validate and Save.**



STEP 10

The status of the spatial submission upload will display on the Spatial Submission Upload History table. Ensure the spatial submission was **'Successful'** before proceeding.

Once the spatial upload is successful, the applicant can now begin to [complete the application.]



Additional Information

If an upload was not successful "Failed" will display in the Status column, and an error message indicating why it failed will display in red at the top of the page.

Chapter 6 Functionality within an Application

6. Functionality within an Application

6.1 The Application Overview Page

After selecting an application from the Dashboard, the application will open to the Overview page. This page can also be displayed at any time when in an application by selecting 'Overview' from the Navigation Panel.

The application Overview page displays a summary of the application including:

- The applicant company and contact information.
- The activities applied for in the application.
- The BCER operational zone and land area details.

Company Contact Information

The individual entered in the 'Contact Name' field will be the first point of contact if additional information related to the application is required by the Regulator. Contacts listed under the Administrative Tab may also be included on correspondence for additional information.

The company contact, along with those entered in the 'Permit Distribution Contacts' section, will receive a copy of the decision letter/permit once a decision has been made on the application.

6.2 The Navigation Panel

The black panel on the left-hand side of the application is referred to as the Navigation Panel. It includes information about the application and can be used to navigate to the main components of the application as well as to additional resources, such as, application documentation and guidance.

The Navigation Panel header contains the application number, proponent name, application status, revision number, created date, submitted date and determination date. For a historical submission, amendment or Forest Act application, the header will also display the original application determination number (AD#) and date it was originally approved (AD date). The following diagram illustrates the main features of the Navigation Panel.

6.3 Populating Application Data Fields

The data fields and text boxes found on the application pages are mandatory unless indicated otherwise. Application information is entered into the application in the following ways:

- Populated from the spatial data package uploaded into the application.
- Manually data entered by the applicant.
- Pulled in from operational databases.

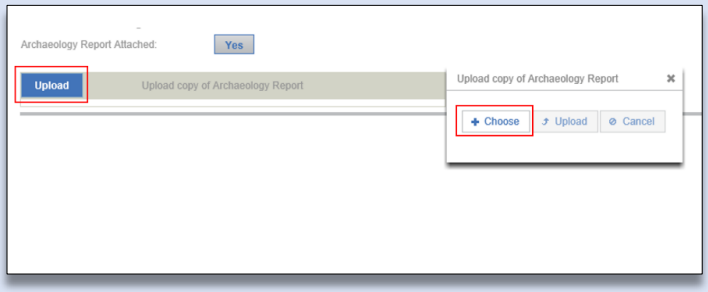
Further information on spatially derived fields can be found under the Spatial Data Tab.

6.4 Attachments

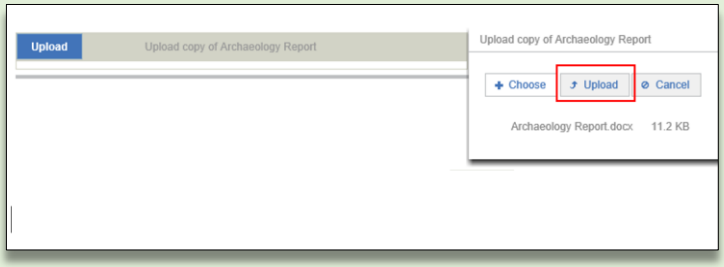
Attachments may be required to be uploaded throughout the application as a result of a minimum mandatory requirement, a conditional attachment or as additional information. More information on conditional attachments is explained in the next section. Additional attachments may be uploaded in the Attachments tab. For more information refer to the Attachments Tab section of this manual.

The following table provides step-by-step instruction on how to upload mandatory attachments using the upload prompts.

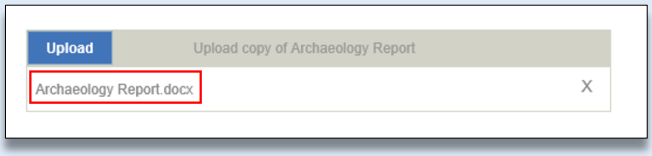
STEP 1

Select the **Upload** button on the prompt bar. Then, select **Choose** to browse for the file to upload.	

STEP 2

Select **Upload** once you have chosen your file.	

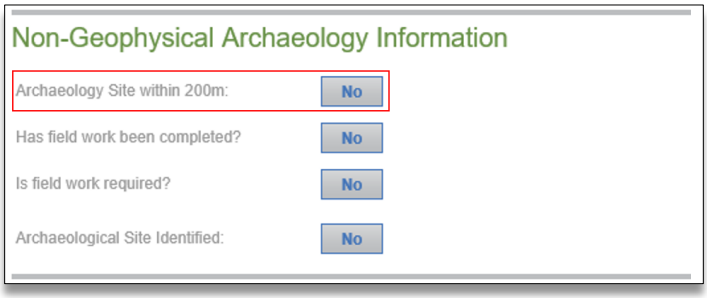
STEP 3

Confirm that the **uploaded file name** displayed is the intended file for upload.	 • Once the attachment has been uploaded, it will automatically be saved and viewable under both the application page and the attachments tab. • To remove the attachment, select the 'X' displayed to the right of the uploaded file name.

6.5 Conditional Requirements and Conditional Attachments

AMS is designed to display only the minimum mandatory requirements for applications, however, responses to questions in AMS may trigger additional questions, information and/or conditional attachments.

An example of a conditional requirement is shown in the diagram below. When the response to the question is 'No' the system does not require additional information.



When the response to this same question is changed to 'Yes', additional requirements are triggered, and the user must complete the additional mandatory information and/or upload the conditional attachment.

Conditional Attachments

Attachments uploaded throughout AMS will also display under the Attachments tab. Validations have been implemented in AMS to ensure any attachment uploaded for a conditional requirement correspond with responses provided.

Where an attachment as been uploaded for a conditional requirement and the response is later changed so that the upload would not be required, users will receive an error indicating the discrepancy between the response and the conditional attachment if the attachment was not removed. Users must either change their response to match the requirement of the attachment or remove the uploaded attachment. To remove the attachment, users will be required to change the response back to the original response so the upload prompt bar displays again. The attachment can then be removed by clicking the 'X' beside the attachment's name.

6.6 Saving and Validating a Page

Each page has a blue bar near the top and bottom that contains a 'Save' button and a 'Validate Page' button. Saving a page will ensure that user entered information is captured within an application and validating a page identifies any missing or incorrect information. **As AMS does not automatically save the page information, navigating away from a page without saving may result in the loss of entered information.**

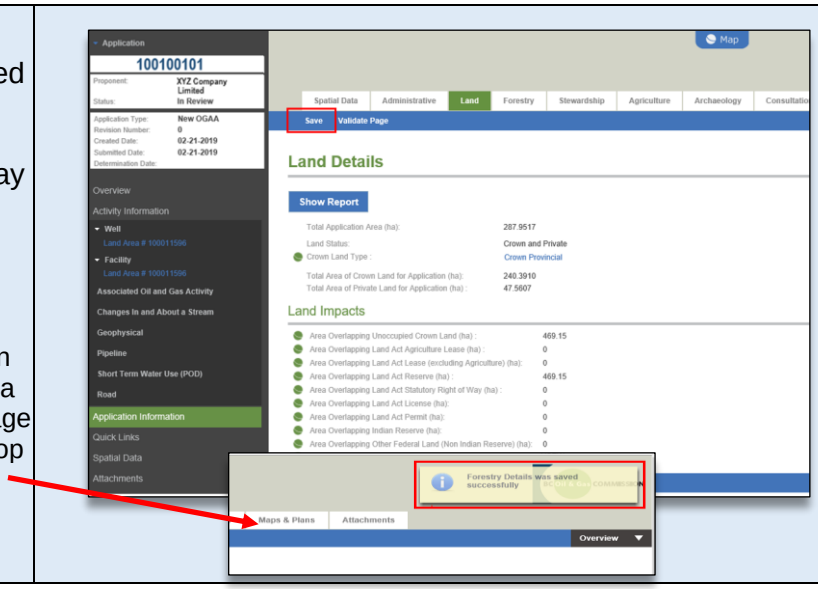
The functions performed by the Save and the Validate Page buttons can be utilized even if the page information is not yet complete. It is important to note that validating a page will not save the page information therefore, it is important to save often.

The following table illustrates how to save and validate a page

STEP 1

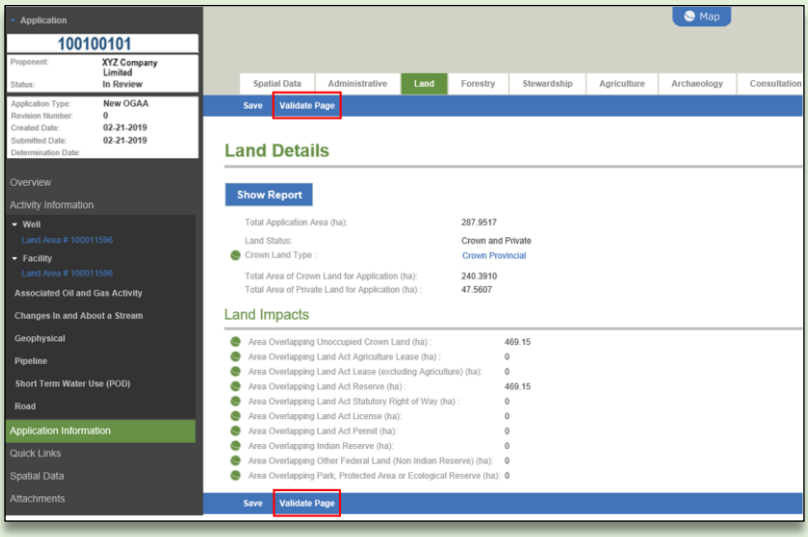
To save the information entered on a page, select one of the **Save** buttons that display in the blue bars.

Once data has been successfully saved a confirmation message will display on the top right of the page.

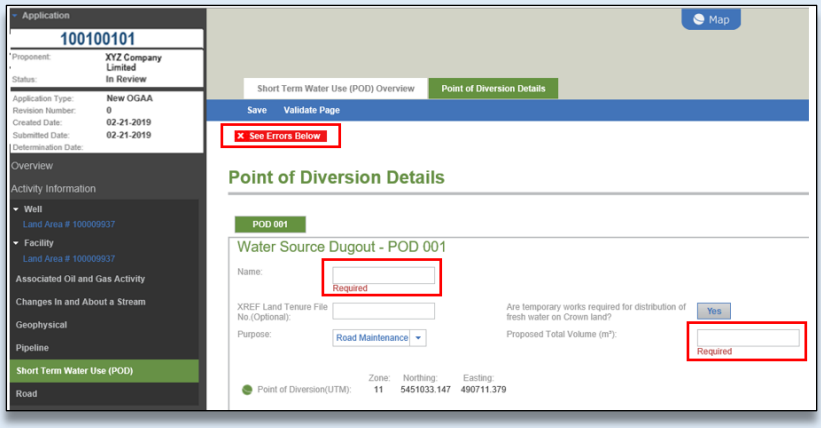


STEP 2

To validate the page, select one of the **Validate Page** buttons that display in the blue bars.



STEP 3

Correct any of the errors on the page. These errors will be indicated within the red text box at the top of the page, or as red text elsewhere on the page.	

6.7 Generating Application Reports

Applicants can generate the following reports from AMS:

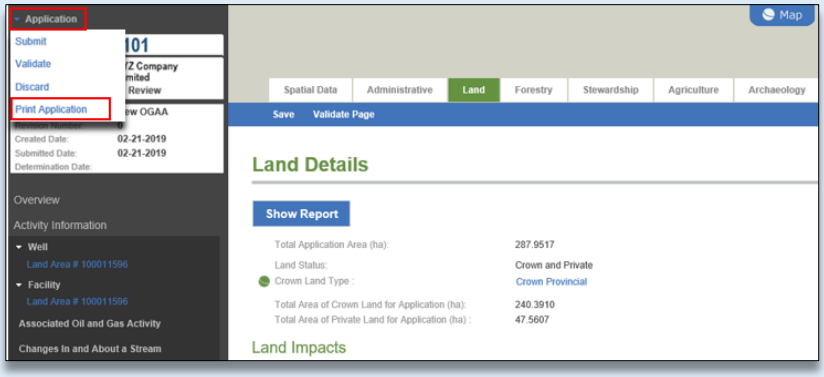
- Application Analysis Report: which can be generated from the Application Analysis Tool, or
- From the Land Tab, under Application Information.

See the Application Analysis Tool section for more information on how to generate a report from the Application Analysis Tool.
Print Application Report, explained in section 6.7.1 of this manual.
Comparative Report; explained in 6.7.2 of this manual.

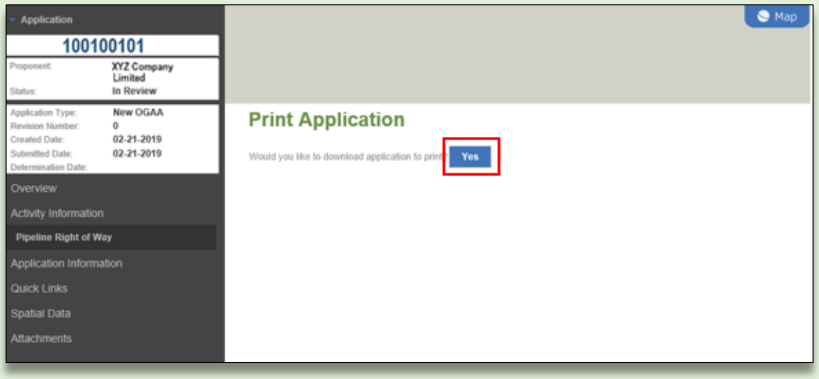
Generating the Print Application Report

A PDF called the 'Print Application' report can be generated for all application types. This report can be viewed on screen, saved to your computer, or printed as a hard copy. The following table illustrates how to generate the Application Report.

STEP 1

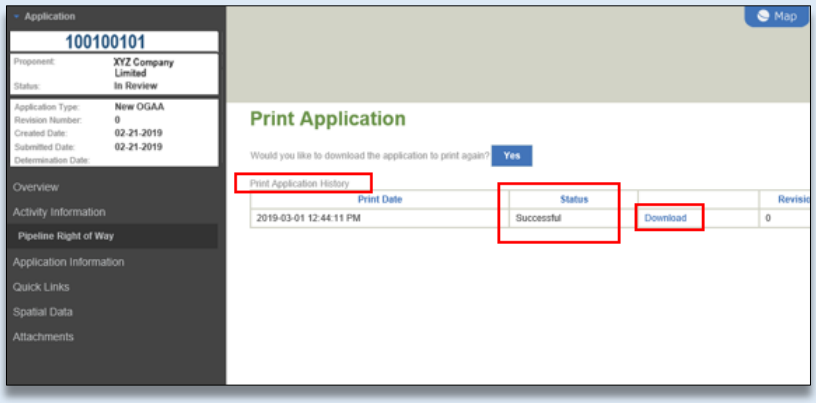
Select **Application** in the top left hand corner of the Navigation Panel and select **Print Application** from the drop-down menu	

STEP 2

Select the '**Yes**' button located beside the question *"Would you like to download application to print?"*	

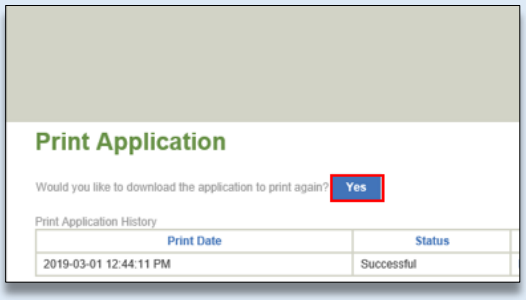
STEP 3

Check the **Print Application History** chart to ensure the **Status** has changed from 'In Progress' to 'Successful' and then select **Download.**



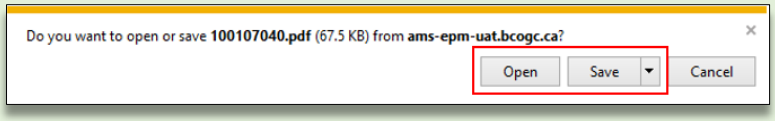
Additional Information

- Once an application report has been downloaded, that version of the report, and the date it was generated will always display in Print Application History chart. To download a current version of the report, click the **Yes** button that displays beside the question *"Would you like to download the application to print again?"*



STEP 4

Select **Open** to view the report or **Save** to save the report before viewing.

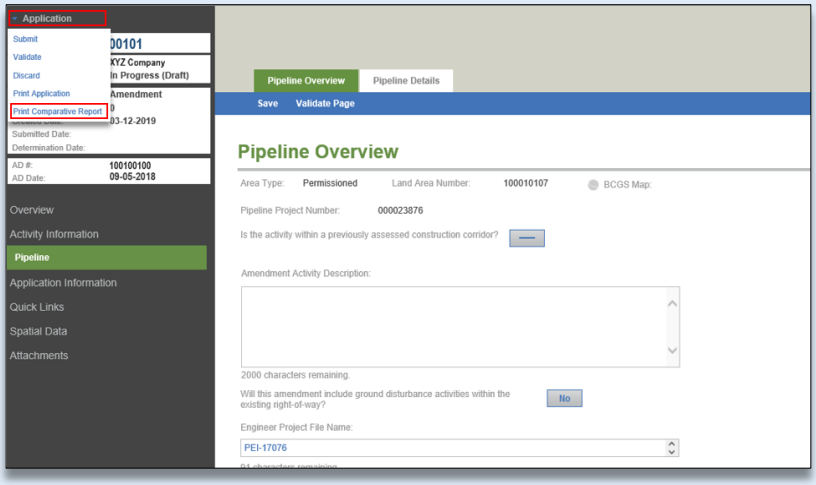


Generating the Comparative Report

A Comparative Report can be generated for amendments and historical submissions. This report allows the user to view the permitted values and the proposed amended value in the application or submission. The PDF that is generated can be viewed on screen, saved to your computer, or printed as a hard copy. The following table illustrates how to generate the Comparative Report.

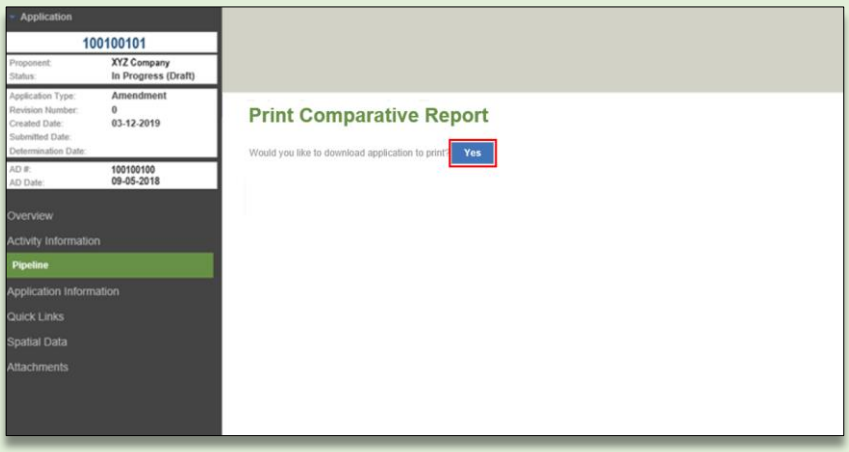
STEP 1

Click **Application** on the top left hand corner of the Navigation Panel and select **Print Comparative Report** from the drop-down list.



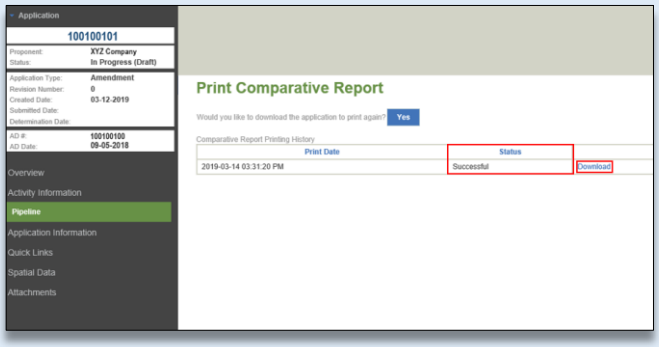
STEP 2

Click the **'Yes'** button located beside the question "Would you like to download the application to print?"



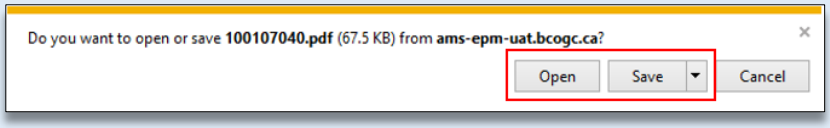
STEP 3

Wait for the word '**Successful'** to display in the **Status** column of the table and then click **Download.**



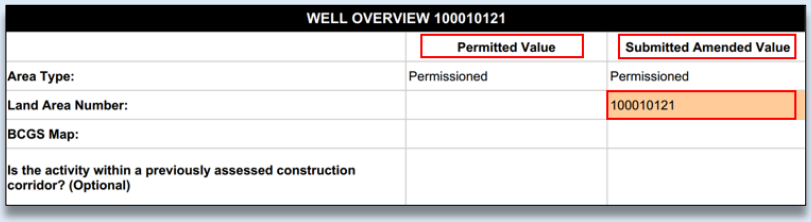
STEP 4

Select **Open** to view the report or **Save** to save the report before viewing.



Additional Information

- The resulting comparative report will display the existing **Permitted Value** and the **Submitted Amended Value,** where applicable. All proposed changes to existing values are highlighted in orange.



WELL OVERVIEW 100010121		
	Permitted Value	Submitted Amended Value
Area Type:	Permissioned	Permissioned
Land Area Number:		100010121
BCGS Map:		
Is the activity within a previously assessed construction corridor? (Optional)		

Chapter 7

Completing an Application

7. Completing an Application

7.1 Completing the Application Information Tabs

Applicants might find it helpful to validate an application prior to populating data fields to inform them what mandatory applications and data fields are required. See Chapter 8, Validating the Application.

7.1.1 Overview

Information related to the application is provided under the following tabs:

- Spatial Data tab
- Administrative tab
- Land tab
- Forestry tab
- Stewardship tab
- Agriculture tab
- First Nations tab
- Consultation & Notification/ Rights Holder Engagement tab
- First Nations tab
- Maps & Plans tab
- Attachments tab

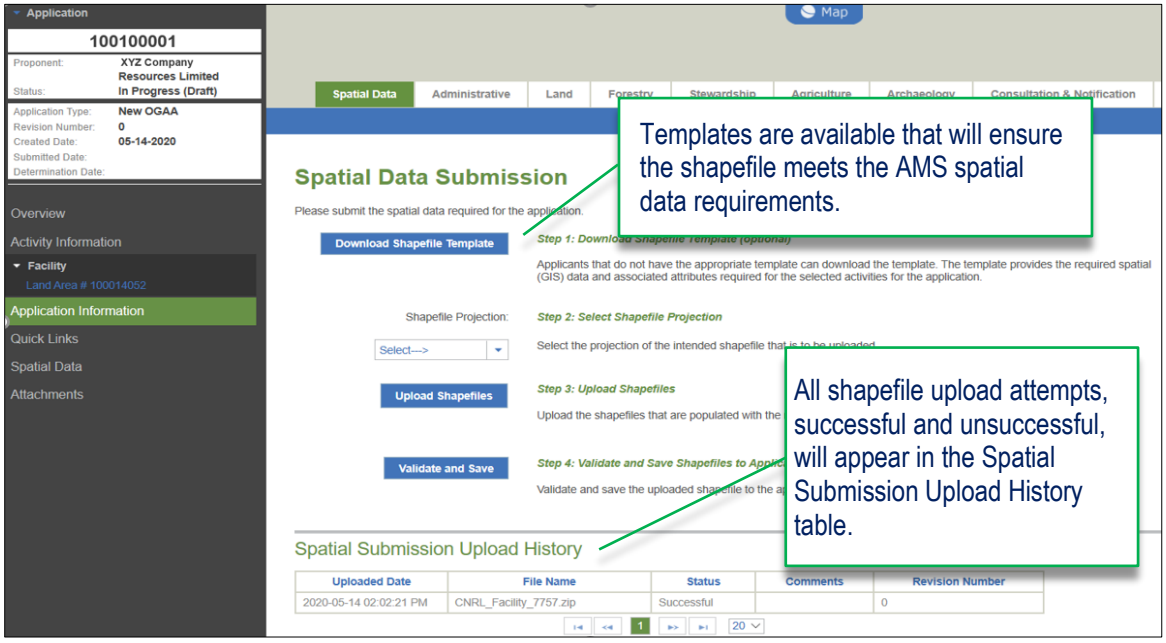
These tabs are accessed by selecting the 'Application Information' heading located in the Navigation Panel. The application tabs do not have to be completed in any specific order, but all mandatory information must be completed before the application can be successfully validated and submitted. It should also be noted that for applications requiring spatial data, tabs will not become available for population until after spatial data has been uploaded. The only tabs available before the spatial data is uploaded are the Overview and Administrative tab.

I**t is recommended that users save their work often to avoid information loss**. AMS does not auto save page information; therefore, users who leave a page without saving will lose any unsaved information.

The following sections will provide an overview of each of the application information tabs and helpful tips for their population.

7.1.2 The Spatial Data Tab

The Spatial Data tab page allows for upload of the application's spatial file, where applicable. For applications where spatial data is required, tabs in the application will become available once the spatial data has been successfully uploaded. Information related to AMS spatial data requirements can be found in the Spatial Data section of this Manual. Information on how to upload shapefiles on the Spatial Data tab page can be found in the Creating an Application via the Dashboard section of this Manual.



7.1.3 Spatially Derived Data Fields

The spatially derived fields found in AMS can be either read-only or editable by the user. The following sections provide further information on these different types of spatially derived fields.

Spatially derived fields that are read-only

These read only fields are found in the following AMS pages:

Application Overview tab page:
- BCER Operational Zones*

Activity Overview tab page (for all activities):
- BCGS Mapsheet
- Within submitted construction corridor (if uploaded)

Forestry tab page:
- Within Timber Harvest Land Base
- Forest District Name

Pipeline tab pages:
- Permitted & Spatially Derived NTS/DLS Locations

First Nations tab page:
- Area entirely on private land and outside of Treaty 8 FN

Agriculture tab page:
- Area overlapping ALR Indicator
- Area outside of PRRD/NRRD
- Local Government Jurisdiction

Facility Details tab page:
- Permitted & Spatially Derived NTS/DLS Locations

Well Overview tab page:
- Application overlaps Permit Condition Areas
- Permitted & Spatially Derived NTS/DLS Locations

*BCER operational zones will be editable for technical amendments where the operational zone does not exist in our records. This is a mandatory field and requires a user to populate the required information.

Spatially derived fields that are editable with a rationale

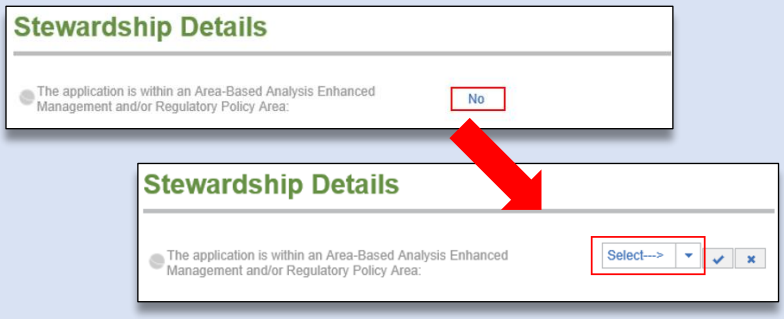
If these data fields are edited, a rationale for the change must be provided by the applicant.

These editable fields are found on the Stewardship tab page in relation to the following information:

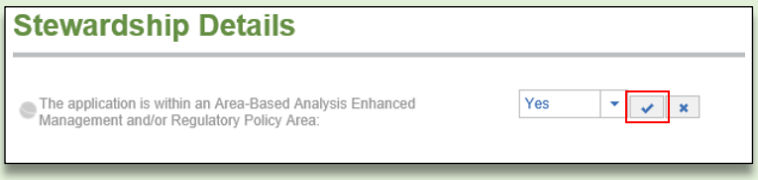
- The application is within an Area Based Analysis Enhanced Management and/or Regulatory Policy Area
- Area overlaps a park, protected area, or ecological reserve
- Area overlaps an area established by order
- Area Overlaps an area established by BCER
- Area overlaps the Muskwa-Kechika Management Area
- The application overlaps the pre-tenure plan
- Area overlaps a resource management zone

The following table illustrates how to populate the spatially derived fields that are editable with a rationale:

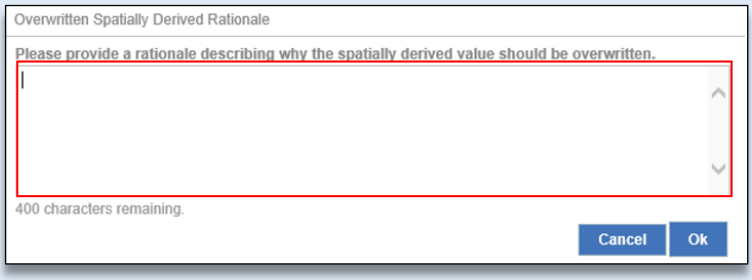
STEP 1

Select the spatially derived value that requires an edit and then select the new value from the drop-down list that displays.	

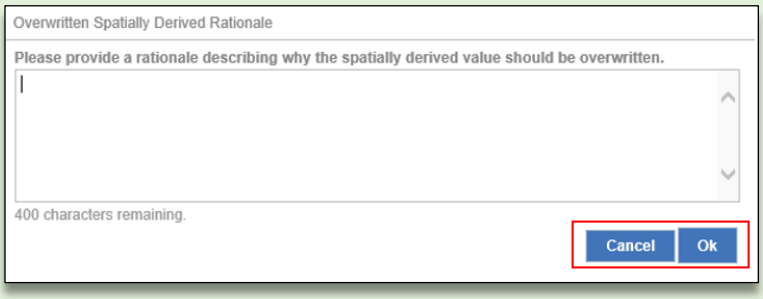
STEP 2

Once the new value displays, select on the **check mark** to confirm the value.	

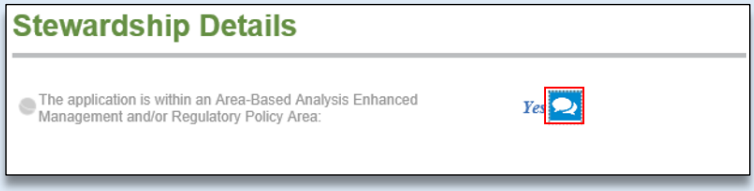
STEP 3

In the **Rational** text box, enter the reason the spatially derived value must be changed.	

STEP 4

Select **OK** to confirm or **Cancel** to discard your rationale entry. (Page validation will not be successful unless a rationale is entered.)	

STEP 5

Select the **call out icon** to view or edit the rationale.	

Spatially derived fields that are read-only but the applicant can manually add additional values

The spatially derived information in these data field cannot be edited, however, additional information can be added by the applicant when required.

These data fields are found in the First Nations tab page and the Forestry tab page as follows:

First Nations tab page

- First Nations Community for Notice Only
- T8 First Nations
- Non T8 First Nations

Forestry tab page

- All applications where new cut is required

Spatially derived fields that allow the applicant to provide different values

The following fields allow an applicant to input a different NTS/DLS location than the spatially derived value for a facility, pipeline or well. Applicants are required to provide a rationale explaining why the

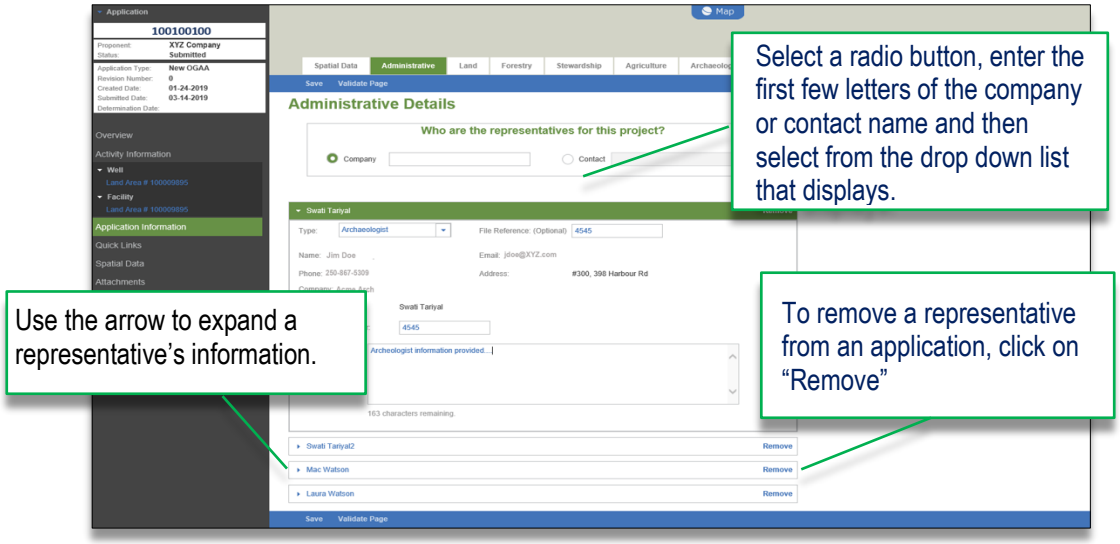
value has been changed. Typically, the reason for changing the NTS/DLS location is when projection calculations differ from the actual physical location.

- Is the NTS/DLS location different from spatially derived NTS/DLS location?
- Proposed NTS/DLS location values
- Proposed NTS/DLS rationale

Please Note:
For new applications, the UTM coordinates populate into the application from the uploaded spatial data. For amendments, if spatial data is not uploaded with the amendment, the UTM coordinates are populated from the permitted data. Where UTM coordinates do not exist in the permitted data, and no spatial data has been uploaded, the UTM data fields will be blank, and the system user will be required to update the UTM location. This is done by using the "update location" button, located next to the UTM data field.

7.1.4 The Administrative Tab

The Administrative tab page captures information related to representatives for the different aspects of the application. The information provided will serve as a source of contact for the Regulator where information is required during a related review.



The representatives in this page are selected from a drop-down list populated from the Regulator's corporate registry. If a representative is not displayed within the list, they must ensure they are registered in the Regulator's corporate registry. More information on security roles can be found in Chapter 2.2 of this manual.

Mandatory Representatives

The Administrative tab must include contact information where professional reliance notification is required for the following:

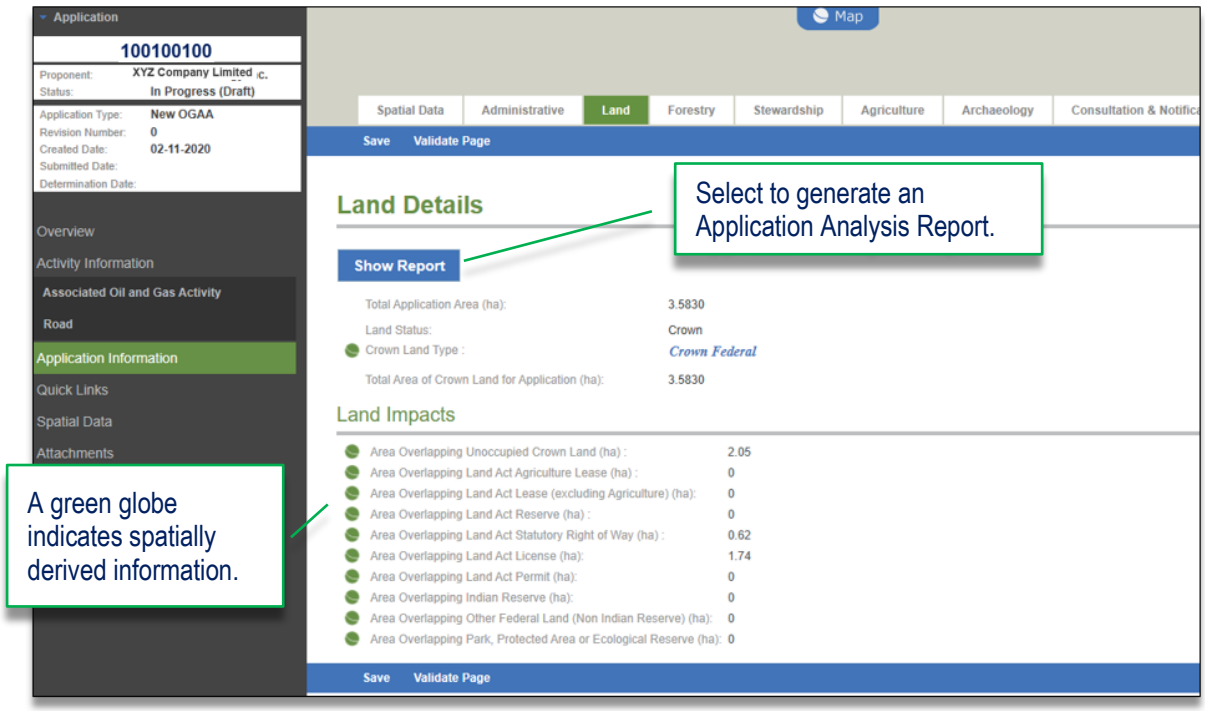
- a drilling engineer is required for an application that includes well activity
- a facility engineer is required for an application that includes facility activity
- a pipeline engineer is required for an application that includes pipeline activity
- an archaeologist is required when the Archaeology tab is required to be populated

Professional Reliance Notification

When an application is successfully submitted, AMS will automatically send a professional reliance email notification to all engineering and archaeology representatives listed in the Administrative tab. This email will include a PDF containing sections of the application relevant to the individual who has been cited in the application as providing the professional reliance information.

7.1.5 The Land Tab

The Land tab page captures information related to the land details where the application includes land area. The information that displays on the Land tab page is spatially derived. The only field available for editing on this page is the 'Crown Land Type' field which gives the applicant an option to choose Crown Provincial, Crown Municipal or Crown Federal. From the Land tab page, applicants are able to generate an Application Analysis Report, that indicates the impacted economic, social and land values, by selecting the "Show Report" button.

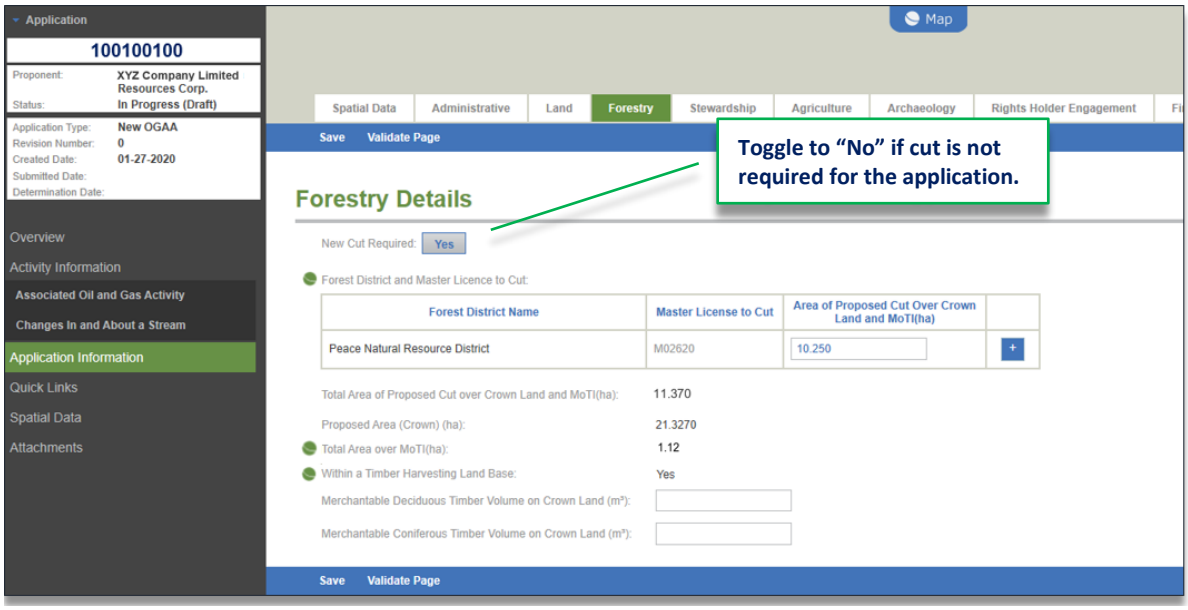


7.1.6 The Forestry Tab

The Forestry tab page captures information related to the Crown land cut required for an application. The requirements will differ between a new application and an amendment application.

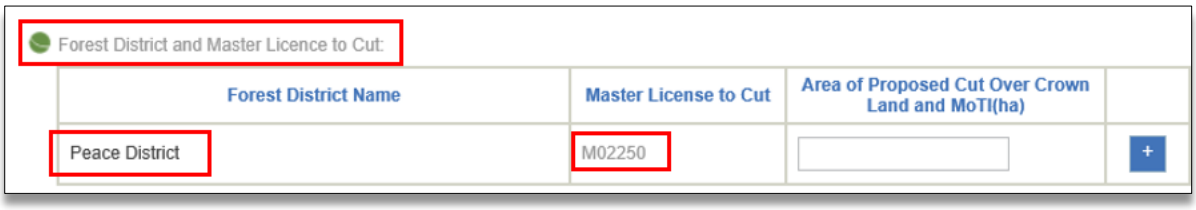
NOTE: For restoration applications that are part of the restoration pilot project in northeast BC, applicants will select "No" for New Cut Required. More information on the requirements for these application can be found in the AMS Restoration Release Guide.

Forestry Tab for New Applications



Auto Population of the Forest District(s)

The system will auto-populate the forest district and related Master Licence to Cut (MLTC) into the table. The forest district is spatially derived from the shapefiles submitted with the application and is indicated by the presence of a green globe located beside the table heading.



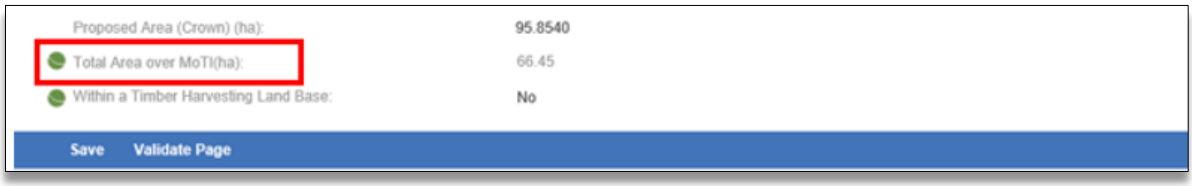
Applicants must ensure they have a valid MLTC prior to applying for a cutting permit on Crown land. If a Master Licence to Cut is required, please refer to the Regulator's [Permit Operations and Administration Manual.]

Proposed Area of Cut

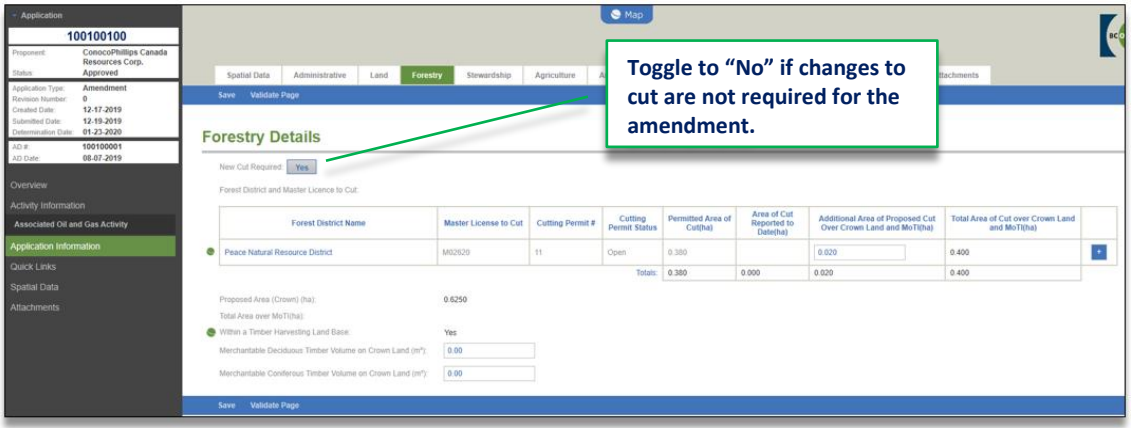
Applicants must enter the total proposed new cut over Crown land and MoTI areas. The total area of new cut must be less than the application area being applied for and must coincide with the totals clearly identified on the attached construction plans and maps. One exception to this rule is when multiple forest districts have been spatially derived but new cut is not required within one these forest districts. In this scenario, the user must enter .001 for the forest district that does not require new cut in order for the page to validate. Where new cut within the application does not match new cut on the construction plan, an explanation should be provided.

New Cut Within MoTI Area

When an application includes area within MoTI and the applicant requires new cut within the MoTI area, the spatial data shapefile must include an MoTI polygon. After upload of the spatial data shapefile, a green globe will appear beside 'Total Area over MoTI(ha)' to indicate that area was spatially derived.



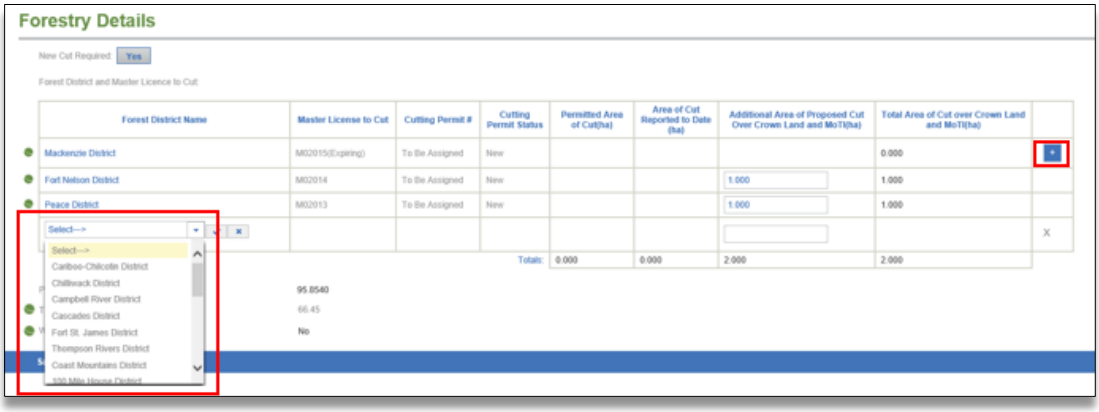
Forestry Tab for Amendment Applications



Auto Population of Forest District(s)

The Forestry tab table will auto-populate the forest district(s) overlapped by the amendment shapefile and any other forest district(s) previously associated with the application's AD number. Forest district(s) that are impacted by the area in the amendment shapefile will be preceded by a green globe.

If the information for a forest district is not editable or if a forest district is not listed, click on the plus button, and select the applicable forest district's name from the drop down list to create a new cutting permit.



Cut Within MoTI Area

When the spatial file for the amendment includes area over MoTI rights of way, the green globe will appear beside 'Total Area over MoTI(ha)'. The forest district does not populate from the MoTI area in the spatial file.

Auto Population of Cut Information

The MLTC number and status; cutting permit number and status; permitted area of cut and area of cut reported to the date will auto-populate into the table.

Expiring MLTC

MLTCs that are expiring within 23 months display the word 'Expiring' in brackets. Expiring MLTC's are not editable and no new cutting permits will be issued under them. Where this occurs, an applicant must obtain a new MLTC.

Cutting Permit Status

The table will indicate the cutting permit's status. 'New' means a cutting permit has not yet been issued, 'Open' means the cutting permit is active, 'Closed' means the cutting permit is no longer active. Cutting permits with a status of 'Closed' are not editable.

Additional Area of Proposed Cut Over Crown Land and MoTI

Enter the amount of additional area of new cut required for each Forest District. Do not include permitted area of cut or area of cut reported to date.

Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)	
		0.000	+
	1.000	1.000	
	1.000	1.000	

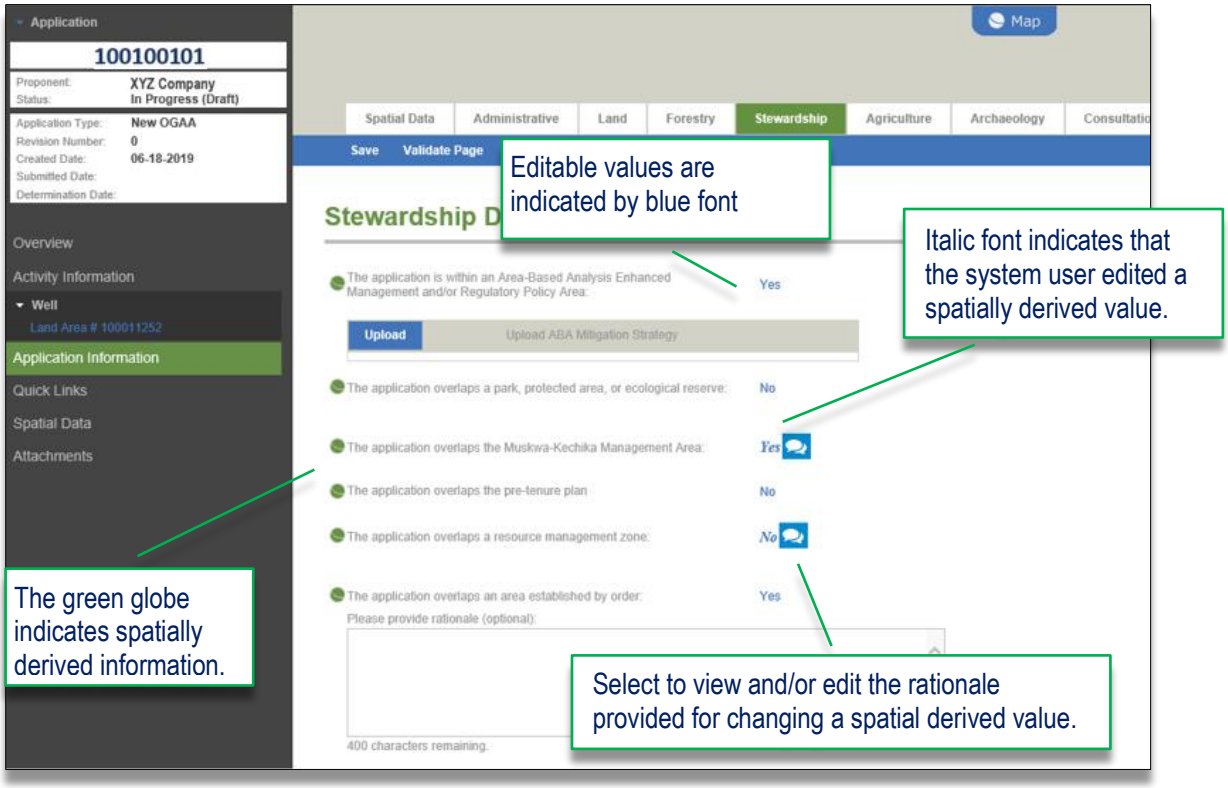
Column Auto Calculation

The sum of column entries will auto populate into the 'Totals' row located at the bottom of the table.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Peace District	M02060	8	Closed	21.000			0.000
			Totals:	21.000	0.000	0.000	0.000

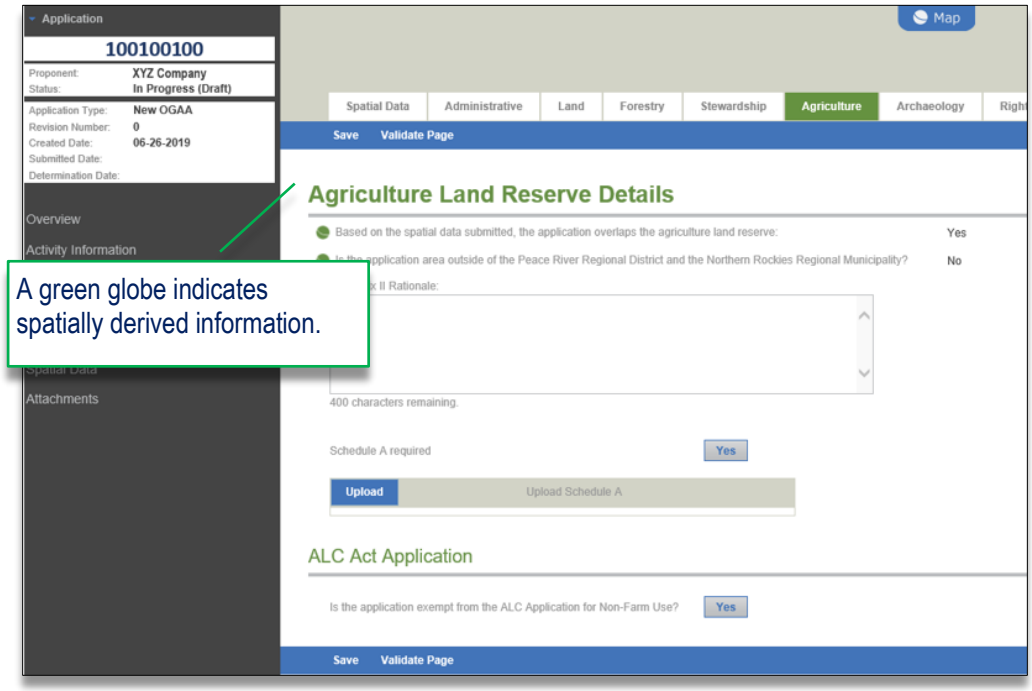
7.1.7 The Stewardship Tab

The Stewardship tab page captures information related to environmental, social and land values and contains multiple spatially derived fields that can be edited with a rationale.



7.1.8 The Agriculture Tab

The Agriculture tab page will be available to be populated when geo-processing spatially derives the proposed activity as impacting the Agricultural Land Reserve (ALR).



Applicants are required to provide a rationale explaining how the design and location of the proposed activity addresses the guidelines set out in Appendix II of the Delegation Agreement.

ALC Act Application for Non-Farm Use

Applicants can apply for the ALC Act Application within their BCER applications. If an application is not exempt from an ALC Act application for Non-Farm Use, users must select NO. and continue to populate a series of questions.

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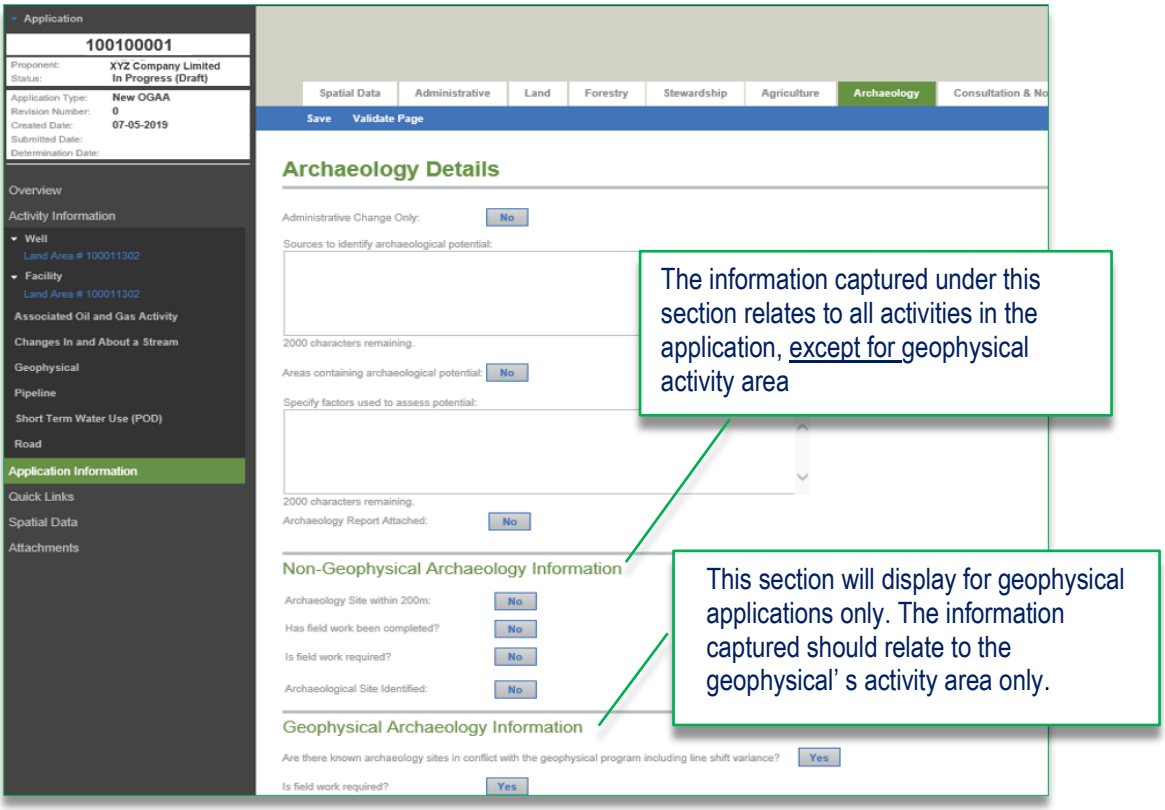
7.1.9 The Archaeology Tab

The Archaeology tab page captures archaeological related matters for applications and is available once the spatial data has been successfully uploaded. For applications that do not need archaeology, a message will display on the page advising that the archaeology details are not required.

Applicants must indicate whether the archaeology requirements are an Administrative Change Only' by selecting the Yes / No indicator as required. Mandatory information must be completed.

When a geophysical activity is included as part of the application, a Geophysical Archaeology Information section will display. Applicants must ensure that the responses in this section relate to the geophysical activity's land area only. For all other activity included within the application, a Non-Geophysical Archaeology Information section will display.



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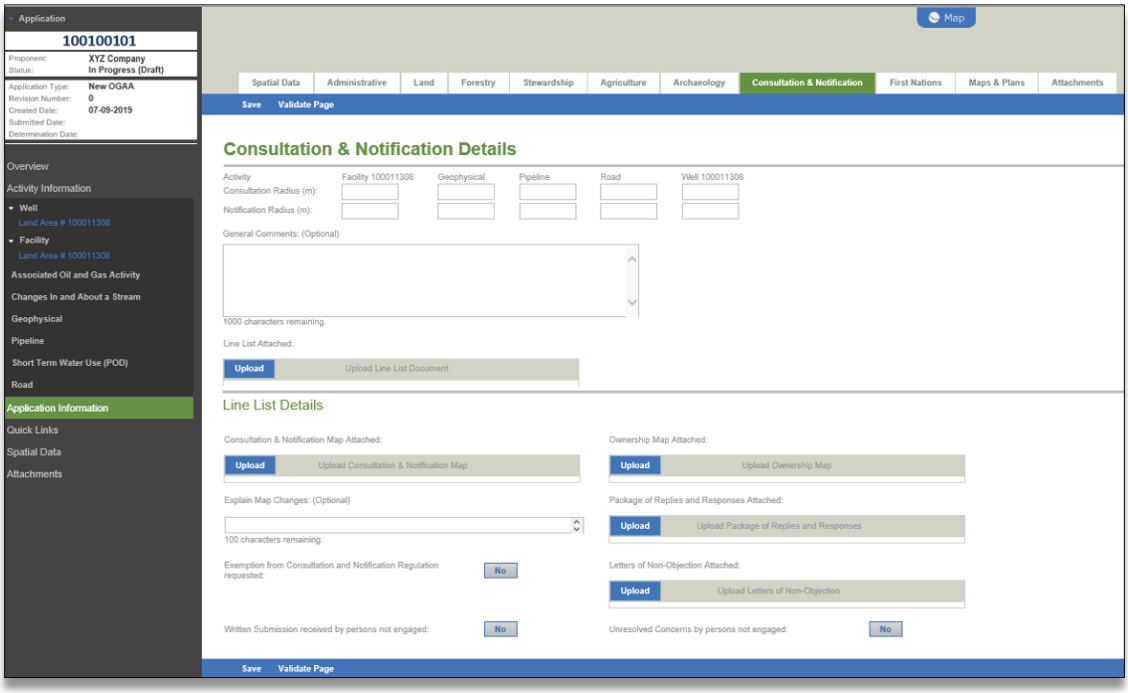
7.1.10 The Consultation & Notification Tab

The Consultation and Notification (C&N) tab page captures information related to the consultation and notification for an application. The C&N tab is mandatory to complete for all new applications containing an ERAA activity. Depending on the type of amendment being applied for, a series of questions may be required to be completed and will determine if the RCNR Line list is required, or not.



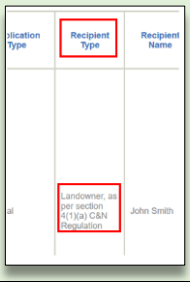
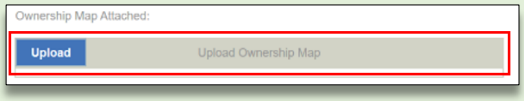
RCNR Line List

An RCNR line list is mandatory in the C&N tab's page for all new and some amendment applications where consultation and notification is required. To avoid errors when uploading the line list, applicants must ensure they are using the most current version of the RCNR Line list located on the Regulator's website. The RCNR line list is an excel format and applicants cannot change formatting of the excel document. Additionally, changes to information entered on the line list cannot be edited after it has been uploaded into the application. If changes or corrections are required, the applicant will need to re-upload the updated line list into the application.

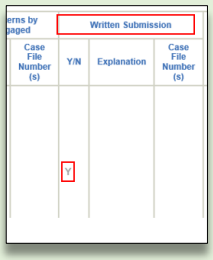
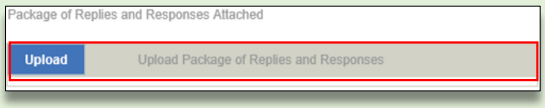
> **Please Note**:
> The system will populate the deemed received date on the line list based on the values entered in the 'Method of Service' and 'Date Consultation Commenced' columns in the line list.

Mandatory attachments for consultation and notification

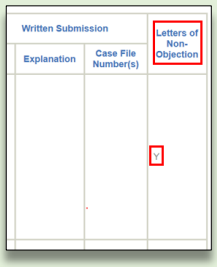
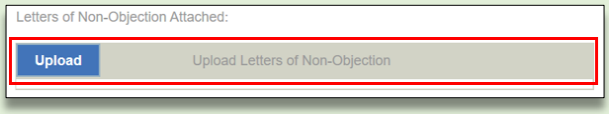
- **Ownership Map** - Where a 'Landowner as per section 6, under the Requirements for Consultation and Notification Regulation' is indicated in 'Recipient Type' column of the line list (A), an ownership map must be uploaded into the C&N tab page (B). This applies to all applications impacting private land with the exception of geophysical activities.

A	B
	

- **Package of Replies and Responses** - Where a written submission has been received as per the line list (C), a package of replies and responses must be uploaded (D).

C	D
	

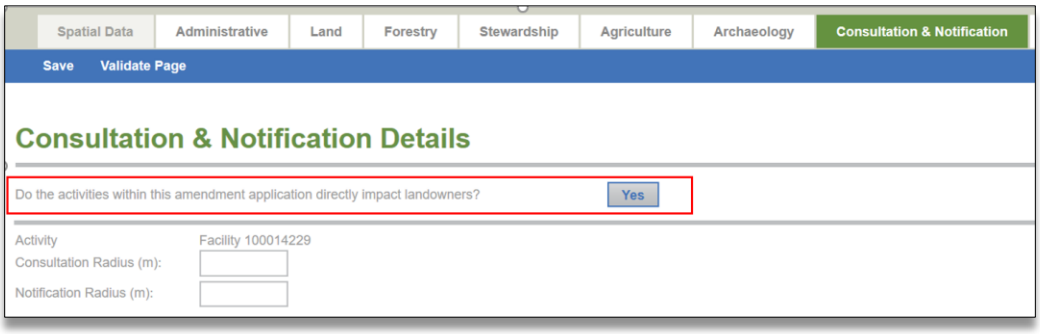
- **Non-Objection Letters for the C&N** - Where a letter of non-objection has been received as per the line list (E), the letter must be uploaded (F). The number of letters of non-objection uploaded must match the number of letters of non-objection identified on the line list.

E	F
	

Consultation and Notification for amendment applications

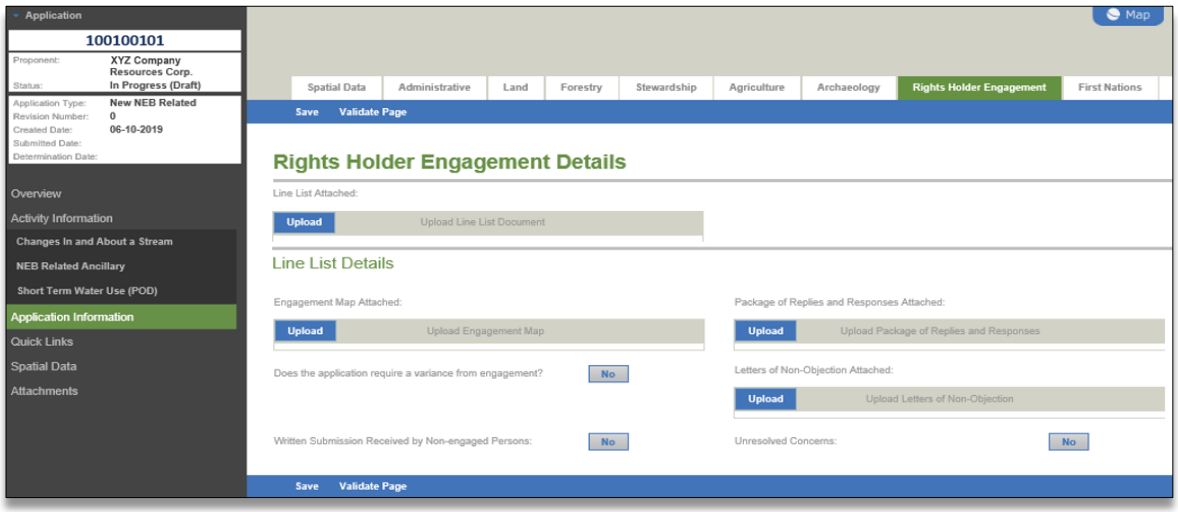
The C&N tab will display for ERAA amendment applications. Applicants are required to identify applications that directly impact landowners and/or rights holders. Where prompted, applicants must identify if the amendment qualifies for a class of exemption, as identified in INDB 2016-08 .

Based on the responses, AMS will determine when an updated RCNR line list is mandatory. Further information on consultation and notification requirements for amendment applications can be found in the Oil and Gas Activity Application Manual.



7.1.11 The Rights Holder Engagement Tab

The Rights Holder Engagement (RHE) tab page is available for all new CER applications, single activity applications for Associated Activities (AACT), and single activity applications for water use activities.



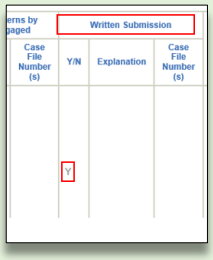
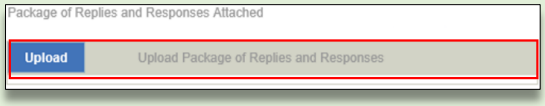
RHE Line List

A RHE line list upload is mandatory under the RHE tab for all new applications and some amendment applications where engagement with rights holders is required. To avoid errors when uploading the line list, applicants must ensure they are using the most current version of the Rights Holder Engagement Line List located on the Regulator's website. The RHE line list is an excel document and applicants cannot change formatting of the excel document. Additionally, changes to information entered on the line list cannot be made after it has been uploaded into the application. If changes or corrections are required, the applicant will need to re-upload the updated line list into the application.

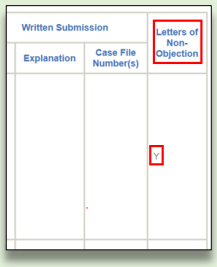
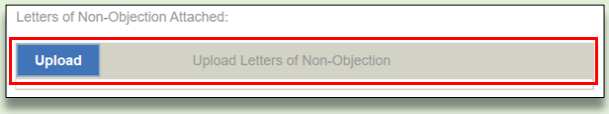
> **Please Note**:
> The system will populate the deemed received date on the line list based on the values entered in the 'Method of Service' and 'Date Engagement Commenced' columns.

Additional Mandatory Uploads

- **Package of Replies and Responses** - Where a written submission has been received, as per the line list (A), a package of replies and responses must be uploaded (B)

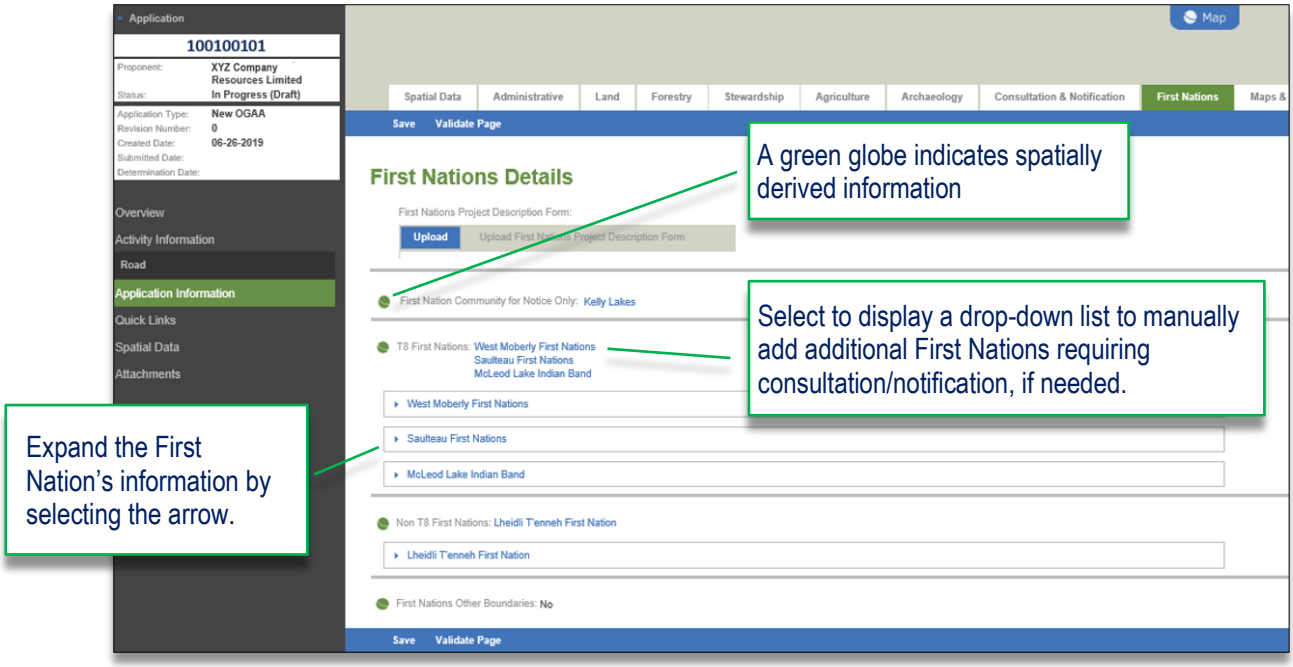
A	B
	

- **Non-Objection Letters** - Where a Letter of Non-Objection has been received, as per the line list (C), the letter must be uploaded (D).

C	D
	

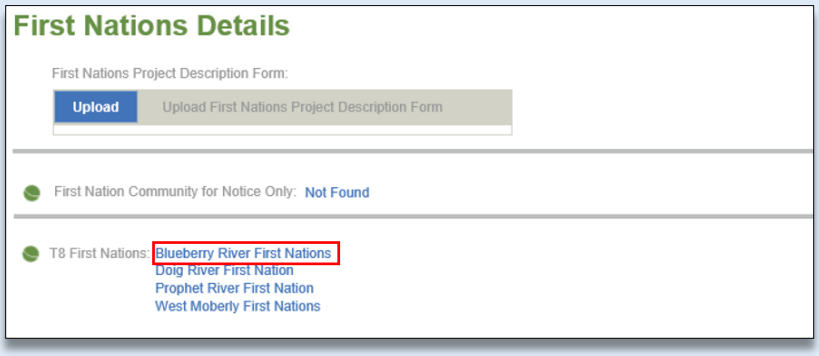
7.1.12 The First Nations Tab

The First Nations tab page captures information related to the First Nations engagement for the application. The page will auto-populate spatially derived First Nation communities.



Spatially derived First Nations communities may not be removed from an application however, there may be times when an applicant may wish to add one. Applicants can add a First Nations community by following the steps below.

STEP 1

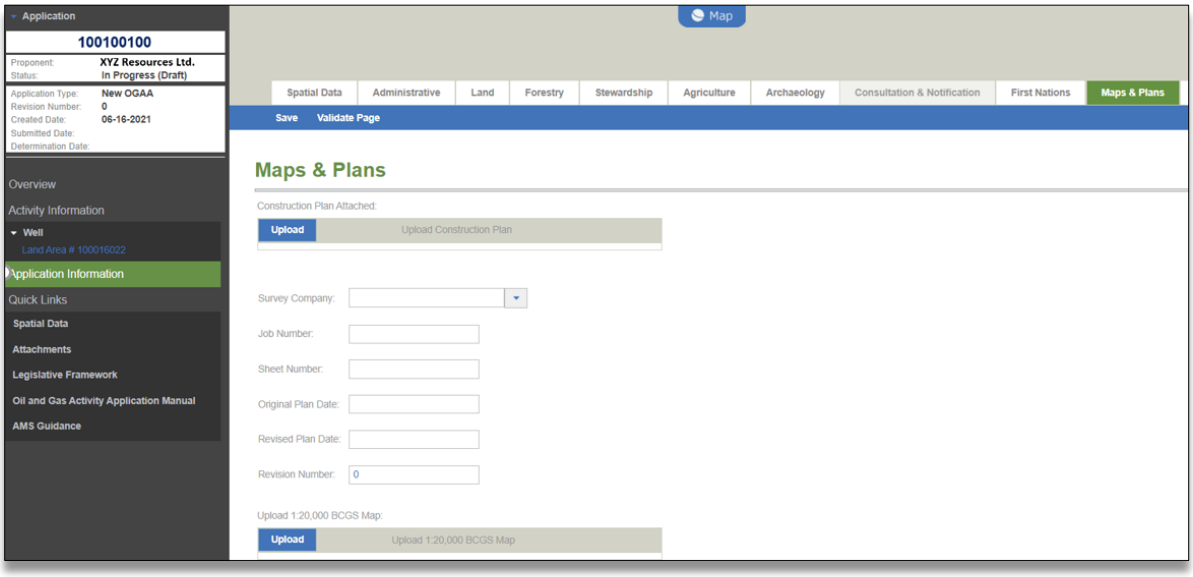
Select a spatially derived **First Nation** to display the First Nations Community list.	

STEP 2

Select all of applicable First Nation(s) from the list, ensuring that the spatially derived communities are included. When completed, select the **Check mark**.	 **Additional Information** • Hold down the Ctrl key to select more than one First Nation.

7.1.13 The Maps & Plans Tab

The Maps and Plans tab captures information related to the construction plan and other maps or plans that are required for applications. For more information on mapping requirements see Chapter 5, Maps and Plans section of the Oil and Gas Activities Application Manual.



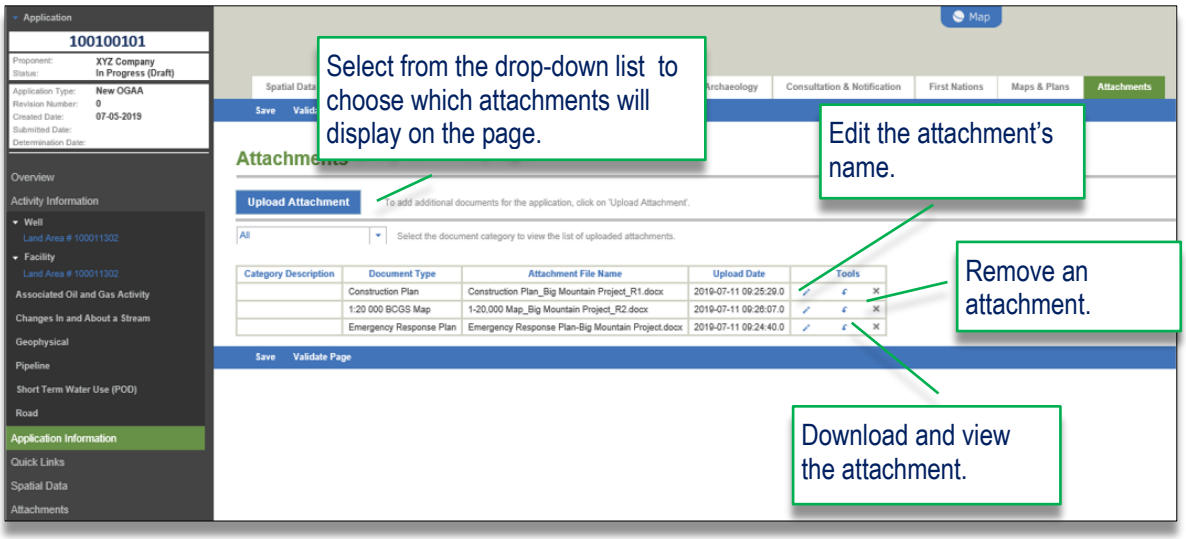
7.1.14 The Attachments Tab

The Attachments tab page displays information related to all the attachments uploaded within the application. This includes conditional attachments that were uploaded under the individual pages in the application as well as those uploaded directly under the Attachments tab.

AMS will accept attachments in a .pdf, .xlsx or .docx file type with a maximum size of 50MB. Some attachments are mandatory dependent upon the spatial upload and/or user entered responses. These mandatory attachments are uploaded using the upload prompt on the applicable page. Additional attachments may be uploaded under the Attachments tab. Regardless of where an attachment is uploaded, (i.e., on a page or directly under the Attachments tab), all attachments will display under the Attachments tab.

Mandatory attachments must be uploaded before an application can be validated and submitted. AMS does not allow for batch uploads. Each attachment must be uploaded individually.

Applicants are able to view the list of attachments, edit an attachment's name, and add or remove attachments in this page.

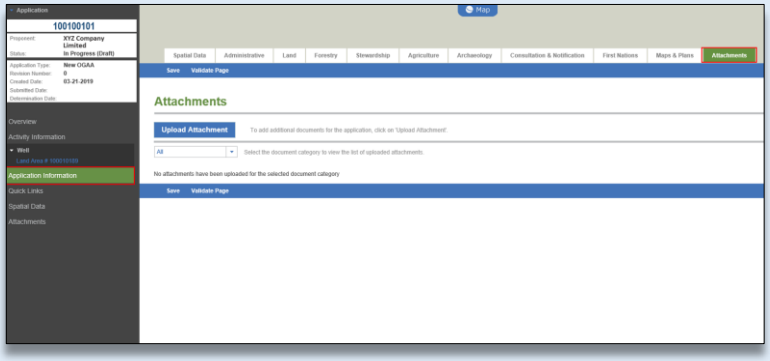


Uploading Attachment in the Attachments Tab

The following table illustrates how to upload an attachment in the Attachments tab:

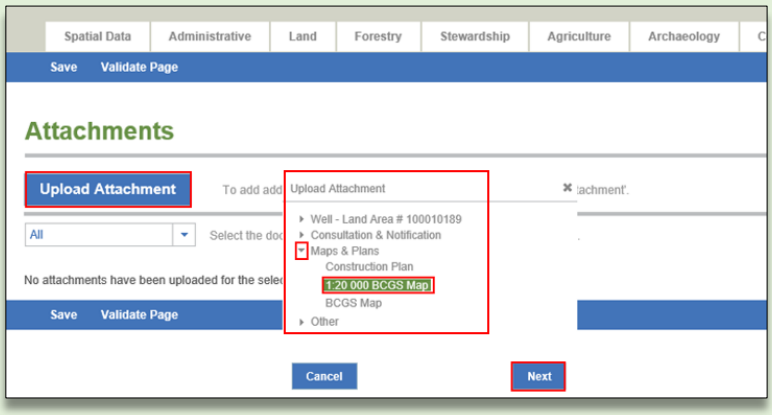
STEP 1

In the Navigation Panel, select **Application Information** and then select the **Attachments** tab.



STEP 2

Select **Upload Attachment** to display the **selection box**. In the selection box select an **arrow** to expand the list of the applicable attachments. Select the **attachment type** and select **Next.**

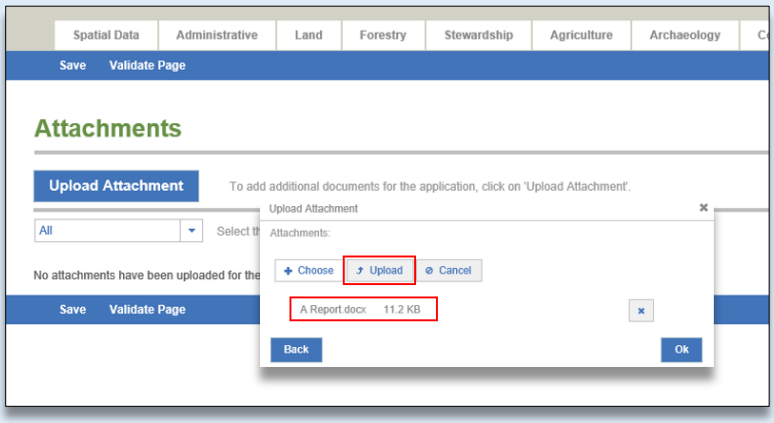


Additional Information

- AMS does not allow for multiple documents to be uploaded at the same time. Each document must be uploaded individually.

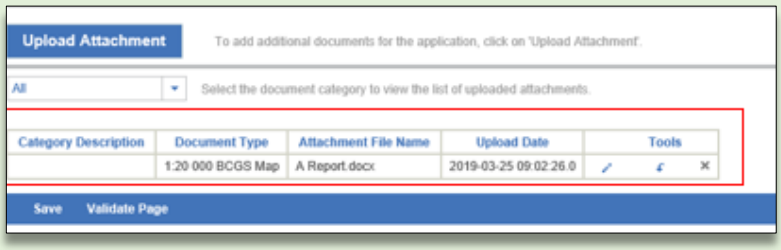
STEP 3

Confirm that the **uploaded file name** displayed in the Attachments box is the intended file for upload. Once confirmed select **Upload.** Once the upload is complete, select OK.



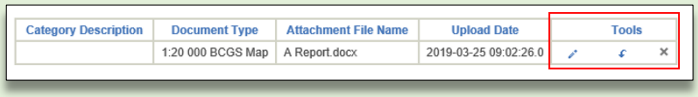
STEP 4

Review **the upload** in the attachments table to confirm it is correct.



Additional Information

- In the **Tools** column select the **Pen** icon to edit the attachment's file name, select the **Arrow** icon to view the attachment and select the **X** icon to delete the attachment.

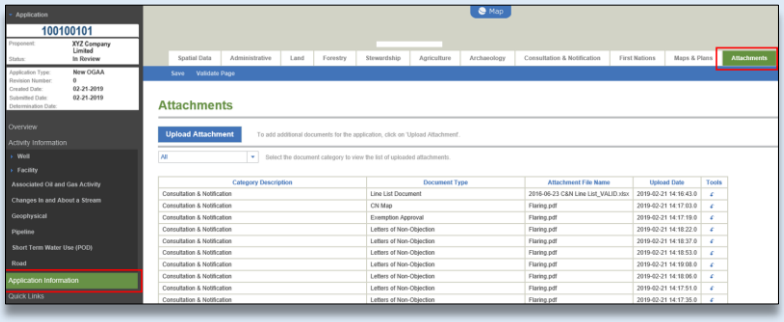


Sorting Documents in the Attachments Tab

For ease of viewing, the documents in the attachments tab can be sorted for ease of viewing. The following table provides step-by-step instruction on how to use this sorting feature.

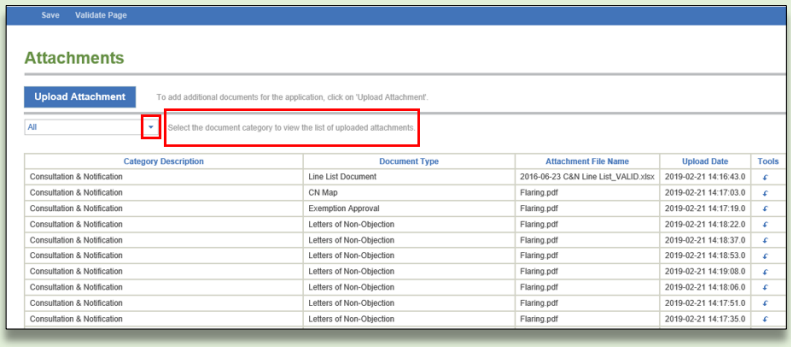
STEP 1

Select **Application Information** in the Navigation Panel and then select the **Attachments tab**.



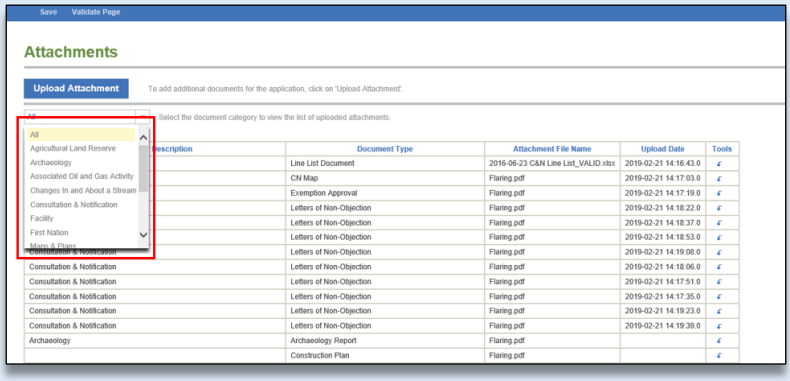
STEP 2

Select the drop down arrow located beside the text **Select the document category to view the list of categories for the uploaded attachments**.



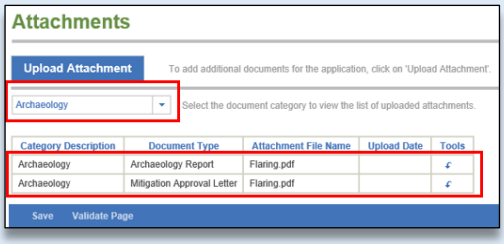
STEP 3

Select the document type you would like to view from the **drop-down list**.



Additional Information

- Once you select an option from the drop-down list, only those documents uploaded for that selected category will be displayed.



7.2 Completing the Activity Information Tabs

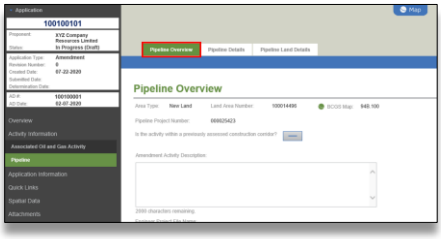
7.2.1 Overview

Activity Information will display in the navigation panel based on the activities selected and spatial uploaded for each application. The activity information tabs captures both land and technical information related to a specific activity.

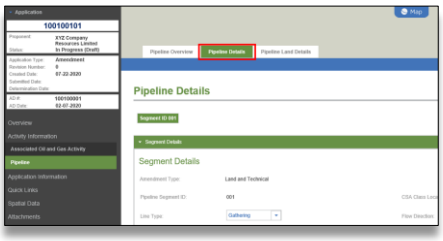
The activity information tabs are accessed by clicking on an activity listed under the 'Activity Information' heading located in the Navigation Panel. Each activity has its own activity overview tab, activity details tab and when applicable, activity land details tab.

An example of the three tabs for activity information are shown below:

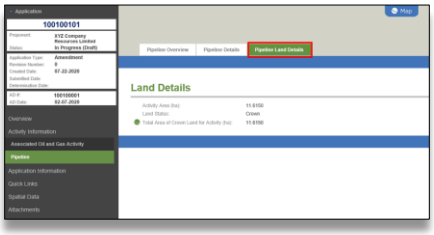
- **Overview Tab** – Captures the general information of the activity.



- **Activity Details Tab** – Captures technical details of the activity.



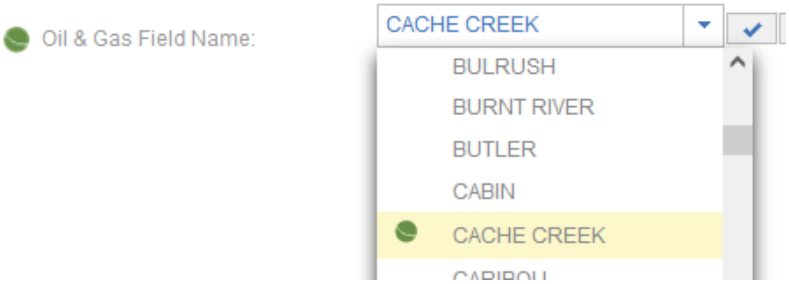
- **Activity Land Details Tab** – Captures information related to the land area specific to the activity. This tab will only display for activities that require land area. The land information under the Activity Land Details tab will populate into the Application Information, Land Tab. Where an application includes multiple activities, the sum of the activity land details will populate into the Land Tab under Application Information.



7.2.2 Well Activity

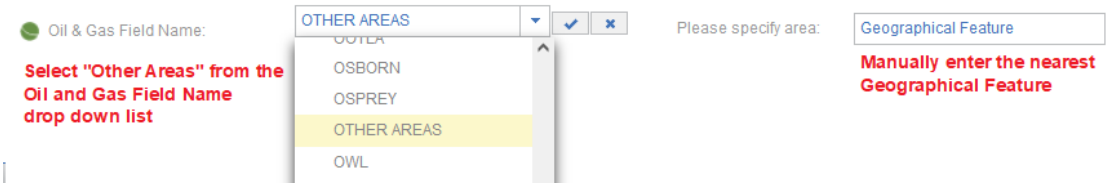
Applications for well authorizations can be made for single wells or multiple wells on the same well pad. Additionally, applications for multiple well pads can be submitted within the same application. All wells applied for within the same Land ID will be considered on the same well pad.

In a new well application, the oil and gas field name will automatically populate when the well falls within a pre-existing oil and gas field or within an area identified in the well naming index. The oil and gas field name is spatially derived from the shapefiles submitted with the application and is indicated by the presence of a green globe in front of the name:



The spatially derived field name should not be changed unless the application overlaps more than one oil and gas field. In this case, the name of the spatially derived oil and gas field that comes first in the oil and gas field name drop down list will populate in to application. If this is not correct, the applicant may click on the drop-down arrow and select the correct spatially derived oil and gas field.

"Not Found" will display if the well location is not located within a defined field. When "Not Found" displays, applicants may select the nearest appropriate field from the oil and gas field name drop-down list or type the nearest geographical location. To enter a field name that is not available in the drop-down list, select "Other Areas" from the list and type the name in the 'specify area' text field:



7.2.3 Facility Activity

Applications for facilities can be made for single facility type or multiple facility types in the same application. Additionally, applications for multiple facility types submitted on the same area of land will be permitted under the same Land ID.

7.2.4 Pipeline Activity

Applications for pipelines must be submitted as one project but can contain multiple segments within the same application.

7.2.5 Road Activity

Applications for a road that meets the standards of the Energy Resource Road Regulation (OGRR), must be applied for as an ERAA road application.

7.2.6 Geophysical Activity

Applications for geophysical programs must be submitted as one program but can include Associated Activities, Changes in and About a Stream and/or Short Term Water Use that may be needed for the application.

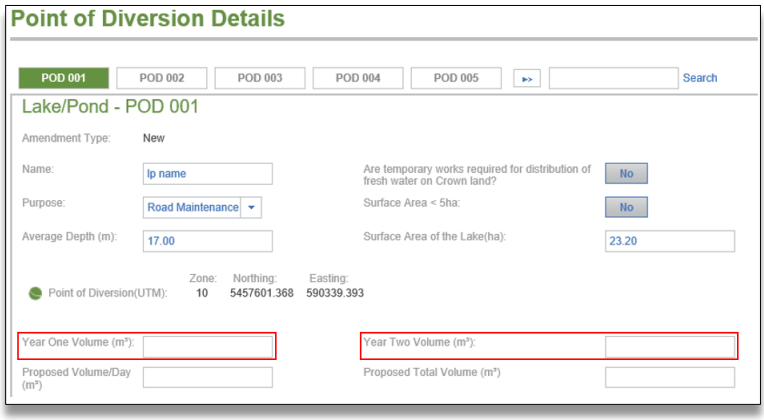
7.2.7 Short Term Water Use Activity

Applications for Short Term Water Use can be made for single or multiple points of diversion. Point of Diversion Details must be provided for each POD included in the application.

Year One and Two Volume requirements

Validations have been enhanced for the Year One Volume and Year Two Volume data fields. AMS will auto populate the Proposed Total Volume data field from the year one and year two volumes.

The Year One Volume (m^3) field in the Point of Diversion details tab will display in, and be mandatory for, all Short Term Water Use applications. The mandatory Year Two Volume (m^3) field will display when the length of term for the water use exceeds 12 months.



7.2.8 Changes in and About a Stream

Applications for Changes in and About a Stream should be submitted with the related activity, where appropriate. Applicants who have questions about submitting wishing to submit a stand-alone application for Changes in and About a Stream should discuss the application with an Authorizations Manager.

Non-Classified Drainage

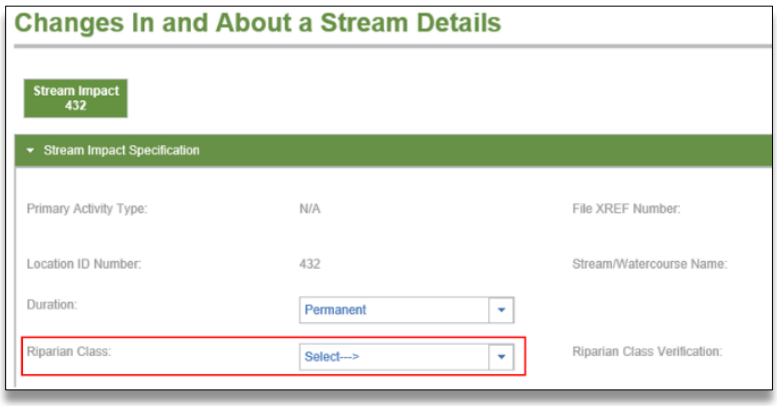
Applicants can select "Non-Classified Drainage" to the riparian class in for single activity CIAS applications and CER applications.
Note: This option is not available for CIAS applications that have been applied with an ERAA activity (i.e. well, pipeline, facility, road, geophysical) or in amendment applications where the original permit included an ERAA activity.

If applicable, "NCD" should be included as the value for the item RIP_CLASS in the spatial data shapefile.

"Non-Classified Drainage" may also be selected from the drop-down list associated with the 'Riparian Class' field in applicable applications as shown below:

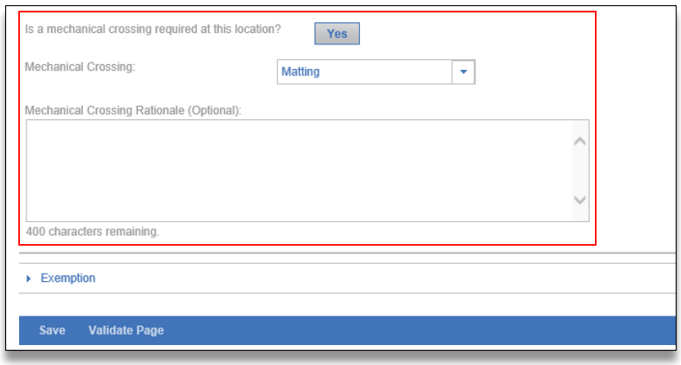
Mechanical Crossings

Applicants do not provide a separate point location in the spatial data shape file for a mechanical crossing. If a mechanical stream crossing is applicable to a specific stream impact location, the applicant may select



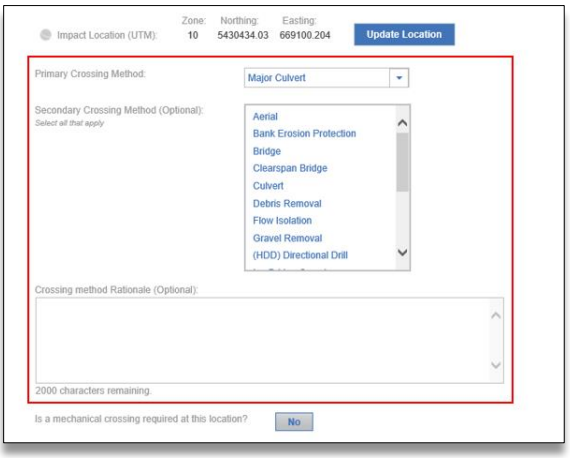
'Yes' to the question, "Is a mechanical crossing required at this location?"

When 'Yes' is selected, the user will be able to select the applicable mechanical crossing method from a drop down list. An optional rationale text box is also available for the applicant to provide further clarity regarding the mechanical crossing.



Crossing Methods

Applicants can specify a primary crossing method and, if applicable, secondary crossing methods. A crossing method rational box is also available allowing for further explanation of the circumstances in which the crossing methods will be employed



7.2.9 Associated Activity

Applications for Associated Activities (AACT) can be applied for with the related ERAA activity or as a single-activity application.

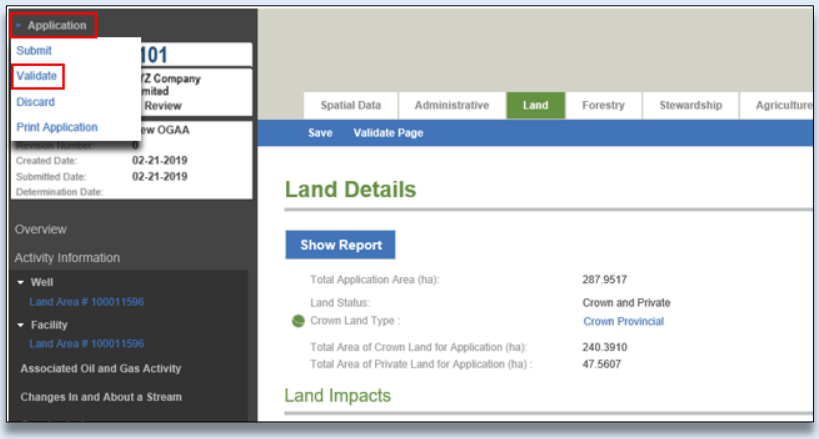
Although applications that are part of the restoration pilot project in northeast BC are not an associated activity under ERAA, applicants will utilize the Associated Activity application for Restoration purposes. More information on the requirements for these application can be found in the AMS Restoration Release Guide.

8. Validating the Application

Applications must be validated for completeness before it can be submitted. Once an application validation has been run, the system will display a list of items that must be completed or corrected. Validating an application can occur at any time while the application is being populated.

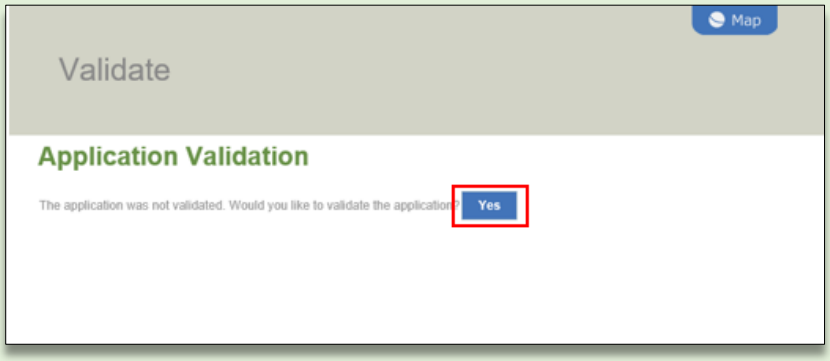
The following table illustrates how to validate an application:

STEP 1

Select **Application** on the top left hand corner of the Navigation Panel and select **Validate** from the drop-down menu.	

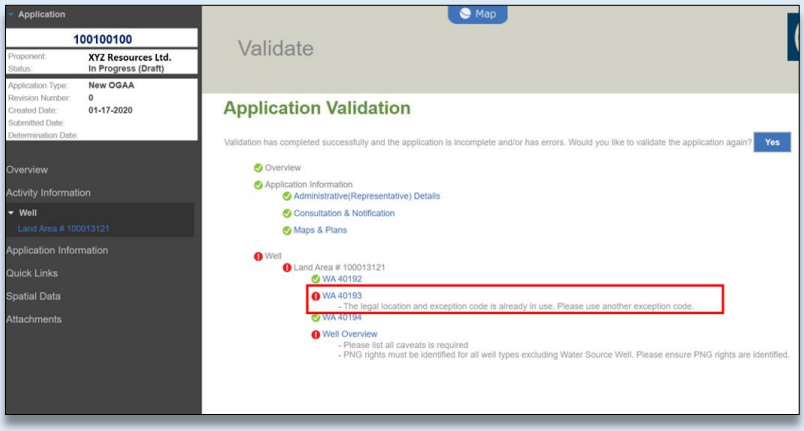
STEP 2

Select the '**Yes**' button located to the right of the question **"**The application was not validated. Would you like to validate the application?"



STEP 3

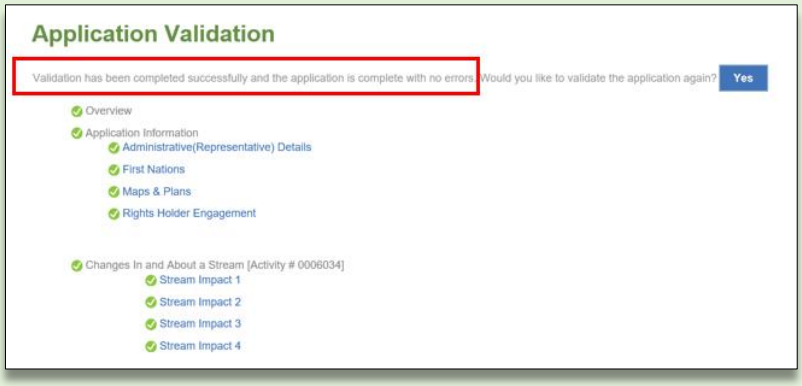
View the validation results.



Additional Information

- An application validation error will be indicated by a red circle containing an exclamation mark. An explanation for unsuccessful validation is explained. Select the **blue text** to navigate to the page containing the uncompleted requirements.
- All successfully validated pages will display a green circle containing a check mark symbol.

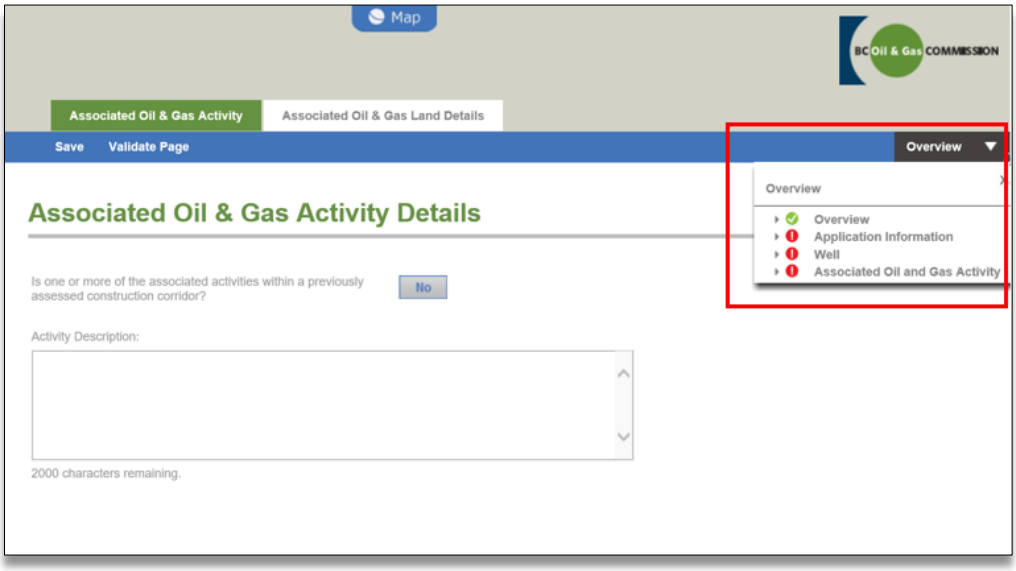
STEP 4

Once all corrections have been made, run the application validation as per **Step 1** again to ensure no errors remain. A message will display on the application validation page advising of a successful validation.	

Application validation shortcut

Once an application has been validated, a user may use the validation overview button as a shortcut to viiew a summary of the current validationi results. This button is available on the right hand side of any application page.

Users can click on the arrow within the list to expand the sections and on the link within the sections to be direction to the applicable page. As mandatory information is populated and saved, the validate overview option will reflect the changes to the application.

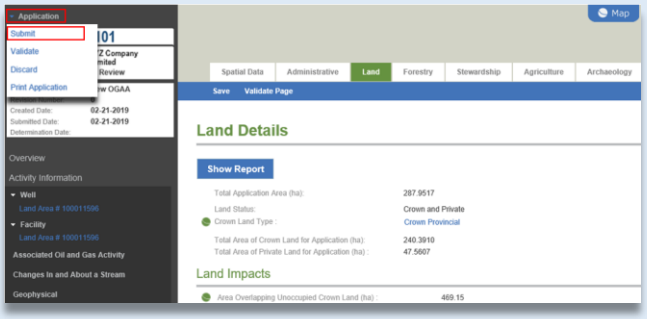


9. Submitting the Application

Once an application is validated successfully without any errors, the applicant may submit the application for review by the Regulator as follows:

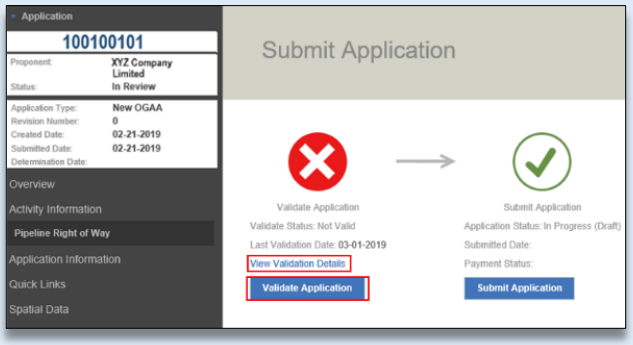
STEP 1

Select **Application** on the top left hand corner of the Navigation Panel and select **Submit** from the drop-down menu.



Additional Information:

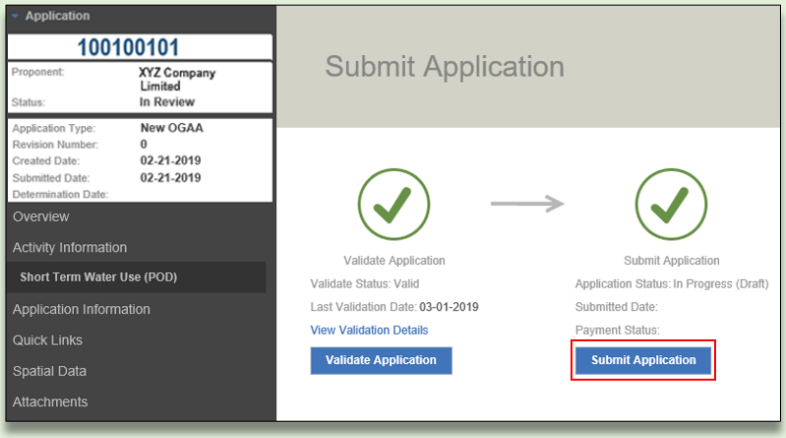
- If an attempt to submit an application is made before the application has been successfully validated, the following screen will display indicating that the application cannot be submitted. To proceed, select the **View Validation Details** to see what requirements have not been completed. Selecting the blue **Validate Application** button will perform an application validation.



STEP 2

When the validate application displays with a green checkmark, Select the **Submit Application** button to proceed with submission.

NOTE: If application fees are applicable, the user will be directed to the AMS Payment screen prior to final submission.



Chapter 10 Application Fees

10. Application Fees

Energy resource gas activity applications are subject to the application fees prescribed in the Fee, Levy and Security Regulation. Once a new application is finalized, AMS calculates application fees, creates an invoice and prompts the applicant for payment via the AMS Payment (ePayment) page. In order to view ePayment, an applicant must have the proper security roles. For further information on ePayment, including security roles for ePayment, please refer to the Payments webpage.

Applications fees for amendments are calculated at the time of decision and invoiced by the Regulator at a later date.

Fees apply for the submission of an application and are not based on the decision of the application. Applicants who withdraw an application prior to a decision, are required to pay application fees for the submission of the application.

Chapter 11 Amendments

11. Amendments

Permit holders must submit an amendment application to add, modify or change any existing energy resource and associated activity permit. Permit holders must ensure engagement or consultation and notification requirements are met where applicable. For more information on consultation and notification or engagement requirements for amendments, please refer to Chapter 6 of the Oil and Gas Activity Application Manual.

Amendments cannot be submitted to add new ERAA activities to an existing permit; however, new AOGA and/or Water Use activities can be added through an amendment application. For amendment applications that include a road activity, permit holders must ensure the road has been transitioned and reconciled through the historical road submission process prior to creating the amendment application.

Applicants may only apply for one amendment at a time as the approval of an amendment will update current data in the Regulator's information systems. An amendment can include requests for multiple changes to an approved permit.

Please Note:
A decrease to the land area of a permitted activity, providing there are no other changes to the permit, does not require an amendment as the actual land area utilized can be identified through the post construction plan submission.

The Amendment Types

When creating an amendment application an applicant identifies which permit or activity is being amended by indicating either the original AD#, the legacy BCER File number or the Activity Identifier; selects the activities being added/modified and then specifies the amendment type. The amendment types include:

- **Land Amendment**: Select a land amendment when modifying the permitted land area; such as increasing, decreasing or shifting the location (i.e., polygon). The upload of spatial data is required. After uploading the spatial data, tabs related to the land will be enabled for the user to edit/save and validate.

- **Technical Amendment**: Select a technical amendment when modifying the permitted activity's technical details (i.e., line data or point data). Only the activity details tabs will be enabled to edit/save/validate. Upload of spatial data may be required depending on the required changes.

- **Land and Technical Amendment**: Select land and technical when modifications to both the permitted land area and permitted technical details are required. Upload of spatial data is required. After uploading the spatial data, tabs related to land as well as activity details tabs will be enabled to edit, save and validate.

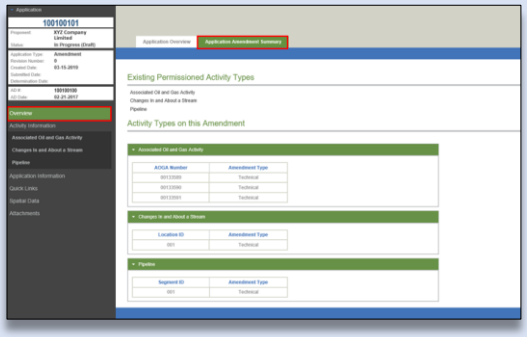
An amendment type ***cannot*** be changed once the amendment application has been created (i.e., if an applicant has created a land only amendment, the application type cannot be changed to a technical only amendment). If the applicant wants to change the amendment type, the original amendment will need to be discarded and a new amendment application created.

The Application Amendment Summary Tab

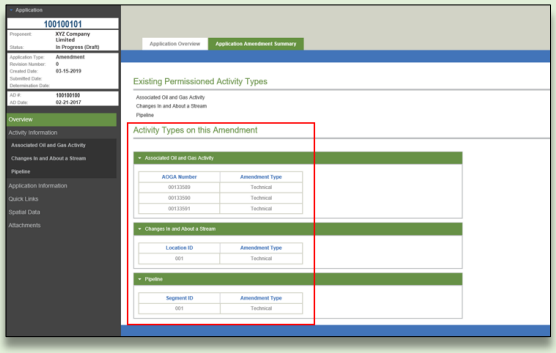
The application amendment summary tab is available for amendments and historical submissions. This page displays the existing permitted activities associated with an AD# and also provides a brief summary of the activity(s) that have been selected to be modified and/or added to the permit.

The following table illustrates how to access and understand the Amendment Summary tab.

STEP 1

In the Navigation Panel select **Overview** and then select the **Application Amendment Summary** tab.	

STEP 2

Review the activities that have been selected for modification and/or addition in the **Activity Types on this Amendment** table.	

Chapter 12 Discarding, Withdrawing or Revising an Application

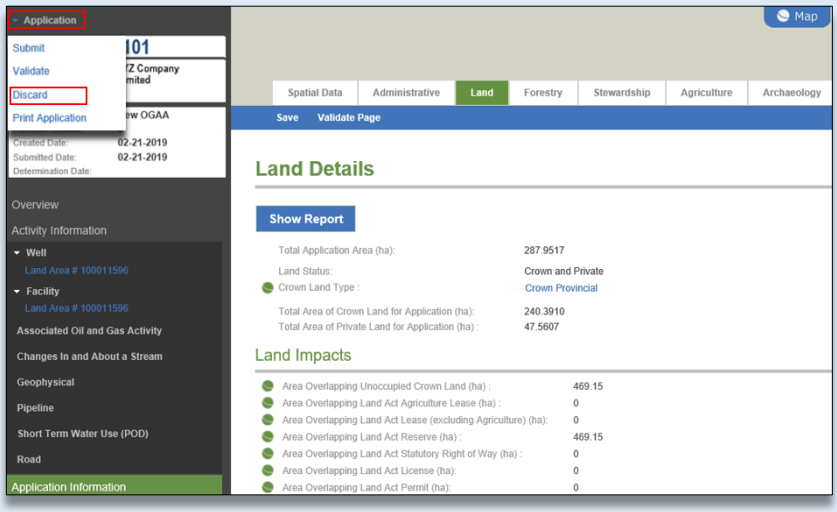
12. Discarding, Withdrawing or Revising an Application

12.1 Discarding an Application

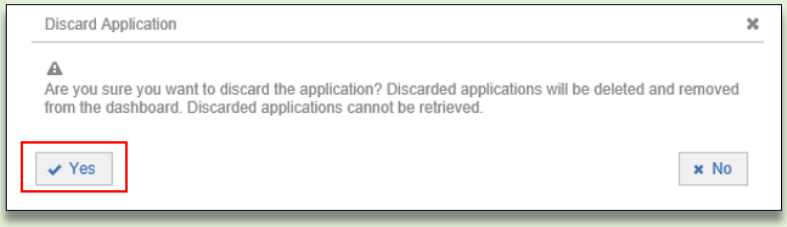
Only applications that have a status of “In Progress (Draft)” can be discarded. This action is permanent and once an application has been discarded the information will not be available for retrieval at a future date. Once a new application or an amendment application has been submitted to the Regulator, the application cannot be discarded.

The following table illustrates the step-by-step instruction on how to discard an AMS application.

STEP 1

Click **Application** on the top left hand corner of the Navigation Panel and then select **Discard** from the drop-down menu.	

STEP 2

Click **Yes** to discard the application.	

12.2 Withdrawing an Application

Applications can be withdrawn after an application has been submitted and prior to a decision. A withdrawal request must be received by letter or email to the Authorizations Manager responsible for the zone where the proposed activity is located. For more information see the *Application Withdrawals* section of the Oil and Gas Activity Application Manual.

12.3 Revising an Application

Applications can be set to a status of "in Revision" to make corrections or changes to an application prior to a decision and only at the request of the applicant. An application with a status of 'In Revision' cannot be discarded. For more information about revisions, including how to request an application be set to 'In Revision', please refer to the Oil and Gas Activity Application Manual.

Please Note:
Where an application has been put into a revision status, the applicant must ensure the contact information originally provided is still correct.

Chapter 13 Other Applications and/or Submission Types

13. Other Applications and/or Submission types

13.1 CER Applications

CER approvals differ from other authorizations issued by the Regulator under specified enactment, as they are related to activities regulated under the federal Canadian Energy Regulator Act rather than the Energy Resources Activities Act (ERAA). To maintain this distinction, separate application types have been created in the Regulator's Application Management System (AMS) for CER related approvals. Functionality for these applications are similar to those of an ERAA application.

13.2 ALR Assessment

An ALR Assessment is submitted when an assessment is required for a proposed stand-alone associated activities located on private land, within the ALR, as per the ALC-OGC Delegation Agreement.. ALR Assessments do not require the submission of technical information and cannot be amended. There are no legislative fees applicable to an ALR Assessment submission.

13.3 Forest Act Application

The Forest Act application type streamlines the AMS application process by eliminating the manual paper method previously required to obtain a single use cutting permit. Forest Act applications are submitted to acquire or make modifications to a cutting permit under the *Forest Act*. There are no legislative fees applicable to a Forest Act application. This application type cannot include modifications to permitted activity.

Scenarios where a Forest Act application would be appropriate include:

- Changes to an existing cutting permit where no other changes to the permitted activity are required.
- Application for a cutting permit where one was not issued or has since expired.
- Application for a cutting permit where the Master Licence to Cut (MLTC) has expired or will be expiring.
- Application for a cutting permit is required as a result of a transfer of assets.
- Application for a cutting permit within a MoTI right of way. Applicants are given the ability to upload spatial data for areas within MoTI rights of way.

Please Note:
Reduction to area of cut does not require an application as it is addressed through the post construction submission process.

13.4 Historical Submission

The Regulator accepts historical submissions for reconciliation and for notifications as described below. Applicants must ensure spatial data submission standards applicable to the historical submission type are followed. There are no legislative fees applicable to a historical submission.

13.4.1 Historical Submission - Reconciliation

Historical submissions for reconciliation purposes are accepted to correct or collect missing data for permitted facilities, pipelines, and oil & gas roads. Any changes which require an amendment application, cannot be applied through a historical submission.

Further examples for Historical Submissions - Reconciliation can be found in the Appendix D.

13.4.2 Historical Submission - Notification

Historical pipeline submissions are accepted for notification of pipeline changes that require the upload of new spatial data and where the pipeline permit includes the notification permission. These pipeline changes include:

- splitting a pipeline segment
- minor modifications* to an installation
  *Minor modifications may include administrative updates to the installation numbering because of a pipeline segment split and other minor pipeline changes. Minor modifications does not include updates to UTM locations or relocating installations where consultation is required.

NOTE: the steps for a segment split through the historical submission notification process is different than the process for a segment split in an amendment application.

Further examples for Historical Submissions - Notification can be found in Appendix E.

Notification for all other pipeline changes that do not require the upload of new spatial data and where the pipeline permit includes the notification permission can be submitted through eSubmission or as part of the notification via a historical submission. These pipeline changes include:

- changes to outside diameter
- adjusting the wall thickness
- changes to the pipe grade
- certain allowable pipeline product changes as identified in the Allowable Pipeline Product Change Table in the Oil and Gas Activity Operations Manual

- reducing H2S
- reducing the maximum operating pressure
- changing the flow direction

NOTE: Permit holders must ensure the notification permission has been added to each permit prior to submitting a notification for pipeline change through eSubmission or a historical pipeline submission.

Prior to submitting a notice of pipeline change in e-submission, permit holders must ensure that all amendments and/or historical submissions for the pipeline project have been processed. If a notice of pipeline change is submitted through eSubmission while an amendment application or historical submission is "in progress" or "in review," and not processed, the information provided in the notification may be overwritten with the information from the amendment application or submission after it is approved and processed.

For more information regarding the pipeline notification process, see the Oil and Gas Activity Operations Manual and the Frequently Asked Questions page on the BCER website.
For information and guidance on submitting a notification for pipeline change through eSubmission see the eSubmission User Guide.

Please Note:
AMS will not allow a historical submission to be created for an AD# that already has another application in the system with a status of 'In Progress,' 'In Review,' 'In Revision,' or 'Timed Out.' To continue with a new historical submission, the existing application will need to be discarded, withdrawn or a determination made.

Chapter 14 Appendices

List of Appendices

APPENDIX A: AMS Symbols

TERM	DEFINITION
Application Analysis Tool	The following symbols are found under the Application Analysis Tool: Map Report Successful Validation Unsuccessful Validation
Application Status	The current status of an application can be depicted by the following icons: In Progress (Draft) Submitted In Review In Revision Timed-Out* Approved/Accepted ** Refused/Not Accepted** Withdrawn * 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.

Geo-processing	The system process for extracting and computing information obtained from the uploaded shapefile. This process is denoted by the following icons:  Extraction in Progress  Error* *Geo-processing errors can be due to an outage or a time out (e.g., The BC Data Warehouse is down) or if spatially derived fields require reprocessing.
Spatially Derived	AMS spatially derived values are pulled from the uploaded shapefile. Successful geo-processing for a spatially derived value is indicated by the following icons:  Green Globe • Represents spatially derived fields that have been populated from the current spatial data upload.  Grey Globe • In amendment applications, a grey globe represents spatially derived fields that have been populated from the operational data base. • For applications that have been put 'In Revision', a grey globe may represent spatially derived fields that were populated from the spatial uploaded in the previous version of the application or from the operational data base.

APPENDIX B: Business Identifiers

AMS uses unique business identifiers to identify both applications and activities. A unique identification number is given to all applications and activities as follows:

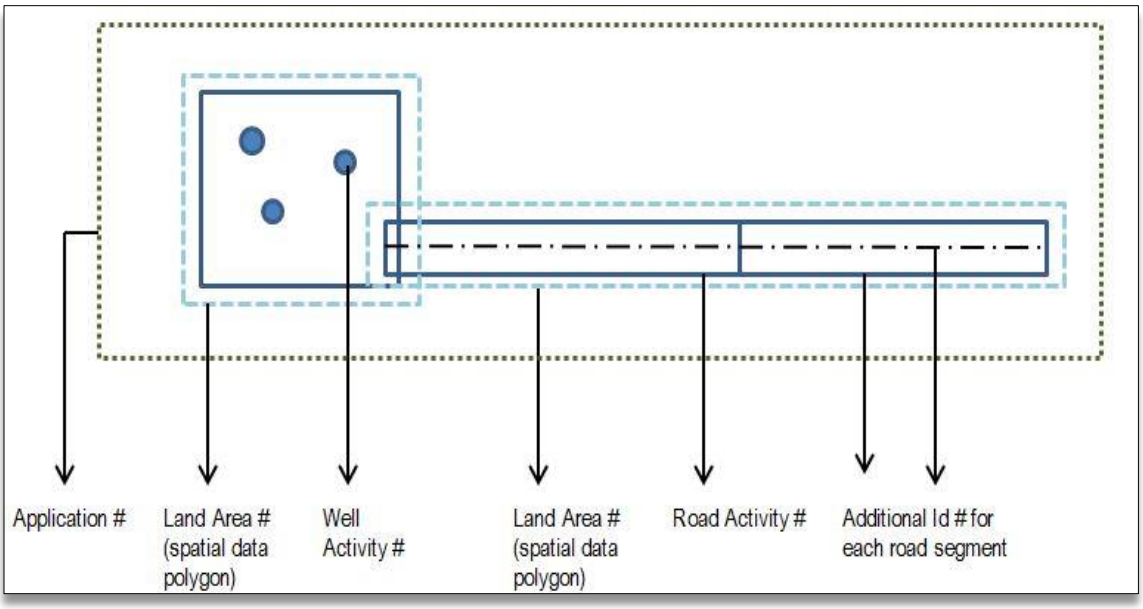
- **Application Number (AA#)** – This is the system-generated nine-digit number assigned to the application for all activities and land being applied for within an application. Shown with the abbreviation AA#. This replaces both the legacy BCER File Number and the KERMIT SRA application number.
- **Application Determination Number (AD#)** – Upon decision, all activities permissioned will be referenced under an application determination number. Shown with abbreviation AD#. For a new application the AD# will be the same as the AA#.
- **Activity Identifier** – The system generated number assigned to the individual energy resource activities and related activities within an application as defined in ERAA. The activity identifiers for energy resource activities are:
    - **Well Authorization (WA#): this is a unique number assigned to each well being applied for.**
    - **Facility (Fac ID#): each facility type will be assigned a unique facility identifier (Fac ID)**
    - **Geophysical Program (GEO#): Every geophysical program will be assigned its own Geo Program #. There can only be one geophysical program number per application.**
    - **Pipeline Project (Proj#): Each pipeline project will be assigned one Project #. There can only be one pipeline project per application, but the pipeline project may have several pipeline segments (Segment ID's).**
    - **Road - (Road#): this is a unique number assigned to each road being applied for. There can only be one road number per application, but the road may have several segments (Segment ID's).**
    - **Short Term Water Use (STWU#): each Short Term Water Use Application will be assigned a unique number. There can only be one STWU# per application, but the STWU number may have several PODs.**
    - **Changes In and About a Stream (CIAS#): each Changes in and about a Stream application will be assigned a unique number. There can only be one CIAS# per application, but the CIAS number may have several stream impacts.**
    - **Associated Activities (AACT#): each Associated Activities will have its own unique activity identifier. If several associated activities are applied for in the same application, each will be assigned its own AACT #.**
    - **CER Ancillary - (ANC#): each Ancillary Activity will have its own unique activity identifier. If several ancillary activities are applied for in the same application, each will be assigned its own ANC #.**

- **Land ID Number:** This is a system generated number associated with each unique spatial polygon submitted in the application. Once assigned, a land ID number is associated with that spatial polygon. Reference to a polygon's land ID number is required with any subsequent upload of that land polygon in AMS and/or eSubmission. Land ID numbers for all permitted land polygons can be retrieved via the AMS Map Viewer, the Regulator's Geospatial Services webpage, the DataBC – Data Catalogue and/or via the eSubmission Portal.

> **Please Note:**
> Applications made to the Regulator prior to mandatory ePass spatial data submissions in 2006, may not have existing land polygon data. In these cases, the LAND_ID must be left blank. A manual review will be completed by Regulator staff prior to the generation of a LAND_ID for that polygon.

- **Land Area Number:** A land area number represents the total area required for a particular activity. Multiple unique land id polygons uploaded together which represent all the land required for that specific activity will be assigned a nine-digit Land Area Number. This can include a single polygon or multiple polygons (each with their own land ID). Multiple land areas for wells and facilities will be accepted in a single AMS application.
    - A well or facility application can have more than one land area number in an application.
    - A pipeline application will display one land area number and one project number.
    - A road application will display one land area number and one road number.

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



APPENDIX C: Amendment Examples

The following common examples of amendment functionality for specific scenarios can be found here:

General Amendments

- Amending an Existing Permissioned Activity
- Amending to Add a New Activities
- Amending an Existing Permission Activity AND Adding New Activities

Pipeline Amendments

- Amend to Split a Pipeline Segment
- Amendment to Add a New Pipeline Segment in an Existing Right-Of-Way

Well Amendments

- Changes to the Well Profile
- Adding a New Bottom Hole to a Well

Amending an Existing Permissioned Activity

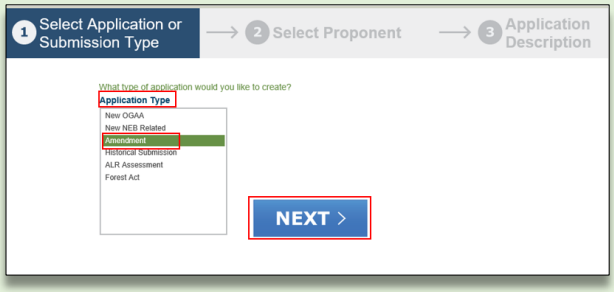
The following steps will provide guidance on how to create and submit an amendment to modify existing permissioned activities. For information on pipeline changes that do not requirement an amendment, see Section 13.4.2, Historical Pipeline Submission – Notification of this manual.

STEP 1

Select on the **Create Application** button.

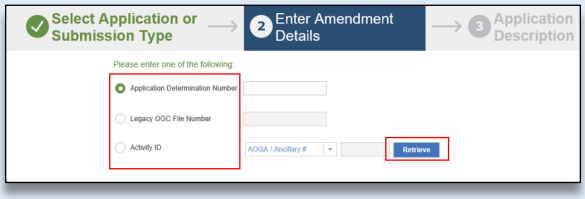
STEP 2

Select **Amendment** as the **Application Type** and select Next.



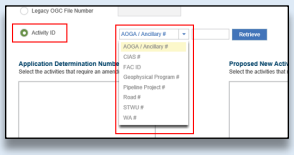
STEP 3

Locate the permit you wish to amend by entering any one of the following: **Application Determination Number, Legacy BCER File Number** or **Activity ID** and then select **Retrieve**



Additional Information

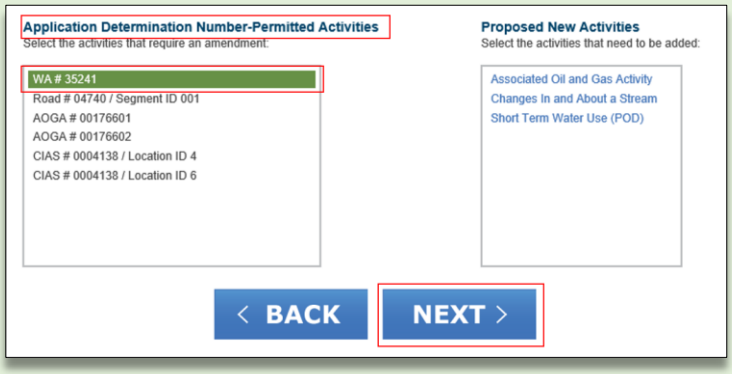
- If selecting **Activity ID** the applicant must first specify the applicable activity by selecting from the drop-down list.



- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of 'In Progress,' 'In Review,' 'In Revision,' or 'Timed Out.' To continue with a new amendment the existing application will need to be either discarded, withdrawn or a determination made.

STEP 4

From the **Application Determination Number-Permitted Activities** list, select the existing activity(s) to be amended.

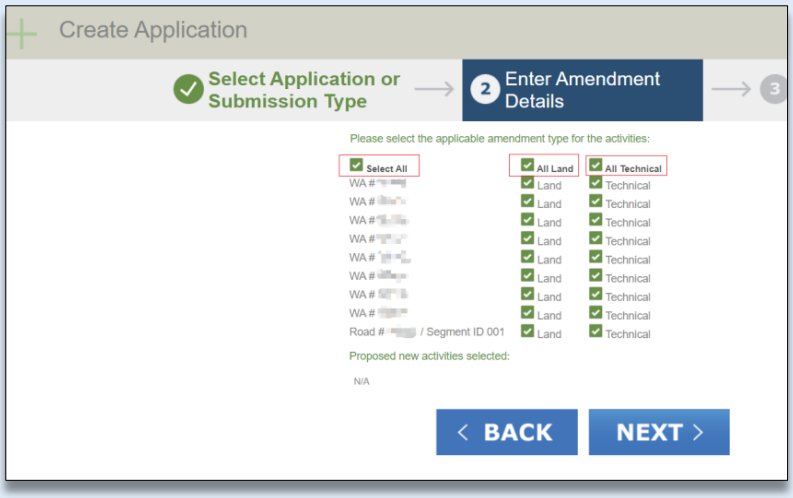


Additional information

- To select more than one activity hold down the CTRL key.
- The option to add activities is present for all amendment applications. In this scenerio we are only modifying existing permissioned activites and not adding an activity so no selection is made in the **Proposed New Activities** section.
- Only active road segments will display in the **Application Determination Number-Permitted Activities** section.

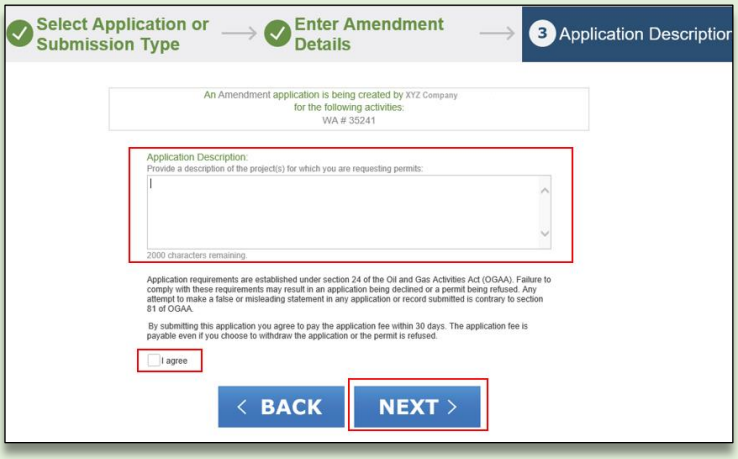
STEP 5

Indicate if the amendment type is a **Land** amendment, **Technical** amendment, or both. To apply the amendment type to all of the activities listed, select the **Select All** checkbox.



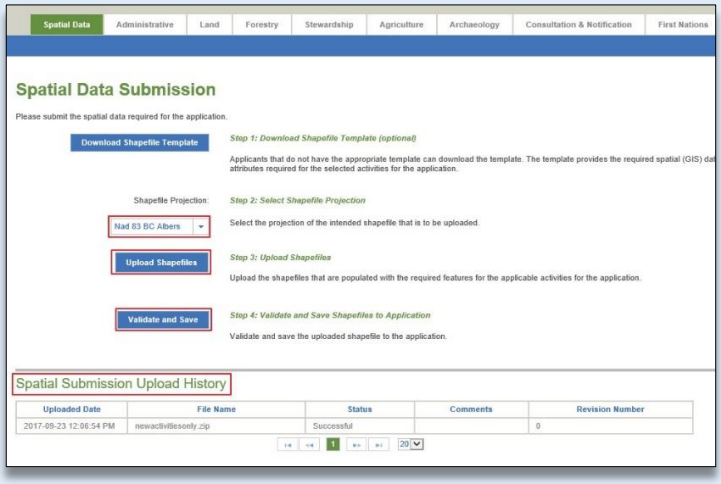
STEP 6

Enter the **Application Description**, select the **I Agree** box to accept the disclaimer and select **Next.**



STEP 7

If land was selected as the amendment activity type, upload the shapefile under the **Spatial Data** tab



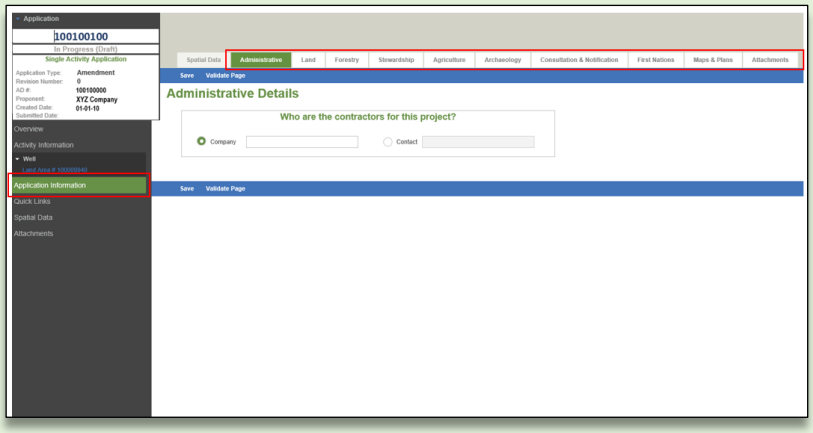
Additional information

- For land amendments, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.
- All shapefile uploads and statuses are listed in the Spatial Submission Upload History.

STEP 8

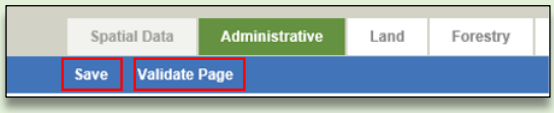
Complete the remaining application information and activity information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.



Additional Information

- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



Amending a Permit to Add New Activities

The following steps will provide guidance on how to create and submit an amendment to add activities to an existing permit.

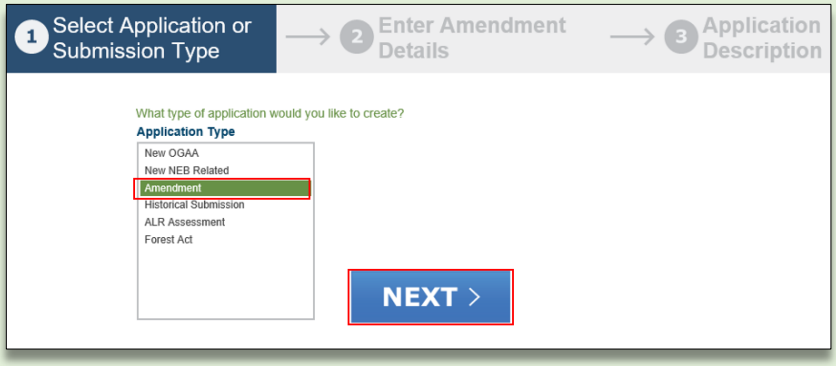
Please Note:
The only activities that can be added through an amendment to an OGAA permit are an associated activity (AACT) and water use activity. The only activities that can be added through an amendment to a CER permit are an ancillary or a water use activity.

STEP 1

Select on the **Create Application** button.

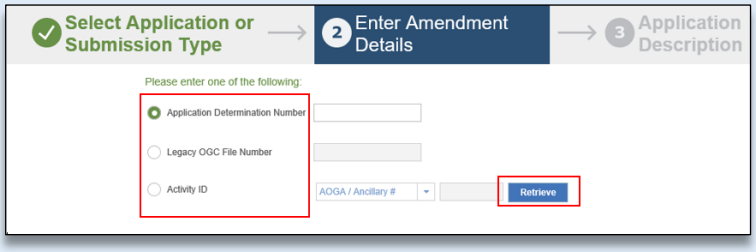
STEP 2

Select **Amendment** as the Application Type and then select **Next**.



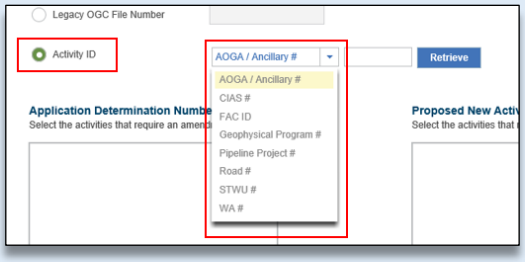
STEP 3

Locate the permit you wish to amend by entering any one of the following: **Application Determination Number, Legacy BCER File Number** or **Activity ID** and then select **Retrieve.**



Additional Information

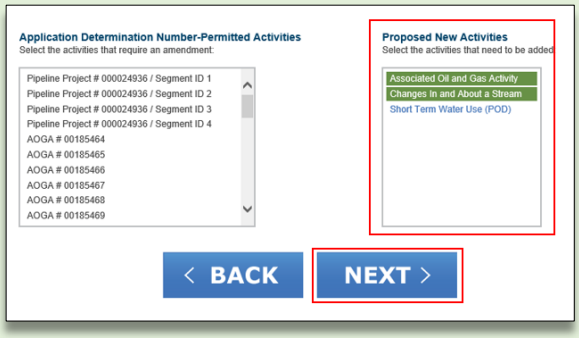
- If selecting **Activity ID** the applicant must first specify the applicable activity by selecting from the **drop-down list**.



- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of 'In Progress,' 'In Review,' 'In Revision,' or 'Timed Out. To continue with a new amendment, the existing application will need to be discarded, withdrawn or a determination made.

STEP 4

Add new activities by selecting one or more activities from the **Proposed New Activities list** and then select **Next.**



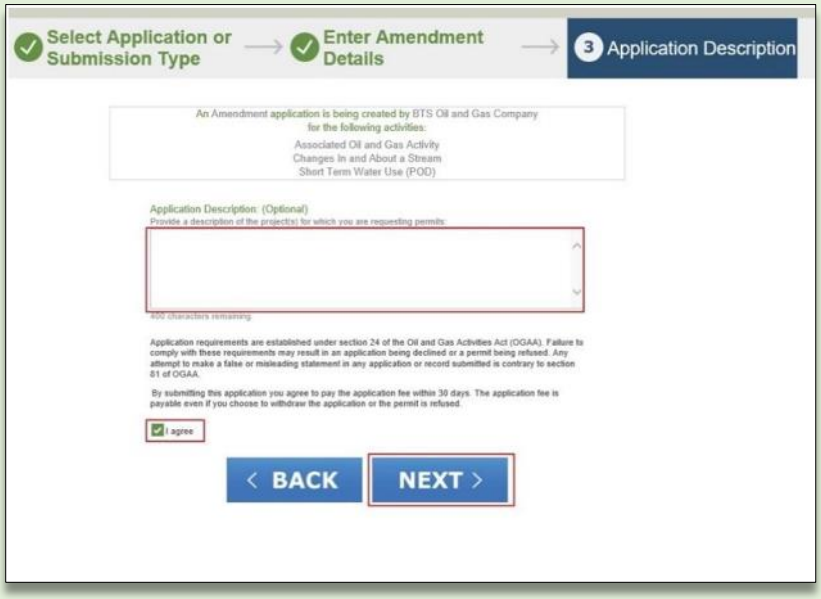
Additional information

- To select more than one activity hold down the CTRL key.
- The option to select an existing permissioned activity for modification is present for all amendment applications. In this scenerio we are only adding additional activities so no selection has been made in the Application Determination Number-Permitted Activities section.

STEP 5

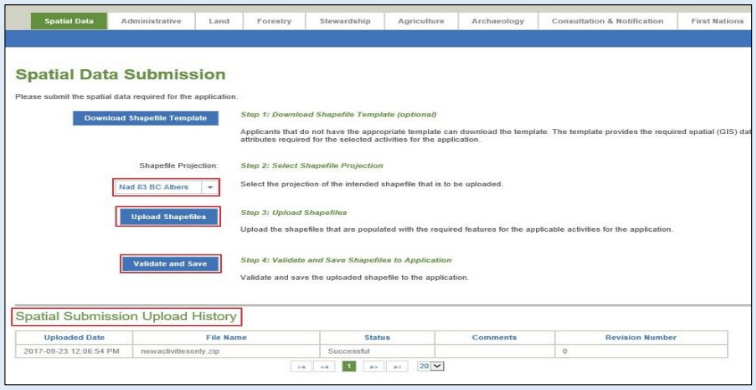
Review the list of activities selected for the amendment and select **Next.**	

STEP 6

Enter the **Application Description**, select the **I Agree** box to accept the disclaimer and select **Next**.	

STEP 7

Under the Spatial Data tab, select the **Shapefile Projection**, **Upload Shapefiles**, and then **Validate and Save.**



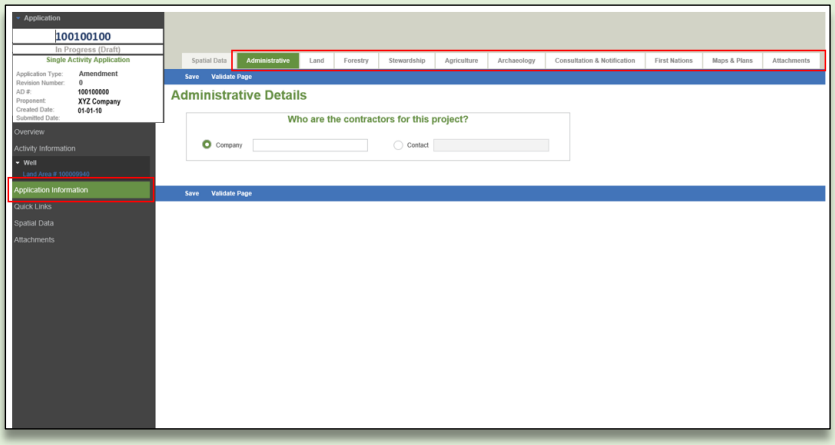
Additional Information

- For land amendments none of the application information tabs or activity information tabs will be available until the spatial data package has been successfully uploaded.
- All shapefile uploads and their status are listed in the Spatial Submission Upload History.

STEP 8

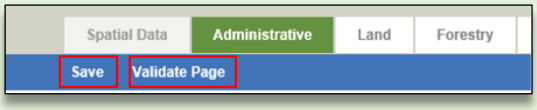
Complete the remaining application information and activity information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.



Additional Information

- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



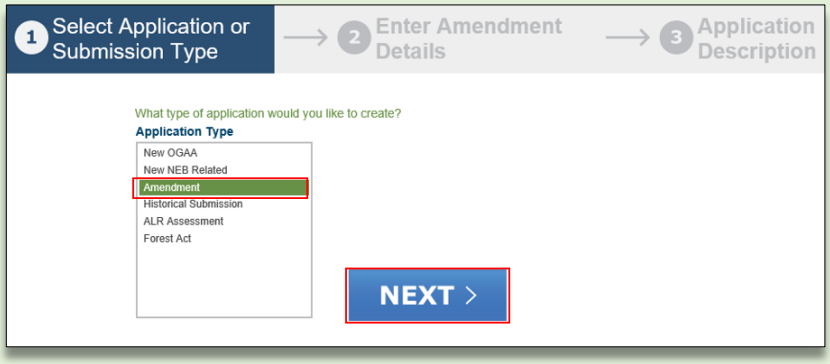
Amending an Existing Permissioned Activity AND Adding New Activities to a Permit

The following steps will provide guidance on how to create and submit an amendment to modify existing permissioned activities and add additional new activities.

STEP 1

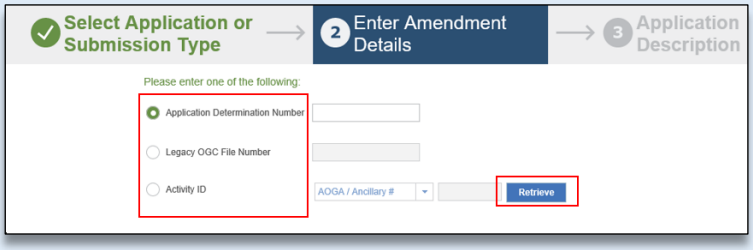
Select on the **Create Application** button.	

STEP 2

Select **Amendment** as the Application Type, and then select **Next**.	

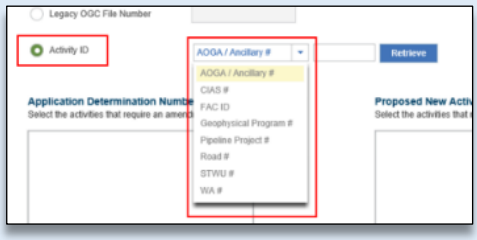
STEP 3

Locate the permit you wish to amend by entering any one of the following: **Application Determination Number, Legacy BCER File Number** or **Activity ID** and then select **Retrieve.**



Additional Information

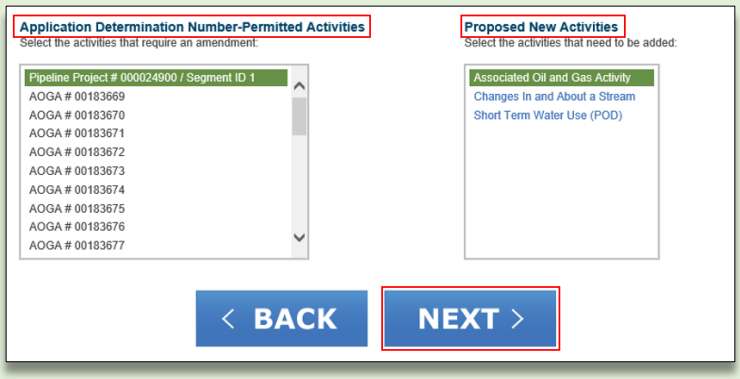
- If selecting **Activity ID** the applicant must first specify the applicable activity by selecting from the **drop-down list**.



- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of 'In Progress,' 'In Review,' 'In Revision,' or 'Timed Out. To continue with a new amendment, the existing application will need to be discarded, withdrawn or a determination made.

STEP 4

From the **Application Determination Number-Permitted Activities** list select the existing activity(s) to be amended. From the **Proposed New Activities** list select the additional activity(s) to be added. Select **Next.**

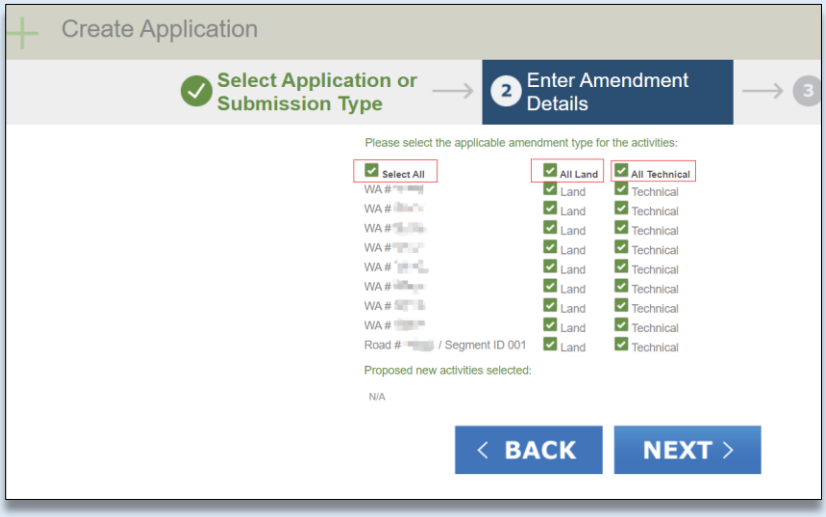


Additional information

- To select more than one activity hold down the CTRL key.

STEP 5

Indicate if the amendment type is a **Land** amendment, **Technical** amendment, or both. To apply the amendment type to all of the activities listed, select the **Select All** checkbox.



STEP 6

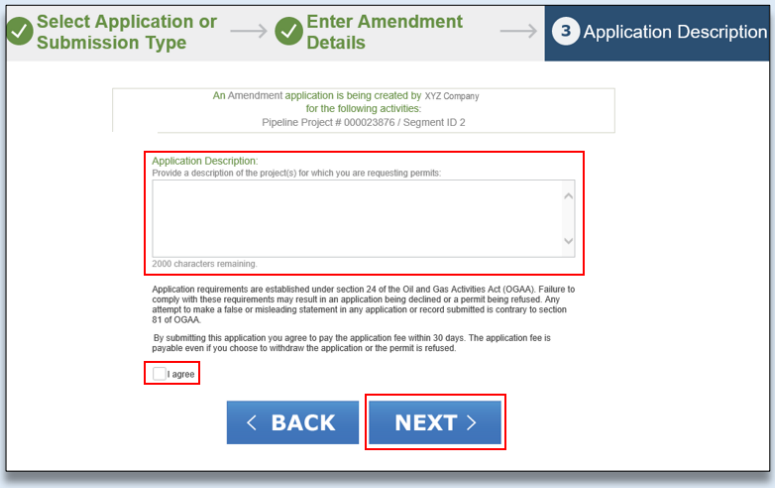
Review the **proposed new activities selected** for the amendment and select **Next**.

Additional Information

- All new activities selected will require the upload of corresponding spatial data.

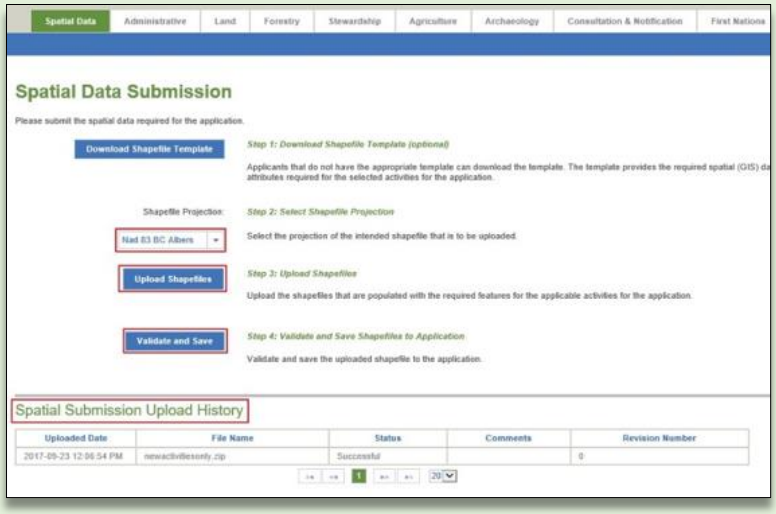
STEP 7

Enter the **Application Description**, select the **I Agree** box to accept the disclaimer and select **Next.**



STEP 8

Under the Spatial Data tab, select the Shapefile Projection, Upload Shapefiles, and Validate and Save.



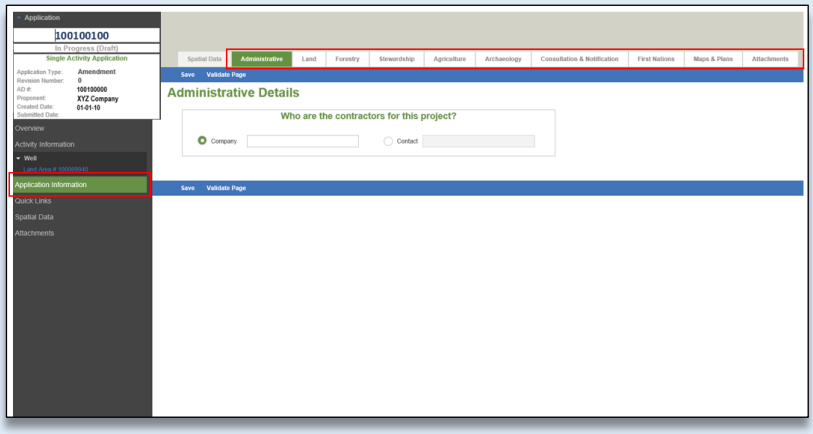
Additional information

- For land amendments, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.
- All shapefile uploads and their status are listed in the **Spatial Submission Upload History** table.

STEP 9

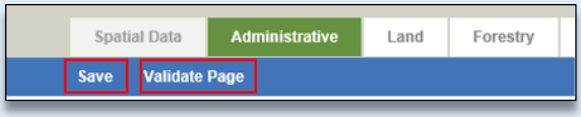
Complete the remaining application information and activity information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.



Additional Information

- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



Amend to split a pipeline segment

Note:
To split a segment through the notification process, please see Appendix E. The spatial data requirements to split a segment through the notification process is different than the spatial data requirements for an amendment. Applicants must ensure they are following the correct process.

A segment split is a technical amendment used when applying to split an existing segment into multiple sections. Please ensure that the segment split includes the original segment number alongside the newly created segments specified with unique sequential segment numbers. When applying for a pipeline split, the lengths of all segments being split into multiple segments must add up to the same length of the original segment. In addition, the 'From' and 'To' end points of the original segment should be captured within the new segments (i.e., one segment will have the original 'From' end point and another segment will have the original 'To' end point). Where a specific segment's 'From' and 'To' end points need to be adjusted, please use the 'update location' button for each segment. Upon upload of the new spatial data, the segment's 'From' and 'To' end points will be updated accordingly.

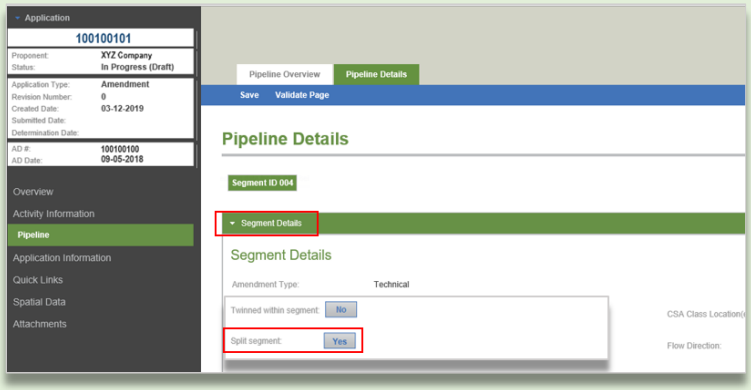
Splitting a pipeline to abandon a segment

Where a permit holder is required to split a segment in order to abandon a portion of the original segment, they must first split the segment appropriately. The portion of pipeline to be abandoned must retain its own unique segment number. If the abandoned segment is to be replaced with another piece of pipe, this must be a new segment.

To split a pipeline segment, create an amendment application and ensure the applicable segment is selected in the Pipeline Details page. Then proceed as follows:

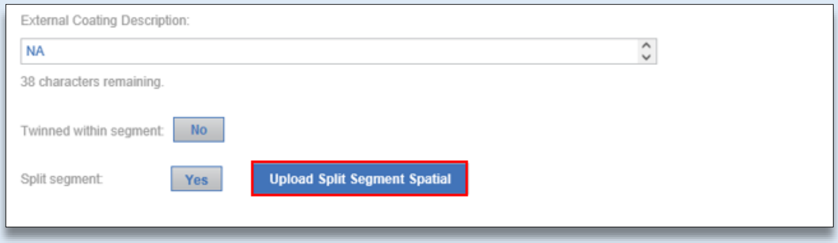
STEP 1

In the **Segment Details** section scroll to the bottom, select the **Split Segment** response button to change it to '**Yes.**'



STEP 2

Select the **Upload Split Segment Spatial** button.



External Coating Description: NA

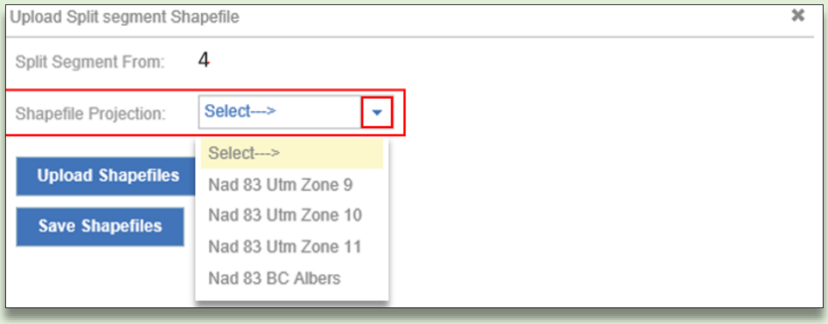
38 characters remaining.

Twinned within segment: No

Split segment: Yes

STEP 3

Select the arrow to display the drop-down list and select the correct **Shapefile Projection**



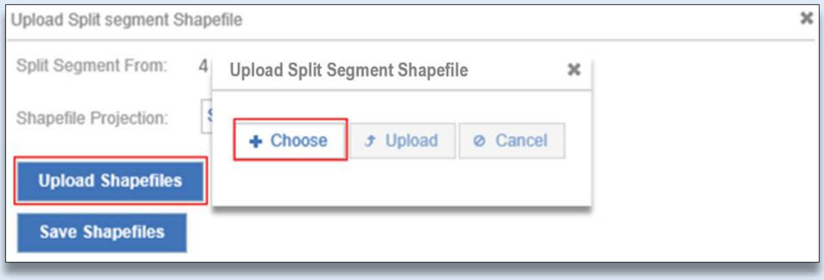
Upload Split segment Shapefile

Split Segment From: 4

Shapefile Projection: Select--->

STEP 4

Select on **Upload Shapefiles** and then select **Choose** to browse for the shapefile.



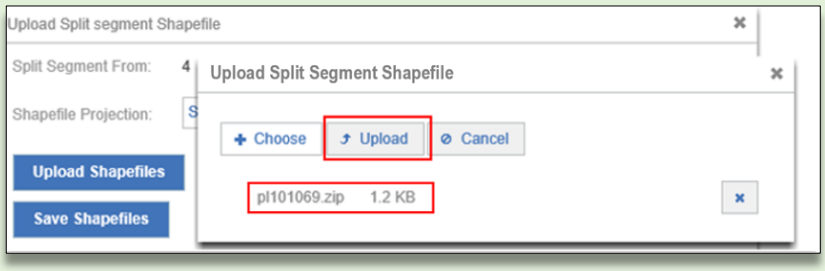
Upload Split segment Shapefile

Split Segment From: 4

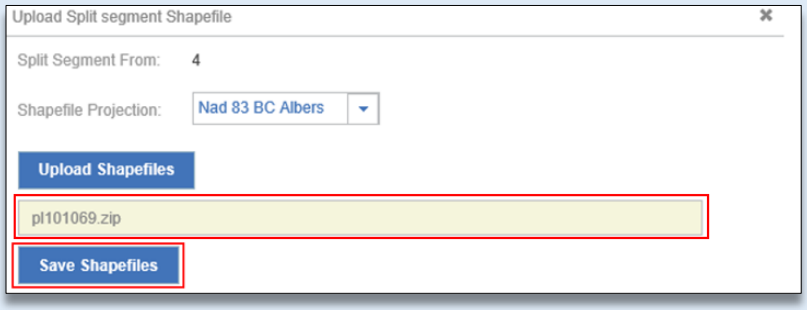
Shapefile Projection:

Upload Split Segment Shapefile

STEP 5

Once the shapefile displays in the upload box select **Upload**	

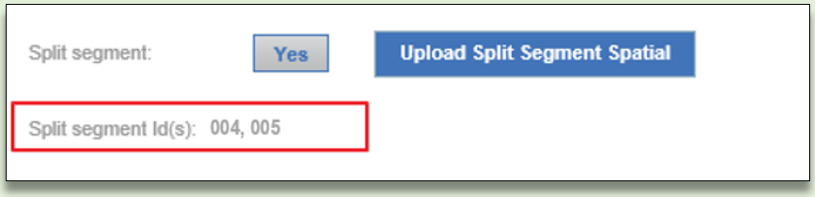
STEP 6

Once the **shapefile** displays under the Upload Shapefiles button select on **Save Shapefiles**	

STEP 7

Upon successful upload of the shapefile, the **Split Segment Id(s)** will display

You have now successfully entered the segment split.



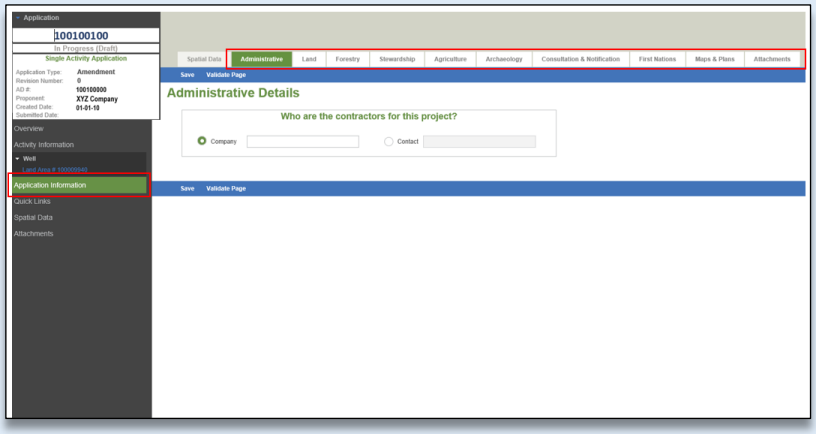
Additional Information

- In this scenario, the existing segment that was selected to be modified (Segment 004) has been split into two segments - segment '004' and '005.

STEP 8

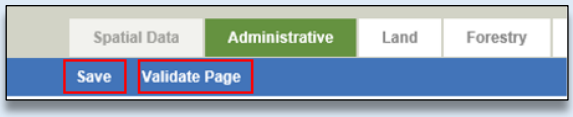
Continue to complete the remaining Application and Activity Information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.



Additional Information

- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



Removing a segment split from an amendment application:

If an applicant wishes to remove a pipeline segment split from a proposed amendment application, the following scenarios may apply:

1. **Removing a segment split from an amendment application that has not yet been submitted with a status of "In Progress (Draft)":**

   Once the question pertaining to a segment split has been answered with a "Yes," new spatial data for the split segment will be required to be uploaded.

   - If the split segment spatial data ***has not been uploaded,*** the applicant can change the response for the segment split from "Yes" back to "No" and continue with the application.
   - If the split segment spatial data ***has been uploaded,*** the amendment application must be discarded and a new amendment application created. The newly created amendment application will retrieve the original permitted spatial data for all segments.
     - If no permitted spatial data exists, a new shapefile containing spatial data for the segment must be created and uploaded. Please ensure the pipeline segments equal the same length of the original segment information.
     - If the applicant still wishes to make changes to the original permitted segment information, but not a segment split, a new shapefile containing the spatial data for the segment change must be created and uploaded. A rationale must be provided explaining the changes to segment information.

2. **Removing a segment split from an amendment application that has been submitted with a status of "In Review":**

   After submission of the amendment application; but prior to approval, if the applicant decides not to split the segment, the application must be put to a status of "In Revision."

   - Once the amendment application is in revision, the applicant must:

     1) Change the response for the segment split from "Yes" back to "No" and save the page.
     2) Upload a new spatial file that represents the correct "From" and "To" Locations for the segment as follows:
        - If the applicant wishes to keep the original permitted segment information, the applicant must upload their last permitted spatial data shapefile.
        - If no permitted spatial data exists, a new shapefile containing spatial data for the segment must be created and uploaded. Please ensure the pipeline segments equal the same length of the original segment information.
        - If the applicant still wants to make changes other than a segment split to the original permitted segment information, a new shapefile containing spatial data for the segment change must be created and uploaded. A rationale must be provided explaining the changes to segment information.

Please Note:
Permit holders cannot 'remove' permitted segment information through an amendment. After a segment split has been approved and an amendment to the permit issued, any changes to the permitted segment information will require a new amendment application. Permitted segments that are no longer required and have not been constructed, can be identified on the post construction plan submission or through a cancellation request to the Permit Administration branch.

Shapefiles must be created following the standards outlined in the AMS Spatial Data Submission Standards manual.

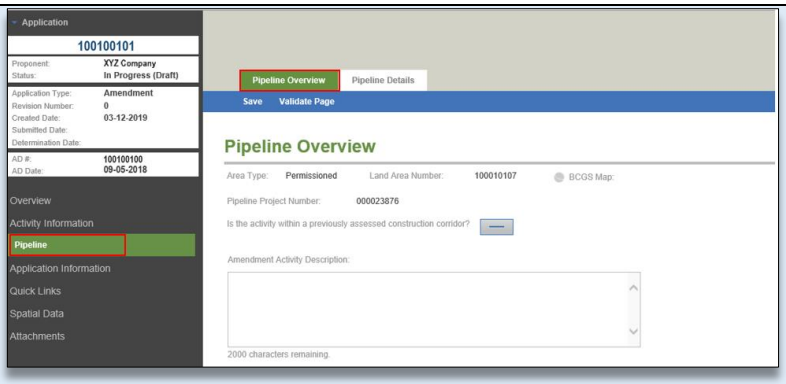
Amendment to add a New Pipeline Segment in an Existing Right-of-Way

To add a new segment, use the 'add segment' option found on the pipeline overview page. It is advised that Applicant include an explanation for the purpose of the new segment. For example, the new segment may be required to replace a segment that will (soon) be recorded as abandoned. If so, please identify which segment will be abandoned. Where a new segment is replacing an abandoned segment, or soon to be abandoned, the new segment should be the same length, with the same 'From' and 'To' end points as the segment being abandoned. If it is not the same length, please provide a rationale. If the new segment is not for the purpose of an abandoned portion of pipe, please provide an explanation as to the purpose.

To add the new segment, create an amendment application and then proceed as follows:

STEP 1

In the Navigation Panel select **Pipeline** and then select the **Pipeline Overview** tab.

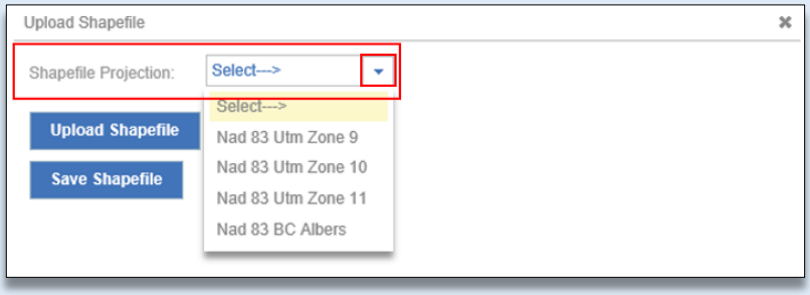


STEP 2

Scroll to the bottom of the pipeline overview page and select the **Add Segments** button.

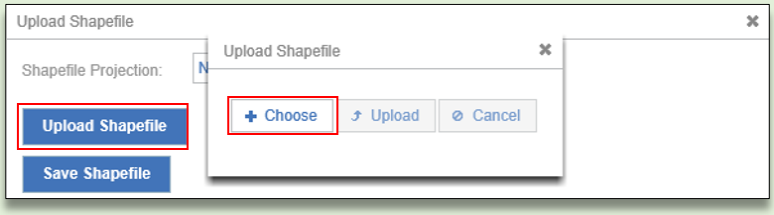
STEP 3

Select the arrow to display the drop-down list and select the correct **Shapefile Projection**



STEP 4

Select **Upload Shapefile** and then select **Choose** to browse for the shapefile.

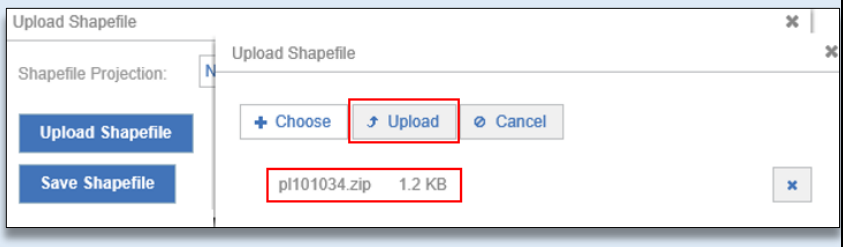


Additional information

- The spatial data package uploaded must only include the pipeline segments (_pl) file.
- The new segment number referenced in the spatial data must be unique within the project. (i.e.: If the current permit includes pipeline segments 001, 002, 003 and 004, specify the new segment as 005).

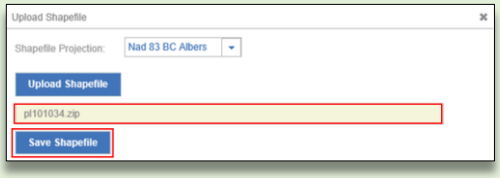
STEP 5

Once the file has been located select **Upload**



STEP 6

Once the **shapefile** displays under the Upload Shapefile button select on **Save Shapefiles**



STEP 7

Upon successful upload, the intended **New Segment ID(s)** will display under the 'Add Segments' button.

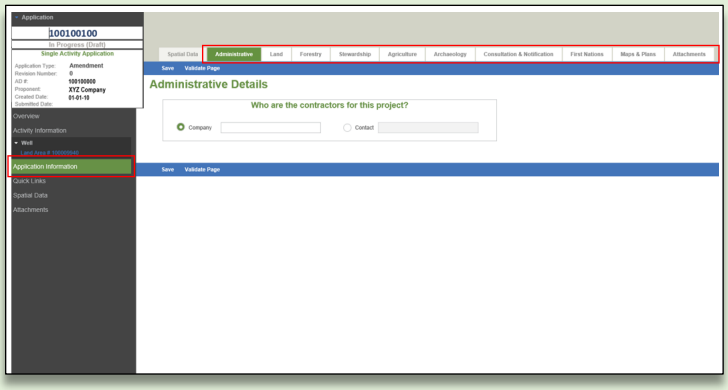
Additional Information

- Both the new segment(s) uploaded, and the segment(s) selected to be modified at the beginning of the application, will display.

STEP 8

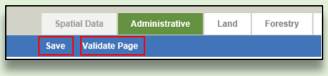
Complete the remaining application information and activity information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.



Additional Information

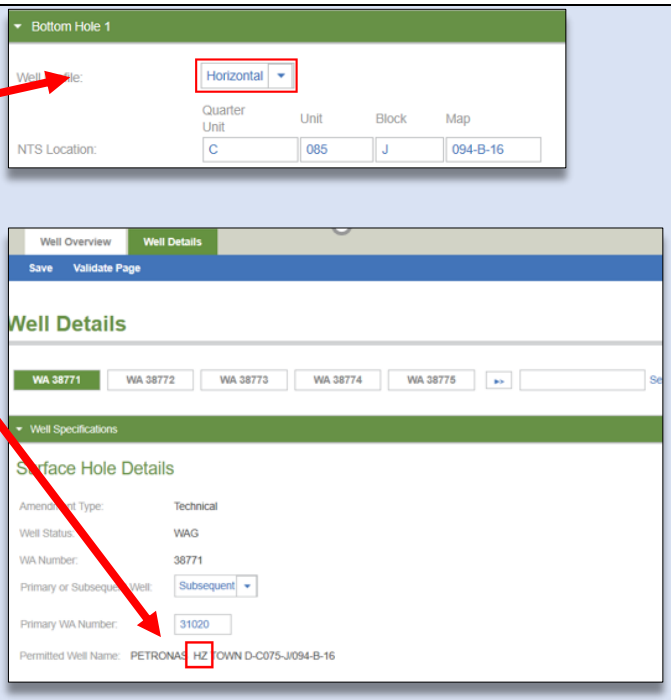
- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



Changes to the Well Profile

Well Profile Changes
In an amendment, if the permit holder makes changes to the well profile in the Bottom Hole Details section of the Well Details tab , the well profile component of the well name will be updated accordingly.

NOTE: It is the responsibility of the applicant to ensure that the profile component of the well name is displaying correctly.



Adding a New Bottom Hole to a Well

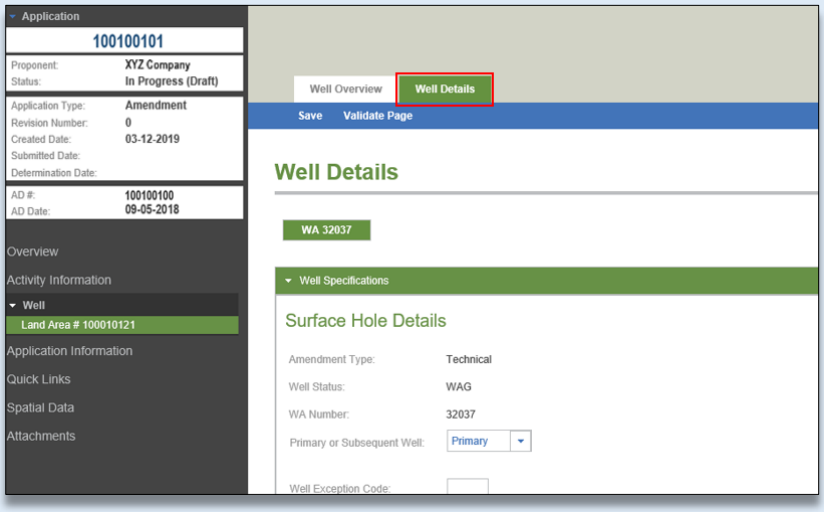
Drilling a new bottom hole to a well can include the lengthening, window cutting, or O/H sidetracking of an existing wellbore.

A new bottom hole can be added to an existing permitted activity by creating an amendment application and then proceeding as follows:

STEP 1

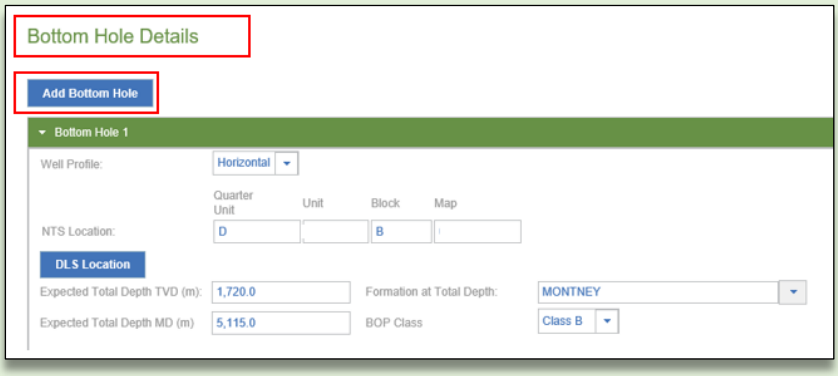
In the Navigation Panel, select on the Well **Land Area #** and then select on the **Well Details** tab.

.



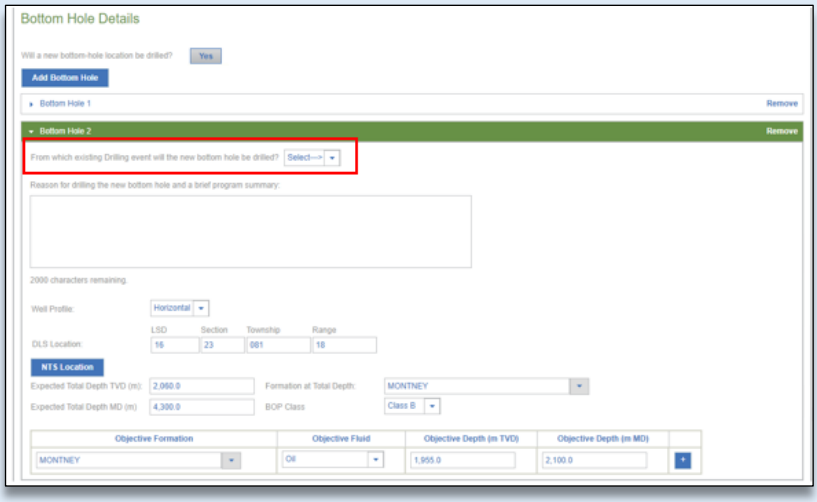
STEP 2

Scroll down to the **Bottom Hole Details** section and select the **Add Bottom Hole** button.



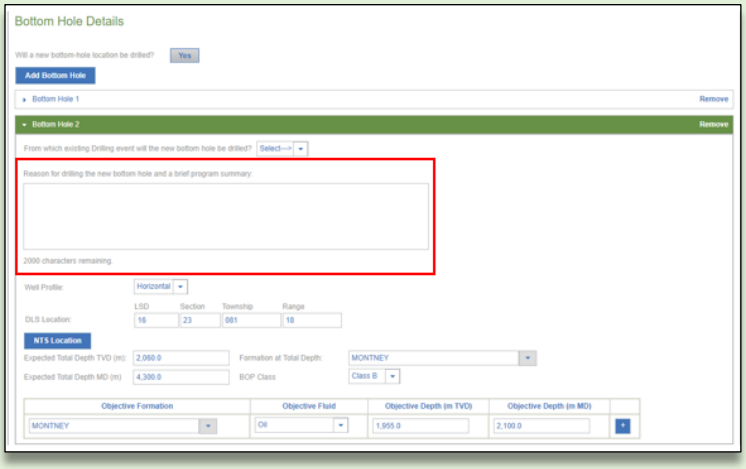
STEP 3

Select the drilling event from the drop down menu located beside the question '***From which existing Drilling event will the bottom hole be drilled***.'



STEP 4

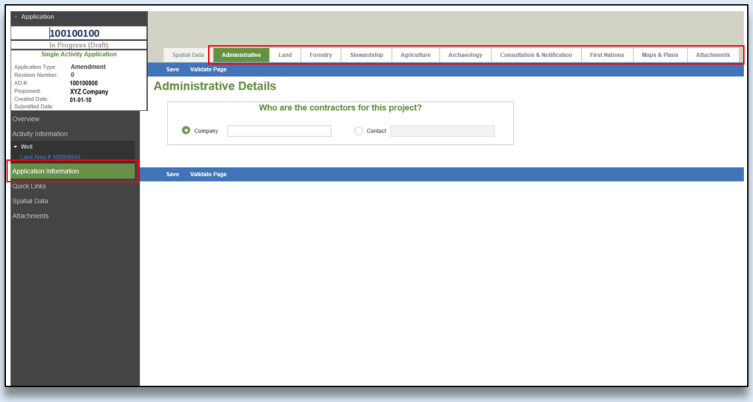
In the **text box**, provide a reason for drilling the new bottom hole and a brief program summary.



STEP 5

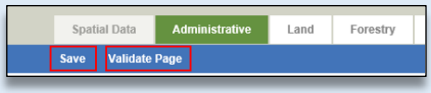
Complete the remaining Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this Manual.



Additional Information

- Throughout the application process, when available, select **Save** before exiting pages, to avoid losing entered information, and select **Validate Page** to ensure all required page information has been provided.



APPENDIX D: Historical Submission Examples

The following historical submission examples scenarios can be found here:

- Historical Road Submissions
- Historical Facility Submissions
- Historical Pipeline Submissions - Reconciliation
- Historical Pipeline Submission – Notification – see Appendix E

Please Note:
AMS will not allow a historical submission to be created for an AD# that already has another application in the system with a status of 'In Progress,' 'In Review,' 'In Revision,' or 'Timed Out.' To continue with a new historical submission, the existing application will need to be discarded, withdrawn or a determination made.

Historical Road Submissions

A historical road submission can be submitted for the following scenarios:

- When an existing permitted road has not been transitioned to an ERAA Road Permit
- The road information has not been reconciled
- The road information is inaccurate or is missing information such as segment data and/or stream crossing information

Please Note:
Roads must be transitioned to an OGAA permit and/or reconciled prior to submitted an amendment

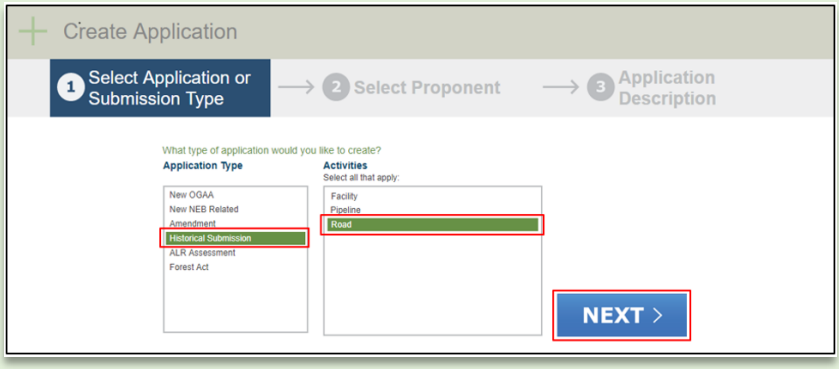
The following table illustrates how to create a historical road submission.

STEP 1

Click the **Create Application** button.

STEP 2

Click **Historical Submission**, select **Road** as the activity and then click **Next**

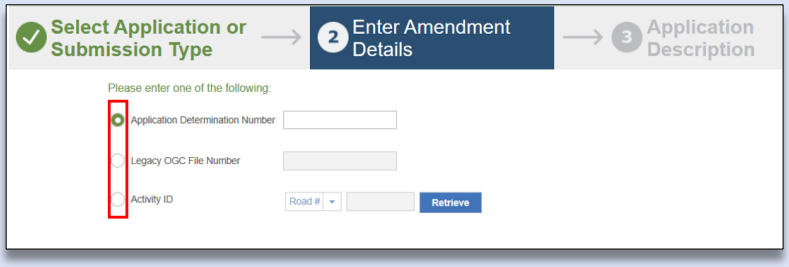


Additional Information

- Only one activity type can be selected for each historical submission.

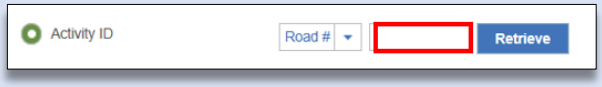
STEP 3

Enter the Application Determination Number, Legacy BCER File Number or the Activity ID for the Road. Once entered click **Retrieve**



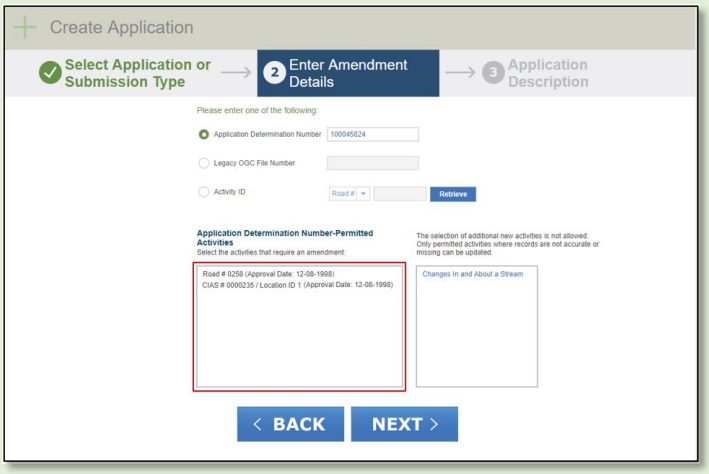
Additional Information

- If selecting Activity ID the applicant must first specify the applicable **Road #**



STEP 4

Ensure the road number and changes in and about a stream displayed in the **Application Determination Number – Permitted Activities** text box are correct.

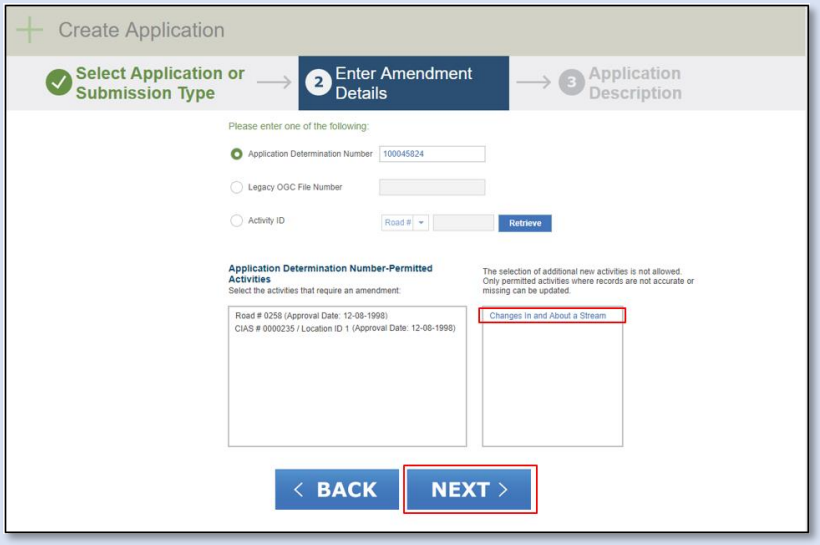


Additional Information

- The activities that display in the Application Determination Number - Permitted Activities' box are auto-populated based in the permitted data. They will automatically be selected for the historical submission and cannot be unselected.

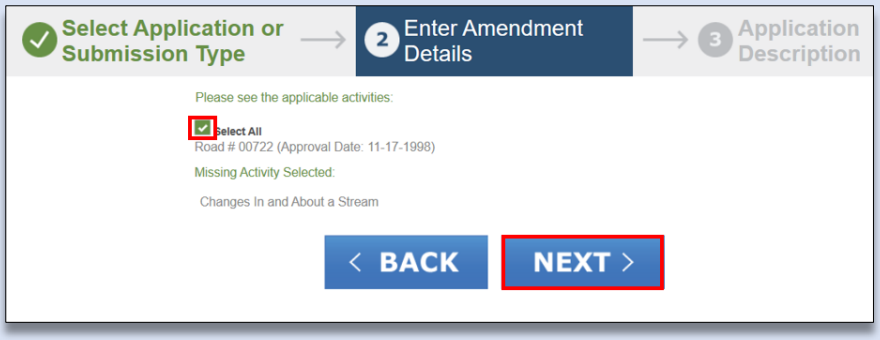
STEP 5

Select “Changes In and About a Stream to add a CIAS where permitted records are missing or incomplete, and then select **Next** to continue.



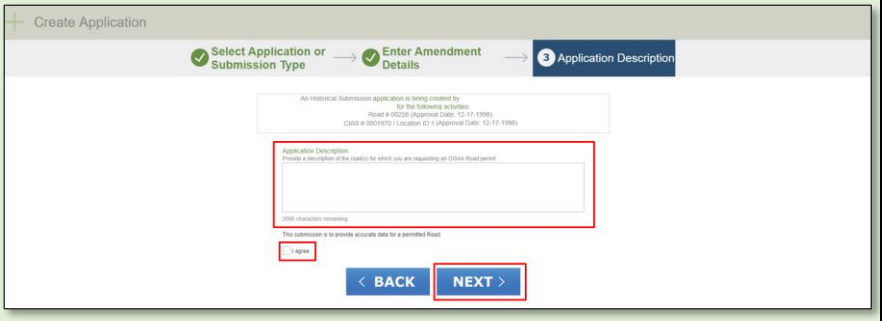
STEP 6

Confirm that submission details are correct, click in the **Select All check box** and then select **Next**.



STEP 7

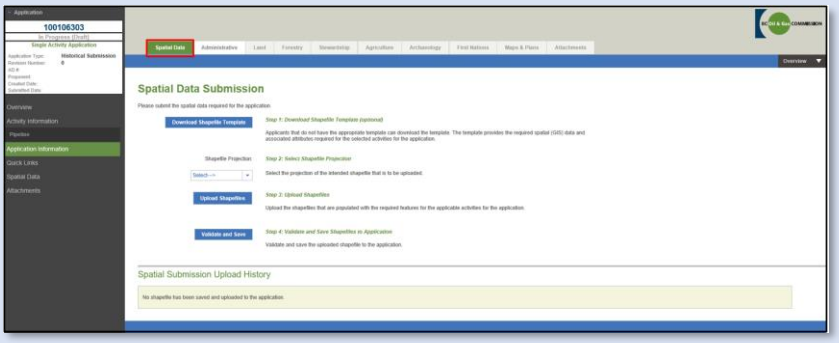
Enter the **Application Description**, select the **I Agree check box** to accept the disclaimer and select **Next.**



STEP 8

Upload the shapefile under the **Spatial Data** tab by selecting the **Shapefile Projection**, **Upload Shapefiles**, and then **Validate and Save**.

The historical submission has now been created. Continue by completing the required information in the Application tabs and Activity tabs.



Additional Information

- The submission must include spatial data for all permitted road segments and changes in and about the stream (CIAS) identified by the system.
- Spatial data for missing or incomplete road segment or CIAS information not identified by the system must also be included in the spatial upload.
- Spatial data must meet the standards outlined in the Spatial Data Submission Standards Manual.
- Normal functionality for historical submissions remain and only those tabs applicable to road submissions will be available to populate.

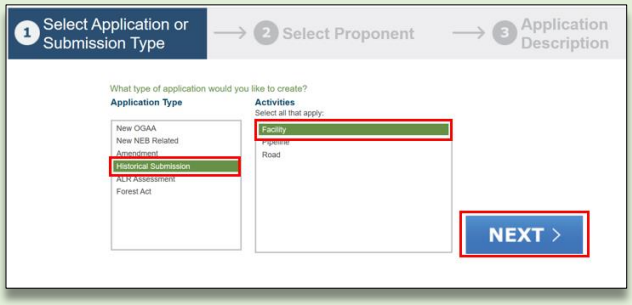
Historical Facility Submissions

A historical facility submission can be submitted to correct inaccurate or missing data. Corrections for facilities permitted after this date must be applied for via an amendment application. The following table illustrates how to create a historical facility submission.

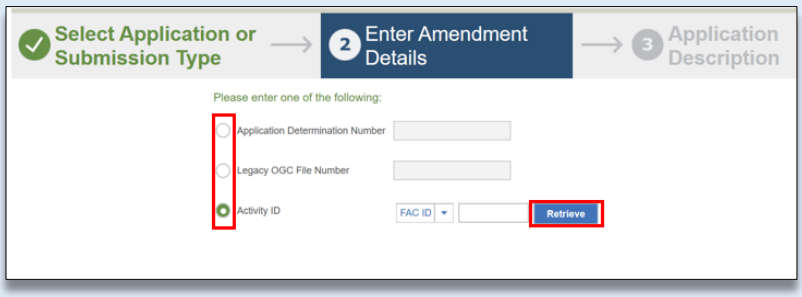
STEP 1

Select the **Create Application** button.	

STEP 2

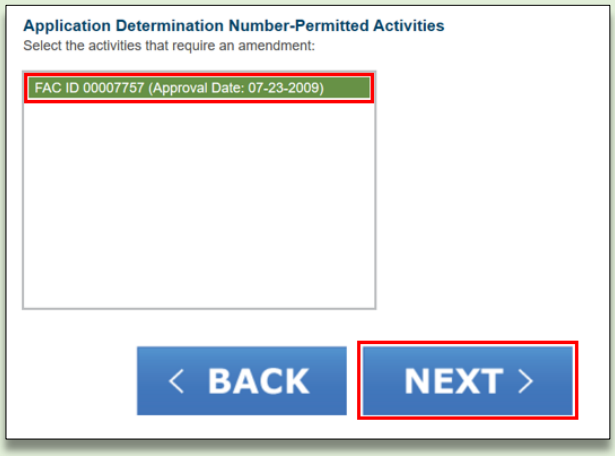
Select **Historical Submission** as the Application Type and then select **Facility** from the Activities column. Select **Next** when completed.	 **Additional Information** • Only one activity type can be selected for each historical submission.

STEP 3

Locate the applicable permit by entering the **Application Determination Number, Legacy BCER File Number** or **Activity ID** and then select **Retrieve.**	

STEP 4

From the **Application Determination Number-Permitted Activities** list that displays, select the existing activity(s) applicable for the submission and then select **Next**.



Additional Information

- To select more than one activity hold down the CTRL key.

STEP 5

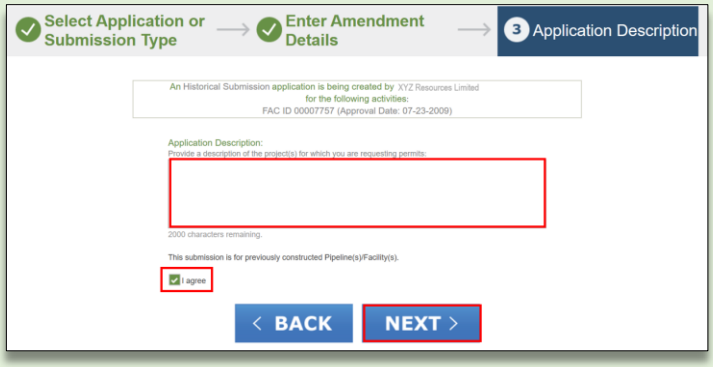
Indicate if the historical submission is a **Technical** submission, **Land** submission or **both,** and then select **Next**.

Additional Information

- Selecting 'Select All', 'All Land' or 'All Technical' will allow the auto selection of multiple check boxes at once.

STEP 6

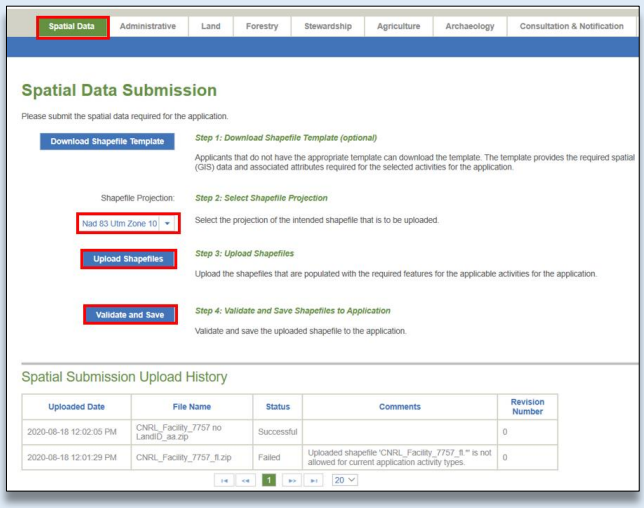
Enter the **Application Description**, select the **I Agree** check box to accept the disclaimer and then select **Next.**



STEP 7

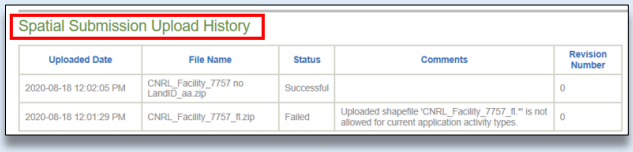
If land was selected as the submission type, upload the shapefile under the **Spatial Data** tab by selecting the **Shapefile Projection**, **Upload Shapefiles**, and then **Validate and Save**.

The historical submission has now been created. Continue by completing the required information in the Application tabs and Activity tabs.



Additional Information

- For land submissions, the application information tabs or activity information tabs will not be available until the spatial data package has been uploaded.
- All shapefile uploads and status are listed in the Spatial Submission Upload History.



Historical Pipeline Submissions - Reconciliation

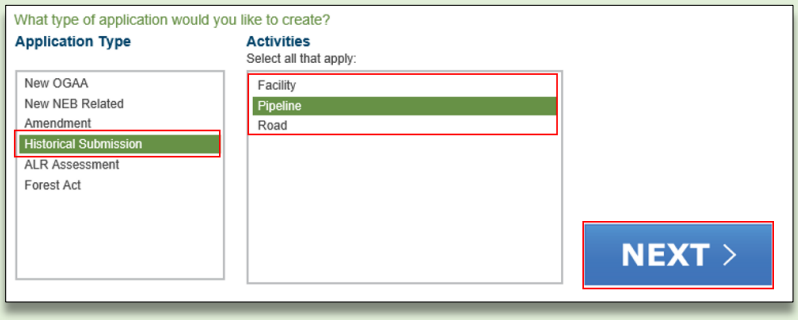
A historical pipeline submission may be submitted to correct inaccurate or missing data for previously permitted pipelines.

The following table illustrates how to create a historical pipeline submission for reconciliation:

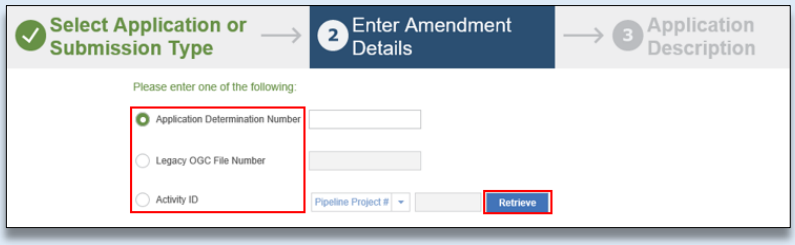
STEP 1

Select the **Create Application** button.	

STEP 2

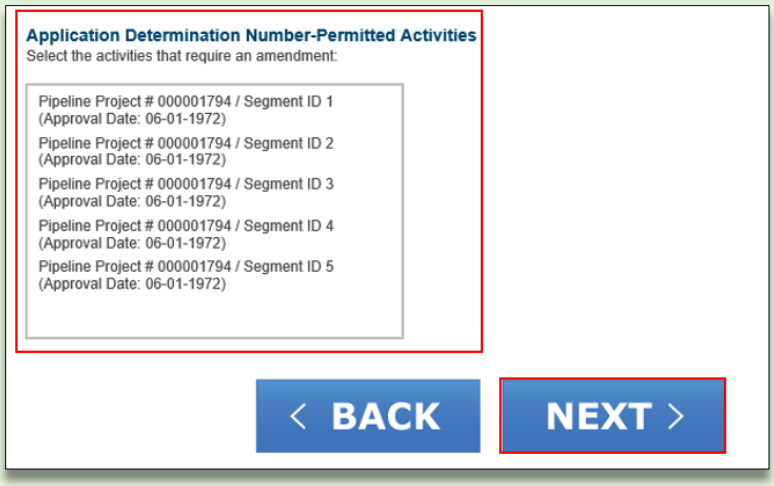
Select **Historical Submission** as the Application Type and then select **Pipeline** from the Activities column. Select **Next** when completed.	 **Additional Information** • Only one activity type can be selected for each historical submission.

STEP 3

Locate the applicable permit by entering the **Application Determination Number, Legacy BCER File Number** or **Activity ID** and then select **Retrieve.**	

STEP 4

From the **Application Determination Number-Permitted Activities list** that displays, select the existing activity(s) applicable for the submission and then select **Next**.



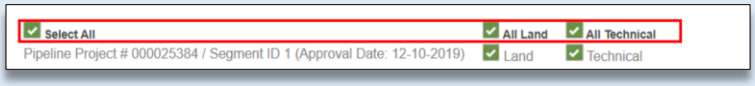
Additional Information

- To select more than one activity hold down the CTRL key.

STEP 5

Indicate if the historical submission is a **Technical** submission, **Land** submission or **both** and then select **Next**.

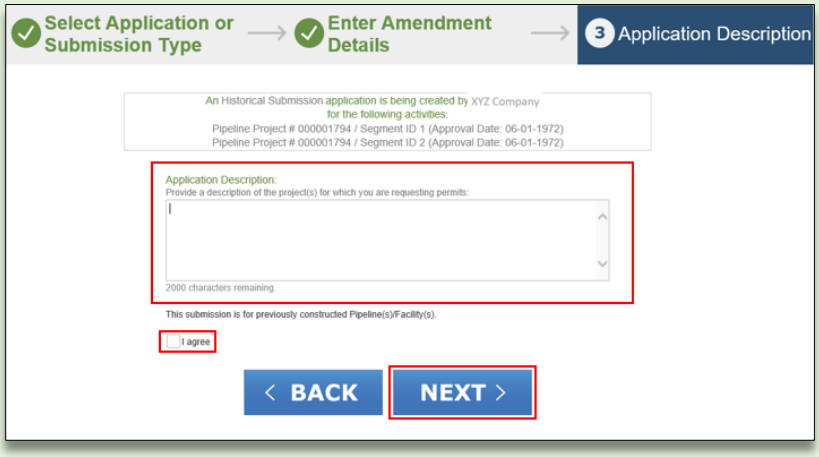
Additional Information



- Selecting 'Select All', 'All Land' or 'All Technical' will allow the auto selection of multiple check boxes at once.

STEP 6

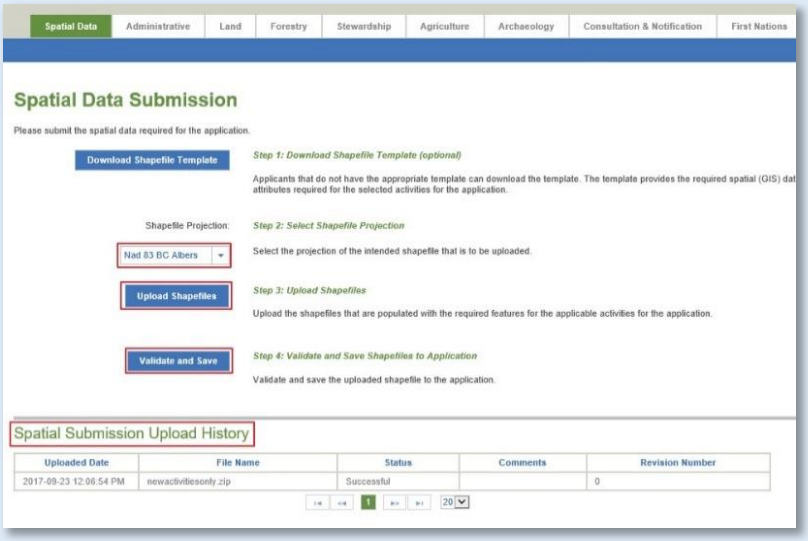
Enter the **Application Description**, select the **I Agree** check box to accept the disclaimer and select **Next.**



STEP 7

If land was selected as the submission type, upload the shapefile under the **Spatial Data** tab by selecting the **Shapefile Projection**, **Upload Shapefiles**, and then **Validate and Save**.

The historical submission has now been created. Continue by completing the required information in the Application tabs and Activity tabs.



Additional Information

- For land submissions, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.
- All shapefile uploads and their status are listed in the Spatial Submission Upload History.

APPENDIX E: Historical Pipeline Submission - Notification

Historical Pipeline Submission Notification - Segment Split

To utilize a historical pipeline submission for notification of a pipeline segment split, the lengths of all segments being split into multiple segments must add up to the same length of the original segment. In addition, the "To" and "From" locations of the original segment will need to be updated within the submission and any new pipeline segments resulting from the split will need to be added. A spatial data file that includes the new "To" and "From" locations for the original segment and a spatial data file for each new pipeline segment will be required.

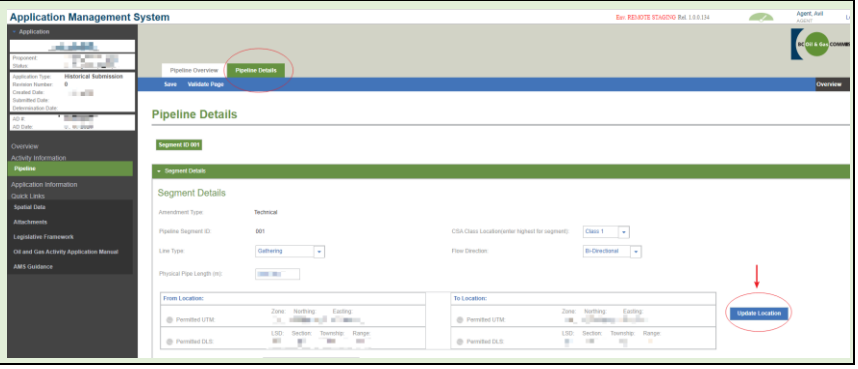
NOTE: Applicants must also provide a detailed description within the submission that clearly explains what segment number is being split and what new segment numbers are a result of the split.

The following table illustrates how to update the location and add the new segment(s) within a historical pipeline submission.

STEP 1

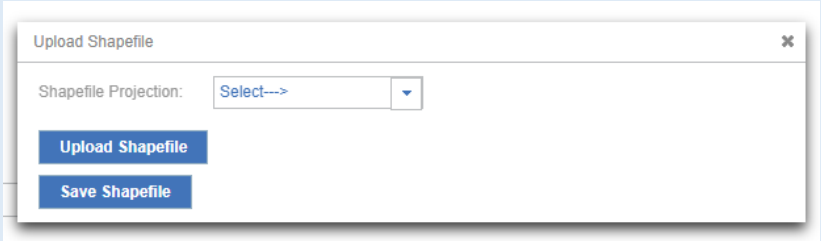
Create the pipeline historical submission following the direction provided in Appendix D – Historical Pipeline Submission – Reconciliation. Indicate the amendment type as "technical only."	

STEP 2

Navigate to the Pipeline Segment Details page of the segment to be split to update the "To" and "From" locations of the original segment. Select the "Update Location" button located on the right hand side of the, "From" and "To" Locations.	

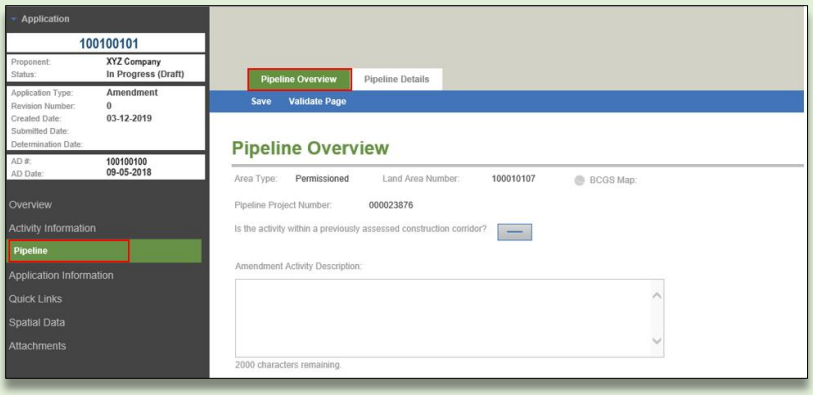
STEP 3

Within the “Upload Shapefile” prompt, upload the spatial data file that contains the segment line data for the “**new”** “To” and “From” location of the original segment**.**



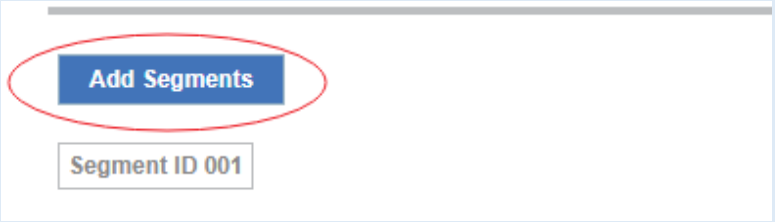
STEP 4

To add the new segment(s) resulting from the segment split, navigate to the **Pipeline Overview** tab.



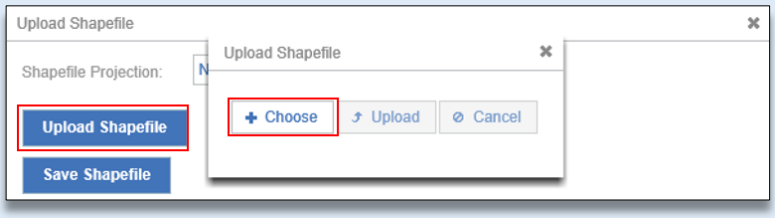
STEP 5

Scroll to the bottom of the overview page and select the **Add Segments** button.



STEP 6

Within the “Upload Shapefile” prompt, upload the spatial data file that contains the segment line data for the “new” segment(s) created from the segment split.



Additional information

- The spatial data package uploaded must only include the pipeline segments (_pl) file.
- The new segment number referenced in the spatial data file must be unique within the project. (i.e.: if the current pipeline permit includes segments 001, 002, 003 and 004, the new segment should be identified as segment 005 within the spatial data file).

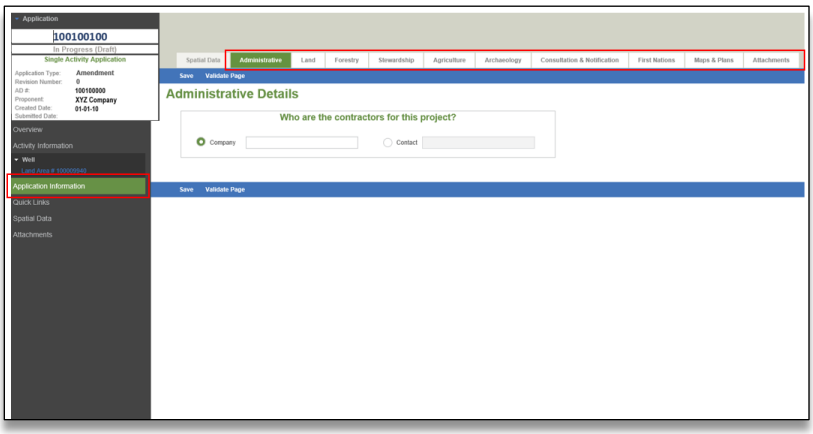
STEP 7

Upon successful upload, the intended **New Segment ID(s)** will display under the ‘Add Segments’ button.

STEP 8

Continue to complete the remaining Application and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.



Historical Pipeline Submission Notification - Changes to Pipeline Installations

A historical pipeline submission can be utilized to submit notification for administrative updates to installation numbers resulting from a segment split. To update the segment number on which an installation is located, the pipeline installation will need to be added as a new installation to the new segment, and a Notice of Intent (NOI) will need to be submitted to remove the installation from the segment on which it is no longer located. A spatial data file that includes the point data for the new installation on the new segment will be required.

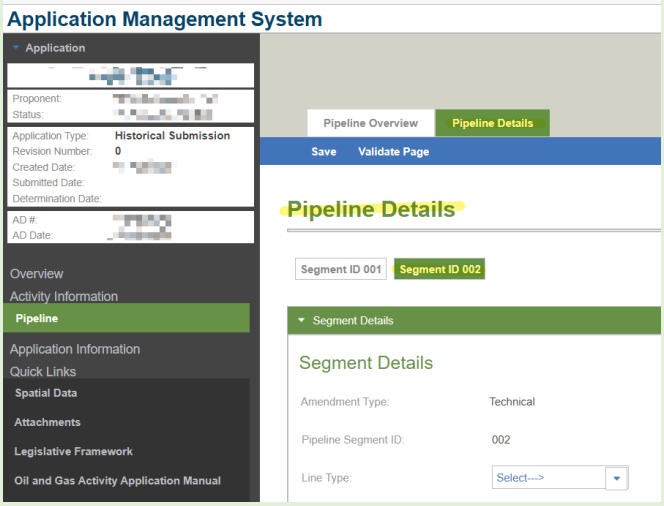
NOTE: Applicants must also provide a detailed description within the submission that clearly explains what installation number(s) are being added to what segment number(s) due to the segment split. The description should also include any details regarding the NOI that is being submitted to remove the installation(s) from the segment number where it is no longer located.

The following table illustrates how to add installations to the new pipeline segment within the historical pipeline submission:

STEP 1

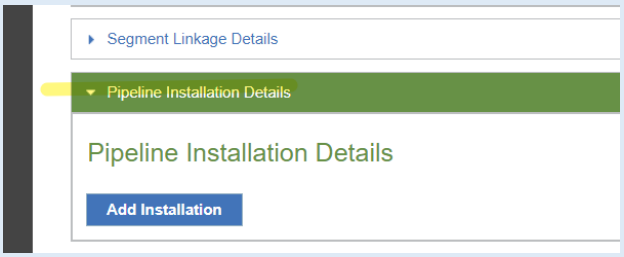
Create the pipeline historical submission following the direction provided in Appendix D – Historical Pipeline Submission – Reconciliation. Indicate the amendment type as “technical only.”	

STEP 2

Navigate to the Pipeline Segment Details page of the new segment on which the installation is now located due to the segment split.	

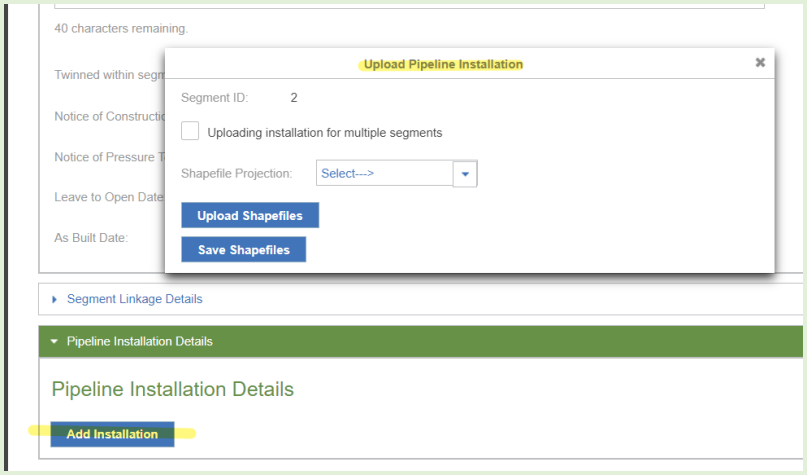
STEP 3

Scroll down the page and open the Pipeline Installation Details section.



STEP 4

Click on the blue "Add Installation" button and upload the shapefile that contains the point data for the installation that is now located on the segment due to the segment split.



STEP 5

Upon successful upload of the spatial data file, the installation information will display in the Pipeline Installation Details section of the segment.

Additional information
See INDB 2017-16 for more information on the AMS spatial data requirements for pipeline installations.