About the Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission’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
Safe and responsible energy resource development for British Columbia.

MISSION
We provide British Columbia with regulatory excellence in responsible energy resource development by protecting public safety, safeguarding the environment and respecting those individuals and communities who are affected.

VALUES
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.

Integrity
Is our commitment to the principles or fairness, trust and accountability

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

Responsiveness
Is our commitment to listening and timely and meaningful action.
About this Guide

The eSubmission User Guide is intended as a reference document for permit holders fulfilling reporting requirements established in the Oil and Gas Activities Act (OGAA), Oil and Gas Activities Act General Regulation, Drilling and Production Regulation, Emergency Management Regulation, Geophysical Exploration Regulation, Oil & Gas Waste Regulation, Oil and Gas Road Regulation, and as conditions of permits.

As with all Commission documents, this guide does not take the place of applicable legislation. Permit holders are encouraged to become familiar with the acts and regulations since legislation presides over all manuals and guides. Permit holders may seek direction from Commission staff for clarification, especially where circumstances or scenarios arise and are not covered by the user guide.

Additional Guidance

Throughout the manual there are references to guides, forms, tables and definitions to assist in compiling all required information. Additional resources include:

- **Glossary** on the Commission website.
- **Documentation and guidelines** on the Commission website.
- **Frequently asked questions** on the Commission website.
- **Advisories, bulletins, reports and directives** on the Commission website.
- **Regulations and Acts** listed on the Commission website.

The [eSubmission page](https://www.bcogc.ca) on the Commission’s website provides a variety of information and resources to eSubmission users including:

- Quick reference guides
- Submission standards and templates
- Training materials
- Release notes detailing changes made to the system
- Industry Bulletins communicating new submission functionality or significant changes to existing functionality
- Frequently Asked Questions

For support please e-mail servicedesk@bcogc.ca or fill out an [Online Services Support form](https://www.bcogc.ca).
The Commission is committed to the continuous improvement of its documentation. Stakeholders who would like to provide input or feedback on Commission documentation are encouraged to use the Stakeholder Feedback Questionnaire.

Revisions

Revisions to this guide are listed below and posted to the Documentation page of Commission’s website.

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<th>Posted Date</th>
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Chapter 1: General Information

1.1 Access

Access to eSubmission requires users have an active account with the Commission. Once an account has been created, limited access is granted to eSubmission. To gain access to the various sections available within eSubmission, users must obtain the appropriate security role(s) for each permit holder they plan to make submissions on behalf of. For guidance on creating an account and gaining security roles please refer to the eSubmission Quick Reference Guide: Setting up an Account and Security Roles.

1.2 Login

eSubmission can be accessed from the Commission’s webpage by selecting Online Services then selecting the eSubmission icon from the following tile:

![eSubmission Icon](image)

Users are prompted to login to the system using the account created in 1.1 Access.

![Login Page](image)

After five unsuccessful login attempts accounts will be locked. To request an account be unlocked please e-mail servicedesk@bcogc.ca
1.3 Home Screen

Once a user has gained access to eSubmission they will be automatically directed to the home screen:

The main screen of the home page displays the user name in a gray welcome message. Security roles granted to a user, along with the organization(s) the user is associated with for each role, are also displayed.

1.4 Session Expiry

Each time a user signs into eSubmission a 60 minute session begins. The time remaining in a session is continuously displayed in the top right-hand corner of the page header, along with the name of the user.

Five minutes prior to session expiry a warning is displayed. Users can choose to remain signed in and commence a new 60 minute session, or sign out.
On expiration of a session, users will be notified and prompted to log back into eSubmission. By selecting OK a user will be taken back to the eSubmission login page.

1.5 Layout

The layout of eSubmission is divided into the following sections.

- **Navigation Menu**: Located on the far left of the screen. Displays all folders available.
- **Active Activity Bar**: Located in the upper part of the screen. Displays an asset a user is working with.
- **Active Screen**: Located in the central area of the screen.
Navigation Menu
The Navigation Menu displays the applications available to the user and highlights the active function in green. Users can expand and minimize each section to show or hide the functions available within each section. All sections are always displayed. However, the appropriate security role must be granted to a user in order to access the functions contained in each section. For example: the Drill Comp Prod Rep security role is required to access the Drilling, Data Submission and Notices sections.

Active Activity Bar
Once a user has selected an activity (e.g. a well, geophysical program or permit) within an application, it becomes the active activity a user is working with and is displayed in the Active Activity Bar. The active activity remains in the Active Activity Bar as the user navigates between applications.

Active Application Screen
The application the user has selected from the Navigation Menu is displayed in the Active Application Screen. The application selected also shows in the main title at the top of the screen and is highlighted in the Navigation Menu. For most applications, the user must have a selected activity in the Active Activity Bar prior to being granted access to the specific application.

1.6 Basic Navigation

eSubmission is designed as a single-click environment. The cursor can be used to navigate between fields or the “Tab” key to move between text fields. The “Back” button within the web browser should not be used eSubmission. When the “Back” button is used, a warning similar to the one following appears:

![Warning Message]

1.6.1 Icons

There are a number of icons used within eSubmission that are primarily focused on data submissions. This section briefly explains the basic functionality of the primary icons. Please note: the following list is not comprehensive and not all icons are present within each individual function.

- New: Initiates the creation of a new record.
Initiates file browsing to retrieve a file to upload.

Allows a user to upload files added.

Clears all files being prepared for upload to the Commission.

Removes an entry from a list.

Allows a user to cancel out of a submission. Removes information entered and returns a user to the previous screen.

Allows a user to remove a record prior to submission. For example: an uploaded file.

Allows the user to create a .pdf document of the associated data.

Saves information entered. The information may be edited later and saved again. For certain functions, Save completes a submission. However, information Saved can be edited until a review by the Commission is complete.

After a submission, if edits are not possible either from that screen or because the submission is locked, then the Back button is present. The Cancel button is not available when the Back button is present.

Initiates a submission to the Commission and validation of submitted data. Only present where this represents a final step in a submission.

1.6.2 Mandatory Fields

Certain data fields in eSubmission are mandatory and must be completed with a valid entry prior to submission. A mandatory data field is denoted by an asterisk *. Fields not marked as mandatory are optional and may be left blank. It is best practice to complete all fields within each page of a submission in order to provide complete data submissions.

1.6.2.1.1 Hover Over Hints

eSubmission provides hover over hints for most data fields. By hovering the cursor over the name of the data field a hover over message will appear, providing additional information to assist in completing the data field. For example:

```
Access Method *

The method(s) in which the website can be accessed by.
```
Chapter 2: Wells

2.1 Find a Well

To find a well, select the Find Well option from the Navigation Menu.

Once the Find Well menu option is selected, a user can search for a well using any of the available search criteria.

To search for a specific well, ensure the User Entered Criteria option is selected and enter the WA Num, Well Name or an NTS or DLS Location.

Additional search functionality is possible within the WA Num and Well Name fields by using the Wild Card Query. The Wild Card Query allows the user to find wells using partial data queries. To use the Wild Card Query, enter %search data% into one or both of the WA Num and Well Name fields. For example, enter %SWAN% in the Well Name field and click on Query Well or press enter to create a list of all wells with “swan” in the well name.

Users can also search for a well by using any of the preset search options outlined in the next section.
## 2.1.1 Search Options

### Well Drilling Options

<table>
<thead>
<tr>
<th>User Entered Criteria</th>
<th>Well Drilling Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Permits (Not Drilling)</td>
<td>Currently Drilling</td>
</tr>
<tr>
<td>SRDO Required</td>
<td>Directional Survey Required</td>
</tr>
<tr>
<td>Flare Volume Required</td>
<td></td>
</tr>
</tbody>
</table>

- **Approved Permits (Not Drilling)**
  - Wells approved where the drilling status has not yet reached spud.

- **Currently Drilling**
  - Wells with a drilling status of spud, drilling suspended or drilling resumed.

- **SRDO Required**
  - Wells with a drilling status of drilling suspended or rig released and a Summary Report of Drilling Operations has not been submitted.

- **Directional Survey Required**
  - Wells that have a drilling status of rig release and require a directional survey that has not been submitted.

- **Flare Volume Required**
  - Wells with a Notice of Flare submitted where a flare volume has not been submitted.
Well Completion, Maintenance & Abandonment Options

- Completion Report Required
  - Wells with a Notice of Operation requiring a Completion Workover Report that has not been submitted yet.

- Hydraulic Fracture Data Required
  - Wells with a Notice of Operation indicating hydraulic fracturing is to occur where no Hydraulic Fracture data has been submitted yet.

Well Suspension Options

- Inactive Wells
  - Wells without any activity after:
    - 6 months if the well is special sour and not an observation well
    - 12 months if the well is not special sour and not an observation well
    - 36 months if well is an observation well

  Inactive wells that have been suspended are not included in this search option, despite that they are still considered inactive.

- Long Term Inactive Wells
  - Inactive wells that have been inactive for 10 years or more.

- Suspended Wells
  - Wells that have been suspended and have not had any activity since the suspension date.
• Suspended Wells with Inspection Coming Due

• Suspended Wells with Inspection Overdue

• Suspended wells with a suspension inspection coming due within 60 days based on the last inspection date and pressure testing frequency.

• Suspended wells with an overdue suspension inspection overdue on the last inspection date + pressure testing frequency. Suspended wells without any suspension inspections are also considered overdue.

Well Integrity Options

- Wells with SCVF, GM or AWL
- Wells with one or more Surface Casing Vent Flow (SCVF), Gas Migration (GM) or Abandoned Well Leak (AWL) submissions.

- Wells with SCVF
- Wells with one or more SCVF submissions.

- Wells with Serious SCVF
- Wells with one or more SCVF with a Severity = Serious.

- Wells with Gas Migration
- Wells with one or more GM submissions.

- Wells with Abandoned Well Leak
- Wells with one or more AWL submissions.

Once the desired search criteria or option has been entered or selected, press Enter or use the Query Well button to execute the search. To find a different well, use the Reset button to clear any information entered and create a new search.

If no results appear in the list when a Selection Criteria is used to query wells, it is because there are no wells meeting any of the search criteria.
If the user attempts to access any application from the Navigation Menu requiring a well without first finding and selecting a well, the Find Well application will prompt the user to select a well.

Once a well is selected, it remains as the active well. The active well is maintained as the user navigates between sections until a different well is selected.

To select a different well from any active section, use the Find Well button located on the right side of the Active Well Bar. Search for and select a well then close the Find Well application and to return to the current section.

2.2 Basic Data Submission Principals

Data submissions made within eSubmission require the user to select a well based upon the Well Authorization number. With an active well selected and displayed in the Active Well Bar, the user, where applicable, will then be prompted to select a bottom hole number (BH#). Bottom hole information begins as basic information that is derived from the original well permit approval and information is added as the well goes through its lifecycle.

Bottom hole information begins by linking a bottom hole # to each approved bottom hole from the well permit application. In most cases, there will only be a single bottom hole. As an example, WA 29394, which has a single bottom hole permitted at a bottom hole location (BHL) of 03-36-079-18W6 will initially display the following information:

- BH#1 BHL: 03-36-079-18.

As the user enters information regarding the actual bottom hole location and total depth drilled, the information presented will change. For example, for WA 29394 with a user confirmed bottom hole location of 03-36-079-18W6 and a user confirmed total depth of 4,499m as entered in the Summary Report of Drilling Operations application, will display the following updated bottom hole information:

- BH#1 4499m BHL: 03-36-079-18

Once the bottom hole information has been submitted to the Commission and the bottom hole information and rig release date have been confirmed by Commission staff, the bottom hole data will be confirmed and attributed to a drilling event. For example, for WA 29394 with a Commission confirmed bottom hole location of 03-36-079-18W6, total depth of 4,499m and rig release date of January 22, 2014. The following updated bottom hole information will be displayed:

- DE00/BH#1 [RR2014-Jan-02] 4499m BHL: 03-36-079-18
2.3 View Well Details

To view details of the selected well, click on the Well Detail option on the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

The information in this screen is populated by the Commission based on information provided through the life cycle of the well. There is no action required by the user in this screen and the data cannot be edited. Any well that has been assigned one or more drilling or completion events will display the current UWI for each event along with an additional field that indicates if the UWI has been confirmed by the Commission. Until the UWI Verified Flag has been changed from N to Y, the UWI is not confirmed and may change.

The Well Detail section displays information for all wells in B.C., as this information resides within the public domain. Therefore, all users can view the Well Detail section and all available wells held by the Commission.
2.4 Completion Events

To view existing completion events and create new completion events for a well, select the Completion Event option from the Navigation menu. The Drill Prod Comp Rep security role is required to create new completion events.

A 'No records found' message is shown when no completion event(s) exists for the well:

Where any completion events exist for the selected well these will be displayed:

Select a completion event to view further details:

[Table of completion event details]
Data for existing completion events cannot be modified in eSubmission. To request modification of completion event data please email servicedesk@bcogc.ca.

New completion events are created by selecting the ‘New Completion Event’ option. Multiple completion events can be created for a single drilling event. Completion events may only be created for drilling events that have a rig release date. Completion events cannot be created for drilling events that have been abandoned.

At any point the user can select the cancel button. This will return the user to the original completion event query screen for the selected well.

The Completion Date, Top Depth, Base Depth, Area, and Formation must be entered to create a new completion event. The Pool code, Project Number and Water Source flag are optional items a permit holder may report. The Contact fields automatically populate with the user account contact information, but can be edited, if a different contact is desired.

Please note: The completion date entered must be after the rig release date and after the completion date of preceding completion events. Where multiple completion events are reported for a drilling event, the intervals of the completions must not overlap. Field and Pool drop down lists are restricted based on the Area and/or Formation entered. Please contact the Commission if the Area and/or Formation required are not available.

Select save to create the completion event. A successful completion event message will appear along with the details of the new completion event:
The initial status of all completion events created is COMP/UND/UND/NA. Additional data fields, such as UWI and Initial Production Period are available to view once the completion event has been created. These fields will be populated as the Commission receives relevant data.

Once saved, the completion event cannot be edited in eSubmission. Please email servicedesk@bcogc.ca to request changes to completion event data.

Completion events will be shared between both Commission and Petrinex systems within a few minutes of saving. The Commission will review all submitted completion events and amend submitted data as required. All amendments will be reflected in both eSubmission and in Petrinex. Commission review of completion events is not required for the completion event to transfer to Petrinex.

2.5 Well Data Submission Log

To view data submissions made for a well, select the Data Submission Log option from the Navigation Menu. The DCP Admin security role is required to access the Data Submission Log. This security role can view and download all well data submissions the permit holder has made through eSubmission. It is therefore recommended, that this role be restricted to internal candidates of the permit holder’s corporation.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.
In the Data Submission Log view, the user will see a screen similar to the one below if well data submissions have been made for the selected well:

<table>
<thead>
<tr>
<th>Submission #</th>
<th>Drilling Event</th>
<th>Submission Type</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>235032</td>
<td>00</td>
<td>WL - Well Log</td>
<td>2019-02-25</td>
</tr>
<tr>
<td>235031</td>
<td>00</td>
<td>WL - Well Log</td>
<td>2019-02-25</td>
</tr>
<tr>
<td>235029</td>
<td>00</td>
<td>WL - Well Log</td>
<td>2019-02-25</td>
</tr>
<tr>
<td>135015</td>
<td>00</td>
<td>COMP - Completion Report</td>
<td>2015-09-04</td>
</tr>
<tr>
<td>135014</td>
<td>00</td>
<td>COMP - Completion Report</td>
<td>2015-09-04</td>
</tr>
<tr>
<td>135013</td>
<td>00</td>
<td>COMP - Completion Report</td>
<td>2015-09-04</td>
</tr>
<tr>
<td>100003</td>
<td>00</td>
<td>WAN - Water Analysis</td>
<td>2015-07-24</td>
</tr>
<tr>
<td>100052</td>
<td>00</td>
<td>GAN - Gas Analysis</td>
<td>2015-07-24</td>
</tr>
<tr>
<td>83085</td>
<td>00</td>
<td>ETS - Tour Report</td>
<td>2015-07-02</td>
</tr>
<tr>
<td>83084</td>
<td>00</td>
<td>DRL - Drilling Documents</td>
<td>2015-07-02</td>
</tr>
</tbody>
</table>

Please note: Only data submissions submitted through eSubmission, either by Commission staff or the user, are visible. At present, the Data Submission Log is not a fulsome representation of all historical data submissions, since the majority of well data and well report submissions were made in hardcopy and have not yet been converted to a digital version and processed.

From this screen, the user can see what types of submissions have been made for the well to date. The user can also verify the submission date and drilling event the submissions are associated with.

Please note: Submissions can contain many documents. In order to view the individual documents of a submission, click on the desired submission number row. A list of the documents included in the submission is available at the bottom of the screen.
From this screen, the user can choose to download an individual document. Select the Download button to view and save the document.

If no data submissions have been received via eSubmission to date for the selected well, a message of 'No Records Found' will be displayed within the Data Log Submission application.
Chapter 3: Drilling

3.1 Kick Reports

Kick Reports are used to report incidents of kicks, lost circulation and blowouts during drilling and are reported through eSubmission. Additional requirements required by the permit holder during a drilling incident are outlined in the Oil and Gas Activity Operations Manual.

To enter a kick report for a well, click on the Kick Report option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Only wells with a drilling status of spud are available to enter Kick Report information.

To report a new incident, click on the New button in the Kick Report application.

A Bottom Hole # must be selected, which will present available selections based upon the well permit approval and Summary Report of Drilling Operations. The fields of the Contact Information tab populate with the user account contact information, but can be edited, if a different contact is desired.
Depending on the type of the Kick Report chosen, different fields in the Drilling Incident tab will be available. If reporting a kick, the following information in the Drilling Incident tab will be present:

If reporting lost circulation, the following information in the Drilling Incident tab will be present:

If reporting a blow out, the following information in the Drilling Incident tab will be present:
Fill in the data fields found under the Drilling Incident tab. For additional guidance for each data field, hover the cursor over the adjacent data field title. All data fields with an * are mandatory and must be filled, but permit holders are encouraged to provide as much detail as possible in all fields.

Once the form is completed, press the Submit to OGC button to submit the Kick Report. Once the user has submitted the Kick Report, a confirmation that the report has been received and an e-mail has successfully been sent to OGCDrilling.Production@bcogc.ca is displayed. This email alerts the Commission’s Drilling and Production team that a kick report has been submitted.

If a Kick Report has already been submitted, it can be viewed by clicking on the Kick Report option from the Navigation Menu. Any Kick Reports associated with the active well are displayed in the Application Screen.

Click on the occurrence to display the details:
To exit out of this screen, click the Cancel button. If the user has additional or updated details, this information may be added. After entering the additional details, click on the Submit to OGC button to update the record. A confirmation message that the record has been updated is displayed, however email notification to the Commission will not occur with an update. If the additional information is significant, contact the Drilling and Production team directly.

### 3.2 Drilling Status

Drilling Status is updated through eSubmission. See the [Oil and Gas Activity Operations Manual](#) for additional information on reporting a drilling status. To update the status for a well, click on the Drilling Status option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

#### 3.2.1 Spud

The user can update the status to Spud for wells with approved permits that are not currently drilling or for a re-entry.

Find and select a well that is not currently drilling.

The only option available is SPUD for wells that have no previous drilling statuses.

Click on the SPUD button and a screen that looks similar to the one below will appear:
Fill in each field and press the Submit to OGC button to submit the SPUD report.

Note: If the intended rig is not present in the drop down list, contact the Commission to register the rig. This can be done by sending an email to OGCDrilling.Production@bcoqc.ca.
3.2.2 Drilling Suspended

Wells that have the current Drilling Status of Spud or Drilling Resumed can be updated to the status of Drilling Suspended.

Drilling Suspended means a drilling rig has been released, but the drilling of the well is not complete and the permit holder intends to resume drilling within one year of rig release. Examples of this situation include:

- Surface hole rig.
- Switch out rigs for horizontal underbalanced drill.
- Release drilling rig, switch to service rig to penetrate play with air (also considered a drilling operation).
- Drilling ceases due to breakup and will resume when access is restored.
- For a short suspension of drilling operations (for instance, Christmas shutdowns), do not report as drilling suspended. On the Summary Report of Drilling Operations explain the reason for the short suspension (for example: shutdown for Christmas for five days) in the Comments tab (see Section 2.3.12).

Find and select a well that is currently Spud or Drilling Resumed.

Click on the Drilling Suspended button and fill in each data field. Press the Submit to OGC button to submit the Drilling Suspended report.

3.2.3 Drilling Resumed

The user can update the status to Drilling Resumed for wells that currently have the Drilling Status of Drilling Suspended.

Drilling Resumed means drilling has resumed after a drilling suspension. Refer to Section 3.2.2 for additional information on drilling suspensions. The Drilling Resumed date is considered to be when the bit commences making new hole.

Find and select a well where drilling has been suspended.
Click on the Drilling Resumed button and a screen that looks similar to the one below will appear:

![Drilling Resumed Screen]

Fill in each field and press the Submit to OGC button to submit the Drilling Resumed report.

### 3.2.4 Rig Released

The user can update the status to Rig Released for wells that currently have the Drilling Status of Spud, Drilling Suspended or Drilling Resumed.

Rig Released means the drilling of the well is finished completely.

Find and select a well that currently has one of the above mentioned Drilling Statuses.
Click on the Rig Released button and a screen that looks similar to the one below will appear:

![Rig Release Report](image)

Fill in each field and press the Submit to OGC button to submit the Rig Release report.

Please note: If additional drilling is planned for this well using the current well permit, then a drilling status of Drilling Suspended should be used and not a Rig Release status.

### 3.3 Summary Report

Information for the Summary Report of Drilling Operations is entered through eSubmission. See the [Oil and Gas Activity Operations Manual](#) for additional information regarding the Summary Report.

For ease of data entry, the Summary Report is broken down into sections:

1. **Admin**: Summary information from drilling status updates.
2. **Wellhead**: Kelly Bushing (KB), Casing Flange (CF), Ground Elevation are entered and confirmed. Surface coordinates are edited, if necessary, and confirmed.
3. **BHL**: Bottom Hole Locations (BHL) are edited, if necessary, and confirmed.
4. **Casing/Cement**: Casing and cementing details are entered and confirmed.
5. **Plugs/Sidetracks**: Abandonment plug, plug back, sidetrack and window cut in casing data are entered and confirmed, if applicable.
6. **Core**: Core and core plug data are entered and confirmed, if applicable.
7. Mud: Mud system details are entered and confirmed.
8. DST: Drill Stem Tests (DST) and Repeat Formation Tests (RFT) are confirmed.
9. Surf Aban: Surface Abandonment (Surf Aban) details are confirmed.
10. Kick Report: Kick report information can be entered, edited and confirmed, if applicable.
11. Tops/Logs: Formation tops and logs run record are uploaded as a supplementary document.
12. Comments: Additional comments can be entered.
13. Submit: Additional information is provided to the user and the Summary Report can be submitted.


If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well.

The Summary Report application is not available until a drilling status of Spud has been entered. Once a Spud drilling status has been entered, the user can begin entering and saving data to the Summary Report, but it cannot be submitted (finalized). The user will see a message similar to following when the Summary Report for a well with a Spud drilling status is selected:

```
The Well has no DRILLING SUSPENDED and RIG RELEASED drilling activities to report for.

If you want to submit a SUMMARY REPORT, please go to the Drilling Status Menu and add a Drilling Activity.
```

This message is informing the user that information can be added and saved to the Summary Report, but it cannot be submitted until a drilling status of Drilling Suspended or Rig Released has been entered. Once the user has updated the drilling status of the well to Drilling Suspended or Rig Released, a Due Date will be attached the Summary Report to inform the user when it should be submitted by. Previously entered data continues to be available and when the Summary Report is complete, it can now be submitted for review.
In the example above, the drilling status was updated to drilling suspended on September 5, 2015; therefore, the summary report is due by September 9, 2015.

Hover the cursor over the row of data containing the Due Date. The row of data changes from white to blue highlight. Single click on the highlighted row to begin entering the Summary Report of Drilling Operations and a screen similar to the one below will appear:

A report is due when a drilling status of Drilling Suspended is submitted. Since the well has not completed all drilling operations, only limited information is required at this point, which include:

**Wellhead section:**
- Entering the Kelly Bushing (KB)
- Editing, if applicable, and confirming Wellhead Surface Location

**BHL Section:**
- Updating the current status of permitted or new bottom holes

**Casing/Cement:**
- Up to date casing and cement information.

All sections can be filled out for a Drill Suspended Summary Report of Drilling Operations and the user is encouraged to enter as much information as possible. This information is retained and available once a Summary Report of Drilling Operations for a Rig Release is initiated.

When a Rig Release Summary Report of Drilling Operations is being completed, all sections must be completed with the exception of Plugs/Sidetracks and Kick Reports, which are only to be filled out if applicable.
When a Drilling Status is updated to Rig Release, the Summary Report application will show the Rig Release Summary Report as available for editing and final submission. Any information previously added during drilling or for a Drill Suspended Summary Report (if applicable) will be available in the Rig Release Summary Report for final confirmation and/or editing.

### 3.3.1 Admin Tab

The Admin tab contains a summary of information that was entered when the drilling status was updated. There are no fields that require data entry on this tab.
3.3.2 Wellhead Tab

The Wellhead tab allows the user to confirm information regarding the surface coordinates and enter the Kelly Bushing (KB), Casing Flange (CF) and Ground Elevation for the active well. Information for the surface coordinates tab is pre-populated from the well permit application. Complete all the required fields by either entering data where the fields are blank or editing existing information, where necessary. The Kelly Bushing and Casing Flange information must be confirmed by checking the box adjacent to those entries. The remainder of the Surface Hole location information must be confirmed by checking the ‘Surface Location Confirmed’ check box located at the base of the lower section. To save your entries in the Wellhead tab, press the Save button. At any point prior to submission, the user can return to this tab to edit or update the information provided. Upon clicking on the save button, the data entered is validated and any errors will be highlighted and messaging to aide in error diagnosis will be displayed.
3.3.3 Bottom Hole Location Tab

The Bottom Hole Location (BHL) tab allows the user to edit, add, delete and confirm information about bottom hole locations for the well. The initial screen within this tab is pre-populated with the information provided about the bottom hole location(s) from the permitted bottom hole.

To edit or confirm the bottom hole, hover the cursor over the row of data corresponding to the bottom hole number of interest. By hovering the cursor over the row of data to be edited or confirmed, the row of data will become highlighted in blue. For most Summary Reports, there will only be one bottom hole location. Single click the row of data and the Update Bottom Hole screen similar to the one below will appear:

From this screen, the user can edit and confirm the bottom hole location information. Users should edit as necessary the pre-populated (permitted) bottom hole location information presented to reflect the actual location and total depth of the bottom hole. When selecting an as permitted bottom hole to edit or confirm, the Update Bottom Hole screen will be pre-populated with information from the original well permit, but should be edited, as necessary, to reflect the actual bottom hole data.
The first field is the ‘Type’ field, which refers to the wellbore type. There are three options which are ‘Vertical’, ‘Directional’ and ‘Horizontal’. The ‘Type’ will default to that of the well permit application, but may be edited to reflect the actual type of well drilled.

The next set of fields is the ‘Bottom Hole Location’ fields, which are in NTS or DLS. This information is pre-populated from the data on the well permit application and should be edited, if applicable, to reflect the actual location of the bottom hole at total depth (TD).

The ‘Status’ field can now be selected. The Status field is a drop menu with four options:

- **Drilling Finished**: The most common status, which reflects that the bottom hole is final with no more drilling (i.e. no deepening) that would alter the total depth or bottom hole location.
- **Drilling Suspended**: This status is only available when completing a Summary Report for a well with a Drilling Suspended status. This status is for when drilling has been initiated towards the bottom hole location, but operations have been suspended. Information related to this bottom hole location can be updated in future Summary Report submissions.
- **No Drilling Initiated**: This status is only available when completing a Summary Report for a well with a Drilling Suspended status. This status is only for wells with multiple bottom hole locations and drilling has commenced on one or more of the bottom holes, but drilling has yet to be initiated towards the bottom hole location being edited.
- **No Drilling to Occur**: This status is only for wells with multiple bottom hole locations and drilling has commenced on one or more of the bottom holes, but no drilling has been initiated towards the bottom hole location being edited and operational plans to do so have been cancelled and will not occur prior to or have not occurred prior to final rig release.

Depending on the ‘Status’ selected, additional fields will appear. For Drilling Finished, the Total (Measured) Depth (m) and Date TD will appear and are mandatory. For Drilling Suspended, When the Summary Report for the rig release is entered the Date TD field becomes mandatory. At this time, both the Total MD and Date TD fields must be edited to reflect the final total depth and date that the depth was reached. For No Drilling Initiated and No Drilling to Occur there is no additional information required.

Press the save button to confirm the bottom hole location data or press cancel to exit without saving the changes. The user will then be returned to the initial screen of the BHL tab that will display the updated bottom hole information. Details in light green are from the well permit application and details in white are from actual operations.

Where there are multiple bottom holes for a well, they will default to the order from the original well application. Upon saving the bottom hole data, the Bottom Hole Number will be re-ordered based upon the Date TD entered.
From the BHL tab, the user can also add a new bottom hole, by clicking on the Add New Bottom Hole button.

**Important:** Do not enter additional bottom hole locations unless necessary. The permitted bottom hole locations that are pre-populated in the Summary Report must be edited to reflect the actual bottom hole location. Only add a new bottom hole(s), if unplanned drilling occurs. This includes instances where the actual bottom hole location and the permitted bottom hole location do not match. In this case, the permitted hole location should be edited to reflect what actually occurred; no new bottom hole is required. **Please contact the Drilling and Production department prior to adding new bottom holes or if there are any concerns.**

To enter a new bottom hole, select the Add New Bottom Hole button from the BHL tab, as shown below:

Selecting the Add New Bottom Hole button will navigate the user to the following screen:

From this screen the user can enter the details of a new bottom hole and press the save button to save the changes or press cancel to exit without saving the changes made. If a new bottom hole was entered accidentally and saved, the user can return to that screen and delete the bottom hole. This can only be done for bottom holes added by the user.
3.3.4 Casing/Cement Tab

The Casing/Cement tab allows the user to enter details regarding casing and cement.

Click on the Add Casing button and a screen similar to the following will appear:

![Add Casing Screen]

Begin by selecting the Bottom Hole # that corresponds to the casing information and enter the date the casing string was landed. The remainder of the fields with an * are mandatory and must be filled out before the record can be saved. By hovering the cursor over the title adjacent to the field to be entered, additional guidance will be provided. When all mandatory fields have been filled out, click on the Save button to retain the completed record. The user will be returned to the main Casing/Cement tab screen.

To add mixed casing (also referred to as tapered casing), enter all casing details for the upper most, largest diameter casing string first. When all information for that portion of the casing string has been entered, click on the 'Add Mixed' button and the user will see a screen similar to the one below:
From this screen the user can enter multiple entries for mixed casing (may be referred to as tapered in the drilling records). As the Bottom Hole #, Date and Category are all common to the mixed casing string, this information does not need to be edited with each entry. These entries should be done in order from the uppermost/shallowest, largest diameter casing string to the deepest, smallest diameter portion.

Once a casing record has been saved, the user is returned to the Casing/Cement main page and confirmed casing string entries will be displayed.

Cement details can be entered for any saved casing string. To do so, hover the mouse in the Cement Column within the desired casing string row and click on Cement. This will bring the user to the Cement details page:
The active casing string details will be shown above at all times when entering cement details. To make an entry, click on the Add Cement Detail button. This will take the user to the following screen:

The cement detail will default the interval top and bottom entries to match the casing string, but these can be edited and multiple cement entries can be entered for each casing string observation. All fields within the cement detail screen are mandatory and additional guidance for each field can be viewed by hovering the cursor over the title adjacent to any field box.

All casing observations must have a cement record. If all or a portion of the casing string is uncemented, the uncemented interval must be captured by entering the Interval Top and Interval Base and then selecting “UNCEMENTED” from the dropdown menu provided under the Cement Class Field. The remaining fields do not apply to uncemented intervals and do not need to be filled out.

Once all details have been added, the record can be saved. And the user will be returned to the Cement Detail page:
If applicable, additional cement intervals can be added by clicking the 'Add Cement Detail' button. Once all cement records for the casing string have been entered, click the Back button and the user will be returned to the main Casing/Cement screen:

### 3.3.5 Plugs/Sidetracks Tab

The Plugs/Sidetracks tab allows the user to input various types of plugs and sidetrack details. There is no initial detail when the user first navigates to the Plugs/Sidetracks detail. The user will see the screen below and a plug or sidetrack can be added by clicking the Add Operation button:
When the user clicks the Add Operation button, they will be presented with the screen below:

The user must complete an entry for each plug back operation completed during drilling. Select the bottom hole and enter the date the operation was completed. Select, from a dropdown menu, one of the following operations:

Abandonment Plug: A cement plug is run in the hole for the purpose of abandonment during a drilling operation.

Plug Back and Case: A cement plug is run before or after casing has been set in the hole.

Plug Back and Sidetrack (Fish): A portion of the drill string or tools (fish) is stuck downhole and cannot be recovered. A cement plug is run over the fish. A new hole is then drilled around the fish to resume drilling operations.

Plug back and straighten/build angle: Drilling operations have deviated off target from the intended direction or are not deviating sufficiently towards the intended target. A cement plug is run in a portion of the drilled hole and drilling operations continue at the correct deviation.

Plug Back and Whipstock (Kickoff): A cement plug is run and used to achieve the angle for directional or horizontal drilling from the original wellbore.

Openhole Sidetrack (No Cement Plug): A new hole is initiated from an openhole towards a separate bottom hole target without the use of any plugs.

Window Cut in Casing: A section of the casing is milled out and a new hole is then drilled out from the casing.
The operation detail should be added to the BH# the operation occurred within.

Once the Bottom Hole # has been selected, the operation date entered and the operation type has been selected, the remaining data fields will be finalized and can be edited. All fields with an * are mandatory and additional guidance for each field can be viewed by hovering the cursor over the title adjacent to any field box.

### 3.3.6 Core Tab

The Core tab allows the user to enter information about any coring or sidewall coring activities for the well, if applicable.

Clicking on the Core tab will take the user to a screen that looks similar to the one below.

Click on the Add Core button if coring operations occurred on the well. Enter the details for the cores cut including the bottom hole, coring interval top, coring interval base, the date the operation was completed and the total core recovered over the coring interval. Once all the information has been entered, hit the Save button to retain the entry.

Click the Add Core button to create a new coring entry. The trash can icon can be selected to delete any entries.
Click on the Add Sidewall Core button if sidewall cores were collected on the well. Enter the details for the sidewall cores including the bottom hole #, interval top representing the upper most sidewall core plug, interval base representing the lower most sidewall core plug, date (the date the operation was completed) and the total amount of sidewall core plugs recovered. Use the Add Sidewall Core button to create multiple entries.

Click the Save button to retain entries made.

Note that the user cannot save if there are any blank fields. Use the delete icon to remove blank record(s) to mitigate errors before changes are saved.

Once the entry or entries have been successfully saved, a message similar to the one below will appear:

CONVENTIONAL Core 1 of Bottom Hole #1 at 1500 ~ 1600mKB is created.
SIDEWALL Interval 1 of Bottom Hole #1 at 1600 ~ 1700mKB is created.

3.3.7 Mud Tab

By selecting the Mud tab, the user will be initially brought to the screen shown below:
Mud details from surface to the total measured depth of each bottom hole is mandatory. To input mud information, click on the Add Mud button. The user will be presented with 5 mandatory text boxes, as shown below:

First, select the bottom hole, which will be a dropdown list, then under System Type, provide a brief description of the drilling fluid system and indicating whether the fluid is toxic or non-toxic. Mud System is a dropdown that currently consists of three choices which are Water Based, Oil Based and Other. Select the appropriate Mud System. Finally, enter the top depth and bottom depth that cover the interval that this mud system was used for during drilling operations of the bottom hole. The user can now add additional rows of data by clicking on the Add Mud button, save the information added by clicking on the Save button or cancel entries not yet saved by clicking the Cancel button. Single rows of data can be deleted by clicking on the trash can icon.

3.3.8 Drilling Stem Tests (DST) Tab

The Drill Stem Tests (DST) tab allows the user to indicate if any DST’s or repeat formation testing (RFT) occurred. The information in this tab needs to be completed even if no drill stem tests were run. Choose either yes or no from the drop down list for each bottom hole, indicating if a drill stem test was or was not completed.
3.3.9 Surf Abandonment Tab

The Surface Abandonment (Surf Aban) tab allows the user to indicate if the well was abandoned at time of rig release. Select No and no further information is required. Click the Save button to save the entry.

Select Yes and a screen similar to the one below will appear with additional questions:

![Surface Abandonment Screen]

Fill in the additional information and click the Save button to retain the entries.

3.3.10 Kick Report Tab

The Kick Report tab allows the user to indicate if any occurrences such as blow outs, kicks or lost circulation occurred. If there were no blow outs, kicks or lost circulation, no data entry is required on this screen.
If a blow out, kick or lost circulation incident occurred, and was already reported through eSubmission Kick Report application, the details can be reviewed and edited in the Kick Report tab while entering the Summary Report of Drilling Operations.

Click on the occurrence to view the details.

To exit out of this screen, click the Cancel button.

If a blow out, kick or lost circulation occurred and was not already reported through eSubmission, it must be reported as part of the Summary Report of Drilling Operations. Please see section 2.0 for information on how to enter a kick report.

### 3.3.11 Tops/Logs Tab
The Tops/Logs tab allows the user to enter information about the formation tops and logs run.

From this screen, the user can upload a pdf document summarizing the formation tops and logs runs.

**Uploading a PDF Document of Formation Tops/Logs Run**

Select the Formation Top File Submissions button and a screen similar to the one below will be displayed:

Select a bottom hole from the drop down list. Please note: The formation tops and logs run document may contain information for multiple bottom holes. The user can submit a separate document for each bottom hole or submit a single document for the primary bottom hole that covers all formation tops and logs run for the entire well and all bottom holes.

Please review the information regarding the responsibility of the permit holder. The user must select “I Accept Responsibility” before proceeding with submitting the document(s).
Click the Add button and navigate to where the file(s) are located in preparation for upload. Select the file(s) and click open.

If there are any issues preventing submission of the document, for example an incorrect naming convention or file type, a description of the error in red will appear at the top of the screen.

In this case, the ability to finalize the upload will not be available. Click on either the Clear All button or the Cancel button to exit from this screen. Once the errors are corrected, repeat the steps to upload the document.

If the submission was successful, a message is displayed informing the user that the file was received and a receipt number is attached to the file.

A record of the submission is now available, including which bottom hole it was submitted to, the file name and the date uploaded.
3.3.12 Comments Tab

In the comments box, provide a brief summary and, if applicable, address the following:

- Fish in hole (top of fish).
- Low or poor cement job and cement returns.
- Unexpected open formations.

Once all comments have been added, press the Save button.

3.3.13 Submit Tab

The Submit tab allows the user to submit the information contained in the Summary Report to the Commission. Click on the Submit tab and a screen similar to the one below will appear:

Review the information displayed in green text and then press the Submit to OGC button. If there is any incomplete information in the Summary Report, when the user clicks the Submit to OGC button, a message explaining location of errors is displayed.

Return to the tab with the incomplete information and complete all required fields. Repeat the steps outlined above to Submit the Summary Report.

Once the Summary Report has been successfully submitted, a screen similar to the one below will appear:
The option to Un-submit the Summary Report to make changes is available until the report has been reviewed by Commission staff. Once Commission staff have reviewed and finalized the report the user is no longer be able to retract the report or make any changes to it. If an update is required after review, contact the Drilling and Production department directly.
Chapter 4: Well Data Submissions

4.1 Introduction

Permit Holders submitting well reports and well data are solely responsible for submitting complete and accurate information regarding the well authorization number. The Commission does not take any responsibility for inaccurate, incomplete or incorrect information included or submitted with well reports and well data. The Commission may make all or a portion of the information included in well reports and well data publicly available after the expiry of statutory confidentiality status of the well authorization number that appears on the well reports and well data.

In order to submit well data and well reports using eSubmission, the user must agree to accept responsibility for the accuracy of the submissions.

In cases where there are multiple bottom holes and/or drilling events, it is important to upload data submissions to the correct bottom hole. Bottom holes are assigned to a drilling event by Commission staff and confidentiality is managed by individual drilling event. In rare cases, separate drilling events may have a different confidentiality period for the same well authorization number. In these rare cases, the user is alerted that there are multiple drilling events with different confidentiality periods for the well prior to attempting an upload of any data.

Users are encouraged to review the Well Data Submission Requirements Manual for detailed information on the file formats, naming conventions and timelines for the submission of well data and well reports.

4.2 Directional Surveys

When the rig release entry was made in the Drilling Status application, the user indicated whether or not a directional survey had been conducted for the well. If the user indicated that a directional survey had been conducted for the well, the directional survey is to be submitted through eSubmission, along with an As-Drilled Survey Plan. Review the Directional Survey File Format Guide for detailed information on the file formats, naming conventions and timeline for the submission of directional survey data. Use the Directional Survey Required query feature in the Find Well application to determine wells for which a directional survey is required.

To submit a directional survey for a well in the Active Well Bar, click on the Directional Survey application on the Navigation Menu found on the left hand side of the screen.
If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

![Directional Survey Submission](image)

At any point during Steps 1 to 4, the user can select the Cancel button. This allows the user to navigate to another location within eSubmission or start over within the Directional Survey application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the directional survey files that have been prepped for submission.

Step 4: Select the file(s) desired to be part of the submission and click open. Hold down the control (Ctrl) key to select multiple documents at once. If incorrect files are selected, select the Clear All button and return to Step 3.
Please note: A directional survey submission must be comprised of one pdf and one txt file with each file following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the directional survey files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the Directional Survey application and the Data Submission log.
4.2.1 Revised Directional Survey Files

Revised directional survey files can be submitted, at any time, through eSubmission provided they follow the correct naming convention. Revised files may be uploaded if a file is loaded in error or when revised directional survey files are required.

The naming convention for revised directional survey files requires that the version number be changed. For example, the above well, WA25412, had the original files saved as:

25412_DIR_2015SEP20_00_V1.pdf and 25412_DIR_2015SEP20_00_V1.pdf

The revised files should be saved and uploaded as:

25412_DIR_2015SEP20_00_V2.txt and 25412_DIR_2015SEP20_00_V2.pdf

All directional survey submissions must be comprised of both a txt and a pdf file. In cases where only one file was revised, both the txt and the pdf file must be re-uploaded together with the new versions indicated in the revised file names. Revised PDF files must include the As-Drilled Survey Plan appended to the end of the Directional Survey.

Follow the instructions outlined in Section 4.2 to upload revised directional survey files.

4.2.2 Basic Troubleshooting: Directional Survey Files

Basic errors can occur at Step 4 and 5, as outlined in section 4.2. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 3. If the user has only selected one pdf file, and has not yet selected a txt file, a message will appear reminding the user that a txt file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 5.

Errors which may occur during Step 5 are related to the txt file. Some information in the txt file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file(s) will not load and the user will get an error message. Remove the the txt file from the upload staging area and edit the txt file using the error message as guidance. Return to Step 3 and select the edited txt file.
4.3 Tour Reports

Tour Reports are submitted through eSubmission. See the Well Data Submission Requirements Manual for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit a tour report for a selected well, click on the Tour Report application from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Tour Report application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.
Step 3: With the Add button now available, select the Add button to navigate to the location of the tour report files that have been prepped for submission.

Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: A Tour Report submission must be comprised of one or more pdf files and may optionally contain one or more xml files with all files following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the tour report file(s).

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the tour report application and the data submission log.
4.3.1 Basic Troubleshooting: Tour Reports

Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions, ensure the correct file types have been selected and return to Step 3.

4.4 Geological Reports

Geological Reports are submitted through eSubmission. See the Well Data Submission Requirements Manual for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports. Please note: Any logs run as part of the geological report are to be submitted using the Well Logs application. Please refer to section 3.5 of this manual for information on the submission of Well Logs.

To submit a geological report for a selected well, click on the Geological Report option from the Navigation Menu.

If there is no well in the Active Well Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Well Bar, a screen similar to the one below will be available:
At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Geological Report application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the geological report files that have been prepped for submission.

Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: A Geological Report submission must be comprised of one or more pdf files with all files following the prescribed naming convention.

Step 5: Select the Submit to OGC button to process the geological report file(s).
A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the geological report application and the data submission log.

4.4.1 Basic Trouble Shooting: Geological Reports

Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions, ensure the correct file types have been selected and return to Step 3.

4.5 Well Logs

Well Logs are submitted through eSubmission. See the Well Data Submission Requirements Manual for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports. Please note: The user can submit up to 20 well logs in a single submission, provided the logs have the same run date.
To submit well logs for a well selected well, click on the Well Logs option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Well Logs application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 3: With the Add button now available, select the Add button to navigate to the location of the well logs files that have been prepped for submission.
Step 4: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If incorrect files are selected, select the Clear All button and return to Step 3.

Please note: A well log submission can be any combination of one or more pdf, tif/tiff and or las files with all files following the prescribed naming convention and provided the files all have the same run date.

Step 5: Select the Submit to OGC button to process the well log file(s).

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well logs application and the data submission log.
4.5.1 Basic Troubleshooting: Well Logs

Basic errors can occur at Step 4 and 5. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Activity Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 3.

Errors which may occur during Step 5 are related to the las file. Information in the las file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file(s) will not load and the user will get an error message outlining where the errors occur within the las file(s). If an error occurs, the submission will not be accepted. Remove the las file from upload staging area and edit the las file using the error message as guidance. Return to Step 3 and select the edited las file. Although up to 20 files can uploaded at one time that and can a mix of pdf, tif/tiff and las, users are encouraged to upload pdf and tif/tiff files together and las files together.

4.6 Well Test Data

Well Test Data is submitted through eSubmission. See the Well Data Submission Requirements Manual and the Well Testing Requirements document for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit well test data for a selected well, click on the Well Test Data option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:
At any point during Steps 1 to 5, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Well Test Data application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Select test type from the dropdown menu.

Step 3: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 4: With the Add button now available, select the Add button to navigate to the location of the well test data files that have been prepped for submission.

Step 5: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: The user cannot submit a pdf of the well test without the accompanying .pas file for TRG, PRD and GRD submissions. Only tests conducted using surface recorders may be submitted using the TRGS...
submission type. Where applicable, raw data for tests using surface recorders must be uploaded in PAS of CSV file format. Drill Stem Test (DST) submissions will be accepted with or without a PAS file.

Repeat Formation Test (RFT) submissions will be accepted with only a PDF file.

Step 6: Select the Submit to OGC button to process the well test data files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well test data application and the data submission log.

4.6.1 Basic Troubleshooting: Well Test Data

Basic errors can occur at Step 5 and 6. Errors that may occur at Step 5 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 5. For PRD, GRD and TRG submissions, if the user has only selected one pdf file, and has not yet selected a pas file, a message will appear reminding the user that a pas file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 6.

Errors which may occur during Step 6 for PRD, GRD and TRG submissions are related to the pas file. Information in the pas file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file will not load and the user will get an error message outlining where
the errors occur within the pas file. If an error occurs, the submission will not be accepted. Remove the pas file from the upload staging area and edit the pas file using the error message as guidance. Return to Step 4 and select the edited pas file.

4.7 Gas and Fluid Analysis

Gas and Fluid Analyses are submitted through eSubmission. See the Well Data Submission Requirements Manual for detailed information on the file formats, naming conventions and timeline for the submission of well data and well reports.

To submit gas and fluid analysis data for a selected well, click on the Gas and Fluid Analysis option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:
At any point during Steps 1 to 5, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Gas and Fluid Analysis application.

Step 1: Select the applicable bottom hole from the drop down list.

Step 2: Select analysis type from the dropdown menu.

Step 3: Review the information regarding the responsibility of the permit holder. Select “I Accept Responsibility” to proceed.

Step 4: With the Add button now available, select the Add button to navigate to the location of the gas and fluid analysis files that have been prepped for submission.

Step 5: Select the file desired to be part of the submission and click open. Hold down the control key to select multiple documents at once. If the incorrect files are selected, select the Clear All button and return to Step 3.

Please note: For gas analysis (GAN), oil analysis (OAN) and water analysis (WAN) submissions, users must submit one PDF file accompanied by one PAS file, each having matching file naming conventions. For isotopic analysis (ISO), a submission can be any combination of PDF and CSV files. For Pressure-Volume Temperature Analysis (PVT), the submission must consist of a PDF file.

Step 6: Select the Submit to OGC button to process the gas and fluid analysis files.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the well test data application and the data submission log.
4.7.1 Basic Troubleshooting: Gas and Fluid Analysis

Basic errors can occur at Step 5 and 6. Errors that may occur at Step 5 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or it references a WA number other than that in the Active Activity Bar, the user will be presented with an error message that will prevent submission. Remove the selected files and rename them according to the file naming conventions and return to Step 5. If the user has only selected one pdf file, and has not yet selected a pas file, a message will appear reminding the user that a pas file is also required (and vice versa). Simply select the Add button and select the outstanding required file type for a complete submission and proceed to Step 6.

Errors which may occur during Step 6 are related to the pas file. Information in the pas file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the file will not load and the user will get an error message outlining where the errors occur within the pas file. If an error occurs, the submission will not be accepted. Remove the pas file from upload staging area and edit the pas file using the error message as guidance. Return to Step 4 and select the edited pas file.
4.8 Hydraulic Fracture Data

Hydraulic Fracture Data is submitted in comma separated value (csv) files through eSubmission. Please refer to the Web Data Submission Requirements Manual for detailed information on the file naming conventions and timeline for the submission of well data and well reports. Please refer to the Hydraulic Fracture Data Comma Separate Value (CSV) Files How-To Guide for detailed information on content and csv file formats.

Once a well has been selected, click on the Hydraulic Fracture Data option from the Navigation Menu.

If Hydraulic Fracture Data is selected prior to a selecting a well, the Find Well window will open. A well must be selected before Hydraulic Fracture Data can be submitted.
Note: Hydraulic fracture data cannot be submitted unless the Does this Operation included Hydraulic Fracturing? Flag has been set to Yes in the corresponding Notice of Operation. See Chapter 5 of this guide for information on entering a Notice of Operation.

The following error message will display when a Notice of Operation has not been entered for the hydraulic fracture operations:

Select the bottom hole (BH #) / Notice of Operation that corresponds to the hydraulic fracture data. Please note: More than one option may be available. Incorrect selection may result in the Notice of Operation remaining unreconciled and flagged as non-compliant.
Completion Type

If the hydraulic fracture data submission is for an open hole completion or a cased and uncemented completion, set the Frac Submission for Open Hole Completion? to Yes. If the hydraulic fracture data submission is for a cemented and cased completion, set the Open Hole Completion? to No.

When Open Hole Completion is set to yes, enter the top depth and base depth of the uncemented open hole in mKB. The top of the interval is the end of the cement and the bottom depth is deepest uncemented point of the well (often TD).

Click the Save button to confirm the open hole details; the Save button will change to the Edit button.
The Yes or No answer to Frac Submission for Open Hole Completion? must be saved before the FRAC and PERF files can be uploaded.

**Open Hole Completions – PERF CSV file Requirements**

A PERF csv is not required if no gun perforations were used to complete the well. For example, an open hole completion with a ball drop system will have only a FRAC csv file uploaded for the submission.

When gun perforations were used in one or more stages of the open hole completion operation, both a FRAC csv and a PERF csv file are required. The PERF csv file should contain only the stages where gun perforations were used. For example; a completion operation included the fracture of 25 stages, but gun perforations were only done in the last three stages. The hydraulic fracture data for this completion includes a FRAC csv file with stages 1 to 25 and a PERF csv file with stages 23 to 25.

To upload a PERF csv file for an open hole completion, press the button to make the Load PERF File button available.

For open hole completions, once the Load PERF File button is available, the submission cannot be completed until a PERF csv file has been uploaded. To set the Load PERF File button back to unavailable, press the (remove) button.

**Cemented and Cased Completions – Perforation CSV File Requirements**

For cased and cemented wells a PERF csv is always required. The records within the PERF csv file are to include gun perforations as well as burst ports, frac ports and frac sleeves that are cemented into place.
Uploading PERF and FRAC CSV Files

Select the appropriate Load FRAC file or Load PERF File according to the csv file to be uploaded. Please review the information regarding the responsibility of the permit holder. "I Accept Responsibility" must be selected before a file can be uploaded.

Click the Add button and use the window that opens to select the desired file for upload.

If there are errors in the naming convention the upload button will not be available and an error message will be displayed. For example, in the screen capture below, the WA number in the file name does not match the well selected in eSubmission:
Make all required revisions to the file name. Add the corrected file and press the Upload button.

The data in the csv file is subjected to quality assurance checks to verify all required data items are populated and within an acceptable range. If the data is incorrect, the file will not load and an error message will be displayed. For example, in the screen capture below the incorrect WA has been entered within the csv file:
A success message is displayed when the file has passed the quality assurance checks and has been uploaded:

Please note: FRAC csv and PERF csv files must be uploaded separately. Once uploaded, the csv files can be downloaded or deleted.

Press the Submit to OGC button to finalize the hydraulic fracture data submission. Please note: Once the submission has been finalized the option to delete the file(s) is no longer be available.

### 4.9 Completion/Workover Reports

Completion/Workover Reports are required to be submitted to the Commission, as per Section 36 (1) of the Drilling and Production Regulation, within 30 days of the end of each completion, workover, suspension, or abandonment operation. Each Report must be submitted as a single .PDF and include:

- Completion/Workover Report Form coversheet
- Chronological summary of work completed
- Daily reports detailing all significant operations, treatments and resulting well behavior
- Downhole schematic diagram in full colour

To make a Completion/Workover Report submission, select the Completion/Workover Report option from the Data Submission section.
If the Completion/Workover Report option is selected prior to selecting a well, the Find Well window will open. A well must be selected before a Completion/Workover Report can be submitted. Users can choose to search for wells with unreconciled Notices of Operation requiring the submission of a Completion/Workover Report by selecting the Completion Report Required search option.

Once a well is selected, it will appear in the Active Activity Bar and a screen similar to that below will be displayed:
To submit a Completion/Workover Report follow the steps below:

**Step 1:** From the *BH # / Notice of Operation* drop-down, select the Notice of Operation that corresponds to the Completion/Workover Report to be submitted. The operation type, as well as the expected start and end dates, will be displayed for each Notice. More than one Notice may be available for selection.

Notices for selection are restricted to those requiring a Completion/Workover Report submission, based on the work to be performed provided in a Notice. The following message will be displayed when no Notices are available for selection:

Please contact servicedesk@bcogc.ca if a Completion/Workover Report requires submission but the corresponding Notice of Operation does not show for selection.

Incorrect selection of a Notice may result in a Notice remaining unreconciled and flagged as non-compliant. Users can view all existing Notices of Operation for the selected well by navigating to the ‘Notice of Operations/Flare’ selection from the Navigation Menu.

**Step 2:** Review the information regarding the responsibility of the permit holder. Select I Accept Responsibility to proceed.

**Step 3:** Select Add and navigate to the location of the Completion/Workover Report prepared for submission. Only one Completion/Workover Report can be submitted per Notice of Operation. A Completion/Workover Report must be a .PDF file named according to the required naming convention. Refer to Appendix A for file naming convention requirements.

**Step 4:** Select the .PDF for submission and select Open. If the incorrect file is added, select Clear All and return to Step 3 to add the correct .PDF.
Step 5: Select Submit to OGC to finalize submission of the uploaded Completion/Workover Report.

A message is displayed informing the user that the file(s) were uploaded successfully, complete with a unique Submission Receipt #. A permanent record of the submission, the file name and the date uploaded, is added to the Completion/Workover Report data submission log.

If required, at any point during Steps 1 to 4 the user can select Cancel. This will allow the user to navigate to another location within eSubmission or start over within the Completion/Workover application.

Once a Completion/Workover Report has been submitted for a Notice of Operation, the Notice is considered reconciled and will no longer appear as a selectable option in the BH # / Notice of Operation drop-down.
4.9.1 Basic Troubleshooting: Completion/Workover Reports

Basic errors can occur at Step 4. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format, or it references a Well Authorization Number other than that in the Active Well Bar, the user will be presented with an error message that will prevent submission. Remove the uploaded file and re-name according to the file naming convention and ensure the correct file type (.PDF) has been selected and return to Step 3.

4.10 Injection and Disposal

As of November 5, 2018, all monthly injection and disposal reporting from October 2018 forward must be done in Petrinex. The Injection and Disposal application in eSubmission will only accept data submissions for reporting months September 2018 and prior.

Monthly Injection and Disposal (BC-S18) data for reporting months September 2018 and earlier must be submitted through eSubmission. See the, help sheets in the BC-S18 Monthly Acid Gas Disposal Template or the BC-S18 Monthly Injection Disposal Template for additional details on how to complete the spreadsheet submission. The completed spreadsheet is saved as an xml data file for upload using the naming conventions outlined in the help sections. For operators with multiple wells, the xml schema is provided so that a direct extraction of an xml data file for submission is possible.

To submit injection and disposal data, click on the Injection and Disposal option from the Navigation Menu.

The user is not required to have a well in the Active Activity Bar for the Injection and Disposal application, since injection and disposal submissions are done on an organization basis. However, each well within an injection and disposal submission must have the appropriate active status.
Upon selecting the Injection and Disposal application, a screen similar to the one below will appear:

All historical submissions and file names are presented to the user to ensure they are aware of previous uploads and which revision numbers have been used each month. By clicking on any file name presented, the user will have the details of that submission presented to them.

At any point during Steps 1 to 4, the user can select the Cancel button. This will allow the user to navigate to another location with eSubmission or start over within the Injection and Disposal application.

Step 1: If the user is associated with more than one organization, select the applicable organization from the dropdown at the top of the Injection and Disposal application.

Step 2: Please review the information regarding the responsibility of the permit holder. The user must select “I Accept Responsibility” before proceeding to submit any files.

Step 3: With the Add button now available, select the Add button to navigate to the location of the injection and disposal file that has been prepped for submission.

Step 4: Select the file desired to be part of the submission and click open. If the incorrect file is selected, select the Clear All button and return to Step 3.
Please note: The user can only submit an xml file that follows the Commission’s xml schema for Injection and Disposal. The file must follow the Commission’s file naming convention (See Appendix A).

Step 5: Select the Submit to OGC button to process the Injection and Disposal monthly statement file.

A message is displayed informing the user that the submission was processed successfully and a permanent record of the submission, including which bottom hole it was submitted to, the file name and the date uploaded, is added to the injection and disposal application screen.
4.10.1 Basic Troubleshooting: Injection and Disposal

Basic errors can occur at Step 4 and 5. Errors that may occur at Step 4 are related to file naming conventions and file types. If the file name does not follow the prescribed file naming format or the file is a type other than an xml, the user will be presented with an error message that will prevent submission. Remove the selected file and rename them according to the file naming convention and verify that is the correct xml file type. Return to Step 3.

Errors which may occur during Step 5 are related to the xml file. Please note: Some information in the xml data file is subjected to quality checks to verify values are correct or within an acceptable range. If the data is incorrect, the xml file may still upload and the user will get an error message outlining the issue. Furthermore, the uploaded file will appear in the transaction log, but under the Column of ‘Record’, the transaction log will indicate the Records that were accepted and under the Column of ‘Error’, the transaction log will indicate if there were any errors. A record must appear in the transaction log for the Submission to be accepted. In the example below, there is an error in the xml file. The user will receive an error message and in the transaction log, the ‘Records’ column will show a 0 (zero) and in the ‘Errors’ column the transaction log will show a 1 (one):

In this case, the file has been uploaded, although the quality checks used to verify that values are correct or within an acceptable range have identified an issue that the user should be aware of. If this occurs, the user needs to correct the error and submit a revised file, using a new revision number in the naming convention. Details of errors can also be viewed by clicking on the list of submissions made by the user in
the Injection and Disposal application. Clicking on the file that has been uploaded will display the information uploaded to date and allows the user to see where errors have occurred.

In the example above, the monthly statement for WA 25862 was incorrectly labelled as an injection (INJ) well within xml file. The well should be labelled as a disposal (DISP) well for the reporting period. This change can be made within the xml file and then, following the prescribed naming convention by adding a unique revision number, the injection and disposal data can be uploaded. In the example above, the file called INJDISP_201506_0619_01.xml would be corrected, renamed INJDISP_201506_0619_02.xml and uploaded as a revised file.

**Updates to Existing Data and Overdue Submissions**

Updated information may be uploaded for any wells within two months of the original upload. By uploading a new INJDISP file using a different revision number in the file name the user will replace the originally uploaded information. The original submission will remain in the data submission log for reference.

The Injection and Disposal application will accept overdue injection and disposal statements for wells that do not yet have any information associated with them at any time.
Chapter 5: Notices

5.1 Introduction

A Notice of Operation, including an uploaded program, is required for initial completions, completions, workovers and abandonments. Refer to the Notice of Operation and Completion/Workover Report – Reference Guide for further information on the specific types of operations that require a Notice of Operation. A Notice of Operation is submitted by the permit holder through eSubmission. A Notice of Operation must be submitted at least one business day before beginning any work and seven business days before beginning any abandonment operations.

For flaring events at wells, including underbalanced drilling, well cleanup, testing and maintenance operations, permit holders submit a Notice of Flare through eSubmission. Notification must be submitted a minimum of 24 hours prior to the commencement of planned flaring events and within 24 hours of an unplanned flaring event. See the Flaring and Venting Reduction Guideline for further details.

5.2 Notice of Construction Start

Users can submit Notice of Construction Starts for all activities in eSubmission except for facilities and pipelines (these must be submitted through KERMIT).

5.2.1 Submit a Notice of Construction Start

To make a new Notice of Construction Start submission, or to view existing submissions, select Notice from the Navigation Menu then Notice of Construction Start.
To bring up the Permit, click on the AD number.

Select applicable activities, enter contact information, construction start date, etc. and click Submit.
To submit another Notice of Construction Start for activities starting construction on a different date for the same AD #, click Back.

Click New Notice.

To submit a Notice for another AD, click Find Permit.
To cancel a Notice, find the permit and click Cancel Notice.

Enter a Cancel Comment and click Submit.

This will allow a new Notice to be submitted.
5.3 Notice of Operation/Notice of Flare

5.3.1 Initiating a Notice

To initiate a Notice of Operation and/or Notice of Flare for a well, click on the Notice of Operation/Flare option from the Navigation Menu.

If there is no well in the Active Activity Bar, the Find Well application will prompt the user to select a well. Once a well is present within the Active Activity Bar, a screen similar to the one below will be available:

If there are any Notices of Operation and/or Notices of Flare previously submitted for the well, they will appear in the list presented. Any of these notices can be viewed by clicking on the row pertaining to the notice. Notices can also be printed as a pdf document by clicking on the icon within the Run Report column.

To initiate a new notice, click on the New Notice button to begin. This will open a Notice of Operation/Notice of Flare for the user to complete.

In the Bottom Hole/Contact tab, select the appropriate bottom hole and complete the contact information fields. Certain portions of the Contact Information tab will populate with the user account contact information, but can be edited if a different contact is desired. The contact information should reflect the contact responsible for the oversight of the notice.

The UWI Verified Flag, UWI, and OGC Review Complete fields are updated by Commission staff. Please note: The notice of operation information cannot be edited once the Commission review is complete.
With the BottomHole/Contact tab filled out, the user can now fill out either the Notice of Operation information and/or the Notice of Flare tab. The system allows the user to make a single submission to notify the Commission of both activities.
5.3.2 Notice of Operation

To create a Notice of Operation with or without a Notice of Flare, begin by selecting the Operation tab and filling out the necessary fields. To only submit a Notice of Flare, proceed directly to section 4.2.3.

Enter the Work to be performed from the drop down list.

Enter the start and end dates of the operation. The Completion Report Required field is auto-populated based on the information entered into the Work to be Performed field and then confirmed during the review completed by Commission staff. The Completion Report Received field cannot be edited. This field is completed by Commission staff once the receipt of the Completion/Workover Report is confirmed. Indicate if the operation includes hydraulic fracturing by using the drop down list. Indicate if the operations covered by this notice will be monitored by microseismic using the drop down list.

To complete the rest of the Notice of Operation without entering a Notice of Flare, proceed to section 4.2.4.
### 5.3.3 Notice of Flare

To create a Notice of Flare without a Notice of Operation, select the Flare tab and begin filling out the necessary fields. To submit a Notice of Flare in conjunction with a Notice of Operation, the Notice of Operation information must be completed first, as described in section 4.2.2.

To enter a Notice of Flare, within the Flare tab, select the Purpose of Flaring from the drop down list:

![Select Purpose of Flaring]

Enter the start and end dates of the operation. Select the Flare Classification from the drop down list:

![Select Flare Classification]

Indicate if there was in line testing using the drop down list. The test facility field is completed by Commission staff and cannot be edited.
5.3.4 Additional Information

The Comment, Formation H₂S, Document and Cancel Notice tabs are common to both the Notice of Operation and Notice of Flare.

The Comment tab is to be used pertinent information such as a summary of the proposed work and a description of significant operations. Click the Comment tab and enter relevant information in the text field. Furthermore, Commission staff may add information to the text box during the review process.

The Formation H₂S tab allows the user to enter geological formations along with H₂S concentrations. One entry is mandatory if hydraulic fracturing is to occur during the operation or if the notice includes flaring.

Click the Create New button and then select the appropriate formation from the drop down menu. Enter the expected H₂S %. Acceptable values for the H₂S % are from 0 to 99.99.
If the Flare section above has been filled out, the Formation H₂S tab will have additional fields. The user fills out the Formation and Expected H₂S % as above, and adds their requested flare volumes, which can be entered under the Max Flare Vol (e3m3) column (see below). Acceptable volumes are between 0 and 99999 (whole numbers only). The Max Flare Volume (e3m3) will be confirmed and may change during the notice review period by Commission staff. Users can return to this part of the notice after flaring has occurred to report flare volumes. See section 4.2.5

**IMPORTANT:** Once the Geological Formations information under the Formation H₂S tab has been filled out, the Notice of Operation/Notice of Flare must be saved. This establishes the record and allows the user to continue adding information, including uploading supporting documents. Additional information that is submitted or edited must be saved by the user, as this will update the record. The user can return to the notice at any time prior to a review being completed by Commission staff and update the notice and save changes.
The Document tab allows the user to upload supporting Notice of Operation and/or Notice of Flare documentation (including dispersion modeling for a Notice of Flare).

Click the Document tab and use the Add button to navigate to the file to upload. Click the Upload button. Documents can be in doc, docx and pdf format.

Once the document(s) is uploaded, a screen similar to the one below will be displayed:

The Cancel Notice tab displays information relating to a request to cancel a notice. Notice cancellation must be requested through eSubmission. See section 5.2.6 on how to request a cancellation of a notice.
5.3.5 Entering Flare Volumes

Notices of Flare with an outstanding flare volume are required to be reported in eSubmission for production periods before September, 2018. Volumes flared on / or after October 1, 2018 are required to be reported through Petrinex.

To report flare volumes, find the well that requires flare volumes to be submitted. In the Find Well application, there is also a search function that displays a list of these wells using the Flare Volume Required search criteria. With the desired well in the Active Well Bar, select the Notice of Operation/Flare application to display a list of notices for the active well. Click on the row that pertains to the desired Notice of Flare and this will open the notice.

The user can now navigate to the Formation H2S tab, which displays the formation or formations that are approved for flaring. The 'Max Flaring Vol' column displays the maximum approved flare volume for the notice. The user can then report their flare volume under the 'Reported Flare Vol (e3m3)' column. Once the information has been entered, click Save to confirm the information or Cancel to clear the changes and close the notice.

Once saved, the ‘Vol Entered By’ and ‘Vol Entered Date’ will be completed automatically to confirm receipt of the flaring volumes.

Please note: Each Notice of Flare requires a flare volume to be entered, even if the actual amount is 0 (zero).
5.3.6 Requesting Cancellation of a Notice

If a Notice of Operation and/or Notice of Flare has been submitted and the user wishes to cancel the Notice, this can be done in the main Notice of Operations/Flare application screen. Ensure there is a well in the Active Well Bar and click on the Notice of Operations/Flare option from the Navigation Menu.

Notices entered using eSubmission will be available to view.

If the user requires a notice to be cancelled, select the Request Cancellation icon that corresponds to the notice to be cancelled. A screen similar to the one below will be displayed:

Type in the reason for requesting the cancellation and click the Request Cancellation button.

A message prompting the user to confirm will be displayed. Click Yes to proceed.
An email is sent to the Drilling and Production department. Commission staff will be prompted to review the request and, if applicable, cancel the notice. Cancelled notices will continue to be displayed in the list of notices for the well, but will display the effective cancellation date in the ‘Cancel Date’ column.

### 5.3.7 Notice of Operation/Flare Commission Review

Once the Commission review is complete and the submitted notice is deemed acceptable, the Commission marks the notice as reviewed. This appears in the Review column of the primary Notice of Operation/Flare screen. The review is applicable to all elements of the notice. Therefore, if the notice contains both a Notice of Operation and a Notice of Flare, the review is for both items.

Prior to review, the Review column will indicate a ‘No’ in the ‘Review’ column (See below):

After the review is complete and the notice is deemed acceptable, the Review column changes to ‘Yes’ (See below).
The Commission contacts the user with the contact information provided in the Notice of Operations/Flare should there be any deficiencies with the submitted notice. The Commission does not contact permit holders when a review has been completed on the Notice of Operation / Notice of Flare.
Chapter 6: Well Integrity

6.1 Introduction

The Well Integrity section of eSubmission allows operators to submit test reports for Surface Casing Vent Flow (SCVF), Gas Migration (GM), Abandoned Well Leak (AWL), and Packer Isolation Tests (PIT) to the Commission.

6.1.1 Surface Casing Vent Flow, Gas Migration, and Abandoned Well Leak test reports

To make a new submission, or to view existing submissions, expand the Well Integrity section from the Navigation Menu and select one of the available options:

A well must be selected in order to make a submission. If a well is not yet selected, users will be prompted to find a well in the Find Well window:
Users can search for a well in the Find Well window by using any of the available search options described in 2.1 Find a Well. The Well Integrity Options allows users to search for wells with existing SCVF, GM and AWL report submissions by using any of the following predefined queries:

Once a well is selected, it will appear in the Active Activity Bar and any existing submissions for the submission type selected will be displayed to a user in a submission history log. To view the details of a submission select a record from the submission history log.

For submissions made in eSubmission, all columns in the submission history log will be populated. For historical tests submitted outside of eSubmission, no Submission # or Submission Date will be present and a Status of Pending Review (Legacy) will be assigned in most cases. If no previous submissions exist for the selected well then no records will be displayed.
6.1.2 Packer Isolation Test Reports

To make a new submission, expand the Well Integrity section from the Navigation Menu and select Packer Isolation Test:

Note that previous Packer Isolation Test submissions cannot be displayed or modified. Only new submissions may be made.

6.2 Make a Test Report Submission for Surface Casing Vent Flow, Gas Migration, or Abandoned Well Leak

To make a new Well Integrity submission select the desired submission type from the Well Integrity section of the Navigation Menu. Next, choose to make a new submission.

For SCVF and GM submissions, a well must have a Spud Date present. Otherwise, users will be restricted from making a submission and an error message will be received:

Please report a drilling activity of spud for the selected well in order to make a Surface Casing Vent Flow submission.

Please report a drilling activity of spud for the selected well in order to make a Gas Migration submission.

For AWL submissions, the status of a well must be abandoned and the casing must be cut off.

Please ensure the selected well is downhole abandoned and the casing cut off in order to make an Abandoned Well Leak submission.
Once a new submission has been initiated users will be prompted to work through a series of tabs before finalizing the submission.

If required, users can select Cancel to exit the submission at any time. On Cancel, any information entered will be lost.

6.2.1 Administration Tab

When a user initiates a new Well Integrity submission the Administration tab will be displayed. Enter all required information when prompted. Mandatory fields are marked with an asterisk *. Fields not marked with an asterisk are optional. Office Contact information populates with details from the account being used to make the submission, but can be modified if required.

6.2.2 Test Results Tab

The Test Results tab is present for all Well Integrity submission types. Depending on the submission type, users will be prompted to provide slightly different information for SCVF, GM and AWL submissions. For example, in GM submissions users must indicate the Risk Rating as defined in the Oil & Gas Operations Manual.
Enter all information marked with an asterisk *. Each time a user selects ‘Other’ as a result, a description must be provided the corresponding Other field. For example:

6.2.3 Mitigation Measures Tab

The Mitigation Measures tab is only present for SCVF submissions. For GM and AWL submissions this tab will not be displayed. Indicate if any mitigation measures have been taken for the selected well. Where Burst Plate Installed? or PSV Installed? is indicated, provide the corresponding pressures. Enter any other mitigation measures taken by selecting Other.
6.2.4 Attachments Tab

Users can add attachments to any Well Integrity submission by selecting the Document Type from the list of allowable types.

The allowable Document Types differs between SCVF and GM and AWL submissions. For SCVF submissions, users can choose any of the following. Where the Test Method indicates Flow & Buildup, users are required to add a Build-Up Pressure Graph.

For GM and AWL submissions, the following Document Types can be uploaded:
For GM submissions, users are reminded that a Risk Assessment Report must be submitted to the Commission without delay in accordance with the Drilling & Production regulation.

Users can hover their cursor over the Document Type to see a list of allowable file types for each:

Once a Document Type has been chosen Select +Add to navigate to a file upload.

Once a file has been added it will appear for upload. Select Upload to upload the selected file. If required, Select ▼ to remove the file.

Once a file has been uploaded, it will appear as shown below. Select Remove to discard a file if necessary.

Note: Uploaded files can only be downloaded for viewing once a submission has been made to the Commission.

**6.2.5 Submission Tab**

Select the Submission tab to finalize the submission. Review the responsibility statement specific to the submission type. Selecting ‘I Accept Responsibility’ enables the Submit to OGC selection. Select Submit to OGC to submit a Well Integrity submission to the Commission.
All information entered in the submission is validated immediately when a user selects Submit to OGC. If any outstanding validation issues are present, these will be displayed to users for correction before a submission can be made successfully.

To correct any outstanding issues present, select the corresponding tab to edit the necessary information or provide additional information, where required. Once all issues are corrected, re-attempt the submission by selecting the Submission tab, I Accept Responsibility then Submit to OGC. When a successful submission has been made a Submission Receipt # will be provided to a user as a reference.

Once a submission has been successfully made, a record of the submission will be displayed in the submission log. To view the submission history log, select the corresponding submission type from the Well Integrity option in the Navigation Menu. Select a record from the submission history log to view the details of the submission.

All Well Integrity submissions are assigned a status of Pending Review on submission. Edits can be made to a submission while at this status if required. Once edits are made the submission can be re-submitted by following the same steps taken when the submission was made. Validation will again be enforced immediately on submission. Once the submission has been updated confirmation will be displayed as follows:
If the Commission requires more information for a Well Integrity submission the status will be set to More Information Required. Once a submission has been reviewed by the Commission the status will again change.

6.3 Make a Packer Isolation Test Report Submission

To make a Packer Isolation Test report submission, select ‘Packer Isolation Test’ from the Well Integrity section of the Navigation Menu:
After clicking Packer Isolation Test, the user will be presented with the PIT Report form, beginning with the header as shown here:

**Packer Isolation Test Report Form**

**Test information**

**WELL ***

**WELL AUTHORIZATION NO.**

**WELL NAME**

**TEST DATE ***

mm/dd/yyyy

The fields marked with an asterisk * are mandatory. If any information marked with an asterisk * is missing, e.g. the report cannot be submitted.

**OTHER OBSERVATIONS THAT MAY SHOW A WELL INTEGRITY ISSUE? ***

- YES (PLEASE PROVIDE DETAILS IN COMMENTS)
- NO

This field is required

Complete all required data fields, except PRESSURE CHANGE (KPA) and PRESSURE CHANGE (%), as those values will be calculated automatically based on the values entered in other fields:

**10 Minute Test at 1400kPa or the Preferred Pressure under S9.1.3 of the Operations Manual**

**PUMPED FLUID VOLUME (L) ***

**PRESSURE AFTER FLUID PUMPED (KPA) ***

**START DATE ***

mm/dd/yyyy

**START TIME ***

**START PRESSURE (KPA) ***

**FINAL TIME ***

**FINAL PRESSURE (KPA) ***

**PRESSURE CHANGE (%) ***

**PRESSURE CHANGE (KPA) ***
In case that a 10 minute test and/or a 24 hour test were not conducted, for example where the annulus cannot be bled to 0 prior to beginning the 10-minute test, leave those data fields blank, and include a rationale in the Comments box.

Each time a user selects an option with “Please Provide Details in Comments”, a description must be provided in the Comments box at the end of the report. For example, in order to report a case where the casing pressure could not be bled down to a level close zero kPa, the user should answer the question shown below by selecting “NO” at first:

**CAN THE CASING PRESSURE BE BLED DOWN TO A LEVEL CLOSE TO ZERO KPA? **

- YES
- NO (PLEASE PROVIDE DETAILS IN COMMENTS)

Then provide details in the Comments box at the end of the report:

**COMMENTS**

Fluid in the casing-tubing annulus flowed into a tank. 7m3 liquid collected in 3 hours however the casing pressure only changed from 5000kPa to 1000kPa and stabilized at 1000kPa. The liquid seems to be diesel and water.

If “YES” is selected for the following question:

**WAS A LIQUID USED TO TOP UP THE ANNULUS FOLLOWING PRESSURE BLEED OFF, OTHER THAN THE FLUID USED FOR CONDUCTING THE PRESSURE TEST? **

- YES
- NO

A description of the liquid and the liquid volume used to top up the casing-tubing annulus, as shown below, must be provided:

**IF YES IS SELECTED ABOVE, PROVIDE A DESCRIPTION OF THE LIQUID USED TO TOP UP THE ANNULUS**

- DIESEL
- INHIBITED WATER
- OTHER

**LIQUID VOLUME TO TOP UP THE ANNULUS BEFORE 10 MINUTE TEST (L)**
Once all required data fields have been completed, upload graphs of the 10 minute test and the 24 hour test, as well as other supporting documents that may be required. Acceptable file formats include .xlsx, .pdf, .jpg, .png.

Prior to completing a submission, review the responsibility statement and check off on 'I Accept Responsibility':

The permit holder reporting Packer Isolation Test Reports to the BC Oil and Gas Commission is solely responsible for submitting complete and accurate information. The BC Oil and Gas Commission does not take any responsibility for inaccurate or incorrect information included in this submission. The BC Oil and Gas Commission may take all or any portion of the information included in this submission publicly available on expiry of statutory confidentiality period if one exists.

The BC Oil and Gas Commission is committed to the protection of personal information. Any personal information that is provided to us through the submission of a Packer Isolation Test Report is collected and managed in accordance with the BC Freedom of Information and Protection of Privacy Act.

Click Submit to submit a packer isolation test report to the Commission.

Once a submission has been successfully made, a tracking number will be provided as a reference:

All Packer Isolation Test Report submissions are assigned a status of "Pending Review" on submission. Edits cannot be made to a submitted report. If changes are required in a submitted report, a new submission is required.
Chapter 7: Well Suspensions

7.1 Introduction

Section 25 of the Oil and Gas Activities Act Drilling and Production Regulation defines an inactive well as a well that has not been abandoned, but has not been active for 12 consecutive months. Or, if the well is classified as a special sour well, has not been active for 6 consecutive months. Within 60 days of a well becoming inactive it must be suspended by a permit holder. On suspension of a well, a permit holder is required to provide the Commission with a detailed report of the suspension within 30 days in a manner that ensures the ongoing integrity of the well. A permit holder of a suspended well is also required to establish a program of inspections sufficient to ensure the ongoing integrity of the well. Results of regular inspections conducted during the suspension of a well are to be submitted to the Commission at a frequency dependent on the risk ranking of the well.

7.2 Suspend a Well

To suspend a well, expand the Suspend Well section from the Navigation Menu and select the Suspend Well option.

If the Suspend Well option is selected prior to selecting a well, the Find Well window will open. A well must be selected before it can be suspended. Users can choose to search for an inactive well to suspend by expanding the Well Suspensions section in the Find Well window and selecting the Inactive Wells search option.
Alternatively, users can search for a specific well to suspend using any of the other available search options. For a detailed description of all available search options, please refer to 2.1 Find a Well.

Once a well is selected, it will appear in the Active Activity Bar. If no existing suspensions exist for the selected well this information will be displayed to a user. Select the Suspend Well option to enter a new suspension for the selected well.

7.2.1 Suspension Tab

When a user selects the Suspend Well option the Suspension tab will be displayed. Enter the required information when prompted. Mandatory fields are marked with an asterisk *. The Pressure Testing Frequency (Years) will be determined by the system when suspension Risk, Type and Option are entered. Select Add Formation to enter a formation open to wellbore. At least one formation must be entered except where the Suspension Risk = Low, Type = 1 and Option = B.
7.2.2 Inspection Tab

Once all information has been entered on the Suspension tab, select the Inspection tab to enter the results of the initial inspection. The results of the initial inspection for the well must be provided when submitting a well suspension. The Inspection Date will default to the Suspended Date provided in the Suspension tab for the initial inspection.

For an initial inspection, users are required to upload a Wellbore Schematic as an attachment type. If Wellhead Seals, Casing or Tubing pressure tests indicate failure in any inspection, a Supporting Documentation attachment must also be uploaded. A Lease Photo can also be included in an initial inspection, but are only mandatory for subsequent inspections.

Select +Add to navigate to a document to upload relating to the inspection.
Once a file has been added, it will appear for upload. Select Upload to upload the selected file.

Once a file has been uploaded, it will appear in the Document section. Select Download to view an uploaded file. Select Remove to discard a file if necessary.

7.2.3 Submission Tab

Once all information has been entered and uploaded to the Suspension and Inspection tabs, select the Submission tab to finalize the submission. Review the responsibility statement. By selecting I Accept Responsibility, the Submit to OGC selection is enabled. Select Submit to OGC to submit the suspension and inspection to the Commission.

All information provided is validated immediately on submission. Outstanding validation issues will be displayed to users for correction before a submission can be made successfully.

To correct any outstanding issues present, select the corresponding Suspension or Inspection tab to edit the necessary information or provide additional information, where required. Once all issues are corrected, re-attempt the submission by selecting the Submission tab, I Accept Responsibility then Submit to OGC.
When a successful submission has been made a Submission Receipt # will be provided to a user as a reference.

Select the Submissions option from the Suspend Well section to view the submission history for the selected well. Once a submission has been successfully made, a record of the submission will be displayed in the submission log by Submission #. Please refer to 6.4 Submission History for a detailed description of the Submissions section, including a description of submission types and statuses.

Lastly, select the Suspend Well option from the Suspend Well section to view the suspension record created for the selected well. The suspension Risk, Type and Option are displayed on this screen, along with the corresponding Pressure Testing Frequency interval an operator shall inspect a well at, and the Last Inspection Date.
7.3 Suspended Well Inspections

To submit a subsequent inspection for a suspended well, expand the Suspend Well section and select the Suspended Well Inspection option.

If the Suspended Well Inspection option is selected prior to selecting a well, the Find Well window will open. A well must be selected before an inspection can be submitted. Users can choose to search for suspended wells with inspections due to make submissions for by using either of the following queries in the Find Well / Well Suspension Options and selecting a well from the results of the search:

Alternatively, users can search for a specific well to suspend using any of the other available search options. For a detailed description of all available search options, please refer to 2.1 Find a Well.

Users will be taken to the Inspection tab and prompted to enter the details of the inspection. Follow the steps in 6.2.2 Inspection Tab to complete the required information and uploaded the necessary attachments.
Please note: For suspensions submitted to the Commission prior to the inclusion of the Suspend Well section in eSubmission, users will be prompted to complete all fields marked with an asterisk * on the Suspension tab before adding an inspection. Users can also modify existing suspension information such as the suspension risk, type and option for long term inactive low risk wells on this tab when submitting an inspection, when necessary. Once all historical suspension information has been provided, users can select the Inspection tab to enter a new inspection.

For all inspections submitted to the Commission following the initial inspection, a Lease Photo is mandatory. If Wellhead Seals, Casing or Tubing pressure tests indicate failure in any inspection, a Supporting Documentation attachment must also be uploaded.

Select the Submission tab to complete the submission and follow the steps in 6.2.3 Submission Tab. On submission, all information provided will be validated by the system. Outstanding validation issues will be displayed to users for correction before a submission can be made successfully.
When a successful submission has been made a Submission Receipt # will be provided to a user.

Select the Submissions option from the Suspend Well section to view the submission history for the selected well. Once an inspection submission has been successfully made, a record of the submission will be displayed in the submission history. Please refer to 6.4 Submission History for a detailed description of the Submissions section, including a description of the status and actions available to users.

Lastly, select the Suspend Well section and view the suspension record for the selected well.

To view all inspections submitted for the suspension, select the Inspections tab. Select an inspection to view the details.

7.4 Submission History

To view all well suspensions and related inspections submitted to the Commission for a well, select the Submissions option from the Suspend Well menu.
A submission log will then be displayed for the selected well in descending order by submission date:

<table>
<thead>
<tr>
<th>Submission #</th>
<th>Submission Type</th>
<th>Submission Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>385605</td>
<td>Well Suspension</td>
<td>2017-08-25</td>
<td>Pending Review</td>
<td></td>
</tr>
<tr>
<td>385602</td>
<td>Well Suspension Re-Submission</td>
<td>2017-08-25</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>385600</td>
<td>Well Suspension</td>
<td>2017-08-25</td>
<td>Rejected</td>
<td></td>
</tr>
</tbody>
</table>

If no submissions exist, no records will be displayed:

<table>
<thead>
<tr>
<th>Submission #</th>
<th>Submission Type</th>
<th>Submission Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

Submission types that may be shown in the submission log include:

- **Well Suspension**: The submission of a well suspension and initial inspection.
- **Well Suspension Re-Submission**: The re-submission of a rejected well suspension and initial inspection.
- **Suspended Well Inspection**: The submission of a subsequent inspection.
- **Suspended Well Inspection Re-Submission**: The re-submission of a rejected subsequent inspection.

Each submission is also assigned a Status. A submission will be assigned one of the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Assignment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Review</td>
<td>Upon submission where a review is required by the Commission. A review by the Commission is only required where specific criteria is met.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Upon acceptance of a submission by the Commission. Where specific criteria is met, a submission may be accepted immediately following submission.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Upon rejection of a submission by the Commission. Only pertains to submissions requiring a review by the Commission.</td>
</tr>
</tbody>
</table>
7.5 Rejected Submissions

Well Suspension and Suspended Well Inspection submissions with a status of Rejected are required to be re-submitted to the Commission. To re-submit a Rejected submission, select the well to make a re-submission for through the Find Well window. If a well has not yet been selected, the Find Well window will open when the Submissions option is selected.

Select the Submissions option from the Suspend Well section and choose Re-Submit from the Actions column for the rejected submission.

Information provided in the original submission will be presented for editing at the time of re-submission, as required. Once the required information is edited, or additional information is provided, select the Submission tab and follow the steps outlined in 7.2.3 Submission Tab to complete the re-submission.

Once successfully submitted, a re-submission will show as a new record in the submission log. The status of the re-submission will also be displayed immediately following submission.
## Suspended Well Submissions

### Table of Suspended Well Submissions

<table>
<thead>
<tr>
<th>Submission #</th>
<th>Submission Type</th>
<th>Submission Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>385002</td>
<td>Well Suspension Re-Submission</td>
<td>2017-08-25</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>385000</td>
<td>Well Suspension</td>
<td>2017-08-25</td>
<td>Rejected</td>
<td></td>
</tr>
</tbody>
</table>

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Chapter 8: Waste Disposal

8.1 Introduction

Oil and gas permit holders in BC are required to handle and dispose of drilling waste in accordance with the requirements of the Oil and Gas Waste Regulation and the Oil and Gas Handbook Drilling Waste Management Chapter. The Waste Disposal section of eSubmission allows permit holders to manage data relating to the storage and disposal of waste from oil and gas drilling operations. The available functionality facilitates the management of sump and pit data, and the electronic submission of waste disposal reports and spatial data delineating the waste disposal areas. The Waste Disposal application is a data submission system and the use of the application does not exempt Operators from complying with the regulatory requirements.

8.2 Sump / Pit

Permit holders can select the Sump / Pit section from the Navigation Menu to provide information relating to sumps and/or pits, including the source of waste, type of waste and volume of waste placed in each pit:

Permit holders leverage this section to:

- Query sumps and pits that have already been entered.
- Create new sumps and edit previously entered sumps.
- Manage pits associated with each sump location.
- Manage wells that have disposed into each pit.
8.2.1 Find a Sump

To find a sump, users must first select an Organization to act on behalf of. In the example below, a user is authorized to make Waste Disposal submissions on behalf of two permit holders and is required to make a selection:

Users can leverage any of the available fields for conducting a search. Search results are shown immediately below the search criteria. Users can select an individual record to view the details of the record. For example, a user can search for a specific Sump # by Operator:

8.2.2 Add a Sump

To add a sump, ensure an Organization has been selected, and then select New from beneath the sump search criteria:
Users will be prompted to enter information pertaining to the sump being entered. Fields highlighted in red indicate mandatory entry upon sump creation:

<table>
<thead>
<tr>
<th>Field</th>
<th>Mandatory?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sump #</td>
<td>No</td>
<td>This field will be automatically populated by eSubmission when a new sump is saved by a user.</td>
</tr>
<tr>
<td>Operator</td>
<td>No</td>
<td>Auto-populated by eSubmission based on the Organization selected.</td>
</tr>
<tr>
<td>Land Use (WA Num or Pipeline)</td>
<td>Yes</td>
<td>A WA Num or Pipeline authorizing land use for the sump must be entered. If the asset is not known, users can leverage the search function to find an asset to make an association to based on user-entered search criteria. Only a WA Num or Pipeline can be entered – not both.</td>
</tr>
<tr>
<td>Location (NTS or DLS)</td>
<td>Yes</td>
<td>If a well has been associated to the sump, the location may be auto-populated from the well. The location can be modified by a user if desired. Otherwise, the entry of an NTS or DLS location by a user is mandatory.</td>
</tr>
<tr>
<td>UTM83</td>
<td>Yes</td>
<td>Must be entered by a user. Hover-over the fields to obtain instructions for entering</td>
</tr>
</tbody>
</table>

After entering the required sump information, select Save to create a new sump.
8.2.3 Add a Pit

Once a sump has been added, users can choose to add one or many pits to associate to the sump. To add a pit, select New from the Pits area when viewing a Sump:

Fields highlighted in red indicate mandatory entry upon pit creation:

<table>
<thead>
<tr>
<th>Field</th>
<th>Mandatory?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pit ID</td>
<td>Yes</td>
<td>This is the ID number of the pit. Users are allowed your use their own alpha-numeric naming convention.</td>
</tr>
<tr>
<td>Pit Description</td>
<td>Yes</td>
<td>A user description of the pit being entered. For example, surface hole, main hole, vertical solids, horizontal fluids, etc.</td>
</tr>
<tr>
<td>Primary Waste Type</td>
<td>Yes</td>
<td>The primary type of waste being disposed of at the pit.</td>
</tr>
<tr>
<td>Closure Date</td>
<td>No</td>
<td>The date the pit closed. This date is required to be populated on pit closure – not at the time of creation.</td>
</tr>
</tbody>
</table>

8.2.4 Adding Wells or Pipelines Using a Pit

Each Sump may be associated with wells or pipeline segments that authorizes the land use for the sump. Additionally, each pit must be associated with the wells or pipelines that have disposed into it. To associate these activities with a pit, select New from the Wells Using Highlighted Pit or Pipelines Using Highlighted Pit sections:
If the WA Number or Project Number is not known, users can leverage the search function to find a well or project segment to make an association to based on user-entered search criteria.

Users are required to enter at least one well or project using a pit. If multiple pits have been added to a sump, a user will be prompted to specify one or more wells using the pit for each pit entry. The Waste Vol (m3) may be specified by a user at the time a well is specified or at a later date. Wells or pipelines using a pit can be added or removed at any time. After associating one or many wells and/or pipelines using the selected pit, select Save.

8.3 Request for Reference

A Request for Reference is the application to dispose of drilling waste. This may be the direct disposal of drilling waste or the disposal of drilling waste accumulated in a pit. The Request for Reference section is used once waste has been sampled, but prior to disposal.
8.3.1 Create a Reference

To create a Reference, select New from the Request for Reference section in the Navigation Menu.

Fields highlighted in red must be entered upon Request for Reference creation:

<table>
<thead>
<tr>
<th>Field</th>
<th>Mandatory?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposal #</td>
<td>No</td>
<td>This field will be automatically populated by eSubmission when a new Disposal entry is saved by a user.</td>
</tr>
<tr>
<td>Operator</td>
<td>No</td>
<td>Auto-populated by eSubmission based on the Organization a user is working with.</td>
</tr>
<tr>
<td>Disposal Type</td>
<td>Yes</td>
<td>A user is required to specify the method of disposal from a list of pre-defined types.</td>
</tr>
<tr>
<td>Proposed Disp Date</td>
<td>Yes</td>
<td>A user is required to enter a proposed date for waste disposal.</td>
</tr>
</tbody>
</table>

Upon selecting a Disposal Type, depending on the type selected, a user may be prompted to enter other mandatory fields. The following three sections discuss the details required depending on the Disposal Type selected upon creating a Reference.
8.3.1.1 Disposal on Access, Leases and Pipelines

If the Waste Type selected is Disposal on access, leases and pipelines (DOALP), either a well or pipeline must be associated to the disposal on the Wells / Pipelines tab, a sampling company, contact and contact phone listed, and questions 2 through 5 answered on the Sampling tab. The following fields highlighted in red indicate mandatory entry for DOALP disposal types:

Upon successful entry of information, users can add the following documents relating to the disposal on the Documents tab: Disposal Reports, Drilling Waste Summaries and Lab Analyses. Confirmation Reports can be submitted as a Disposal Report.
After specifying the required information for a Request for Reference of the type Disposal on access, leases and pipelines, select Save.

8.3.1.2 Landspray While Drilling

If the Disposal Type is a Landspray While Drilling (LWD) users will be prompted to complete the following fields highlighted in red in addition to the Disposal Type and Proposed Disposal Date:

**Landspray While Drilling - pre submission of area maps not required. Disposal Geometry must be entered.**

Wells or Pipeline Providing Drilling Waste for Disposal

DOALP and LWD disposal types require that a single well or pipeline be entered from which waste will be disposed of. Please enter a Well Authorization number (WA) or Pipeline Segment.
Upon successful entry of information, users can add the following documents relating to the disposal on the Documents tab: Disposal Reports, Drilling Waste Summaries and Lab Analyses. Confirmation Reports can be submitted as a Disposal Report document. Disposal Reports are required to follow the file naming convention as per the eSubmission Spatial Data Submission Standards.

After specifying the required information for a Request for Reference of the Landspray While Drilling, select Save.

### 8.3.1.3 All Other Disposal Methods

If the Disposal Type is Landfill from Sump, Landfill from Tank, Landspray, Landspread, Mix/Bury/Cover or Pump-off, the following screen will appear for these disposal methods:
Upon selecting a Sump #, any wells that are contributing to the pit will populate on the Wells / Pipeline tab. If not all wells contributing are not shown on this screen, the missing wells must be added. To do this a user must edit the sump and add the missing wells. See 6.2.4 Adding Wells that Use the Pit. Once all wells have been added, select Verify Wells.
8.4 Waste Disposal by Well

The Waste Disposal by Well section can be used to view information regarding previously entered waste disposal records.

Users can leverage the available search criteria to retrieve one or many wells of interest. The results of a search are listed immediately below the search criteria. Select a search result to view the waste disposal details for the selected well.

8.5 Reports

The Reports section provides a collection of various reports summarizing information entered into the Waste Disposal application of eSubmission. Users are limited to running reports for a permit holder they are authorized to view and make waste disposal submissions on behalf of. Search criteria are available for each report to help facilitate a user to narrow down the results included in a report.

8.6 Waste Disposal Spatial

Users can learn about the spatial submission status in the Request for Reference search results, or by viewing the Geometry tab for a Request for Reference:
Spatial data submissions delineating the waste disposal area(s) can be made by selecting the Waste Disposal Spatial section:

Users will be prompted to find a Waste Disposal to submit the spatial waste disposal data for. Search results are shown immediately below the search criteria. Select a record from the results to make a submission for.
On selecting a Disposal #, the details of the Disposal will be displayed to a user in the Waste Disposal Spatial tab:

Users are required to upload one .zip file containing the shapefile(s) delineating the area of disposal when making a spatial submission. The shapefiles contained within the .zip file must adhere to the eSubmission Spatial Data Submission Standards to ensure all data confirms to the shapefile spatial data format required for Waste Disposal spatial submissions.

If no projection (.prj) file provided in the shapefile(s) being submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Commission. Select the Add function to navigate to the required files for uploading:
Users must ensure that the file adheres to the file naming standard for Waste Disposal spatial submissions as per Section 3.1 of the eSubmission Spatial Data Submission Standards.

If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard:

Users are required to manually remove a file not adhering to the naming convention, adjust the file name and re-add the file:

Once the required file has been successfully added, it will appear in the file list and the Upload tab will appear. Select the Upload option to submit the uploaded file:
On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer.

In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.

A user can view the attributes of any spatial feature by selecting a feature:
A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer:

If a user chooses to Confirm the submission, they will be taken to the Submit tab where they will be prompted to submit the spatial data to the Commission. If a user selects Cancel in the map viewer, the system will return to the Waste Disposal Spatial tab and remove the file the user added.

Once a successful spatial submission has been made for a Disposal Number, a message will be displayed containing the name of the file successfully uploaded.

The file will also appear in the list of submissions for the Disposal # on the Waste Disposal Spatial tab:

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>File Name</th>
<th>Uploaded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>242372</td>
<td>7870_WDSP_2016MAY31.zip</td>
<td>2016-05-31</td>
</tr>
</tbody>
</table>

A spatial submission will also then appear on the Geometry tab of a Request for Reference following submission:
### Waste Disposal Spatial Submission

<table>
<thead>
<tr>
<th>Submission #</th>
<th>Submission Date</th>
<th>File Name</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>242312</td>
<td>2016-05-31</td>
<td>7879_WGSP_2016MAY31.ZIP</td>
<td>ZIP</td>
</tr>
</tbody>
</table>
Chapter 9: Geophysical Programs

9.1 Introduction

The Geophysical Program portion of eSubmission allows geophysical permit holders and their representatives to submit Geophysical information to the Commission including program activity dates, field contacts, misfired charges, flowing holes, temporary shutdowns, weekly reports, final plans and spatial data where required by the Oil and Gas Activities Act Geophysical Exploration Regulation or permit conditions.

9.2 Geophysical Programs

To view a program select the Geophysical Programs section:

Geophysical programs that are available for updating are only displayed for the permit holder the user is authorized to view and make geophysical submissions on behalf of.

Geophysical programs will appear in a list from the date of program approval until the program is cancelled or the final plan has been received by the Commission. Final plans are due 60 days after the date of program completion.

<table>
<thead>
<tr>
<th>AD #</th>
<th>Geo #</th>
<th>Program Name</th>
<th>Operator</th>
<th>Approval Date</th>
<th>Misfired Charges</th>
<th>Flowing Holes</th>
<th>Program Status</th>
<th>Final Plan Submission Status</th>
<th>Final Plan Due Date</th>
<th>Weekly Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>100074903</td>
<td>2011-023</td>
<td>LICHEN CREEK 3D 2011</td>
<td>Encana Corporation</td>
<td>2011-11-16</td>
<td>0</td>
<td>0</td>
<td>Complete</td>
<td>Required</td>
<td>2013-09-20</td>
<td>NOT DUE</td>
</tr>
<tr>
<td>100053506</td>
<td>2011-030</td>
<td>LODGE 3D 2011</td>
<td>Encana Corporation</td>
<td>2012-02-16</td>
<td>0</td>
<td>0</td>
<td>Complete</td>
<td>Required</td>
<td>2012-05-15</td>
<td>NOT DUE</td>
</tr>
<tr>
<td>100077601</td>
<td>2012-016</td>
<td>KOMIE 3D 2012</td>
<td>Encana Corporation</td>
<td>2013-05-07</td>
<td>0</td>
<td>0</td>
<td>Complete</td>
<td>Submitted</td>
<td>2016-03-25</td>
<td>NOT DUE</td>
</tr>
<tr>
<td>100077407</td>
<td>2010-032</td>
<td>CHIEF 3D 2010</td>
<td>Encana Corporation</td>
<td>2016-11-24</td>
<td>0</td>
<td>0</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Users can search for all Geophysical Programs or only those where a Final Plan is due:

Select a program from the list to view the permit the program is associated with.
To view the details of a program, select the Geo #:

Upon selecting the Geo #, the details of the program are displayed. Users can view the status of a program and enter details and dates pertaining to various activities related to the program:

Edit Geophysical Program (Status - Complete)

SECTION 1 - PROGRAM COMMENCEMENT DATE AND FIELD CONTACT

Commencement Date * 2016-04-04
Field Contact * Francis Beldar Phone * (250) 794-1234

SECTION 2 - CUTTING / DRILLING / RECORDING DATES / COMMENTS

Cutting Start Date yyyy-MM-dd  Cutting End Date yyyy-MM-dd
Drilling Start Date yyyy-MM-dd  Drilling End Date yyyy-MM-dd
Recording Start Date 2016-05-16  Recording End Date 2016-06-29

Comments

SECTION 3 - PROGRAM COMPLETION DATE

Completion Date 2016-05-30

Entering the Completion Date will remove your ability to manipulate data pertaining to this geophysical program. Please enter this date when all reporting is complete.
9.2.1 Program Commencement

Program commencement date and field contact information must be entered for a geophysical program before any other information is entered. The program commencement date must be greater than or equal to the program approval date.

9.2.2 Program Activities

As work on a geophysical program progresses users should report milestone dates through eSubmission. Specifically, users should enter Cutting Start and End Date, Drilling Start and End Date and Recording Start and End Date, as well as any Comments relevant to the geophysical program. The entry of any of these dates requires a user has indicated the program has commenced as per Section 7.2.1 Program Commencement.

9.2.3 Program Completion

After all work relating to a geophysical program has been completed a permit holder is required to indicate a date of completion. The Completion Date cannot be prior to the Cutting, Drilling or Recording End Date and requires that a Recording Date be entered.
Upon entering a Completion Date for the program the ability to manipulate data relating to the program, including the entry of misfired charges, flowing holes, temporary shutdowns or weekly reports, will no longer be available.

### 9.2.4 Misfired Charges

The Commission requires all misfired charges associated with a geophysical program be reported through eSubmission. To view misfired charges related to a program, select the value of Misfired Charges on a program:

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Misfired Charges</th>
<th>Flowing Holes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-02-10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Add Misfired Charge to report a misfire.

When editing a misfired charge all fields are mandatory except Direction Offset and Distance Offset. Direction Offset and Distance Offset are only mandatory if the value entered for Shot Point Offset is Y.
Once a record has been added it will appear as a selectable record in the list of Misfired Charges. Misfired charges can be edited any time prior to program completion by selecting a previously reported misfired charge record and saving the record.

9.2.5 Flowing Holes

Flowing holes associated to a geophysical program are required to be reported to the Commission via eSubmission. Select the value of Flowing Holes to view previously reported flowing holes or to add a new one.

To report a new flowing hole, select Add Flowing Hole:

Once a record has been added it will appear as a selectable record in the list of Flowing Holes. To edit a previously reported flowing hole, select a record, complete the require edits and select Save.

When editing a flowing hole all fields are mandatory except Direction Offset and Distance Offset. Direction Offset and Distance Offset are only mandatory if the value entered for Shot Point Offset is Y.
9.2.6 Temporary Shutdowns

Entry of a Temporary Shutdown allows a permit holder to notify the Commission that work on a geophysical program has temporarily stopped. No Weekly Reports are required while a geophysical program is temporarily shutdown. Temporary shutdowns cannot be entered after the Program Complete Date has been entered.

Select View for a Temporary Shutdown to view any previously reported shutdowns or report a new one.

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Temporary Shutdown</th>
<th>Weekly Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>VIEW</td>
<td>DUE</td>
</tr>
</tbody>
</table>

To report a temporary shutdown select the Add Temporary Shutdown function. Please note, the Operation Resumed Date cannot be prior to Temporary Shutdown Date.

List Temporary Shutdown / Resume Operation (Status - In Progress)

- Add Temporary Shutdown

<table>
<thead>
<tr>
<th>Temporary Shutdown Date</th>
<th>Resumed Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

Edit Temporary Shutdown / Resume Operation (Status - In Progress)

- Operation Temporary Shutdown Date: 2016-05-17
- Operation Resumed Date: 2016-05-25

Comments: Temporary shutdown due to forest fire hazard.

Save | Cancel

Once a record has been added it will appear as a selectable record in the list of Temporary Shutdowns. New temporary shutdowns can be reported any time prior to program completion. Previously reported shutdowns can also be edited until program completion by selecting a Temporary Shutdown record, editing and saving the record.
9.2.7 Weekly Reports

The Commission requires that a weekly report of the progress / status of a geophysical program be entered into eSubmission Geophysical Program application on the first Monday following the Date of Commencement and on each Monday thereafter until the Program Complete Date. The only exception to the weekly reporting requirement is for geophysical programs that are temporarily suspended (see section 7.2.6 Temporary Shutdowns). Weekly Reports have a status of either ‘Due’ or ‘Not Due’. The status of a Weekly Report is shown for each program. Select the status to view all previously reported Weekly Reports, or to report a new one.


All fields are mandatory when submitting a new Weekly Report. The Monday Report Date is not required to be entered by a user as it will be system generated at the time of submission. Cutting % Complete, Drilling % Complete and Recording % Complete should be set to ‘0’ if that component of the program has not been started or is not applicable.
Once a report has been submitted for the most recent week functionality to submit a subsequent Weekly Report in the same week is disabled.

### 9.3 Geophysical Final Plans

Geophysical Final Plans are required to be submitted to the Commission within 60 days of program completion as per Section 2 (1) (a) of the Geophysical Exploration Regulation. Permit holders must submit the following information to the Commission as part of a Geophysical Final Plan submission package:

- A .zip file containing spatial data for the geophysical program permit including:
  - Geophysical program lines consisting of one or more line features defining the location of the program
  - Changes In and About a Stream Impact points (where permitted) that define the spatial location of stream impacts

- A .PDF file that merges a Geophysical Final Plan cover sheet and base map as a single document

To submit a Final Plan select Geophysical Final Plan from the Navigation Menu:
If a Geophysical Program has already been selected, when a user selects this option they will not be prompted to select a program to make a submission for. Users who do not have a Geophysical Program selected will be prompted to select a Geophysical Program to make a Final Plan submission for.

9.3.1 Generate a Spatial Dataset for a Geophysical Program

Users can leverage the tool on the Generate Geophysical Final Plan Sample tab to generate a .zip file containing permitted Geophysical Program lines and Changes In and About a Stream points contained in a permit, where they exist. Users can select a desired spatial reference when downloading a sample spatial dataset.

Users are required to modify the attributes these spatial datasets according the eSubmission Spatial Data Submission Standards prior to making a Geophysical Final Plan submission.

9.3.2 Upload Geophysical Final Plan Files

Users are required to adhere to the eSubmission Spatial Data Submission Standards when making a spatial submission to ensure all data conforms to the required shapefile spatial data formats.

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:
If a user attempts to define a spatial reference where spatial dataset to be uploaded contains a .prj file, an error will be displayed to the user indicating the spatial reference must be blank.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Commission. Select the Add function to navigate to the required files for uploading:

Users must then choose one .zip file and one .PDF to include in the submission:

If a user does not upload the appropriate number of files, they will receive an error suggesting the number of required files to be uploaded:
Users must ensure that all files adhere to the Geophysical Final Plan data package file naming standards as defined in the Section 3.3 eSubmission Spatial Data Submission Standards. If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard. In this case, users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:

Once the required files are successfully added, the files will appear in the file list and the Upload tab will be displayed. Select the Upload option to submit the uploaded file:

On successful upload of the files, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.
In the Layer list, the Geophysical Final Plan layer grouping represents the shapefiles contained in the uploaded spatial data submission. Users can also spatially compare the spatial data being submitted as part of the package against the spatial data approved for the permit in the Geophysical Program layer.

In the map viewer, a user can view the attributes of any spatial feature by selecting a feature:
After reviewing the submission in the map viewer, a user is required to either Confirm or Cancel the spatial submission:

Submit Geophysical Final Plan

If a user selects Cancel in the map viewer, the system will return to the Submit Geophysical Final Plan tab and remove the files the user added.

After confirming a submission, a user will be shown a summary of the geophysical cut area by cut and land type on the Final Plan Cut Summary tab based on the spatial data uploaded. Users will be prompted to confirm the results displayed in the table before proceeding.

9.3.3 Enter Forest Cut

If the permit a submission is being made for was approved for the removal of timber from Crown land for the purposes of conducting an oil and gas activity, the details of the Cutting Permit will be displayed to a user on the Forest Cut Submission tab. Where a Cutting Permit is displayed, users are required to indicate the Actual Area of New Cut (ha). The Actual Area of New Cut reported must be >=0. Where no new cut was taken under a Cutting Permit, a submission of 0 is required to indicate that no cut was taken.
If no Cutting Permit was approved as part of the permit no details will be displayed on the Forest Cut tab.

If the Cutting Permit Status is ‘Closed’, the user will not be able to report a cut on the corresponding Cutting permit (the New Cut Taken (ha) text box will not be available to be edited) and user will be required to apply for a new cutting permit using the AMS Applications. Please refer to the AMS User Manual.

### 9.3.4 Finalize a Geophysical Final Plan Submission

To finalize a Geophysical Final Plan submission, select Submit to OGC:

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:

Users can view the Geophysical Final Plan submission history for program immediately upon making a submission in the submission history log on the Submit Geophysical Final Plan submission page. After making a successful submission, a user will be restricted from making any subsequent Geophysical Final Plan submissions.

Users can also view the program cut summary and forest cut reported on the respective tabs after uploading.
Chapter 10: Permit Administration

10.1 Introduction

Conditions imposed on a permit at the time of approval and Oil and Gas Road Regulation require Post Construction Plans be submitted to the Commission within 60 days of completing construction of a permitted oil and gas activity. Preliminary SRW Survey plans for pipelines residing on Crown land must be submitted by the permit holder within 16 months of completing construction as per Section 24 of Oil and Gas Activities Act General Regulation for approval by the Commission prior to being submitted to the Surveyor General.

The Permit Administration application in eSubmission allows operators to make electronic submissions for Post Construction and Preliminary Statutory Rights of Way (SRW) Survey Plans for approved oil and gas permits. The submission of Post Construction and Preliminary SRW Survey Plans packages containing a mixture of spatial data, supporting business data and PDF files allows permit holders to make a single submission that fulfills conditional and regulatory requirements for Post Construction and Preliminary SRW Survey Plans.

10.2 Permit Details

To make a Post Construction or Preliminary SRW Survey Plan submission users must first search for a permit to make a submission for. To find a permit, expand the Permit Administration folder in the Navigation Menu at left and select the Permit Detail option:

Users can search for permits they are authorized to view and make submissions for using a variety of fields. Approved applications are issued an Application Determination Number (Permit AD #) that encompasses all of the approved permitted activities within an oil and gas permit. Each approved activity within a permit is issued a unique authorization number (such as Project #). In order for users to associate
a specific activity with the correct permit, the system will allow the user to search for a permit and/or any activities contained within a permit.

For example, a user may choose to search by Permit AD # by operator:

Or, a user may choose to search for a particular activity for an operator, such as a Pipeline Project:

The results of a search are listed below the search criteria. Only one record per permit will be displayed to a user.

10.3 View a Permit

Select a permit from the list of search results to view the activities approved as part of the permit. Once a permit is selected, it will remain as the active selection in the Active Activity Bar until a user selects an alternate permit:

**Permit Ad Number:** 100078162  **Operator:** Shell Canada Limited  **Approval Date:** 2013-08-20
Once a permit has been selected, the details of the permit and the activities within it are displayed to the user. Like oil and gas activities contained in a permit are grouped by tab:

**Permit Ad Number:** 100078162  **Operator:** Shell Canada Limited  **Approval Date:** 2013-08-20

### Pipeline Segments

<table>
<thead>
<tr>
<th>Project #</th>
<th>Segment</th>
<th>From Location</th>
<th>To Location</th>
<th>Length(m)</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>000023066</td>
<td>1</td>
<td>--</td>
<td>--</td>
<td>945</td>
<td></td>
</tr>
<tr>
<td>000023066</td>
<td>2</td>
<td>--</td>
<td>--</td>
<td>945</td>
<td></td>
</tr>
<tr>
<td>000023066</td>
<td>3</td>
<td>--</td>
<td>--</td>
<td>945</td>
<td></td>
</tr>
</tbody>
</table>

Users can choose to view a permitted activity spatially in a map viewer by selecting the activity from the Display column. This will open the map viewer in the Map tab.

### Pipeline Land Areas

<table>
<thead>
<tr>
<th>Project #</th>
<th>Land Id</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>000023066</td>
<td>224925</td>
<td>Pipeline Land Area</td>
</tr>
</tbody>
</table>

Upon selecting an activity to display, the map viewer will zoom directly to the activity and display its attributes. Users can select any activity as part of the active permit in the map viewer.
In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.

10.4 Post Construction Plans
To make a Post Construction Plan submission, ensure a permit is actively selected in the Active Activity Bar then select Post Construction Plan from the Navigation Menu:

10.4.1 Generate a Spatial Dataset for a Permit

Users can leverage the tool on the Generate Post Construction Plan Sample tab to generate a .zip file containing all permitted Land Area polygons and Changes In and About a Stream points in a permit. This tool generates Land Area polygons and Changes In and About a Stream points with the current construction codes held by the Commission according to a user’s spatial reference of choice. Users can leverage this tool to download the spatial data for a permit and modify the construction codes for each Land ID or Stream Impact location according to the Section 4 of the eSubmission Spatial Data Submission Standards prior to making a submission.

10.4.2 Upload Post Construction Plan Files

To submit a Post Construction Plan package select the Submit Post Construction Plan tab:

Users are required to upload two separate files when making a Post Construction Plan submission:

- A .zip file containing the Land Area polygons and Changes In and About a Stream points with current construction codes
- A .PDF file containing the Post Construction Plan
If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We are aware that any attempt to make a false or misleading statement in any record submitted in contrary to section 81 of OGAA.

If a user attempts to define a spatial reference where spatial dataset to be uploaded contains a .prj file, an error will be displayed to the user indicating the spatial reference must be blank.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Commission. Select the Add function to navigate to the required files for uploading:

In preparing this submission we have reviewed and complied with the requirements found in the relevant act, regulation or manual, as applicable. We are aware that any attempt to make a false or misleading statement in any record submitted in contrary to section 81 of OGAA.

Users must then choose one .zip file and one .PDF to include in the submission:

If a user does not upload the appropriate number of files, they will receive an error suggesting the number of required files to be uploaded:
Users must ensure that all files adhere to the Post Construction Plan data package file naming standards as defined in the Section 3.3 eSubmission Spatial Data Submission Standards. If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard.

Users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:

Once the required files are successfully added, they will appear in the file list and the Upload tab will appear. Select the Upload option to submit the uploaded file:

On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer as follows:
In the map viewer, users can spatially compare the spatial data being submitted as part of the Post Construction Plan package against the spatial data approved for the permit.

In the Layer list, the Post Construction Plan layer grouping represents the shapefiles contained in the uploaded spatial data in the submission. The layers contained in the Permit layer grouping reference the permitted spatial data.

A user can view the attributes of a spatial feature by selecting it:

If a user chooses to Confirm the submission, a message will be displayed containing the names of the files successfully uploaded. If a user selects Cancel in the map viewer, the system will return to the Submit Post Construction Plan tab and remove the files the user added.
10.4.3 Enter Forest Cut

If the permit was approved for the removal of timber from Crown land for the purposes of conducting an oil and gas activity, the details of approved Cutting Permit(s) will be displayed to a user on the Forest Cut Submissions tab.

Where a Cutting Permit is displayed, users are required to indicate the amount of New Cut Taken (ha). The New Cut Taken (ha) must be >=0. Where no new cut has been taken users must enter 0.

If cut has submitted in previous Post Construction Plans for the permit, this will be displayed as Existing Cut Taken (ha). Actual Cut Taken (ha) is calculated as Existing Cut Taken (ha) + New Cut Taken (ha).

<table>
<thead>
<tr>
<th>Forest District</th>
<th>Master License Cut Number</th>
<th>Cutting Permit Number</th>
<th>Cutting Permit Status</th>
<th>Timber Mark Number</th>
<th>Approved Cut (ha)</th>
<th>Existing Cut Taken (ha)</th>
<th>New Cut Taken (ha)</th>
<th>Actual Cut Taken (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peace District</td>
<td>M2725</td>
<td>196</td>
<td>Open</td>
<td>MTC374</td>
<td>62.270</td>
<td>12.06</td>
<td>12.50</td>
<td>12.50</td>
</tr>
</tbody>
</table>

If no Cutting Permit was approved as part of the permit no details will be displayed on the Forest Cut tab.

If the Cutting Permit Status is ‘Closed’, the user will not be able to report a cut on the corresponding Cutting permit (the New Cut Taken (ha) text box will not be available to be edited) and user will be required to apply for a new cutting permit using the AMS Applications. Please refer to the AMS User Manual.

10.4.4 Finalize a Post Construction Plan Submission

To finalize a Post Construction Plan submission, select Submit to OGC:

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:
10.4.5 Subsequent Post Construction Plan Submissions

If a permit holder constructs activities approved as part of a permit at different times they may be required to make multiple Post Construction Plan submissions in order to meet the conditional requirement of their permit to submit a Post Construction Plan to the Commission within 60 days of completing construction of a permitted activity.

To make a subsequent Post Construction Plan submission, users are required to modify the construction code for each Land ID in the spatial data for a permit according to Section 4 of the eSubmission Spatial Data Submission Standards so as to reflect the current state of construction, and make any necessary edits to the spatial geometry prior to submission.

If forest cut was approved as part of the permit, a user may also be required to increase the Area of New Cut (ha) taken to reflect the total area of cut taken to date if new cut was taken since the most recent Post Construction Plan submission was made.

10.4.6 Permit Construction Completion Status

Users can view the construction status for a permit at any time by viewing the ‘Construction Complete’ indicator in the Active Activity bar when a permit is selected:

![Permit Construction Completion Status](image)

Construction is considered complete for a permit when all land areas contained in the spatial data of a Post Construction Plan submission have been classified as Constructed and/or Never To Be Constructed, as per the eSubmission Spatial Data Submission Standards Manual.

Construction is not considered complete for a permit when one or more land areas contained in the spatial data of a Post Construction Plan submission have been classified as Future Construction, as per the eSubmission Spatial Data Submission Standards Manual.

The ‘Construction Complete’ status will only be updated on acceptance of Post Construction Plan submissions. Rejected submissions are not considered when determining the construction status of a permit.

10.5 Preliminary Statutory Rights of Way Survey Plans
To make a Preliminary SRW Survey Plan submission, ensure a permit is actively selected in the Active Activity Bar. Users can search for a permit using a variety of identifiers, including the Tenure Number if known:

Once a permit is selected in the Active Activity bar, select Statutory Right of Way from the Navigation Menu:

10.5.1 Upload Preliminary SRW Survey Plan Files

Users are required to upload two separate files when making a Preliminary SRW Survey Plan submission:

- A .zip file containing the Land Area polygons tenure is being applied for
- A .PDF file containing the Preliminary SRW Survey Plan

If no projection (.prj) file is associated with the spatial data to be submitted, users must then choose a spatial reference for the spatial dataset to be uploaded from the list of spatial reference options:
If a user attempts to define a spatial reference where the .zip file contains a .prj file an error will be displayed to the user.

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add files for submission to the Commission. Select the Add function to navigate to the required files for uploading:

Users must then choose one .zip file and one .PDF to include in the submission:

If a user does not upload the appropriate number of files, they will receive an error suggesting the number of required files to be uploaded:

- The number of PDF files must not be fewer than 1
- The number of ZIP files must not be more than 1
Users must ensure that all files adhere to the Preliminary SRW Survey Plan data package file naming standards as defined in the eSubmission Spatial Data Submission Standards. If a user attempts to upload a file where the file name does not adhere to the file naming standards they will receive an error message indicating the required file naming standard.

Users are required to manually remove files not adhering to the naming convention, adjust the file name and re-add the files:

Once the required files are successfully added, they will appear in the file list and the Upload tab will appear. Select the Upload option to upload the files:

On successful upload, the spatial data uploaded in the .zip file will be displayed by the system in a map viewer. A user is required to review and Confirm or Cancel the spatial submission directly in the map viewer as follows:

In the map viewer, users can spatially compare the spatial data being submitted against the spatial data approved as part of the permit. In the Layer list, the Statutory Rights of Way layer represents the shapefile contained in the uploaded spatial data in the submission. The layers contained in the Permit layer grouping reference the permitted spatial data.
A user can select a feature to view its attributes:

On selecting Confirm, users will be prompted to enter in the Survey Plan #, Survey Company and Contact Person. The Survey Plan # should reference the the Survey Plan (for example, EPP123456) and not the Job #. Users for selection will be restricted to those with permissions on behalf of the selected company. Select ‘Submit to OGC’ to continue with the submission. If a user selects Cancel in the map viewer, the system will return to the Submit SRW Preliminary Survey Plan tab and remove the files the user added.
10.5.1.1 Finalize a Preliminary SRW Survey Plan Submission

To finalize a Preliminary SRW Survey Plan submission, select Submit to OGC:

On submission, a message containing the names of the files successfully uploaded and a system generated submission receipt number for reference purposes will be displayed to a user:

```
The following files were uploaded successfully:
100078162_PSRW_2016MAY25.PDF
100078162_PSRW_2016MAY25.ZIP
Submission Receipt #: 242252
```

10.6 View Permit Submission History

Post Construction and Preliminary SRW Survey Plan submissions will be immediately visible in the submission history log on the submission page for the respective submission type:

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>File Name</th>
<th>Uploaded Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>242233</td>
<td>100078162_PPCP_2016MAY25.PDF</td>
<td>2016-05-25</td>
<td>Review Required</td>
</tr>
<tr>
<td>242233</td>
<td>100067239_PPCP_2016MAY25.ZIP</td>
<td>2016-05-25</td>
<td>Review Required</td>
</tr>
<tr>
<td>242232</td>
<td>100067239_PPCP_2016MAY24.PDF</td>
<td>2016-05-25</td>
<td>Accepted</td>
</tr>
<tr>
<td>242232</td>
<td>100067239_PPCP_2016MAY24.ZIP</td>
<td>2016-05-25</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

10.7 Review & Determination of Permit Administration Submissions

Upon submission, Post Construction and Preliminary SRW Survey Plan submissions are reviewed by the Permit Operations & Administration branch and receive a determination of either Accepted or Rejected.

A user can view the status of a submission at any time in the submission history log. A submission will be assigned one of the following statuses at a given point in time:

<table>
<thead>
<tr>
<th>Status</th>
<th>Assignment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Required</td>
<td>Upon submission by a permit holder</td>
</tr>
<tr>
<td>In Progress</td>
<td>Upon commencement of a review by the Commission</td>
</tr>
<tr>
<td>Accepted</td>
<td>Upon acceptance of a submission as a whole by the Commission</td>
</tr>
<tr>
<td>Rejected</td>
<td>Upon rejection of a submission as a whole by the Commission</td>
</tr>
</tbody>
</table>
In addition to status being displayed in the submission history log, both the permit holder and user who made the submission will also receive e-mail confirmation of the result of a determination once rendered. Since partial acceptance of a submission is not possible, each file contained in a submission will have equivalent statuses:

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>File Name</th>
<th>Uploaded Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>242233</td>
<td>100067239_PPCP_2016MAY25.PDF</td>
<td>2016-05-25</td>
<td>Rejected</td>
</tr>
<tr>
<td>242233</td>
<td>100067239_PPCP_2016MAY25.ZIP</td>
<td>2016-05-25</td>
<td>Rejected</td>
</tr>
<tr>
<td>242232</td>
<td>100067239_PPCP_2016MAY24.PDF</td>
<td>2016-05-25</td>
<td>Accepted</td>
</tr>
<tr>
<td>242232</td>
<td>100067239_PPCP_2016MAY24.ZIP</td>
<td>2016-05-25</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

10.8 TANC (Transfers, Amalgamations, Name Changes)

The TANC menu option allows users to view, create, and edit Corporate Structure and Permit Transfer applications. Currently the system only processes Corporate Structure Changes, but will later have added support for Asset Transfers.
10.8.1 Submit a Name Change Application

Select the organization that is changing their name at the top right of the screen and then click on New Name Change Application to begin the application. Provide and or update the information within all the tabs of the Corporate Name Change Application and then Submit to the OGC. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

Name Change Tab

**Operator Name**
Enter the new legal name of the operator.

**Operator Abbrev**
Provide an abbreviation for the new legal name of the operator. This must be unique and 16 characters or less, including spaces. Operator Abbreviations are used in the naming of wells and facilities.
Incorporation ID  
Provide the Incorporation number from the BC Registry Name Change Certificate.

BN9#  
Provide the BN9# of the operator. A BN9 is a 9 digit number issued by the Federal Government (CRA)

Insurance Certificate Expiry Date  
Provide the new expiry date as found on the updated Certificate of Insurance.

Director Information  
Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.

Pop-up screen that displays after selecting Add Director on the Name Change tab.
## Contact Information

Click the drop-down for each contact section and provide all mandatory fields.

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Systems Contact</strong></td>
<td>Enter a contact for correspondence related to this Corporate Name Change.</td>
</tr>
<tr>
<td><strong>Corporate Legal Address</strong></td>
<td>Provide the current address of the organization.</td>
</tr>
<tr>
<td><strong>Corporate Contact Person Information</strong></td>
<td>Provide the contact information for the CEO/President of the organization.</td>
</tr>
<tr>
<td><strong>OGC General Finance</strong></td>
<td>Provide an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.</td>
</tr>
<tr>
<td><strong>Primary User Security Administrator</strong></td>
<td>Provide the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.</td>
</tr>
<tr>
<td><strong>Backup User Security Administrator</strong></td>
<td>Provide a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.</td>
</tr>
<tr>
<td><strong>OGC Company Administrator</strong></td>
<td>Provide the individual responsible for assigning system security roles to users within their organization.</td>
</tr>
<tr>
<td><strong>OGC Asset Transfer Administrator</strong></td>
<td>Provide the individual who will have access to TANC for processing transfers of assets and corporate structure changes. (Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.)</td>
</tr>
</tbody>
</table>
OGC Financial Administrator

Provide the person responsible for managing Pre-Authorized Debit (PAD) agreements with the OGC and act as the primary contact person for invoice or payment related topics.

Systems Contact * (For all email correspondence relating to the processing of this application)

- Contact Last Name: Smith
- Contact First Name: Bob
- Contact Phone: (123) 456-7890
- Contact Email: OGCkonmt.Notices@bcogc.ca

Corporate Legal Address *

- Address 1: 2700, 355-5th Avenue, SW
- City: Calgary
- Country: Canada
- Prov / State: Alberta
- Postal / Zip: T2P 5M9

AD #

This tab of the Corporate Name Change Application displays all assets to be updated with the new legal name of the operator. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.
Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.

Activity Summary

This tab provides a summary of all assets that are part of the Corporate Name Change Application.

Attachments

Upload the required documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select upload. Repeat for each document required. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Name Change Applications.
BC Corporate Registry Certificate

The name change must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Name Change Certificates are not acceptable). For further information, visit the BC Registry Services website or call the Registrar of Companies at (250) 387-5101. Note: the BC Corporate Registry name change certificate is all that is required to assign the surface. A Surface Assignment Agreement is not required. Any “offered” tenure must be executed and received in our office with the required fees prior to the approval of the name change.

Proof of Insurance

Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants, and agents.”

The address for the BC Oil & Gas Commission is Bag 2, 6534 Airport Road, Fort St. John, BC, V1J 2B0.

Please name uploaded documents in the following conventions:

BC Registry Certificate_YYYYMMMMDD
Insurance_YYYYMMMMDD
MLTC Application_YYYYMMMMDD
Cover Letter_YYYYMMMMDD

For example – BC Registry Certificate_2018JUL12

Comments

This tab allows proponents to leave comments that the Commission can view when reviewing the application.

Submission

Landowner Notification

The Commission requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.

PAD Agreement

Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup.
Declaration

By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the proponent; accepts responsibility for all deficiencies associated with the assets as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct.

Once all information has been provided and the application is ready to submit, select Submit to OGC. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit to OGC again to submit the Corporate Name Change Application.

10.8.2 Submit an Amalgamation Application

Corporate Amalgamation TANC Application – Transferor

To initiate an amalgamation application select Corporate Amalgamation under Permit Administration, TANC in the sidebar. The transferor company must initiate all amalgamation applications.
Choose the organization that is to be merged into the transferee at the top right of the screen and then click on New Application (Transferor) to begin the application.

Provide and or update the information within all the tabs of the Corporate Amalgamation Application and then Assign to Transferee. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

**Amalgamation Tab**

<table>
<thead>
<tr>
<th>Transferee Corporate Information</th>
<th>Select the transferee company from the drop down. The operator abbreviation, BA Identifier, Incorporation ID, and BN9# will populate from our systems, if available. These fields are read-only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amalgamation Established Date.</td>
<td>The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the Commission’s systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day.</td>
</tr>
<tr>
<td>Systems Contacts</td>
<td>Provide the systems contact for the transferor company. This defaults to the asset transfer administrator logged into eSubmission. Provide a contact for the transferee company. This contact will be notified when the amalgamation is assigned to their company for further handling. This contact may be edited by the transferee later, if required.</td>
</tr>
</tbody>
</table>

**AD Tab**

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.

**Activity Summary Tab**

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.
Attachments Tab

Select the appropriate response to the question in the available dropdown. Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. All uploaded documents will be viewable by the transferee and the Commission. Document types that can be uploaded are PDF, DOC, and DOCX.

Tenure Report

If the transferor has assets with tenure, the Tenure Report will be a required document. The Tenure Report is requested from the Commission through the Land Tenure Report Request feature in eSubmission. Please see section 7, Reports and Queries, of this manual for more information. Please note that reports older than three months will not be accepted.

Upload documents in the following conventions:

Tenure Report_YYYYMMDD
Cover Letter_YYYYMMDD

For example – Tenure Report_2018JUL12

Comments Tab

This tab allows proponents to leave comments that the transferee and the Commission can view when reviewing the application.

Assign to Transferee

By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the transferor and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct; understands that the transferor will unable to submit applications and currently submitted applications will not be approved; understands that there will be no change to transferor’s assets until the assets have been amalgamated.

Once all information has been provided, select Assign to Transferee. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Assign to Transferee again to assign the Corporate Amalgamation Application.

Corporate Amalgamation TANC Application – Transferee

Once the transferee has successfully assigned the Corporate Amalgamation Application to the transferee, an email notification will be sent to the transferee systems contact provided by the transferor. Continue the amalgamation application by selecting Corporate Amalgamation under Permit Administration, TANC in the sidebar.
Provide and or update the information within all the tabs of the Corporate Amalgamation Application and then Submit to OGC. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied.

**Amalgamation Tab**

**Amalgamation Established Date.** The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the Commission’s systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day. This date was selected by the transferor but may be edited by the transferee.

**Insurance Certificate Expiry Date**

Provide the expiry date as found on the company’s Certificate of Insurance.

**Systems Contacts**

The transferee contact has been selected by the transferor company. This information may be updated, if desired. This contact will receive all email correspondence, including approval notification, related to this application.
**Director Information**

Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.

---

**Table:**

<table>
<thead>
<tr>
<th>Add #</th>
<th>Activity Status</th>
<th>Title *</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>Address 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Director Start Date:**

**Director End Date:**

**Director Verified:** Yes

**Last Name:**

**First Name:**

**Telephone:** (999) 999-9999

**Fax:** (999) 999-9999

**Email:**

**Mailing Address:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>Address 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Country:**

**Province / State:**

**Postal / Zip:**

---

*Pop-up screen that displays after selecting Add Director on the Amalgamation tab.*
Contact Information Tab

Click the drop-down for each contact section and provide all mandatory fields. If the contact information is auto-populated, each must still be verified for updates and accuracy.

<table>
<thead>
<tr>
<th><strong>Systems Contact</strong></th>
<th>Enter a contact for correspondence related to this Corporate Amalgamation.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Legal Address</strong></td>
<td>Provide the current address of the organization.</td>
</tr>
<tr>
<td><strong>Corporate Contact Person Information</strong></td>
<td>Provide or verify the organization’s main contact person and information.</td>
</tr>
<tr>
<td><strong>OGC General Finance</strong></td>
<td>Provide or verify an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.</td>
</tr>
<tr>
<td><strong>Primary User Security Administrator</strong></td>
<td>Provide or verify the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.</td>
</tr>
<tr>
<td><strong>Backup User Security Administrator</strong></td>
<td>Provide or verify a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information.</td>
</tr>
<tr>
<td><strong>OGC Company Administrator</strong></td>
<td>Provide or verify the individual responsible for assigning security roles to KERMIT users within their organization that will need access to OGC Systems.</td>
</tr>
<tr>
<td><strong>OGC Asset Transfer Administrator</strong></td>
<td>Provide or verify the individual who will have access to TANC for processing transfers of assets and corporate structure changes. (Currently TANC only processes corporate structure changes but will later have added support for asset transfers.)</td>
</tr>
<tr>
<td><strong>OGC Financial Administrator</strong></td>
<td>Provide or verify the person responsible for managing Pre-Authorized Debit (PAD) agreements with the OGC and act as the primary contact person for invoice or payment related topics</td>
</tr>
</tbody>
</table>
Systems Contact *(For all email correspondence relating to the processing of this application.)*

<table>
<thead>
<tr>
<th>Contact Last Name *</th>
<th>Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact First Name *</td>
<td>Bob</td>
</tr>
<tr>
<td>Contact Phone *</td>
<td>(123) 456-7890</td>
</tr>
<tr>
<td>Contact Email *</td>
<td><a href="mailto:OGCPermNotcass@bcogc.ca">OGCPermNotcass@bcogc.ca</a></td>
</tr>
</tbody>
</table>

**Corporate Legal Address * **

<table>
<thead>
<tr>
<th>Address 1 *</th>
<th>2700, 255-5th Avenue, SW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Address 3</td>
<td></td>
</tr>
<tr>
<td>Address 4</td>
<td></td>
</tr>
<tr>
<td>City *</td>
<td>Calgary</td>
</tr>
<tr>
<td>Country *</td>
<td>Canada</td>
</tr>
<tr>
<td>Prov / State *</td>
<td>Alberta</td>
</tr>
<tr>
<td>Postal / Zip *</td>
<td>T2P3M9</td>
</tr>
</tbody>
</table>

- Corporate Contact Person Information
- OGC General Finance
- Primary User Security Administrator *
- Backup User Security Administrator
- OGC Company Administrator *
- OGC Asset Transfer Administrator *
- OGC Financial Administrator *

**AD # Tab**

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.
Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Activity Summary Tab

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.

Attachments Tab

Documents uploaded by the transferor are available on this tab for review by the transferee company. Select download to view the document. Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. Repeat for each document required. All uploaded documents are viewable by the transferor and the Commission. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Amalgamation Applications.

**BC Corporate Registry Certificate**

The amalgamation must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Amalgamation Certificates are not acceptable). For further information, visit the [BC Registry Services website](#) or call the Registrar of Companies at (250) 387-5101.

Note: the BC Corporate Registry amalgamation certificate is all that is required to assign the surface. **A Surface Assignment Agreement is not required**. Any “offered” tenure must be executed and received in our office with the required fees prior to the approval of the name change.
Proof of Insurance

If current insurance is not on file with the Commission, it must be provided as part of the Corporate Amalgamation Application. Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants, and agents.” The address for the BC Oil & Gas Commission is Bag 2, 6534 Airport Road, Fort St. John, BC, V1J 2B0.

Upload documents in the following conventions:

BC Registry Certificate_YYYYMMDD
Insurance_YYYYMMDD
Cover Letter_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

Comments Tab

This tab allows proponents to leave comments that the transferor and the Commission can view when reviewing the application.

Submission

Landowner Notification

The Commission requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.

PAD Agreement

Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup.

Declaration

By checking I Accept Responsibility, the applicant all of the assets in the application belong to the transferor and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct.

Once all information has been provided and the application is ready to submit, select Submit to OGC. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit to OGC again to submit the Corporate Amalgamation Application.
Chapter 11: Water Use

11.1 Introduction

As a condition of all Water Use authorizations granted by the Commission under Section 10 of the Water Sustainability Act, permit holders are required to submit monthly water volume withdrawal data on a quarterly basis for each approved withdrawal location for a Point of Diversion (POD) approval or, in the case of a Basin approval, as a cumulative total for each approved basin. This data is required to be reported to the Commission as follows:

<table>
<thead>
<tr>
<th>Reporting Quarter</th>
<th>Reporting Period</th>
<th>Report By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>January – March</td>
<td>April 25th</td>
</tr>
<tr>
<td>Q2</td>
<td>April - June</td>
<td>July 25th</td>
</tr>
<tr>
<td>Q3</td>
<td>July - September</td>
<td>October 25th</td>
</tr>
<tr>
<td>Q4</td>
<td>October - December</td>
<td>January 25th</td>
</tr>
</tbody>
</table>

eSubmission provides permit holders the ability to search for Water Use approvals, generate templates for making submissions and submit water withdrawal volumes. Previously reported volumes can also be corrected through eSubmission.

11.2 Retrieve a Water Use Approval

Prior to submitting withdrawal volumes, permit holders can search for Water Use approvals they are authorized to view and make submissions for in order to view the details of an approval and any previously reported volumes. To retrieve a Water Use approval, expand the Water Use option in the Navigation Menu and select the Water Use Approval option:

On the Water Use Approval screen, users can search for Water Use approvals in one of the three following ways. Each option requires a user select an Operator from the drop-down list prior to executing a search.
1) **User Entered Criteria**

Allows users to search for an approval using any of the available fields. For example, for a Legacy OGC File #:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Canadian Natural Resources Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Use Type</td>
<td>POD</td>
</tr>
<tr>
<td>Water Use #</td>
<td>Permit Adj#</td>
</tr>
<tr>
<td>Active between</td>
<td>yyyy-MM-dd and yyyy-MM-dd</td>
</tr>
</tbody>
</table>

2) **Approvals Active in the Current Quarter**

Allows users to search for Water Use approvals active in the current calendar year quarter. An active Water Use approval is defined as having an:

- Effective Date >= Quarter of Interest, and
- Termination OR Cancelled Date < Quarter of Interest

For example, if a user searches for an active Water Use approval in August 2016, the query will return all approvals for the permit holder active in Q3 (July – September).

3) **Approvals Where Submissions are Due**

Allows users to search for Water Use approvals requiring the submission of withdrawal volumes. A submission shall be considered due where an approval was active in a quarter which has now passed and volumes remain outstanding for submission for the quarter which has passed. A submission shall no longer be considered due once volumes have been submitted for the quarter which has passed.

Select Find to execute a search. Search results are displayed immediately below the search criteria:
Users can determine where a submission is due for a Water Use # by selecting ‘Show’ to display the POD(s) and month(s) submissions are due for.

11.3 View a Water Use Approval

Users can view the details of a Water Use approval by selecting a Water Use # from the search results. On selection, a screen containing the details of the approval and any previously reported withdrawal volumes submitted to the Commission will be displayed:
If multiple PODs or Basins have been authorized as part of a Water Use approval, a user can select an individual POD or Basin from the list to view its details.

11.3.1 View a Point of Diversion

To view a POD, first make a selection from the list of approved PODs in a Water Use approval:

On selection, the details of the selected POD and any submitted withdrawal volumes will be displayed:
Only withdrawal volumes submitted to the Commission will be displayed for each month a submission has been made for. Months that a permit holder was approved to withdraw water during that have an outstanding submission will not be displayed.

Users can navigate between PODs by selecting the Back and Forward functions as follows:

For an individual POD, users can also choose to view the approval spatially in a map viewer by selecting the View in Map option:

The map viewer will open in a Map tab. Upon opening, the attributes of the POD approval will be displayed. Alternatively, the map viewer can be accessed by selecting the Map tab.
In the map viewer, users can choose to maximize or minimize the Layers and Tools bars, or select and drag them to an alternate location in the map. Users have basic map functionalities available for use in the Layers and Tools bars – such as turning layers on or off, measuring distance or identifying coordinates.

To return to the details of the approval from the map viewer, select the Water Source tab.

Users can go back to the list of all PODs by selecting the All Sources option:

11.3.2 View a Basin

To view a specific Basin, first make a selection from the list of approved Basins for a Water Use #.
Users can navigate between Basins by selecting the Back and Forward functions:

Alternatively, a user can go back to the list of all of the Basins by selecting the All Basins option:

### 11.4 Generate a Water Use Submission Template

In order to make a Water Use submission in eSubmission a user must first generate a submission template for one or many Water Use numbers. Each template includes all months that a Water Use number is approved to withdraw water in. This allows users to submit volumes withdrawn for each approved month following the end of a calendar year quarter reporting period. Both POD and Basin approvals can be managed together in a single template file, thereby reducing the number of submissions users are required to make.

Operators may choose to generate a Water Use template at any time following the approval of a Water Use authorization. Each time a template is generated it will contain any previous volumes successfully submitted to the Commission.

**Note:** To edit a template, users must have an XML (Extensible Markup Language) editor installed on their machine. A number of XML editors are available for industry use, either free-of-charge or at a cost – such as *Notepad++*.

To generate a template a user must first select one or many Water Use numbers for inclusion. Users may only select Water Use numbers for inclusion in the template based on the results of a search. For example, if a user searches for all POD submissions due, only the resulting records will be available for selection and inclusion in the file.
A user can select one or many Water Use numbers to include in the file by selecting the Include in Water Use Submission Template option. Either All or individual Water Use numbers from the search results can be selected.

There are no restrictions around which Water Use number(s) a user can include in a template. A user may choose to include only Water Use numbers where a POD submission is due. Or, a user may want to make submissions for a specific time period so they may choose to search for a particular time period in which one or many approvals were active.

Alternatively, a user may generate individual templates for each Water Use number. However, this approach is not recommended as it increases the number of templates a user is required to manage and make submissions for.

Once the Water Use number(s) of interest for inclusion in the template are selected, navigate to bottom of the screen and select the Generate XML Submission Template option to create the submission template:

On download, users will be prompted to Open or Save the template generated by eSubmission:

Select the desired option (Open or Save) and then open the file in the desired XML editor. The XML editor used for demonstration purposes only in this guide is Notepad++.

For users wanting to auto-generate XML files from internal databases containing water withdrawal volumes, an XSD file describes the elements in the XML file and is available for download as indicated below. If assistance is required for enabling this functionality, please contact servicedesk@bcogc.ca
11.5 Record Water Withdrawal Volumes

Water Use templates follow a standard structure that groups months approved by POD or Basin for a Water Use number:

In the template, expand all folders. Start with the ‘waterUsesReport’ folder. This folder contains the Permit Holder and ID. Next, expand a ‘waterUse’ folder to view a single Water Use approval. Then expand a POD or Basin folder (depending on the Water Use approval type) to view the months approved for withdrawing water volumes.

In the example below, two separate Water Use approvals have been included in the template.
Each month approved for water withdrawal at a Point of Diversion will be displayed in a template. If present, monthly withdrawal. Volumes previously reported to the Commission will be displayed.

Months requiring a submission will have a volume of -999. Operators are required to submit monthly volumes by the 25 day following the end of each calendar year quarter. However, eSubmission provides operators the option to submit volumes after each month has passed, or immediately following the termination or cancellation of an approval. Volumes for months that have not yet passed should always be left as -999.
Volumes being reported must be \( \geq 0 \). If no water was withdrawn for an approved month, a submission of 0 is still required to be submitted to indicate that no water was withdrawn for a given month.

Users may choose to modify an existing volume by adjusting an existing withdrawal volume reported to the Commission. A new template that contains the most recent volume submitted to the Commission is not required in order to modify an existing volume.

Once all volumes are correctly entered, save the file and ensure it adheres to the standard file naming convention:

```
STWU_YYYYMM_OPERATORCODE_OPTIONAL.XML
```

The following table provides a breakdown of each of the components of the file naming convention:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Required to be Modified a User?</th>
</tr>
</thead>
<tbody>
<tr>
<td>STWU</td>
<td>A system generated submission type identifier.</td>
<td>No</td>
</tr>
<tr>
<td>YYYYMM</td>
<td>The year and month the submission is being made by the user in eSubmission.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
11.6 Make a Water Use Submission

To upload a populated template in eSubmission select the Load Water Volumes option in the Navigation Menu:

Users are required to select an organization they are authorized to make a submission on behalf of prior to making a submission. Users may only make submissions for one organization at a time. In the example below, the user is authorized to make Water Use submissions on behalf of two permit holders and must choose one permit holder to make a submission for:

Accepting responsibility for reading and understanding the acknowledgement statement enables a user to add one or many files for submission to the Commission. Select the Add function to navigate to the file(s) for uploading:

Then select one or many populated templates to upload in a submission:
If a user attempts to upload a file where the file name does not adhere to the naming submission standard, a user will receive an error message indicating the required file naming standard. In this case, users are required to manually remove files not adhering to the naming convention and adjust the file name before re-adding the file.

Once a file is added successfully, it will appear in the file list for uploading. Users can choose to remove files upon adding them should they need to.

Select the Submit To OGC option to submit the uploaded file(s) to the Commission:
On successful upload, the following message will be displayed containing the names of the file(s) successfully uploaded and a system generated submission receipt number for reference purposes:

Users can view submitted volumes immediately upon upload by searching for and viewing the withdrawal volumes for a Water Use number.

Where a user has made an error in a submission, a subsequent submission with corrected volumes can be made. Subsequent submissions require a change to the file name since each file name must be unique.

11.6.1 Unreported Volumes

If a user has not reported volumes for a Water Use approval active in months that have now passed, the following error message indicating a volume of -999 is invalid will be displayed.

eSubmission will accept valid volumes reported in a submission but will not accept invalid volumes. Invalid volume submissions do not exempt a permit holder from submissions due.

11.6.2 Reporting Volumes Outside an Approved Window

If a user attempts to report withdrawal volumes outside of the approved window for a Water Use number either by way of adding a new month to or modifying an existing month to a different month in the template, an error message indicating the Water Use number, POD or Basin and year and month the volume is being reported for will be displayed to the user, prompting self-disclosure to the Commission's Compliance & Enforcement branch:
eSubmission will accept any volumes reported in the submission a permit holder was approved to withdraw water during, but it will not accept any volumes reported outside of an approved window.

11.7 Submission History

After uploading a Water Use file it will be visible in the submission history log of the Load Water Volumes page.

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>File Name</th>
<th>Uploaded Date</th>
<th>Records</th>
<th>Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>242192</td>
<td>STYWU_201605_0237_001.XML</td>
<td>2016-05-20</td>
<td>324</td>
<td>4</td>
</tr>
</tbody>
</table>

Users can view the data in an individual submission by selecting the submission from the submission history log. A submission may or may not contain errors. Errors indicating unsuccessfully submitted records will be highlighted in yellow. For example:

A common error encountered is ERROR: The volume in YYYY/MM should not be negative numbers. The volume -999 is invalid. This error indicates a submission remains outstanding for the month displayed.

Users can navigate back to the Water Use Approval option in the Navigation menu to search for the Water Use approval(s) a submission was made for. If a user made successful submissions for all Water Use approvals that were previously displaying as due, when a search is conducted for submissions due there should no longer be any Water Use approvals listed.
Chapter 12: Security & Emergency Management

12.1 Introduction

An emergency response plan is required for all oil, gas and geothermal activities where a hazard exists. Permit holders are required to maintain their plans, providing updates as necessary to ensure the actions outlined in the plan address the full range of identified hazards, and that all response resources are sufficient and available to meet such hazards.

When an oil or gas permit holder operates a dam for the purpose of water supply to their oil or gas operations, the provisions of the Dam Safety Regulation, Section 9, can be met within the scope of a field or facility emergency response plan. This is accomplished by adding the appropriate mapping (inundation zone) and hazard response processes specific to the dam site.

12.2 Submitting a new Core ERP

To submit a new Core ERP select Emergency Response Plans in the navigation Menu.

Select your Organization. Note: you will only see organizations for which to have the “Notices” security role within Kermit, if you require access please contact your company administrator.

Select New Core.

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.
You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email with the status (accepted or rejected).

### 12.3 Submitting a new Field ERP (field, D&C, or workover)

To submit a new Core ERP select Emergency Response Plans in the navigation Menu

![Emergency Response Plans](image)

Select your Organization. Note: you will only see organizations for which to have “Notices” security role for within Kermit, if you require access please contact your company administrator.

Select new supplemental.

![New Core | New NEB | New Supplemental](image)

Select the Core to which the supplemental applies.

![Select Core or NEB Emergency Response Plan](image)

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email with the status (accepted or rejected).
12.4 Submitting a new CER ERP

To submit a new CER ERP select Emergency Response Plans in the navigation Menu.

Select your Organization. Note: you will only see organizations for which to have the “Notices” security role for within Kermit, if you require access please contact your company administrator.

Select new CER.

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed, you will receive a follow up email.

12.5 To Search for an ERP

To search for all your organization’s existing ERPs select Emergency Response Plans in the navigation Menu

Select your Organization. Note: you will only see organizations for which to have the “Notices” security role for within Kermit, if you require access please contact your company administrator.
All ERPs on file with the Commission will appear.

### 12.6 Updating an existing ERP

To update an existing ERP select Emergency Response Plans in the navigation Menu.

![Emergency Response Plans]

Select your Organization. Note: you will only see organizations for which to have the “Notices” security role for within Kermit, if you require access please contact your company administrator.

![Organization: Please select an organization]

Click the update icon for the ERP you wish to update.

On the administration tab, ensure you complete all sections.

On the attachments tab, ensure selection of document type before choosing the document to upload.

Click Submit to OGC on the Submission tab.

You will receive an automatic email confirmation that your ERP has been submitted. This email will include a Submission Tracking Number. Please include this number in any correspondence regarding the submission.

When your submission has been reviewed and a determination has been made, you will receive a follow up email.

### 12.7 To Search for the Status of a Recent Submission

To search the status of a recent submission, select Submissions in the navigation Menu.

![Emergency Response Plans]

Select your Organization. Note: you will only see organizations for which to have the “Notices” security role for within Kermit, if you require access please contact your company administrator.
All recent submissions will appear showing the following information:

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>ERP ID</th>
<th>ERP Name</th>
<th>Type</th>
<th>Date</th>
<th>Submission Type</th>
<th>Submit Date</th>
<th>Review Date</th>
<th>Status</th>
</tr>
</thead>
</table>

Organization: Please select an organization
Appendix A: File Naming Conventions

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>Description</th>
<th>Required File Naming Convention</th>
<th>Date Guidance</th>
<th>OPTIONAL/ MANDATORY Guidance</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>Completion/Workover Report</td>
<td>WANUM_COMP_YYYYMMDD_OPTIONAL.PDF</td>
<td>Last Date of Operations</td>
<td>Well Name</td>
<td>30510_COMP_2017MAR15_ABC123.PDF</td>
</tr>
<tr>
<td>DIR</td>
<td>Directional Survey</td>
<td>WANUM_DIR_YYYYMMDD_OPTIONAL.TXT</td>
<td>Rig Release Date</td>
<td>Expected Drilling Event (DE),_Version#</td>
<td>12345_DIR_2015MAY01_00_V1.TXT</td>
</tr>
<tr>
<td>DST</td>
<td>Drill Stem Test</td>
<td>WANUM_DST_YYYYMMDD_OPTIONAL.PDF</td>
<td>Test Date</td>
<td>Run Number</td>
<td>12345_DST_2015MAY01_SRDOINFO.PDF</td>
</tr>
<tr>
<td>ETS</td>
<td>Tour Sheets</td>
<td>WANUM_ETS_YYYYMMDD_OPTIONAL.PDF</td>
<td>Rig Release or Drilling Suspended Date</td>
<td>Well Name</td>
<td>12345_ETS_2015MAY01_Bubbles c79A.PDF</td>
</tr>
<tr>
<td>FRAC</td>
<td>Hydraulic Fracture Data</td>
<td>WANUM_FRAC_YYYYMMDD_OPTIONAL.XML</td>
<td>Last Date of Operations</td>
<td>Expected Drilling Event (DE),_Version#</td>
<td>12345_FRAC_2015MAY01_00_V1.XML</td>
</tr>
<tr>
<td>FTLR</td>
<td>Formation Tops / Logs Run Supporting-Strip-Lithology Logs</td>
<td>WANUM_FTLR_YYYYMMDD_OPTIONAL.PDF</td>
<td>Rig Release Date</td>
<td>Well Name</td>
<td>12345_FTLR_2015MAY01_00_V1.PDF</td>
</tr>
<tr>
<td>GAN</td>
<td>Gas Analysis</td>
<td>WANUM_GAN_YYYYMMDD_OPTIONAL.PDF</td>
<td>Analysis Date</td>
<td>Unique Lab File Number</td>
<td>12345_GAN_2015JUN01_FC324-613A.PDF</td>
</tr>
<tr>
<td>GEO</td>
<td>Geological Reports</td>
<td>WANUM_GEO_YYYYMMDD_OPTIONAL.PDF</td>
<td>Report Date</td>
<td>Well Name</td>
<td>12345_GEO_2015JUN01_Bubbles c79A.PDF</td>
</tr>
<tr>
<td>GRD</td>
<td>Static Gradient Pressure Tests</td>
<td>WANUM_GRD_YYYYMMDD_OPTIONAL.PDF</td>
<td>Last Date of Testing</td>
<td>Test Description</td>
<td>12345_GRD_2015MAY01_SRDOINFO.PDF</td>
</tr>
<tr>
<td>INJDISP</td>
<td>Injection and Disposal</td>
<td>INJDISP_YYYYMM_9999.Optiona.xml</td>
<td>Submission Date</td>
<td>Version Number</td>
<td>INJDISP_201504_0691_01.xml</td>
</tr>
<tr>
<td>ISO</td>
<td>Isotope Reports</td>
<td>WANUM_ISO_YYYYMMDD_OPTIONAL.CSV</td>
<td>Test End Date</td>
<td>Lab File Number</td>
<td>12345_ISO_2015MAY01_ABC123.CSV</td>
</tr>
<tr>
<td>OAN</td>
<td>Oil Analysis</td>
<td>WANUM_OAN_YYYYMMDD_OPTIONAL.PDF</td>
<td>Analysis Date</td>
<td>Unique Lab File Number</td>
<td>12345_OAN_2015JUN01_XRD6745.PDF</td>
</tr>
<tr>
<td>PERF</td>
<td>Hydraulic Fracture Data</td>
<td>WANUM_PERF_YYYYMMDD_OPTIONAL.CSV</td>
<td>Last Date of Operations</td>
<td>Expected Drilling Event (DE),_Version#</td>
<td>12345_PERF_2015MAY01_00_V1.CSV</td>
</tr>
<tr>
<td>PRD</td>
<td>Production Flow Tests</td>
<td>WANUM_PRD_YYYYMMDD_OPTIONAL.PDF</td>
<td>Last Date of Testing</td>
<td>Test Description</td>
<td>12345_PRD_2015MAY01_SRDOINFO.PAS</td>
</tr>
<tr>
<td>PVT</td>
<td>Pressure-Volume Temperature Analysis</td>
<td>WANUM_PVT_YYYYMMDD_OPTIONAL.PDF</td>
<td>Test End Date</td>
<td>Lab File Number</td>
<td>12345_PVT_2015MAY01_ABC123.PDF</td>
</tr>
<tr>
<td>RFT</td>
<td>Repeat Formation Test</td>
<td>WANUM_RFT_YYYYMMDD_OPTIONAL.PDF</td>
<td>Test Date</td>
<td>Test Description</td>
<td>12345_2015MAY01_ABC123.PDF</td>
</tr>
<tr>
<td>STWU</td>
<td>Water Use</td>
<td>STWU_YYYYMM_9999_OPTIONAL.xml</td>
<td>Submission Date</td>
<td>Version Number</td>
<td>STWU_201607_0237_001.xml</td>
</tr>
<tr>
<td>TRD</td>
<td>(Bottom Hole) Transient Pressure and Deliverability</td>
<td>WANUM_TRG_YYYYMMDD_OPTIONAL.PDF</td>
<td>Last Date of Testing</td>
<td>Test Description</td>
<td>12345_TRG_2015MAY01_SRDOINFO.PAS</td>
</tr>
<tr>
<td>TRGS</td>
<td>(Surface) Transient Pressure and Deliverability</td>
<td>WANUM_TRGS_YYYYMMDD_OPTIONAL.PDF</td>
<td>Last Date of Testing</td>
<td>Test Description</td>
<td>12345_TRGS_2015MAY01_SRDOINFO.PDF</td>
</tr>
<tr>
<td>WAN</td>
<td>Water Analysis</td>
<td>WANUM_WAN_YYYYMMDD_OPTIONAL.PDF</td>
<td>Analysis Date</td>
<td>Unique Lab File Number</td>
<td>12345_WAN_2015JUN01_ABC123.PAS</td>
</tr>
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<td>WL</td>
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<td>Log Run Date</td>
<td>Curve Description</td>
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Users submitting Waste Disposal, Geophysical Program, Post Construction and Preliminary SRW Survey Plan spatial submission packages should refer to the eSubmission Spatial Data Submission Standards for required naming conventions.

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>Description</th>
<th>Required File Naming Convention</th>
<th>Date Guidance</th>
<th>OPTIONAL/ MANDATORY Guidance</th>
<th>Example</th>
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</thead>
<tbody>
<tr>
<td>CORE plan</td>
<td>Company Name_CORE_YYYY-MM-DD</td>
<td>Core plan must be submitted before any oil or gas activity can proceed. A valid CORE must be on file before a review of any supplemental plan can proceed.</td>
<td>2020-02-28 Use date created, not date submitted.</td>
<td>ABC Oil and Gas CORE 2019-03-31.pdf</td>
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<td>Drilling &amp; Completions Plan</td>
<td>WA Number(s)_Company Name_FieldName_Location</td>
<td>WA Number can be provided as a range if numbers are contiguous, or as a list. Location is given as NTS or DLS or UTM. Format can also be applied to work-overs.</td>
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<tr>
<td>Field / Facility / Pipeline Plan</td>
<td>Company Name_Field Name(s)_YYYY-MM-DD Company Name_Facility Name/YYYY-MM-DD Company Name_Pipeline Project/YYYY-MM-DD</td>
<td>For field ERPs, list all fields for which the supplemental plan applies separated by commas.</td>
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<td>ABC Oil and Gas Sunrise, Sundown 2019-03-31.pdf</td>
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