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Manual Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the Documentation Section of the Commission's website. Stakeholders are invited to provide input or feedback on Commission documentation to OGC.Systems@bcogc.ca or submit feedback using the feedback form.

<table>
<thead>
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<th>Posted Date</th>
<th>Effective Date</th>
<th>Summary of Revision(s)</th>
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<td>December 6, 2018</td>
<td>December 18, 2018</td>
<td>Created a new section “How to Create a Forest Act Application”.</td>
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<td>1.2</td>
<td>January 8, 2019</td>
<td>February 1, 2019</td>
<td>Clarify instructions with respect to open cutting permits and reducing permitted area of cut.</td>
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<td>July 8, 2019</td>
<td>July 8, 2019</td>
<td>Various sections of this document have been updated. Users are encouraged to review the document in full.</td>
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<td>1.4</td>
<td>October 8, 2019</td>
<td>October 8, 2019</td>
<td>Updates to the field labels within the Spatially Derived Fields section were made in correspondence to changes made to AMS in September.</td>
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Introduction

This manual is intended to provide guidance instructions for some of the common functions of the BC Oil and Gas Commission’s Application Management System (AMS). For details on regulatory requirements and processes for submitting an application to the Commission, please refer to the Oil and Gas Activity Application Manual. Please note that these documents do not take the place of applicable legislation. Readers are encouraged to refer to the acts and regulations governing their operations, and to seek direction from Commission staff when necessary.
What is the Application Management System?

The Application Management System (AMS) is the BC Oil and Gas Commission's online portal for the submission and payment of oil and gas permit applications.

Prior to submitting an application through AMS, applicants must ensure they are set up as an oil and gas operator and have been assigned proper security roles. For more information on how to become an oil and gas operator, please refer to the Permit Operations & Administration Manual.

More information on some of the main features of the new system can be found within the AMS Quick Reference Guide 1, What is the Application Management System?

With the introduction of AMS, new terminology and business identifiers have been established. Users of the system may wish to become familiar with terminology, business identifiers and symbols. Terminology is explained in the AMS Quick Reference Guide 4 – Terminology.

Understanding business identifiers will assist in the creation of spatial data shapefiles and in drafting applications. Please refer to AMS Quick Reference Guide 3 – Business Identifiers. Appendix A provides more information on the meaning of Symbols.
System Requirements, Security and Logging on to AMS

System Requirements

Browsers supported are Internet Explorer (v.9, 10, 11), Firefox, and Chrome.

Security Roles

A user must have an account and the proper security role to be able to use AMS. For more details on AMS security roles see INDB 2016-18.

There are two unique security roles that will allow users to access AMS.

- Users with only 'Application Analysis Tool Access' security role can use the application analysis tool. This role does not grant the user access to submit or view application data.

- The 'Application' security role is granted to an individual by a Company Administrator, to allow access to company applications. Users who have this security role will be able to view all applications for that company. Users can create new applications, amendment applications and will also have access to the Application Analysis Tool.

**NOTE:** The Company Administrator for each company assigns security roles in KERMIT. For more information on how to assign security roles see the Guide to KERMIT.

How to Log In and Out of AMS

For more information on logging in and out of AMS, please refer to Quick Reference Guide 5, Logging on and Navigation Basics.
Once a user has been granted the Applications security role and logs on to AMS, they will land on the Dashboard. The Dashboard is the landing page in AMS and where applications can be viewed or created, depending on security roles. The Dashboard lists applications created and the status of those applications.

If a user has been granted the Application Analysis Tool Access security role and has not been granted the Applications security role, they will land on and only be able to access the Application Analysis Tool. They will not have access to view all applications created and the status of the applications on the Dashboard.

Dashboard and viewing applications

System users with the Applications security role, can use the Dashboard to search for and access applications; view a map of the spatial data associated with an application; create an application; or access the Application Analysis Tool.

For tips on how to navigate through AMS, please refer to Quick Reference Guide 5, Logging on and Navigation Basics.

Application Analysis Tool

The Application Analysis Tool analyzes the spatial location of the proposed activity and provides a report on the location before creating an application. This allows applicants the ability to plan the location of a proposed oil and gas activity by uploading spatial data into the analysis tool and generating the Application Analysis Planning Report to determine required information prior to submitting an application to the Commission. The report provides the opportunity to identify potential conflicts and to find the best location for an activity at the beginning of the application process.

Based on the spatial data uploaded, applicants can use the web enabled spatial tool to navigate, relocate and determine the information required for the proposed activity.
How to Create an Application

In AMS there are two ways to create an application:

1. Via the Application Analysis Tool
2. Via the Dashboard

Create an Application via the Application Analysis Tool

Applications can be created through the Application Analysis tool, providing the user has the correct security role.

For information on how to create an application using the Application Analysis Tool, please refer to the AMS Quick Reference Guide 7, Create an Application via the Application Analysis Tool.

Create an Application via the Dashboard

If an applicant does not wish to use the Application Analysis Tool prior to creating an application, they can go directly to the ‘Create an Application’ button located on the top right hand side of the Dashboard.

When creating a new application and/or some amendments, spatial data must be uploaded at the beginning of the application in order for Activity Information and/or Application Information tabs to become available and editable.

Once spatial data is successfully uploaded, spatially derived values and attributes from the shapefile will populate some sections of the application and the applicable tabs will become available to populate.

For more information on using the ‘Create an Application’ option from the Dashboard, please refer to AMS Quick Reference Guide 8, Create an Application via the Dashboard.

Further information on uploading spatial data can be found under AMS Quick Reference Guide 6, Uploading Spatial Data.
Spatial Data

With the introduction of the Application Management System (AMS), the Commission has updated the spatial data submission process and corresponding spatial requirements. Spatial data forms an integral part of the Commission’s application process. Applicants no longer need to submit spatial data through ePASS and provide the ePass reference number as part of the application.

Based upon the location of the proposed application, any known information from government systems will be auto-populated into various parts of the applicant’s application.

This spatial data must meet the spatial data submission standards in order to be accepted by the system and shapefile templates are available for download in order to support this. More information on the spatial standards associated with the AMS are found in the Spatial Data Submission Standards Manual.

**NOTE:** When a new application is ‘In Progress (Draft)’ or ‘In Revision’, anytime a user uploads new spatial data, new activity identifiers will be assigned.

As well, for any new application or amendment, the upload of new spatial data will overwrite all existing data and re-populate the application with updated data. Those data-entered fields may require an update or need to be re-entered.

Spatially Derived Fields

Spatially derived fields are shown with a globe while data fields that populate from attributes of the spatial shapefile are not displayed with a globe. The 4 types of spatially derived fields are:

1. Spatially derived fields that are read only can be seen [here](#).
2. Spatially derived fields that are editable with a rationale can be seen [here](#).
3. Spatially derived fields that are read only but users can manually add additional values are shown [here](#).
4. Spatially derived fields that will allow users to provide different information [here](#)
Spatially Derived Fields that are Read-Only.

- **Application Overview screen:**
  - OGC Operational Zones*

- **Activity Overview screen (for all activities):**
  - BCGS Mapsheet
  - Within submitted construction corridor (if uploaded)

- **Agriculture screen:**
  - Area overlapping ALR Indicator
  - Area outside of PRRD/NRRD
  - Local Government Jurisdiction

- **Forestry screen:**
  - Within Timber Harvest Land Base
  - Forest District Name

- **First Nations screen:**
  - Area entirely on private land and outside of Treaty 8 FN

- **Facility Details screen:**
  - Permitted & Spatially Derived
    NTS/DLS Locations

- **Pipeline screen:**
  - Permitted & Spatially Derived
    NTS/DLS Locations

- **Well Overview screen:**
  - Application overlaps Permit
    Condition Areas
  - Permitted & Spatially Derived
    NTS/DLS locations

*OGC Operational zones will be editable for technical amendments where the operational zone does not exist in our records. This is a mandatory field and requires a user to populate the required information.

Spatially Derived Fields that are Editable with a Rationale

These editable fields are located in the Stewardship tab. If the fields are edited a rationale for the change must be provided. See below for instruction on how to use these fields.

- **Stewardship**
  - The application is within an Area-Based Analysis Enhanced Management and/or Regulatory Policy Area
  - Area overlaps a park, protected area, or ecological reserve
  - Area overlaps an area established by order

  - Area Overlaps an area established by OGC
  - Area overlaps the Muskwa-Kechika Management Area
  - The application overlaps the pre-tenure plan
  - Area overlaps a resource management zone
STEP 1. Click on the **Response Button** beside the spatially derived value to edit and select the value from the **Drop-Down list**.

STEP 2. Click on the **Checkmark** to confirm the edit.

STEP 3. In the **Rational Text Box** describe the reason why the spatially derived value must be changed.
STEP 4. Select OK to confirm or Cancel to discard your rationale entry.

STEP 5. Click on the Call Out Icon to view or edit the rationale.

Additional Information
- When changing the spatially derived value it will be displayed in italics.
Spatially Derived Fields that are Read-Only but Users Can Manually Add Additional Values

These spatially derived fields in the First Nations and Forestry tabs cannot be edited but additional fields can be added. See below for instruction on how to use these fields.

- First Nations:
  - First Nation Community for Notice Only
  - T8 First Nations
  - Non T8 First Nations

- Forestry:
  - Forest District Name

Example 1: Adding an Additional First Nation

**STEP 1.** Click on a Spatially Derived First Nation field.
**Example 2: Adding an Additional Forest District**

**STEP 1.** Click the blue ‘+’ at the end of the table.

**STEP 2.** In the new row that displays, click Edit.
STEP 3. Select a forest district from Drop-Down List and click the Checkmark to add your selection.

Spatially Derived Fields that Allow Users to Provide Different Information

These fields allow users to input a value that is different from the spatially derived value for facilities, pipelines and wells. A rationale must be provided where the value is changed. Typically, changes to these fields may include situations where projection calculations may differ from the actual physical location. See below for instruction on how to use these fields.

These fields are as follows:

- **Facility:**
  - Is the NTS/DLS location different from spatially derived NTS/DLS location?
    - Proposed NTS/DLS location values
    - Proposed NTS/DLS rationale

- **Pipeline:**
  - Is the NTS/DLS location different from spatially derived NTS/DLS location?
    - Proposed NTS/DLS location values
    - Proposed NTS/DLS rationale

- **Well:**
  - Is the proposed NTS/DLS location different from spatially derived NTS/DLS location?
    - Proposed NTS/DLS location values
    - Proposed NTS/DLS rationale
STEP 1. Under the Well, Facility or Pipeline Details tab, answer ‘Yes’ to the question ‘Is the NTS/DLS location different from the spatially derived NTS/DLS location’ if the proposed location is different from the spatially derived location.

Additional Information
- Clicking on the blue NTS/DLS location will allow the user to switch between DLS and NTS coordinate formats.

STEP 2. Beside Proposed NTS (or DLS) Location, Click the value you want to edit and enter a new value. Click the Checkmark to add the new value.
**STEP 3.** In the Rationale text box enter the reason for why the spatially derived value has been changed.
Understanding the Navigation Panel and Application Overview Page

The Navigation Panel is the black panel located on the left hand side of the application screens. It provides application information and is used to navigate to the main application components (explained in Quick Reference Guide 4, Terminology) of an application. Once spatial data has been successfully uploaded and populated into an application, users are able to use the Navigation Panel to access the Application Overview page; Activity Information tabs; Application Information tabs and shortcuts to the Spatial Data and Attachments tabs.

The Application Overview page provides a summary of information about the application as well as details from the uploaded spatial data and information input directly into the system.

More information about the Navigation Panel and understanding the Application Overview page can be found by clicking on the link to view AMS Quick Reference Guide 9, Understanding the Navigation Panel and AMS pages.
Completing an Application

A completed application includes pre-populated information from spatial data, as well as application and activity information which is data entered by the user. Information the system requires is based on the activity selected for the application at time of spatial data upload.

NOTE: System users must be aware that application data cannot be entered or changed once an application is submitted unless the status is ‘In Revision’.

Tips and Tricks:

- Save information FREQUENTLY. Information does not need to be completed in sequential order, but users that navigate away from the page before saving will lose unsaved data!
- All fields are mandatory unless labeled as “Optional”.
- Validating a page does not save the information. Users must save, either before or after validating, to ensure changes are saved correctly.

Further tips and tricks on using the system can be found under Quick Reference Guide 2: Tips and Tricks for Navigating AMS. For additional guidance on specific application types, see Appendix B: Application Examples at the end of this manual.
Conditional Requirements

Responses to questions or statements in AMS may trigger the need to provide additional information. These are called ‘conditional requirements’.

EXAMPLE:
The question highlighted in red below is an example of a conditional requirement.

When the answer is ‘No’ the system does not require additional information.

When the answer to this same question is changed to ‘Yes’, additional requirements are triggered and the user must complete the additional mandatory information.
Application Attachments

Some attachments within an application may be mandatory dependent upon the spatial upload and/or user entered responses. Mandatory attachments are uploaded via the upload prompt that will display on the applicable application page. They must be uploaded before an application can be submitted. Non-mandatory, or additional attachments, can be uploaded under the Attachments tab. Only .pdf, .xlsx or .docx file types with a maximum size of 50MB will be accepted in AMS.

**PLEASE NOTE:** Attachments can be uploaded in the attachments tab after submission if the application has a status of 'Submitted' or 'In-Review'. Once a decision has been made on the application attachments can no longer be added.

Uploading Mandatory Attachments

**STEP 1.** Click the **Upload** button on the prompt bar. Click Choose and then browse for the file to upload.

**STEP 2.** Select **Upload** once you have chosen your file.

- AMS does not allow for multiple uploads. Each file must be uploaded individually.

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GoTo: Table of Contents | Glossary | Legislation | BCOGC.CA
STEP 3. The uploaded file name will display under the upload bar. Confirm that the correct file has been uploaded.

Additional Information
- Once the attachment has been uploaded, it will automatically be saved and viewable under the attachments tab.
- To remove the attachment click the ‘X’ displayed beside the uploaded document.
- Where an upload has been completed for a conditional requirement and the response is later changed so that the upload is no longer required, users may receive an error indicating the uploaded attachment must be removed. To remove the attachment users will be required to change the response back to the original response so the upload prompt bar displays again. The attachment can then be removed by clicking the 'X' beside the attachment’s name.
Uploading Additional Documents Under the Attachments Tab

**STEP 1.** In the Navigation Panel click on **Application Information** and then click on the **Attachments** tab.

**STEP 2.** Click **Upload Attachment** to display the **selection box**. In the selection box click an **arrow** to expand the list of the applicable attachments. Select the **attachment type** and click **Next**.

**Additional Information**
- AMS does not allow for multiple uploads. Each file must be uploaded individually.
STEP 3. Confirm you have chosen the correct file and then click **Upload**. Once the upload is complete click **OK**.

Additional Information

- AMS attachments must be in .pdf, .xlsx or .docx format and cannot exceed 50MB in size.

STEP 4. Review the upload in the attachments table to confirm it is correct.

Additional Information

- In the **Tools** column click the **Pen** icon to edit the attachment’s file name, click the **Arrow** icon to view the attachment and click the **X** icon to delete the attachment.
System users can also sort documents under the Attachments tab for ease of viewing.

**STEP 1.** Click on Application Information in the Navigation Panel and then click the Attachments tab.

**STEP 2.** Click the drop down arrow located beside the text ‘Select the document category to view the list of categories for the uploaded attachments.’
STEP 3 Click on the document category you would like to view from the drop-down list.

Additional Information
- Once you select an option from the drop-down list, only those documents uploaded for that selected category will be displayed.
Completing the Application Information

In addition to the spatial data, information must also be provided under the following tabs:

- Administrative information
- Land information
- Forestry information
- Stewardship information
- Agriculture information
- Archaeology information
- Consultation & Notification/Rights Holder Engagement information
- First Nations information
- Maps & Plans information
- Attachments

These tabs can be accessed by clicking on the ‘Application Information’ heading located in the Navigation Panel. For more information on how to complete each of these sections, please refer to the following AMS Quick Reference Guides:

Completing Administrative Details - AMS Quick Reference Guide 11, Administrative Tab
Completing Application Land Details – AMS Quick Reference Guide 12, Land Tab
Completing Forestry Details - AMS Quick Reference Guide 13, Forestry Tab
Completing Stewardship Details - AMS Quick Reference Guide 14, Stewardship Tab
Completing Agriculture Details - AMS Quick Reference Guide 15, Agriculture Tab
Completing Archeology Details - AMS Quick Reference Guide 16, Archaeology Tab
Completing Consultation & Notification (C&N) or Right Holder Engagement (RHE) Details - AMS Quick Reference Guide 17, Consultation and Notification Tab*
Completing First Nations Details - AMS Quick Reference Guide 18, First Nations Tab
Completing Maps & Plans Details - AMS Quick Reference Guide 19, Maps and Plans Tab
Uploading Attachments - AMS Quick Reference Guide 20, Attachments Tab
Completing the Activity Information

Activity information in AMS is a combination of spatially derived data, technical data and application data entered into the system. Activity information populated into the application is based on the activity(s) selected for the application at the time of spatial data upload.

The application will include activity information tabs specific to each activity labelled as Activity Overview, Activity Details, and in some cases, Activity Land Details. These tabs are displayed by clicking on the ‘Activity’ heading listed under the ‘Activity Information’ heading in the Navigation Panel.

Activity types are activities defined in OGAA as a well, pipeline, facility, road, geophysical or related activities such as associated oil and gas activities, Water Sustainability Act activities and National Energy Board (NEB) related activities.

More information on how to complete the activity related tabs is found in the following Quick Reference Guides:

Completing OGAA Well Information - AMS Quick Reference Guide 21, Well
Completing OGAA Facility Information - AMS Quick Reference Guide 22, Facility
Completing OGAA Geophysical Information - AMS Quick Reference Guide 23, Geophysical
Completing OGAA Pipeline Information - AMS Quick Reference Guide 24, Pipeline
Completing OGAA Road Information - AMS Quick Reference Guide 25, Road
Completing Changes In and About a Stream Information - AMS Quick Reference Guide 26, Changes In and About a Stream
Completing Short Term Water Use-Point of Diversion (POD) Information - AMS Quick Reference Guide 27, Short Term Water Use- Point of Diversion
Completing Associated Oil & Gas Activity Information - AMS Quick Reference Guide 28, Associated Oil and Gas Activity
Saving and Validating a Page

It is important to manually save information often and before navigating away from a page because AMS does not automatically save the entered data. Users are also able to validate a page to ensure information requirements are complete.

**STEP 1.** To save the information entered on a page, click one of the **Save** buttons that appear in the blue bar at the top and the bottom of the screen.

**Additional Information**

- Once data has been successfully saved a confirmation message will appear on the top right of the screen.
- AMS does not automatically save data under each screen. If a user navigates away from a page without saving, that data will be lost.
- Users can save data at any time, even if the information is incomplete on a page.
STEP 2. To validate the page click one of the Validate Page buttons that appear in the blue bar at the top and the bottom of the screen.

Additional Information
- Validating a page will not save the information. Ensure use of the ‘Save’ function to avoid data input loss.

STEP 3. Errors on the page are denoted by a red message. Once the errors are corrected saved and validate the page again until no error messages appear.

Additional Information
- Once the page has been successfully validated a message will appear on the top right of the screen.
Validating the Application

Before an application can be submitted for review in AMS it must undergo an application validation. This function will ensure that the application, in its entirety, has all the required information and will alert the user to any sections needing further attention.

**STEP 1.** Click **Application** on the top left hand corner of the Navigation Panel and select **Validate** from the drop-down menu.

**STEP 2.** Click the ‘Yes’ button located to the right of the question “The application was not validated. Would you like to validate the application?”
STEP 3. View the validation results.

A) Sections of the application that are incomplete/invalid will be depicted by a red exclamation symbol.

B) Sections of the application that are complete will be depicted by a green checkmark symbol.

Click on the blue text to display that page.

Additional Information

- After correcting a page that contains errors, click the Save and then Validate Page buttons to save the information and ensure there are no further errors.

- Clicking the Overview button, located on the right side of the top blue bar of the application screen, will display a drop-down summary of the application validation results. Within the drop-down click the arrow to expand a selection. Clicking on text within the drop-down will bring the applicant to that respective page. This short-cut is only available after an application validation has been completed at least once and will update as page validations proceed.
Submitting an Application

Once an application is validated without any errors the user may submit the application for review by the Commission.

**STEP 1.** Click **Application** on the top left hand corner of the Navigation Panel and select **Submit** from the drop-down menu.

**Helpful Hints**

- If an attempt is made to submit an application before validation has been successfully completed, the following screen will display. Click **View Validation Details** to determine the application validation status or click the blue **Validate Application** button to proceed with an application validation attempt. An application cannot be submitted until it has been successfully validated.
STEP 2. If the application has been successfully validated two check marks will appear on the screen. Click the Submit Application button to proceed with submission.

STEP 4. Where application fees are applicable, the user will be directed to the AMS e-Payment screen to select a payment option prior to final submission.

Additional Information
- Please refer to the AMS Payment web page for further information on the AMS Payment system.
- For applications that do not require fees the AMS Dashboard will display once submission has been clicked.
How to Generate an Application Report

A PDF called the ‘Print Application’ report can be generated for all application types. This report can be viewed on screen, saved to your computer or printed as a hard copy.

**STEP 1.** Click **Application** in the top left hand corner of the Navigation Panel and select **Print Application** from the drop-down menu.

**STEP 2.** Click the ‘Yes’ button located beside the question “Would you like to download application to print?”
STEP 3. Check the Print Application History chart to ensure the Status has changed from ‘In Progress’ to ‘Successful’ and then click Download.

**Additional Information**
- Once an application report has been downloaded, that version of the report and the date it was generated will always display in Print Application History chart. To download a current version of the report, click the Yes button that appears beside the question “Would you like to download the application to print again?”

STEP 4. Click Open to view the report or Save to save the report before viewing.
Discarding an Application

Only applications that have a status of “In Progress” can be discarded. The action is permanent and once an application has been discarded the information will not be available for retrieval at a future date.

**NOTE:** Please refer to the Oil and Gas Activity Application Manual for information regarding withdrawing or cancelling an application.

**STEP 1.** Click **Application** on the top left hand corner of the Navigation Panel and select **Discard** from the drop-down menu.

**STEP 2.** Click **Yes** to discard the application.
Amendment Applications

An amendment application allows the user to modify permitted activities. Listed below are some things to note with respect to amendment applications:

- Users can submit an OGAA amendment to add new AOGA and/or Water Act activities.
- Users can submit an NEB amendment to add new Ancillary and/or Water Act activities.
- Users cannot submit an OGAA amendment to add new OGAA activities.
- Users cannot submit an amendment to an ALR Assessment application.

**Amendments may involve:**

- A modification to an existing permissioned activity.
- Adding new activities, where applicable.
- A combination of both modifying existing permissioned activities and adding new activities; where applicable.

**Amendment types can include:**

- **Land:** A land amendment modifies the permitted land area by increasing, decreasing or shifting the location (i.e. polygon).
- **Technical:** A technical amendment modifies the activity details (i.e. line data or point data).
- **Land and Technical:** A combination of both

An amendment type cannot be changed once the amendment application has been created (i.e. if a user has created a land only amendment, the application type cannot be changed to a technical only amendment).

For more information on creating amendments, click on this link to view the [AMS Quick Reference Guide 10 – Creating Amendments](#). For additional guidance on specific amendment types see [Appendix B: Application Examples](#) at the end of this manual.
The Application Amendment Summary Tab

The application amendment summary tab is available for amendments and historical submissions. This screen allows a user to review the existing permitted activities under the AD number and also provides a brief summary of the activity(s) that have been selected to be modified and/or added to the permit.

**STEP 1.** In the Navigation Panel click **Overview** and then click on the **Application Amendment Summary** tab.

**Additional Information**
- If the application includes land area, the ‘Application Amendment Summary’ tab will not be available until the upload of this spatial data has been completed successfully.
**STEP 2.** Review the activities that have been selected for modification and/or addition in the Activity Types on this Amendment table.
How to Generate the Comparative Report

A PDF called the Comparative report can be generated for amendments and historical submissions. This report allows the user to view the permitted values and the proposed amended value in the application or submission. The PDF can be viewed on screen, saved to your computer or printed as a hard copy.

**STEP 1.** Click **Application** on the top left hand corner of the Navigation Panel and select **Print Comparative Report** from the drop-down list.

**STEP 2.** Click the ‘Yes’ button located beside the question “**Would you like to download the application to print?**”
STEP 3. Wait for the word ‘Successful’ to display in the Status column of the table and then click Download.

STEP 4. Click Open to view the report or Save to save the report before viewing.

Additional Information
- The resulting comparative report will display the existing Permitted Value and the Submitted Amended Value where applicable. All proposed changes to existing values are highlighted in orange.
Revisions

Once an application, either new or amendment, has been submitted to the Commission the applicant will no longer be able to discard or make changes to the application. If during the review process it is deemed that the application requires corrections or additional information, the application will need to be set to ‘In Revision’.

NOTE: An application with a status of ‘In Revision’ cannot be discarded. For more information about revisions, including how to request an application be set to ‘In Revision’, please refer to the Oil and Gas Activity Application Manual.

National Energy Board (NEB) Activity

In accordance with Section 8 and Section 9 of OGAA, the Commission has limited authorities with respect to federally regulated pipelines and related ancillary activities. These authorities do not include the authority to issue an approval for pipelines; however, applications for provincial authorizations including the pipeline rights-of-way, road rights-of-way, ancillaries and water use are submitted to the Commission through AMS.

The AMS system follows the same application components structure for an NEB related application as it does with an OGAA application. For applicants who may not be familiar with an OGAA application please refer to the Introduction, Security, Navigation, Spatial Data and Application Information sections of this manual.

For information on how to complete specific NEB activities, please refer to the following Quick Reference Guides:

**Completing Changes In and About a Stream** - AMS Quick Reference Guide 26, Changes In and About a Stream

**Completing Short Term Water Use (POD) Information** - AMS Quick Reference Guide 27, Short Term Water Use Technical - Point of Diversion

**Completing NEB Pipeline Right of Way Information** - AMS Quick Reference Guide 29, Pipeline Right of Way

**Completing NEB Road Right of Way** - AMS Quick Reference Guide 30, Road Right of Way

**Completing NEB Related Ancillary Activity Information** - AMS Quick Reference Guide 31, NEB Ancillary Related Activity
# Appendix A: AMS Symbols

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td><strong>Application Analysis Tool</strong></td>
<td>The following symbols are found under the Application Analysis Tool:</td>
</tr>
<tr>
<td></td>
<td>- Map</td>
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<td></td>
<td>- Report</td>
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<td></td>
<td>- Successful Validation</td>
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<tr>
<td></td>
<td>- Unsuccessful Validation</td>
</tr>
<tr>
<td><strong>Application Status</strong></td>
<td>The current status of an application can be depicted by the following icons:</td>
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<tr>
<td></td>
<td>- In Progress (Draft)</td>
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<td>- Submitted</td>
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<td>- In review</td>
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<tr>
<td></td>
<td>- Timed Out*                                                                  <em>An application will be timed out after three months of inactivity and auto-discarded from the system after four months. To change the status from ‘Timed Out’ back to ‘In Progress (Draft)’ an applicant must open the application and click the save button in any of the application screens.</em>*</td>
</tr>
<tr>
<td></td>
<td>- Approved/Accepted **                                                      <strong>A status of ‘Accepted’ and ‘Not Accepted’ will apply to historical submissions only. All other application types will display a status of either ‘Approved’ or ‘Refused’ once a decision has been made.</strong></td>
</tr>
<tr>
<td></td>
<td>- Refused/Not Accepted**                                                      **</td>
</tr>
<tr>
<td></td>
<td>- Withdrawn</td>
</tr>
<tr>
<td><strong>Geo-processing</strong></td>
<td>The system process for extracting and computing information obtained from the uploaded shapefile. This process is denoted by the following icons:</td>
</tr>
</tbody>
</table>

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BC Oil and Gas Commission  
V 1.4 published: October 2019  
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<table>
<thead>
<tr>
<th>Spatially Derived</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS derived spatial values are pulled from the uploaded shapefile. Successful geo-processing for a spatially derived values is indicated by the following icon:</td>
</tr>
</tbody>
</table>

*Geo-processing errors can be due to an outage or a time out (eg. The BC Data Warehouse is down) or if spatially derived fields require reprocessing.*
APPENDIX B: Application Examples

Instruction for the following application types are included in this Appendix:

- **Amendment Applications**
  - Modifying an Existing Permissioned Activity
  - Amending a Permit to Add New Activities
  - Modifying and Existing Permissioned Activity AND Adding New Activities to a Permit

**Pipelines Amendments**
- Splitting a Pipeline Segment
- Adding a New Pipeline Segment

**Well Amendments**
- Adding a New Bottom Hole to a Rig Released Well

- **Forest Act Application**

- **Historical Submission for Pipeline, Facility or Road**
Creating a Forest Act Application

The Forest Act (cutting permit) application may be used in scenarios when a new cutting permit or changes to an existing cutting permit (with no modifications to the existing permissioned area) are required. Additional scenarios where a Forest Act application may be necessary include, amalgamations; transfers; expired cutting permit(s); expired Master License(s) to Cut; or when new cut is required only over MoTI areas.

### STEP 1. Click on the Create Application button.

### STEP 2. Click on Forest Act as the application type and Cutting Permit for the activity and then click Next.

### Additional Information
- Reduction to area of cut does not require an application as it is addressed through the post construction submission process.

### STEP 3. Enter the Application Determination Number or Legacy OGC File Number and click the Next button.
STEP 4. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.

STEP 5. In the Navigation Panel click Application Information then click on the Forestry tab.

Additional Information
- The table of the Forestry tab will auto-populate any cutting information previously associated with the application’s AD number. This includes Forest District Name, Master Licence to Cut, Cutting Permit #, Cutting Permit Status, Permitted Area of Cut (ha) and Area of Cut Reported to Date (ha).

- The table will auto-calculate the sum of each column.
STEP 6. If new cut area is required within an MoTI rights-of-way click the **Upload Spatial Data** button to upload the spatial file.

---

**Additional Information**

- Only spatial files containing area over MoTI will be accepted.

- When the spatial file for MoTI rights-of-way has been accepted a green globe will display beside 'Total Area over MoTI(ha)' to indicate that this area was spatially derived.

- The forest district does not populate from the MoTI spatial file.
STEP 7. Review the Master Licence to Cut and Cutting Permit Status to determine how to proceed with the entry of new cut information.

Additional Information

- MLTC that are expiring within 23 months display the word Expiring in brackets. Expiring MLTC’s are not editable and no new cutting permits will be issued under them. Applicants are required to ensure they have a valid MLTC.

- The table will indicate the Cutting Permit Status. ‘New’ means a cutting permit has not yet been issued; ‘Open’ means the cutting permit is active; ‘Closed’ means the cutting permit is no longer active. Closed cutting permits are not editable.

- If the information for a forest district is not editable, or if a forest district is not listed, click on the plus button and select the applicable forest district’s name from the drop down list to create a new cutting permit.
STEP 8. Enter the area of cut to be added in Additional Area of Cut Required over Crown Land and MoTI(ha)

Additional Information

- Only populate forest districts that require new cut.

- The Permitted Area of Cut (ha) and Area of New Cut Reported to Date(ha) should not be included in the ‘Additional area of Proposed Cut over Crown Land and MoTI’ total.

- The totals manually entered in the ‘Additional Area of Cut over Crown Land and MoTI(ha)’ column must coincide with the new cut information clearly identified on the maps and plans submitted with the application. Where new cut within the application does not match new cut on construction plans, please provide an explanation.

- If the application includes an ‘Open’ cutting permit for a forest district that is not spatially derived, and where no new cut is required, leave the field blank, Entering a value of ‘0’ will cause an error.

- Do not enter a negative value in an effort to reduce the permitted area of cut. Reduction to area of cut may be addressed through the post construction process.
STEP 8. Complete the applicable **Application Information** and **Activity Information** requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

**Additional Information**
- Throughout the application process, when available, click **Save** before exiting screens to avoid losing entered information, and click **Validate Page** to ensure all required page information has been provided.
Amendment Applications
Modifying an Existing Permissioned Activity

The following steps will provide guidance on how to create and submit an amendment to modify existing permissioned activities.

<table>
<thead>
<tr>
<th>STEP 1. Click on the Create Application button.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 2.</strong> Select Amendment as the Application Type, and click Next.</td>
</tr>
</tbody>
</table>

---

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STEP 3. Locate the permit you wish to amend by entering any one of the following: Application Determination Number, Legacy OGC File Number or Activity ID and then click Retrieve.

Additional Information
- If selecting Activity ID the user must first specify the applicable activity by selecting from the drop-down list.
- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of 'In Progress', ‘In Review’, ‘In Revision’, or ‘Timed Out’. To continue with a new amendment the existing application will need to be either discarded, withdrawn or a determination made.

STEP 4. From the Application Determination Number-Permitted Activities list, select the existing activity(s) to be amended.

Helpful Hint and Additional information
- To select more than one activity hold down the CTRL key.
- The option to add activities is present for all amendment applications. In this scenerio we are only modifying existing permissioned activites and not adding an
activity so no selection is made in the **Proposed New Activities** section.

**STEP 5.** Indicate if the amendment type is a **Land** amendment, **Technical** amendment or both then click **NEXT**.

**STEP 6.** Enter the **Application Description**, click the **I Agree** box to accept the disclaimer and select **Next**.
STEP 7. Under the Spatial Data tab upload the shapefile if land was selected as the amendment activity type.

Additional information and Helpful Hints

- For land amendments, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.

- All shapefile uploads and their status’ are listed in the Spatial Submission Upload History.
STEP 8. Complete the applicable Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information
- Throughout the application process, when available, click Save before exiting screens to avoid losing entered information, and click Validate Page to ensure all required page information has been provided.
Amending a Permit to Add New Activities

The following steps will provide guidance on how to create and submit an amendment to add activities to an existing permit.

**STEP 1.** Click on the Create Application button.

**STEP 2.** Select Amendment as the Application Type and click Next.

**STEP 3.** Locate the permit you wish to amend by entering any one of the following: Application Determination Number, Legacy OGC File Number or Activity ID and then click Retrieve.

Additional Information

- If selecting Activity ID the user must first specify the applicable activity by selecting from the drop-down list.

- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of ‘In Progress’, ‘In Review’, ‘In Revision’, or ‘Timed Out. To continue with a new
### Amendment

When considering an amendment, the existing application will need to be discarded, withdrawn or a determination made.

<table>
<thead>
<tr>
<th><strong>STEP 4</strong></th>
<th>Add new activities by selecting one or more activities from the Proposed New Activities list and then click Next.</th>
</tr>
</thead>
</table>

#### Helpful Hint and Additional information

- To select more than one activity hold down the CTRL key.

- The option to select an existing permissioned activity for modification is present for all amendment applications. In this scenario, we are only adding additional activities so no selection has been made in the Application Determination Number-Permitted Activities section.

<table>
<thead>
<tr>
<th><strong>STEP 5</strong></th>
<th>Review the list of activities selected for the amendment and select Next.</th>
</tr>
</thead>
</table>
STEP 6. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.
STEP 7. Under the Spatial Data tab
Select the Shapefile Projection, Upload Shapefiles, and then Validate and Save.

Additional Information and Helpful Hints
- For land amendments none of the application information tabs or activity information tabs will be available until the spatial data package has been successfully uploaded.
- All shapefile uploads and their status are listed in the Spatial Submission Upload History.
STEP 8. Complete the applicable Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information and Helpful Hints

- Throughout the application process, when available, click **Save** before exiting screens, to avoid losing entered information, and click **Validate Page** to ensure all required page information has been provided.
Modifying an Existing Permissioned Activity AND Adding New Activities to a Permit

The following steps will provide guidance on how to create and submit an amendment to modify existing permissioned activities and add additional new activities.

**STEP 1.** Click on the Create Application button.

**STEP 2.** Select Amendment as the Application Type, and click Next.
STEP 3. Locate the permit you wish to amend by entering any one of the following:
- Application Determination Number
- Legacy OGC File Number
- Activity ID
and then click Retrieve.

Additional Information
- If selecting Activity ID the user must first specify the applicable activity by selecting from the drop-down list.
- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of ‘In Progress’, ‘In Review’, ‘In Revision’, or ‘Timed Out’. To continue with a new amendment, the existing application will need to be discarded, withdrawn or a determination made.

STEP 4. From the Application Determination Number-Permitted Activities list select the existing activity(s) to be amended. From the Proposed New Activities list select the additional activity(s) to be added. Click Next.

Helpful Hint and Additional Information
- To select more than one activity hold down the CTRL key.
STEP 5. Review the existing activities selected to be modified, and indicate if the amendment type is a Land only amendment, Technical only amendment or Land and Technical amendment.

STEP 6. Review the Proposed new activities selected for the amendment and select Next.

Additional Information
- All new activities selected will require the upload of corresponding spatial data.
STEP 7. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.

STEP 8. Under the Spatial Data tab, select the Shapefile Projection, Upload Shapefiles, and Validate and Save.

Helpful Hints and Additional information

- For land amendments, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.

- All shapefile uploads and their status are listed in the Spatial Submission Upload History.
STEP 9. Complete the applicable Application and Activity Information requirements.

For more information on completing and submitting an application, see the "Completing an Application" section of this manual.

Additional Information and Helpful Hints
- Throughout the application process, when available, click **Save** before exiting screens, to avoid losing entered information, and click **Validate Page** to ensure all required page information has been provided.
Splitting a Pipeline Segment

A segment split is a technical amendment used when splitting an existing segment into multiple sections. Please ensure that the segment split includes the original segment number alongside the newly created segments specified with unique sequential segment numbers. There may be multiple reasons for a segment split; however, the length (meters) of the split into multiple segments must add up to the same length of the original segment. As well, the ‘From’ and ‘To’ end points of the original segment will be captured within the new segments (i.e. one segment will have the original ‘From’ end point and another segment will have the original ‘To’ end point).

Where a permit holder is required to split a segment in order to abandon a portion of the original segment, they must first split the segment appropriately. The portion of pipeline to be abandoned must retain its own unique segment number. If the abandoned segment is to be replaced with another piece of pipe, this must be a new segment.

Where a specific segment’s ‘From’ and ‘To’ end points need to be adjusted, please use the ‘update location’ button for each segment. Upon upload of the new spatial data, the segment’s ‘From’ and ‘To’ end points will be updated accordingly.

| STEP 1. Click on the Create Application button. |  |  |
| STEP 2. Select Amendment as the application type and click Next. |  |  |

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STEP 3. Locate the permit you wish to amend by entering any one of the following: Application Determination Number, Legacy OGC File Number or Activity ID and then click Retrieve.

Additional Information
- If selecting Activity ID the user must first specify the applicable activity by selecting from the drop-down list.

- AMS will not allow an amendment to be created for an AD# that already has another application in the system with a status of ‘In Progress’, ‘In Review’, ‘In Revision’, or ‘Timed Out. To continue with a new amendment, the existing application will need to be discarded, withdrawn or a determination made.
STEP 4. From the Application Determination Number-Permitted Activities list that displays, select the pipeline segment(s) to be amended and then click NEXT.

Additional Information
- To select more than one activity hold down the CTRL key.

STEP 5. Select Technical as the amendment type and select Next.

Additional Information
- In this example, only ‘technical’ has been selected as this amendment is limited to changes related to the activity details with no modifications proposed to the permitted land area.
STEP 6. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.

STEP 8. In the Navigation Panel, click on Pipeline and then click on the Pipeline Details tab. Select the Segment to be split.

STEP 9. In the Segment Details section scroll to the bottom and click the Split Segment response button to change it to ‘Yes’.
**STEP 10.** Click the **Upload Split Segment Spatial** button.

**STEP 11.** Click the arrow to display the drop-down list and select the correct **Shapefile Projection**

**STEP 12.** Click on **Upload Shapefiles** and select **Choose** to browse for the shapefile.

**STEP 13.** Once the shapefile displays in the upload box click **Upload**
STEP 14. Once the shapefile appears under the Upload Shapefiles button click on **Save Shapefiles**

![Image of Save Shapefiles button]

STEP 15. Upon successful upload of the shapefile, the **Split Segment Id(s)** will display.

![Image of Split Segment Spatial with Split segment Id(s): 004, 005]

**Additional Information**
- In this scenario the existing segment that was selected to be modified (Segment 004) has been split into two segments (Id(s) ‘004’ and ‘005’).
STEP 16. Complete the remaining Application and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information and Helpful Hints
- Throughout the application process, when available, click Save before exiting screens, to avoid losing entered information, and click Validate Page to ensure all required page information has been provided.
Adding a New Pipeline Segment (Where No New Area is Required)

To add a new segment, use the ‘add segment’ option found on the pipeline overview screen. It is advised that applicants include an explanation for the purpose of the new segment. For example, the new segment may be required to replace a segment that will (soon) be recorded as abandoned. If so, please identify which segment will be abandoned. Where a new segment is replacing an abandoned segment, or soon to be abandoned, the new segment should be the same length, with the same ‘From’ and ‘To’ end points as the segment being abandoned. If it is not the same length, please provide a rationale. If the new segment is not for the purpose of an abandoned portion of pipe, please provide an explanation as to the purpose.

**STEP 1.** Click on the Create Application button.

**STEP 2.** Select Amendment as the Application Type, and click Next.
STEP 3. Locate the permit you wish to amend by entering any one of the following:

- Application Determination Number
- Legacy OGC File Number
- Activity ID

and then click Retrieve.

**Additional Information**

- If selecting Activity ID the user must first specify the applicable activity by selecting from the drop-down list.

- AMS will not allow an amendment application to be created for an AD that already has another application in the system with a status of 'In Progress', 'In Review', 'In Revision', or 'Timed Out'. To continue with a new amendment the existing application will need to be discarded, withdrawn or a determination made.
STEP 4. From the Application Determination Number-Permitted Activities list that displays, select an existing permissioned segment and click the Next button.

Additional information
- To select more than one activity hold down the CTRL key.

STEP 5. Select Technical as the amendment type and select Next.

Additional Information
- In this example, only ‘technical’ has been selected as this amendment is limited to changes related to the activity details with no modifications proposed to the permitted land area.
STEP 6. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.

STEP 7. In the Navigation Panel click Pipeline and click the Pipeline Overview tab.

Additional Information
- Clicking an arrow in the Navigation Panel will expand the heading.
### STEP 8
Scroll to the bottom of the pipeline overview screen and click the **Add Segments** button.

![Add Segments](image)

### STEP 9
Click the arrow to display the drop-down list and select the correct **Shapefile Projection**.

![Shapefile Projection](image)

### STEP 10
Click on **Upload Shapefile** and select **Choose** to browse for the shapefile.

![Upload Shapefile](image)

**Additional information**
- The spatial data package uploaded must only include the pipeline segments (_pl) file.
- The new segment number referenced in the spatial data must be unique within the project. (ie: If the current permit includes pipeline segments 001, 002, 003 and 004, specify the new segment as 005).

### STEP 11
Once the file has been located click **Upload**.

![Upload Shapefile](image)
### STEP 12
Once the **shapefile** appears under the Upload Shapefile button click on **Save Shapefiles**

![Upload Shapefile](image1)

### STEP 13
Upon successful upload, the intended **New Segment ID(s)** will display under the ‘Add Segments’ button.

![Add Segments](image2)

**Additional Information**
- Both the new segment(s) uploaded and the segment(s) selected to be modified at the beginning of the application will display.
STEP 14.
Complete the remaining Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information and Helpful Hints
- Throughout the application process, when available, click **Save** before exiting screens, to avoid losing entered information, and click **Validate Page** to ensure all required page information has been provided.
Adding a New Bottom Hole to a Rig Released Well

Drilling a new bottom hole to a well that has previously been rig released can include lengthening, window cutting, or O/H sidetracking of an existing wellbore. It is mandatory that applicants include an explanation for the new bottom hole as well as brief program summary.

**STEP 1.** Click the Create Application button located in the Dashboard.

**STEP 2.** Select Amendment as the application type and click Next.

**STEP 3.** Locate the permit you wish to amend by entering any one of the following: Application Determination Number, Legacy OGC File Number or Activity ID and then click Retrieve.

**Additional Information**
- If selecting **Activity ID** the user must first specify the applicable activity by selecting from the drop-down list.
- AMS will not allow an amendment application to be created for an AD# that already has another application in the system with a status of ‘In Progress’, ‘In Review’.
‘In Revision’, or “Timed Out”. To continue with a new amendment, the existing application will need to be discarded, withdrawn or a determination made.

**STEP 4.** From the Application Determination Number-Permitted Activities list that displays, select the WA#(s) to be amended and then click Next.

Additional Information
- To select more than one activity hold down the CTRL key.

**STEP 5.** Select Technical as the amendment type and click Next.

Additional Information
- In this example, only ‘technical’ has been selected as this amendment is limited to changes related to the activity details with no modifications proposed to the permitted land area.
STEP 6. Input the **Application Description**, click the **I Agree** box to agree to the disclaimer, and select **Next**.

![Image of Application Description](image1)

STEP 7. In the Navigation Panel, click on the Well **Land Area #** and then click on the **Well Details** tab.

![Image of Well Details](image2)

STEP 8. Scroll down to the **Bottom Hole Details** section and click the **Add Bottom Hole** button.

![Image of Bottom Hole Details](image3)
STEP 9. Select the drilling event from the drop down menu located beside the question ‘From which existing Drilling event will the bottom hole be drilled.’

STEP 10. In the text box, provide a reason for drilling the new bottom hole and a brief program summary.
STEP 11.
Complete the remaining Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information and Helpful Hints
- Throughout the application process, when available, click Save before exiting screens, to avoid losing entered information, and click Validate Page to ensure all required page information has been provided.
Historical Submission for Pipeline, Facility or Road

The Commission allows Historical Submissions for permitted pipelines, oil & gas roads and facilities. Only facilities permitted on or before October 4, 2010 will be accepted for a Historical Submission. For facilities permitted after this date an amendment application is required.

**STEP 1.** Click on the **Create Application** button.

**STEP 2.** Select **Historical Submission** as the Application Type, select the **activity type** from the Activities column and click **Next**.

**Additional Information**
- Only one activity type can be selected for each historical submission.
### STEP 3.
Locate the applicable permit by entering the Application Determination Number, Legacy OGC File Number or Activity ID and then click Retrieve

![Image of application interface](image)

**Additional Information**
- If selecting **Activity ID** the user must first specify the applicable Pipeline Project #, FAC ID or Road #.
  ![Activity ID and Pipeline Project #](image)

- AMS will not allow a historical submission to be created for an AD# that already has another application in the system with a status of ‘In Progress’, ‘In Review’, ‘In Revision’, or ‘Timed Out’. To continue with a new historical submission the existing application will need to be discarded, withdrawn or a determination made.
STEP 5. From the Application Determination Number-Permitted Activities list that displays, select the existing activity(s) applicable for the submission and then click Next.

Additional Information

- To select more than one activity hold down the CTRL key.

For Historical Road Submissions

- For historical road submissions all activities displayed in the Application ‘Determination Number – Permitted Activities column’ will be auto-selected and cannot be unselected.

- Where a road has already been transitioned to an OGAA permit and reconciled by the Commission, the user is required to upload a rationale under the Attachment tab, as a miscellaneous document, explaining the purpose of the submission.

- For historical road submissions the user has the option to add an existing Changes in and About a Stream only where permitted CIAS records are missing or incomplete.
STEP 6. Indicate if the historical submission is a Technical submission, Land submission or both and then click Next.

STEP 7. Enter the Application Description, click the I Agree box to accept the disclaimer and select Next.
STEP 8. If land was selected as the amendment type, upload the shapefile under the **Spatial Data** tab by selecting the Shapefile Projection, Upload Shapefiles, and then Validate and Save.

**Additional information and Helpful Hints**

- For land submissions, none of the application information tabs or activity information tabs will be available until the spatial data package has been uploaded.

- All shapefile uploads and their status are listed in the Spatial Submission Upload History.
STEP 11.
Complete the remaining Application Information and Activity Information requirements.

For more information on completing and submitting an application, see the “Completing an Application” section of this manual.

Additional Information and Helpful Hints
- Throughout the application process, when available, click **Save** before exiting screens, to avoid losing entered information, and click **Validate Page** to ensure all required page information has been provided.