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.

Mission

The Commission regulates oil and gas activities for the benefit of British Columbians by:

- Protecting public safety.
- Respecting those affected by oil and gas activities.
- Conserving the environment.
- Supporting resource development.

Through the active engagement of stakeholders and partners, the Commission provides fair and timely decisions within its regulatory framework. It supports opportunities for employee growth, recognizes individual and group contributions, demonstrates accountability at all levels, and instills pride and confidence in our organization.

Vision and Values

To provide oil and gas regulatory excellence for British Columbia’s changing energy future.

- Respectful
- Accountable
- Effective
- Efficient
- Responsive
- Transparent
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Manual Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the Documentation Section of the Commission’s website. Stakeholders are invited to provide input or feedback on Commission documentation to OGC.Systems@bcogc.ca or submit feedback using the feedback form.

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Posted Date</th>
<th>Effective Date</th>
<th>Chapter Section</th>
<th>Summary of Revision(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>November 7, 2018</td>
<td>November 7, 2018</td>
<td>Various</td>
<td>Changes were made to this document to reflect the implementation of Petrinex. Things to note: Removed “Linkages” chapter (formerly Chapter 4).</td>
</tr>
</tbody>
</table>
KERMIT Overview

About

KERMIT is the Commission’s Knowledge, Enterprise, Resource, Management, Information and Technology data system.

KERMIT allows electronic submission of notices, performance/compliance data submissions, and as-built submissions.

Manual Structure

This document guides users through the KERMIT submission preparation; the Commission’s electronic notices submitted through KERMIT, and is a quick reference guide to highlight the steps required when completing information in KERMIT.

Additional Guidance

As with all Commission documents, this guide does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder’s responsibility to know and uphold all legal obligations and responsibilities.

Additional resources are available on the Commission’s website including:

- Glossary and acronym listing 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

Compliance and Enforcement

This document does not replace legislation or affect legislative requirements. All permit holders are ultimately responsible for ensuring they understand and meet all requirements of the Oil and Gas Activities Act (OGAA) and their permits. Should a person not comply with OGAA, the Commission may take compliance and enforcement actions. For more information regarding the Commission’s Compliance and Enforcement processes, please refer to the Compliance and Enforcement Manual.

GoTo: Table of Contents | Glossary | Legislation | BCOGC.CA
Chapter 1: KERMIT Functions

1.1 Fields

Most mandatory fields display a shaded background. Some fields that are conditional may become mandatory, and do not appear with the shaded background and instead appear under Finalize tab as an outstanding issue (Figure 1.1).

![Shaded Mandatory Fields in KERMIT](image)

Figure 1.1 Shaded Mandatory Fields in KERMIT

1.2 Search

The search function in KERMIT provides a way to link a notice or activity to an existing facility or project. (Figure 1.2).

![KERMIT Search](image)

Figure 1.2 KERMIT Search
1.3 Date

All editable date fields have a calendar button which generates a calendar (Figure 1.3). Select a date, or enter it manually in the MM/DD/YYYY format.

![Calendar Window](http://oxdeputy.idir.bcgov/kerm162/Ex)

Figure 1.3 Calendar Window

1.4 Buttons and Menus

The **save button** updates the application. This is convenient because it allows the user to enter in information, save it and come back at a different time to edit or complete the application.

The **find button** generates a pop-up window the user can use to search for a detail.
Chapter 2: Notices of Intent

A Notice of Intent (NOI) is submitted to notify the Commission of any activity or minor changes at an existing facility or pipeline.

NOIs are reviewed by the Commission’s Engineering division and the applicant will be notified by email if the notice is accepted or declined. Notice of Intents may be declined if more information is required, or if the scope is not appropriate to a Notice of Intent. Once all deficiencies have been addressed, the notice can be resubmitted. A new Notice of Intent should not be created unless specifically requested.

For a description of each Notice of Intent please refer to the Oil and Gas Activity Application Manual on the Commission's website.

2.1 Notices of Intent

Once logged into KERMIT – go to Post Permit Actions to begin the post permit notices.

Wells  Post Permit Actions  Compliance & Enforcement  Projects & Facilities

Select the Notice of Intent (NOI) type to be submitted from the following menu.

- NOI For Pipeline Project
- NOI (Upstream) For Facility
- NOI (Downstream) For Facility
- Find Notice of Intent

Select the appropriate NOI type for the project or facility. If an NOI for a pipeline project is selected, the screen below will generate allowing the applicable NOI type to be selected for submission.

Upload the required documents under the Attachments tab and finalize the NOI by clicking the “Submit application” button in the Finalized tab.
Required attachments for each type of Pipeline or facility NOI are listed in the Oil and Gas Activity Application Manual on the Commission’s website.

### NOI For Pipeline Project

- Abandon Pipeline
- Change CSA Class Location
- Deactivate Pipeline
- Decrease MOP (Downstream)
- Decrease MOP (Upstream)
- Farm Tap - Add
- Farm Tap - Remove
- Farm Tap - Repair/Replace
- Modify Data
- Reactivate Pipeline
- Repair/Replace Pipeline (In Kind)

If an NOI for upstream or downstream facility is submitted, the screen below will generate allowing the applicable NOI types to be selected for submission.

#### NOI (Upstream) For Facility

- Modify Equipment or Facility
- Cancel Facility or Activity
- Reactivate Facility
- Remove Facility
- Suspend Facility

#### NOI (Downstream) For Facility

- Modify Equipment or Facility
- Cancel Facility or Activity
- Reactivate Facility
- Remove Facility
- Suspend Facility

Once the NOI type is selected, a search for the pipeline or facility can be completed by entering the required information in the search criteria fields shown below.
Click the “New NOI” field to create a NOI.

Complete the Overview tab. Once the segment number under the pipeline details heading is selected, the mandatory information for each type of NOI must be completed. Information required for repair/replace NOI is shown below.
Pipeline Details

<table>
<thead>
<tr>
<th>Segment #</th>
<th>CSA Class Location</th>
<th>From Location</th>
<th>To Location</th>
<th>Status</th>
<th>Legacy IRIS Project #</th>
<th>Activity Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>(None)</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>(None)</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOI Pipeline Segment

Project #: Seg ID #: 001 Status: Active

Legacy OGC File #: 

From Location: 

To Location: 

FID #: 

Valve: 

Division #: 

Pipe

Repair/Modify Date: 

Comments: Work locations address / UTM / NAD83, description of work including description of modifications and/or repairs of facility piping, and other relevant comments.

Save  Cancel
2.2 Pipeline NOI’s
The following is a list of the current Pipeline Notice of Intents available for submission:

- Abandon Pipeline
- Change CSA Class Location
- Deactivate Pipeline
- Decrease MOP
- Farm Tap (Add, Remove or Repair / Replace)
- Modify Data
- Reactivate Pipeline
- Repair / Replace Pipeline (In Kind)

2.3 Facility NOI’s
The following is a list of the current Facility Notice of Intents available for submission:

- Modify Equipment or Facility. This includes:
  - Decreasing H2S concentration
  - Decreasing inlet capacity
  - Leak detection changes
  - Changing a facility production reporting designation (reporting / non-reporting)
- **Cancel Facility or Activity.** This applies for all previously approved equipment that was never installed and will no longer be constructed.
- **Reactivate Facility.** This applies for suspended facilities being brought back into service.
- **Remove Facility.** This applies when all equipment is to be removed.
- **Suspend Facility.** This applies if a compressor, battery, gas plant, or other major facility will be suspended for six (6) consecutive months or longer.
Chapter 3:
Post Permit Notices

3.1: NCS, NPT, LTO

Below is a reference on how to submit post permit notices. Each notice has generally the same mandatory screens however, some different attachments may be required.

Log into KERMIT – go to Post Permit Actions to begin the post permit notices.

Select a notice type for submission Notice of Construction Start (NCS), Notice of Pressure Test (NPT), Leave to Open (LTO) or As-Built.

Select an Notice of Construction Start (NCS) type for a project or facility.

A new window will generate allowing a search by number or different identifiers. The example below is for a facility NCS, if a pipeline NCS was chosen instead of Facility ID it would ask for the Project #.
Once the facility or project number is entered an option to begin a "new NOI" will be available.

The NOI screen will now allow the required information to be submitted within the appropriate fields. The screen may list a number of SRA/AA#'s depending on the facility or project. Click “include” on the SRA/AA# that corresponds to the NOI being submitted.

Under the Attachments tab – to attach documents click the “upload” button and “save”.

Once all the information is complete on the Overview tab and all attachments are uploaded open the Finalize tab to submit (or cancel) the notice. The Finalize tab will also list any outstanding information needed before submission. Example below.
3.2 As-Builts

Once logged into KERMIT – go to the Post Permit Actions tab to begin the As-Built submission.

Select the As-Built option from transaction jobs menu.

Select the type of As-Built to be submitted (upstream or downstream facility or pipeline).
A new window will generate allowing a search by number or different identifiers. The examples below are for a pipeline As-Built and a facility As-Built respectively.

Once the facility or project number is entered an option to begin a "new As-Built" will be available.

Once a new As-Built is created, complete all required fields in the Overview tab within the application. Click the segment number under the pipeline details section, ensuring the “include” check box is selected. This will include all the relevant applications associated to the as-built.
Complete the pipeline segment details. Changes that are acceptable through an As-Built application are listed in Section 11.2.6 of the Oil & Gas Activity Operations Manual.

Ensure all required attachments are submitted under the Attachment Tab.
As-Built submission requirements are listed in Section 11.3.4 of the *Oil & Gas Activity Operations Manual* for pipeline As-Builts and in Section 12.2.2 of the *Oil & Gas Activity Operations Manual* for facilities As-Builts.

For facility As-Built applications, once the Facility ID number is entered under the facility details section, ensure the “include” check box is selected. This will include all the relevant applications associated to the As-Built.

### As-Built Facility

<table>
<thead>
<tr>
<th>Facility ID:</th>
<th>Facility Type:</th>
<th>Battery Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Status: Active</td>
<td></td>
</tr>
</tbody>
</table>

- **Max Design H₂S:**
  - Cont. Inlet Gas: 2 ppm
  - Max. H₂S Content of Inlet Gas: 0 ppm

- **Plant Jurisdiction:**
  - Zone: OUT BANK

- **Initial Capacity:**
  - Gas Facility: 5997 m³/d
  - Oil Facility: m³/d

- **Leak Detection Type:**
  - High Pressure
  - Low Pressure
  - H₂S Detection
  - LEL Detection
  - Other

- **Facility Equipment Types:**
  - Compressor
  - Dehydrator
  - Pump
  - Flare / Vent / Incinerator
  - Generator
  - Facility Storage

- **Is this the last As-Built to be submitted for this activity?** Yes / No

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Count</th>
<th>Permitted</th>
<th>Constructed To Date Construction</th>
<th>New</th>
<th>Permitted</th>
<th>Constructed To Date Construction</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pumps</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime Mover Type</td>
<td>Electric-driven</td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel-driven</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Generators</strong></td>
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<tr>
<td>Fuel-driven</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flares / Vent / Incinerators</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type: Flare</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Vent Stack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incinerator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Facility Storage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type: UGO Storage</td>
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<tr>
<td>Produced Fluid in Tanks</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Produced Fluid in Pits or Ponds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*BC Oil and Gas Commission*  
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*Uncontrolled copy once printed*
Information on the As-Built should include:

- **Permitted** – the amount that was permitted, the data will auto populate.
- **Constructed to Date** – the amount that has already been constructed (this is carried over from previously submitted As-Builts for phase construction).
- **New Construction** – The amount that you are applying for with the current As-Built.

Note: New Construction this amount will be added to the Constructed to Date column. The Constructed to Date and the New Construction columns can’t add up to more than what was permitted in the Permitted column, otherwise you have installed equipment that has not been accounted for when the permit was issued.)

Once all the information is complete in the Overview tab and all attachments are uploaded, open the Finalize tab to submit (or cancel) the as-built. The Finalize tab will also list any outstanding information needed before submission.