



**DATE:** June 29, 2007

**INFORMATION LETTER #OGC -07-13**

**SUBJECT:** Electronic Submission Process for Pipelines and Facilities

**EFFECTIVE DATE:** July 23, 2007

**Regarding the OGAA Implementation:** All necessary regulations, documents and background information on OGAA can be found at [www.ogc.gov.bc.ca/OGAA/](http://www.ogc.gov.bc.ca/OGAA/)

For any questions pertaining to the status of this document, please contact the Commission at (250) 261-5700.

**TO:** Industry Clients

**BACKGROUND:**

The OGC launched an extensive three-year information technology migration project to automate a number of processes that are currently paper based. The project, Knowledge, Enterprise, Resource, Management, Information, and Technology data system, (KERMIT) will enable electronic submission of applications, electronic performance/compliance data submission, and electronic workflow management.

Online access of OGC data will provide significant benefits for clients, related ministries and agencies, and First Nations through increased data reliability, reduced cycle times, and faster system responses to business changes.

This information letter introduces the first phase of the electronic application submission system for pipelines and facilities through KERMIT.

The OGC is launching the electronic submissions for all pipeline and facility applications effective July 23, 2007. The updated forms (OGC Information Letter #OGC 07-02) relating to the Pipeline and Facilities Manual, required as of March 12, 2007, are replicated in the new electronic system.

**NOTE:** In order to effectively implement the new system there will be **NO** transition period. All applications, effective July 23<sup>rd</sup>, can only be accepted through the electronic system.

**REQUIREMENT:**

Effective July 23, 2007, it is mandatory all pipeline and facilities applications be submitted electronically.

The following points provide guidance regarding the electronic submission process:

- Hard copy submissions of applications: Once the electronic submission system goes live on July 23<sup>rd</sup> all pipeline and facility applications and amendments will require electronic submission.
- Revisions to electronically submitted applications: Once the initial application has been submitted and accepted by the OGC, revisions will require cancellation of the original submission and a full re-submission of the revised application. The application will, however, retain the original assigned file number.

- Applications in the system at the go live date: All pipeline or facility applications currently in IRIS will be transferred to the new database (KERMIT), and any subsequent amendments or revisions to any pipeline application must be submitted electronically.
- First Nation consultation packages: Once an application has been submitted electronically, the appropriate number of hard copy packages and maps will have to be submitted to Front Counter BC with a clear cross reference to the electronic submission number provided with the initial electronic application. This ensures First Nation consultation packages coincide with the electronic submission, thus ensuring the proper packages are forwarded to the appropriate First Nations.
- Account Setup: All clients will require a web account with the OGC to submit applications, respond to inspection deficiencies, enter winter stream crossings, submission of Notice of Intent, Notice of Pressure Test, Notice of Construction start, Leave to Open, As Built and manage company accounts. All existing client accounts/passwords will be converted to the new system with their respective security roles:
  1. *Winter Stream Crossing Representatives*
  2. *Inspection Representative*
  3. *Waste Disposal Representative*
  4. *Drilling Results Representative*

To ensure business continuity, clients are encouraged to visit the OGC website homepage ([www.ogc.gov.bc.ca](http://www.ogc.gov.bc.ca)) to create an account if they do not already have one.

Email [OGC.Systems@gov.bc.ca](mailto:OGC.Systems@gov.bc.ca) to create a new account or to assign new security roles prior to July 23, 2007 for the following:

1. *Application Representative*
2. *Notices (NOI Submission)*
3. *Company Administrator*

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