




Online Minor Incident Reporting System

User Guide

**OIL AND GAS COMMISSION**

TKERMIT VERSION

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New Minor Incident

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Details

Risk Score: 2

DGIR #:

Incident Date:  Time: ▼

(HH24:MM)

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.

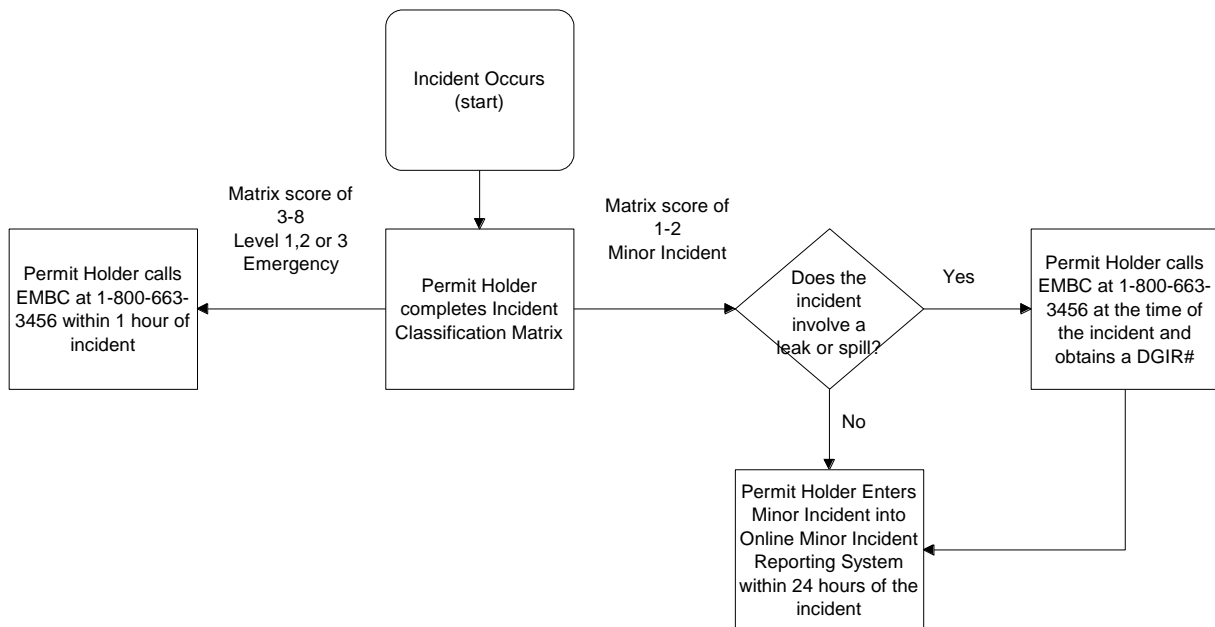
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1.0 Introduction

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>.



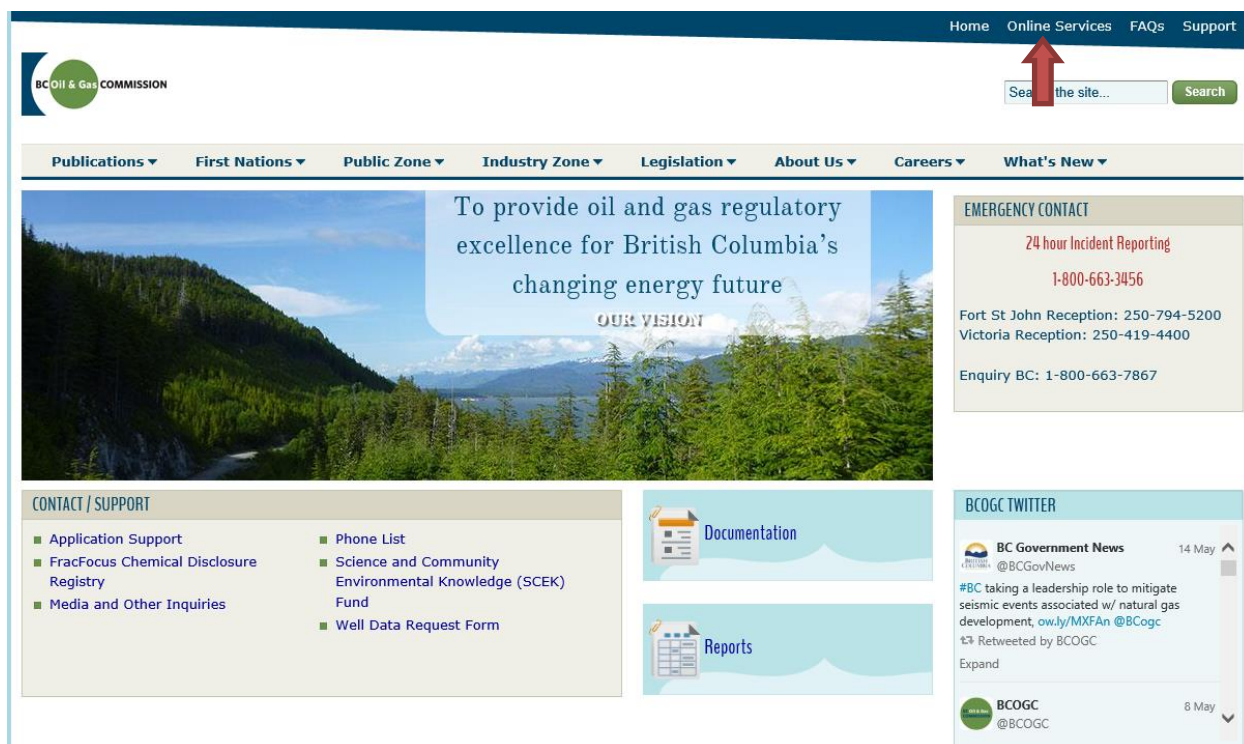
2.0 Administrator Representative

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.

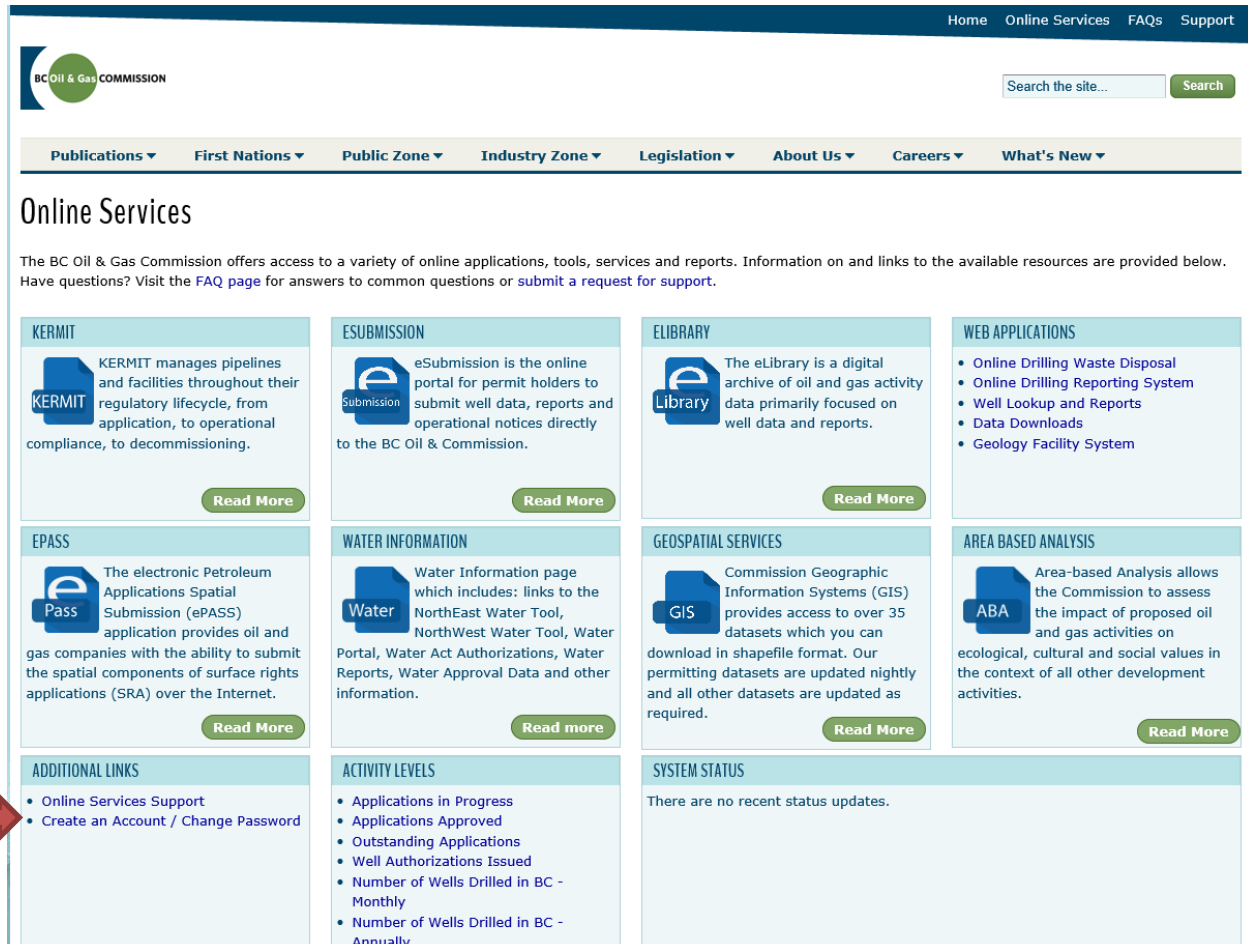
The assigned KERMIT company administrator will be responsible for assigning persons within their company as Incident Representatives. Assigned Incident Representatives are then able to enter minor incidents into the Online Minor Incident Reporting System. The company administrator must ensure that Incident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



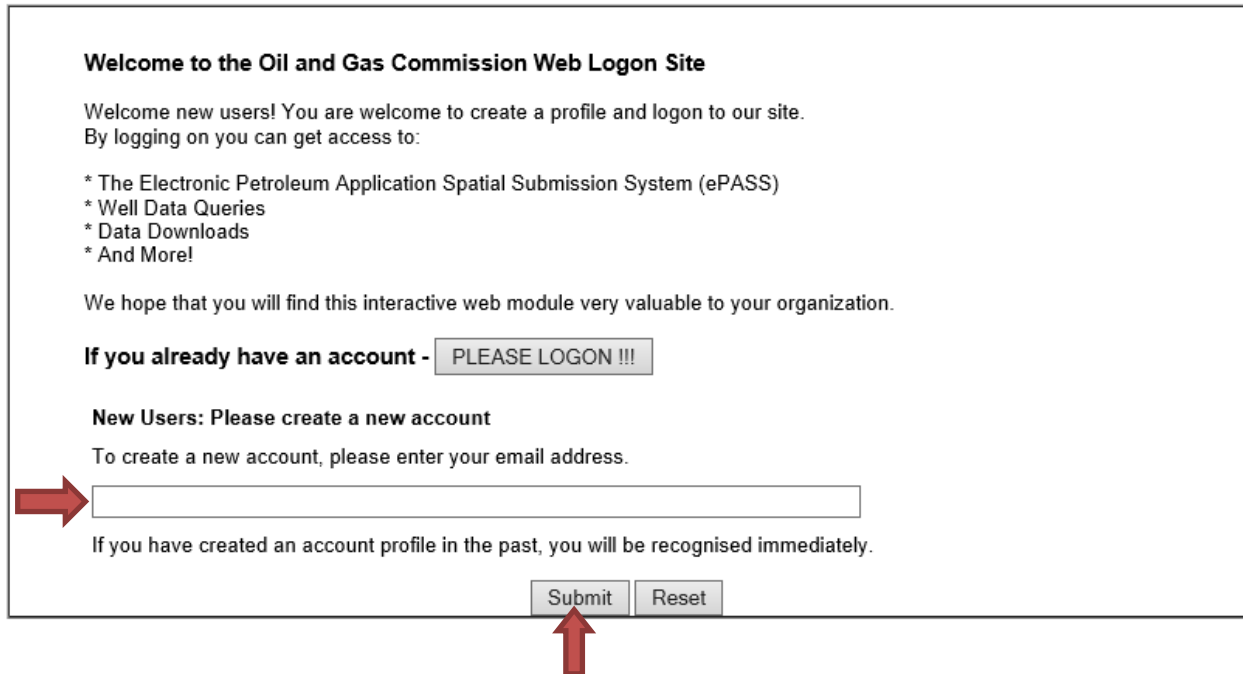
The screenshot shows the BC Oil & Gas Commission website's 'Online Services' section. The page has a dark blue header with navigation links: Home, Online Services, FAQs, and Support. Below the header is a search bar and a menu with categories like Publications, First Nations, Public Zone, Industry Zone, Legislation, About Us, Careers, and What's New. The main content area is titled 'Online Services' and includes a brief description of the services offered. It features a grid of service tiles, each with an icon, a title, a description, and a 'Read More' button. The tiles include KERMIT, ESubmission, ELibrary, WEB APPLICATIONS, EPASS, WATER INFORMATION, GEOSPATIAL SERVICES, AREA BASED ANALYSIS, ADDITIONAL LINKS, ACTIVITY LEVELS, and SYSTEM STATUS. A red arrow points to the 'Create an Account / Change Password' link in the 'ADDITIONAL LINKS' section.

Online Services

The BC Oil & Gas Commission offers access to a variety of online applications, tools, services and reports. Information on and links to the available resources are provided below. Have questions? Visit the [FAQ page](#) for answers to common questions or [submit a request for support](#).

KERMIT  KERMIT manages pipelines and facilities throughout their regulatory lifecycle, from application, to operational compliance, to decommissioning. Read More	ESUBMISSION  eSubmission is the online portal for permit holders to submit well data, reports and operational notices directly to the BC Oil & Commission. Read More	ELIBRARY  The eLibrary is a digital archive of oil and gas activity data primarily focused on well data and reports. Read More	WEB APPLICATIONS <ul style="list-style-type: none"> • Online Drilling Waste Disposal • Online Drilling Reporting System • Well Lookup and Reports • Data Downloads • Geology Facility System
EPASS  The electronic Petroleum Applications Spatial Submission (ePASS) application provides oil and gas companies with the ability to submit the spatial components of surface rights applications (SRA) over the Internet. Read More	WATER INFORMATION  Water Information page which includes: links to the NorthEast Water Tool, NorthWest Water Tool, Water Portal, Water Act Authorizations, Water Reports, Water Approval Data and other information. Read more	GEOSPATIAL SERVICES  Commission Geographic Information Systems (GIS) provides access to over 35 datasets which you can download in shapefile format. Our permitting datasets are updated nightly and all other datasets are updated as required. Read More	AREA BASED ANALYSIS  Area-based Analysis allows the Commission to assess the impact of proposed oil and gas activities on ecological, cultural and social values in the context of all other development activities. Read More
ADDITIONAL LINKS <ul style="list-style-type: none"> • Online Services Support • Create an Account / Change Password 	ACTIVITY LEVELS <ul style="list-style-type: none"> • Applications in Progress • Applications Approved • Outstanding Applications • Well Authorizations Issued • Number of Wells Drilled in BC - Monthly • Number of Wells Drilled in BC - Annually 	SYSTEM STATUS There are no recent status updates.	

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



Welcome to the Oil and Gas Commission Web Logon Site

Welcome new users! You are welcome to create a profile and logon to our site.
By logging on you can get access to:


- * The Electronic Petroleum Application Spatial Submission System (ePASS)
- * Well Data Queries
- * Data Downloads
- * And More!

We hope that you will find this interactive web module very valuable to your organization.

If you already have an account - [PLEASE LOGON !!!](#)


New Users: Please create a new account

To create a new account, please enter your email address.



If you have created an account profile in the past, you will be recognised immediately.

[Submit](#) [Reset](#)



Fill out the required information and select create account.

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.



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.

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Online Services

The BC Oil & Gas Commission offers access to a variety of online applications, tools, services and reports. Information on and links to the available resources are provided below. Have questions? Visit the [FAQ page](#) for answers to common questions or [submit a request for support](#).

KERMIT KERMIT manages pipelines and facilities throughout their regulatory lifecycle, from application, to operational compliance, to decommissioning. Read More	ESUBMISSION eSubmission is the online portal for permit holders to submit well data, reports and operational notices directly to the BC Oil & Commission. Read More	ELIBRARY The eLibrary is a digital archive of oil and gas activity data primarily focused on well data and reports. Read More	WEB APPLICATIONS <ul style="list-style-type: none"> Online Drilling Waste Disposal Online Drilling Reporting System Well Lookup and Reports Data Downloads Geology Facility System
EPASS The electronic Petroleum Applications Spatial Submission (ePASS) application provides oil and gas companies with the ability to submit the spatial components of surface rights applications (SRA) over the Internet. Read More	WATER INFORMATION Water Information page which includes: links to the NorthEast Water Tool, NorthWest Water Tool, Water Portal, Water Act Authorizations, Water Reports, Water Approval Data and other information. Read more	GEOSPATIAL SERVICES Commission Geographic Information Systems (GIS) provides access to over 35 datasets which you can download in shapefile format. Our permitting datasets are updated nightly and all other datasets are updated as required. Read More	AREA BASED ANALYSIS Area-based Analysis allows the Commission to assess the impact of proposed oil and gas activities on ecological, cultural and social values in the context of all other development activities. Read More
ADDITIONAL LINKS <ul style="list-style-type: none"> Online Services Support Create an Account / Change Password 	ACTIVITY LEVELS <ul style="list-style-type: none"> Applications in Progress Applications Approved Outstanding Applications Well Authorizations Issued Number of Wells Drilled in BC - Monthly Number of Wells Drilled in BC - Annually 	SYSTEM STATUS There are no recent status updates.	

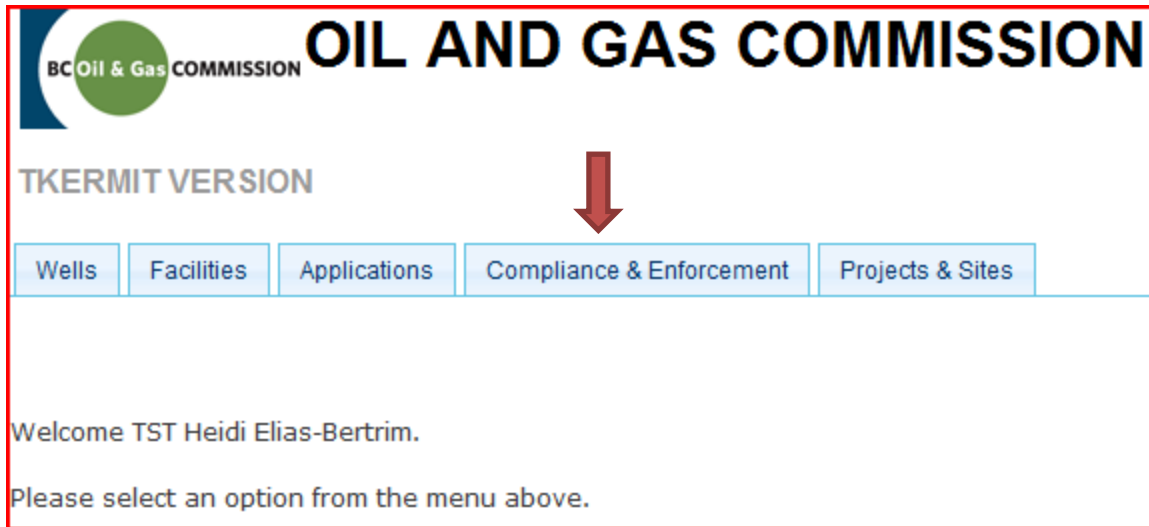
OIL AND GAS COMMISSION

Sign In

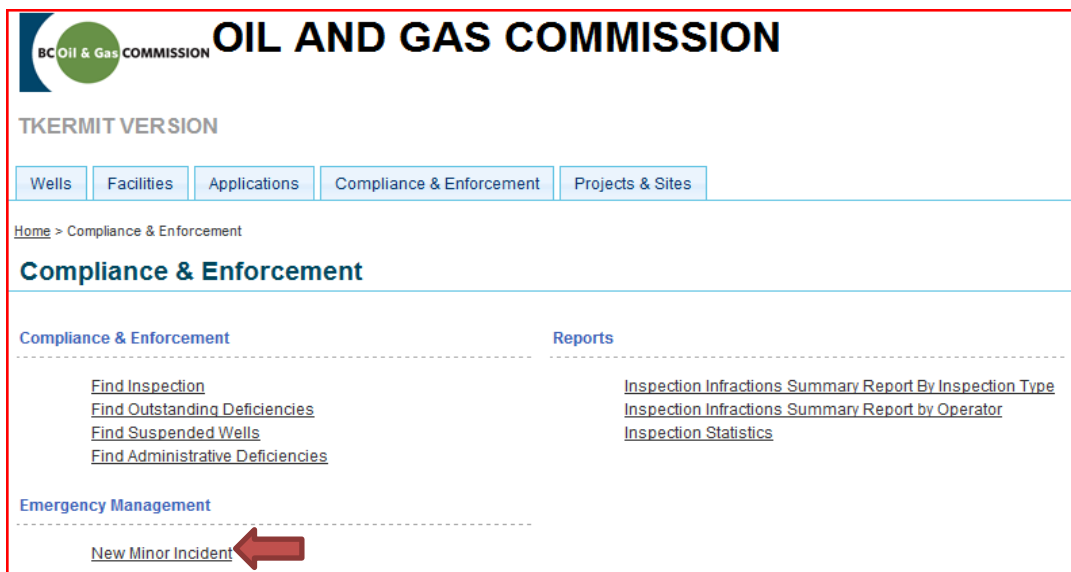
User Id:

Password:

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 classification matrix. Selecting 'Next' will continue through the reporting process.

BC Oil & Gas COMMISSION OIL AND GAS COMMISSION

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New Minor Incident

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Enter Risk Score

Consequence Ranking:

Probability Ranking:

Back Next

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.

OIL AND GAS COMMISSION

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Wells Facilities Applications Compliance & Enforcement Projects & Sites

New Minor Incident

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Details

Do not click browser back button, it will remove all your entered data.

Risk Score: 2

DGIR #:

Incident Date: Time:

(HH24:MM)

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.

Information of Person Reporting Incident to OGC

Operator:

Contact: Elias-Bertrim, TST Heidi
Phone: (250) 794-5230
Email: OGCKermi.Notices@bcogc.ca

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.

Incident Details

Description of Event (Briefly Describe What Happened):


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.

Site Type (Select One)

- | | | |
|-------------------------------------|--|--|
| <input type="radio"/> Well (Active) | <input type="radio"/> Well (Abandoned/Suspended) | <input type="radio"/> Well (Drilling & Completion) |
| <input type="radio"/> Remote Sump | <input type="radio"/> Battery/Plant/Facility | <input type="radio"/> Tank Farm/Storage |
| <input type="radio"/> Pipeline | <input type="radio"/> Riser (Pipeline) | <input type="radio"/> Road or Road Structure |
| <input type="radio"/> Other | | |

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.

Incident Type (Check all that apply)**If type is spill, you are required to contact EMBC.**

- | | | |
|--|--|--|
| <input type="checkbox"/> Spill (Gas, liquid, solid) | <input type="checkbox"/> Fire/Explosion | |
| <input type="checkbox"/> Drilling Kick | <input type="checkbox"/> Security (theft, threat, sabotage, terrorism) | |
| <input type="checkbox"/> Induced Seismicity | <input type="checkbox"/> Well Bore Communication | |
| <input type="checkbox"/> Pipeline Boring | <input type="checkbox"/> Vehicle | <input type="checkbox"/> Equipment/Structural Damage |
| <input type="checkbox"/> Other: <input type="text"/> | | |

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.

Activity (Check all that apply)		
<input type="checkbox"/> Construction (road, lease, pipeline, facility)	<input type="checkbox"/> Drilling/Exploration	<input type="checkbox"/> Waste Management
<input type="checkbox"/> Processing (natural gas, petroleum liquids, other)		<input type="checkbox"/> Well Fracturing
<input type="checkbox"/> Servicing	<input type="checkbox"/> Repair	<input type="checkbox"/> Flaring (emergency)
<input type="checkbox"/> Well Testing	<input type="checkbox"/> Pressure Testing	<input type="checkbox"/> Transportation
<input type="checkbox"/> Other: <input type="text"/>		

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.

Consequence or Impacts (Check none or all that apply)	
<input type="checkbox"/> Worker Safety (injuries)	<input type="checkbox"/> Property (government, public, private)
<input type="checkbox"/> Economic(loss of and/or damage to equipment or infrastructure, loss of production, work stoppage)	
<input type="checkbox"/> Other: <input type="text"/>	

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.

Geophysical Program

A UTM Location must be filled out in the [Location] section.

Geo #:

Program Name:

Client Name:

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.

Find IRIS Geophysical

Geo #:

Program Name:

Client Name:

Geo # Program Name Client Name

No information was found matching the search criteria.

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.


Site

Site #:

Find... Clear

Site Operator:

Site Name:



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.

Enter a value for one or more of the search criteria below:

Site #: <input type="text"/>	WA #: <input type="text"/>	FID #: <input type="text"/>
Site Name: <input type="text"/>	Facility Type: <input type="text" value="(All)"/>	Division #: <input type="text"/>
Operator: <input type="text"/>	Facility Equipment Type: <input type="text" value="(All)"/>	Engineer Project: <input type="text"/>
Section 10 Field: <input type="text"/>	Facility ID: <input type="text"/>	Engineer Firm: <input type="text"/>
OGC File #: <input type="text"/>	Tenure File #: <input type="text"/>	IRIS Project #: <input type="text"/>

To search by location, enter either NTS or DLS or UTM:

To Search by NTS, you must enter at least the 'Map' values.

NTS: - - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value.

DLS: - - -

To Search by UTM Range, you must enter all the fields.

UTM (NAD83): - m Easting, m Northing m Easting, m Northing

Site # Operator Wells Facilities Site Details

Search Cancel Cancel and Clear



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.

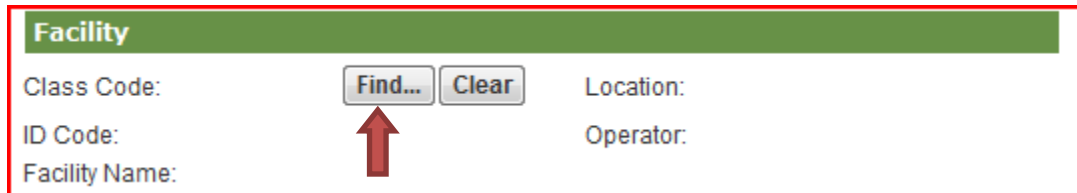
Cancel & Clear Button

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

WA #	Well Name	Project #	Site #	Surface Owner	Location	OGC File #	Current Status	Selected
16		00001	0000	CROWN	NTS: B 058		ACTIVE	<input type="checkbox"/>
24			0000	PRIVATE	NTS: B-A 0		ACTIVE	<input type="checkbox"/>

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.



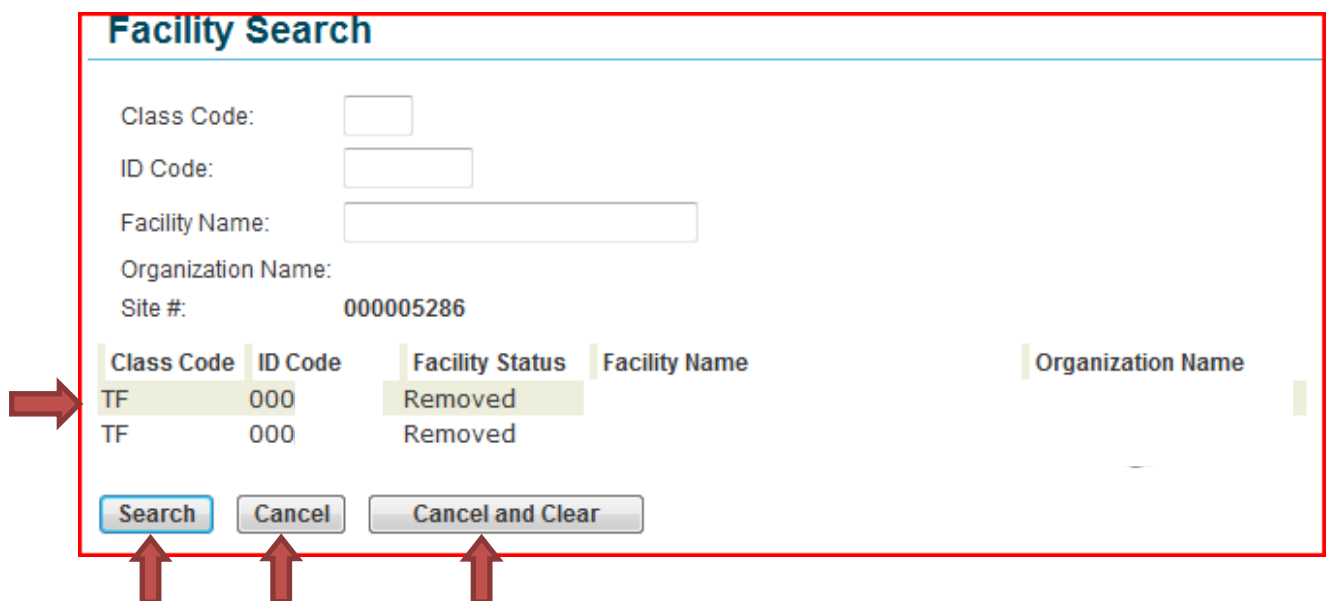
If there is only one facility at the site associated with the incident, the facility information will automatically populate this section. If there is more than one facility at the site associated with the incident, a list of all the facilities at the site will generate. Select the facility associated 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.



Class Code	ID Code	Facility Status	Facility Name	Organization Name
TF	000	Removed		
TF	000	Removed		

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.

Pipeline

A UTM Location must be filled out in the [Location] section.

Project #: Find... Clear Project Operator:

OGC File #:

Pipeline Segments:

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.

Project Operator Search

Enter a value for one or more of the search criteria below:

Project #: FID #:

Section 10 Field: Valve:

OGC File #: Division #:

Tenure File #: Engineer Project:

Operator: Engineer Firm:

To search by location, enter either NTS, DLS or UTM:

From Location **To Location**

To search by NTS, you must enter at least the 'Map' values.

NTS: - - / - - - - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value.

DLS: - - - - - -

To search by UTM range, you must enter all the fields.

From Range **To Range**

UTM (NAD83): (A ▾) - m easting, m northing m easting, m northing

Project # | Operator | OGC File # | Project Details

No information was found matching the search criteria.

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.

Pipeline Segment

Segment #:

CSA Class Location:

Status:

FID #:

Valve:

Division #:

Find...

Clear

↑

From Location:

To Location:

Operator:

Find Pipeline Segments

Enter a value for one or more of the search criteria below:

Project #:

Section 10 Field:

OGC File #:

Tenure File #:

Operator:

Engineer Project:

FID #:

Valve:

Division #:

To search by location, enter either NTS or DLS or UTM:

From Location

To search by NTS, you must enter at least the 'Map' values.

NTS: - - / - -

To search by DLS, you must at least enter the 'Township' value and the 'Range' value.

DLS: - - -

To search by UTM Range, you must enter all the fields.

From Range

UTM: (All) - m easting, m northing

To Location

- - / - -

- - -

To Range

m easting, m northing

Project #	Segment #	CSA Class Location	From Location	To Location	Operator	Status	OGC File #	Tenure File #
0000	1	Class 1	NTS:	Division #		Active		
0000	2	Class 1	None	None		Active		
0000	3	Class 1	None	None		Active		

Search

Cancel

Cancel and Clear

↑

↑

↑

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.

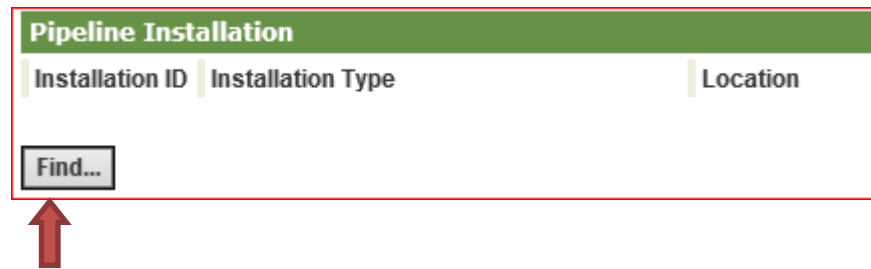
6.7.5.2 Pipeline Installation

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.

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Click on Find to select the type of pipeline installation.



The screenshot shows a web interface for searching pipeline installations. At the top is a green header bar with the text "Pipeline Installation". Below this is a table with three columns: "Installation ID", "Installation Type", and "Location". The "Installation Type" column has a small downward arrow next to its header. Below the table is a "Find..." button. A red rectangular box encloses the "Find..." button and the "Installation Type" column header. A red arrow points upwards to the "Find..." button.

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.

Pipeline Installation Lookup

Enter a value for one or more of the search criteria below:

Project #: 0000
 Segment #: 003
 Operator: _____
 Installation Type: Tank

To search by location, enter UTM:
 To search by UTM Range, you must enter all the fields.

From Range
 UTM (NAD83): (All) - _____ m easting, _____ m northing

To Range
 _____ m easting, _____ m northing

Search Refine Search

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.

Pipeline Installation Lookup

Installation ID	Installation Type	Location	Status	Selected
001	Riser	10 - 561333E, 6301936N	New	<input type="checkbox"/>
002	Riser	10 - 562620E, 6301153N	New	<input type="checkbox"/>

Select Search Refine Search

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.

Other Location

A UTM Location must be filled out in the [Location] section.

Location Type:

Location Description:

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.

Location

UTM Location of incident required for Pipeline, Geophysical, and Other locations.

NTS: - - / - -

DLS: - - -

UTM (NAD83): - m easting, m northing

GPS Latitude: GPS Longitude:

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.

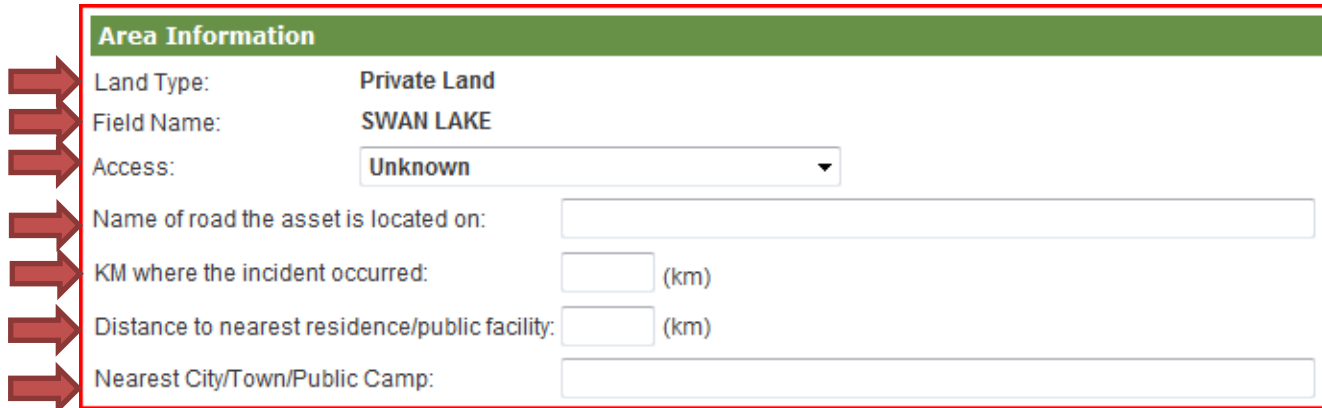
Access – how a person can access the site should be entered in this field.

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**.

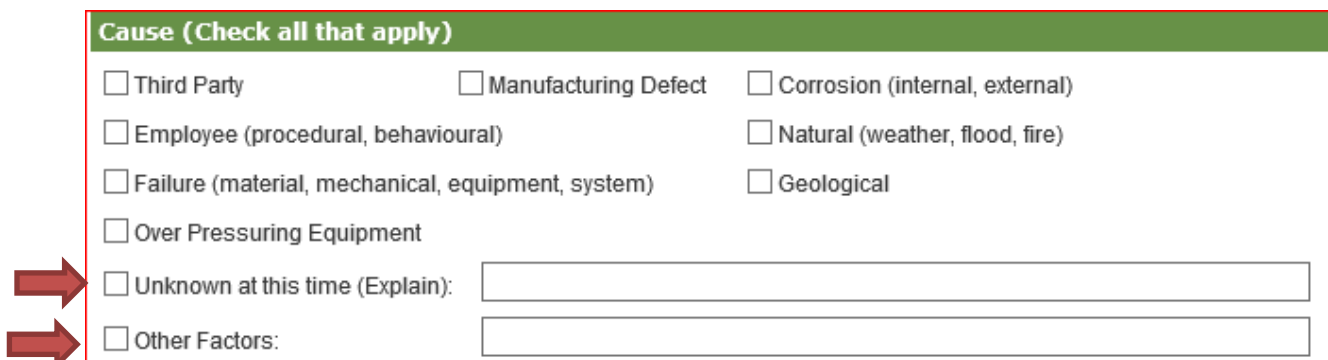
Nearest City/Town/or Public Camp – the name of the nearest city, town, or public camp to the incident must be entered into this field. This field is **mandatory**.



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 explanation 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)	
<input type="checkbox"/> Third Party	<input type="checkbox"/> Manufacturing Defect
<input type="checkbox"/> Employee (procedural, behavioural)	<input type="checkbox"/> Corrosion (internal, external)
<input type="checkbox"/> Failure (material, mechanical, equipment, system)	<input type="checkbox"/> Natural (weather, flood, fire)
<input type="checkbox"/> Over Pressuring Equipment	<input type="checkbox"/> Geological
<input type="checkbox"/> Unknown at this time (Explain):	
<input type="checkbox"/> 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.

Information for Spills Only


Is spill off lease?: ☐ Yes ☐ No


Material Type: (None) ▼

Amount Spilled: m³ ▼

Does Material contain H2S? ☐ Yes ☐ No ☐ Unknown

If yes, how much? (ppm) ppm

Has spill been cleaned up?: ☐ Yes ☐ No ☐ NA 


Date of Clean up / Proposed Clean Up: mmm dd, yyyy 

Estimated Cleanup Cost:

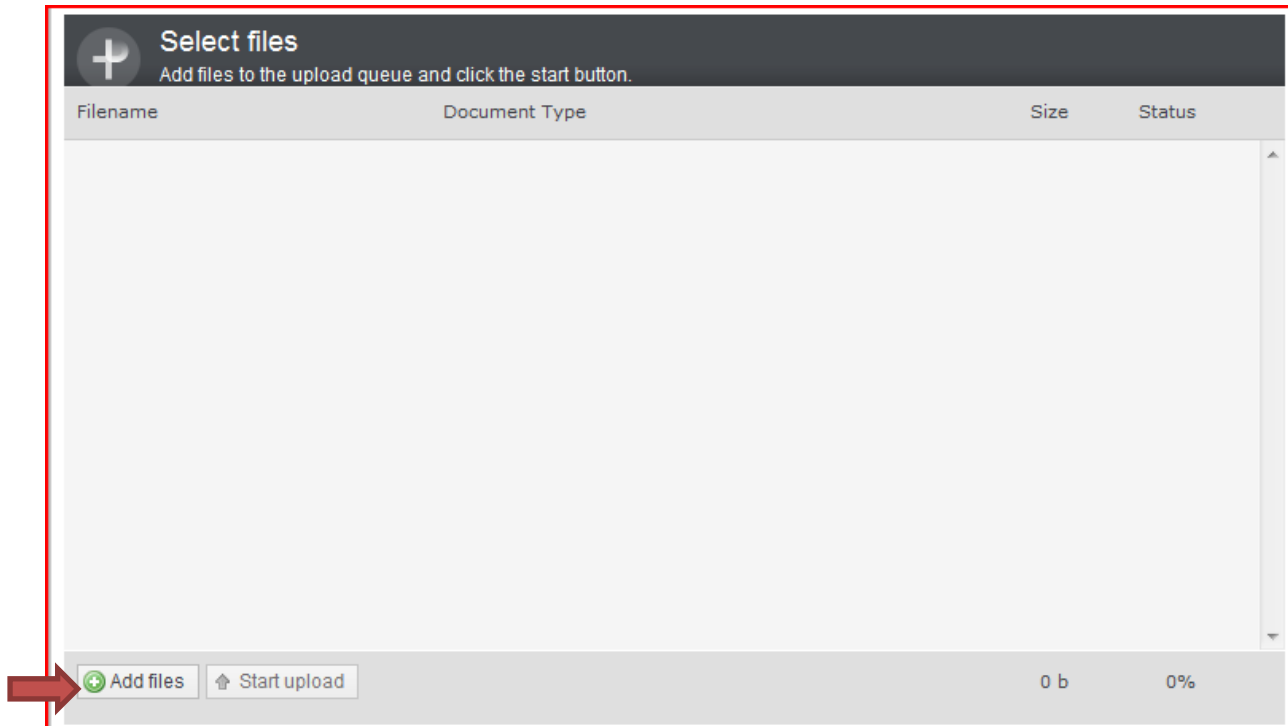
6.14 Supporting Documents

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.’

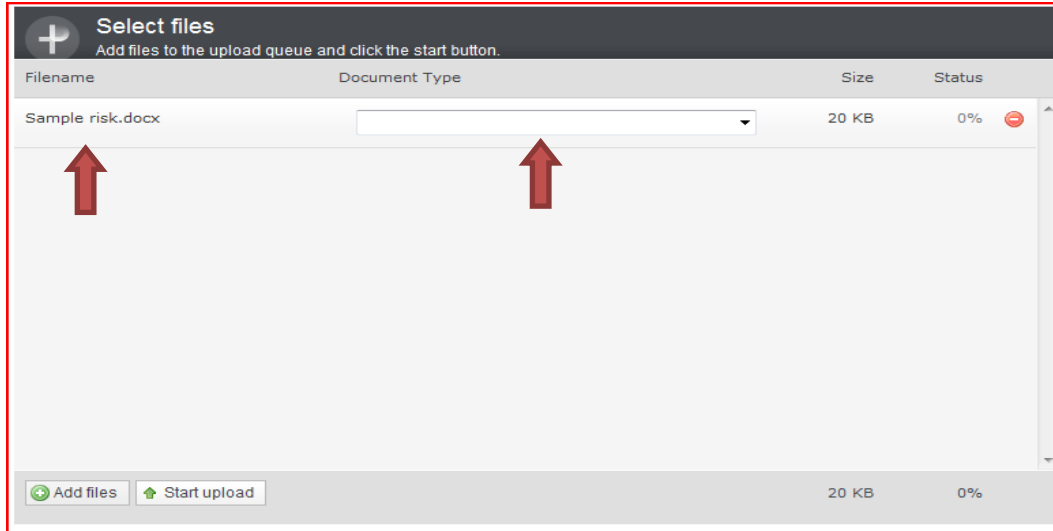
Supporting Documents (Incident Classification Matrix is mandatory)

Type	File Name	File Size (KB)
<div style="display: flex; align-items: center;">  <div style="border: 1px solid gray; padding: 5px 10px; background-color: #f0f0f0;">Upload...</div> </div>		

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.

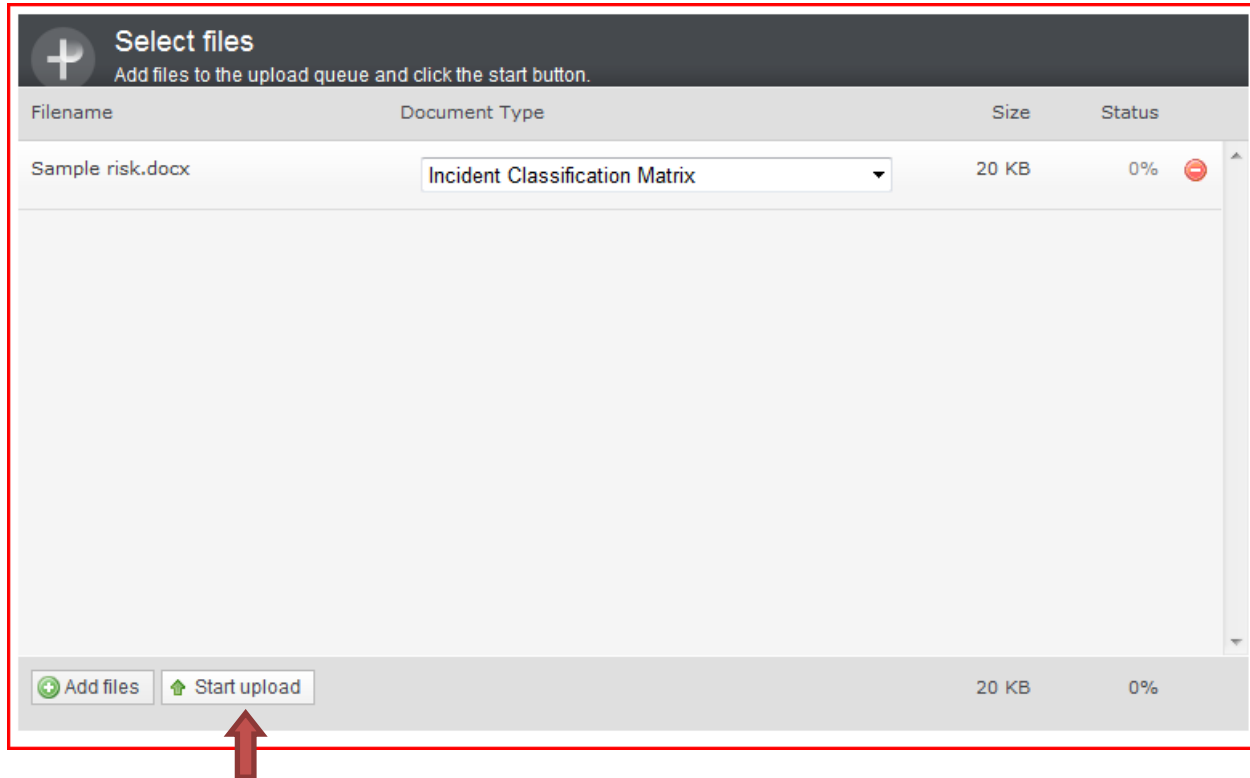


From the document type drop-down list, the correct document type must be selected. This list includes:

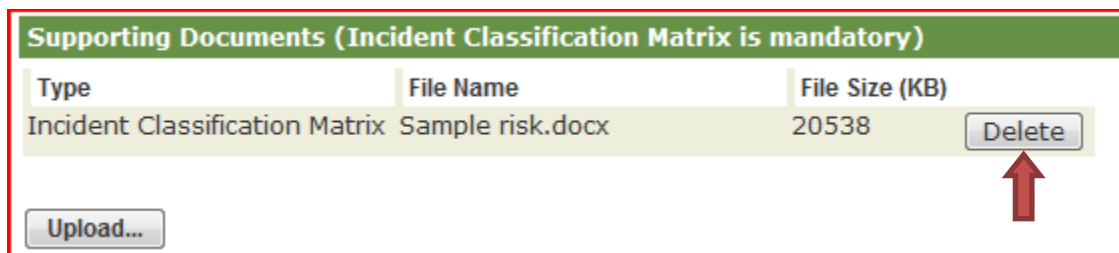
- Form A – Minor Incident Report (the actual form A may be attached if one has been filled out)
- Form A – Supporting document (any supporting documentation that would pertain to the incident such as pictures, reports, assessments, etc.)

- 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.

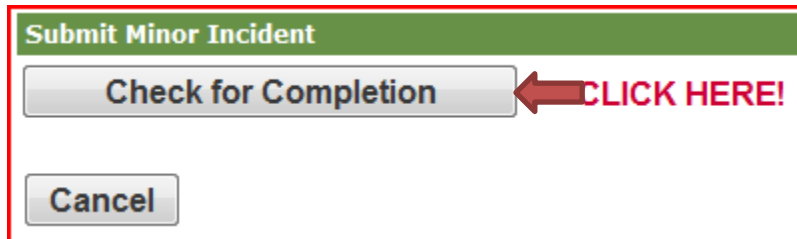


If a file is to be deleted, the 'delete' button can be used.



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.

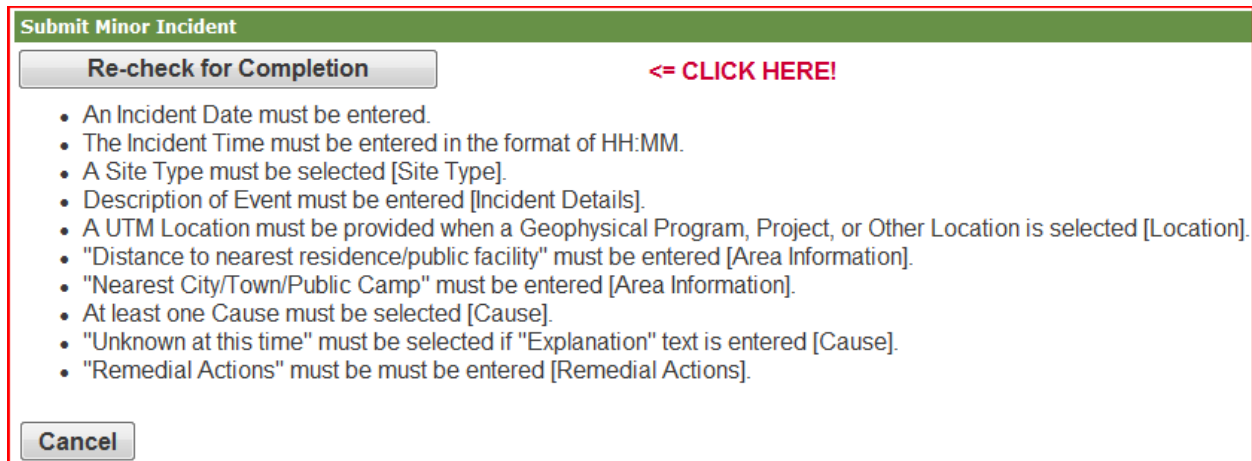


Submit Minor Incident

Check for Completion ← **CLICK HERE!**

Cancel

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.



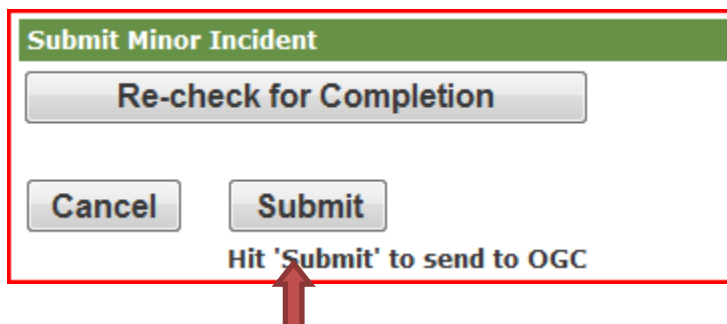
Submit Minor Incident

Re-check for Completion <= **CLICK HERE!**

- An Incident Date must be entered.
- The Incident Time must be entered in the format of HH:MM.
- A Site Type must be selected [Site Type].
- Description of Event must be entered [Incident Details].
- A UTM Location must be provided when a Geophysical Program, Project, or Other Location is selected [Location].
- "Distance to nearest residence/public facility" must be entered [Area Information].
- "Nearest City/Town/Public Camp" must be entered [Area Information].
- At least one Cause must be selected [Cause].
- "Unknown at this time" must be selected if "Explanation" text is entered [Cause].
- "Remedial Actions" must be entered [Remedial Actions].

Cancel

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



Submit Minor Incident

Re-check for Completion

Cancel **Submit**

Hit 'Submit' to send to OGC

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>.