

## 3. Application Management System Submission Process

This chapter walks an applicant through the steps of applying, submitting and confirming an application using the Commission's online application system. The system is used for the majority of oil and gas and associated activities permit applications.

The Application Management System is an online portal applicants use to submit oil and gas and associated activity applications. Users may prepare multiple permit applications at the same time by selecting one or all of the activities of the oil and gas project. Multi-activity applications provide a complete picture of the project and the Commission encourages applicants to consider applying for all activities at the same time.

AMS allows application information to be completed online. Attachments are uploaded directly. The online application submission process includes:

- Using the analysis tool.
- Reviewing the dashboard.
- Creating a new application.
- Uploading spatial data.
- Completing an application.
- Validating an application.
- Submitting completed application.
- Paying application fee.

Registered applicants are ready to begin the application submission process once the pre-planning stages (Chapter 1 of this manual) are complete and the administrators and/or agents for a company are registered in the Corporate Registry (Chapter 2).

## Application Management System Analysis Tool

Since the surface location of oil and gas and associated activities is one of the pertinent pieces of information used in the planning and preparation stage, applicants are encouraged to use the pre-planning application analysis tool in AMS and become familiar with the electronic validation requirements.

The spatial layers used in the analysis tool are provided in the Commission's [Spatial Data Submission Standards Manual](#). This document is available on the Commission website and for download within the Application Management System. The spatial data used within AMS is available for download through the [Data BC Catalog](#) however the use of the analysis tool should reduce or eliminate the need to access other sources of spatial information.

Spatial data is uploaded into the application analysis tool and an Application Analysis Tool Report is produced to highlight areas overlapping the surface location of the proposed activity, including tenures, land and resource planning zones, and areas established by order. Applicants can use the information from the analysis tool to plan engagement activities and/or mitigation strategies. The analysis tool highlights many, but not all of the specific application requirements. Due diligence must be done by the applicant to verify information and requirements, including but not limited to; looking at the land.

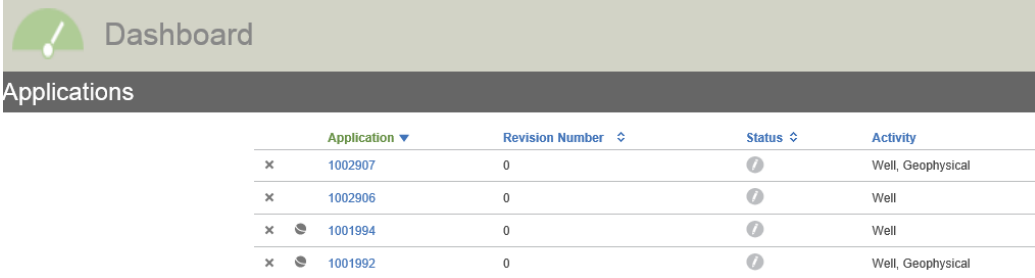
An applicant may choose to create an application from the analysis tool if the spatial data can be validated, the applicant is satisfied with the polygon shape locations and the applicant wishes to continue on to the create application stage.

### 3.1 Application Management System Dashboard

The dashboard lists all applications created by the user and the status of the applications including: saved drafts, submitted, withdrawn and in review. At any point in the application process, the dashboard screen can be accessed as it is the main screen and greets users

upon sign-in. A printed copy of an application may be saved or printed in hard copy from the dashboard screen. An example of the dashboard screen is shown in Figure 3-B.

**Figure 3-B: Screen Shot of Dashboard Page**



The screenshot shows a dashboard interface with a header bar containing a green circular icon with a white exclamation mark and the word "Dashboard". Below the header is a dark grey bar with the word "Applications". The main content area displays a table with the following columns: Application (with a dropdown arrow), Revision Number (with a double-headed arrow), Status (with a double-headed arrow), and Activity. The table contains four rows of data:

Application	Revision Number	Status	Activity
x 1002907	0	?	Well, Geophysical
x 1002906	0	?	Well
x 1001994	0	?	Well
x 1001992	0	?	Well, Geophysical

## 3.2 Creating a New Application

New applications or permit amendment applications are initiated in the AMS Create Application screen and/or from the Application Analysis Tool (once validated). Applicants are prompted to identify the application type, applicable activities, proponent name and description of proposed project.

New applications may be for a single activity or multiple activities. The Commission encourages applicants to apply for the entire project at the same time by creating a new application and selecting each activity required for the oil and gas project (i.e. multiple activities).

### **Please Note:**

The Application Management System requires specific data standards to appropriately populate both activity and application information. Activities, such as wells and pipelines, require specific polygon information. AMS pulls spatial data from the activity polygon and pre-populates some data fields in the activity tab. Application information is also linked directly to spatial data, specifically land or area polygons. Application information such as forestry or agricultural land is required based on the land/area specified in the spatial data.

Additional requirements when creating a new application include:

- 1) Description of proposed project and/or activity including; timelines, scope of operations, activity levels, and other pertinent information to paint a picture of the operation.
- 2) Spatial data as described in Section 3.4 of this Chapter.
- 3) Agreement to the terms and conditions of submitting an application. Terms and conditions are presented within AMS. Applicants should read both the terms and conditions and the applicant obligations (Section 1.3 of this manual).

### **Please Note:**

The Oil and Gas Activities Act defines both “oil and gas activity” and “related activities” and the Commission adheres to the definitions. The Commission’s glossary and acronym listing is an extension of this manual and defines terms used throughout the application process. Applicants should refer to the glossary to understand the exact definition of terminology as it may differ from other regulatory bodies. Due diligence on the part of the applicant is required to ensure proper understanding of terms, acronyms and legislation.

## 3.2.1 Activity Types

Applicants are prompted to select the activity type(s) for all activities associated with the permit(s) required for the project. Users are able to create multiple permit applications by selecting one or all of the activities of the oil and gas project. In addition, when applying for an oil and gas activity which requires short-term water use or changes in and about a stream, applicants must be diligent in applying for all activities in order to ensure regulatory compliance. Applicants are asked to select the appropriate oil and gas application submission type as follows:

- New OGAA activity including wells, roads, pipelines, facilities, geophysical, and related activities which are associated oil and gas activities and Water Sustainability Act authorizations.
- New NEB Related applications pertaining to activities associated with pipelines regulated under the National Energy Board (NEB) and include: pipeline right-of-way, road right-of-way, ancillaries and Water Sustainability Act authorizations.
- Amendment applications when changes to existing permits are required.

- Other submissions including agricultural land assessment, Forest Act as well as historical facility, historical pipeline, and historical road submissions.

## NEB Related Activity

The Commission has authority to issue specific provincial authorizations related to pipelines regulated under the National Energy Board (NEB) Act including:

- Land Act, Sections 11, 38, 39 40 and 96.
- Forest Act, Sections 47.4 and 117.
- Water Sustainability Act, Sections 10, 11 and 24.

New NEB-reviewable pipeline project applications are submitted to the Commission for authorization to use and access provincial Crown land. Other additional provincial permits may be required including:

- Authorizations for occupation of Crown land under a Land Act Section 39 License of Occupation for the pipeline right of way, and under a temporary Land Act Section 39 License of Occupation for associated oil and gas activity land use (decking sites, workspaces, shooflies, etc.). Post-construction, and after surveying requirements are met, a Land Act Section 40 Statutory Right of way is issued for the pipeline right of way.
- Authorizations under Section 11 of the Water Sustainability Act (changes in and about a stream) for stream or water body crossings and Section 10 of the Water Sustainability Act (short-term water use) to divert or use water for oil and gas purposes.
- Cutting permit under Section 47.4 of the Forest Act to harvest Crown timber, and under Section 117 for a road use permit to use forest service roads, if required.

The authorizations differ from other authorizations issued by the Commission under specified enactment, as they are not related to an OGAA activity. To maintain this distinction, separate application types have been created for NEB related authorizations.

The Commission's Application Management System allows applicants to apply for temporary occupation of Crown land for a pipeline and associated oil and gas

activity sites (camps, work spaces etc.). When post-construction and after the survey requirements are met, the tenures are transitioned to Land Act Section 39 Licence of Occupation and Land Act Section 40 Statutory Right-of-way, respectively.

For more detailed information on NEB related projects, refer to Chapter 7 of this manual.

### 3.2.2 Construction Corridor

A construction corridor is additional area mapped and shown spatially around the application area that allows a permit holder some flexibility in the movement, placement and construction of a permitted oil and gas activity. Using this approach can greatly reduce the need for permit amendments, subject to the terms and conditions of the permit.

If a construction corridor will be used, the application must identify the total proposed area of each activity within the construction corridor and their proposed location(s) on both Crown and private land. The width and size of the construction corridor is left to the discretion of the applicant. The construction corridor must meet all application requirements, as though it was part of the activity footprint. This includes but is not limited to environmental and archaeological assessments; First Nations engagement as well as consultation and notification or rights holder engagement.

Any changes made from the permitted area within the construction corridor must be reflected on the post construction plan submitted to the Commission. Upon acceptance of the post construction plan, all activity placements are final; any future modifications would require an amendment.

Construction corridors are a particularly useful tool for IUPs, microseismic applications, or for any application where there is some uncertainty regarding logistics, terrain or potential construction constraints that are anticipated to arise during final layout or construction.

### 3.2.3 Proponent Information

As discussed in Chapter 2 of this manual, the project proponent, or applicant, must register with the Commission. This information is populated in AMS from the Corporate Registry. The applicant selects company name from the drop down list in AMS. If the oil and gas applicant is not displayed, refer to the New Company Registration section in Chapter 2 of this manual.

## 3.3 Uploading Spatial Data

Spatial data uploaded by the applicant pre-populates spatially derived application requirements based on geographic location of oil and gas and associated activities and any overlapping or intersecting points. Spatial data is generally required regardless of land status. There are very few exceptions where spatial data is not required.

Spatial data for AMS must meet stringent data standards in order to be accepted by the system. Shape file templates are available for download within AMS to support spatial submissions. Business validation rules specific to the spatial data must be followed when preparing spatial submissions. Applicants should review the business validation rules listed and technical guidance in the Commission's [Spatial Submission Standards](#) document.

Spatial submission standards do not apply to spatial data used with the analysis tool. However, the spatial submission standards must be upheld when uploading spatial data as part of an application. The Commission is not able to accept spatial submissions other than those which meet the standards.

Once the spatial data is uploaded, the system performs a data analysis for validation purposes. The Application Management System provides a list of issues to be addressed if the spatial data does not uphold the submitted data requirements. The issues must be addressed and resubmitted.

In each activity-specific section of AMS, a globe symbol references pre-populated spatial data linked directly to the spatial files uploaded. The map is viewed anytime by clicking on the map icon at the top of the screen.

**Please Note:**

When uploading new spatial files into AMS for a permit application, previously entered spatial data will be deleted by the system and replaced with the new data.

In addition, location UTM coordinates are mandatory and are not editable. This data populates into the application from spatial data uploaded with new applications. For amendments, UTM coordinates are populated from the permitted data if spatial data is not uploaded for the amendment. Where UTM coordinates do not exist in the permitted data, this data field will be blank in an amendment and the user will be required to update the UTM location by uploading the required spatial data using the “update location” button, located next to the UTM data field. This requirement is applicable to well, pipeline, facility, road, STWU, and CIAS applications.

## 3.4 Application Management System Identification Numbers

To support the transformation to multi-activity applications, the Commission’s Application Management System uses unique numeric identifiers to identify both applications and activities. A unique identification number is given to all applications, spatial data polygons, activities and specific parts of activities as follows:

### Application Number

Each application submitted in AMS is assigned a unique nine digit application number. This number is automatically generated at time of application and is visible on the dashboard page. Applicants can search for an application by this number. The application number represents all activities included in the submission.

### Application Determination Number

An Application Determination number is assigned to an approved or permitted activity or set of activities (multi-activity application). The Determination Number can be referenced by the permit holder for amendments.



## Land Identifier Number (Land ID)

Applications requiring land authorization must include one or many polygons. Each individual polygon is assigned a unique nine-digit Land Identifier (LAND\_ID) number. It is automatically generated by the system and is referenced by the permit holder throughout the lifecycle of a project, including amendments and post permit activities. For example, a pipeline project right of way crossing Crown and private land must be submitted as two individual polygons, each of these polygons is assigned a unique LAND\_ID.

## Land Area Number (LA NUM)

Multiple unique polygons uploaded together and representing all land required for a particular activity, are assigned a nine-digit Land Area number (LA\_NUM). For instance, within a multi-activity permit, the unique polygons representing a pipeline project right of way are assigned a Land Area number, and a well site is assigned a different Land Area number. The Land Area number enables a complete land based review at a comprehensive level.

## Activity Identifier Number

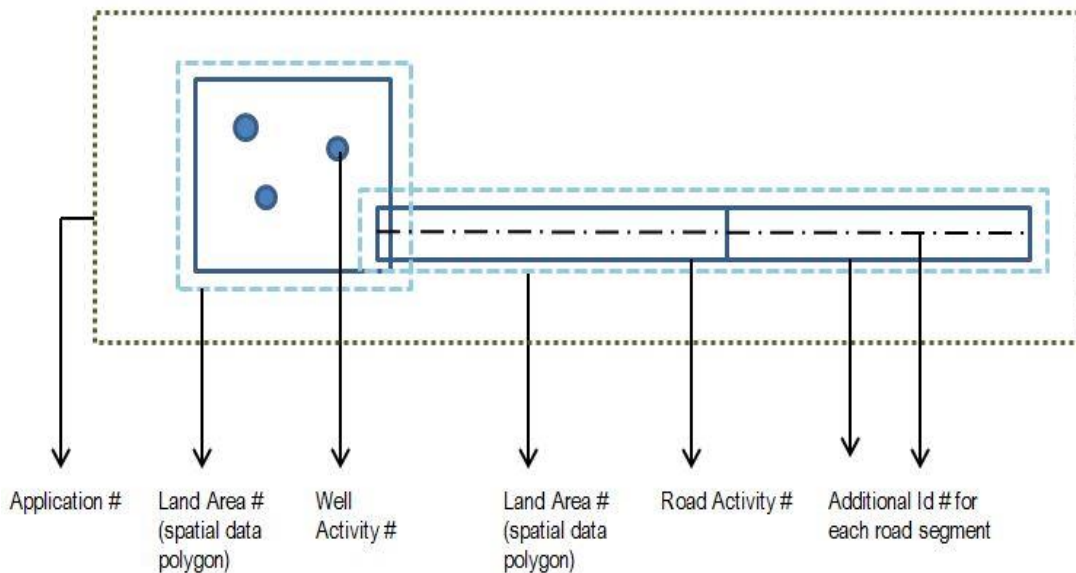
Each activity within the application is assigned an Activity Identifier Number. This number is automatically generated by the system. An example of a specific Activity Identifier Number would be each well in a multiple well application assigned a well authorization (WA) number. The Activity Identifier Number is relevant during the application stage as information and/or data for each activity is required and must correspond to the correct identifier number as presented in the activity information tab.

In addition, permit holders must refer to this activity identifier number for permit holder reporting and submissions.

## Additional Identification Numbers

For some activities, for example, road segments; pipeline segments and pipeline installations an additional number is assigned to each part of the activity. The assigned segment number is automatically generated by the system. As with the activity identifier number, the identification number is relevant for permit holder reporting and submissions.

**Figure 3-C: Example Identification number assignment to spatial polygons, groups of polygons, activities and parts of activities**



**Please Note:**

The Application Management System has a different numbering system than in the past; therefore, the Commission discontinued the creation of OGC File Numbers. Existing OGC File Numbers attached to current permits will continue to be used as permit reference numbers (under the label 'legacy OGC number') required for submission of reporting and/or amendments. New permits will reference an Application Determination number (AD No.).

## 3.6 Completing an Application

Based on the activities identified by the applicant and the spatial data, AMS populates activity-specific tabs. The screen prompts applicants for required activity-specific engineering and technical information, additional information to support the application and upload attachments.

## User Navigation

Navigation panels as shown in Figure 3-D provide applicants with the ability to move between the various tabs. Activity-specific information, including spatial data, often has a cascading effect on application information. The engineering and technical information provided in the activity tabs may have an impact on the information tabs; therefore it may be prudent to complete the activity tab before moving on to the application information. The validation tool will assist in highlighting any missed data input.

**Figure 3-D: Screen Shot of Navigation Panel and Overview Page**

The screenshot displays the 'Overview' page for application 100100100. The left sidebar contains a navigation menu with options like 'Application', 'Overview', 'Activity Information', 'Well', 'Application Information', 'Quick Links', 'Spatial Data', and 'Attachments'. The main content area shows the application details, including the proponent name 'XYZ Company Limited', application type 'New OGAA', and submission dates. It also includes contact information for phone, email, and fax, along with an address in Calgary, Alberta. A section for 'Permit Distribution Contacts' is visible, featuring an 'Add Permit Distribution Contacts' button and input fields for contact name and email.

Applications may be validated and then saved at any time. While an application is in progress, users are able to add information and/or upload attachments over a period of time, returning to AMS and continuing to enter data without any interruption or loss of information.

## Overview Screen

The overview page (as shown in Figure 3-D above) provides a summary of the application and activity applied for.. The overview page is accessible after creation of the application and is

specific to each application. This is different from the dashboard panel, which summarizes the status of all applications created by the proponent.

## 3.7 Data Field Completion

Application submission requires the input of technical and engineering information by following the instructions, answering questions and entering data where required within the Application Management System. The data input fields are defined where necessary through mouse over hints, links to glossaries and this manual.

Some spatially derived data fields are identified with a globe symbol. This symbol indicates data is pre-populated by spatial data linked directly to the spatial files uploaded. Applicants have the ability to alter some of the data fields (altered data is italicized) if required. Applicants will be prompted to enter a reason for change when altering spatially derived fields in an application.

Additionally, spatially derived data fields may trigger additional requirements. Some fields may not be visible if information is not required.

The validation button assists in verifying a complete application. Outstanding requirements, for example: fields not yet completed and/or attachments not yet uploaded, are highlighted in the application overview and on the validation screen. All mandatory data fields must be completed in order for the Application Management System to allow submission.

Attachments are uploaded directly within the application or activity tab(s) and must meet specific size and file formatting restrictions as defined in Section 5.8 of this manual. Attachments may be amended or verified in the Attachments tab.

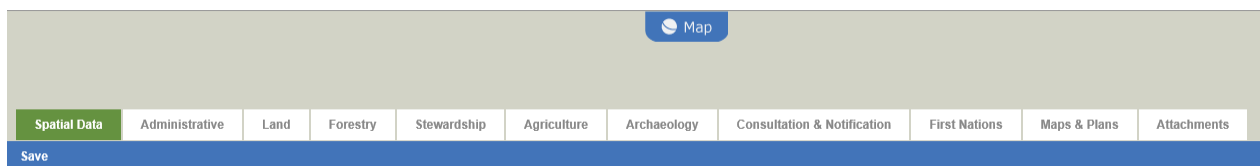
In addition to this manual, mouse-over hints within AMS provide quick access information. The content of mouse-over hints corresponds to the information provided in application instruction tables at the end of each activity and application information section of this manual.

### 3.7.1 Application Information Tabs

Application information to support the activity may be required depending on the type and location of activity. As shown in Figure 3-E below, all tabs within the application information section are visible to the user, although not all tabs require populating of data. Requirements for spatial data are detailed Section 3.4 of this manual and all other information tabs are presented in Chapters 5 and 6. Application information tabs include:

- Spatial data
- Administrative
- Land
- Forestry
- Stewardship
- Agriculture
- Archaeology
- Consultation and notification
- Rights holder
- First Nations
- Maps and plans
- Attachments

**Figure 3-E: Screen Shot of Application Information Tabs**



## 3.7.2 Activity-specific Tabs

Activity-specific tabs are only activated if the activity is chosen when creating a new application or if an additional activity is added to the draft application. Activity-specific requirements are detailed in Chapter 4 of this manual and include:

- Well
- Pipeline
- Facility
- Geophysical
- Road
- Associated oil and gas activity
- Short-term use of water
- Changes in and about a stream

## 3.7.3 Validating an Application

The AMS validation feature is used to ensure applications are complete and correct prior to submission to the Commission and can be used at any time when completing the activity and application tabs.

If an application is invalid, AMS provides a checklist of outstanding items to be completed or corrected before the application can be submitted.

Once completed, click on the Submit Application button and the Application Management System will confirm application submission. The submission of the application prompts AMS to produce an invoice for payment, if applicable.

## 3.8 Paying Application Fee(s)

Oil and gas activity applications are subject to the application fees prescribed within OGAA and the [Fee, Levy and Security Regulation](#). An electronic application receipt and processing system within the Application Management System allows applicants to pay application fees electronically.

Once an application is finalized and submitted, the Application Management System calculates application fees and populates a series of fee payment screens and prompts user for payment. An electronic funds transfer account number is the only acceptable form of payment. AMS enables payment of numerous transactions at once.

If the user is not set up with administrative abilities to pay invoices, an invoice is automatically generated and forwarded to account administrator on file. The user can elect to pay application fees at the time of application submission or use the “Pay Later” function to delay payment for up to 30 days. To pay, an administrator with abilities to pay invoices signs into AMS and is directed to the payment screen. The Application Management System prompts for an electronic funds transfer account number and payment of outstanding invoices giving the company the option of paying one or all invoices at the same time. AMS provides confirmation of payment information.

An invoice must be paid, regardless of whether or not a permit is granted. Failure to submit payment may result in actions taken by the Commission including but not limited to:

- Compliance order.
- Contraventions or offences under OGAA.
- Suspension of permit, preventing activity happening on specific permit or other permit.

Applicants with invoices more than 30 days in arrears may not be able to submit new applications. The Application Management System gives a warning upon login to pay outstanding invoices before proceeding with any new applications or amendments.

## 3.9 Review Process

Once an application is successfully submitted by the applicant, the Commission begins its review. Only submitted applications are reviewed by the Commission.