



INCIDENT REPORTING INSTRUCTIONS AND GUIDELINES

SPILL REPORTING CRITERIA

Where the permit holder holds or maintains rights, the permit holder must report to the BC Oil and Gas Commission, all spills of materials as identified below:

- A spill or release of any amount of materials which impacts water ways
- Hydrocarbons; 100 litres where the hydrocarbon contains no toxic materials and does not impact water ways
- Produced/salt water; 200 litres where the fluid contains no toxic materials
- Fresh water; 10,000 litres
- Drilling or invert mud; 100 litres
- Sour Natural gas; 10Kg or 15 m³ by volume where operating pressure is >100 PSI
- Condensate; 100 litres
- Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsions, etc. which contain toxic substances; 25 litres

Please refer to the BC Environmental Management Act; Spill Reporting Regulations, Schedule "Reporting Levels for Certain Substances" for determining reportable spillage amounts of other substances:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/46_263_90

Even though some spills are not reportable, the requirement to clean up the spill is still mandatory. Spills of reportable amounts which occur in a secondary containment are still a reportable incident.

OTHER REPORTABLE INCIDENTS

The Commission's Incident Classification Matrix is designed to assist permit holders in determining which incidents must be reported. However, some incidents, which do occur, may not meet the criteria outlined in the Incident Classification Matrix but still require notification to the Commission as a minor notification.

These include the following:

- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
- Major damage to oil and gas roads or road structures;
- Drilling kicks when any one of the following occur:
 - pit gain of 3 m³ or greater
 - casing pressure 85% of MA
 - 50% out of hole when kicked
 - well taking fluid (LC)
 - associated spill
 - general situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc.
- Pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations, and;
- Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only.

INCIDENT REPORTING INSTRUCTIONS

The Incident Classification Matrix is designed for use as a tool for determining the severity of an incident. The ranking system includes quantitative analyses of 1) the consequence(s) as a result of the incident, and 2) the likelihood of the incident escalating.

1. Complete the scoring by starting at the top and continue down. Check off any one box for consequence and probability.
2. Add the applicable scores from each section. Note if none of the check box items apply in either section, the rank should be recorded as "zero".
3. Compare the total score with the classification section and assign the corresponding level.

MINOR INCIDENT

- The permit holder must report the minor incident to the Commission within **24 hours** by electronic submission through the [Online Minor Incident Reporting System](#), operated through KERMIT.
- If the minor incident involves a spill, EMBC must also be called at 1-800-663-3456 for the Ministry of Environment to be notified.
- The incident must be reported by electronic submission by the permit holder incident representative. A copy of the Form A: Minor Incident Notification Form and the Incident Classification Matrix can be found on the Emergency Response and Safety section of the Commission's website to help the permit holder gather the information required before entering it online. The matrix and any photos or any other relevant documentation can be attached to the online submission.

LEVEL 1, 2, OR 3 EMERGENCY

If the incident receives a score of Level 1, 2, or 3, it must be reported **immediately (within 1 hour)** to the Commission's incident reporting line (EMBC 1-800-663-3456).

OIL AND GAS ROAD CLOSURES

In Emergency situations, permit holders must phone the Commission's 24 hour Incident Reporting line to notify the Commission of needed emergency oil and gas road closures.

PERMIT HOLDER POST INCIDENT REPORT

The [Form D: Permit Holder Post Incident Report Form](#) must be submitted by the permit holder to the Commission within 60 days for:

1. Any Level 1, 2 or 3 emergency incident: complete Part A-P; or
2. Any pipeline incident (including minor incident): complete Part A-U; or
3. Upon request by the Commission.

This report and accompanying documentation can be found on the Commission's website under Emergency Response and Planning and must be emailed electronically to EMP@bcogc.ca