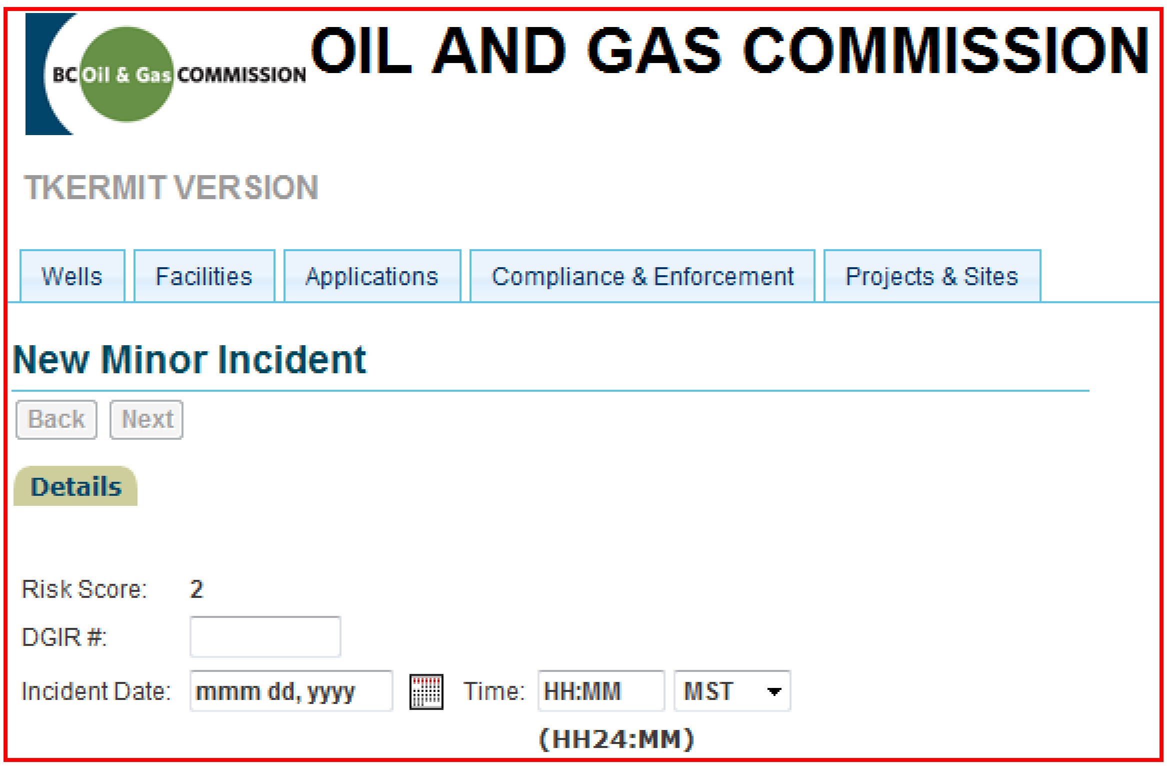
Online Minor Incident Reporting System

User Guide



December 2015

Version 2.0

Table of Revisions

The Commission is committed to the continuous improvement of its documentation. The table below summarizes revisions to the Online Incident Reporting System User Guide, based on changes to legislation or processes, or input from stakeholders.

For more information about the Commission's monthly revisions, and for details of this month's revisions, please visit the Documentation Section of the Commission's website.

Stakeholders who would like to provide input or feedback on Commission documentation may send comments to OGC.Systems@bcogc.ca.

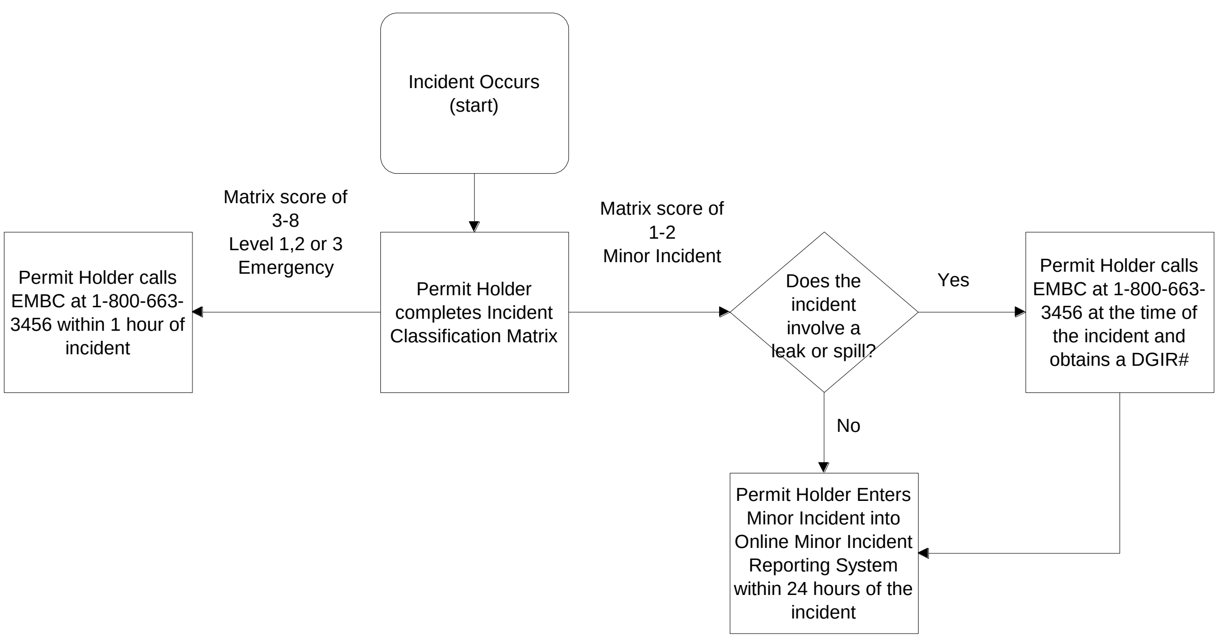
Posted Date	Effective Date	Section	Summary of Revisions
March 21, 2014	March 27, 2014	-	This is a new document provided to guide users through the Commission's Online Minor Incident Reporting System. Users are encouraged to review the document in full.

Contents

1.0 Introduction

When an incident occurs during oil and gas operations in BC, the permit holder must complete the incident classification matrix to determine proper reporting procedures to the BC Oil Gas Commission (the Commission). The matrix form can be found on the website under http://www.bcogc.ca/industry-zone/documentation/Emergency-Response-and-Safety. A minor incident is an incident which does not meet OGC Level 1, 2, or 3 Classification and where the risk score is 2 or less, as determined using the classification matrix.

The Commission has established the Online Minor Incident Reporting System as an efficient means for permit holders to report minor incidents to the Commission. A minor incident must be entered into this system within **24 hours** of the incident. In addition, if the minor incident involves a reportable spill or leak, the permit holder must also call EMBC at 1-800-663-3456 to ensure that the Ministry of Environment is notified of the incident. EMBC will issue a Dangerous Goods Incident Report (DGIR) number. Further, if the incident involves a pipeline, the "Permit Holder Post Incident Report" form must be submitted to the Commission within 60 days of the incident by email to EMP@bcogc.ca. This form is available in the Documentation section of the Commission's website http://www.bcogc.ca/industry-zone/documentation/Emergency-Response-and-Safety.



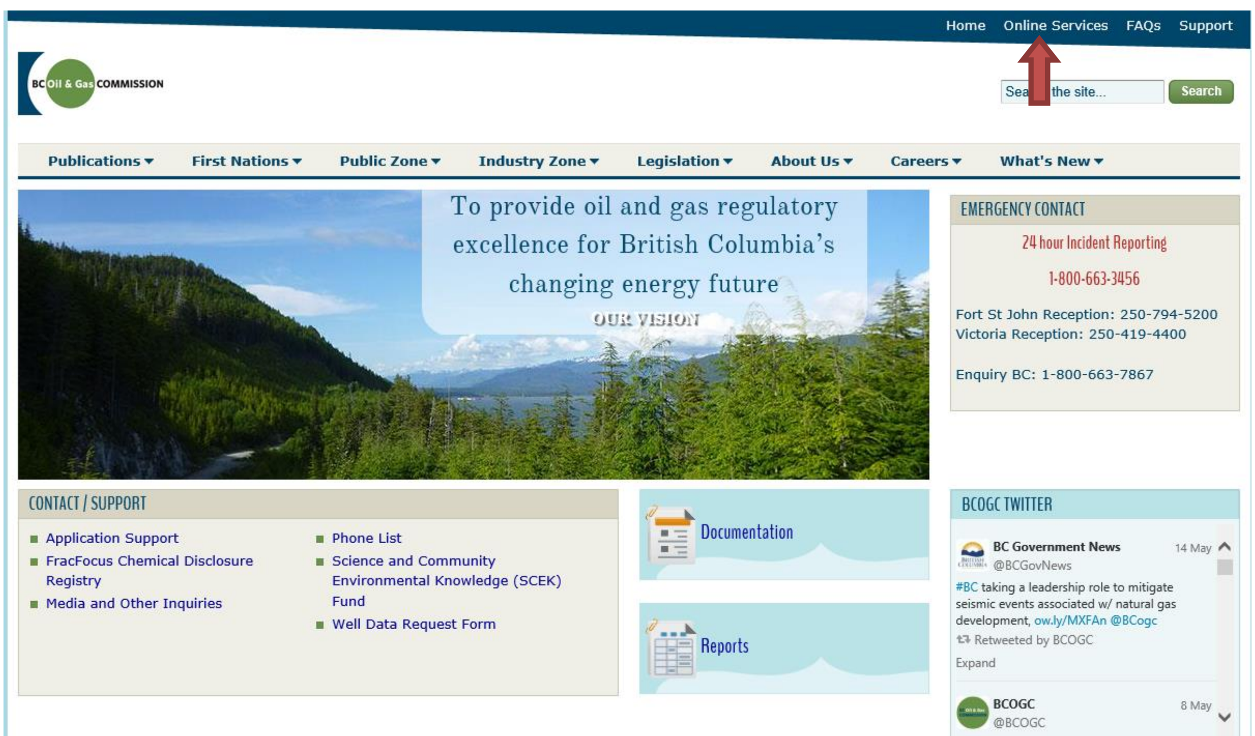
2.0 Administrator Representative

When a company becomes registered with the Commission as an oil and gas operator in BC, they will be asked to assign a Kermit company administrator. This person assigns persons within their company for different privileges in the Commission's KERMIT information system. If you do not have an administrator assigned for your company please contact the Commission by email at ogc.systems@bcogc.ca.

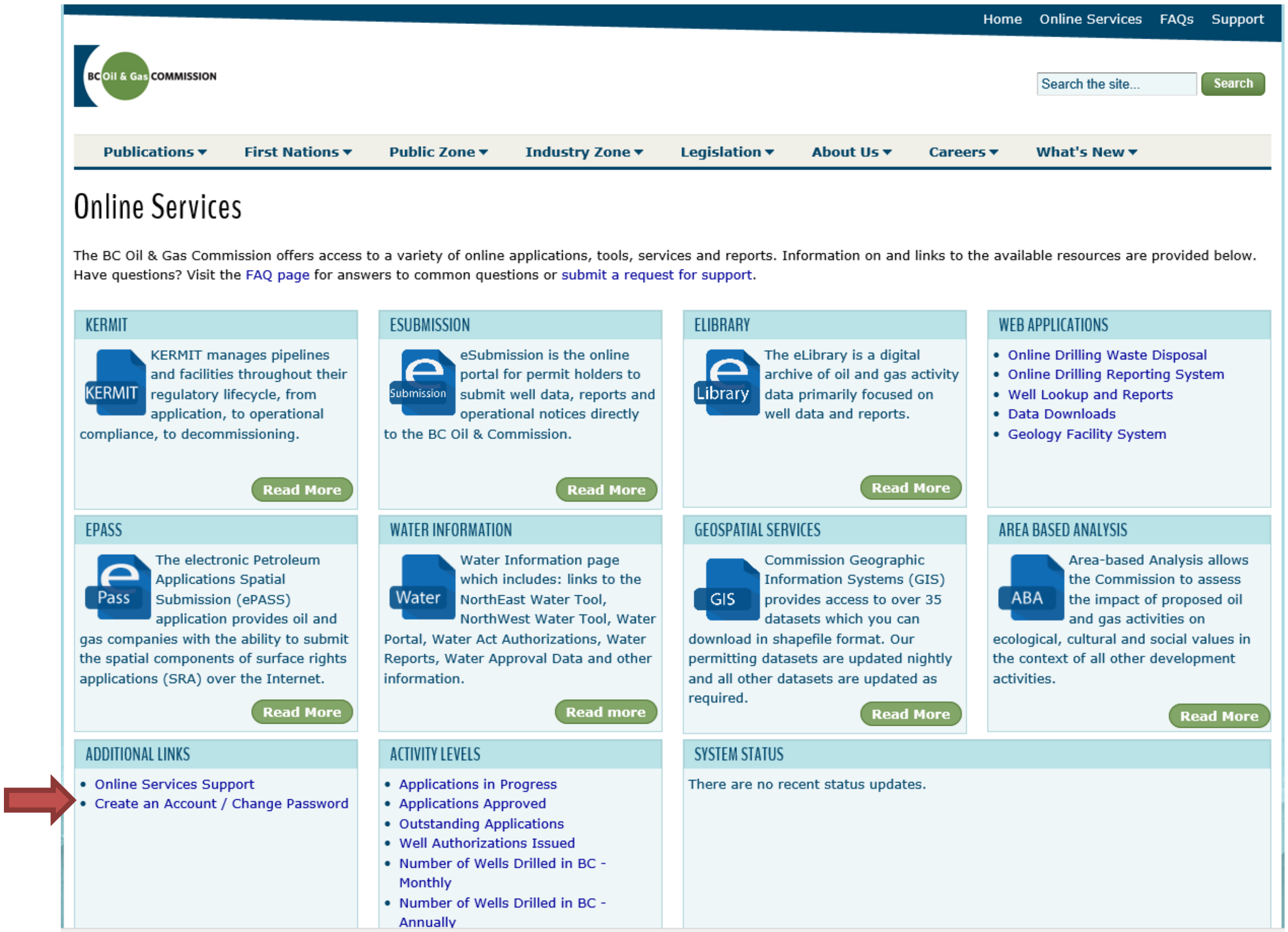
The assigned KERMIT company administrator will be responsible for assigning persons within their company as Incident Representatives. Assigned Incident Representatives are then able to enter minor incidents into the Online Minor Incident Reporting System. The company administrator must ensure that Incident Representatives are assigned for all the permit holder company names under which they operate.

3.0 Getting Started in the Commission's KERMIT Information System

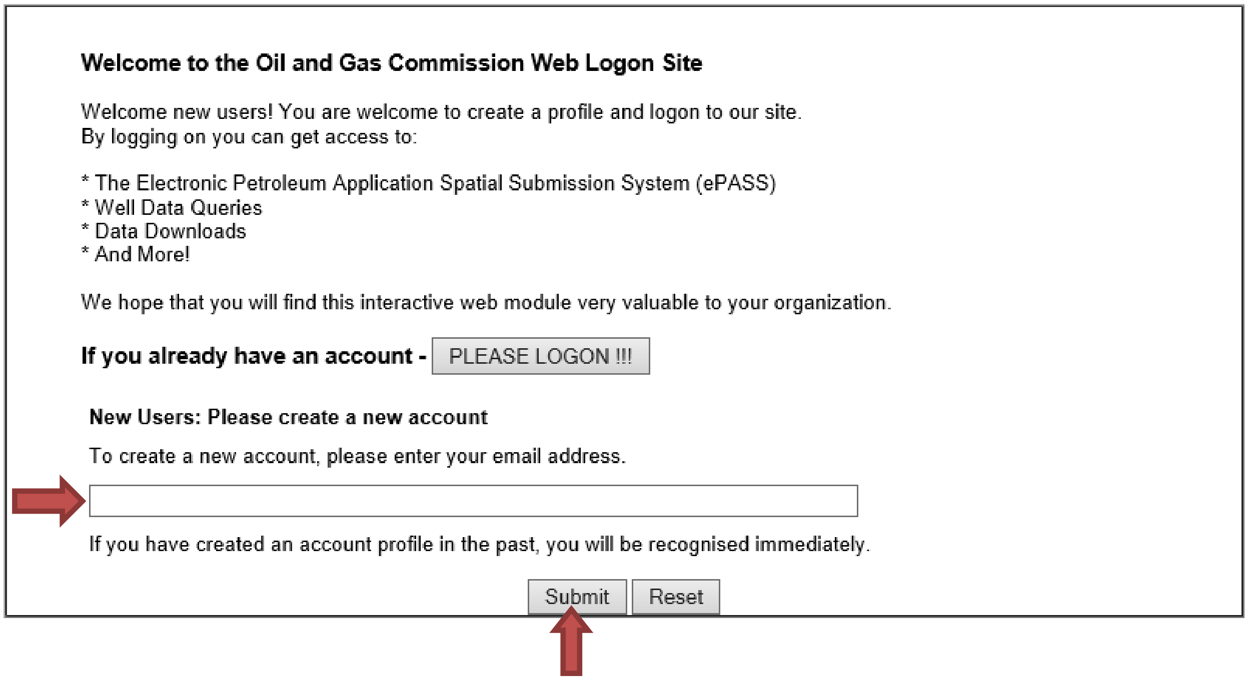
Incident Representatives will be required to set up a new user ID and password in the KERMIT information system. Go to the internet site www.bcogc.ca . To create a user ID and password, click on the Online Services link.



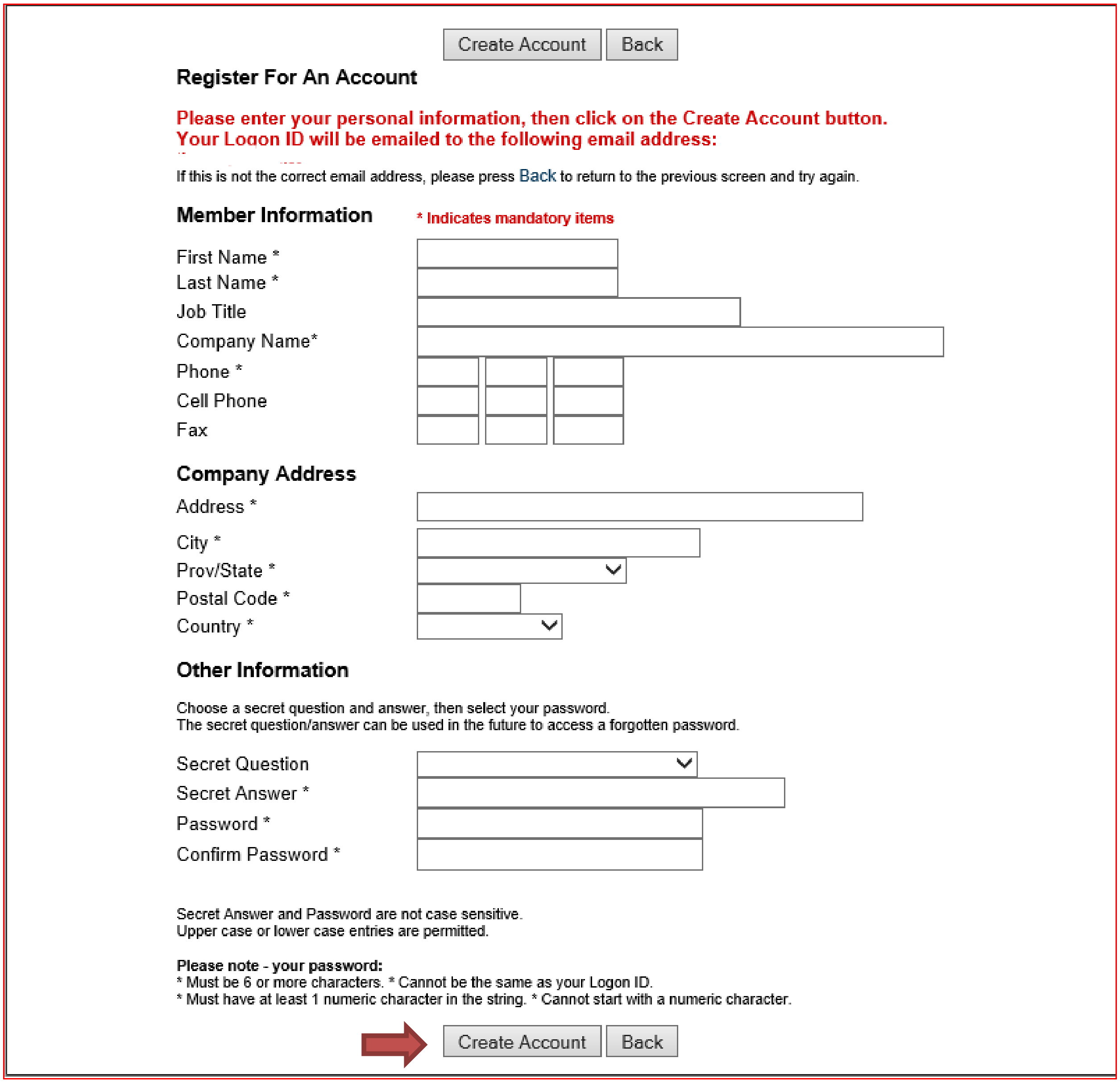
Select create an account/Change Password. The system will then prompt the user to create a user Id and Password.



To create a new account enter your email address into the system and select Submit



Fill out the required information and select create account.



Create Account | Back

Register For An Account

Please enter your personal information, then click on the Create Account button.
Your Logon ID will be emailed to the following email address:

If this is not the correct email address, please press Back to return to the previous screen and try again.

Member Information * Indicates mandatory items

First Name *
Last Name *
Job Title
Company Name*
Phone *
Cell Phone
Fax

Company Address

Address *
City *
Prov/State *
Postal Code *
Country *

Other Information

Choose a secret question and answer, then select your password.
The secret question/answer can be used in the future to access a forgotten password.

Secret Question
Secret Answer *
Password *
Confirm Password *

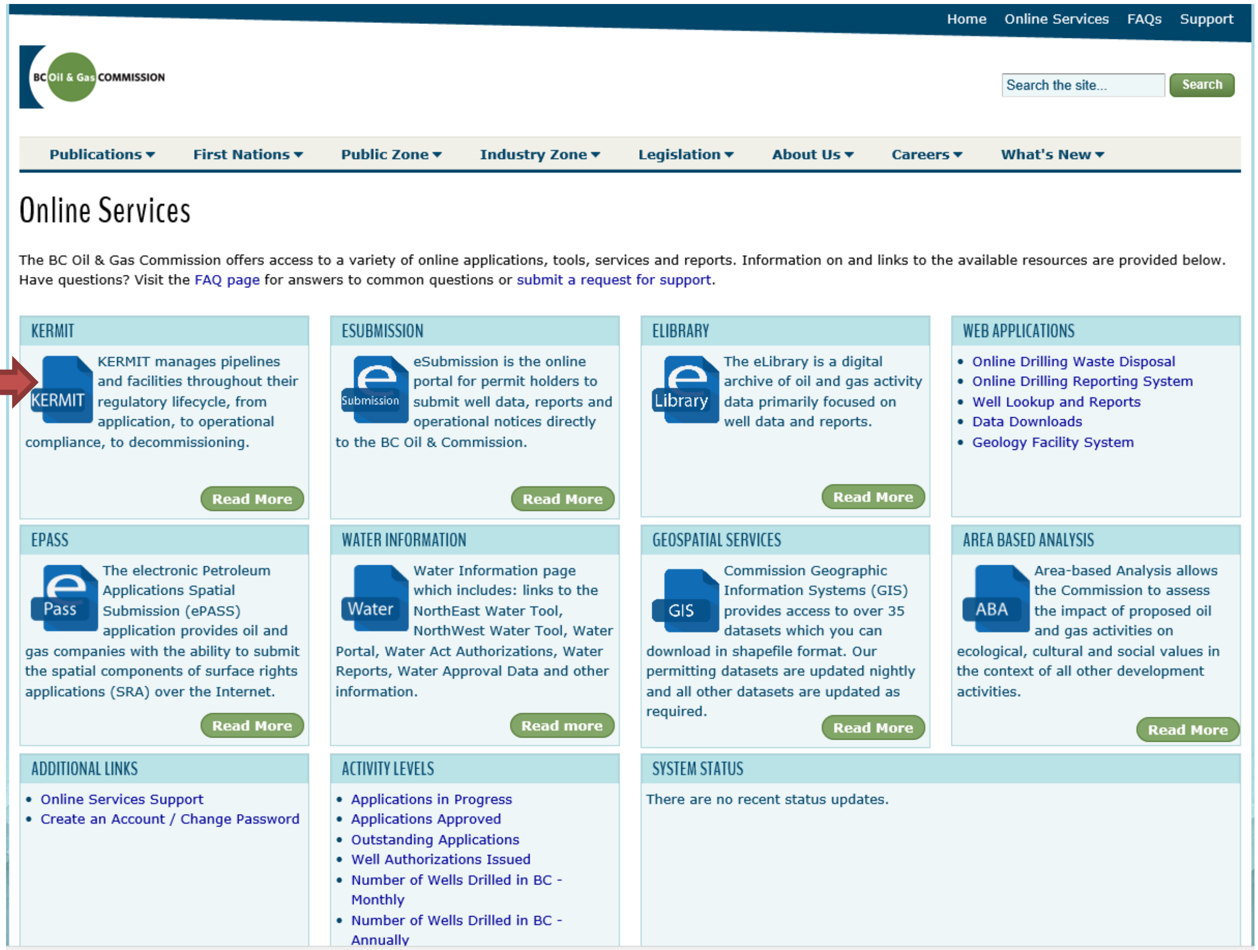
Secret Answer and Password are not case sensitive.
Upper case or lower case entries are permitted.

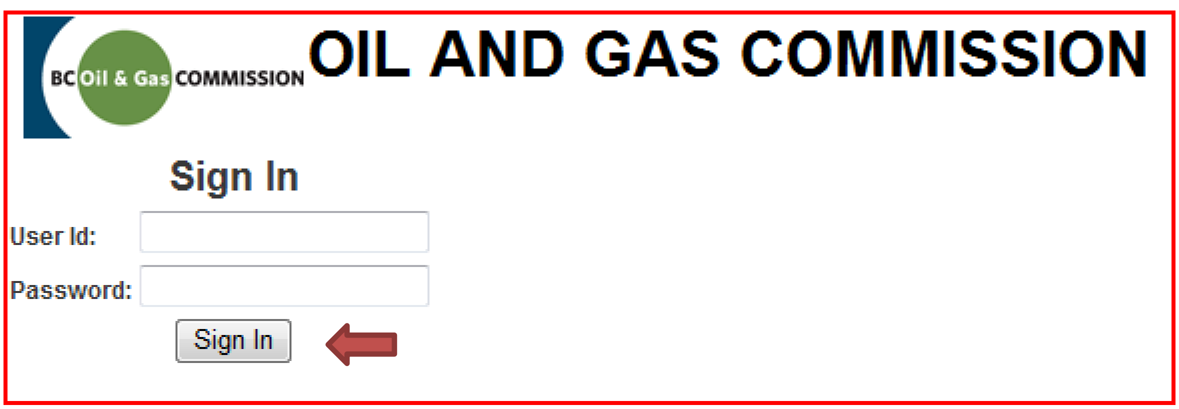
Please note - your password:
* Must be 6 or more characters. * Cannot be the same as your Logon ID.
* Must have at least 1 numeric character in the string. * Cannot start with a numeric character.

Create Account | Back

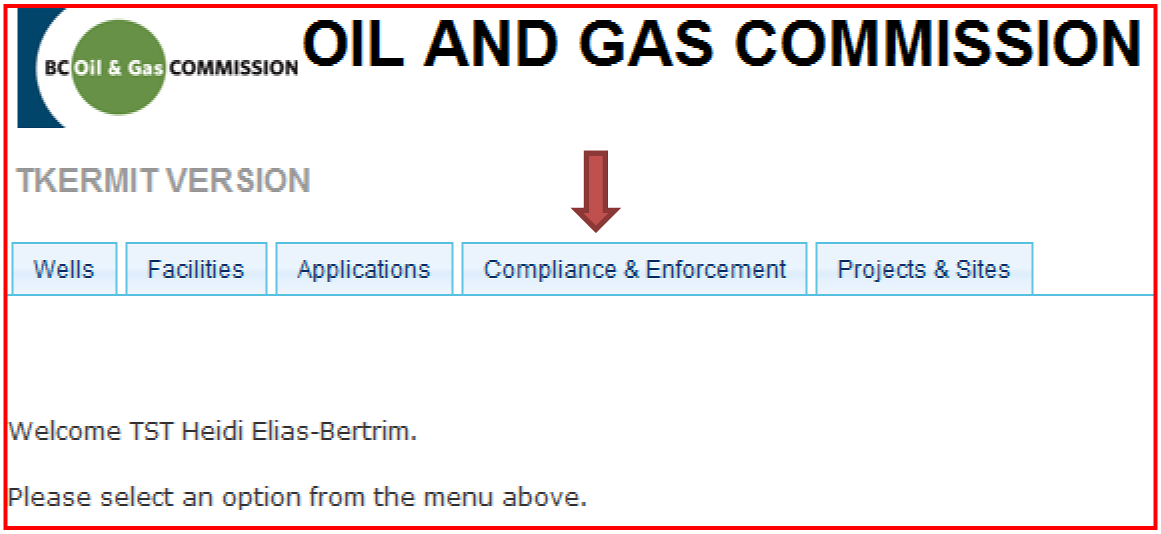
4.0 Logging on to the Online Minor Incident Reporting System

To begin using the reporting system, users must Select Online Services at right hand top of screen. Select Kermit and enter their user ID and password, and select *Sign In* button.





Next, users must select the *Compliance & Enforcement* tab.



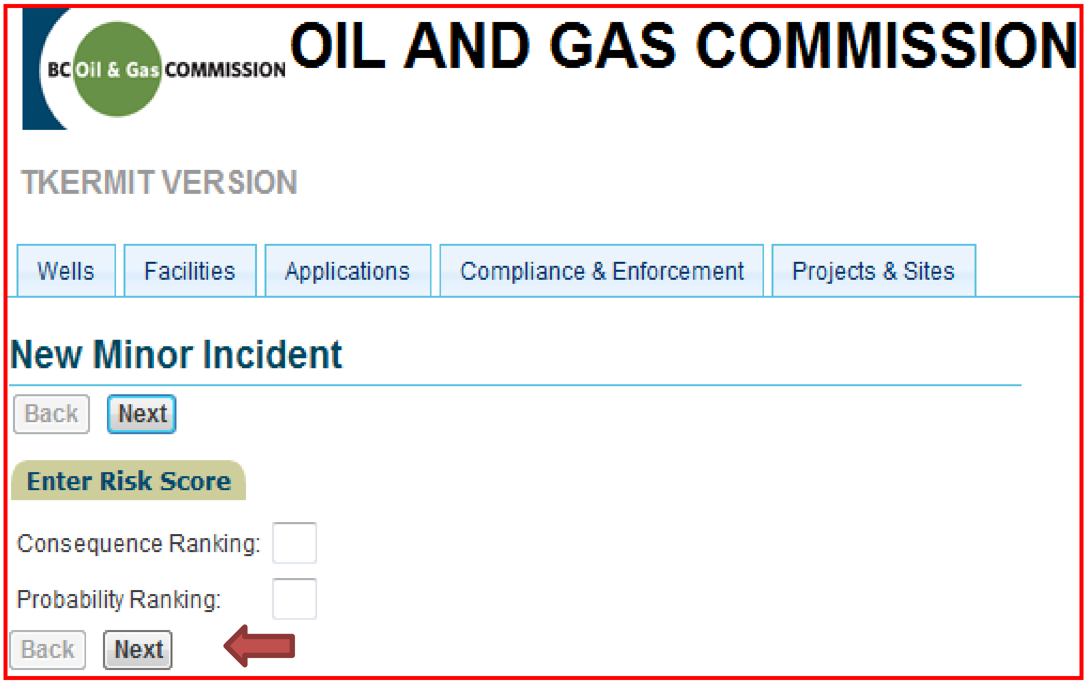
Finally, users must select *New Minor Incident* under *Emergency Management* to enter the reporting system.

Please Note:

Use of a web browser back button during data entry will cause the loss of all previously entered data. Also, the KERMIT information system does not allow saving of partially completed forms. Further, while performing searches, the information system may run slower than usual. Repeated selection of the search button will cause system error and loss of data.

5.0 Risk Score

Users must fill out the incident classification matrix form found on the website at http://www.bcogc.ca/industry-zone/documentation/Emergency-Response-and-Safety and enter the risk score for Consequence and Probability from the incident classificationmatrix. Selecting 'Next' will continue through the reporting process.

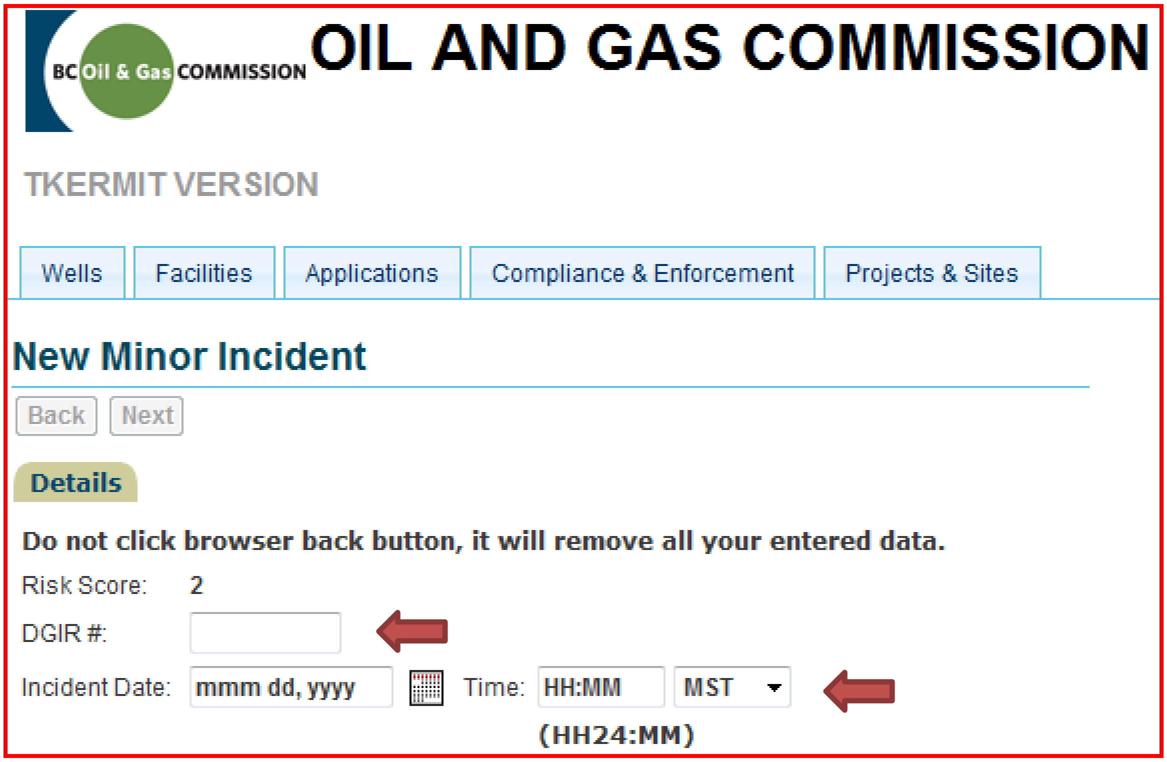


6.0 Incident Details Tab

On this tab, users must enter the Dangerous Goods Incident Report Number (DGIR number) obtained from EMBC if the incident is a leak or spill. This field should be left blank if the minor incident does not involve a leak or spill.

Next, the date of incident must be entered.

The time of incident must be entered, along with the correct time zone. Time should be entered with a colon between hour and mm. Hour must be in 24 hour increments e.g. 15:55.



6.1 Information of person reporting Incident

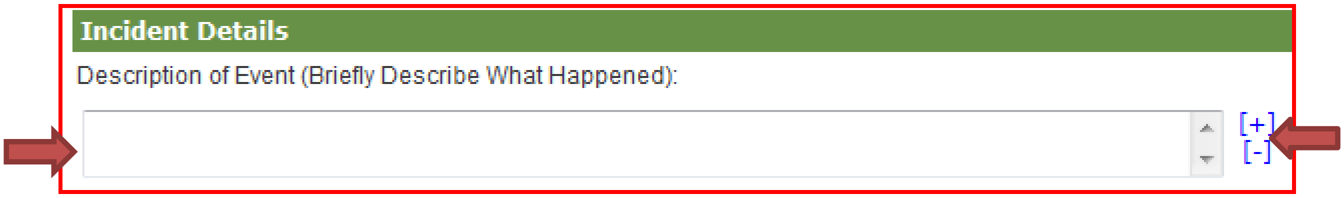
An Incident Representative may have more than one company name associated with their KERMIT privileges. Users should select the permit holder name associated with the asset that the incident occurred at.

Please Note:

Contact information for the Incident Representative will automatically populate upon sign-in.

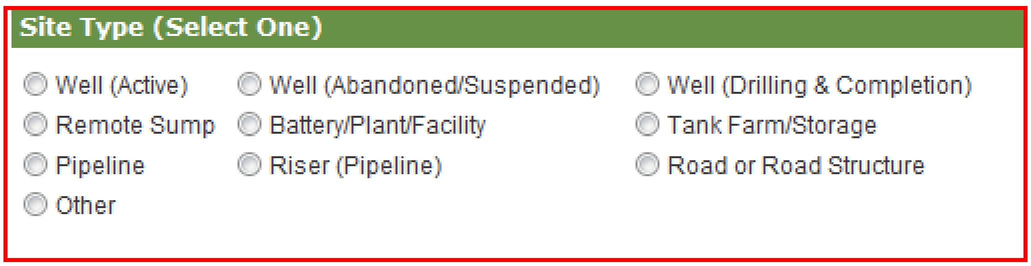
6.2 Incident Details

The details of the incident should be entered in this section, with as much information available at the time. The '+' and '-' signs on the side of the text box can be used to expand and contract the text box multiple times as needed.



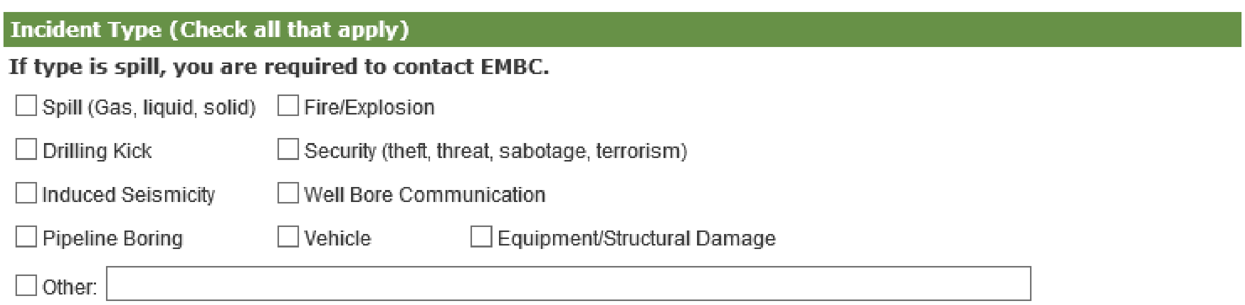
6.3 Site Type

In this section, the asset type associated with the incident is selected. Only one selection should be made. If the type of asset associated with the incident is not listed, 'other' should be selected, and the asset type description entered in the text box provided. The 'other' check box should be used sparingly.



6.4 Incident type

In this section, the box that indicates the type of incident that has occurred should be selected. All incident types that apply should be selected. If type of incident that has occurred is not listed, 'other' should be selected and the incident type entered in the text box provided. The 'other' check box should be used sparingly.

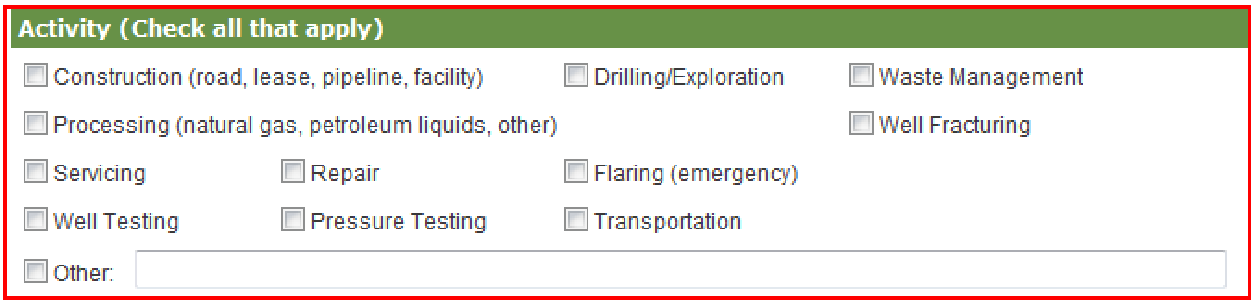


Please Note:

This section of the Online Incident Reporting System includes instructions to contact EMBC in case of spill. In these cases, the permit holder is required to call EMBC at 1-800-663-3456 to report the leak or spill to ensure that Ministry of Environment is contacted. In addition, if an incident type of spill is selected, information entry into the 'Information for Spills Only' section of the Online Incident Reporting Module will be mandatory.

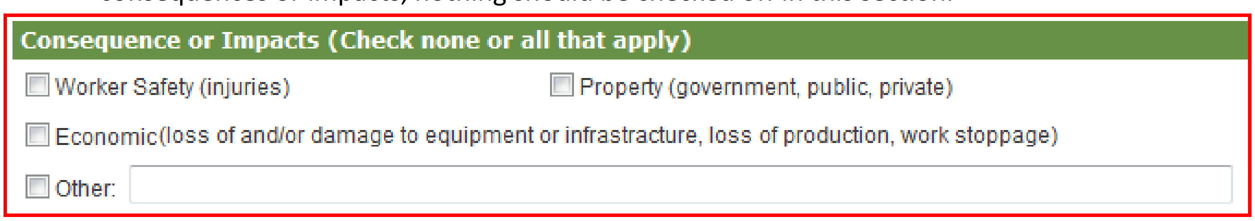
6.5 Activity

In this section, the type of activity that was occurring at the time of the incident is selected. Select all that apply. If the appropriate activity is not listed, 'other' should be selected, and the activity type entered in the text box provided. The 'other' check box should be used sparingly.



6.6 Consequence or impacts

In this section, all applicable consequences or impacts are selected. If an impact is not listed, 'other' should be selected, with the impacts entered in the text box provided. If there are no consequences or impacts, nothing should be checked off in this section.

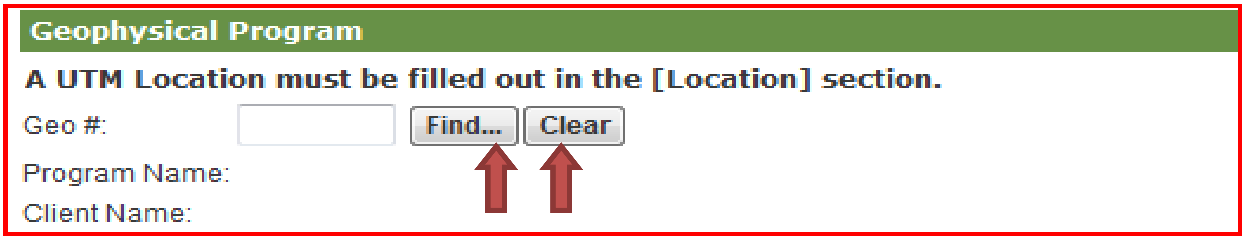


6.7 Location of Incident

In this section, users should navigate to the section that pertains to the type of asset involved in the incident.

6.7.1 Geophysical program

If the incident is associated with a geophysical program, select find in this section. To delete any information that is not needed, select 'clear' on the main screen.



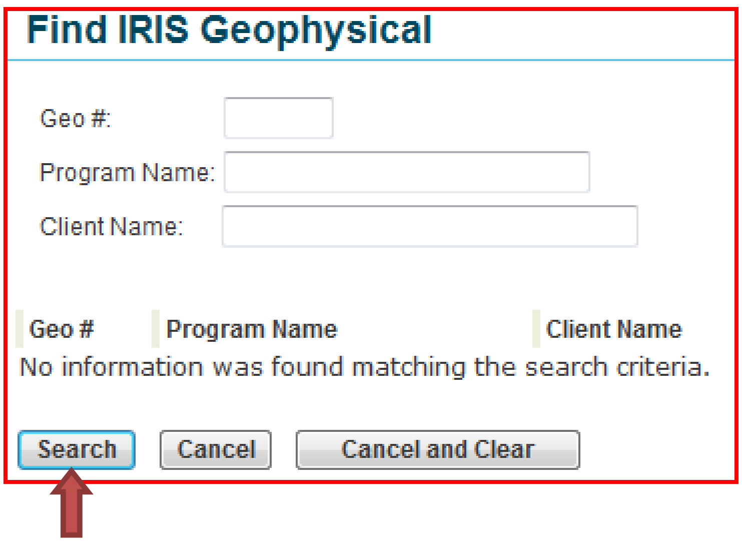
Next, enter any known information under the three search criteria: program number, program name, or company name and select 'search.'

Cancel Button

Select the 'cancel' button to exit the lookup screen and go back to the main screen.

Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.



Once the geophysical program pops up, select the program and it will populate the program information on the screen. A UTM location corresponding to the location of the incident must be entered under the 'Location' section. If the incident is not associated with a geophysical program, this section should be left blank.

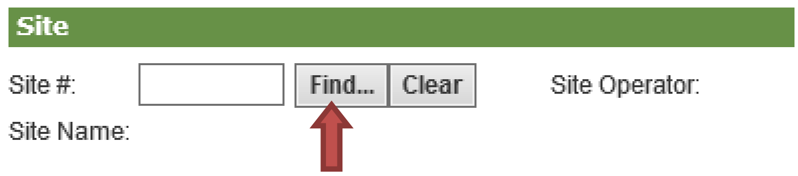
6.7.2 Site

A site number must be selected if the incident involved a well, or a facility. The Site section of the reporting system will not activate if the Operator name under 'Information of Persons Reporting Incident' section has not been filled out.

To find the site number and all the assets associated with the selected operator and associated with the location, select *find* under site.

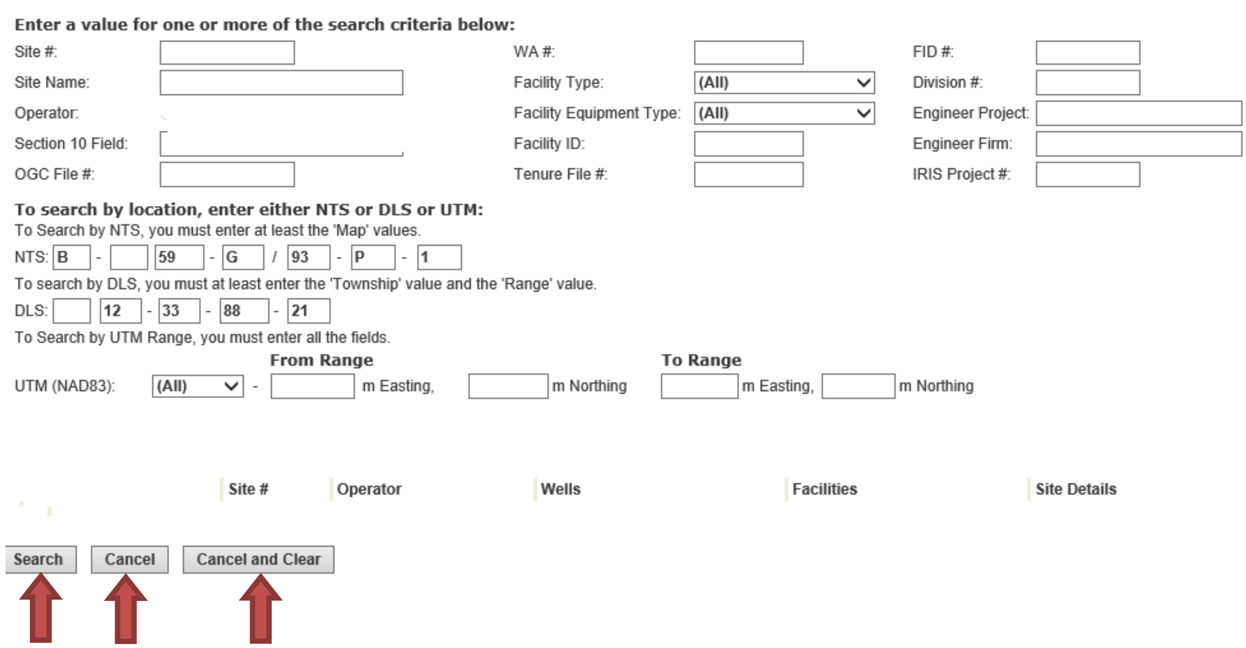
Please Note:

If a site number has been selected you **must** select a well or facility number too.



Enter any of the information below (e.g. well authorization #, Facility ID#, location, etc) and select 'search.' A list of assets with the information you entered will be shown. Select the site number of the asset and it will automatically populate the site section.

The simplest way to search for a site within the information system is to enter an NTS or DLS location. When entering an NTS location, the fields should be entered as follows: b-c-59-G/93-p-1. If there is no "c" in the NTS location being entered, the second data field should be left blank as shown in the screen shot below. When entering a DLS location, the fields should be entered as follows: C12-33-80-21. If there is no "c" in the DLS location being entered, the first data field should be left blank, as shown in the screen shot below. Any part of a location can be entered and searched.



Cancel Button

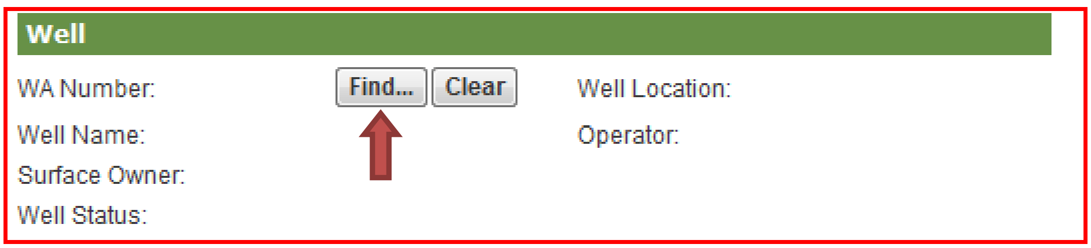
Select the 'cancel' button to exit the lookup screen and go back to the main screen.

Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.

6.7.3 Well

If the incident involved a well, select find in the well section of the reporting system. If a site number is not entered into the 'Site' section prior to selecting 'find' under the well section, a list of all wells held by the selected operator will be generated. This would take some time.



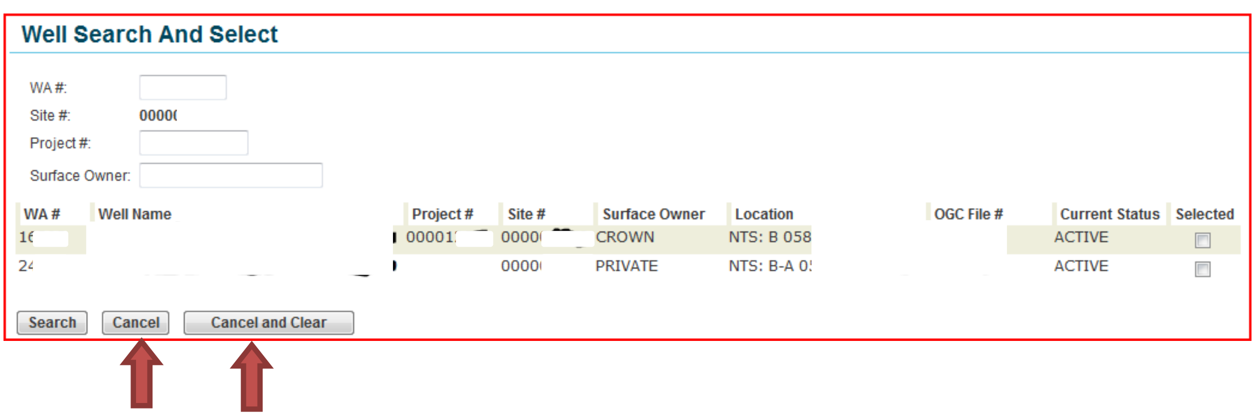
Select the well associated with the incident. And this will exit back to the main screen with the well information automatically filled in.

Cancel Button

Select the 'cancel' button to exit the lookup screen and go back to the main screen.

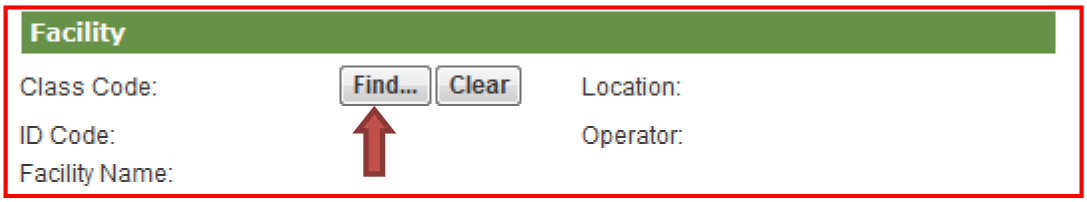
Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.



6.7.4 Facility

If the incident involved a facility, select find in the facility section of the reporting system. If a site number is not entered into the Site section prior to selecting 'find' under the facility section, a list of all facilities held by the selected operator will be generated. This would take some time.



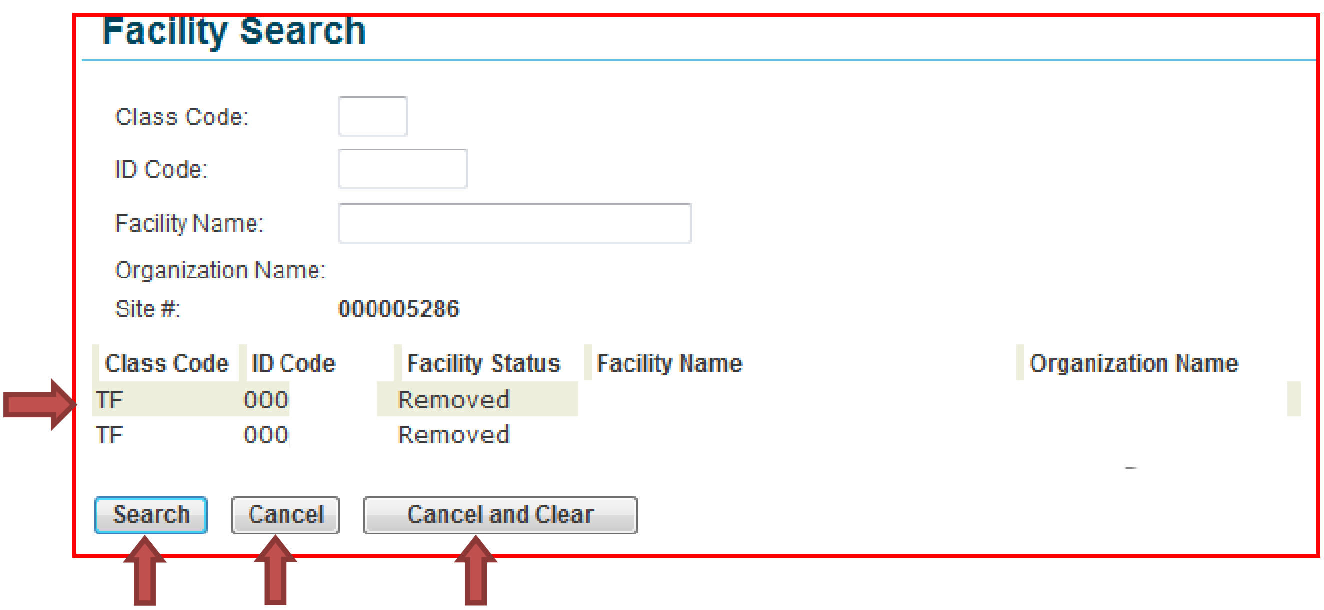
If there is only one facility at the site associated with the incident, the facility information will automatically populate this section. If there is more than one facility at the site associated with the incident, a list of all the facilities at the site will generate. Select the facility associated with the incident by clicking on the facility. This will exit to the main screen with the facility information automatically filled in.

Cancel Button

Select the 'cancel' button to exit the lookup screen and go back to the main screen.

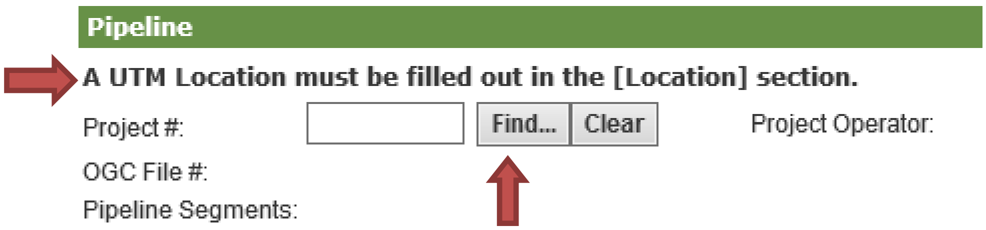
Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.



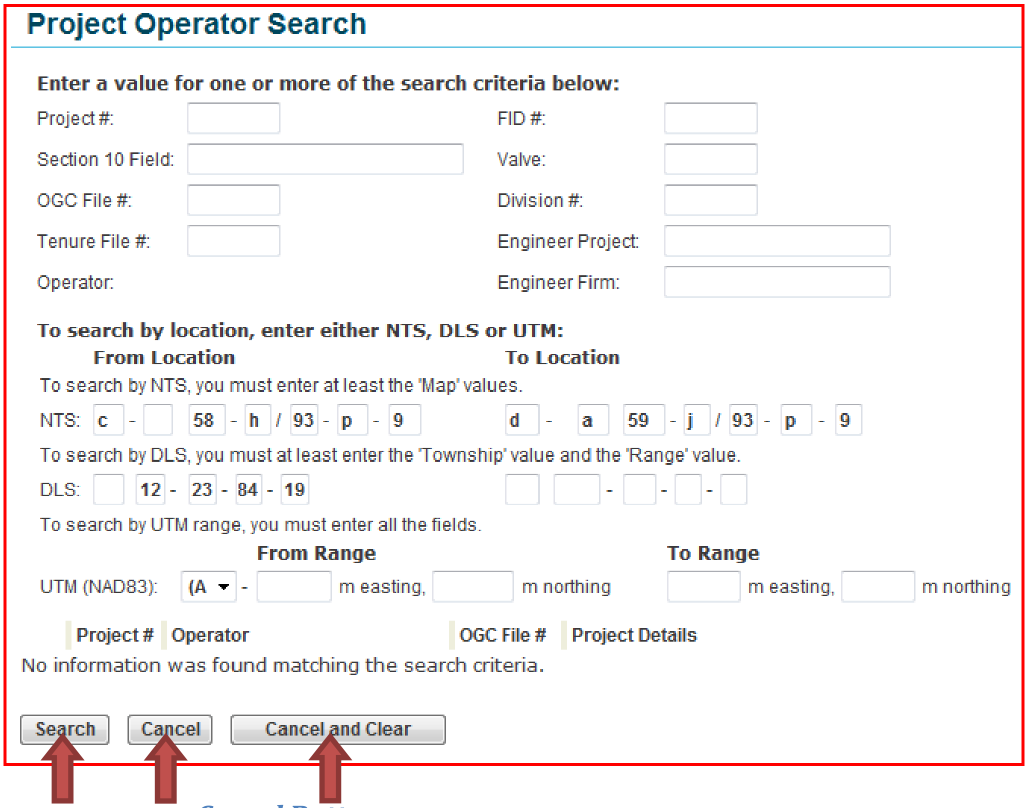
6.7.5 Pipeline

If the incident involved a pipeline, select 'find' beside 'project #' in the Pipeline section of the reporting system. A UTM location will be required under the 'location' section of the reporting system before you can submit to the OGC. The UTM location should correspond to the location of the incident on the pipeline segment.



After selecting 'find' in the Pipeline section of the reporting system, a search screen will pop up. Entering any of the information on the search screen will aid in finding the project # associated with the incident. Selecting 'search' will show a list of assets with the information entered. Selecting the project number (check the 'from' and 'to' location) of the asset will automatically populate the project section of the reporting system. All the pipeline segments of the project # will show under the Project #.

The simplest way to search for a project number within the reporting system is to enter an NTS or DLS location. When entering an NTS location, the fields should be entered as follows: c-b-58-H/93-p-9. If there is no "b" associated with the location, the second data field should be left blank, as shown below. When entering a DLS location, the fields should be entered as follows: C12-23-84-19. If there is no "c" associated with the location, the first data field should be left blank, as shown below. Any part of a location can be entered and searched. Pipeline locations have a "from" location and a "to" location.



Cancel Button

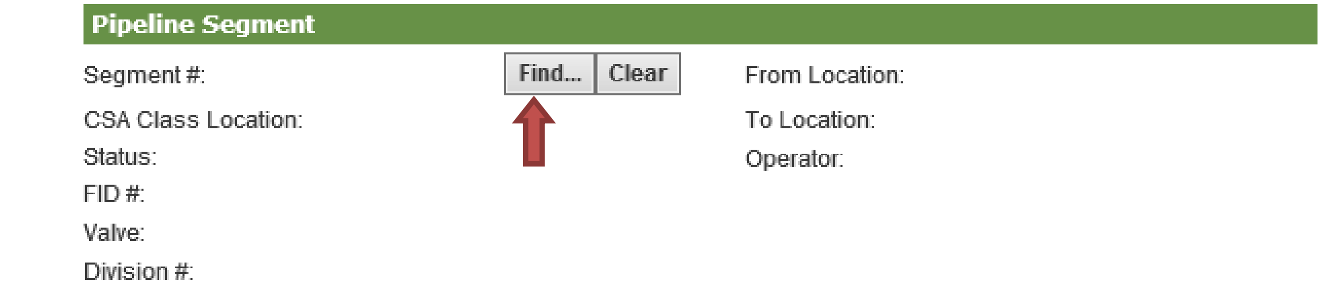
Select the 'cancel' button to exit the lookup screen and go back to the main screen.

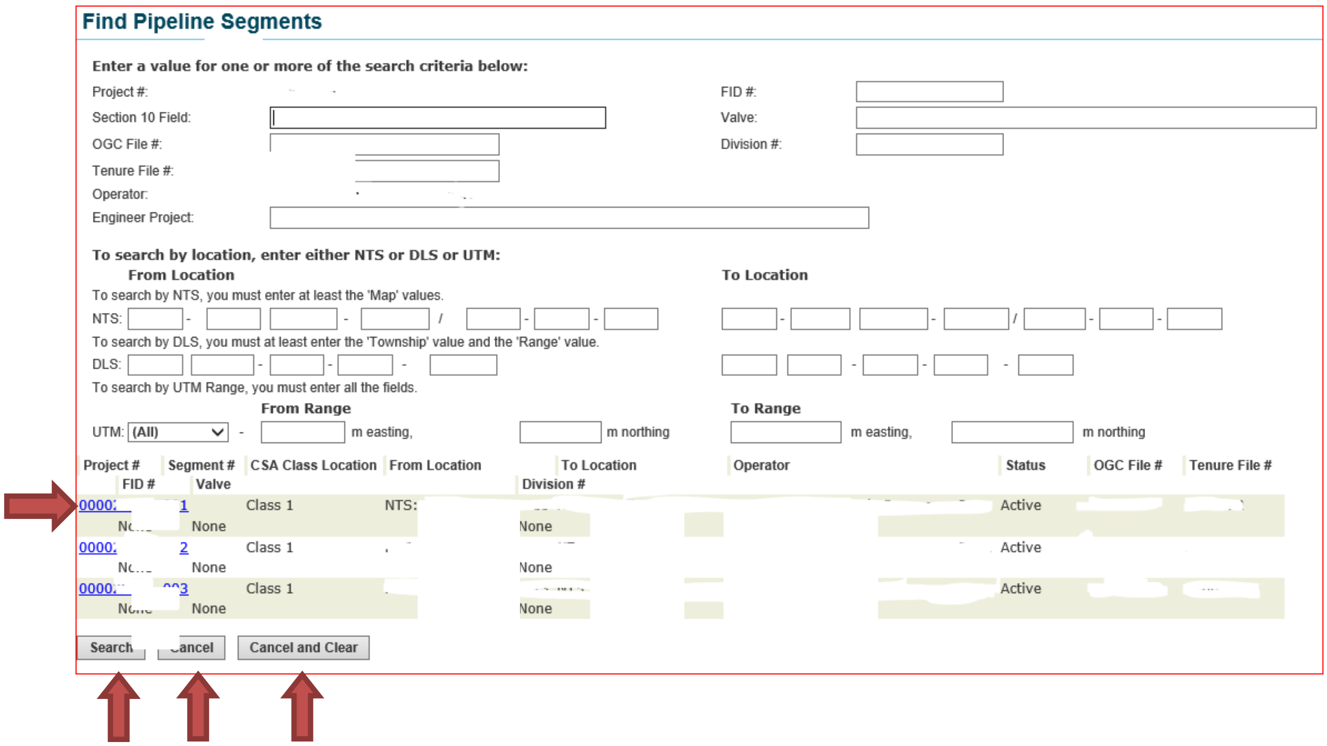
Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.

6.7.5.1 Pipeline Segment

Once a project number has been selected, a search is needed for the associated pipeline segment. This will allow the selection of the pipeline segment associated with the incident. Selecting 'find' under the pipeline segment section of the reporting system will begin the search. Subsequently, pipeline segments associated with the incident can be selected. Pipeline segments will be displayed with 'from' and 'to' locations. Selecting pipeline segments will exit to the main screen with project detail information populated.





Cancel Button

Select the 'cancel' button to exit the lookup screen and go back to the main screen.

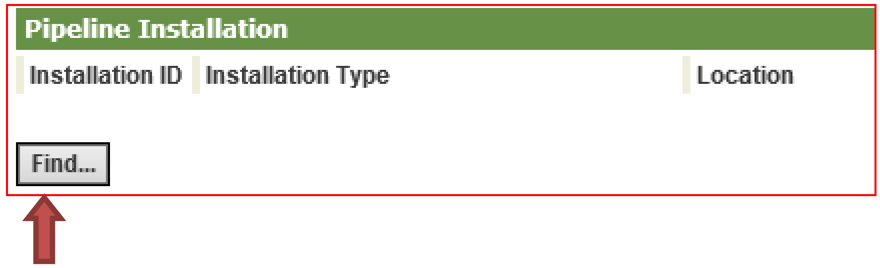
Cancel & Clear Button

Select the 'cancel and clear' button to clear all information in the lookup screen and return to the main screen.

6.7.5.2 Pipeline Installation

If the incident occurred on a pipeline installation such as a pump, regulator, riser, tank, valves, farm tap, line heater, generator, flaring, tanks then you would record it in this section after selecting the pipeline and pipeline segment. If the incident did not occur on a pipeline installation type then leave this section blank.

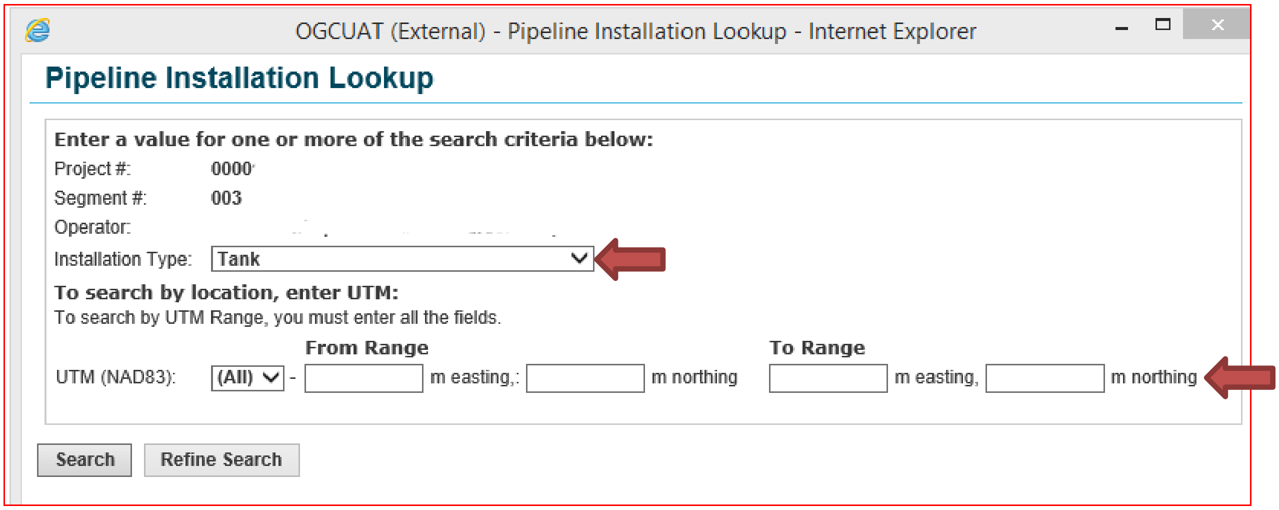
Click on Find to select the type of pipeline installation.



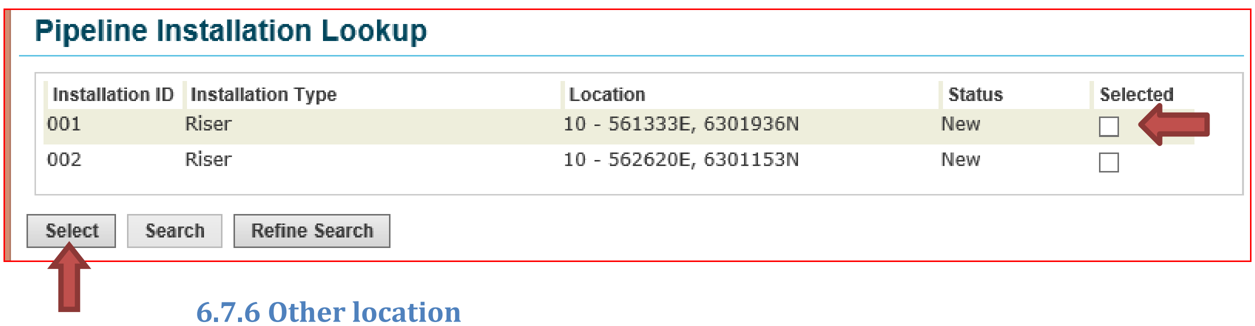
Click on the Installation Type down arrow to select the type of equipment the incident occurred on such as:

- Pump
- Regulator
- Riser
- Valves
    - Isolation Valves
    - Pressure Protection Valves
- Farm Taps
- Line heater
- Generator
- Flaring
- Storage vessel / Tank

If you know the UTM location of the installation you can search by UTM and it will bring up the installation at that location. Some of the older historical pipeline installations may not have a UTM associated with them as they were not collected at the time of approval. All new applications will have a UTM associated with them.



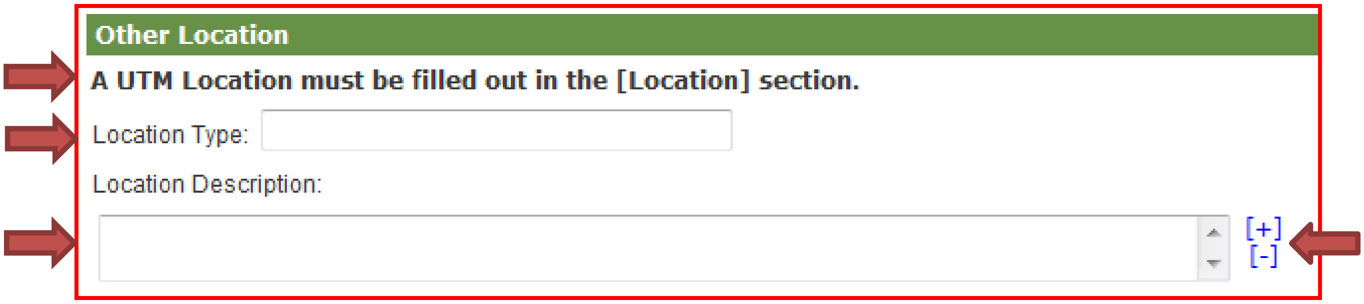
Check off the box under Selected column beside the installation type that is applicable and click select. The Pipeline installation type will automatically populate on the main screen.



6.7.6 Other location

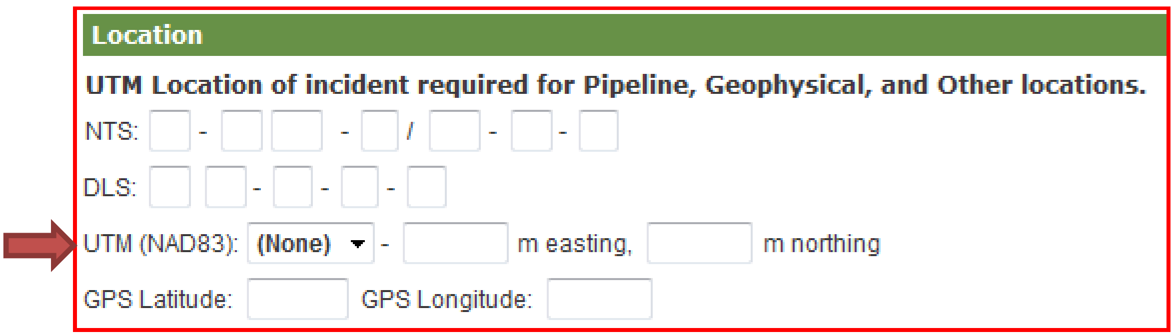
The Other Location section of the reporting system is used for sites associated with an incident that are not a well, pipeline, facility, or on-lease equipment. If this section is used, the type of asset associated with the incident (such as a remote sump or a road, etc.), must be entered. Also, a location for the asset (such as road name and kilometer, NTS or DLS location etc.), must be entered. This will help Commission employees find the location of the incident in cases where they visit the site.

The '+' and '-' buttons on the side of the window can be used to expand and contract the text box multiple times as needed. UTM location must be entered under the Location section below before submitting to the OGC.



6.7.7 Location

In this section of the reporting system, a UTM location must be entered for a pipeline, geophysical or other asset location. You must enter the location on the pipeline, road, or geophysical program where the incident occurred. The zone will most often be zone 10.



6.8 Area Information

Land Type – this field will populate after the asset location associated with the incident has been selected. If this field does not populate, 'private land', 'crown land', or 'both' must be selected.

Field Name – this field will populate after the asset location associated with the incident has been selected. If this field does not populate, the appropriate field name must be selected from the drop-down menu.

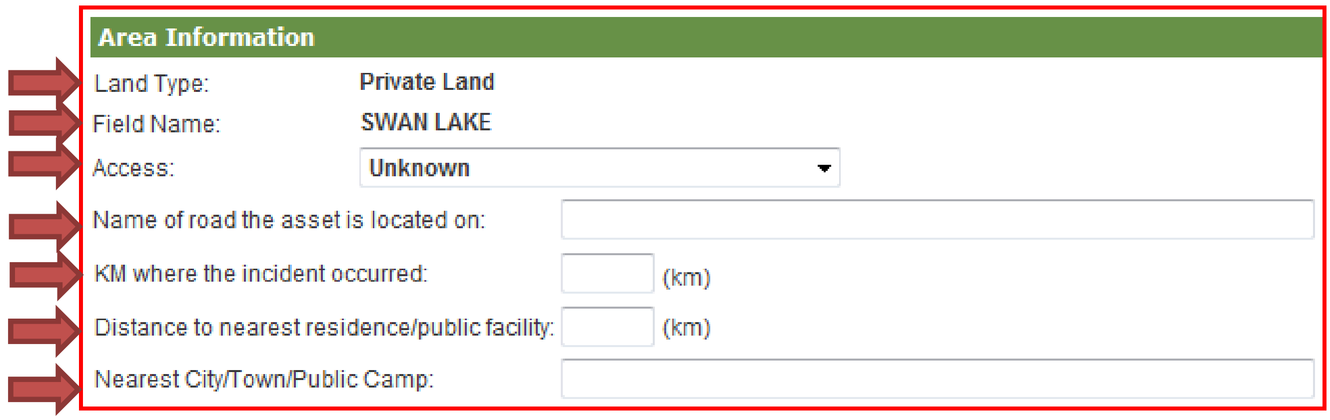
Access – how a person can access the site should be entered in this field.

Name of road the asset is located on – the name of the road that the asset or access road is located on must be entered in this field. If the incident is located on a pipeline and away from the road, the name of the road where access to the pipeline is available should be entered.

KM where the incident occurred – the km location on the road that the incident occurred must be entered into this field. If the incident is located on a pipeline and away from the road, the km location on the road where access to the pipeline is available should be entered.

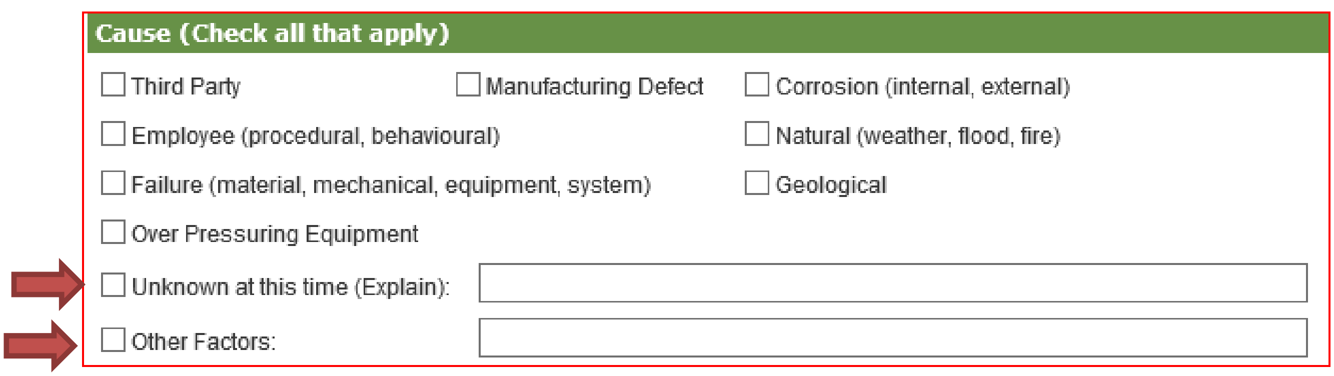
Distance to nearest residence or public facility – Indication of the distance to the nearest residence or public facility from the location of the incident "as the crow flies," must be entered in this field. Entry into this field is **mandatory.**

Nearest City/Town/or Public Camp – the name of the nearest city, town, or public camp to the incident must be entered into this field. This field is **mandatory.**


Area Information
Land Type: Private Land
Field Name: SWAN LAKE
Access: Unknown
Name of road the asset is located on:
KM where the incident occurred: (km)
Distance to nearest residence/public facility: (km)
Nearest City/Town/Public Camp:

6.9 Cause

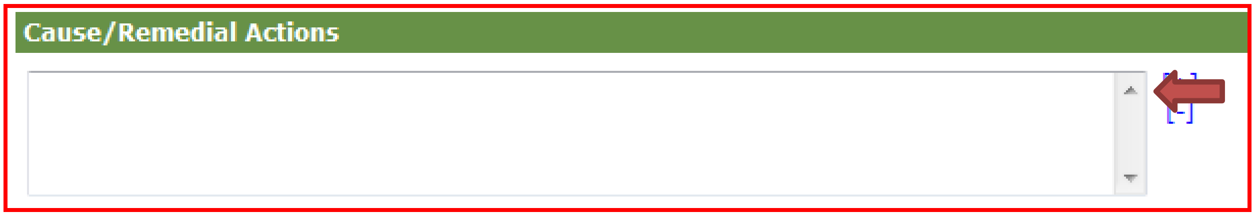
In this section, all of the causes of the incident known at the time of reporting should be checked off. If cause is unknown, 'unknown' box should be checked off and an explaination of why it is not known should be entered into the text box. If the cause is not listed, the 'other factors' box should be checked off with the cause entered into the text box provided.


Cause (Check all that apply)
☐ Third Party ☐ Manufacturing Defect ☐ Corrosion (internal, external)
☐ Employee (procedural, behavioural) ☐ Natural (weather, flood, fire)
☐ Failure (material, mechanical, equipment, system) ☐ Geological
☐ Over Pressuring Equipment
☐ Unknown at this time (Explain):
☐ Other Factors:

6.10 Cause/Remedial Actions

In this section, detailed explanation of the cause of the incident (if known) should be entered, along with any remedial actions that are planned or currently ongoing. Remedial actions are **mandatory**.

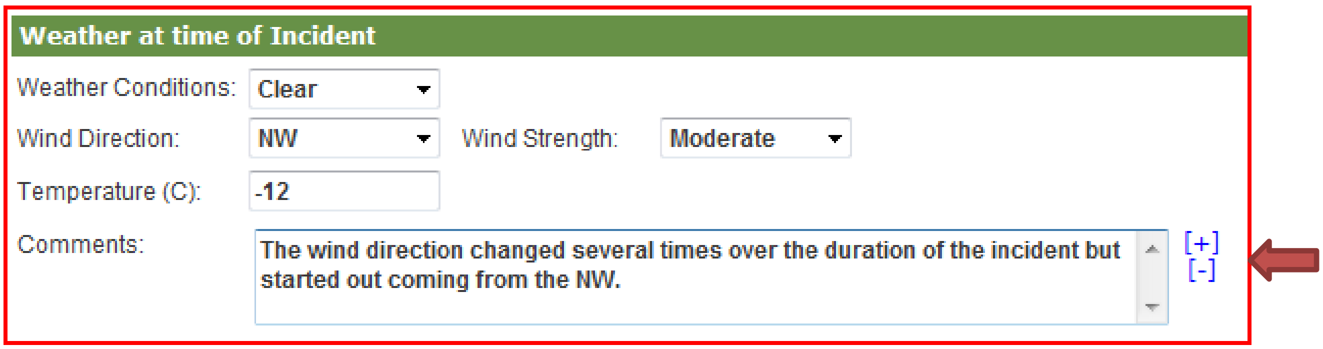
The '+' and '-' buttons on the side of the window can be used to expand and contract the text box multiple times as needed.



6.11 Weather at time of incident

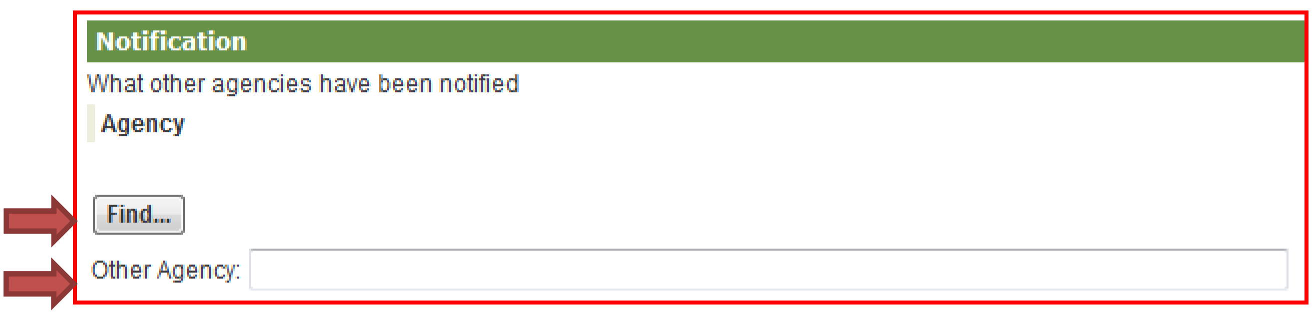
In this section, the weather conditions , wind direction "from", wind strength, temperature and any descriptive comments further explaining the weather at the time of the incident should be entered.

The '+' and '-' buttons on the side of the window can be used to expand and contract the text box multiple times as needed.



6.12 Notification

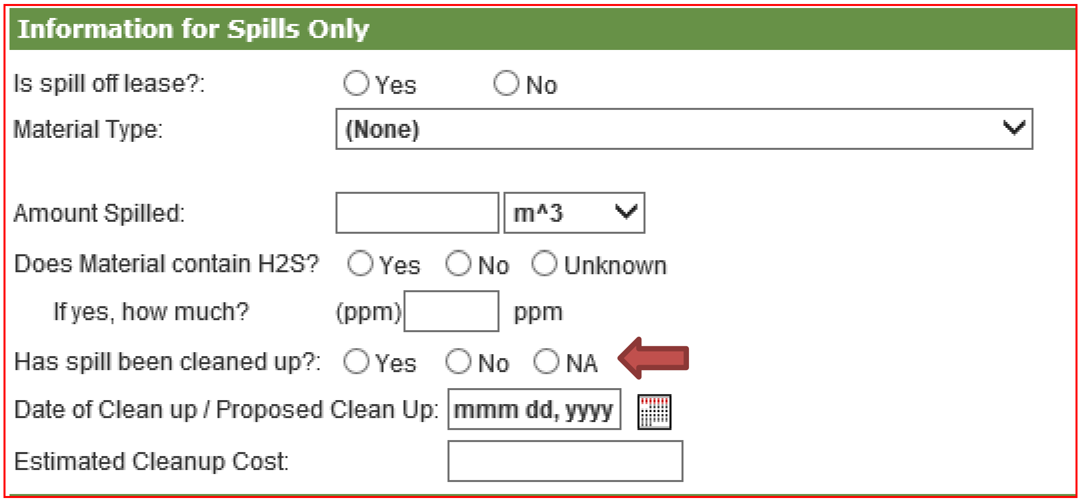
In this section, selecting the 'find' button will show a list of government agencies. The government agencies that have been notified of the incident should be selected. Government agencies not found in the list should be entered in the 'Other Agency' text box.



6.13 Information for spills only

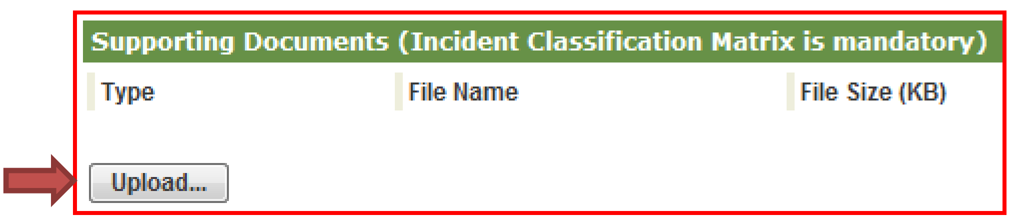
This section must only be filled out when the incident involved a spill indicated in the 'incident type' section. If this is the case, all information must be filled out before submitting to the OGC. If the spill is not required to be cleaned up e.g. gas release with no liquids spilled, then select

N/A under the question “Has spill been cleaned up?” and the date of clean up and estimated cleanup cost will not be required to be filled in.

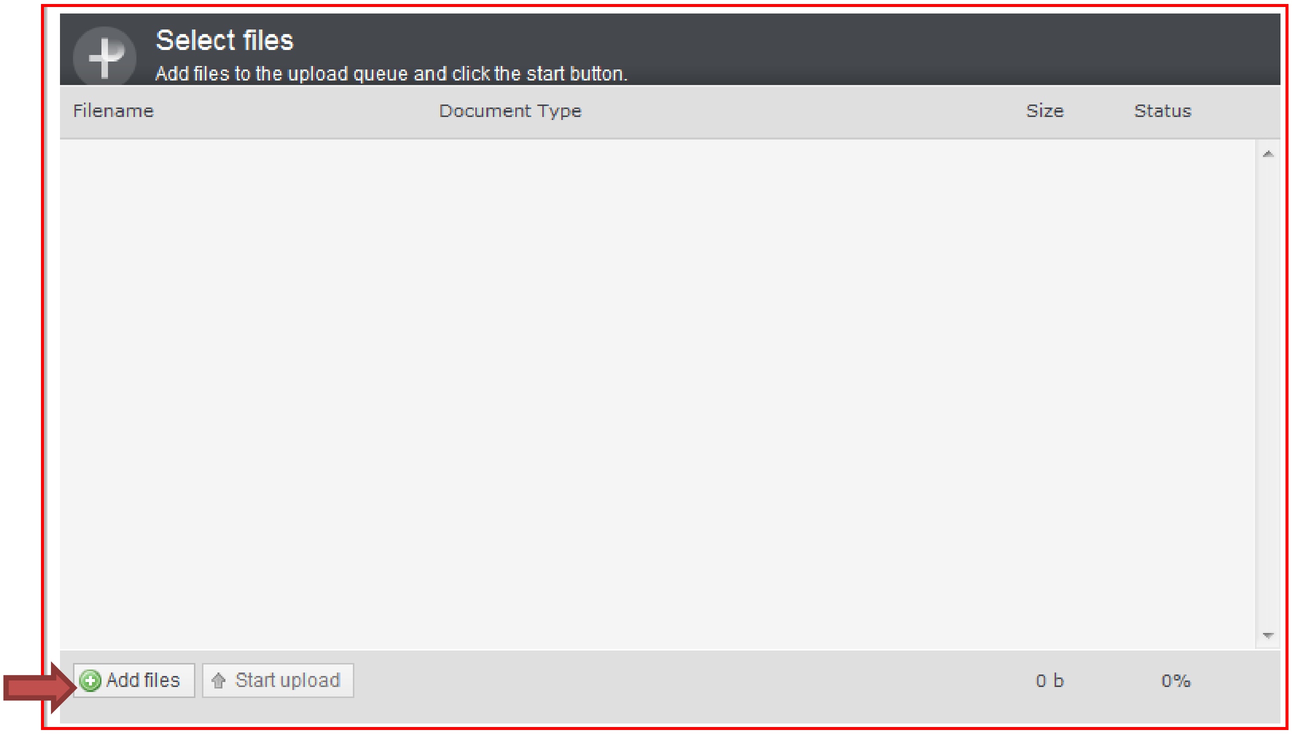


6.14 Supporting Documents

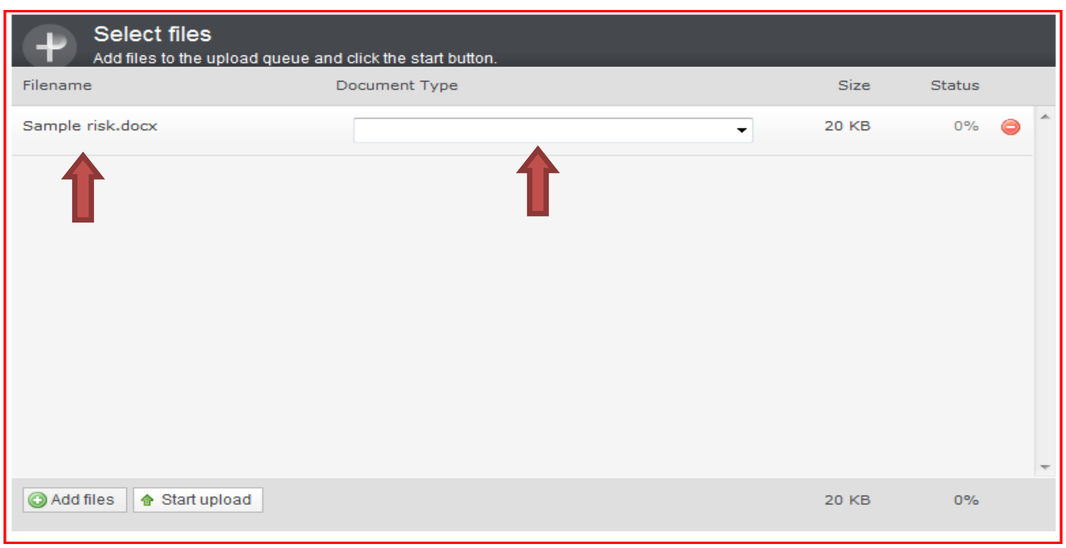
The completed incident classification matrix form associated with the incident must be attached in this section. Any other supporting documentation, such as a copy of the form A, pictures, reports etc., can also be attached in this section if desired. To upload files, first select ‘upload.’



After selecting ‘add files,’ a screen will open where documents for upload can be selected.



The name of the selected documents will appear under 'filename' and the user is prompted for a document type.

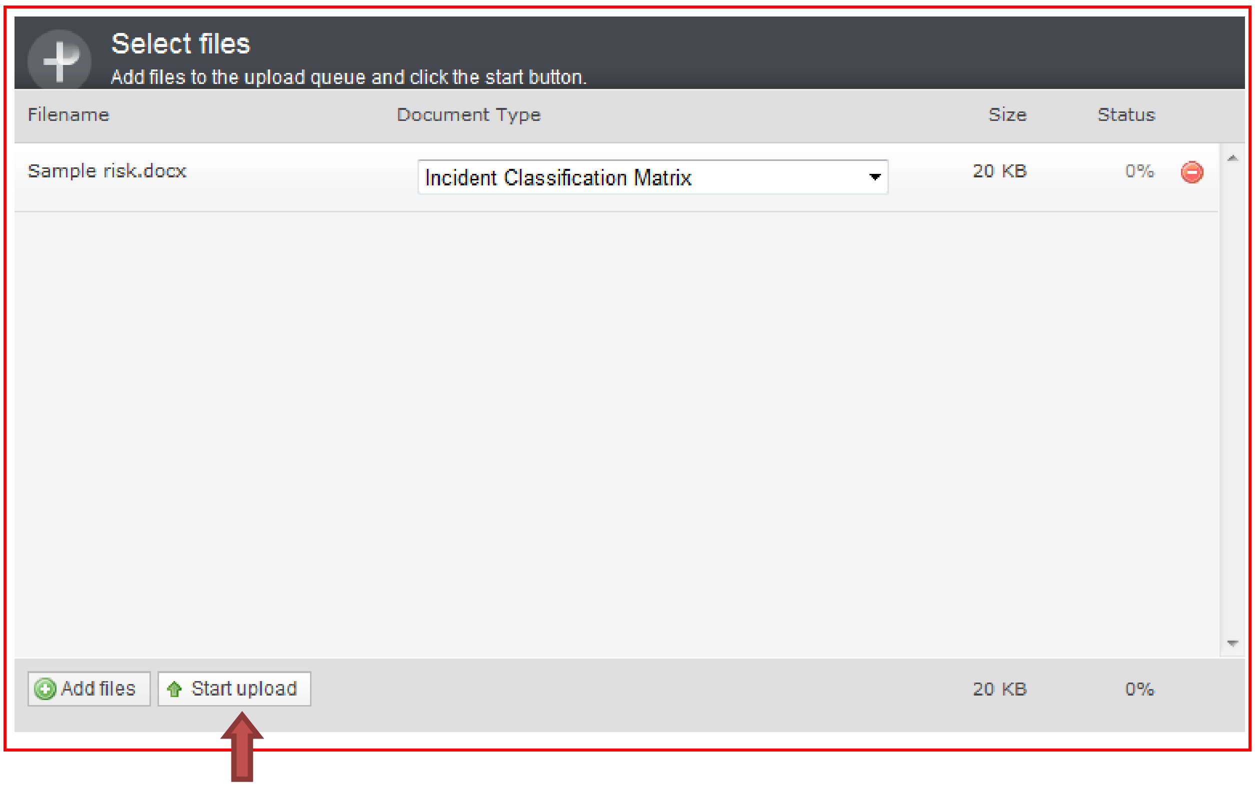


From the document type drop-down list, the correct document type must be selected. This list includes:

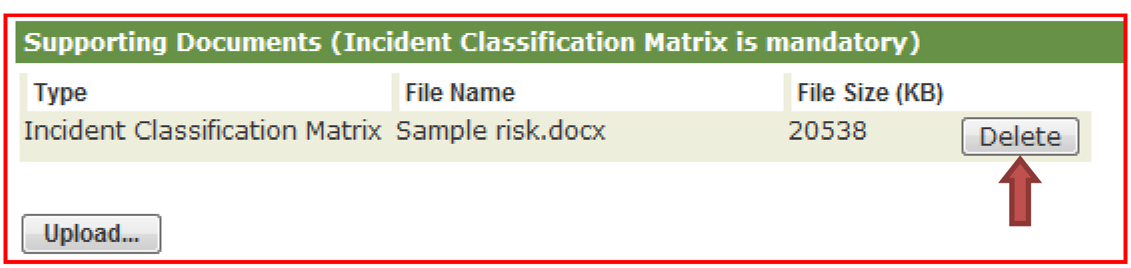
- Form A – Minor Incident Report (the actual form A may be attached if one has been filled out)
- Form A – Supporting document (any supporting documentation that would pertain to the incident such as pictures, reports, assessments, etc.)

- Incident Classification Matrix – attach a copy of the completed Incident Classification Matrix to this incident. Submissions to the Commission that do not include an incident classification matrix will not be accepted (**mandatory**).
- Miscellaneous – any other documentation that does not fit in the above categories.

Selecting 'upload' will populate the main screen.



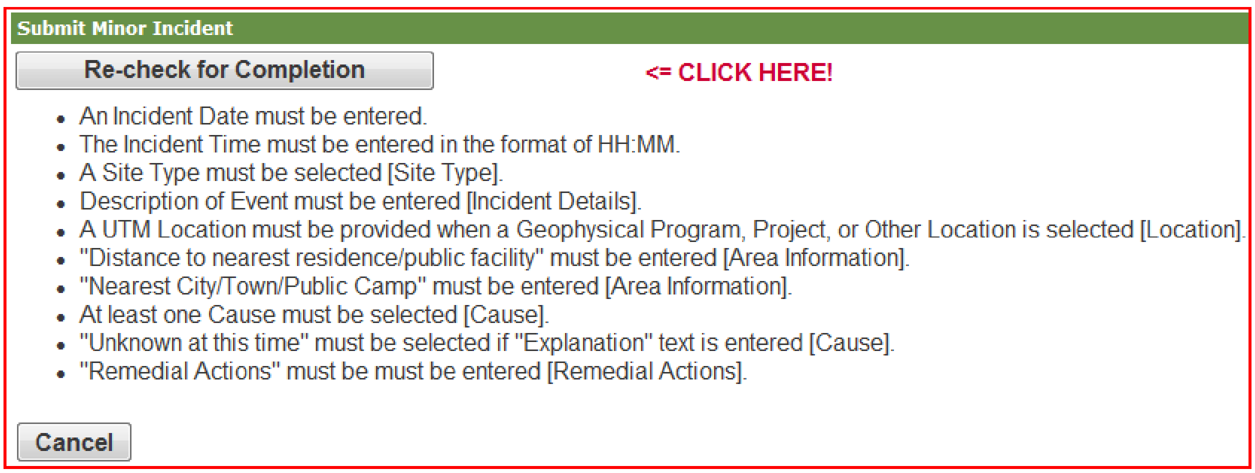
If a file is to be deleted, the 'delete' button can be used.



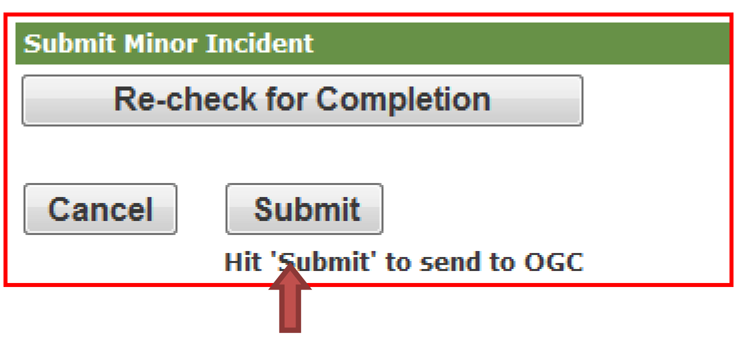
6.15 Submit Minor Incident

Once an incident report is ready for submission to the Commission, the “Check for Completion” button should be used to identify any errors or missing information.

If there are errors identified, a list of errors will be generated. These errors must be addressed prior to submission. Once all errors have been addressed, selecting “Re-check for Completion” will check for errors again. This cycle should be continued until there are no more errors identified.



Once all the errors are corrected, the following screen will be shown. Select ‘Submit’ to send the report to the Commission.



After the submission is made, a page will pop up stating that the incident has been successfully submitted and providing the OGC Minor Incident reference #. This page can be printed or saved to a computer for record keeping purposes by selecting file at top left corner and selecting 'print' or 'save as.'

For help using the Commission's Online Minor Incident Reporting System, please email emp@bcogc.ca.

Please Note:

"All minor incidents involving a pipeline, must submit a "Form D- Permit Holder Post Incident Report" within 60 days by email to EMP@bcogc.ca. A Permit Holder Post Incident Report may be required to be submitted for other minor incidents upon request by an OGC employee."

The form can be found on the Commission's website at http://www.bcogc.ca/industry-zone/documentation/Emergency-Response-and-Safety.