

# BC Oil and Gas Commission

## Incident Reporting



# Incident Reporting: Systems and Processes

## Regulatory Framework

In British Columbia, oil and gas incidents are managed in accordance with the following legislation and regulations:

1. The Oil and Gas Activities Act
2. The Emergency Management Regulation
  - NOTE: CSA Z246.2 are adopted within the EMR.
3. The Spill Reporting Regulation

The Emergency Management Manual provides additional guidance on all aspects of the EMR and related regulation. Please see <https://www.bcogc.ca/node/5767/download>

# Incident Reporting: Systems and Processes

- What is a reportable incident?
- What are the timelines for reporting?
- What are the differences in incident level?
- Emergency Management BC – Major incident reporting
- Kermit on-line incident reporting
- DGIR's & Spill Product Information
- Incident Location Data

# Incident Reporting: Systems and Processes

## Reportable incidents

- Any release of a substance in amounts exceeding the thresholds defined in the Spill Reporting Regulation [see note](#)
- Any release of a substance into a lake, stream, river or ocean [in any volume]
- Any release of sour product where measurement of 10ppm or greater is found, 1 meter or more from the source.
- Any failure of an emergency or safety related system
- Damage to equipment, with or without release.
- Vandalism or security incident causing damage or interfering with a process control.
- Well incidents including seismic, loss of circulation, pit gains

**NOTE:** If spilled during loading or unloading from a vehicle (road or rail), federal thresholds may apply.

# Incident Reporting: Systems and Processes

## Reporting Timelines

- **Minor incidents** – Within 24 hours of discovery
  - Minor incidents are entered by the permit holder online
  - Incidents involving spills must first obtain a DGIR number by calling emergency Management BC (EMBC)
- **Emergency level incidents** – Within one hour of discovery
  - Reported to the Commission through EMBC
  - Initial incident information entered by Commission staff

# Incident Reporting: Systems and Processes

## Incident Levels

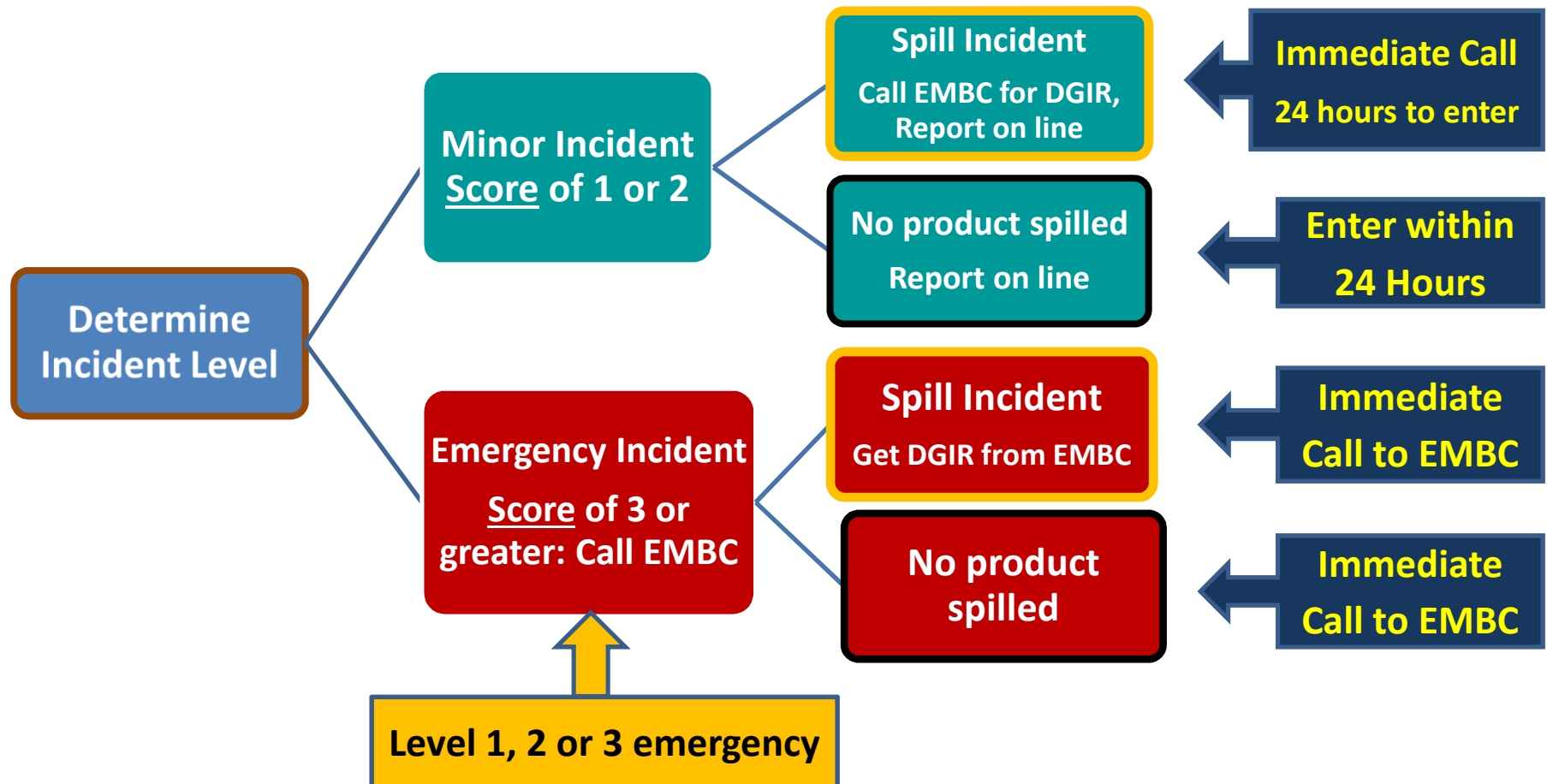
**Minor Incident:** Smaller incidents, confined to lease site or right-of-way, very unlikely to escalate, no health impact to people or environment. No significant impact on operations.

**Level 1 Emergency:** Potential or actual off-lease impact, very small possibility for escalation, some minor impact on operations, control of incident established or imminent. Emergency response is plan activated.

**Level 2 Emergency:** More significant incident, with off-lease impacts and escalation possible. Control of the incident may not be established but is expected in the short term. Emergency response is plan activated.

**Level 3 Emergency:** Most significant incident, with large scale impacts on and off lease, major equipment damage / failure, and potential life and safety impacts. Control and / or containment not likely in the short term. Emergency response is plan activated.

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## KERMIT Incident Reporting System

From the Commission's website, select "Online Services"

The screenshot shows the BC Oil & Gas Commission website. The top navigation bar includes links for Home, Online Services, FAQs, and Support. The 'Online Services' link is highlighted with a red dashed box. Below the navigation bar is a search bar with the text 'Search the site...' and a 'Search' button. A secondary navigation bar contains links for Publications, First Nations, Public Zone, Industry Zone, Legislation, About Us, Careers, and What's New. The main content area features a large image of a forested mountain with the text 'To provide oil and gas regulatory excellence for British Columbia's changing energy future' and 'OUR VISION'. To the right of this image is an 'EMERGENCY CONTACT' section with the text 'Industry 24 hour Incident Reporting' and the phone number '1-800-663-3456'. Below the main image is a 'CONTACT / SUPPORT' section with links for Application Support, Application Management System Guides and Videos, BC Oil and Gas Research and, Freedom of Information (FOI) Requests, Media and Other Inquiries, and Phone List. To the right of this section is a 'Documentation' section with a document icon. Further right is a 'BCOGC TWITTER' section with the text 'Tweets by BCOGC'.



# Incident Reporting: Systems and Processes

## KERMIT Incident Reporting System

Click on the KERMIT logo, then sign in and enter your incident information.

For detailed guidance on using KERMIT, please see <https://www.bcogc.ca/node/11190/download>



For information on setting up access to KERMIT, please see documentation at <https://www.bcogc.ca/node/8173/download>

# Incident Reporting: Systems and Processes

## Dangerous Goods Incident Report

Sample DGIR form created by Emergency Management BC.

Note the level of incident (Minor) and the risk score (1-2) provided as a range.



Emergency Management BC		Oil and Gas Commission Incident Report		DGIR 180961 - OGC	
Category : Code 1					
Incident Date Time : _____					
MCTS # : _____					
Received by EMBC Operations Officer : _____			When Received : 2018-06-13 09:16		
Spiller : _____					
Incident Location : _____					
& Field Name : _____					
First Nations Land: <input type="checkbox"/> Yes <input type="checkbox"/> No "Traditional Use" Land: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown					
Affected First Nations Band: _____					
Describe affected area: <input type="checkbox"/> forest <input type="checkbox"/> muskeg <input type="checkbox"/> farmland <input type="checkbox"/> residential <input type="checkbox"/> other: _____					
Confined to company property? Yes					
Access to affected area: <input type="checkbox"/> ATV <input type="checkbox"/> Helicopter <input type="checkbox"/> Four-wheel-drive <input type="checkbox"/> Two-wheel-drive					
Road Conditions: _____					
Area : _____		EMBC Region : NEA		MOE Region : Peace Region	
Caller Identification					
Caller A : _____			Caller B : _____		
Org : _____			Org : _____		
Phone : _____			Phone : _____		
Alternate : _____			Alternate : _____		
Time : _____			Time : _____		
Present location : _____			Present location : _____		
H2S: No					
Material(s): CONDENSATE					
Amount(s): 1 CUBE					
Can you hear or smell gas? No					
Type: Battery / Plant Other: _____					
Affected Environment : Ground					
Other : _____					
Level of Threat : Minor					
Risk Score 1-2					
Online report required by spiller within 24 hours <a href="https://kermit.bcogc.ca/Login.aspx">https://kermit.bcogc.ca/Login.aspx</a>					
Emergency Planning Zone Size _____ km					
Type of Spilling : _____					
Other Spill Type : _____					
Equipment Failure					
Estimated release rate / volume:					
Gas Rate _____ 10 <sup>3</sup> m <sup>3</sup> /d or _____ mmcf/d					
Gas Volume _____ 10 <sup>3</sup> m <sup>3</sup> or _____ mmscf					
Liquid Rate _____ m <sup>3</sup> /d or _____ BPD					
Liquid Volume _____ m <sup>3</sup> or _____ bbls					
Well Status:					
Depth / Perforations _____ mKB Wellbore Fluid Density _____ kg/m <sup>3</sup>					
Pit Gain _____ m Kill Fluid Density _____ kg/m <sup>3</sup>					
SIDPP / SITP _____ kPa Misc _____					
SICP _____ kPa _____					
RSPP _____ kPa _____					
Blowdown Status: _____					

# Incident Reporting: Systems and Processes

## Geographic References

All incidents **MUST** be reported with a **UTM** location.

Pipeline incidents are also entered with NTS or DLS “**To** and **From**” locations, project and segment number, however the precise location of an incident must also be recorded.

Information	Processes	Location	Communication Logs	Related Jobs	Attachments	Summary Details
<b>Geophysical Program</b>						
Geo #:						
Program Name:						
Client Name:						
<b>Well</b>						
WA #:						
Location:						
Name:						
Operator:						
Surface Owner:						
Current Status:						
<b>Facility</b>						
Class Code:						
Location:						
ID Code:						
Operator:						
Facility Name:						
<b>Pipeline</b>						
Project #:						
Project Operator:						
NEB:						
Pipeline Segments:						
<b>Pipeline Segment</b>						
Segment #:						
From Location:						
CSA Class Location:						
To Location:						
Status:						
Operator:						
FID #:						
Valve:						
Division #:						
<b>Pipeline Installations</b>						
Installation ID						
Installation Type						
Location						
Find...						

# Incident Reporting: Systems and Processes

## Summary:

- All spills at or exceeding the thresholds noted in the Spill Reporting Regulation must have a Dangerous Goods Incident Report created. EMBC manages this process.
- Minor incidents are reported by the permit holder directly into the KERMIT system. For spills, a DGIR must be attached to the on-line report.
- All incidents must have a UTM location.
- All major incidents (Emergencies) are reported to EMBC. The Commission's duty emergency officer will follow up with the permit holder to obtain more information.
- Failure to report a spill or other incident is a serious offence.

Questions? Please e-mail us a [emp@bcogc.ca](mailto:emp@bcogc.ca)