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## **Appendix I Filing Manual Checklists**

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The filing requirements included in this manual have been summarized in the following checklists. The Board encourages applicants to complete all the relevant checklists and include them as part of the application. The Board may consider making the inclusion of the checklists mandatory in the future.

**Using these checklists alone does not constitute a complete application.**



## Chapter 3 – Common Information Requirements

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>3.1 Action Sought by Applicant</b>			
1.	Requirements of s.15 of the Rules.	•	
<b>3.2 Application or Project Purpose</b>			
1.	Purpose of the proposed project.	•	
<b>3.3 Consultation</b>			
<b>3.3.1 Principles and Goals of Consultation</b>			
1.	The corporate policy or vision.	•	
2.	The principles and goals of consultation for the project.	•	
3.	A copy of the Aboriginal protocol and copies of policies and principles for collecting traditional use information, if available.	•	
<b>3.3.2 Design of Consultation Program</b>			
1.	The design of the consultation program and the factors that influenced the design.	•	
<b>3.3.3 Implementing a Consultation Program</b>			
1.	The outcomes of the consultation program for the project.	•	
<b>3.3.4 Justification of Consultation not Undertaken</b>			
2.	The application provides justification for why the applicant has determined that a consultation program is not required for the project.	•	
<b>3.4 Notification of Commercial Third Parties</b>			
1.	Confirm that third parties were notified.	•	
2.	Details regarding the concerns of third parties.	•	
3.	List the self-identified interested third parties and confirm they have been notified.	•	
4.	If notification of third parties is considered unnecessary, an explanation to this effect.	•	

## Chapter 4 – Sections 4.1 and 4.2: Common Requirements for Physical Projects

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>4.1 Project Description</b>			
1.	The project components, activities and related undertakings.	•	
2.	The project location and criteria used to determine the route or site.	•	
3.	How and when the project will be carried out.	•	
4.	Description of any facilities, to be constructed by others, required to accommodate the proposed facilities.	•	
5.	An estimate of the total capital costs and incremental operating costs.	•	
6.	The expected in-service date.	•	
<b>4.2 Economic Feasibility, Alternatives and Justification</b>			
<b>4.2.1 Economic Feasibility</b>			
1.	Description of the economic feasibility of the project.	•	
<b>4.2.2 Alternatives</b>			
1.	Description of other alternatives that were examined in the context of economic feasibility and rationale for selecting the applied-for project.	•	
2.	Describe and justify the selection of the proposed route and site including a comparison of the alternatives using the selection criteria.	•	
3.	For projects for which 'alternative to' has been identified as a relevant factor to consider under the CEA Act, a description of the alternatives to the project.	•	
4.	For a comprehensive study, panel review or projects for which alternative means has been identified as a relevant factor under the CEA Act, a description of the alternative means for carrying out the project.	•	
<b>4.2.3 Justification</b>			
1.	Justification for the proposed project.	•	

## Guide A – A.1 Engineering

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>A.1.1 Engineering Design Details</b>			
1.	Fluid type and composition.	•	
2.	Line pipe specifications.	•	
3.	Pigging facilities specifications.	•	
4.	Compressor or pump facilities specifications.	•	
5.	Pressure regulating or metering facilities specifications.	•	
6.	Liquid tank specifications.	•	
7.	New control system facilities specifications.	•	
8.	Gas processing, sulphur or LNG plant facilities specifications.	•	
9.	Technical description of other facilities not mentioned above.	•	
10.	Building dimensions and uses.	•	
11.	If project is a new system that is a critical source of energy supply, a description of the impact to the new system capabilities following loss of critical component.	•	
<b>A.1.2 Engineering Design Philosophy</b>			
1.	Confirmation project activities will follow the requirements of the latest version of CSA Z662.	•	
2.	Statement confirming compliance with OPR or PPR.	•	
3.	Listing of all primary codes and standards, including version and date of issue.	•	
4.	Confirmation that the project will comply with company manuals and confirm manuals comply with OPR/PPR and codes and standards.	•	
5.	Any portion of the project a non-hydrocarbon commodity pipeline system? Provide a QA program to ensure the materials are appropriate for their intended service.	•	
6.	If facility subject to conditions not addressed in CSA Z662: <ul style="list-style-type: none"> <li>• Written statement by qualified</li> </ul>	•	

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
	professional engineer <ul style="list-style-type: none"> <li>• Description of the designs and measures required to safeguard the pipeline</li> </ul>		
7.	If directional drilling involved: <ul style="list-style-type: none"> <li>• Preliminary feasibility report</li> <li>• Description of the contingency plan</li> </ul>	•	
<b>A.1.3 Onshore Pipeline Regulations</b>			
1.	Designs, specifications programs, manuals, procedures, measures or plans for which no standard is set out in the OPR or PPR.	•	
2.	A quality assurance program if project non-routine or incorporates unique challenges due to geographical location.	•	
3.	If welding performed on a liquid-filled pipeline that has a carbon equivalent of 0.50% or greater and is a permanent installation: <ul style="list-style-type: none"> <li>• Welding specifications and procedures</li> <li>• Results of procedure qualification tests</li> </ul>	•	

## Guide A – A.2 Environment and Socio-Economic Assessment

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>A.2.4 Description of the Environmental and Socio-Economic Setting</b>			
1.	Identify and describe the current biophysical and socio-economic setting.	•	
2.	<ul style="list-style-type: none"> <li>• Describe and quantify the biophysical and socio-economic elements in the study area which are of ecological, economic, or human importance</li> <li>• Determine which biophysical or socio-economic elements require more detailed analysis</li> <li>• Detailed information related to biophysical or socio-economic elements from Tables A-4 and A-5 where applicable</li> </ul>	•	
3.	Provide supporting evidence for information and data collected, analysis completed, conclusions reached and for any professional judgment or experience provided in meeting these information requirements.	•	
4.	Identify, describe and justify the methodology used for any surveys. Justification or plan for further surveys if season for a survey conducted was not optimal.	•	
<b>A.2.5 Effects Assessment</b>			
<b>Identification and Analysis of Effects</b>			
1.	Identify potential effects associated with the proposed project.	•	
2.	<p>For those biophysical and socio-economic elements that require further analysis, describe, quantify and justify:</p> <ul style="list-style-type: none"> <li>• spatial and temporal boundaries for the effects analysis of the biophysical or socio-economic element, or valued component, including how this element could change from baseline over the life of the project</li> <li>• local and regional conditions of the biophysical or socio-economic element, or valued component</li> <li>• key receptors that could potentially be affected by the project and a change in the element of concern</li> </ul>	•	

3.	An effects analysis of the project for each biophysical or socio-economic element, or valued component.	•	
4.	Detailed information outlined in Tables A-4 and A-5 for elements identified in Table A-3.	•	
<b>Mitigation Measures</b>			
1.	Describe the general and specific mitigation measures and their effectiveness to address the project-specific effects, or clearly reference sections of company manuals that provide mitigation measures	•	
2.	Describe how commitments regarding mitigative measures will be communicated to field staff for implementation.	•	
3.	Describe any plans or program that may be used to mitigate potential effects	•	
<b>Evaluation of Significance</b>			
1.	Evaluate the likelihood and significance of residual adverse effects.	•	
2.	Define the “significant effect” for each biophysical or socio-economic element, or valued component	•	
3.	Describe the methodology for determining whether the project is likely to cause significant adverse effects and justify conclusions	•	
<b>A.2.6 Cumulative Effects Assessment</b>			
<b>Scoping and Analysis of Cumulative Effects</b>			
1.	Identify potential effects for which residual effects are also predicted in the ESA.	•	
2.	For each biophysical or socio-economic element, or valued component where residual effects have been identified, provide a description of the spatial and temporal boundaries used to assess the potential cumulative effects  Identify other projects and activities that have occurred or are likely to occur within the boundaries  Identify whether those projects and activities will produce effects on the biophysical or socio-economic element, valued components within the identified boundaries	•	

3.	Provide a cumulative effects analysis of the proposed project in combination with other projects and activities for each biophysical or socio-economic element, or valued component.	•	
<b>Mitigation Measures for Cumulative Effects</b>			
1.	Describe the general and specific mitigation measures that are technically and economically feasible to address the cumulative effects.	•	
<b>Evaluation of Significance</b>			
1.	Evaluate the likelihood and significance of adverse residual cumulative effects.	•	
2.	Define “significant cumulative effect” for each biophysical or socio-economic element, or valued component.	•	
3.	Describe the methodology for determining whether the project is likely to cause significant cumulative effects and justify any conclusions	•	
<b>A.2.7 Inspection, Monitoring and Follow-up</b>			
1.	Describe plans to ensure compliance with biophysical and socio-economic commitments.	•	
2.	Evaluate the need to monitor the elements potentially affected by the project and if needed, describe the environmental monitoring plan to be implemented during construction, reclamation, and operation of the project.	•	
3.	Where a project triggers the CEA Act, evaluate the need for element-specific follow-up programs to verify the accuracy of the ESA and to determine the effectiveness of any mitigation measures that were implemented, particularly those mitigation measures that are new or unproven.	•	
<b>Table A-3 Circumstances Triggering the Need for Detailed Biophysical and Socio-Economic Information</b>			
Physical environment		•	
Soil and soil productivity		•	
Vegetation		•	
Water quality and quantity		•	
Fish and fish habitat		•	
Wetlands		•	
Wildlife and wildlife habitat		•	
Species at Risk or Species of Special Status and		•	

related habitat		
Air quality	•	
Acoustic environment	•	
Human occupancy and resource use	•	
Heritage resources	•	
Traditional land and resource use	•	
Social and cultural well-being	•	
Human health and aesthetics	•	
Infrastructure and services	•	
Employment and economy	•	

## Guide A – A.3 Economics

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>A.3.1 Supply</b>			
1.	A description of each commodity.	•	
2.	A discussion of all potential supply sources.	•	
3.	Forecast of productive capacity over the economic life of the facility.	•	
4.	For pipelines with contracted capacity, a discussion of the contractual arrangements underpinning supply.	•	
<b>A.3.2 Transportation Matters</b>			
<b>Pipeline Capacity</b>			
1.	In the case of expansion provide: <ul style="list-style-type: none"> <li>• Pipeline capacity before and after and size of increment</li> <li>• Justification that size of expansion is appropriate</li> </ul>	•	
2.	In case of new pipeline, justification that size of expansion is appropriate given available supply.	•	
<b>Throughput</b>			
1.	For pipelines with contracted capacity, information on contractual arrangements.	•	
2.	For non-contract carrier pipelines, forecast of annual throughput volumes by commodity type, receipt location and delivery destination over facility life.	•	
3.	If project results in an increase in throughput: <ul style="list-style-type: none"> <li>• theoretical and sustainable capabilities of the existing and proposed facilities versus the forecasted requirements</li> <li>• flow formulae and flow calculations used to determine the capabilities of the proposed facilities and the underlying assumptions and parameters</li> </ul>	•	
4.	If more than one type of commodity transported, a discussion pertaining to segregation of commodities including potential contamination issues or cost impacts.	•	

<b>A.3.3 Markets</b>			
1.	Provide an analysis of the market in which each commodity is expected to be used or consumed.	•	
2.	Provide a discussion of the physical capability of upstream and downstream facilities to accept the incremental volumes that would be received and delivered.	•	
<b>A.3.4 Financing</b>			
1.	Evidence that the applicant has the ability to finance the proposed facilities.	•	
2.	Estimated toll impact for the first full year that facilities are expected to be in service.	•	
3.	Confirmation that shippers have been apprised of the project and toll impact, their concerns and plans to address them.	•	
4.	Additional toll details for applications with significant toll impacts.	•	
<b>A.3.5 Non-NEB Regulatory Approvals</b>			
1.	Confirm that all non-NEB regulatory approvals required to allow the applicant to meet its construction schedule, planned in-service date and to allow the facilities to be used and useful are or will be in place.	•	
2.	If any of the approvals referred to in #1 may be delayed, describe the status of those approval(s) and provide an estimation of when the approval is anticipated.	•	

## Guide A – A.4 Lands Information

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>A.4.1 Land Areas</b>			
1.	<ul style="list-style-type: none"> <li>Width of right-of-way and locations of any changes to width</li> <li>Locations and dimensions of known temporary work space and drawings of typical dimensions</li> <li>Locations and dimensions of any new lands for facilities</li> </ul>	•	
<b>A.4.2 Land Rights</b>			
1.	The type of lands rights proposed to be acquired for the project.	•	
2.	The relative proportions of land ownership along the route of the project.	•	
3.	Any existing land rights that will be required for the project.	•	
<b>A.4.3 Lands Acquisition Process</b>			
1.	The process for acquiring lands.	•	
2.	The timing of acquisition and current status.	•	
3.	The status of service of section 87(1) notices.	•	
<b>A.4.4 Land Acquisition Agreements</b>			
1.	A sample copy of each form of agreement proposed to be used pursuant to section 86(2) of the NEB Act.	•	
2.	A sample copy of any proposed fee simple, work space, access or other land agreement.	•	
<b>A.4.5 Section 87 Notices</b>			
1.	A sample copy of the notice proposed to be served on all landowners pursuant to section 87(1) of the NEB Act.	•	
2.	Confirmation that all notices include a copy of Pipeline Regulation in Canada: A Guide for Landowners and the Public.	•	
<b>A.4.6 Section 58 Application to Address a Complaint</b>			
1.	The details of the complaint and describe how the proposed work will address the complaint.	•	

## Guide B – Abandonment

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>B.1 Engineering</b>			
1.	Confirm abandonment activities will follow the requirements of the latest version of CSA Z662.	•	
2.	<ul style="list-style-type: none"> <li>A complete description of facilities being abandoned.</li> <li>An assessment of the potential safety hazards related to facility abandonment and mitigative actions planned to reduce such hazards</li> <li>A plan outlining how the facility will be prepared for abandonment and how it will be monitored, if necessary</li> </ul>	•	
<b>B.2 Environment and Socio-Economic Assessment</b>			
	ESA (or environmental and socio-economic assessment)	•	
1.	The different ecological settings found at the project location and different land uses in place.	•	
2.	Identify the ecological settings (identified in 1) in which each of the project components to be abandoned is located.	•	
3.	Methods to be used to cleanup any contamination found at the project component sites and: <ul style="list-style-type: none"> <li>The amount of contamination that exists</li> <li>Special handling techniques that will be used</li> <li>Regulatory requirements to be followed for cleanup and disposal.</li> </ul>	•	
4.	For each project component: <ul style="list-style-type: none"> <li>how and when it will be abandoned</li> <li>how the environment will be reclaimed</li> <li>how the abandonment is appropriate for the ecological setting where it is located.</li> </ul>	•	
5.	Use of appropriate level of detail to allow regulators, public and others to understand what is being proposed.	•	
6.	The regulatory requirements for reclamation and remediation and how these requirements will be met.	•	

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
7.	Identify historical spills and releases on the area to be abandoned.	•	
<b>B.3 Economics and Finance</b>			
1.	Details of the costs associated with proposed abandonment, including exposure to future liabilities.	•	
2.	Confirmation that funding is and will be available to finance the proposed abandonment.	•	
3.	Original book cost and accumulated depreciation to retirement date.	•	
4.	Accounting details including details of whether retirement is ordinary or extraordinary.	•	
<b>B.4 Lands Information</b>			
1.	Describe the location and the dimensions of the existing RoW and facility lands that would be affected by the abandonment.	•	
2.	Map or site plan of the pipeline or facility.	•	
3.	Locations and dimensions of temporary workspace required.	•	
4.	<p>Describe any easement proposed to be acquired for the abandonment, including:</p> <ul style="list-style-type: none"> <li>• the location and dimensions of the easement</li> <li>• the discussions with the landowners regarding the easement</li> <li>• any concerns expressed by the landowner regarding the easement or the lands proposed to be acquired</li> <li>• how the applicant proposes to address any landowner concerns</li> </ul>	•	
5.	Provide the details of any reclamation plans developed in consultation with landowners affected by the proposed abandonment.	•	
6.	<p>In the event that any easement will be surrendered:</p> <ul style="list-style-type: none"> <li>• Identify the lands where easement will be surrendered</li> <li>• Describe the contingency plans that will be put in place to protect the landowner should subsequent land issues arise following the abandonment of the facility and</li> </ul>	•	

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
	<p>surrender of the easement</p> <ul style="list-style-type: none"> <li>• Describe the company's discussions with the landowners</li> <li>• Describe any concerns raised by landowners regarding surrendering of the easement</li> <li>• File evidence to demonstrate that affected landowners have been advised of the proposed abandonment and that if the Board approves the abandonment, the Board will no longer have jurisdiction over the pipeline</li> </ul>		

## Guide C – Protection of Pipelines from Crossing Activities and Mining Operations

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>C.1 Construction of Facilities Across Pipelines (NEB Act s.112)</b>			
1.	For an application to construct a facility across, on, along or under a pipeline: <ul style="list-style-type: none"> <li>purpose and location of the proposed facility</li> <li>description of the proposed facility</li> <li>rationale for seeking approval from the Board</li> </ul>	•	
2.	For an application to excavate using power-operated equipment or explosives within 30m of a pipeline: <ul style="list-style-type: none"> <li>purpose and location of excavation activity</li> <li>description of equipment and/or explosives</li> <li>rationale for seeking approval from the Board</li> </ul>	•	
3.	ESA (or environmental and socio-economic assessment)	•	
4.	For an application to operate a vehicle or mobile equipment across a pipeline: <ul style="list-style-type: none"> <li>purpose and location of the activity</li> <li>description of the vehicle and/or equipment</li> <li>rationale for seeking approval from the Board</li> </ul>	•	
5.	For an application to direct the owner of a facility to reconstruct, alter or remove the facility: <ul style="list-style-type: none"> <li>purpose and location of the facility</li> <li>purpose for the reconstruction, alteration or removal of the facility</li> <li>rationale for seeking approval from the Board</li> </ul>	•	
<b>C.2 Protection of Pipelines from Mining Operations (NEB Act s.81)</b>			
1.	Plan and profile for the portion of the pipeline affected.	•	
2.	ESA (or environmental and socio-economic assessment)	•	
3.	Information and details respecting proposed operations: <ul style="list-style-type: none"> <li>project title and contact information for company, contractors and subcontractors</li> <li>name and contact information of</li> </ul>	•	

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
	the pipeline company <ul style="list-style-type: none"> <li>• legal service description of the lands to be affected</li> <li>• map indicating the location of the pipeline</li> <li>• statement certifying that the pipeline company and the NEB will be contacted at least 72 hours prior to conducting the project</li> </ul>		
4.	If crossing a pipeline: <ul style="list-style-type: none"> <li>• proposed crossing date</li> <li>• evidence that an approved crossing agreement is in place</li> </ul>	•	
5.	If the application is for a seismic program or involves explosives: <ul style="list-style-type: none"> <li>• type of seismic program</li> <li>• plat of the seismic program</li> <li>• identify the source</li> <li>• size of the dynamite charge</li> <li>• confirmation that the program will be conducted in accordance with all applicable regulations</li> </ul>	•	

## Guide D – Deviations

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>D.1 Lands</b>			
1.	Order number and date of the approval of original PPBoRs.	•	
2.	PPBoR drawing showing approved route and proposed deviation.	•	
3.	PPBoR drawing showing location of the proposed deviated, changed or altered route.	•	
4.	Starting and ending points of the deviation.	•	
5.	Map indicating location of deviation in relation to approved detailed route and certificated route.	•	
6.	Description of any new lands required including status of acquisition and service of subsection 87(1) notices.	•	
7.	Concerns expressed by landowners affected, how the company proposes to address concerns and date response provided or evidence that the affected landowners consent.	•	
8.	<p>For an exemption from the provisions of section 45:</p> <ul style="list-style-type: none"> <li>• order number and date of the approval of original PPBoRs</li> <li>• starting and ending points of the deviation</li> <li>• maximum distance of deviation from centre line</li> <li>• PPBoR drawing showing approved route and proposed deviation</li> <li>• map indicating location of deviation in relation to approved detailed route and certificated route</li> <li>• description of any new lands required</li> <li>• concerns expressed by landowners affected, how the company proposes to address concerns and date response provided</li> <li>• evidence that the affected landowners consent</li> </ul>	•	

**D.2 Environment and Socio-Economic Assessment**

1.	How the effects have been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	

## Guide E – Change in Class Locations

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
1.	Submit a plan which: <ul style="list-style-type: none"> <li>• identifies what changes in circumstances have occurred</li> <li>• identifies potential concerns resulting from the change in circumstances</li> <li>• describes the mitigative actions where applicable, to address potential concerns</li> </ul>	•	

## Guide F – Change of Service or Increase in Maximum Operating Pressure

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>F.1 Engineering</b>			
1.	Confirm project activities will follow the requirements of the latest version of CSA Z662.	•	
2.	Provide details of the current and proposed state of service.	•	
<b>F.2 Environment and Socio-Economic Assessment</b>			
1.	How the effects have already been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	
<b>F.3 Economics</b>			
1.	Necessary economic information in Guide A, section A.3.	•	

## Guide G – Deactivation

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>G.1 Engineering</b>			
1.	Describe the rationale for the deactivation and the measures to be or were employed for the deactivation.	•	
2.	Provide a schedule for the deactivations.	•	
3.	Describe the activities associated with the deactivations.	•	
4.	Provide an estimate of the costs associated with the deactivation.	•	
5.	Confirm project activities will follow the requirements of the latest version of CSA Z662.	•	
<b>G.2 Environment and Socio-Economic Assessment</b>			
1.	How the effects have already been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	
<b>G.3 Economics</b>			
1.	Necessary economic information in Guide A, section A.3.	•	

## Guide H – Reactivation

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>H.1 Engineering</b>			
1.	Describe the rationale for the reactivation and the measures to be employed for the reactivation.	•	
2.	Provide a schedule for the reactivations.	•	
3.	Describe the activities associated with the reactivations.	•	
4.	Describe the operating conditions under which the reactivated facility will operate.	•	
5.	Provide a report assessing the integrity of the facility and its suitability for reactivation.	•	
6.	Provide an estimate of the costs associated with the reactivations.	•	
7.	Confirm reactivation activities will follow the requirements of the latest version of CSA Z662.	•	
<b>H.2 Environment and Socio-Economic Assessment</b>			
1.	How the effects have already been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	
<b>H.3 Economics</b>			
1.	Necessary economic information in Guide A, section A.3.	•	

## Guide I – Processing Plants: Deactivation and Reactivation

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>I.1 Filing Requirements - Deactivation</b>			
<b>I.1.1 Engineering</b>			
1.	Explain the reasons for the deactivation or the cessation of operations and the procedures used or to be used in the deactivation.	•	
2.	Provide the date the processing plant was or will be removed from service.	•	
3.	Describe the provisions for the management of change.	•	
4.	Describe the general condition of equipment to be deactivated.	•	
5.	Describe the means of isolation.	•	
6.	Describe the instrumentation status.	•	
7.	Provide the lay-up conditions.	•	
8.	Describe the inspection and testing requirements during deactivation.	•	
9.	Describe the intent of future equipment use, if any.	•	
<b>I.1.2 Environment and Socio-Economic Assessment</b>			
1.	How the effects have already been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	
<b>I.1.3 Economics</b>			
1.	Necessary economic information in Guide A, section A.3.	•	
<b>I.2 Filing Requirements – Reactivation</b>			
<b>I.2.1 Engineering</b>			
1.	Explain the reasons for the reactivation or the resumption of operations and the procedures to be used in the reactivation.	•	
2.	Provide the date the processing plant will be returned to service.	•	
3.	Describe the provisions for the management of change.	•	
4.	Describe the general condition of equipment to be reactivated.	•	

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
5.	Describe the instrumentation status.	•	
6.	Provide the lay-up conditions.	•	
7.	Describe the inspection and testing requirements prior to reactivation.	•	
<b>I.2.2 Environment and Socio-Economic Assessment</b>			
1.	Describe how the effects have already been considered in an ESA by the NEB.	•	
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.	•	
<b>I.2.3 Economics</b>			
1.	Necessary economic information in Guide A, section A.3.	•	

## Guide O – Review, Rehearing or Variance Applications

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
1.	Meet the requirements of section 44 of the Rules.	•	
2.	Where the application is to vary an order, certificate, licence or permit, include the reason the variation is required and all information necessary to support the change proposed, including the information required by the relevant Filing Manual Guide	•	

## Guide P – Tolls and Tariffs

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>P.1 Cost of Service</b>			
1.	Description of steps taken with parties to discuss issues and attempts to reach negotiated settlement.	•	
2.	Summary schedule of total cost of service, with amounts for the base, current and test years and year-to-year changes for following cost components: <ul style="list-style-type: none"> <li>• operating, maintenance &amp; administrative</li> <li>• transmission by others</li> <li>• depreciation and amortization of plant</li> <li>• income taxes</li> <li>• taxes other than income taxes</li> <li>• miscellaneous revenues</li> <li>• return on rate base</li> <li>• deferred items</li> <li>• other items</li> </ul>	•	
3.	Analysis of each cost component listed above, by major cost category, with explanations for significant year-to-year changes.  Allocations between regulated and non-regulated entities must include gross costs, allocated costs, the methodology used and rationale.	•	
4.	Schedules to show derivation of monthly deferral account balances, including carrying charges and which amounts are actual and which are estimated.	•	
5.	Schedule reconciling additions to plant accounts with additions to income tax CCA for base, current and test years.	•	
6.	Schedule detailing changes in the deferred tax balance for base, current and test years.	•	
<b>P.2 Rate Base</b>			
1.	Detailed schedules for rate base with assumptions and calculations for additions, retirements, cash working capital.	•	

<b>P.3 Financial Statements</b>			
1.	Current annual report to shareholders. Current corporate annual report of parent if applicable.	•	
2.	Financial statements for base year plus explanation of major assumptions used to prepare statements.	•	
<b>P.4 Cost of Capital</b>			
1.	Establish the applicant's sources of capital invested in rate base, construction work in progress and gas plant under construction, and the justification for the cost rates which the applicant is seeking to include in its cost of service.	•	
2.	A summary schedule for the current and test years, based on 13-point or 24-point averages, showing the applicant's projected outstanding common equity and rates of return thereon, projected outstanding balances and related projected weighted average cost for each other class of capital and derivation of the overall rates of return.	•	
3.	An analysis of the weighted average cost of debt capital for the test year showing the projected cost of each debt issue, including borrowings from financial institutions and a supporting schedule for each debt issue.	•	
4.	For any unfunded debt: <ul style="list-style-type: none"> <li>• A description of the applicant's plans to finance it, including details of the timing, size and type of each issue</li> <li>• Evidence supporting the projected cost rate in the applicant's financing plan, the projected short-term debt rate and the spread implied in the applicant's projected unfunded debt rate.</li> </ul>	•	
5.	Independent forecasts for the test year of yields on 10 and 30 year long-term Government of Canada bonds and Treasury Bills with a detailed discussion of the degree of reliance the applicant has placed on them in making its forecasts.	•	
6.	Applicant's most recent bond rating reports issued by the Canadian Bond Rating Service, the Dominion Bond Rating Service, Standard and Poor's and Moody's for purposes of assessing the applicant's debt.	•	

7.	An analysis of the weighted average cost of preferred share capital for the test year showing the projected cost of each issue and a supporting schedule for each issue.	•	
8.	A detailed calculation of the 13-point or 24-point average amount of common equity projected for the test year.	•	
9.	A schedule in tabular form for each issue of common shares in the last five fiscal years.	•	
10.	A schedule in tabular form with respect to common equity of the applicant for each of the last five fiscal years.	•	
11.	Where an application is to establish or change capital structure, include a detailed discussion of business risks including market, supply, operating and physical and regulatory and political risks.	•	
12.	If a significant part of the applicant's capital is obtained from an affiliated company as defined in the Regulations, information with respect to the debt, preferred share and common share capital of that affiliated company, and <ul style="list-style-type: none"> <li>• A copy of the latest prospectus issued by the affiliated company</li> <li>• A chart showing the relationship between the applicant and the affiliated company in terms of share ownership and financial obligations</li> <li>• Information in respect of the affiliated company as listed in requirement 10.</li> </ul>	•	
13.	Where applicable, a thorough discussion of the extent to which the consolidated capital structure is relevant to the determination of a deemed capital structure for the Board-regulated operations of the pipeline, including supporting information.	•	
<b>P.5 Tolls and Tariffs</b>			
1.	Concise description of pipeline system & operations, including system map showing toll zones and delivery areas.	•	
2.	Describe applied-for toll design, with rationale for any proposed changes.	•	
3.	Comparative schedule of test year revenues for each class/type of service under existing and proposed tolls.	•	
4.	Describe any tariff revisions with rationale for revisions and comparative schedules showing proposed changes to existing tariff sheets.	•	

## Guide Q – Import and Export Licences and Orders

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>Q.1 Licence Applications</b>			
<b>Q.1.1 Gas (other than propane, butanes and ethane) Export</b>			
	Requirements of section 12 of the Part VI Regulations.	•	
<b>Q.1.2 Gas (other than propane, butanes and ethane) Import</b>			
	Requirements of section 13 of the Part VI Regulations.	•	
<b>Q.1.3 Propane, Butanes or Ethane Export</b>			
	Requirements of section 20 of the Part VI Regulations.	•	
<b>Q.1.4 Oil (other than light crude oil or heavy crude oil) Export</b>			
	Requirements of section 25 of the Part VI Regulations.	•	
<b>Q.1.5 Light Crude Oil or Heavy Crude Oil Export</b>			
	Requirements of subsection 25.1 of the Part VI Regulations.	•	
<b>Q.2 Order Applications</b>			
<b>Q.2.1 Import or Export of Gas (other than propane, butanes or ethane)</b>			
	<ul style="list-style-type: none"> <li>• the legal company name and address of the importer or exporter</li> <li>• commencement date</li> <li>• termination date</li> <li>• for exports, details of the status of the provincial authorizations required for the removal of gas</li> <li>• for imports from the United States (U.S.), the U.S. Department of Energy FE order number that authorizes the export</li> </ul>	•	
<b>Q.2.2 Export of Gas for Subsequent Import or Import of Gas for Subsequent Export</b>			
	<ul style="list-style-type: none"> <li>• the legal company name and address of the exporter and importer</li> <li>• a description of the proposed transportation arrangements in Canada and the U.S.</li> <li>• the points of export and import</li> <li>• the commencement date</li> <li>• the termination date</li> </ul>	•	

<b>Q.2.3 Propane, Butanes or Ethane Export</b>		
	<ul style="list-style-type: none"> <li>• the legal company name and address of the exporter</li> <li>• commencement date</li> <li>• termination date</li> <li>• type of commodity</li> </ul>	•
<b>Q.2.4 Oil Export</b>		
	<ul style="list-style-type: none"> <li>• the legal company name and address of the exporter</li> <li>• commencement date</li> <li>• termination date</li> <li>• type of commodity</li> </ul>	•

## Guide R – Transfer of Ownership, Lease or Amalgamation

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>Company Divesting of the Facilities</b>			
1.	The nature of the transaction.	•	
2.	A map of the pipeline and the relevant upstream and downstream facilities, identifying any facility that could become stranded.	•	
<b>Company Acquiring the New Facilities</b>			
1.	The new owner and operator of the pipeline including contact information.	•	
2.	The original cost of the asset, depreciation and net book value.	•	
3.	The purchase price of the asset.	•	
4.	The intended long-term use of the facilities.	•	
5.	Any changes in the conditions of service offered, including estimated toll impact.	•	

## Guide S – Access on a Pipeline

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
1.	Provide a detailed summary of the circumstances leading to the application.	•	
2.	Provide copies of all relevant correspondence between the applicant, the operator of the subject facility and any other parties that may be involved with the application.	•	
3.	For applications for an exemption from subsection 71(1), provide evidence that: <ul style="list-style-type: none"> <li>• an open season was held offering all of the capacity to be contracted to anyone interested in shipping; and</li> <li>• allowing the exemption is in the public interest</li> </ul>	•	
4.	In the case of an application pursuant to subsection 71(3), the applicant should provide a description of the facilities that the pipeline company would need to install, including a cost estimate	•	

## Guide T – Leave to Open

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>For a Pipeline or a Pipeline Section:</b>			
	<ul style="list-style-type: none"> <li>• Board certificate or order under which work was carried out</li> <li>• List of standards, specifications and procedures</li> <li>• Description of the pressure tested facilities</li> <li>• Summary of continuous pressure and temperature readings</li> <li>• Statement that all control and safety devices were or will be tested for functionality</li> <li>• Confirmation that:               <ul style="list-style-type: none"> <li>• required tests were taken and met requirements</li> <li>• all permits were acquired when necessary</li> </ul> </li> <li>• Test equipment calibration certificates</li> <li>• All logs, test charts, etc. are signed and dated by company representative</li> <li>• Details regarding unsuccessful pressure tests, including the cause of failure</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>For a Tank</b>			
	<ul style="list-style-type: none"> <li>• Board certificate or order under which work was carried out</li> <li>• Standards, specifications and procedures</li> <li>• Confirmation that:               <ul style="list-style-type: none"> <li>• required tests were taken and met requirements</li> <li>• all permits were acquired when necessary</li> </ul> </li> <li>• Statement that all control and safety devices were inspected and tested for functionality</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

## Guide U – Information Filed Respecting Plan, Profile, Book of Reference (PPBoR) and Notices

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
<b>U.1 Plan, Profile, Book of Reference</b>			
	PPBoR meets requirements of section 33 of the NEB Act?	•	
	In addition, the plan and profile of the project drawn to a scale of 1:10 000 or larger, if appropriate, should show: <ul style="list-style-type: none"> <li>• the proposed route of the pipeline</li> <li>• property boundaries</li> <li>• the numbers of the parcels of land to be traversed (i.e., legal land descriptions)</li> </ul>	•	
<b>U.2 Section 34 Notices</b>			
	Requirements pursuant to section 34 of the NEB Act.	•	
	Requirements pursuant to section 50 of the Rules.	•	
1.	File a copy of the notice that will be served on landowners.	•	
2.	Provide a copy of the notice that will be included in local publications.	•	
3.	File a list of the publications that will be used.	•	
4.	Where the applicant completes the service and publication of notice under section 34 of the NEB Act, it shall forthwith notify the Board in writing of the dates of the last service and publication. The company shall file a tear sheet of the newspapers.	•	
<b>U.3 Application to Correct a PPBoR Error</b>			
1.	Pursuant to subsection 41(1) of the NEB Act, application should include: <ul style="list-style-type: none"> <li>• the Order number and date of the original PPBoR approval</li> <li>• the nature and description of the error in the PPBoR</li> <li>• the accurate information (i.e., related to the plan, profile or book of reference)</li> <li>• confirmation that, pursuant to subsection 41(3), copies of the permit will be provided to the offices of the registrars or appropriate land title offices.</li> </ul>	•	

## Guide V – Right of Entry Applications

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
	Requirements pursuant to section 104 of the NEB Act.	•	
	Requirements pursuant to section 55 of the Rules.	•	
1.	A summary of the land negotiation process conducted between the applicant and the owner of the lands for which a right-of-entry order is sought.	•	
2.	The date of service of notice on the landowner pursuant to subsection 87(1) of the NEB Act.	•	
3.	If applicable, the date of service of notice on the landowner pursuant to section 34 of the NEB Act.	•	
4.	A discussion of outstanding issues and the reason(s) that a voluntary agreement could not be reached.	•	

## Guide W – Requirements for Substituted Service Applications

Filing #	Filing Requirement	In Application? References	Not in Application? Explanation
	Requirements pursuant to sections 3, 4 and 5 of the <i>National Energy Board Substituted Service Regulations</i> .	•	