

# Pipelines and Facilities Manual

Province of British Columbia  
<http://www.ogc.gov.bc.ca>

Version 8.2  
November 2006



**OIL & GAS  
COMMISSION**

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NOTE: At this time a Global Glossary is being created and will be available on the OGC website for use November 2006. Please refer to this for the terms and acronyms used in this manual.

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# 1.0 PREFACE

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## 1.1 Purpose

This manual outlines the processes and requirements for pipeline and facility applications. The purpose of the manual is to provide industry guidance on OGC's pipelines and facilities regulatory responsibilities for the following:

- OGC's application review process,
- preparation of required application forms and submissions, and
- approval documents issued.

It includes an overview of the procedures that will be followed by the OGC, from reviewing applications and issuing the initial temporary right to occupy through to authorizing the opening of the pipeline and issuing the Statutory Right of Way. The manual is intended as an easy-to-use reference that provides clear direction for both Industry and the OGC. It is hoped that Industry staff reference the manual for guidance when completing forms and applications and thus use it as their first point of contact for all questions.

Technical standards and specifications for pipeline systems will continue to reside in the Canadian Standards Association (CAN/CSA Z662) "Oil and Gas Pipeline Systems" and readers are directed to refer to that document for technical requirements.

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## 2.0 OGC PROFILE

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### 2.1 Role of OGC

The Oil and Gas Commission (OGC) regulates oil and gas activities and pipelines in British Columbia, to provide for the sound development of the oil and gas sector, by fostering a healthy environment, sound economy, and social well being. A goal of the Commission is to provide transparency and consistency in regulatory delivery.

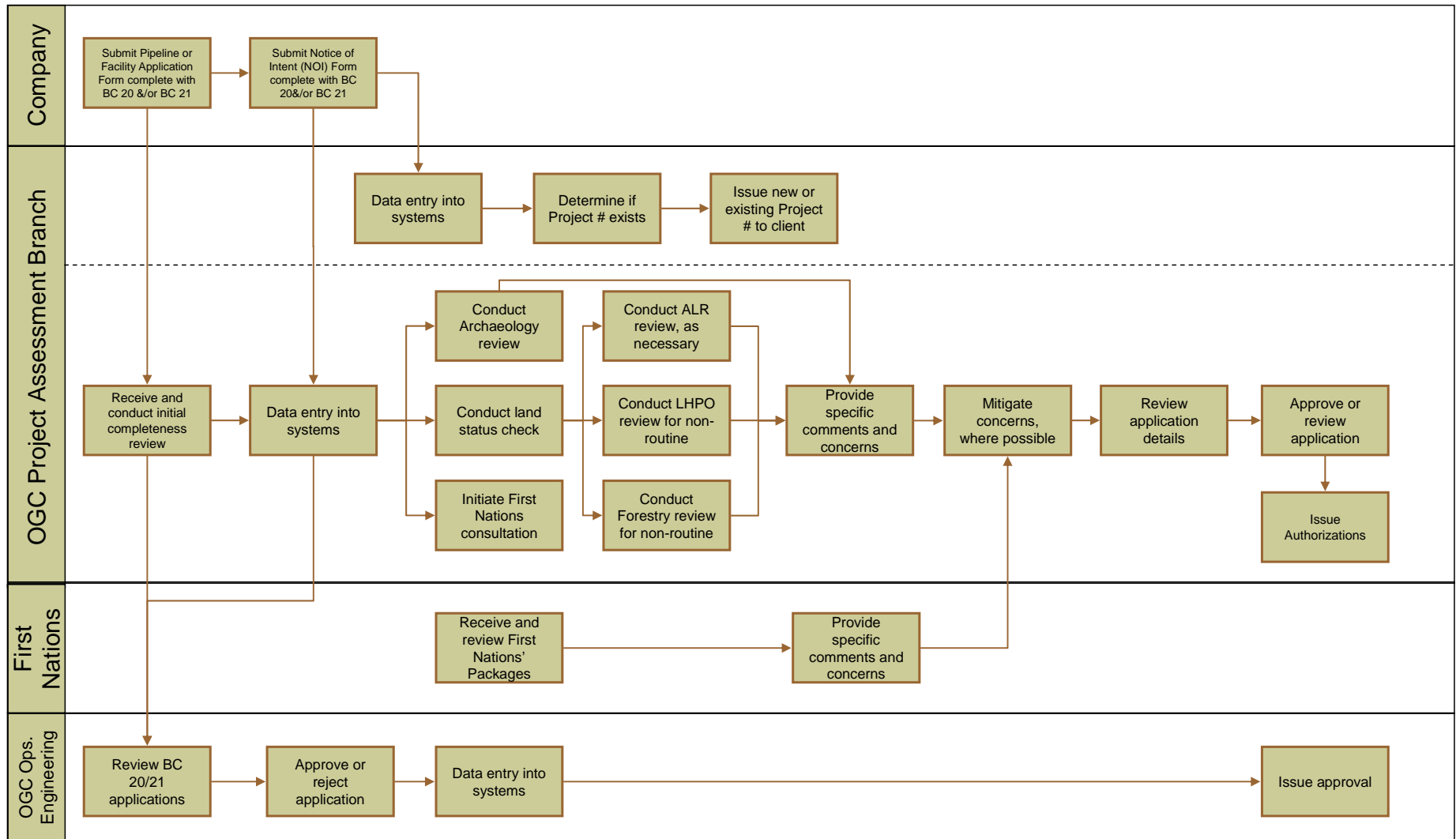
In this role the OGC reviews all pipeline and facility applications for projects on provincial lands, both private and Crown. Lands under federal jurisdiction within British Columbia are regulated by the federal government, which may include agreements for the OGC to regulate on behalf of the federal government.

As an agent of the Crown, the OGC fulfills government responsibilities to accept and review all pipeline and facility applications and to issue authorizations. The OGC has been given limited authority to issue permits for forestry, heritage, land, environment, water and other resources as they are incidentally affected by oil and gas activities.

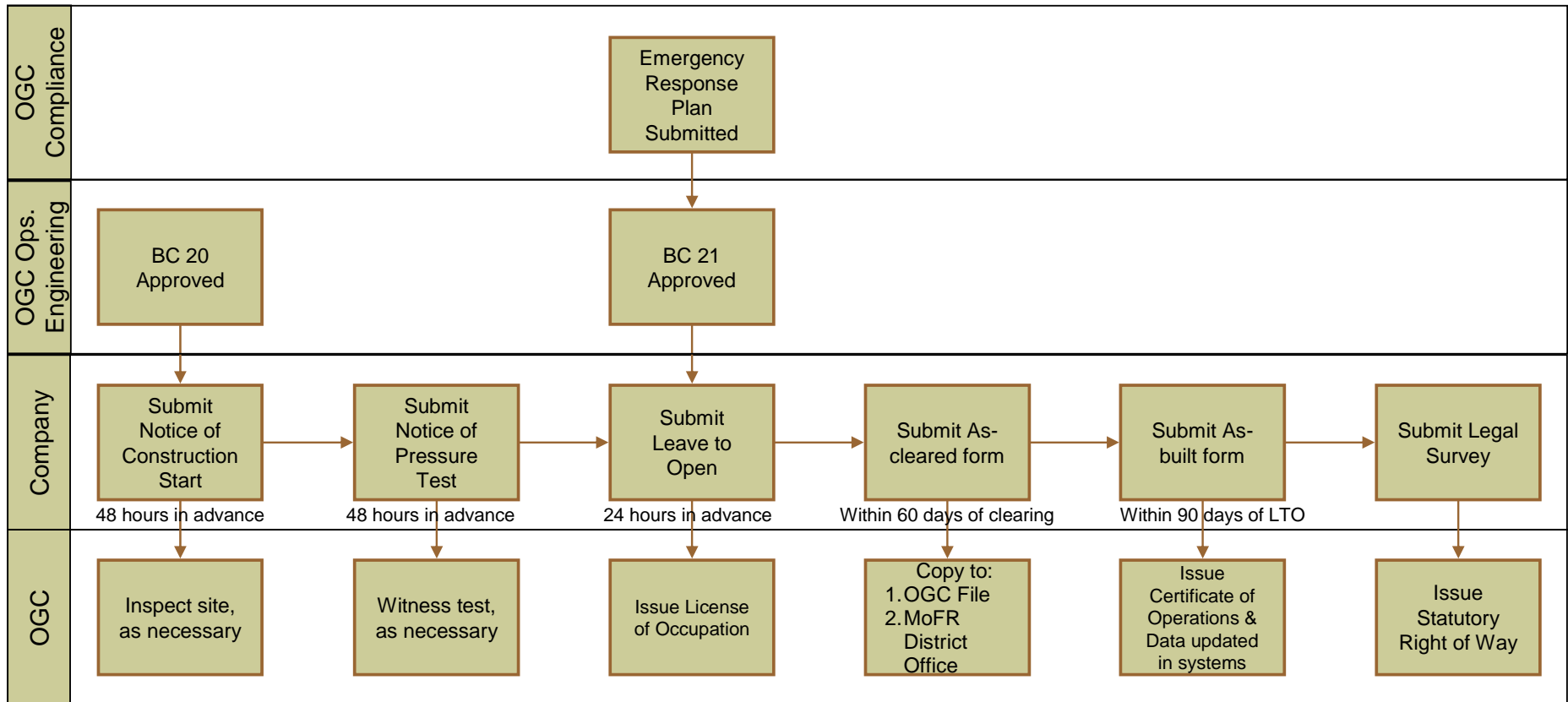
## 3.0 OVERVIEW WORKFLOW

The following flow diagrams provide a generalized overview of the pre and post application review process for new pipeline and facility applications.

### 3.1 Application Review Process (Initial Surface Land and Engineering/Technical Review and Approval Process for Pipelines and Facilities)



**3.2 Post-Approval** (An overview of the main engineering and project review submission and review steps leading to issuance of long term tenure for pipeline and facilities)





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## 4.0 FORMS REQUIRED

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The following is a list of forms required at various stages of the pipeline and facilities application review process:

- Pipeline Application Form
- Facility Application Form
- Request for Pipeline Field Change Form
- Upstream Pipeline Notice of Intent
- Upstream Facility Notice of Intent
- Upstream Notice of Construction Start
- Upstream Notice of Pressure Test
- Upstream Leave to Open Form
- Pipeline/Facility As-Cleared Plan Submission
- Upstream As-Built Form
- BC 20 – Application for Production Facility
- BC 21 – Application for Well or Facility to Facility Linkage Form

Note: Links to forms will be added in the next version.

## 4.1 Forms Matrix

The following matrix summarizes the phases of each project where the various forms are reviewed and documents issued:

	Land Status	Application Form	Attachments to Application Form						Pre-Construction	During Construction					Post Construction			
			Forestry	AAIF	ALR	Public Engagement Report Form	First Nations	BC-20	BC-21	Notice of Construction Start	Notice of Pressure Test	Leave to Open	Certificate of Operations Issued	As Cleared Plan	License of Occupation Issued	As-Built Form	Legal Surveys	Crown Stat. ROW Issued
<b>Pipelines</b>	Crown Land Non-Routine	Y	M	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Crown Land Routine	Y	M	Y	Y*	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Private Land Non-Routine	Y	N	Y	Y*	Y	N	N	Y	Y	Y	Y	N	N (Private Agmt)	Y	Y	N (Private Agmt)	Y
	Private Land Routine	Y	N	Y	Y*	Y	N	N	Y	Y	Y	Y	N	N (Private Agmt)	Y	Y	N (Private Agmt)	Y
<b>Facilities</b>	New Crown Land Non-Routine	Y	M	Y	Y*	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
	New Crown Land Routine	Y	M	Y	Y*	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
	Private Land Non-Routine	Y	N	Y	Y*	Y	N	Y	Y	Y	Y	N	N	N (Private Agmt)	Y	Y	N (Private Agmt)	Y
	Private Land - Routine	Y	N	Y	Y*	Y	N	Y	Y	Y	Y	N	N	N (Private Agmt)	Y	Y	N (Private Agmt)	Y

**KEY:** Y = Form required, N = Form not required, M = May be required, \* = Form required if within the Agricultural Land Reserve

The following matrices summarize the Notice of Intent forms that are required post-approval for the listed pipeline and facility activities.

## 4.2 Notice of Intent Matrix - Pipelines

Activity	Notice of Intent	Pre-Construction			During Construction		Post Construction	
		BC-20	BC-21	Notice of Construction Start	Notice of Pressure Test	Leave to Open	As-Built Form	Certificate of Operations Issued
Increase MOP	Y	N	N	N	Y*	N	N	N
Increase CSA Z662 CLASS AREA	Y	N	N	N	N	N	N	N
Cancel Project or Segment	Y	N	N	N	N	N	N	N
Install Mid-Pipeline Riser	Y	N	N	Y	Y	Y	N	N
Modify Sub-Surface Pipe	Y	N	N	Y*	Y*	Y*	Y	N
Repair/Replace Pipeline	Y	N	N	Y*	Y*	Y*	N*	N
Change of Service	Y	Y	N	Y*	Y*	Y*	N	N
Abandon Pipeline	Y	N	N	N	N	N	N	N
Deactivate Pipeline	Y	N	N	N	N	N	N	N
Reactivate Pipeline	Y	Y**	Y	N	Y	N	N*	N
Pipeline Flow Reversal	Y	Y**	Y	N	N	N	N	N
Modify Data	Y	N	N	N	N	N	N	N

Y\* - If pressure welding and/or pressure testing is conducted

Y\*\* - Only if production/measurement equipment is added or removed.

N\* - Unless not previously submitted or changes are occurring

### 4.3 Notice of Intent Matrix - Facility

Activity	Notice of Intent	Pre-Construction			During Construction		Post Construction	
		BC-20	BC-21	Notice of Construction Start	Notice of Pressure Test	Leave to Open	As-Built Form	Certificate of Operations Issued
Add or Delete Production Equipment	Y	Y	N	Y*	Y*	Y*	Y	N
Repair or Modify Production Equipment	Y	N	N	Y*	Y*	Y*	N	N
Add or Delete Facility/ On-Lease Pipe	Y	N	N	Y*	Y*	Y*	Y	N
Repair or Modify Facility/On-Lease Pipe	Y	N	N	Y*	Y*	Y*	N	N

Y\* - If pressure welding and/or pressure testing is conducted

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## 5.0 PRE-APPLICATION

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### 5.1 Companies New to British Columbia

Companies applying for pipeline activity for the first time in BC must ensure the following pre-application requirements have been met:

- To be eligible to conduct business in British Columbia, corporations must be registered with BC Corporate Registry in the Province of British Columbia or incorporated under the laws of Canada. A copy of the BC Corporate Registry Certificate must be submitted to the OGC.
  - For further information, contact the Registrar of Companies at (250) 356-8626.
- Comprehensive general liability insurance with a limit of \$1,000,000 (Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants and agents to be added as named insured) is required in order to hold a Crown land surface tenure document. A copy of the current valid insurance policy must be provided to the OGC and each year thereafter.
- A Master Licence to Cut (MLTC) Agreement on Crown land is required for each forest district you will be working within (i.e.: Peace Forest District or Fort Nelson Forest District). Application for a Master Licence to Cut Agreement can be obtained at:
- [Link to Application Master Licence to Cut Agreement](#)
  - OGC will issue a MLTC to the company in duplicate. Both copies are to be signed under corporate seal. One copy is retained by the company and the second copy returned to OGC.
  - Subsequent Cutting Permits are then issued with each Crown Land application (under MLTC) indicating the Cutting Permit Number and Timber Mark.
- Financial statements (preferably audited) along with the above noted requirements must be submitted to the OGC. **NOTE:** Companies may submit these statements along with information required for the determination of the wells drilling deposit.

### 5.1.1 Certificate Pursuant to Section 10 of the Pipeline Act

Companies applying in a field new to them require a certificate pursuant to the *Pipeline Act* and Section 3 of the Pipeline Regulation. Each new field with proposed activity must follow the same format. A company is required to place an advertisement in *The British Columbia Gazette* and applicable local newspaper for a period of one week. Copies of same, along with a letter must be submitted for a Section 10 Certificate for each new field with proposed activity. Sample of the letter is as follows:

<p>XXX Oil Company Limited Address City, Province, Postal Code</p>	<p>January 10, 2005</p> <p>Oil and Gas Commission Project Assessment Branch #200, 10003 - 110 Avenue Fort St. John, BC V1J 6M7</p> <p>Attention: Chief Inspecting Engineer</p> <p>Re: <u>Application for Section 10 Certificate in the HELMET Field</u></p> <p>XXX Oil Company Limited requests approval to construct a compressor station at Helmet at d-55-B/94-I-16 and a flow line from d-52-B/94-I-16 to the compressor at d-55-B/94-I-16.</p> <p>Construction is scheduled to commence January 20<sup>th</sup>, 2005.</p> <p>Questions regarding this application may be directed to the undersigned at (###) ###-####.</p> <p>Yours truly,</p> <p>John Doe, P.Eng. Senior Facility and Pipeline Engineer</p>
--	---

It is important to ensure the correctness of the advertisement because if a component is incorrect the company will be required to re-submit the advertisement. \*\*Failure to ensure the correct Field Name at the time of application will delay the Pipeline Approval. The following are the requirements to be placed in the advertisement:

- Company Name
- Field Name
- Legal description of activity (either “from” and “to” of a pipeline or “at location” of a facility)
- Brief description of the project
- Company contact name and phone number
- Location map of the proposed activity
- Name of product to be transported

NOTE: Not holding a Section 10 will cause delays in the review process. To find out whether or not you hold a Section 10 follow the steps below:

- Check the OGC website under “OGC Web Applications.” You will be required to establish a password to access this site
- Within this site, check first under “Pipeline Module/Query Projects” and enter the first few characters of your company name and submit the query to determine all Fields held by your company
- If you are unsure of the Field name you are operating in, maps with Field names can be viewed on the OGC website via “OGC Web Applications / Menu / Data Downloads” by selecting the appropriate maps

- The maps are located under Regional Well and Field Location Maps – North Half or Regional Well and Field Location Map – South Half. These are .pdf files
- Field name is determined by the first commencement point (“From” location) of a pipeline or the exact location of the facility

A complete Section 10 Application must include the following items:

- Cover letter
- Copy of BC Gazette advertisement
- Copy of local newspaper advertisement

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## 6.0 APPLICATION FORM – PIPELINES AND FACILITIES

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### 6.1 Introduction

There are four basic Application Forms:

- Pipeline Application Form
  - This Form is to be used for proposed construction of a pipeline, whether within an existing right-of-way or over new Crown land or private land. There are many variables where some new pipelines can be incorporated within an existing right-of-way under existing tenure. These determinations can be made by OGC whether or not a new tenure is to be issued or an existing tenure can be altered.
- Facility Application Form
  - This Form is to be used when proposing construction of a facility over new Crown land or private land. When the proposed site is over a pipeline right-of-way, this application form must still be used. (Pipeline rights of way are issued for the purpose of pipelines only, and are not to be combined with a facility. These two activity types have different fees associated with them).
- Pipeline Notice of Intent – Upstream
  - This is to be used only for the purposes identified in the Form. These facilitate those activities being conducted over existing lines. An existing Project Number must be indicated.
- Facility Notice of Intent – Upstream
  - This form is to be used when modifying an existing facility site or adding equipment to an existing wellsite. Either an existing Site Number must be indicated or a new Number will be issued for first time equipment placement on a wellsite.

Companies seeking approval for a pipeline or facility must submit the corresponding Application Form (Pipeline Application Form or Facility Application Form) and the required attachments as noted on the Application Forms.

Upon approval, companies will receive a Temporary Permit to occupy the land under the *Land Act* and related authorizations under the *Forest Act* and *Water Act* (if applicable). An OGC Project Number for pipelines or a Site Number for facilities under the *Pipeline Act* will be assigned during this process. The *Pipeline Act* Project Number, as well as *Land Act* Permit authorization number and *Forest Act* Timber Marks under a Cutting Permit, will be assigned to each application and will be indicated within each approval.

Applications are to be submitted by the activity type (pipeline or facility) using either the Application Form (when new land is to be acquired) or by using the Notice of Intent (when the right to occupy the land has already been acquired). Pre-existing pipelines under tenure are not considered a right to occupy the land for a new pipeline or facility to be placed over top.

### 6.2 Pipeline Application Form Procedure

#### 6.2.1 Overview of the Pipeline Application Form


The following section provides guidance for completing each component of the Application Form. Once OGC receives an application it goes through an initial completeness review. Any applications with missing or incorrect information will be returned.

For each application form section, the material below:

- Explains the intent of each section;
- Provides guidance for completing the form; and



- Identifies, where applicable, the procedures and standards that must be followed by the company as a condition of obtaining an approval.

 <b>OIL AND GAS COMMISSION</b>	<b>PIPELINE APPLICATION FORM</b> OGC, 200 10003 110 AVE Fort St. John, B.C. V1J 6M7 Phone: (250) 261-5700 Facsimile: (250) 261-5728	Date Received
FOR INSTRUCTIONS REFER TO THE PIPELINES AND FACILITIES OPERATIONS MANUAL		THIS IS AN AUDITABLE DOCUMENT

### 6.2.2 OGC Use Only

OGC staff will use this section to record pertinent information, including the File Number, Document (Permit authorization) Number, and Project Number, Program Manager, and the date on which the application was received.

#### AREA OF ACTIVITY

<input type="checkbox"/> North	<input type="checkbox"/> Central W	<input type="checkbox"/> South	<input type="checkbox"/> Central E	<input type="checkbox"/> SYD	<input type="checkbox"/> ALR	<input type="checkbox"/> MKMA	<input type="checkbox"/> GDP
--------------------------------	------------------------------------	--------------------------------	------------------------------------	------------------------------	------------------------------	-------------------------------	------------------------------

**North, Central West, South and Central East** – The Oil and Gas Commission has broken application and inspection areas into a regional model structure encompassing four areas of the Province. To locate the appropriate area, the zone map can be obtained at: [Link to BC Regional Model Zones Map](#)

**SYD** – This is to indicate if the activity is located within the Sierra-Yoyo-Desan Assessable Area, which comprises parts of NTS 094J, 094I, 0940 and all of 094P. Further details are available at: [Link to Sierra Yoyo Desan Assessable Area Information Letter](#)

**ALR** – This is to indicate if the activity or any portion is located within the Agricultural Land Reserve. For further information regarding the Agricultural Land Reserve: [Link to Agricultural Land Reserve](#). ALR mapping can be viewed at [Link to Agricultural Land Reserve Mapping](#)

**MKMA** – Indicate if the activity occurs within the designated area called Muskwa Kechika Management Area. This is a Non-Routine trigger and further details are discussed under section the Application category of this Manual.

**GDP** – Indicate if the activity was applied for under General Development Permit.

### 6.2.3 Administration

<b>ADMINISTRATION</b>	
Company Name	_____
Address	_____
City, Province, Postal Code	_____
Phone	_____
Fax	_____
Co. File #:	_____
I hereby attest that the information contained Herein is true and correct:	
_____ SIGNATURE OF AUTHORIZED SIGNATORY OF APPLICANT COMPANY	
Land Agent Name	_____
Phone	_____
Agent File #:	_____

This section captures key company and agent contact information for the OGC.

The company that will hold the surface tenure must submit the application form and is accountable for the accuracy of its content. If the company chooses to use outside agents or consultants, the company remains accountable for the accuracy of the application.

Only an employee of the company, who has the designated authority to sign legal agreements, can sign on behalf of the company.

### 6.2.4 Purpose of Application

<b>PURPOSE OF APPLICATION</b>	
<input type="checkbox"/> New	<input type="checkbox"/> Revision
<input type="checkbox"/> Amendment	
Explanation of Revision or Amendment (or attach additional page):  _____  _____	

This section of the form is to indicate the purpose of the application by checking the appropriate box. It also provides a section for explanation. If the application is new an explanation is not required. If a revision to an application or an amendment to an Approval, comprehensive detailed descriptions of the changes are required. See Sections 7.0 for further revision or amendment details. If comments are extensive an additional page should be added to the Application and the Explanation box should indicate "See Attached".

### 6.2.5 Pipeline Specifications

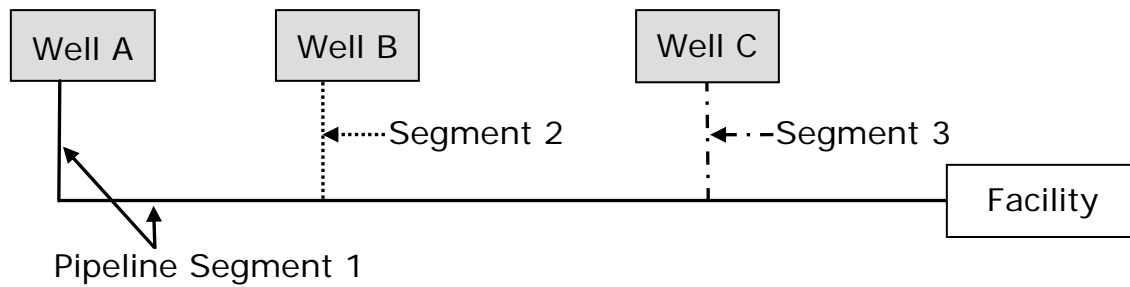
PIPELINE SPECIFICATIONS								
Field Name:								
PROJECT NUMBER/ SEGMENT	FROM NTS OR DLS (INCLUDE NOTES I.E. LIST ALL WA #'S TO BE TIED-IN OR FACILITY VIA EACH SEGMENT)	TO NTS OR DLS	PRODUCT	CSA CLASS LOCATION	PIPE LENGTH (M)	PIPE O.D. (MM)	H <sub>2</sub> S (%)	CO <sub>2</sub> (%)
Seg. #1								
Notes								
Seg. #2								
Notes								
Seg. #3								
Notes								
Seg. #4								
Notes								
Seg. #5								
Notes								

The purpose of this section is for companies to identify each segment of pipe, including new pipe that will be built in existing rights of way. Note: pipe length is actual pipe – not surface land length.

- Indicate the Field name held by the company under the Pipeline Act. Field names eligible are only those provided by the Ministry of Energy, Mines and Petroleum Resources. If the company does not have a Section 10 Certificate, an application for one must be provided at this time.

If the Field is not named, a Field name will be given, such as “UNNAMED 094-A-15” (identified by NTS location) and a Certificate application is not required.

Pipelines will be specifically denoted by using the Project Number and Segment Number. The diagram below provides an example of how segments are identified. Segment 1 runs from the left hand well A to the facility D. Segments 2 and 3 run from well B into Segment 1 and well C into Segment 1. Identify no more than 5 segments in each application, including fuel gas lines.



### Segments Example

The following are requirements to be completed on the form:

- “From” and “To” points are to be identified traversing in the direction of flow, using complete NTS or DLS descriptions
- The point of origin (line below each segment) is to identify whether the line is “From” a well site tie-in via flowline, or compressor sales gas line, etc. “To” a pipeline tie-in point or facility, compressor or pump station, etc.

#### OPTIONAL PIPELINES:

Companies may be undecided on specific route selection. To provide flexibility, the OGC will consider these options under one application, with the view that when one of the lines is constructed, the other will automatically be cancelled by OGC.

For example, one option may be to tie in to a gathering line to the east, and the second option may be to tie the line into a different gathering system off to the west, depending on tie-in agreements or capacity.

Block D: Segments are to be listed as  
 Segment #1 - Option A, “From” and “To” with details, and  
 Segment #2 - Option B, “From” and “To” with details

Both "Options" may appear on the same Construction Plan but must be identified separately with details in the Legend.

When completing the number of hectares being utilized within any part of the Pipeline Application Form – use only the greater of the two options. Systems data will be reconciled and updated when the Leave to Open is submitted.

The Pipeline Approval will indicate both lines with a condition that only one of those two lines may be constructed.

To facilitate the electronic spatial outline of optional lines, the ePASS # indicated on the Application Form must represent “both” options together. The Construction Plan(s) must have the individual electronic spatial outline ePASS # within the legend for each option individually.

- Product must be entered as one of the following:

Code	Product
AG	Acid Gas
CG	Coalbed Gas (Methane)
CO	Crude Oil
FW	Fresh Water
FG	Fuel Gas
HVP	High Vapour Pressure
JF	Jet Fuel
LVP	Low Vapour Pressure
ME	Methanol
MG	Miscellaneous Gases (air, ammonia, carbon dioxide, ethane, helium, hydrogen, H <sub>2</sub> S, nitrogen, steam)
ML	Miscellaneous Liquids (produced water, sulphur slurry)
MP	Multiphase
NG	Natural Gas (less than 1 mole % of H <sub>2</sub> S content)
OE	Oilwell Effluent
OM	Oil Emulsion
OTH	Other – identify the product type
PW	Produced Water
SC	Sour Crude Oil
SE	Sour Oilwell Effluent
SG	Sour Natural Gas (1 mole % or more of H <sub>2</sub> S content)
SHC	Sweet Hydrocarbon Condensate
ST	Sweet Gas

- Indicate the CSA Class Location of this application area
- Indicate proposed pipe length in meters (not proposed surface tenure area)
- Indicate proposed pipe outside diameter in millimeters
- Indicate anticipated H<sub>2</sub>S content by mole %
- Indicate anticipated CO<sub>2</sub> content by mole %

1. Are any of these lines within a "Review Corridor"? (If in W/S Review Corridor list WA # & OGC File #)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	OGC# WA #
2. Do any of these lines start/terminate at a cross-border pipeline?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
3. Do any of these lines connect a new facility to an existing upstream/downstream facility or is it the first facility-to-facility connection (i.e. not a loop line)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> BC 21 attached
4. Do any of these lines start/terminate directly at a well (new or existing)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> BC 21 attached
5. Do any of these lines enable well production to flow to two or more separate reporting facilities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> BC 21 attached **
6. Is an Emergency Response Plan or an addendum to an existing Plan required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	ERP or update attached
BC 21 – attached ** please refer to the Pipeline and Facilities Manual		<input type="checkbox"/> Yes	ERP or update to follow prior to Leave to Open

1. Are any of these lines within a "Review Corridor" (If in a W/S Review Corridor list WA # and File #)

This information is used to allow flexibility during construction and ensures First Nations and archaeology concerns are addressed at the application stage.

## Review Corridor Details

Review Corridors are a tool to allow more flexibility when siting pipeline and ancillary works in the field. They also reduce the likelihood of Revisions & Amendments. Operators need to resolve potential stakeholder, First Nation, and other resource issues over the Review Corridor area prior to submitting the pipeline application.

Corridors must not exceed 150m in width. Within the corridor the pipeline, decking sites, workspaces, brush pushouts, or any other ancillary requirements must be indicated in the Construction Plan and listed in the Legend of the Plan. To indicate the review corridor on the Construction Plan, use dashed lines and mark "Review Corridor".

The specific pipeline route may be altered within the Review Corridor but not to a pipeline right-of-way width greater than that identified in the Plan.

In such instances where alternate work or re-routing takes place within the corridor during construction, proponents must provide a Request for Pipeline Field Change, which will be approved or rejected generally within 24 hours.

Use the following conventions when using Review Corridors on Construction Plans:

- pipeline R/Ws –label and shade new proposals
- Access roads- label as proposed or existing, and season-of-use
- Review Corridors using dashed lines and label as either Wellsite Review Corridor, Review Corridor, or Arch/FN Review Corridor
- Temporary Workspace- label

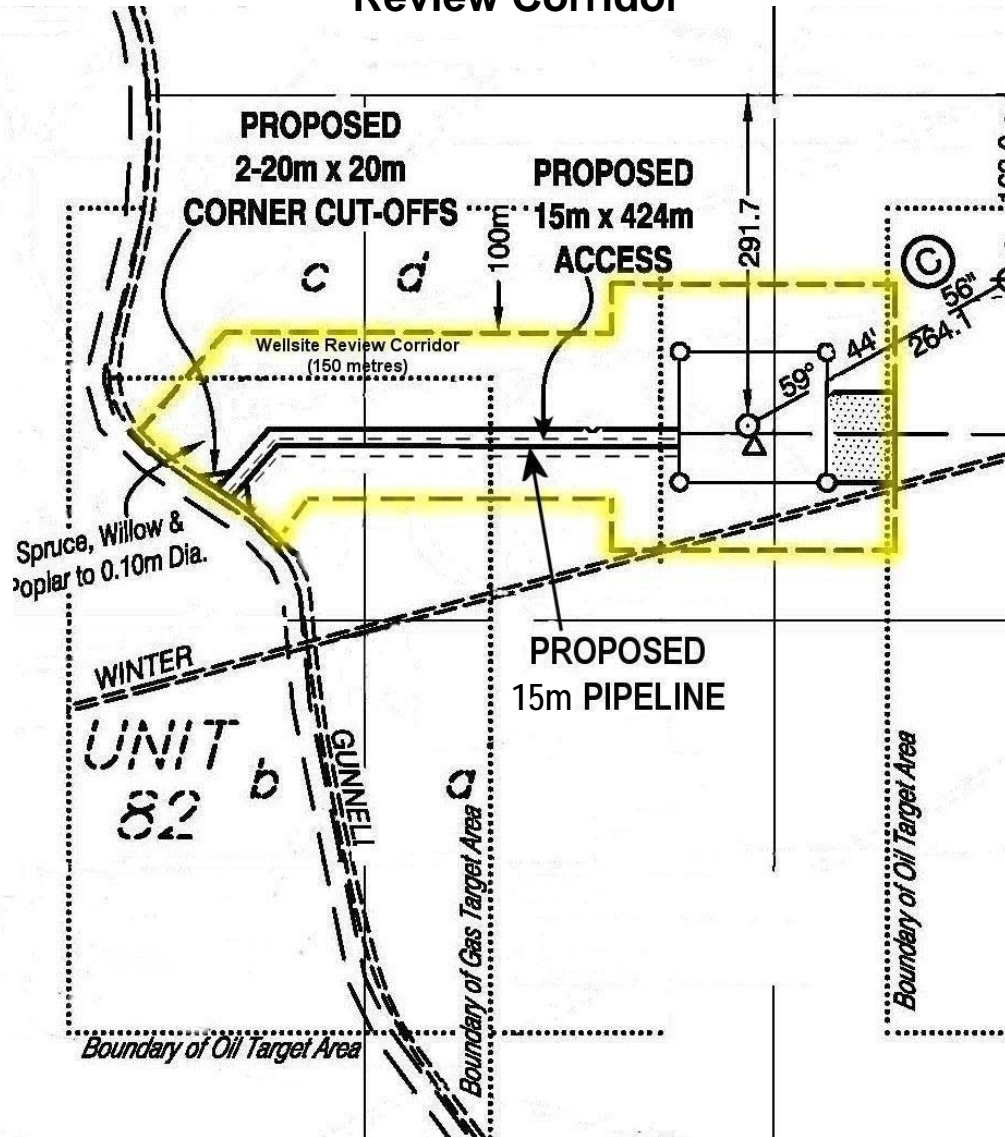
**NOTE:** It is recommended that a number of decking sites (which exceeds the actual number required) be drawn on the Construction Plan and a fewer number of decking sites can be listed in the Legend of the Plan. For example, if only four decking sites are necessary but the site specific locations are not yet determined, identify eight decking sites in the Construction Plan and in the legend of the Plan indicate 4 decking sites. This would mean any four of the eight decking sites could be utilized in any of the eight locations identified.

The following three types of Review Corridors are recognized:

1. Wellsite Review Corridors – Previously identified with a Well application

A company may use a previously identified Review Corridor used on a Wellsite Construction Plan, "IF" it has been identified as, "a proposed pipeline" within the Review Corridor of the wellsite. The Well Authority number and the OGC File number must show on the Pipeline Construction Plan and should be identified as a "Wellsite Review Corridor".

### Sample Map - Wellsite Review Corridor

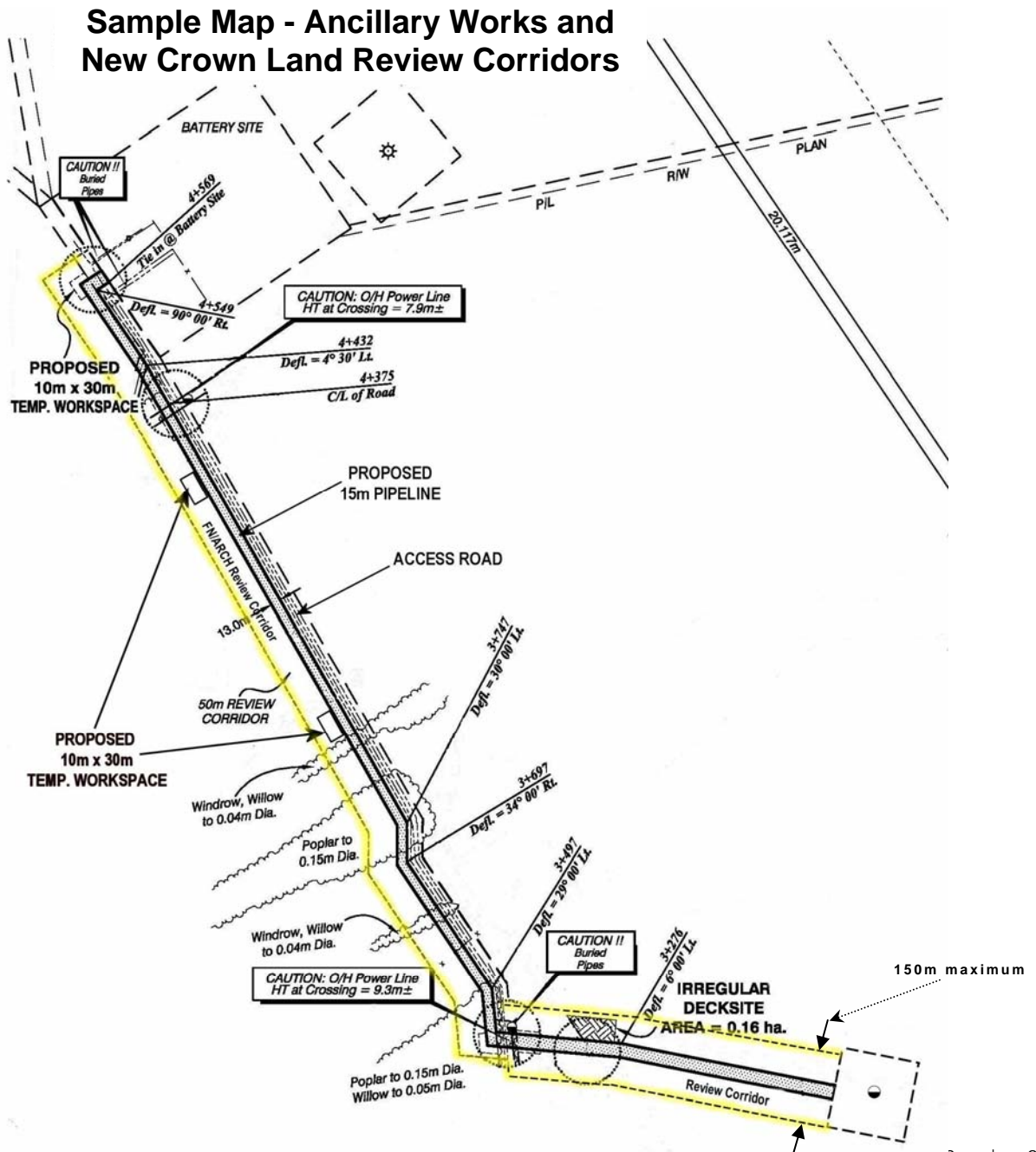


2. New Crown Land Review Corridors – Crossing new Crown land without pre-existing disturbance or tenure

Review Corridors have been established to allow flexibility during construction. The total corridor width for Routine applications is reviewed by First Nations and Archaeology; and additionally by Land and Habitat and Forestry for Non-Routine applications. The Construction Plan must be marked "Review Corridor" and identified by dashed lines.

3. Ancillary Works Review Corridors – Paralleling existing disturbance

Companies may identify a Review Corridor to provide approval wherein the archaeological and First Nations components are fully reviewed and/or consulted. The intent of these corridors is to provide flexibility ONLY with respect to additional work such as decking sites, brush push-outs and workspaces and is *not* intended to provide flexibility with the proposed pipeline route. The intended decking sites / workspaces must be indicated on the Construction Plan and marked "Arch / FN Review Corridor" using the methods described above. See Construction Plan details in Appendices.





4. Do any of these lines start / terminate directly at a Cross-Border pipeline?  No  Yes

This information will be used by the Production Audit Technician to ensure compliance with Cross-Border Measurement and is provided to the OGC in order that the Operations Engineering Branch may make determinations for compliance. For guidance relating to measurement at cross-border facilities, refer to the Information Letter #06-04 dated March 6, 2006 and titled "Cross Border Measurement" on the OGC website at [Link to Cross Border Measurement](#).

5. Do any of these lines connect a new facility to an existing facility or is it the first facility-to-facility connection (i.e. not a loop line)?  Yes (BC 21 attached)

6. Do any of these lines start/terminate directly at a well (new or existing)?  Yes (BC 21 attached)

**NOTE:** questions 3 and 4: A BC-21 is required by the Operations Engineering Branch for all well tie-ins to "Coded" facilities (linkage). The BC-21 Application Approval is required *prior* to the flow of product in a flowline. The BC-21 Approval is not required prior to commencement of pipeline construction.

7. Do any of these lines enable well production to flow to two or more separate reporting facilities?  No  Yes  
\*\*

(This will require guidance from the production accounting department of the company. A BC-21 is not necessarily required; however a new Facility Code may be established. Companies are required to contact the Senior Facilities Officer in these instances).

**NOTE:** All BC-21's are to be submitted complete with a gathering system schematic. See section 6.3 Facilities and Linkages for information on BC-21's.

8. Is an Emergency Response Plan or an addendum to an existing plan required?  No  Yes ERP or update attached  ERP or update to follow before LTO

An Emergency Response Plan (ERP), or an update to an existing plan, must be submitted to the Oil and Gas Commission Emergency Response Technician prior to commissioning the pipeline (LTO) when the product in the pipeline has an H<sub>2</sub>S content of 1% or greater, in accordance with the Sour Pipeline Regulation. If submitting an update to an existing plan, state which plan the update is to be inserted into. The Sour Pipeline Regulations can be located at: [Link to Sour Pipeline Regulations](#). The BC OGC Emergency Response Plan Requirements can be located at: [Link to Emergency Response Plan](#).

### 6.2.6 Engineering Details

Engineer Name _____	Engineer Firm _____
Phone _____	Email _____
Engineer Project or File Name _____	

Engineering information is requested in this section including the engineer name, firm, phone number, and e-mail address. May be either an outside firm or an engineer within the applicant company.

"Engineer Project or File Name" – This section can be used so that the engineering firm will be able to search the OGC website by their file or name.

## 6.2.7 Spatial Data and Construction Plan

SPATIAL DATA & CONSTRUCTION PLAN DETAILS									
EPASS # _____	Survey Co. Name _____								
Construction Plan Job No. _____	Dwg. # _____	Sht. # _____	Dwg. # _____	Sht # _____	Dwg. # _____	Sht # _____	Dwg. # _____	Sht # _____	
	Dwg. # _____	Sht. # _____	Dwg. # _____	Sht # _____	Dwg. # _____	Sht # _____	Dwg. # _____	Sht # _____	
Date of Original Plan _____	Revision No. _____			Revision Date: _____					

**ePASS #** – This number represents the successful submission of the electronic spatial outline of the application. This number is issued after the digital data is successfully uploaded to the OGC via ePASS (electronic Petroleum Application Spatial Submission) – a web application found on the OGC’s website. This number/digital data submission is required prior to submitting a Pipeline or Facility application. Ultimately, this spatial data will appear in the ILRR (Integrated Land and Resource Registry), Tantalus (via Gator) and on the OGC’s ftp site ([Outgoing OGC Data](#)) for download by the public.

All applications must have their spatial geometry and associated metadata submitted through the OGC’s online ePASS system in shapefile format. Spatial/attribute standards and requirements for shapefile submissions through ePASS can be downloaded from the following ftp site: [ePASS Link](#)

The Production ePASS Website can be accessed by logging on through the OGC main webpage [www.ogc.gov.bc.ca](http://www.ogc.gov.bc.ca) under *OGC Web Applications*.

**Survey Company Name, Construction Plan Job No., Drawing #., Sheet #, Date of Original Plan, Revision # and Revision Date** – This identifies the specific Construction Plan submitted with the application (or revision or amendment). Further information regarding Construction Plans is located in the Appendices.

## 6.2.8 Land Status and Land Use Planning

LAND STATUS & LAND USE PLANNING		
Land Type:		
<input type="checkbox"/> Indian Reserve Land		<input type="checkbox"/> IOGC Agreement attached
<input type="checkbox"/> Crown Land		<input type="checkbox"/> Status attached
<input type="checkbox"/> Private Land		
• Is there a Timber Reservation charged against the title?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
BCGS Map Sheet(s):		
Total Area of Crown Land (ha):		
Total Area of Private Land (ha):		
Enters SYD Road Right-of-Way	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Ledcor Agreement is in place
ALR	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Site Assessment attached
Construction Timelines: <input type="checkbox"/> Frozen <input type="checkbox"/> Non Frozen <input type="checkbox"/> Both		
LRMP: <input type="checkbox"/> Fort St. John <input type="checkbox"/> Fort Nelson <input type="checkbox"/> Dawson Creek <input type="checkbox"/>		
Mackenzie <input type="checkbox"/> Other (Name: _____ )		
Resource Management Zone (Name: _____ )		
Development Zone: <input type="checkbox"/> General <input type="checkbox"/> Enhanced <input type="checkbox"/> Agriculture/Settlement		
<input type="checkbox"/> Special <input type="checkbox"/> Protected <input type="checkbox"/> Other		

Land Type – Companies are asked to indicate whether or not the project activity impacts each of these types of land:

- Indian Reserve Land – IOGC Agreement attached

Check this box if the proposed activity occurs within Indian Reserve lands. A copy of the Indian Oil and Gas Canada (IOGC) Agreement must be attached to the application.

- Crown land – status attached

Check this box if the proposed activity occurs exclusively within Crown land and a complete status sheet indicating all interests and tenure holders (crossing or adjoining) has been attached to the application. See status sheet example on following page.

- Private Land – Is there a Timber Reservation charge against the Title?

Check this box if the activity is exclusively within Private land. A status sheet is not required. Applicants must also identify if a Timber Reservation exists against the title of the parcel.

**NOTE:** If a Timber Reservation exists against the title, the company must ensure the Ministry of Forests and Range has issued a Licence to Cut to the landowner prior to removal of timber.

- If both Crown and Private Land

Use the methods identified above for Crown land (including a status sheet) and Private land.

## Status Sheet Example

Code and Name	Explanation
DL 2444: Vacant Crown Land	The District Lot is surveyed, however there are no tenures associated with this location and the land is held by the Crown
DL 2445: Private Land n/o Joseph Cardwrit	The District Lot is surveyed and is privately held in the name of Joseph Cardwrit
DL 2446: 8012222: Ag Lease, Joey Frufu, Expires 2015	The District Lot has an Agricultural Lease issued by Ministry of Agriculture and Lands File Number 8012222 issued to Joey Frufu, expires in 2015
9612345: R/W, EnCana Corporation, pipeline Expires 2030	EnCana Corporation holds a Statutory Right of Way on File Number 9612345, expires in 2030
9601111: Lic. Occ., EnCana Corporation, well site Expires 2010	EnCana Corporation holds a Licence of Occupation for a wellsite on File Number 9601111, expires in 2010
8002475: PDR #100 – Petro Canada	Petro Canada has Petroleum Development Road #100 on File 8002475
0234547: Map Reserve, EMPR, Quarry	The Ministry of Energy, Mines and Petroleum Resources has established the exclusive right to an area for quarry purposes on File Number 0234547
615-300: Canfor Cutblock	Canfor has a cutblock under Ministry of Forests reference number 615-300
RAN073357: Grazing Licence, Joe Farmer	Joe Farmer has a Grazing Licence (issued by Ministry of Forests) under Number RAN073357
A65327: Small Business TSL	The Ministry of Forests, Small Business Unit, has designed area A65327 set aside for Timber Sales
410284: Patrick Sunshine, Coal Licence Expires 2009	Patrick Sunshine holds a Coal Licence from Ministry of Energy, Mines and Petroleum Resources under Licence Number 410284, expires in 2009

### Additional References

A good source for this information may be extracted from the Integrated Land and Resource Registry at: [Integrated Land and Resource Registry Link](#)

A reference guide entitled “A Practical Guide to Effective Coordination of Resource Tenures” indicating the various types of tenures and rights conveyed may be obtained at:

[Link to Coordination of Resource Tenures](#)

**NOTE:** A “Routine” application status implies that all concerns or conflicts have been addressed and written consents, agreements, or a Right of Entry have been obtained where exclusive use has been granted.

See OGC Manual for the current internal process for a project that requires a Section 450 Application, to OGC and ALC.

**BCGS Mapsheet(s)** – Indicate all BC Geographic Series mapsheets (BCGS) affected by the application area. The mapsheet numbers should also be indicated on the 1:20,000 BCGS Sketch Map.

**Total Area of Crown Land (ha)** – Must indicate the total hectares of what is shown on the Construction Plan, including the right-of-way and any temporary workspaces, pushouts, decking sites, etc. whether or not the area was previously cleared or within an existing right-of-way.

**Total Area of Private Land (ha)** – Must indicate the total hectares of what is shown on the Construction Plan, including the right-of-way and any temporary workspaces, pushouts, decking sites, etc.

**Enters SYD Road Right of Way** – If any new construction is proposed within the right-of-way of the SYD Road, an agreement with Ledcor Group, the holder of the SYD Road, must be in place prior to application submission: [SYD Protocols Link](#). A copy of the agreement is not required to be submitted with the application, but must be retained on file and provided to the OGC during an audit.

ALR – Indicate whether any portion of the application area is within the Agricultural Land Reserve. Review the table on OGC / Agricultural Land Commission Responsibilities (Appendix I) within the agreement. See the Facility Application Form Procedure section of this manual for a Facility Project that requires an Article 7 Application. For project activities within the ALR, a Schedule A Site Assessment must be submitted with the application. Please note that a Schedule B Reclamation Assessment must be completed within 24 months of pipeline installation.

The Delegation Agreement, Appendix 1, Schedule A- Site Assessment, Schedule B- Reclamation Assessment can be found at the Provincial Agricultural Land Commission website: [http://www.alc.gov.bc.ca/commission/oil-gas\\_ALR.htm](http://www.alc.gov.bc.ca/commission/oil-gas_ALR.htm)

The information letter below explains the process. [Link to Delegation Information Letter](#)

Below is the Clarification Document that removes pipelines from the area calculations. [Link to Delegation Clarification Letter](#)

**Construction Timelines** – Indicate whether the intended works are to be conducted under frozen conditions only, non-frozen conditions only or potentially under both frozen and non-frozen conditions.

**LRMP** – Indicate the Land and Resource Management Plan within which the project falls, the applicable Resource Management Zones name, and if the zone is general, enhanced, agriculture/settlement, special or protected. Where the development strategy for the zone is applicable to oil and gas operations, consideration on the application of the strategies will facilitate the review process. Copies of each LRMP can be obtained at: [Land and Resource Management Plan Link](#).

### 6.2.9 General Development Permit

GENERAL DEVELOPMENT PERMIT			
If this application is part of an approved GDP or a GDP under review, enter the GDP File X-Ref # and there is no need to complete Application Category.	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> GDP File X-ref #  _____

A General Development Permit is an approval in principle for oil and gas activities and pipelines in a particular area. The GDP process enables the review of a company’s overall plans for the development of an area. The primary target is to improve the efficiency of the review and to coordinate oil and gas applications for all parties concerned, including the OGC, First Nations, industry, and other stakeholders.

**6.2.10 Application Category**  Routine  Non-Routine

APPLICATION CATEGORY		
Check appropriate column to declare the application to be Non-Routine (NR) or Routine (R)	<input type="checkbox"/> NR	<input type="checkbox"/> R
Outside Major River Corridors and Special and Protected Land Use Categories (as defined in LRMPs, including Sustainable Resource Management Plans)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Outside Muskwa-Kechika Management Area (MKMA)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Within the Peace or Fort Nelson Forest Districts (NEBC)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Follows the Environmental Practices Summary	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Follows the Planning and Construction Guide	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Follows the Stream Crossing Planning Guide (Northeast BC)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Conflicts with land owners, tenure holders, woodlot licensees and stakeholders have been resolved	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If "<b>No</b>" to any of the above Application Category questions, the application is deemed to be Non-Routine. Please provide a comprehensive explanation: (or attach additional page):</p>		
Water crossings exist on Private land.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes (Non-Routine) Sec. 9 Application attached
Stream crossing variance requested in this application.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes (Non-Routine)

**Purpose**

The Oil and Gas Commission is implementing Routine and Non-Routine review streams to expedite applications that don't pose a significant regulatory risk. The above questions allow companies and the Oil and Gas Commission to assess applications based on the risk of environmental, or stakeholder effects. What sets apart Routine from Non-Routine is the level of risk associated with each application. Low risk applications will continue to be checked for meeting all regulatory requirements, but the details of the application will not be examined in detail except as part of a formal audit. Applications located in medium to low environmentally sensitive areas; follow Oil and Gas Commission guidebooks; and have stakeholder concerns resolved; are categorized as Routine.

This section contains key information that will help distinguish between Routine and Non-Routine applications. Prior to completing these portions of the Application Form, companies must review the procedures and practices established for each of the categories in this Manual, to determine if proposed activities meet the established criteria.

Adherence to the procedures and practices relating to forestry, aquatic and terrestrial ecosystems, stakeholder and public consultation, and archaeology are necessary in order for the application to be considered "Routine". In the event that companies choose not to adopt or follow "Routine" OGC procedures and practices in one or more of these categories, the application will be classified "Non-Routine." Companies must provide rationale for varying from the established procedures and practices. For those items indicated as "Non-Routine", comprehensive details are required for only those specific components outside the procedures and practices outlined in this manual or associated guidebooks. Those activities being conducted within the MKMA or Specified Sensitive Areas require full review for each consideration category.

An application may have been indicated as “Routine”, however there are situations that may occur which will change the designation; for example, a status was incomplete or other details specific to an area may require further internal review, in which the OGC will determine the application to be “Non-Routine”.

## Procedure

Check appropriate column to declare the application to be Non-Routine (NR) or Routine (R)	<input type="checkbox"/> NR	<input type="checkbox"/> R
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Indicate in the title block if you are declaring the application to be Routine or Non-Routine in nature. This section will be used by both the company and OGC staff to determine if the application qualifies for Routine processing.

### Answering “YES” to all of the following criteria indicates a ROUTINE application

**NOTE:** Prior to completing this portion of the application form, companies must review the guidance, procedures and practices outlined in this manual, to see if they meet all of the Routine criteria or to see if a variation is required.

Outside Major River Corridors and Special and Protected Land Use Categories (as defined in LRMPs, including Sustainable Resource Management Plans)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Indicate if the proposed activity is located outside any Major River Corridors and Special or Protected Management Land Use Areas, as defined in the LRMPs including Sustainable Resource Management Plans.

No - These land use areas are specified sensitive areas and applications that fall wholly or partially within them will be designated as Non-Routine applications. If the application is Non-Routine, attach a comprehensive explanation. Companies may choose to work with OGC staff prior to submitting applications to determine strategies and practices for ensuring that activities address key issues and requirements within those areas.

Outside Muskwa-Kechika Management Area (MKMA)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Indicate if the proposed activity is located outside of the Muskwa-Kechika Management Area (MKMA). The MKMA is a special management category wherein pre-tenure plans have been specifically designed for carrying out oil and gas operations within each Resource Management Zone (RMZ).

No - All applications made within the MKMA, within the pre-tenure plan areas, will be treated as Non-Routine. Protected Areas within the MKMA are not open to surface development.

Clients are advised that they may need to obtain additional permits from other provincial agencies such as the Ministry of Environment (formerly WLAP) to operate within the MKMA or in a Wildlife Management Unit that has motor vehicle restrictions in place.

Clients are required, under the *Muskwa–Kechika Management Plan Regulation*, to carry out practices that are consistent with approved pre-tenure plans within the MKMA as stated in the regulation:

Any issuance, approval, permit or authorization, by a minister, ministry or agent of the Crown, of an oil and gas exploration or development plan, allocation, tenure, disposition, licence or any other instrument or document of oil and gas development or exploration allocation or management must be consistent with any pre-tenure plan which includes the subject area of the instrument or document of allocation or management.

As applications in all areas covered by pre-tenure plans will be treated as Non-Routine, companies may choose to work with OGC staff in advance of application submission to ensure that proposed activities are consistent with the pre-tenure plan.

Detailed guidance on operational planning and submission requirements for applications in the MKMA is provided in “The Planning and Construction Guide”: [Link to Planning and Construction Guide](#)

Within the Peace or Fort Nelson Forest Districts (NEBC)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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All applications outside the Peace and Fort Nelson Forest Districts will be treated as Non-Routine.

Follows the Environmental Practices Summary	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

The Environmental Practices Summary is a tool that summarizes legal requirements for a variety of environmental and resource values that are potentially affected by pipeline related activities. Future versions of this document will interpret legislation; and develop pipeline management practices that link with landscape management objectives. [Link to Environmental Practices Summary \(See Appendix XII in linked document\)](#). The company agrees to following all of the guidance, procedures and practices outlined in this manual, in order for the application to be considered Routine. This includes the practices for forestry, terrestrial habitats, aquatic ecosystems, soils, visual quality, species at risk, and sensitive areas. Companies must provide rationale and comprehensive details for not complying with the established standards, procedures and practices.

No - If the application is Non-Routine, attach a comprehensive explanation. Details are only required for the specific components requiring variation. Where the company requests an exception from the procedures and standards, and the OGC concurs, the condition of approval will be modified.

Follows the Planning and Construction Guide	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

The Planning and Construction Guide, ([Link to Planning and Construction Guide](#)) is a tool providing guidelines for companies, construction contractors and service firms to describe typical maximum disturbance allowances. The Guide was developed to reduce environmental impact and consider land use and water management techniques and acceptable parameters for development activities.

No - If the application is Non-Routine, attach a comprehensive explanation. Details are only required for the specific components requiring variation. Where the company requests an exception from the procedures and standards, and the OGC concurs, the condition of approval will be modified.

Follows the Stream Crossing Planning Guide (Northeast BC)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

The Stream Crossing Planning Guide (Northeast BC) is a tool to protect fish and fish habitat values as well as maintain the functionality of aquatic and riparian ecosystems. This document should be used in conjunction with the Fish Stream Identification Risk Management Tool as well as the Fish and Wildlife Timing Windows Document. Location on [Stream Crossing Guide Link](#) and [Fish Stream Crossing Guide Link](#) and [Stream Timing Guide Link](#)

No - If the application is Non-Routine, attach a comprehensive explanation. Details are only required for the specific components requiring variation. Where the company requests an exception from the procedures and standards, and the OGC concurs, the condition of approval will be modified.

Conflicts with land owners, tenure holders, woodlot licensees and stakeholders have been resolved	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> Yes
---	------------------------------------	------------------------------

**NOTE:** First Nation consultation does not determine if an application is designated as “Routine” or “Non-Routine”. First nations are consulted under current applicable agreements and provincial guidelines.

Applications may only be marked "Yes" when all concerns or conflicts have been addressed and written consents, agreements, or a Right of Entry have been obtained where exclusive use has been granted. **Unresolved stakeholder concerns or absence of consents will be designated as Non-Routine applications.** As part of their application submissions, companies are required to disclose the unresolved concerns, the underlying issues



and the steps they have taken to resolve the matters. The OGC will take this information into consideration during the decision-making process and, if required, assign approval conditions.

The OGC has defined required procedures and standards for public engagement. This includes the company's responsibility to consult with landowners, other tenure and/or license holders, stakeholders and the general public prior to submitting their application. Further information regarding public involvement requirements can be obtained from "A Guide to Public Engagement and Appropriate Dispute Resolution", on the OGC website ([Link to Public Engagement Guideline](#)). For guidance in resolving issues, companies and other parties should refer to recent decisions by the OGC and the Advisory Committee relating to stakeholders and public requests for reconsideration. This will provide parameters regarding the nature and extent to which the OGC addresses various concerns from stakeholders and the public.

Further information re: Rights of Tenures can be found at: [Rights of Tenures](#)

If "**No**" to any of the above Application Category questions, the application is deemed to be Non-Routine. Please provide a comprehensive explanation: (or attach additional page):

Answering "**NO**" to these following two questions indicates a ROUTINE application:

Water crossings exist on Private land.	<input checked="" type="checkbox"/> <b>No</b>	<input type="checkbox"/> Yes	(Non-Routine) Sec. 9 Application attached
--	--	---------------------------------	--

If water crossings are proposed on private land, a Section 9 Water Act "Application for Changes In and About a Stream" is required for each private parcel being crossed. The Section 9 Application requires upland owner consent. Upland owner consent may be in the form of the appropriate signature(s) on the Section 9 Application form, or a signed Form C. It is imperative to note that the names that appear on the Title of the property are that appropriate signatories of the Application.

Stream crossing variance requested in this application.	<input checked="" type="checkbox"/> <b>No</b>	<input type="checkbox"/> Yes	(Non-Routine)
---	--	---------------------------------	---------------

The Variance Request for Non-Routine Stream Crossings details are provided later in this Manual in the sequence of the last section of the Pipeline Application Form.

### 6.2.11 Forestry

FORESTRY			
Forest District _____	MLTC#: _____		
Total New Crown land area disturbed: _____ ha. (not including woodlot area)			
Merchantable Timber Volume: _____ m <sup>3</sup> Coniferous			
_____ m <sup>3</sup> Deciduous			
If over 2000 m <sup>3</sup> ?	<input type="checkbox"/> Yes	Rate Request Form attached	
ECAS Ref. #: _____		OR Rate Request Form Attached <input type="checkbox"/>	
Area within woodlot: _____ ha			
Is the use of a Forest Service Road required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Valid Permit in place <input type="checkbox"/> Application attached

**Forest District** – British Columbia is divided by Regions into Forest Districts. Provincial Forest District maps [Link to Provincial Forest Maps](#) Indicate which District encompasses this project.

**MLTC # (Master Licence to Cut)** – If the project is located on Crown land indicate the Forest District specific tenure number assigned to the company by the Oil and Gas Commission (e.g. M#####).

**Total New Crown Area Disturbance** – If the project is located on Crown land indicate the total amount of new Crown area disturbed in hectares excluding any woodlot areas. The total new Crown area disturbed must also be indicated on the Construction Plan and subsequent Pipeline As-Cleared Submission form.

**Timber Volume** – An estimate of the volume of coniferous and deciduous timber in cubic metres. If the merchantable volume exceeds 2000m<sup>3</sup> an appraisal is required. Refer to Section 6.8 and 6.2 of the Ministry of Forests and Range Interior Appraisal Manual ([Link to IAM](#)). Appraisal data submissions are made directly to the Electronic Commerce Appraisal System (ECAS). State the ECAS reference number if applicable or indicate if a Rate Request form is being submitted with the application.

**Woodlot Exclusions** – The Oil and Gas Commission can not issue authorization to harvest within a woodlot tenure area. Authority to harvest within a woodlot tenure area must be obtained through the woodlot holder. Indicate the woodlot tenure area to be excluded from the cutting authority. The area within a woodlot is **not** included as area of new Crown disturbance. This area must also be clearly marked on the Construction Plan.

**Road Use** – If use of a Ministry of Forests and Range designated Forest Service Road (FSR) is required the company must obtain a road use permit from the Oil and Gas Commission. Indicate whether or not the use of a FSR is required. If “yes” indicate either a valid permit is in place or if an application is attached. ([Link to Road Use Permit Application](#).) ([Link to Guide to Complete the Road Use Permit Application](#)).

Where construction works are proposed within a Forest Service Road Right of Way the company must obtain a works permit from the Ministry of Forests and Range. ([Link to Ministry of Forests and Range](#))

Before connecting a road to a Forest Service Road the company must obtain the consent of the Ministry of Forests and Range District Manager. ([Link to Ministry of Forests and Range](#))

When using forestry permitted roads (other than Forest Service Roads), the company is required to notify the road permit holder of their intended activities. A Road Use Agreement must be negotiated for sharing road maintenance costs. A road use permit from the Oil and Gas Commission is not required.

## Additional Information

**Stumpage** – In accordance with the *Forest Act* stumpage is payable for harvesting activity conducted under a MLTC. The Ministry of Forests and Range Interior Appraisal Manual ([Link to IAM](#)) outlines the parameters related to stumpage. The Ministry of Forests and Range will bill the company separately, either using the data submitted on this application or using the data submitted on the Pipeline As-Cleared Submission form submitted at the Leave To Open stage.

**Salvage** – Companies are encouraged to utilize merchantable timber.

**Timber Marking** – Must be carried out in accordance with the Timber Marking and Transportation Regulation ([Link to Forest Legislation Compendium](#)).

It is the responsibility of the applicant to determine the location and status of forest and range tenure. Information sources include the ILRR, MapView, and current tenure holder operational plans. Companies are encouraged to incorporate forest and range tenure digital information into their plans.

**Range Tenures** – Prior to commencement of construction, the company must ensure that all range tenures have been identified within the project area and that the tenure holders have been notified. Any concerns raised by tenure holders should be resolved, and any resulting changes agreed upon by the two parties should be incorporated into the plan. Proposed breaching of natural boundaries by pipeline construction may be of particular consideration to tenure holders in areas of livestock confinement.

Consultation documentation and any concerns and mitigations is to be retained on file by the company for OGC audit purposes. Sample document can be obtained at: [Link to Range Tenure](#)

**Woodlot Tenures** – The Company must ensure woodlot tenures affected by the project have been identified and an agreement reached with the licensee(s). If there is an unresolved conflict with a Woodlot Licensee, the application will be designated as Non-Routine and will be subject to a detailed OGC forestry technical review.

The woodlot holder must obtain cutting authority for oil and gas related harvesting from the Ministry of Forests and Range

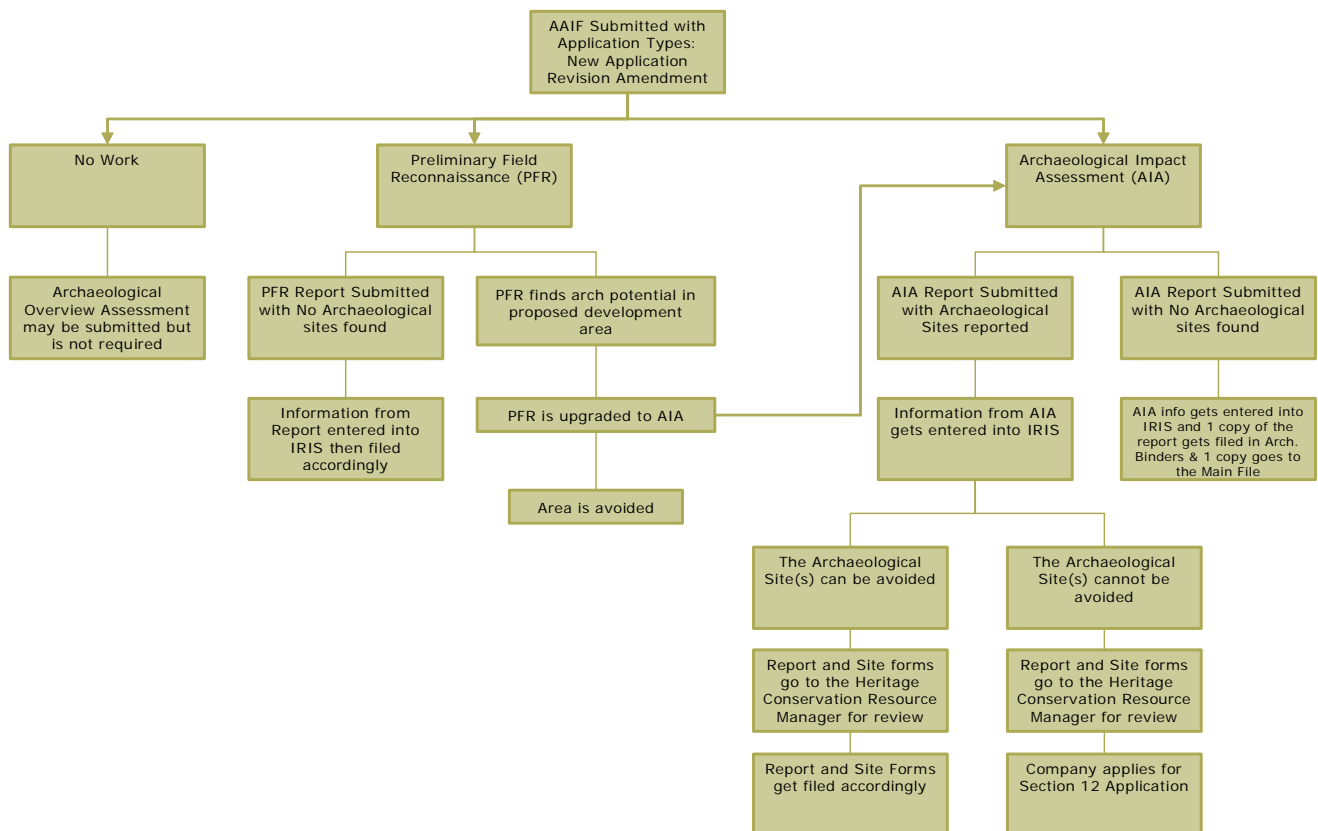
**Wildfire** – Companies must carry out activities in accordance with the *Wildfire Act and Wildfire Regulation* ([Link to Forest Legislation Compendium](#)). To report a wildfire call 1-800-663-5555 or \*5555 from a cellular phone.

### 6.2.12 Archaeology

ARCHAEOLOGY			
Archaeological Assessment Information Form	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Archaeological Reports, if available (2 copies)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Oil and gas clients must submit two copies of any reports resulting from archaeological assessments. If the archaeological assessments have been completed at the time of application, the reports should be submitted with the Archaeological Assessment Information Form (AAIF).

Assessment reports produced subsequent to application must be submitted by the oil and gas client to the OGC as soon as possible after the archaeologists have completed their assessment. All reports must contain the correct OGC file number.



## Types of Archaeological Assessments

- Archaeological Overview Assessment/Map Study (AOA)** – This type of review uses available landscape information and known site information that applies to the proposed project area. The overview determines the likelihood of a project area to contain an archaeological site. Once an overview assessment of the proposed development area is complete, the report may be submitted to the OGC in support of information contained in the Archaeological Assessment Information Form (AAIF).
- Pre-Construction Archaeological Impact Assessment (AIA)** – An AIA is a field assessment that is meant to identify an archaeological site before construction and involves an intensive sub-surface ground shovel testing program. Once the AIA is completed, a report of results from the assessment is submitted to the oil and gas client with recommendations to proceed or how to manage any archaeological resources that may have been discovered. Where sites are recovered, the oil and gas client must submit two copies of the AIA report to the OGC immediately and have any site management recommendations approved by OGC archaeology staff prior to proceeding with field construction activities.
- Preliminary Field Reconnaissance (PFR)** – A PFR is conducted prior to construction when a map study does not adequately determine the heritage potential in the project area. A PFR may consist of combinations of field survey, overview flights and air photo/map review. Once a PFR is completed, the team of field archaeologists may proceed in one of several ways:
  - If the area is determined to contain archaeological potential, the PFR may be upgraded to an AIA and a shovel testing program implemented immediately. Subsequent to the field investigation, an AIA report is produced and submitted to the client.
  - If the area is determined to contain archaeological potential, the archaeologist may consult with the oil and gas client as to whether an AIA should be completed or the area avoided.
  - If the area is determined to contain no archaeological potential, a PFR report is produced and submitted to the client.
- Post Construction Impact Assessment** – Post Construction Impact Assessments are occasionally completed after construction is completed. Post-impact assessments are conducted only when adverse conditions preempt an archaeological field assessment prior to construction for issues such as crew safety. These assessments must be conducted as soon as conditions allow and reports submitted to the client as soon as possible following the assessment.
- Selective Post Archaeological Impact Assessment** – This type of assessment refers to archaeological assessments conducted on geophysical programs. Selective Posts are completed subsequent to program construction if required. The need for this type of assessment is determined by a qualified archaeologist, and depends on the program type. For example, in areas where only hand cut lines are applied for, no post assessment would be required. If machine cut is intended, a selective post would be required in areas determined to contain high archaeological potential.

### 6.2.13 Public Engagement

PUBLIC ENGAGEMENT	
Public Engagement Report Form	<input type="checkbox"/> Yes (2 copies attached)

The OGC requires companies to involve the affected public in their operational planning. The OGC expects a public engagement plan will be developed, and will be made available, if requested, to the OGC. This plan will state the applicant's project goals and objectives and is expected to apply throughout the life of the development. For information regarding implementation and documentation requirements, refer to "A Guide to Public Engagement and Appropriate Dispute Resolution". [Link to Public Engagement Guideline](#)

## 6.2.14 First Nations Consultation

FIRST NATIONS CONSULTATION		
Ensure the following are attached to application for First Nations consultation purposes:		
Notification	Consultation	Attachments
<input type="checkbox"/> KLCN	<input type="checkbox"/> BRFN <input type="checkbox"/> MLIB	<input type="checkbox"/> Cover letter (for EACH Consultation and notification area affected)
<input type="checkbox"/> KLFN	<input type="checkbox"/> DENE THA <input type="checkbox"/> PRFN	<input type="checkbox"/> Pipeline Application Form
<input type="checkbox"/> KLMSS	<input type="checkbox"/> DRFN <input type="checkbox"/> SFN	<input type="checkbox"/> Construction Plan
<input type="checkbox"/> FLFN	<input type="checkbox"/> FNFN <input type="checkbox"/> WMFN	<input type="checkbox"/> 1:20,000 BCGS sketch; 1:50,000 & 1:250,000
<input type="checkbox"/> Other	<input type="checkbox"/> HRFN <input type="checkbox"/> Other	<input type="checkbox"/> Pre-Assessment (and consultation packages)
		<input type="checkbox"/> Archaeological Assessment Information Form
		<input type="checkbox"/> Archaeological Reports, if available

The OGC has established Memoranda of Understanding (MOU) or Agreements with all Treaty 8 First Nations in BC which outline a consultation protocol. The OGC is responsible for conducting consultations with First Nations communities regarding potential infringement of treaty rights. The First Nation communities review the proposed application area to identify any potential treaty infringement and provide specific issues and comments.

### Company Responsibilities

General guidance for engaging First Nation people and Communities is provided in OGC's A Guide to Public Engagement and Appropriate Dispute Resolution (insert link)

To assist OGC in fulfilling this obligation, companies are requested to provide consultation notification material with each application for every First Nation community whose traditional land may be impacted by the pipeline or facility.

- First Nations Consultation and Notification Package - the required consultation attachments are outlined under the First Nations Consultation Section of the Pipeline Application Form. ([Link to First Nations Consultation Package Pipeline Application](#))

**Pre-application** – prior to submitting an application to the OGC, companies are encouraged to initiate and build relationships with First Nations communities directly, discuss intended development plans, and begin to understand the people, issues, and concerns.

Further documentation demonstrating that an applicant has followed industry Best Management Practices in developing effective working relationships with First Nation communities will assist the Program Managers in determining the consultation necessary. Refer to industry standards. ([Canadian Association of Petroleum Producers \(CAPP\) Home](#))

The information should include:

- Description of what information exchange has occurred
- Identification of any potential infringements
- What, if any, mitigation has been incorporated into the application

### OGC Responsibilities

Designated staff within the Project Assessment & Compliance Assurance (PACA) Branch are responsible for developing and maintaining collaborative relationships with the First Nations communities. The aboriginal relations staff members conduct consultation/notification and liaison activities for the First Nations and industry, organize meetings between oil and gas companies and First Nations communities, and provide recommendations to support

Program Managers in making decisions about oil and gas development applications. The Program Managers serve as statutory decision makers and have overall responsibility to determine if adequate and meaningful consultation has been carried out, the likelihood of unjustified infringement, and if sufficient information is available to make those determinations. Each First Nations community has a designated contact person within the OGC so that the community may rely on working with someone who is familiar with their particular interests and issues.

## OGC Process

Consultation/notification materials/packages are delivered to the First Nations communities based on an established delivery schedule. The OGC will monitor First Nations response timelines as indicated in the Memoranda of Understanding (MOU) or Agreements. If the First Nations communities do not respond within the specified timeframes, the OGC will, provide a summary of the information that will be used, and advise the community as to when a decision will be made, and proceed with the application review. If any concerns are identified in the First Nations response, the OGC will facilitate meetings with the community (involving the oil and gas company as necessary) to discuss their concerns and proposed mitigation strategies.

Abbreviations within this section of the form are as follows:

Notification Only Communities/Bands		Consultation Communities/Bands	
KLCN	Kelly Lake Cree Nation	BRFN	Blueberry River First Nations
KLFN	Kelly Lake First Nation	DENE THA	Dene Tha' First Nation
KLMSS	Kelly Lake Métis Settlement	DRFN	Doig River First Nation
KLFN	Society	FNFN	Fort Nelson First Nation
	Fort Liard First Nation	HRFN	Halfway River First Nation
		MLIB	McLeod Lake Indian Band
		PRFN	Prophet River First Nation
		SFN	Saulteau First Nations
		WMFN	West Moberly First Nations

### 6.2.15 First Nations Pre-Assessments

First Nations Pre-Assessments are used in situations where the proposed project changes are minimal and may not require full First Nations consultation. Generally, this would apply for minor revisions or amendments. In these cases, companies are to submit a First Nations Pre-Assessment Form for each community. The aboriginal relations staff will review the pre-assessment and determine if full First Nations consultation is required. If the Pre-Assessment is accepted, the relevant First Nations communities will be notified of the changes.

- First Nations Pre-assessment Form – [Link to Oil and Gas Commission - Forms and Guidelines](#)
- First Nations Consultation Package - the required consultation attachments are outlined under the First Nations Consultation section of the Pipeline Application Form.

It is recommended that companies submit full consultation and notification packages with all Pre-Assessments, in order to promote timely processing in case First Nations consultation is deemed necessary by the OGC.

### 6.2.16 Additional Attachments

ADDITIONAL ATTACHMENTS	
Attachments	
<input type="checkbox"/> Construction Plans (4)	<input type="checkbox"/> 1:20,000 BCGS sketch map (2)
<input type="checkbox"/> OGC Field Office Package	<input type="checkbox"/> 1:50,000 map (2)
	<input type="checkbox"/> 1:250,000 map (2)

In addition to the attachments listed in the appropriate sections of the application form, the applicant is responsible for submitting the following:

- 4 complete sets of Construction Plans as identified in Appendix I
- OGC Field Office Package

(This package is only required if the application is located within the Fort Nelson First Nation or Prophet River First Nation traditional use areas and any area outside the Fort Nelson and Peace Forest Districts of Northeast BC. One copy of each of the following documents is required:

- Pipeline or Facilities Application Form
- Construction Plan (1 copy)
- 1:50,000 Project Map (1 copy)
- 1:250,000 Access Map, with trap line boundaries plotted (1 copy)
- Water Crossing Schedules (1 copy))

- 2 – 1:20,000 BCGS sketch maps
- 2 – 1: 50,000
- 2 – 1:250,000

### 6.2.17 Routine Stream Crossings

ROUTINE STREAM CROSSINGS				
UTM Coordinates				
Crossing Number	Zone	Northing	Easting	Stream/Waterbody Name

If the stream crossings follow the Stream Crossing and Planning Guide all that is required is identification of each crossing in this section. The Crossing Number must match that crossing identified in the Construction Plan. UTM Coordinates (NAD 83) must be identified as well as the name of the stream or waterbody.

**6.2.18 Variance Request for Non-Routine Stream Crossings**

VARIANCE REQUEST FOR NON-ROUTINE STREAM CROSSINGS											
Crossing Number	Zone	UTM Location	Stream/ Waterbody Name	Hydrology			Type of Crossing (P=Perm. Access, T=Temp. Access, P/L=Pipeline, O=Other)	Stream Crossing Methods			
				Riparian Classification	Bank Full Stream Width (m)	Stream Gradient (%)		Frozen Ground Conditions		Non-Frozen Ground Conditions	
								Access	Pipeline	Access	Pipeline
	N										
	E										
	N										
	E										
	N										
	E										
	N										
	E										
	N										
	E										
	N										
	E										
						<input type="checkbox"/> Fish Habitat Assessment attached for each crossing					

For those crossings which do not meet the Stream Crossing and Planning Guide, details must be provided for each crossing under the appropriate headings. A Fish Habitat Assessment is required for the crossing of each stream or waterbody.

**NOTE:** For additional stream crossings, attach separate addendum

**6.2.19 OGC Use Only**

OGC USE ONLY
Application accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No – Return to operator due to:  <hr/> Risk Assessment for Inspection and Compliance Purposes

This section is for both the company and the OGC, but will be completed by OGC staff. It identifies:

1. If the application is accepted or declined.
2. Significant deficiencies require the applicant to resubmit a new and complete application package.

**OGC Action** – A Pipeline Approval may contain specific conditions required to be met prior to commencement of construction.

**NOTE:** The Emergency Response Plan and Approval of the BC 21 by must be received prior to commissioning ([Leave to Open](#)).



## 6.3 Facility Application Form Procedure

This form is to be used when proposing construction of a facility over new Crown land or private land. When the proposed site is over a pipeline right-of-way, this application form must still be used. Pipeline rights of way are issued for the purpose of pipelines only, and are not to be combined with a facility. Only risers constructed wholly within the pipeline right-of-way (and not at end points) are excluded from this form. If the riser area falls outside the boundary of the right-of-way, it is considered a facility.

SPECIAL NOTE: a new electronic, web-based, system is currently underway (see “Electronic Submission Guidelines” in Appendices). The target timeframe for electronic submissions is anticipated for implementation early 2007. At that time, the term “Project Number” for “at-locations” (i.e.: facility sites) will be renamed using the term “Site Number.” Pipelines will continue utilizing “Project Numbers”.

### 6.3.1 General

Instructions for completing the Facility Application Form not identified in this section of the Manual are the same as those instructions for completion of the Pipeline Application Form.

### 6.3.2 Facility Specifications

FACILITY SPECIFICATIONS		
Type of Facility (e.g. Compressor Site, Gas Plant, Blowdown Station, etc.): _____		
UTM Coordinates: Zone: _____	N: _____	E: _____
Location (NTS or DLS): _____ Field: _____		

**Type of Facility** – Enter the appropriate name for this facility. Facility names could be a Compressor Site, a Gas Plant, a Blowdown Station, a Battery/Compressor Site, a Central Gas Dehydrator Site, a Gas Injection Station, Satellite Battery Site, etc. There are many variables too numerous to list however each company refers to the type of facility using a common name to them. It is to be used merely as a distinction of each facility.

**UTM Coordinates (NAD 83)** – Provide the correct zone, BC UTM Zone Maps can be located at: [Link to Zone Map](#) Northing and Easting of the centre of the Facility site.

**Location** – Enter the appropriate legal description of the site.

**Field** – Enter the appropriate “Field Name” of the site.

EQUIPMENT TO BE PLACED ON THIS FACILITY:			**Indicates a BC 20 is required.
Qty: if more than 1 specify on the right	Qty: if more than 1 specify on the right	Qty: if more than 1 specify on the right	
<input type="checkbox"/> Amine Unit **	<input type="checkbox"/> Meter – Fuel Gas **	<input type="checkbox"/> Separator **	
<input type="checkbox"/> Blow Case	<input type="checkbox"/> Meter – Gas **	<input type="checkbox"/> Scrubber	
<input type="checkbox"/> Cooler	<input type="checkbox"/> Meter – Oil **	<input type="checkbox"/> Tank – Chemical	
<input type="checkbox"/> Coalescer	<input type="checkbox"/> Meter – Water **	<input type="checkbox"/> Tank – De-Sand	
<input type="checkbox"/> Condensate Pump	<input type="checkbox"/> Meter – Sales **	<input type="checkbox"/> Tank – Fresh Water	
<input type="checkbox"/> Compressor _____ kW**, Equip ID#:	<input type="checkbox"/> Odourization Pot	<input type="checkbox"/> Tank – Hydrocarbon ** (Only if produced hydrocarbon)	
<input type="checkbox"/> Dehydrator **	<input type="checkbox"/> Oil Treater **	<input type="checkbox"/> Tank – Production **	
<input type="checkbox"/> Field Header	<input type="checkbox"/> Pigging	<input type="checkbox"/> Tank – Produced Water **	
<input type="checkbox"/> Flare Knock Out Drum **	<input type="checkbox"/> Pump Jack ** (Elec. Driven BC-20 not required)	<input type="checkbox"/> Valve – Block	
<input type="checkbox"/> Flare Stack (HP) **	<input type="checkbox"/> Pump Station – Oil **	<input type="checkbox"/> Valve – Control	
<input type="checkbox"/> Flare Stack (LP) **	<input type="checkbox"/> Pump Station – Water **	<input type="checkbox"/> Valve – ESD	
<input type="checkbox"/> Gas Boot	<input type="checkbox"/> Pump – Water Injection **	<input type="checkbox"/> Valve – Pigging	
<input type="checkbox"/> Incinerator **	<input type="checkbox"/> Recycle Pump	<input type="checkbox"/> Valve – Vault	
<input type="checkbox"/> Line Heater	<input type="checkbox"/> Regulator Vault	<input type="checkbox"/> Vapour Recovery Unit **	
<input type="checkbox"/> Meter – Condensate **	<input type="checkbox"/> Riser/Header Site	<input type="checkbox"/> Water Injection Station **	
	<input type="checkbox"/> SCADA	<input type="checkbox"/> Other	
<input type="checkbox"/> BC 20 attached, including: <input type="checkbox"/> P&ID <input type="checkbox"/> Plot Plan <input type="checkbox"/> Flow Schematic <input type="checkbox"/> Gathering System Schematic			

**Equipment to be placed on this Facility** – Indicate the quantity of equipment to be placed on this location. If a Compressor, indicate the intended kW as well as the Equipment Identification Number (from the drawings).

**Any equipment identified in the columns followed by two asterisks (\*\*) indicates a BC-20 must be submitted with this application to cover the equipment on the facility.**

**NOTE:** Construction may not commence at the facility until the BC-20 has been approved by the Senior Facilities Technician and the Land Act Permit Approval has been issued.

**BC 20 attached, including:**  P&ID  Plot Plan  Flow Schematic  Gathering System Schematic

Attach the appropriate Process and Instrumentation Diagram, Plot Plan, Flow Schematic and Gathering System Schematic to this application. Also, attach the BC 20 where required by the (\*\*) asterisks.

For large scale facilities (over 500 10<sup>3</sup> m<sup>3</sup>/day gas rates) where extensive consultation/engagement is anticipated, please contact the Senior Facilities Officer regarding the timing of the submission of the BC-20 drawings.

Also, attach the BC 20 where required by the (\*\*) asterisks.

1. Will this installation require pressure welding and/or pressure testing?	<input type="checkbox"/> No <input type="checkbox"/> Yes
2. Do any of the flowlines connecting this facility start or terminate at a cross-border pipeline?	<input type="checkbox"/> No <input type="checkbox"/> Yes
3. Does any piping start/terminate directly at a well (new or existing)?	<input type="checkbox"/> No <input type="checkbox"/> Yes – BC 21 attached
4. Does this facility have the design capacity to process natural gas at a rate of greater than 5.634 million m <sup>3</sup> /day, or will the sulphur emissions to atmosphere be greater than 2 tonnes/day?	<input type="checkbox"/> No <input type="checkbox"/> Yes – See Instructions
5. Does the Oil and Gas Waste Regulation apply to this facility?	<input type="checkbox"/> No <input type="checkbox"/> Yes – see instructions
6. Is a site specific ERP or an addendum to existing Plan required?	<input type="checkbox"/> No <input type="checkbox"/> Yes – ERP/update attached <input type="checkbox"/> No <input type="checkbox"/> Yes – ERP or update to follow prior to Leave to Open
7(a) Does placement of equipment at this location constitute a “Change of Use” per the ALC/OGC Delegation Agreement?	<input type="checkbox"/> No <input type="checkbox"/> Yes – 2 Site Assessments and ALC/OGC Sec. 7 Application attached
7(b) If Yes, does the size of the proposed building area exceed 450 sq.m?	<input type="checkbox"/> No <input type="checkbox"/> Yes

## Questions

1. Will this installation require pressure welding and/or pressure testing?	<input type="checkbox"/> No <input type="checkbox"/> Yes
---	--

If pressure welding or pressure testing is to be conducted, indicate “Yes” in order that the OGC’s internal database will accept a Notice of Construction Start, Notice of Pressure Test and Leave to Open.

2. Do any of the flowlines connecting this facility start or terminate at a cross-border pipeline?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

This information will be used by the Production Audit Technician to ensure compliance with Cross-Border Measurement and is provided to the OGC in order that the Operations Engineering Branch may make determinations for compliance. For guidance relating to measurement at cross-border facilities, refer to the Information Letter #06-04 dated March 6, 2006 and titled “Cross Border Measurement” on the OGC website at [Link to Cross Border Measurement](#)

3. Does any piping start/terminate directly at a well (new or existing)?	<input type="checkbox"/> No <input type="checkbox"/> Yes – BC 21 attached
--	---

Any new wells being tied-in or existing wells being tied-in for new routing of flow requires a BC-21 form to establish the new linkage. The BC-21 must be approved by the Senior Facilities Technician prior to commissioning the site.

4. Does this facility have the design capacity to process natural gas at a rate of greater than 5.634 million m<sup>3</sup>/day, or will the sulphur emissions to atmosphere be greater than 2 tonnes/day?

No  Yes – See Instructions

If the facility has the design capacity to process natural gas at a rate of greater than 5.634 million m<sup>3</sup>/day or will result in sulphur emissions to the atmosphere of greater than 2 tonnes/day, the project is a reviewable project under the *Environmental Assessment Act*. As such, no person may construct, operate, modify, dismantle or abandon all or part of the facilities of a reviewable project, unless:

- The person first obtains an Environmental Assessment Certificate for the project, or
- The Executive Director, under the *Environmental Assessment Act*, Section 10(1) (b), has determined that an Environmental Assessment Certificate is not required for the project.

5. Does the Oil and Gas Waste Regulation apply to this facility?

No  Yes – see instructions

Section 2 of the Oil and Gas Waste Regulation describes the thresholds above which the regulation does not apply. For those facilities to which the regulation does apply, the company must meet all requirements with respect to the facility (i.e. NO<sub>x</sub> standards, registration of operations between 600 and 3000kW driver power, fees, etc.). [Link to Waste Petrochemical](#)

If the facility exceeds one of the thresholds in Section 2 of the Oil and Gas Waste Regulation, a Waste Discharge Permit under the Environmental Management Act is required prior to start up of facility operation. ([Link to Waste Discharge Regulation](#)) The procedure involved in permitting these facilities is detailed on the OGC website. The OGC Waste Manager can be contacted for further information regarding application requirements. [Link to Application Requirements - Waste](#)

6. Is a site specific ERP or an addendum to existing Plan required?

No  Yes – ERP/update attached  
 No  Yes – ERP or update to follow prior to Leave to Open

An Emergency Response Plan (ERP), or an update to an existing Plan, must be submitted to the OGC Emergency Response Technician **prior to commissioning the facility (LTO)** when the product at the facility has an H<sub>2</sub>S content of 1% or greater, in accordance with the Sour Pipeline Regulation. If submitting an update to an existing plan, please state into which plan the update is to be inserted. The Sour Pipeline Regulations can be located at [Link to Sour Pipeline Regulations](#). The BC OGC Emergency Response Plan Requirements can be located at [Link to Emergency Response Plan Requirements](#).

7(a) Does placements of equipment at this location constitute a "Change of Use" per the ALC/OGC Delegation Agreement?

No  Yes – 2 Site Assessments and ALC/OGC Article 7 Application attached

7(b) If Yes, does the size of the proposed building area exceed 450 M<sup>2</sup>?

No  Yes

7(a) Does the placement of equipment at this location constitute a "change of use" as per the ALC/OGC Delegation Agreement? ([Link to ALC/OGC Delegation Agreement](#))

- No – attach two Site Assessments
- Yes - 7b of Facility Application Form – attach two Site Assessments and the ALC/OGC Section 7 Application Form

7(b) Does the size of the proposed building area exceed 450 M<sup>2</sup>?

- Yes - complete an ALC application to use land for non-farm purposes ([Link to Agricultural Land Commission](#)) This application must be sent directly to the Agricultural Land Commission by the company.

The OGC will consider the following applications under the ALCA as per Article 7 of the Delegation Agreement ([Link to Delegation Agreement Form](#)). An application form specific to these uses must be filled out and submitted to

the OGC offices along with a Schedule A Pre-Site Assessment and surface landowner authorization (or Mediation Board Order). A Schedule B Reclamation Assessment is also required once the land is no longer being used for oil and gas purposes. The following uses will be considered by the OGC:

- Battery, compressor station, drilling and production waste handling, produced water and gas handling or processing facility when the combined area of associated buildings and structures on the quarter section or equivalent is less than 450 M<sup>2</sup>; and
- Change in use from a well to: a battery; compressor station; drilling and production waste handling; produced water and gas handling or processing facility; and when the combined area of associated buildings and structures on the quarter section or equivalent is less than 450 M<sup>2</sup>.

**NOTE:** Beyond these thresholds, a Non-Farm Use Application to the Agricultural Land Commission is required. Please refer to the ALC website for the application form and process at <http://www.alc.gov.bc.ca/>.

## 6.4 Facilities and Linkages

### 6.4.1 The BC-20, Application for Production Facility

The BC-20 is required for the construction/installation of equipment on a well site or facility site. The approved BC-20 is required prior to, and authorizes this construction/installation of equipment. This includes the scope of equipment described in Section 6.4.3 under the definition of "Major Construction or Modification at a Production Facility".

The BC-20 Application is submitted to the OGC either with the Facility Application (for new facilities on crown land requiring surface tenure), or with the Facility Notice of Intent (for new facilities on existing tenured areas, i.e.: well sites).

The OGC assigns a Facility Code only for the following installations in order to effectively link the flow of produced and processed product:

- Compressor
- Dehydrator
- Gathering point
- Oil battery/gas battery/satellite
- Gas/water injection or disposal
- Test / reporting facility
- Sales meter (oil/gas)
- Gas plant
- Pipeline terminal

### Facility Amendments

Facility amendments also require a BC-20. The scope of this requirement is similar to the BC-20 for a new Facility. Examples are: production tank additions, sales meter run changes, permanent or temporary compressor installation/removal, or the addition of a dehydrator.

BC-20 Application Form: [Link to BC-20 Application Form](#)

BC-20 Form Instructions: [Link to BC-20 Application Form Instructions](#)

- Incomplete or deficient applications will be returned to applicant for resubmission

## 6.4.2 The BC-21 Application For Well or Facility To Facility Linkage

The BC-21 is required for all well tie-ins to “Coded” facilities, and all new facilities that will be assigned a code for tie-in to the existing upstream and/or downstream facility. The BC-21 Application Approval is required prior to the flow of product in a flow line, or to tanks, etc., on a new well or facility, and for any product flow change involving “Coded” facilities.

The BC-21 Application is submitted to the OGC with the Pipeline Application, and with a Facility Application or Facility Notice of Intent where required. When submitting the BC-21 with a Pipeline Application, a gathering system schematic must be included.

When a BC-21 Application is submitted for the tie-in of a well authority that has not yet been approved, the application will be placed on pending and processed upon approval of the well authority.

BC-21 Approval **is not** required prior to the commencement of pipeline or facility construction.

BC-21 Application Form: [Link to BC-21 Application Form](#)

BC-21 Form Instructions: [Link to BC-21 Application Form Instructions](#)

- Incomplete or deficient applications will be returned to applicant for resubmission.

## 6.4.3 Construction or Modification of Facilities

Major facility construction or modification is only permitted to commence when a BC-20 approval is received by the proponent. It is important to understand that this approval is required not just prior to facility start-up, but prior to initial construction commencement.

### Section 100 (1) of the Drilling & Production Regulation

*Major construction or modification at a production facility must not be made until an Application for Production Facility or an Application for a Well or Facility to Facility Linkage has been submitted and approved by an authorized commission employee, subject to whatever conditions he or she considers necessary.*

The definition of “major construction or modification at a production facility” is described below:

- Compressor, dehydrator, or separator installation,
- Equipment installation that affects product metering,
- Single or multi-well battery installation,
- Construction of a pumping station, gas injection station, waste disposal facility, waste processing facility, water disposal facility, water injection station,
- Installation of equipment with a physical footprint (i.e.: tanks, treaters, flare stacks) excluding risers, pig barrels, towers, and stand-alone line heaters,
- Product or direction flow change in a flow line between a well and a facility with an assigned code, or between two coded facilities,
- Piping changes that permit the product flow from one well to more than one coded facility.

### Key Drilling & Production Regulation definitions:

- **"production facility"** means a battery, oil treater, pumping station, compressor station, dehydrator, gas injection station, line heater, waste disposal facility, waste processing facility, water disposal facility, water injection station or, on designation of an authorized commission employee, any other system of vessels and equipment designed to accommodate production or disposal, or both production and disposal, of well effluent products and by-products, but does not include a gas processing plant;

- **“gas processing plant”** means a plant for the extraction from gas of hydrogen sulphide, carbon dioxide, helium, ethane, natural gas liquids or other substances but does not include a production facility.

**Facility Application Information** – For general information on Facilities refer to the below link to the OGC internet web site: [Link to Facility General Information](#)

**Gas Processing Plant Applications** – For Gas Processing Plant Applications, refer to the following guideline: [Link to Gas Processing Plan Applications Guideline](#)

**Measurement at Cross-Border Facilities** – For guidance relating to measurement at cross-border facilities, refer to the Information Letter #OGC 06-04 dated March 6, 2006, and titled “Cross Border Measurement” on the OGC internet site: ([Link to Cross Border Measurement Information Letter](#))

**Surface Equipment Spacing Guideline** – For clarification on the surface positioning requirements of equipment at a production facility site, see the following diagram on the OGC internet web site: [Link to Surface Spacing Compliance](#)

**Determination of Unique Well Identifiers** – For more information on the determination of “Unique Well Identifiers” on the BC-21 application form refer to the following description at: [Link to Unique Well Identifiers](#)

**Secondary Containment Requirements** – For more information on secondary containment requirements refer to the following information letter: [Link to Secondary Containment Requirements Information Letter](#)

**Public Consultation/Notification Requirements for Facility Applications & Facility Venting/Flaring** – For proposed facility installations, refer to “A Guide to Public Engagement and Appropriate Dispute Resolution” ([Link to Public Engagement Guideline](#)). If emergency or maintenance flaring is required at a facility, a specific approval must be issued by the OGC Facilities Officer. Refer to OGC Information Letter # OGC 03-23 “Well Test and Maintenance Flaring Public Notification Requirements” for guidance. [Link to Maintenance Flaring Information Letter](#)

**Oil & Gas Waste Regulation** – This regulation includes parameters for air discharges from facilities. [Link to Oil & Gas Waste Regulation](#)

**Application Submission** – The BC-20 & BC-21 Application submissions with the drawings & attachments will not be accepted via fax transmission or email unless previously agreed by the OGC in specific cases. Applications missing information or with deficient drawings will be returned to the applicant for resubmission.

BC-20 and BC-21 Applications must be submitted in the name of the registered well authorization operator for the linkage of wells or the addition of equipment on an existing wellsite. Applications received not meeting this condition will be returned to the applicant unless a letter of authorization is included from the registered operator permitting the applicant to apply on their behalf.

**Facility Transfers & Name Changes** – Prior to the transfer or name change of oil & gas equipment and “Coded Facilities,” the surface tenure component of the process (including the well authority transfer, if required) must be completed through the Project Assessment & Compliance Assurance (PACA) Branch of the OGC. Once this is complete, a list of facilities must be submitted with a covering letter to the Senior Facilities Officer in the Operations Engineering Branch. After processing, a confirmation letter will be mailed to the applicant.

**List of Approved Facilities with Codes** – On the Data Download section of the OGC webpage, there is facility data that is updated every Sunday. This spreadsheet contains all facilities that have been assigned a code, along with other information such as: facility id, name, type, operator, status, location, compressor power etc.

**OGC Action** – OGC Project Assessment & Compliance Assurance (PACA) Branch will issue a Land Act Facility Approval, indicating Project Number and Segment Number(s), Operations Engineering Branch will issue BC 20 Approval indicating Facility Code(s) – both Approvals are required prior to commencement of construction.

Compliance and Enforcement Branch will issue an Approval of the Emergency Response Plan.

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## 7.0 APPLICATION REVISIONS OR APPROVAL AMENDMENTS

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### 7.1 Revisions

A revision is any form of alteration to the Application – prior to Approval. An explanation is required along with all documents updated as a result of the change.

#### 7.1.1 Revision or Re-route using New Crown Land and/or Ancillary Sites

If rerouting the pipeline or site, the Revision must include:

1. First page of the Application Form (if changes to 2<sup>nd</sup> & 3<sup>rd</sup> page of Application – complete those pages as well);
2. 4 sets of new construction plans;
3. AAIF;
4. FN consultation/notification (either full consultation or pre-assessment).

#### 7.1.2 Revision to Alter Segments with No Change to Area or Land Being Used

A Company may need to alter one segment into multiple segments (for example, to accommodate line size changes, etc.) If the “From” and “To” locations are being altered:

1. Submit the first page of the Application Form containing complete new line list indicating all segments.

For example:

Segment #1 was originally from “1” to “5” and was 114.3mm OD and is now being revised to accommodate a different size line, the altered segments may look like:

- Segment #1 from “1” to “2” at 88.9mm OD
- Segment #2 from “2” to “4” at 114.3mm OD, and
- Segment #3 from “4” to “5” at 168.3mm OD

There is no change to the construction plans – just pipe and specifications.

Application Form (changed segments should be indicated in **bold** in the line list)

#### 7.1.3 Revision or Amendment to Delete Segments or Ancillary Sites

A pipeline segment or ancillary site may be withdrawn from the Application or deleted from an Approval. Examples for this are: that construction at current time is not feasible; a well/facility was not successful; or change of flow direction or tie-in location. A Revision may be submitted prior to Approval or an Amendment after the Approval has been issued.

If multiple segments have been applied for and one or more segments are **not** going to be constructed, include:

- First page of the Application Form containing new line list indicating only those segments under application (if it is a pipeline segment that is being deleted)
- 4 sets of new construction plans
- New EPASS #



#### 7.1.4 Revision to Add Segments or Ancillary Sites using New Crown Land

- A full Application Form must be completed including all required attachments
- 4 sets of new construction plans
- New EPASS #

#### 7.1.5 Revision to Add Segments within the Proposed Crown Land Area Identified

Companies may add a fuel gas line or another production or sales line within the already applied for area. This Revision is to identify pipe only and does not impact the application in any way. If such is the case, include:

- First page of the Application Form (addition(s) should be noted in **bold** on the form).

An amendment is any form of alteration to the Pipeline Approval. If the application has already been approved, but long term tenure has not yet been issued and an alteration is being requested – it is an Amendment.

The amendment may be to pipeline specifications only, or the addition of another line segment(s), re-routing of the approved area, addition of ancillary sites (e.g. decking sites, workspaces, shoe-flies, etc.), deletion of segment(s) of pipeline, etc. A brief explanation of any alteration is required in the Application form.

Ancillary sites are comprised of associated activities to complete construction; such as temporary workspaces, decking sites, brush push-outs, expansion loops or a shoe-fly.

#### 7.1.6 Amendment to Re-route using New Crown Land and/or Ancillary Sites

If re-routing the pipeline or site the Amendment must include:

- Complete Application Form
- 4 sets of new construction plans
- AAIF over areas not previously applied for
- FN consultation/notification (either full consultation or Pre-Assessment)
- New EPASS #
- OGC will issue an “Amendment” to the Pipeline Approval

#### 7.1.7 Amendment to Alter Segments with no Change to Area of Land being Used

Operators may need to alter one segment into multiple segments (for example, to accommodate line size changes, etc.) If the “From” and “To” locations are being altered:

- The first page only of the Application Form containing the new line list must be provided to the OGC

For example:

Segment #1 was originally from “1” to “5” and was 114.3mm OD and is being revised to accommodate different size line, the altered segments may look like:

- Segment #1 from “1” to “2” at 88.9mm OD
- Segment #2 from “2” to “4” at 114.3mm OD; and
- Segment #3 from “4” to “5” at 168.3mm OD

There is no change to the construction plans – just pipe and specifications.

First page of the Application Form (changed segments should be indicated in **bold black** in the line list)

The OGC will issue an “Amendment” to the Pipeline Approval.

#### **7.1.8 Amendment to Delete Segments with Ancillary Sites**

- Operators may wish to delete a pipeline segment if a well was not successful. Deletion of lines can be handled by a Pipeline Notice of Intent.
- 4 sets of new construction plans
- New EPASS #

The OGC will issue an “Amendment” to the Pipeline Approval.

#### **7.1.9 Amendment to Add Segments or Ancillary Sites using New Crown Land**

- A full Application Form must be completed including all required attachments; and
- 4 sets of new construction plans
- New EPASS #

The OGC will issue an “Amendment” to the Pipeline Approval.

# 8.0 REQUEST FOR PIPELINE FIELD CHANGE

## 8.1 Pipeline Field Change

This process is limited to the activities identified in the following list. The applicant is required to submit to the OGC a Request for Pipeline Field Change Form complete with new Construction Plans clearly indicating the change required. Proposed changes that do not meet the defined criteria will require the submission of an amendment.

- Inclusion of expansion loops;
- Inclusion of temporary workspaces required for crossing access roads and/or pipeline right-of-ways only;
- Inclusion of an increase in area for decking site(s) or temporary workspace(s) within the approved review corridor.
- Re-route of the pipeline within the review corridor, or other alterations within the Review Corridor.



OIL AND GAS COMMISSION

OCG, Project Assessment and  
Compliance Assurance Branch  
200, 10003 - 110<sup>th</sup> Ave  
Fort St. John BC V1J 6M7  
Phone: (250) 261-5700  
Facsimile: (250) 261-5728

Date Received
---------------

### REQUEST FOR PIPELINE FIELD CHANGE

*This form must be submitted by the applicant to the Oil & Gas Commission prior to construction of expansion loops and/or temporary workspaces required for crossing existing access roads and/or pipeline Right of Ways only that were not previously approved. Seven (7) maps at a scale of 1:50,000 clearly indicating the location of the expansion loops and/or temporary workspaces must be submitted with this form.*

OGC File Number:	Project #:	Land Act Permit Number:
Legal Description:	EPASS #	
Has Stakeholder Notification been completed for the proposed field change? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Description of the proposed field change required and their dimensions:		
Is this field change within any type of recognized "Review Corridor"? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Master License to Cut Number:	Cutting Permit Number:	
Timber Mark:	Increase in hectares:	Total program hectares:
Name:	Title:	
Signature:	Company:	
Phone Number:	Fax Number:	
Land Agent Firm:	Land Agent Contact:	

## APPROVAL (for Commission use only)

Archaeological Resource  
Potential

Ok  Concern

Land Use Conflicts

Ok  Concern

Entered in IRIS

Copy given to ARLU Branch

Forest District Office notified:

Peace  FN  Other:

### OGC Decision:

**Approved as submitted**

**Approved with the following conditions:**

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**Not Approved, submit standard amendment package**

Approval Date: (YYYY-MM-DD)

Authorized Commission Employee

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## 9.0 NOTICE OF INTENT

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### 9.1 Purpose

The Pipeline Notice of Intent form is a document which allows companies to report administrative changes, modifications or repairs to existing pipelines that require no new acquisition of land or additional surface tenures. This is to be used only for the purposes identified in the form. These facilitate those activities being conducted over existing lines and an existing Project Number must be indicated.

Companies must submit a Pipeline Application Form for construction of any new pipelines; this includes lines within an existing right-of-way.

The Facilities Notice of Intent form is to be used when modifying an existing facility site or adding equipment to an existing wellsite. This document allows companies to report installations, removals or modifications / repairs to locations for which no new land is required. Either an existing Site Number must be indicated or a new Number will be issued for first time equipment placement on a wellsite.

These documents capture all key information required by the OGC for tracking and managing changes and to properly assess risk.

Project Assessment & Compliance Assurance (PACA) Branch issues and validates the appropriate Project Numbers and Segment Numbers.

The Operations Engineering Branch provides the Approval for BC-20 and BC-21 Applications.

The Compliance and Enforcement Branch provide the Approvals for Emergency Response Plans.

Documentation will be forwarded directly back to the company or engineer by each Branch separately.

## 9.2 Pipeline Notice of Intent Matrix

The following Notice of Intent Matrix identifies all the activities that occur relating to pipelines which are submitted through a Pipeline Notice of Intent. It also advises companies of all other required forms through to completion of the activity.


Activity	Notice of Intent	Pre-Construction			During Construction		Post Construction	
		BC-20	BC-21	Notice of Construction Start	Notice of Pressure Test	Leave to Open	As-Built Form	Certificate of Operations Issued
Increase MOP	Y	N	N	N	Y*	N	N	N
Increase CSA Z662 CLASS AREA	Y	N	N	N	N	N	N	N
Cancel Project or Segment	Y	N	N	N	N	N	N	N
Install Mid-Pipeline Riser	Y	N	N	Y	Y	Y	N	N
Modify Sub-Surface Pipe	Y	N	N	Y*	Y*	Y*	Y	N
Repair/Replace Pipeline	Y	N	N	Y*	Y*	Y*	N	N
Change of Service	Y	Y	N	Y*	Y*	Y*	N	N
Abandon Pipeline	Y	N	N	N	N	N	N	N
Deactivate Pipeline	Y	N	N	N	N	N	N	N
Reactivate Pipeline	Y	Y**	Y	N	Y	N	N*	N
Pipeline Flow Reversal	Y	Y**	Y	N	N	N	N	N
Modify Data	N	N	N	N	N	N	N	Y

Y\* - If pressure welding and/or pressure testing is conducted

Y\*\* - Only if production/measurement equipment is added or removed

N\* - Unless not previously submitted or changes are occurring

### 9.3 Pipeline Notice of Intent – Form

	<b>PIPELINE NOTICE OF INTENT - Upstream</b> FAX NOTICE TO (250) 261-5728
<b>PROJECT NUMBER:</b> <input style="width: 80px; height: 20px;" type="text"/>	<b>SURFACE TENURE FILE NUMBER:</b> <input style="width: 80px; height: 20px;" type="text"/>

Enter the existing Project Number under which the pipeline was constructed as well as the File Number of the pre-existing surface tenure.

#### Company Information

Company: _____			
Address: _____			
City, Province, Postal Code: _____			
Contact _____	Phone _____	Fax: _____	Email: _____

Complete the company information, using the company name that holds the Project Number and surface tenure and supplemental details.

#### Engineer Information and Field Contact

Engineer Name: _____	Engineering Firm: _____
Address: _____	
City, Province, Postal Code: _____	
Phone: _____	Fax: _____ Email _____
Field contact: _____ Phone: _____ Fax: _____ Email: _____	

Complete this section indicating the engineer and firm and complete all other details. Engineers may now attach their in-house project name or file and will be able to search their projects in the database by this name or number.

#### Activity

<b>ACTIVITY FIELD NAME:</b>	
<input type="checkbox"/> Increase MOP <input type="checkbox"/> Increase CSA Z662 Class Location <input type="checkbox"/> Cancel Project or Segment <input type="checkbox"/> Install mid-pipeline Riser <input type="checkbox"/> Modify Sub-surface pipeline <input type="checkbox"/> Repair or Replace Pipeline	<input type="checkbox"/> Change of Service (BC 20 attached) <input type="checkbox"/> Abandon Pipeline <input type="checkbox"/> Deactivate pipeline <input type="checkbox"/> Reactivate pipeline (BC 20 and BC 21 attached) <input type="checkbox"/> Flow Reversal of pipeline (BC 20 and BC 21 attached) <input type="checkbox"/> Modify Existing or Updating Data <input type="checkbox"/> Other – specify details below in Comments
Will this installation require pressure welding and/or pressure testing? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>PIPELINE</b>				
Segment No.	Column I – Original or Existing		Column II – Change Required	
	From	To	From	To

### 9.3.1 Increase Maximum Operating Pressure (MOP)

To increase the MOP, a Notice of Intent and a [Notice of Pressure Test](#) (if applicable) must be submitted. As well, an Engineering Assessment as per the latest edition of CSA Z662 must be completed.

#### Procedure

- Identify Segment No's
- Identify From and To Locations in Column I
- Identify original MOP in Column II (From) and increased MOP in Column II (To)
- Answer questions
- Identify submission of the Engineering Assessment and findings
- Indicate if findings are satisfactory

**OGC Action** – Documentation will not be returned to the company or engineer unless issues arise pursuant to the Engineering Assessment findings, if required.

### 9.3.2 Increase CSA Z662 Class Area

A company that has a pipeline that was originally designed for a specific CSA Class Area and now has dwelling encroachments and/or development that will render the pipeline as non-compliant, will be required to submit a Notice of Intent.

#### Procedure

- Identify Segment No's
- Identify From and To Locations in Column I
- Identify original CSA Class Area in Column II (From) and revised CSA Class Area in Column II (To)
- Provide the Engineering Assessment with the Notice of Intent
- Provide an explanation of the change.

**OGC Action** – Companies will only be contacted by the Oil and Gas Commission if there are conditions or further requirements

### 9.3.3 Cancellation of Project or Pipe Segment(s)

To cancel an entire project, the company is required to either submit a Notice of Intent or send a Letter of Cancellation of the project to the OGC. This Notice or Letter must include a statement that either no vegetation was removed, or if it was cleared, should include a Pipeline As-Cleared Plan form.

If a company is cancelling a "segment only" of the pipeline application or Approval, a Notice of Intent must be either mailed or delivered (cannot be faxed) to the OGC.

Also need to cancel Surface Tenure File.

#### Procedure

- Must indicate the portion to be cancelled
- Identify Segment No's to be cancelled



- Identify From and To Locations of all corresponding segments to be cancelled in Column I

### Comments

- Indicate whether there has been surface disturbance, if any.
- Indicate whether it is a cancellation of the entire project or a portion of a project.
  - Include 4 new sets of Construction Plans
  - Include new ePASS #

**OGC Action** – OGC will either send an Amendment to the Pipeline Approval to the Land Agent or send the Modification Agreement to the Licence of Occupation to the company's Surface Land Administrator advising confirmation of cancellation to the company.

### 9.3.4 Install Mid-Pipeline Riser

For any installation of a riser on a pipeline midway section (i.e.: – not at either end points), the original Project Number of the pipeline must be identified and the riser must be identified as to which pipeline segment the riser is to be attached and must also indicate the NTS or DLS location of the riser. The holder of the original pipeline Project Number may not necessarily be the same as the company proposing the riser installation. This riser installation must fall wholly within the pipeline right-of-way.

### Procedure

- List the Segment Number and From and To Location under Column I of the pipeline
- In Column II identify the location of the riser under the From location.

**OGC Action** – Documentation will be sent to the company and Engineer in response to the Notice of Intent identifying the Segment Number and specific location of the riser.

### 9.3.5 Modify Sub-Surface Pipe

Modification to an existing sub-surface pipeline may be, as an example, installing a liner within an existing pipeline. \*A [Notice of Construction Start](#), [Notice of Pressure Test](#), [Leave to Open](#) and an [As-Built](#) are also required if pressure welding and/or pressure testing is conducted.

### Procedure

- Identify the segment number
- Identify the from and to locations under Column I

### Comments

Describe the modification being made

**OGC Action** – Documentation will be returned to the company and engineer.

### 9.3.6 Repair or Replace Pipeline

A repair to, or replacement of, a pipeline (segment) is considered as a procedure which maintains integrity without changing design. \*A [Notice of Construction Start](#), [Notice of Pressure Test](#) and a [Leave to Open](#) are also required if pressure welding and/or pressure testing is conducted.

## Procedure

- Identify Segment No's
- Identify original From and To Locations in Column I
- Identify revised From and To locations in Column II
- Answer questions

## Comments

Describe the nature of the works intended of the repair or replacement.

**OGC Action** – Documentation will be provided to the company and Engineer with respect to the Notice of Intent.

### 9.3.7 Change of Service (BC 20 attached)

Notification of change of service (product) is required by the OGC.

It is critical that changes in service from sweet to sour (as per the latest edition of CSA Z662), less than 1% H<sub>2</sub>S to 1% or greater (*Drilling Production Regulation 58 (1)*), and less than 5% to 5% or greater (*Drilling Production Regulation 58 (2)*) are submitted to the Oil and Gas Commission in a timely manner. [Link to Petroleum and Natural Gas Act - DRILLING AND PRODUCTION REGULATION](#) and a BC 20 Application must also be submitted.

If a product is introduced into a pipeline that was not originally designed for sour, an Engineering Assessment, as per the latest edition of CSA Z662 must be completed and submitted to OGC. The ERP is to be evaluated and updated (if required) and must be on file in the Oil and Gas Commission BEFORE the sour product is introduced into the pipeline.

If H<sub>2</sub>S is increased from less than 1% to 1% or greater, there must be a site-specific ERP submitted to by the OGC prior to commissioning or coming on-stream.

If the product in the pipeline has changed, this form is also to be used.

If pressure welding and/or pipe pressure testing are to be conducted during the change in service a [Notice of Construction Start](#) and [Notice of Pressure Test](#) and [Leave to Open](#) are required.

**Legislation:** *Drilling and Production Regulation 58 (1) and (2) Air Pollution Control*

#### List of products:

Code	Product
AG	Acid Gas
CG	Coalbed Gas (Methane)
CO	Crude Oil
FW	Fresh Water
FG	Fuel Gas
HVP	High Vapour Pressure
JF	Jet Fuel
LVP	Low Vapour Pressure
ME	Methanol
MG	Miscellaneous Gases (air, ammonia, carbon dioxide, ethane, helium, hydrogen, HyS, nitrogen, steam)
ML	Miscellaneous Liquids (produced water, sulphur slurry)
MP	Multiphase
NG	Natural Gas (less than 1 mole % of H <sub>2</sub> S content)
OE	Oilwell Effluent
OTH	Other – identify the product type
PW	Produced Water

Code	Product
SC	Sour Crude Oil
SE	Sour Oilwell Effluent
SG	Sour Natural Gas (1 mole % or more of H <sub>2</sub> S content)
SHC	Sweet Hydrocarbon Condensate
ST	Sweet Gas

## Procedure

- Identify Segment Number of Project,
- Column I – identify complete From and To Locations
- Column II - identify original product in From Column and list change of service, complete with H<sub>2</sub>S and CO<sup>2</sup> content in To Column
- Attach BC-20 form with the Notice of Intent
- Attach Engineering Assessment

**OGC Action** – Documentation will be returned to the company or engineer with respect to the Notice of Intent. The OGC Senior Facilities Technician will provide further instruction or a Facility Code if necessary, in response to the BC 20.

### 9.3.8 Abandon a Pipeline

**Legislation:** *Pipeline Act (section 9)*

- (1) A company must not abandon the operation of a company pipeline without the commission's leave; and
- (2) If ordered by the commission, a company abandoning the operation of a pipeline must remove every structure or other thing the commission believes is likely to menace public safety, create a fire hazard or obstruct a stream

As of January 23, 1997, the OGC has not been granting leave to abandon a line, pursuant to section 9 of the *Pipeline Act*, except where the line has been removed in its entirety and the land restored (*Pipeline Information Bulletin No. 31*).

For pipelines that have not been removed in their entirety and the land restored, please submit a Notice of Intent to Deactivate a Pipeline and follow directions regarding deactivation.

A [Notice of Intent](#) is to be submitted prior to “abandonment” procedures.

The company must also contact the BC Assessment Branch in reference to removal from the tax roll. The Notice of Intent is the only form required by the Oil and Gas Commission.

## Procedure

### Comments

- Provide detailed description regarding the abandonment.

**OGC Action** – Documentation will not be returned.

### 9.3.9 Deactivate a Pipeline

A company wishing to deactivate a project or segment(s) is required to follow the requirements of the latest edition of CSA Z662.

## Procedure

- Identify the Segment Number being deactivated
- Complete Column I (From) and (To) locations

## Comments

- Indicate what will be done, in detail, to deactivate the line.

**OGC Action** – No documentation will be returned to the company; however it is advisable for the company to contact the British Columbia Assessment Authority to advise them of deactivation to enable a tax reduction.

### 9.3.10 Reactivate a Pipeline (BC 20 and BC 21 attached)

A company wishing to reactivate a project or segment(s) must follow the requirements of the latest edition of CSA Z662. A BC-20 and BC-21 must be submitted with the Notice of Intent. A Notice of Pressure Test is also required. If not previously submitted, or if changes occurred to the original line, an As-Built is required.

## Procedure

- Indicate Segment Number being reactivated from original project.
- Complete Column I (From) and (To) locations
- Complete Column II (From) to record product and (To) to record H<sub>2</sub>S% and CO<sub>2</sub>% content.

## Comments

- Provide details of the reactivation procedures followed.
- Attach Engineering Assessment
- Attach BC-20 and BC-21

**OGC Action** – Project Assessment & Compliance Assurance (PACA) Branch will return documentation with respect to the Notice of Intent and the Senior Facilities Technician will provide Approval of the BC-20 and BC-21. The BC-20 and BC-21 must be approved and the ERP must be on file with the OGC prior to commissioning the line.

### 9.3.11 Flow Reversal of Pipeline (BC 20 and BC 21 attached)

Notice of reversal of pipeline flow is required. This does not necessarily mean a change of service. The Notice of Intent as well as a BC-20 and BC-21 form are required.

## Procedure

- Identify Segment No's
- Identify original From and To Locations in Column I
- Identify revised From and To locations in Column II

## Comments

- Provide comments regarding details of the flow reversal, including type of product and H<sub>2</sub>S% and CO<sub>2</sub>% content.
- Attach BC 21

**OGC Action** – No documentation will be returned by Project Assessment & Compliance Assurance (PACA) Branch. Approval of the BC-21 must be received from the Senior Facilities Technician prior to reversing flow of the line.

### 9.3.12 Modify Existing or Updating Data

During this time of growth within the Oil and Gas Commission, databases and processes have been changed as well as inherited data from previous responsible agencies. Any discrepancies in pipeline specifications or details shown on the OGC’s website can be corrected or completed by using the Notice of Intent form. Accurate data is important as industry and the British Columbia Assessment Authority rely on the information contained within the database.

Such deficiencies may be: incorrect product, incorrect pressures identified, size or number of pipelines, etc. Complete the Notice of Intent form in any manner applicable to correct these errors.

#### Procedure

- Identify the Segment being corrected
- Identify the From and To locations in Column I
- Identify the correct new information in Column II, if applicable

#### Comments

- Identify any data that is to be corrected or updated.

**OGC Action** – Documentation will not be returned by the Oil and Gas Commission. Companies are requested to verify the changes are correct on the website.

#### Questions

Is an Engineering Assessment (per CSA Z662) required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Engineering Assessment attached
Does Change of Service require a revised or site specific ERP?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> ERP attached
NOTE: BC 21’s must be approved prior to commissioning and ERP’s must be on file with OGC prior to commissioning.			

An Engineering Assessment, if required, is to be submitted to the OGC and is subject to audit. If an Engineering Assessment was required, please indicate in the check box that one was done.

If Change of Service has affected the Emergency Response Plan, the ERP must be submitted to the OGC and must be in place prior to commissioning.

#### Comments

- Please provide brief comments to explain the nature of the activity.

SUBMITTED BY (Signature)	DATE

#### Submitted By and Date

An authorized signatory of the Company or a Professional Engineer may sign the Notice of Intent form. Provide also the date of the submission.

#### NOTES:

Operations Engineering Branch will return either the BC-20 Approval or the BC-21 Approval.

Compliance and Enforcement Branch will approve the Emergency Response Plan, if required, and must be on file with the OGC prior to commissioning any activity.

The Project Number and BC-20 Approval are both required to commencement of construction. The BC-21 Approval is required prior to commissioning.

### 9.4 Facility Notice of Intent Matrix

The following Notice of Intent Matrix identifies all the activities that occur relating to facilities which are submitted through a Facility Notice of Intent. It also advises companies of all other required forms throughout the process.

Activity	Notice of Intent	Pre-Construction			During Construction		Post Construction	
		BC-20	BC-21	Notice of Construction Start	Notice of Pressure Test	Leave to Open	As-Built Form	Certificate of Operations Issued
Facilities	Add or Delete Production Equipment	Y	N	Y*	Y*	Y*	Y	N
	Repair or Modify Production Equipment	Y	N	Y*	Y*	Y*	N*	N
	Add or Delete Facility/ On-Lease Pipe	Y	N	Y*	Y*	Y*	Y	N
	Repair or Modify Facility/On-Lease Pipe	Y	N	Y*	Y*	Y*	N	N


Y\* – If pressure welding and/or pressure testing is conducted  
 N\* - Unless not previously submitted or changes are occurring

Companies must submit a Facility Notice of Intent for Activities where no new land is required in accordance with the Notice of Intent Matrix.

Special Note: Pipeline Rights of Way are not considered surface tenures to be utilized for facilities.

### 9.5 Facility Notice of Intent - Form

#### Project Number

	<b>FACILITY NOTICE OF INTENT -</b> <b>Upstream</b> FAX NOTICE TO (250) 261-5728
<b>PROJECT NUMBER:</b> <input style="width: 100px; height: 20px;" type="text"/>	<b>SURFACE TENURE FILE NUMBER:</b>

Identify the Project Number if one exists. For first time production equipment placed on a location, insert the word "New" and a new Project Number will be established. Provide the existing Surface Tenure File Number.

### Company Information

Complete this section in its entirety.

Company: _____				
Address: _____				
City, Province, Postal Code: _____				
Contact: _____	Phone _____	Fax: _____	Email: _____	

### Engineer Information

Required – may be either the company engineer responsible or engineer and consulting firm responsible. Engineers may now attach their in-house project name or file and will be able to search their projects in the database by this name or number.

Engineer _____	Engineering Firm: _____
Address: _____	
City, Province, Postal _____	
Phon _____	Fax: _____ Email _____
Engineering Firm Project Name or _____	
Field _____	Phon _____ Fa _____ Email _____

### Activity

<b>ACTIVITY</b>			
Type of Facility (e.g.: Compressor Site, Gas Plant, Blowdown Station, etc.):			
UTM Coordinates:	Zone:	Northing:	Easting:
Location: (NTS or DLS):		Field Name:	

- Identify the type of facility (free field, no coded names have been established)
- Provide the UTM Zone and central UTM COORDINATES (NAD 83) of the site in northing and easting
- Provide the location of the site in NTS or DLS legal format
- Provide the Field Name

<b>ADD OR DELETE EQUIPMENT</b>			<b>** Indicates a BC 20 is required for additions or deletions (or decommissioning)</b>		
<b>EQUIPMENT TO BE PLACED OR REMOVED AT THIS FACILITY:</b>					
<b>NOTE: If more than one, specify number to the right of equipment</b>					
<b>Qty: Del:</b>	<b>Qty: Del:</b>	<b>Qty: Del:</b>			
<input type="checkbox"/> <input type="checkbox"/> Amine Unit **	<input type="checkbox"/> <input type="checkbox"/> Meter – Fuel Gas **	<input type="checkbox"/> <input type="checkbox"/> Scrubber			
<input type="checkbox"/> <input type="checkbox"/> Blow Case	<input type="checkbox"/> <input type="checkbox"/> Meter – Oil **	<input type="checkbox"/> <input type="checkbox"/> Tank – Chemical			
<input type="checkbox"/> <input type="checkbox"/> Cooler	<input type="checkbox"/> <input type="checkbox"/> Meter – Water **	<input type="checkbox"/> <input type="checkbox"/> Tank – De-Sand			
<input type="checkbox"/> <input type="checkbox"/> Coalescer	<input type="checkbox"/> <input type="checkbox"/> Meter – Gas **	<input type="checkbox"/> <input type="checkbox"/> Tank – Fresh Water			
<input type="checkbox"/> <input type="checkbox"/> Condensate Pump	<input type="checkbox"/> <input type="checkbox"/> Meter – Sales **	<input type="checkbox"/> <input type="checkbox"/> Tank – Hydrocarbon **(produced only)			
<input type="checkbox"/> <input type="checkbox"/> Compressor _____ kW, **	<input type="checkbox"/> <input type="checkbox"/> Odourization Pot	<input type="checkbox"/> <input type="checkbox"/> Tank – Production **			
<input type="checkbox"/> <input type="checkbox"/> Equip ID # _____	<input type="checkbox"/> <input type="checkbox"/> Oil Treater **	<input type="checkbox"/> <input type="checkbox"/> Tank – Produced Water **			
<input type="checkbox"/> <input type="checkbox"/> Dehydrator **	<input type="checkbox"/> <input type="checkbox"/> Pigging	<input type="checkbox"/> <input type="checkbox"/> I Valve - Block			
<input type="checkbox"/> <input type="checkbox"/> Field Header	<input type="checkbox"/> <input type="checkbox"/> Pump Jack ** (not electric)	<input type="checkbox"/> <input type="checkbox"/> Valve - Contro			
<input type="checkbox"/> <input type="checkbox"/> Flare Knock Out Drum **	<input type="checkbox"/> <input type="checkbox"/> Pump Station – Oil **	<input type="checkbox"/> <input type="checkbox"/> Valve - ESD			
<input type="checkbox"/> <input type="checkbox"/> Flare Stack (HP) **	<input type="checkbox"/> <input type="checkbox"/> Pump Station – Water **	<input type="checkbox"/> <input type="checkbox"/> Valve - Pigging			
<input type="checkbox"/> <input type="checkbox"/> Flare Stack (LP) **	<input type="checkbox"/> <input type="checkbox"/> Pump – Water Injection **	<input type="checkbox"/> <input type="checkbox"/> Valve - Vault			
<input type="checkbox"/> <input type="checkbox"/> Gas Boot	<input type="checkbox"/> <input type="checkbox"/> Recycle Pump	<input type="checkbox"/> <input type="checkbox"/> Vapour Recovery Unit **			
<input type="checkbox"/> <input type="checkbox"/> Incinerator	<input type="checkbox"/> <input type="checkbox"/> Regulator Vault	<input type="checkbox"/> <input type="checkbox"/> Water Injection Station **			
<input type="checkbox"/> <input type="checkbox"/> Line Heater	<input type="checkbox"/> <input type="checkbox"/> Riser				
<input type="checkbox"/> <input type="checkbox"/> Meter – Condensate **	<input type="checkbox"/> <input type="checkbox"/> SCADA				
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Separator **				
<input type="checkbox"/> <input type="checkbox"/> Other: _____					
<input type="checkbox"/> BC 20 attached <input type="checkbox"/> P&ID attached <input type="checkbox"/> Plot Plan attached <input type="checkbox"/> Flow Schematic attached <input type="checkbox"/> Gathering System Schematic attached					
Will this installation require pressure welding and/or pressure testing? <input type="checkbox"/> No <input type="checkbox"/> Yes					
<input type="checkbox"/> <b>REPAIR OR MODIFY EQUIPMENT</b>					
Indicate the repair or modification to be made and to what equipment:					

Identify the quantity of each type of equipment being added or deleted from the site. If a Compressor, include the kW and Equipment ID # from the P&ID drawings.

For those items of equipment identified with double asterisks (\*\*), a BC 20 must be attached to the application which will be forwarded to the Senior Facilities Technician in Operations Engineering Branch for Approval. It must be noted that construction may not commence prior to receiving both the Project Number letter as well as the BC 20 Approval.

**NOTE:**

- Pumpjacks that are electrically driven do not require a BC 20
- Hydrocarbon Tanks for produced hydrocarbons only require a BC 20

Provide comments indicating the type of repair or modification being made to the equipment.

**Questions:**

Does placement of equipment at this location constitute a "Change of Use" per the ALC/OGC Delegation Agreement?	<input type="checkbox"/> No <input type="checkbox"/> Yes – 2 Site Assessments and ALC/OGC Sec. 7 Application attached
If Yes, does the size of the proposed building area exceed 450 sq.m?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Does the placement of equipment at this location constitute a "change of use" as per the ALC/OGC Delegation Agreement? ([Link to ALC/OGC Information Letter](#))

- No – attach two Site Assessments  Yes - complete the next question

If Yes, does the size of the proposed building area exceed 450 M2?



- No
- Yes - complete an ALC application to use land for non-farm purposes <http://www.alc.gov.bc.ca/> and submit directly to the Agriculture Land Commission.

The OGC will consider the following applications under the ALCA as per Article 7 of the Delegation Agreement [Link to Delegation Agreement Form](#). An application form specific to these uses must be filled out and submitted to the OGC offices along with a Schedule A Pre-Site Assessment and surface landowner authorization (or Mediation Board Order). A Schedule B Reclamation Assessment is also required once the land is no longer being used for oil and gas purposes. The following uses will be considered by the OGC:

- Battery, compressor station, drilling and production waste handling, produced water and gas handling or processing facility when the combined area of associated buildings and structures on the quarter section or equivalent is less than 450 M2 and
- Change in use from a well to: a battery; compressor station; drilling and production waste handling; produced water and gas handling or processing facility; and when the combined area of associated buildings and structures on the quarter section or equivalent is less than 450 M2.

NOTE: Beyond these thresholds, a Non-Farm Use Application to the Agricultural Land Commission is required. Please refer to the ALC website for the application form and process at <http://www.alc.gov.bc.ca/>.

### Lease Piping

<b>ADDITION / DELETION OF FACILITY / LEASE PIPING:</b>
<input type="checkbox"/> Sour <input type="checkbox"/> Sweet
<b>ADD OR DELETE FACILITY/ON-LEASE PIPE</b>
Indicate the addition or deletion: _____
_____
_____
_____

Additions or deletions of facility / lease piping must be described in order to identify the alteration required which affects the accumulated total of the piping in the database. Complete the appropriate check box indicating whether the product is sour or sweet.

<b>REPAIR OR MODIFY FACILITY/ON-LEASE</b>	
<input type="checkbox"/> Sour <input type="checkbox"/> Sweet	
<b>Describe repair or modification:</b>	
_____	
_____	
_____	
_____	

Describe the repair or modification being made to the facility / lease piping. This information is utilized primarily by the OGC Inspectors. Complete the appropriate check box indicating whether the product is sour or sweet.

### Questions:

1. Do any of the flowlines connecting this facility start or terminate at a cross-border pipeline?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does any piping start/terminate directly at a well (new or existing)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - BC 21 attached

These questions are to provide the Senior Facilities Technician with the appropriate information required which may affect linkage or facility codes. If yes is indicated where either a BC 21 or BC 20 are required, these forms will be sent to the Senior Facilities Technician for Approval.

**NOTE:** BC 20 Approval must be in place prior to commencement. BC 21 Approval must be in place prior to commissioning.

**Emergency, Relief, Alarm & Shutdown Equipment**

Emergency, Relief, Alarm & Shutdown Equipment		Revisions <input type="checkbox"/>	<input type="checkbox"/> Yes (Note Below)
<input type="checkbox"/> Surface Well ESD Set at :	kPa	<input type="checkbox"/> Fire Detection	<input type="checkbox"/> H <sub>2</sub> S Detection
<input type="checkbox"/> Subsurface Well ESD Set at:	kPa	<input type="checkbox"/> Fire Detection Shutdown	<input type="checkbox"/> H <sub>2</sub> S Detection Shutdown
<input type="checkbox"/> Inlet ESD Set at:	kPa	<input type="checkbox"/> Gas Detection	<input type="checkbox"/> Vibration Shutdown
<input type="checkbox"/> Facility Low Pressure ESD	kPa	<input type="checkbox"/> Gas Detection Shutdown	<input type="checkbox"/> Other:
<input type="checkbox"/> Facility High Pressure ESD	kPa	<input type="checkbox"/> High Temperature	

Check only those boxes applicable and indicate the kilopascals where required

**Engineering Assessment and Emergency Response Plan**

Engineering Assessment as per CSA Z 662	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes - Engineering Assessment attached
Is a site specific ERP or an addendum to existing Plan required?	<input type="checkbox"/> No <input type="checkbox"/> Yes – ERP/update attached	<input type="checkbox"/> No <input type="checkbox"/> Yes – ERP or update to follow prior to Leave to Open

Depending on CSA requirements for the activity, advise if not applicable or if required, the Engineering Assessment must be attached to this Notice of Intent.

Is a site specific Emergency Response required or an addendum to an existing Plan required? Complete the appropriate check boxes.

**Comments**

<b>COMMENTS:</b>

Provide any comments to clarify the activity being conducted.

**Signature and Date**

SUBMITTED BY (Signature)	DATE

Signature must be an authorized signatory of the Company or a Professional Engineer. Date is the date of submission to the OGC.

**OGC Action** – The Oil and Gas Commission, Project Assessment & Compliance Assurance (PACA) Branch will return a letter to the Company and Engineer identifying or confirming the appropriate Project Number and Segment Number under which the activity is to be reported.

The Senior Facilities Technician will return either the BC-20 Approval or the BC-21 Approval.

**NOTE:** The Project Number and BC-20 Approval are both required prior to commencement of construction. The BC-21 Approval is required prior to commissioning.

# 10.0 PRE-CONSTRUCTION

## 10.1 Notice of Construction Start

### 10.1.1 Purpose

Construction Start is to be submitted prior to commencement of clearing land or the set-up of equipment on location. A Construction Start must quote a Project Number and cannot be used for multiple projects. The form is generic and is to be used separately for each Project Number..

The Notice of Construction Start provides notification 48 hours prior to the construction start of the project/segment(s) for the upstream industry which allows the Oil and Gas Commission time to prepare for field inspections.


### Legislation - Pipeline Regulation 19(1) Inspection

*Every company that proposes to construct a pipeline must inform the Chief Inspecting Engineer of the proposed construction date for each pipeline when it applies for permission to construct.*

### 10.1.2 Procedure

**Project Number** – enter the Project Number

**Company Information** – complete this entire section.

 <b>OIL AND GAS COMMISSION</b>	<b>NOTICE OF CONSTRUCTION START – Upstream</b> Generic Form: Use for either the facility or the pipeline, but not both	
FOR ACCURATE COMPLETION REFER TO THE PIPELINE & FACILITIES MANUAL	<b>FAX NOTICE TO (250) 261-5728 (Fort St John)</b> <b>48 HOURS PRIOR TO START</b>	
<b>PROJECT NUMBER:</b>		
Company:		
Address:		
City, Province, Postal Code:		
Company Contact:		
Phone:	Fax:	E-Mail:

**Agent Information** – complete this entire section.

Agent:		
Address:		
City, Province, Postal Code:		
Agent Contact:		
Phone:	Fax:	E-Mail:
Field Representative:	Contact Phone:	

\*Required if work has been authenticated by someone other than a company representative.

## Facility Activity Only

Facility Activity Only	
Location	Field Name:
Activity:	Description:
Is the BC 20 Approved?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (required prior to Construction Start)

- Provide the NTS or DLS location of the site.
- Provide the Field name as provided by the Oil and Gas Commission.
- Activity – describe the activity using the same terminology as provided in the "[Notice of Intent Matrix](#)" located in this Manual.
- Description – describe the details of the activity being performed.
- Is the BC-20 Approved? If a BC-20 was required, an Approval from the Senior Facilities Officer must be in place prior to construction.

## Pipelines Only

Pipelines Only						
Segment No.	Proven Well?	FROM (NTS) OR (DLS)	TO (NTS) OR (DLS)	BURIED LINE	SURFACE LINE	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Note: BC 21 Approval is not required at this stage – however IS required prior to commissioning the pipeline.

- Complete the correct segment number identified in the Pipeline Approval for only those lines being constructed.
- Proven Well - If the pipeline is for the purposes of a flowline from a wellsite, construction may not commence until a proven well has been established. Any pre-construction must have received approval by way of a Variance in accordance with, and pursuant to: the "Applications for Flowlines to Unproven Well Policy" - [Link to Unproven Well Policy](#) and must be attached to the Pipeline Approval and remain on site during construction.
- Identify the "From" and "To" locations exactly as identified in the Pipeline Approval. If the Segment has been split and only a portion of the line is to be constructed, follow the "Approval Amendment" procedures under Section 7.1 identified in this Manual.
- Identify whether the line is to be buried or placed above-ground. Above-ground pipelines must have been previously approved by the OGC. (This does not include lease or facility piping.)
- For information purposes only, companies are reminded that a BC-21 Approval (Linkage) from the Senior Facilities Technician must be in place prior to commissioning any line. If Approval has not yet been received, notify the Senior Facilities Technician.

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## 11.0 DURING CONSTRUCTION

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### 11.1 Notice of Pressure Test

#### 11.1.1 Purpose


The Notice of Pressure Test provides notification 48 hours prior to the start of a pressure test.

#### Legislation - *Pipeline Regulation 19(10)*

The company must notify the Chief Inspecting Engineer of the start date for testing of the pipeline on order that an OGC Inspector may witness if desired.

#### 11.1.2 Procedure

##### Company Information

 <b>OIL AND GAS COMMISSION</b>	<b>NOTICE OF PRESSURE TEST – Upstream</b> Generic Form: Use for either the facility or the pipeline, but not both 07/06	
FOR ACCURATE COMPLETION REFER TO THE PIPELINE & FACILITIES OPERATIONS MANUAL	<b>FAX NOTICE TO (250) 261-5728 (Fort St John)</b> <b>48 HOURS PRIOR TO START</b>	
<b>PROJECT NUMBER:</b>		
Company:		
Address:		
City, Province, Postal Code:		
Company Contact:		
Phone:	Fax:	E-Mail:

The OGC Project Number must be identified and company information...

##### Agent Information\*

Agent:		
Address:		
City, Province, Postal Code:		
Agent Contact:		
Phone:	Fax:	E-Mail:
Field Representative:	Contact Phone:	

\* Required if work has been authenticated by someone other than a company representative

**Facility Activity**

FACILITY ACTIVITY ONLY	
<b>Test Location:</b>	<b>Field:</b>
<b>Activity:</b>	<b>Description:</b>
_____	
_____	
_____	

- Location of where the test is being conducted must be entered
- Field Name identified in the Pipeline Approval must be indicated
- Type of activity being conducted as identified in the "[Notice of Intent Matrix](#)" in this Manual
- Provide a brief description of the activity

**Pipeline Activity**

PIPELINE ACTIVITY ONLY							
SEGMENT #	FROM (NTS) OR (DLS)	TO (NTS) OR (DLS)	TEST MEDIUM		SUB-SURFACE	OTHER	Stress at Test Pressure (kPa)
			GASEOUS	LIQUID			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Identify only the segments identified in the Pipeline Approval that are being tested
- Specify the correct "From" and "To" locations as authorized in the Pipeline Approval
- Test medium must be identified as to whether gaseous or liquid
- Specify if the line is to be sub-surface or other
- Provide the Stress at Test Pressure (based on the Maximum Operating Pressure in kPa)

**Authorized Signatory**

PROPOSED DATE OF PRESSURE TEST:

\_\_\_\_\_  
Submitted By:  
(P. Eng. Signature not required here)

Does not require P. Eng. sign-off

## 11.2 Notice of Leave to Open

### 11.2.1 Purpose

The Leave to Open form represents a company's assertion that the pipeline has been constructed to CSA standards and that technical information contained on the Leave to Open form is accurate and complete.

Leave to Open must be signed by a Professional Engineer (P. Eng.), who is a member in good standing of the Association of Professional Engineers of the Province of British Columbia and who was responsible for the construction of the pipeline.

To avoid delays at the leave to open stage, the OGC does not yet require As-Built Plans. These are required to be submitted within 90 days the Leave to Open.

Leave to Open must be submitted 24 hours prior to commissioning of each project or segment.

*Pipeline Regulation (section 6):*


*Leave of the commission to open a pipeline or section of a pipeline for service will not be granted unless:*

- the company has made application in writing to the commission in the form and manner directed by the chief inspecting engineer;
- the application includes a statement by a professional engineer registered in British Columbia that the line has been built and tested in accordance with the submitted data and in accordance with the requirements of the Pipeline Act and that all control and safety devices have been inspected, tested and found to be in working order;
- the company undertakes to submit to the commission, within 3 months of the opening of the line for service, all as-built drawings, specifications and data;
- the company has in place an operations and maintenance manual or manuals and an emergency response plan manual; and
- for a pipeline designed for sour service, the company has submitted to the commission the details of the internal corrosion protection plan for the pipeline.

### 11.2.2 Procedure

#### Project Number

- The Project Number identifying either the Facility Approval Number **or** Pipeline Approval Number must be indicated.

 OIL AND GAS COMMISSION	<b>NOTICE OF LEAVE TO OPEN – Upstream Generic Form: Facility or Pipeline (use separately)</b>
	<b>FAX NOTICE 24 HOURS PRIOR TO COMMISSIONING</b> Facsimile: (250) 261-5728
FOR ACCURATE COMPLETION REFER TO THE PIPELINE & FACILITIES MANUAL	
<b>PROJECT NUMBER:</b>	

## Company Information

<b>Proposed Date of Commissioning:</b>		<b>Field:</b>
Company:		
Address:		
City, Province, Postal Code:		
Company Contact:		
Phone:	Fax:	E-Mail:

- This entire section must be completed
- Proposed date of commissioning must be entered
- Correct Field Name, as identified in the Facility of Pipeline Approval must be used.

## Agent Information

Engineering Firm:		
Address:		
City, Province, Postal Code:		
Engineer Contact:		
Phone:	Fax:	E-Mail:

- Required engineering firm and contact information

## Facility Activity Only

FACILITY ACTIVITY ONLY	
Location:	
Activity:	
Seg #	Description:
Seg #	Description:
Seg #	Description:
Seg #	Description:

- Identify the specific location of the facility being commissioned
- Describe the activity as provided in the "[Notice of Intent Matrix](#)" in this Manual
- Identify which segments are being commissioned and describe the equipment and piping



## Pipeline Activity Only

PIPELINE ACTIVITY ONLY								
Segment #	From (NTS) or (DLS)	To (NTS) or (DLS)	Length (m)	Substance	STATUS ONLY			
					Request LTO	Existing LTO	In Progress / On Hold	Cancelled
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Specify ALL the segments listed in the Pipeline Approval on this form.
- Indicate ALL the segment “From” and “To” locations identified in the Pipeline Approval.
- Identify ONLY the length of the new line being commissioned.
- Identify ONLY the substance being transported in the new line being commissioned.

## Status Only Section

- This section must be completed for ALL segments in the Pipeline Approval, using the appropriate check box for each line – including lines that were previously cancelled.
- The Status Only section is OGC internal use only in the administration of each project to ensure completeness and accuracy of the OGC database.
- This Section IS NOT USED to cancel segments. (If cancelling segments, please refer to [Notice of Intent Matrix](#)).

## Information and Conditions

Information and Conditions			
Cathodic Protection will be in service for above projects:	<input type="checkbox"/> IMMEDIATELY	<input type="checkbox"/> WITHIN ONE YEAR OF COMMISSIONING	
Internal corrosion program will be in effect:	<input type="checkbox"/> IMMEDIATELY	<input type="checkbox"/> WITHIN ____ DAYS OF COMMISSIONING	
<input type="checkbox"/> N/A			
Have required safety valves been operationally tested and proven serviceable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If product is “>=”1% H <sub>2</sub> S, new or revised ERP submitted to the OGC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (<1% H <sub>2</sub> S)
Has the BC 21 Linkage been approved? (required prior to commissioning pipelines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
All As-Built drawings, specifications, and data will be submitted within 90 days of leave to open for service.			

- Complete this section in its entirety.

## Signatory

### **PROFESSIONAL ENGINEER SIGNATURE AND SEAL IS REQUIRED ON THE LEAVE TO OPEN FORM.**

As-Built, P&ID, pipeline flow diagram and plot plans must be submitted within 90 days of the [Leave to Open](#) being submitted. The OGC will follow up any outstanding As-Built information and may require the well be shut-in if the company fails to provide the As-Built information.

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## 12.0 POST-CONSTRUCTION

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### 12.1 Pipeline/Facility As-Cleared Plan Submission

#### 12.1.1 Purpose

The Pipeline/Facility As-Cleared Plan Submission is utilized ONLY where a Cutting Permit was issued for an activity. This same form can be used for either new construction of a facility or a pipeline.

In accordance with conditions in the Master Licence to Cut document, companies are required, within 60 days of clearing, to submit the Pipeline As-Cleared Plan Submission form which will be forwarded to the Ministry of Forests and Range for stumpage billing purposes. This will ensure that companies are billed based on the actual areas utilized (if they elected to use an area-based approach for stumpage). The form may be obtained at: [Link to OGC Forms](#)

It must be noted this form should not be confused with an As-Built form.

- As-cleared is referring to the area that was utilized (forestry) to construct the works.
- As-built refers to specific piping (engineering) details.

This form is to be completed in its entirety and must be submitted (including attachments) in duplicate. Please mail or drop off this form to the OGC – do not fax.

NOTE: If the area utilized is identical to the area authorized, map attachments are not required.

## 12.1.2 Procedure



OIL AND GAS COMMISSION

Project Assessment &  
Compliance Assurance  
Branch  
200 10003 110th Ave  
Fort St. John, BC V1J 6M7

Phone: (250) 261-5700  
Fax: (250) 261-5728  
24 Hour: (250) 261-5700

### PIPELINE / FACILITY AS-CLEARED PLAN SUBMISSION

Completed form must be submitted under the authority of the Master Licence To Cut (Section 9.01), and the Oil and Gas Commission Act “specified enactments”, at the address noted above (**Attention: Oil and Gas Program Manager - Pipelines**) **60 days after all clearing has taken place**. Information collected on this form will be used for public record in accordance with the Freedom of Information Act.

*This is the as-cleared final plan submission that reflects the actual area utilized, associated with the construction of the pipeline (including all amendments). The total area includes the pipeline, decking site(s), temporary workspace(s) and all other clearings authorized under the Cutting Permit. This information is required for Ministry of Forests and Range billing.*

		For Commission Use Only
		Date Received
Company Name:		
OGC File Number:		
Pipeline Location ( <i>from – to</i> ):		
Date Approved:		
Construction Completion Date:		
Master License Number:		
Cutting Permit Number:		
Forest District:		
Total proposed area of new cut ( <i>hectares</i> ):		
<b>Total as-cleared area (<i>hectares</i>):</b>		
<p><b><i>Two completed copies of this form and two copies of the as-cleared plan are required. Plans are <u>not</u> required if the proposed and as-cleared areas are identical. Hand sketches are <u>not</u> acceptable.</i></b></p>		
Name of Company Representative ( <i>print</i> ):		
Title:		
Signature:	Date:	
Phone Number:	Fax Number:	

## 12.2 Issuance of License of Occupation

A Licence of Occupation is issued after either:

- all Leave to Opens have been submitted for a project; OR
- if the Pipeline Approval (issued for two years) has expired and Leaves to Open segments have been received.

OGC staff will prepare a Licence of Occupation for the right-of-way identified in the construction plan. This construction plan may be the original submitted with the application or a new construction plan submitted. This licence will be sent to the Corporate Surface Land administrator in order to authorize occupation of the land. Any pipeline segments not constructed at this stage will then be cancelled.

Companies have 60 days from the issuance of the Licence of Occupation to return one signed copy and fees. The duplicate Licence of Occupation is to be retained by the company for their records. This becomes a transferable document. A Licence of Occupation conveys non-exclusive use for the purpose described and is not a registerable interest in the land. Government may authorize overlapping and layering of tenures.

Tenure replacement means a subsequent tenure document is issued to the tenure holder for the same purpose and area. Replacement tenures are issued at OGC's discretion. OGC may be required to alter the terms and conditions of replacement tenure.

### 12.2.1 Pipelines

#### Fees

Pipeline consideration is charged for the term of the licence as per the zonal rates for linear development (pipelines) outlined in the Application Resource Handbook on OGC's website for pipelines ([Link to Pipelines Application Resource Handbook](#)) within the Peace River Block region. For the remainder of BC, outside the Peace River Block, consideration is based on the zonal rates shown on the map of zone land values in Ministry of Agriculture and Lands Crown Land Use Operational Policy: Utility Policy for linear development (pipelines). The minimum fee for the term of the tenure is \$500.

If survey requirements are met, a Statutory Right of Way tenure document will be issued to replace the Licence of Occupation tenure. A fee for the replacement of a disposition is payable for the issuance of the Statutory Right of Way tenure as outlined in the *Land Act Fees Regulations*. Statutory Right of Way tenures are issued for a nominal \$1.00 consideration when completion of the legal survey requirements is met.

If survey requirements are not met, Licence of Occupation tenure will be issued to replace the expiring tenure. Consideration will be charged for the term of the replacement tenure. A fee for the replacement of a disposition is payable for the replacement Licence of Occupation tenure as outlined in Section 2 of the *Land Act Fees Regulations*. The Licence of Occupation issued for pipeline purposes is intended as an interim tenure that is valid for three years. Although the Licence of Occupation can be renewed, companies will be required to pay the consideration every time it is renewed, based on the fee structure in place at the time the replacement tenure is issued. To avoid additional consideration, companies are encouraged to complete survey requirements prior to the expiry of the Licence of Occupation to allow for the issuance of a Statutory Right of Way.

#### Term

The Licence of Occupation is intended as an interim tenure that is valid for three years, pending completion of legal survey requirements. During the term of the licence, the company must complete the legal survey requirements which are outlined in the tenure offer sent with the licence. If the survey requirements are not met, and the original Licence of Occupation is expired, a replacement Licence of Occupation will be issued for another three years.

## 12.2.2 Facilities

### Fees

Facilities are charged annual rent based on the map of zonal rates for industrial pricing for the Peace Sub-region map outlined in the Application Resource Handbook ([Link to Application Resource Handbook](#)) on OGC's website for facilities within the Peace River Block and Peace River District. For the remainder of BC (outside the Peace River Block & Peace River District) annual rental is based on Ministry of Agriculture and Lands, Crown Land Use Operational Policy: Oil and Gas. The minimum annual rental for facilities is \$500. Marketing/Refining facilities are charged annual rental based on the appraised land value as outlined in the Crown Land Use Operational Policy: Oil and Gas Policy.

Where survey requirements indicate a Statutory Right of Way Survey Plan must be completed, a 30-year Statutory Right of Way tenure document (for facilities) will be issued to replace the Licence of Occupation tenure upon completion of survey requirements. A fee for the replacement of a disposition is payable for the issuance of the Statutory Right of Way tenure as outlined in the *Land Act Fees Regulations*.

Where survey requirements indicate a District Lot Survey Plan must be completed, a 30- year Lease (for Marketing/Refining facilities) will be issued to replace the Licence of Occupation tenure upon completion of survey requirements. A fee for the replacement of a disposition is payable for the issuance of the Lease tenure as outlined in the *Land Act Fees Regulations*.

If survey requirements are not met, Licence of Occupation tenure will be issued to replace the expiring tenure. A fee for the replacement of a disposition is payable for the replacement Licence of Occupation tenure as outlined in the *Land Act Fees Regulations*. Annual rental will continue (fees as above)

### Term

The Licence of Occupation is intended as an interim tenure that is valid for 3 years pending completion of legal survey requirements. During the term of the Licence, the company must complete the legal survey requirements which are outlined in the tenure offer sent with the licence. Term of a Statutory Right of Way or a Lease is for 30 years.

## 12.3 Renewing an Expired Cutting Permit

OGC requires a short cover letter indicating a new Cutting Permit is required. The current Master Licence to Cut # and name of Forest District must be supplied. Advice is also required within the letter to indicate that there is no change to the original application area.

## 12.4 As-Built Form

### 12.4.1 Purpose

This section outlines the procedures for completing the As-Built Form. All documentation at this stage must be original and mailed to the OGC. Faxed or photocopied documents can not be accepted.

The As-Built Form is accompanied by:

- As-Built P&ID;
- As-Built Plot Plan; and
- As-Built Flow Schematic.

(Typical drawings are not acceptable.)

As-Built forms provide the OGC with information regarding the technical aspects of the constructed pipeline or facility and assists the OGC in monitoring and audit work and is available as public information on the OGC website. It is imperative to note that Companies may not transfer a project unless As-Built documentation is in place.


Companies must submit the As-Built form and required attachments within 90 calendar days of submitting the Leave to Open.

**Legislation - Pipeline Regulation (section 6)**

*Leave of the commission to open a pipeline or section of a pipeline for service will not be granted unless (c) the company undertakes to submit to the commission, within 3 months of the opening of the line for service, all as-built drawings, specifications and data.*

**12.4.2 Procedure**

The As-Built form is a generic document which must be completed for either the pipeline component or the facilities component – but not both. Project Numbers established for pipelines are different from facilities. This form may be utilized for one Project Number only and cannot be combined.

 <b>OIL AND GAS COMMISSION</b>	<p><b>AS-BUILT</b></p> <p>MAIL ORIGINAL TO: OGC, 200 10003 110<sup>th</sup> Ave Fort St. John, BC V1J 6M7 FAX NOTICE TO (250) 261-5728 <b>Generic Form: Facility or Pipeline (use separately)</b></p>
DATE OF <input style="width: 100px;" type="text"/>	DATE OF SUBMISSION: <input style="width: 100px;" type="text"/>
OGC PROJECT NUMBER: <input style="width: 50px;" type="text"/>	
<b>REQUIRED TO BE SUBMITTED 90 DAYS AFTER COMMISSIONING</b>	

- Date of Commissioning is the date that the line(s) or facilities were put into commission (same as Leave to Open date).
- Date of Submission is the date the As-Built form is being submitted to the OGC.
- OGC Project Number must be entered – either for the pipeline or for the facility.

**Company Information**

Company: _____
Address: _____
City, Province, Postal Code: _____
Company Contact: _____ Phone: _____ Fax: _____ Email: _____

- Company name must match exactly the company to which the Project Number was issued at the time of Approval.

**Agent Information**

Engineering Firm: _____
Address: _____
City, Province, Postal Code: _____
Engineer Contact: _____ Phone: _____ Fax: _____ Email: _____

- Provide engineering firm name and details.

## Facility Activity Only

<b>Facility Activity Only</b>			
Location: _____	Field Name: _____		
Activity: _____	Description: _____		
UTMs: _____	Zone: _____	Northing _____	Easting _____

- Location: provide the NTS or DLS location of the facility.
- Field Name: provide the name of the Field authorized for the project.
- Activity: describe the activity of type of facility constructed, for example it may have been a Compressor Site, or a Central Dehydrator Site, or a Gas Plant.
- Description: provide a brief description of the works conducted.
- UTM COORDINATES (NAD 83): Provide the northing and easting of the facility centre.

## Primary Movers

<b>COMPRESSOR OR PUMP</b>			
<b>Prime Movers</b>			
Number of prime movers installed: _____	Type: _____		
Power (kW): _____	rpm: _____		
Emergency Overspeed Stop (rpm): _____	Type of Exhaust Mufflers: _____		
The following safety provisions must be installed where required by code:			
<input type="checkbox"/> Prime Mover Emergency Shutdown	<input type="checkbox"/> Engine Overspeed Shutdown	<input type="checkbox"/> Provision to Prevent Fuel Entering Cylinders When Prime Mover is Shut Down for Repairs	
<input type="checkbox"/> Engine Cool Lube Failure Shutdown	<input type="checkbox"/> Check Valve Between Air Start Cylinders		
<input type="checkbox"/> Automatic Fuel Shut Off	<input type="checkbox"/> Exhaust Manifolds Fitted with Vent		
<input type="checkbox"/> <b>Compressor</b>	<input type="checkbox"/> <b>Pump</b>	<b>Product</b> _____	
Number of compressors/pump installed: _____	Type: _____		
Final Stage Relief Valve (kPa): _____	rpm: _____		
Max Operating Pressure (kPa): _____	Suction: _____	Discharge: _____	Interstage: _____

This section must be completed in its entirety if a Compressor or Pump was installed.

The safety provision check boxes are only to be utilized where such provision exists. Check boxes may be left blank. If there are no details (e.g. Interstage), place a '0' in that section.



## Facility / On-Lease Piping

Facility / On-Lease Piping Only (do not include pipelines)							
Accumulated Total Pipe Length (m)	Pipe O.D. (mm)	Wall thickness (mm)	Material Standard	Grade	Sour Spec.	NDT (%)	Maximum O.P. (kPa)
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		

This area is to provide the accumulated total of piping placed on a facility, based on size, thickness, standard and grade of pipe. For example if 2m, 3m and 8m of 114.3mm piping was utilized, the accumulated total would be 13 metres of 114.3mm piping.

**NOTE:** this information is also provided for use by the British Columbia and Assessment Authority for the compilation of assessment rolls.

## Appurtenance Specifications

Appurtenance Specifications	
<b>Flange Rating:</b>	<b>Flange Material Standard:</b> <input type="checkbox"/> A105N <input type="checkbox"/> A105 <input type="checkbox"/> A350-LF2 <input type="checkbox"/> Other
<b>Fitting Material Standard:</b>	<input type="checkbox"/> A234 WPB <input type="checkbox"/> A420 WPL6 <input type="checkbox"/> Other

Appurtenance Specifications are to be completed where applicable. If appurtenances were placed on the pipeline, for example - risers, this section may also be used.

## Vessel Information

Vessel Information					
Type	CRN#	Flange Rating	PSV		
			Set Pressure	Release to Atmosphere	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any vessels placed on site must be identified, along with the details pertinent to the vessel.

## Production Equipment Information

Production Equipment Information					
Segment	Quantity	Equipment	Segment	Quantity	Equipment

List the appropriate Segment Number within the Project Number for “equipment”; identify the number of units, and each piece of production equipment placed on site. An appropriate listing of equipment is as follows:

Amine Unit	Meter – Fuel Gas	Scrubber
Blow Case	Meter – Gas	Tank – Chemical
Cooler	Meter – Oil	Tank – De-Sand
Coaleser	Meter – Water	Tank – Fresh Water
Condensate Pump	Meter – Sales	Tank – Hydrocarbon
Dehydrator	Odourization Pot	Tank – Production
Field Header	Oil Treater	Tank – Produced Water
Flare Knock Out Drum	Pigging Facility	Valve - Block
Flare Stack (HP)	Pump Jack	Valve - Control
Flare Stack (LP)	Pump Station – Oil	Valve - ESD
Gas Boot	Pump Station – Water	Valve - Pigging
Incinerator	Pump – Water Injection	Valve - Vault
Line Heater	Recycle Pump	Vapour Recovery Unit
Meter - Condensate	Regulator Vault	Water Injection Station
	Scada	Other _____
	Separator	

## Emergency, Relief, Alarm and Shutdown Equipment

Emergency, Relief, Alarm & Shutdown Equipment			
<input type="checkbox"/> Surface Well ESD Set at :	_____ kPa	<input type="checkbox"/> Fire Detection	<input type="checkbox"/> H <sub>2</sub> S Detection
<input type="checkbox"/> Subsurface Well ESD Set at:	_____ kPa	<input type="checkbox"/> Fire Detection Shutdown	<input type="checkbox"/> H <sub>2</sub> S Detection Shutdown
<input type="checkbox"/> Inlet ESD Set at:	_____ kPa	<input type="checkbox"/> Gas Detection	<input type="checkbox"/> Vibration Shutdown
<input type="checkbox"/> Facility Low Pressure ESD	_____ kPa	<input type="checkbox"/> Gas Detection Shutdown	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Facility High Pressure ESD	_____ kPa	<input type="checkbox"/> High Temperature	_____

Check only those boxes applicable and indicate the kilopascals where required.

## Pipeline Activity

Pipeline Activity									
SEGMENT #	FROM (NTS) or (DLS)	TO (NTS) or (DLS)	Length (m)	STATUS ONLY					
				OPERATING	UNDER CONSTRUCTION	CANCELLED	SUSPENDED	ABANDONED	ON HOLD
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This information is used by the OGC to determine whether a Certificate of Operations is to be issued.

Provide a complete listing of all pipelines indicated in the Pipeline Approval of the Project by completing each segment number, the "From" and "To" locations, length of each line and the current status of each of those segments. Include all lines, even if they were cancelled. This section is not to be utilized to cancel a pipeline. It is merely a reflection of the current status of the entire project.

### Pipeline Data

PIPELINE DATA	SEGMENT # (Do not enter on-lease or facility piping. Pipelines only)				
	SEGMENT #	SEGMENT #	SEGMENT #	SEGMENT #	SEGMENT #
CSA Class Location					
Line Type					
Product					
H <sub>2</sub> S (mol %)					
Partial Pressure (kPa)					
NDT (%)					
CO <sub>2</sub> (mol %)					
Length (m)					
Pipe O.D. (mm)					
Wall Thickness (mm)					
Material Standard					
Grade					
Category					
Design Press. (kPa)					
Design Temp (°C)					
MOP (kPa)					
MOP stress % of SMYS					
Test Pressure (kPa)					
Stress at Test Pressure					
Type of Joint					
Internal Coating					
External Coating					
Cover Depth (m)					
Flange Material Standard					
Flange ANSI Rating					
Valve Material Standard					
Valve ANSI Rating					
Fitting Material Standard					
Cathodic Protection	<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW	<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW	<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW	<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW	<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
Cathodic Type	<input type="checkbox"/> IMPRESSED CURRENT <input type="checkbox"/> SACRIFICIAL ANODES	<input type="checkbox"/> IMPRESSED CURRENT <input type="checkbox"/> SACRIFICIAL ANODES	<input type="checkbox"/> IMPRESSED CURRENT <input type="checkbox"/> SACRIFICIAL ANODES	<input type="checkbox"/> IMPRESSED CURRENT <input type="checkbox"/> SACRIFICIAL ANODES	<input type="checkbox"/> IMPRESSED CURRENT <input type="checkbox"/> SACRIFICIAL ANODES
Internal Corrosion Program in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> YES, <input type="checkbox"/> NO, <input type="checkbox"/> NA	<input type="checkbox"/> YES, <input type="checkbox"/> NO, <input type="checkbox"/> NA	<input type="checkbox"/> YES, <input type="checkbox"/> NO, <input type="checkbox"/> NA	<input type="checkbox"/> YES, <input type="checkbox"/> NO, <input type="checkbox"/> NA
Risers: Legal Description					

Technical Specification	Description/Notes	Options/Parameters
<b>CSA Class Location</b>		1 Class Location 1 2 Class Location 2 3 Class Location 3 4 Class Location 4 (as outlined by the Canadian Standards Association)
<b>Line Type</b>	Type/purpose of the pipe  NOTE: See Glossary of Terms In Appendix	DI Distribution FL Flow FG Fuel Gas GA Gathering IN Injection IM Intermediate TR Transmission
<b>Product</b>	Product (substance) being carried in the pipe	AG Acid Gas CG Coalbed Gas (Methane) CO Crude Oil FW Fresh Water FG Fuel Gas HVP High Vapour Pressure JF Jet Fuel LVP Low Vapour Pressure ME Methanol MG Miscellaneous Gases (air, ammonia, carbon dioxide, ethane, helium, hydrogen, HyS, nitrogen, steam) ML Miscellaneous Liquids (produced water, sulphur slurry) MP Multiphase NG Natural Gas (less than 1 mole % of H <sub>2</sub> S content) OM Oil Emulsion OTH Other – identify the product type PW Produced Water SC Sour Crude Oil SE Sour Oilwell Effluent SG Sour Natural Gas (1 mole % or more of H <sub>2</sub> S content) SHC Sweet Hydrocarbon Condensate ST Sweet Gas
<b>H<sub>2</sub>S (mol %)</b>	Mole percentage of hydrogen sulphide in the product	
<b>Partial Pressure (kPa)</b>		
<b>NDT (%)</b>	Non-Destructive Testing percentage which pipe was x-rayed	15 % daily minimum 100%
<b>CO<sup>2</sup> (mol %)</b>	Mole percentage of carbon dioxide in the product	
<b>Length (m)</b>	Length of pipe in metres	Do not include on-lease or facility piping
<b>Pipe O/D (mm)</b>	Outside diameter of pipe in millimetres	
<b>Wall Thickness (mm)</b>	Wall thickness of the pipe in millimetres	
<b>Material Standard</b>	Material Standard of pipe	

Technical Specification	Description/Notes	Options/Parameters	
<b>Grade</b>	Grade of pipe which could be but not limited to:	207 241 290 317 359 386 414 448 483	
<b>Category</b>		I II III	
<b>Design Pressure (kPa)</b>	Design pressure of the pipe in kilopascals.		
<b>Design Temp (°C)</b>	Design temperature of the pipe in degrees Celsius		
<b>MOP (kPa)</b>	Identify the Maximum Operating Pressure in kilopascals as determined by the pressure test		
<b>MOP stress % of SMYS</b>	Identify the stress percentage of Specified Minimum Yield Strength as determined by the actual Maximum Operating Pressure		
<b>Test Pressure (kPa)</b>	Identify the pressure at which the line was tested in kilopascals		
<b>Stress at Test Pressure</b>	It is possible to over-stress the line pipe during test if the test stress is not calculated		
<b>Type of Joint</b>		BW FU HEB ME	Butt Weld Fusion High Energy Blast Mechanical
<b>Internal Coating</b>		CE CO EP NA PL	Cement Composite Epoxy Bare Plastic
<b>External Coating</b>		CE CO EP PL	Cement Composite Epoxy Plastic
<b>Cover Depth (m)</b>	Identify the cover depth of the buried pipeline in metres		
<b>Flange Material Standard</b>			
<b>Flange ANSI Rating</b>			
<b>Valve Material Standard</b>			
<b>Valve ANSI Rating</b>			
<b>Fitting Material Standard</b>			
<b>Cathodic Protection</b>		EX NE	Existing New
<b>Cathodic Type</b>		IC SA	Impressed Current Sacrificial Anodes

Technical Specification	Description/Notes	Options/Parameters
<b>Internal Corrosion Prevention</b>	Is an Internal Corrosion Prevention plan in place?	Yes No N/A

This section of Pipeline Data must be completed in its entirety.

### All As-Builts

<b>ATTACHMENTS</b> (As-Builts) (must be sealed and signed by Professional Engineer) (Typical Drawings are not acceptable)			
<input type="checkbox"/> P& ID	<input type="checkbox"/> Plot Plan	<input type="checkbox"/> Flow schematic	<input type="checkbox"/> Other: _____

All As-Builts require original Process and Instrumentation Diagrams, Plot Plans and Flow Schematics and must be signed and sealed by the Professional Engineer and submitted with the As-Built form. "Typical" drawings are not acceptable.

In situations where many pages of drawings exist but have an index or cover sheet identifying each drawing within, Professional Engineers need only sign and seal that index or cover sheet. If an index or cover sheet is not provided, each drawing must be signed and sealed.

P&ID, Plot Plan and Flow schematics are always required for facilities.

Flow schematics for pipelines must be provided if the line contains any risers along its length or contains any appurtenances such as pigging facilities, etc. mid-way. Note that any occurrences at the end points do not require flow schematics.

### Seal and signature

<b>I declare the information contained within this As-Built and attachments conform with CSA Z662 and all applicable BC legislation:</b>	
SUBMITTED BY (Professional Engineer)	DATE
BC P. Eng Seal & Number	

All As-Built forms must be dated and signed with an original signature and seal by the Professional Engineer.

## 12.5 Issuance of Certificate of Operations (Pipelines only)

### 12.5.1 Purpose

Certificates of Operation are issued for pipelines only. They are not issued for facilities as these sites can have on-going activities and generally do not remain static.

The OGC will not issue a Certificate of Operations unless all As-Built forms have been submitted for the entire Project. The Certificate is considered to be the conclusion of the Project and no new activities can be added. The Certificate will identify the Company, date of issuance, OGC File Number, Project Number and each line and segment will be identified. Copies are distributed to the Company, Engineer, OGC Project File and OGC Surface File.

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## 13.0 SURVEYS AND TENURES

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### 13.1 Legal Statutory Right of Way Survey Requirements

During the term of the Licence, companies must instruct a Survey company to submit a preliminary survey plan for approval to the OGC. The Statutory Right of Way survey will be required at the applicant's expense to define the tenured area.

A Statutory Right of Way Survey Plan must be deposited at the Land Title Office, creating a Plan Number, in order to enable the issuance of a Statutory Right of Way tenure which will then replace the Licence of Occupation tenure. The Statutory Right of Way tenure can be registered in the Land Title Office.

#### 13.1.1 Survey Requirements for Statutory Right of Way

During the term of the Licence, companies must instruct a British Columbia Legal Surveyor (BCLS) to request legal survey instructions. The preliminary survey plan is to be submitted to the OGC for pre-approval and will be forwarded to the Surveyor General. The survey will be at the applicant's expense to define the tenured area.

A Statutory Right of Way Survey Plan must be deposited at the Land Title Office, creating a Plan Number, in order to enable the issuance of Statutory Right of Way tenure.

A registered survey plan of a pipeline right-of-way is required within two years of submitting the Leave to Open.

If completions of survey requirements are not met during the term of the Licence of Occupation, replacement Licence of Occupation tenure with a request for additional fees will be issued. A fee for the replacement of a disposition is payable as outlined in the *Land Act Fees Regulations*.

Tenure replacement means a subsequent tenure document is issued to the tenure holder for the same purpose and area. Replacement tenures are issued at OGC's discretion and the terms and conditions of replacement tenure may be required to be altered.

#### 13.1.2 Statutory Right of Way Document

Upon receipt of the registered Plan, a 30 year Statutory Right of Way tenure will be issued to the company. This document can be registered at the Land Title Office.

Companies have 60 days from the issuance of the documents to return both signed copies with the required fees. Authorized signatories within the OGC must execute and witness the Land Title Act Form C of both documents, and will return one fully executed copy to the company. It is the responsibility of the company to register the Statutory Right of Way under the Land Title Act. This document is a transferable tenure but does not grant exclusive rights to the land.

#### 13.1.3 Pipelines Statutory Right of Way Fees

If all requirements were met during the term of the Licence of Occupation, the Statutory Right of Way will be issued for a nominal \$1.00 consideration. A fee for the replacement of a disposition is payable for the issuance of the Statutory Right of Way tenure as outlined in the *Land Act Fees Regulations*.

In those instances where survey requirements were not met during the term of the Licence, but a legal survey plan was received prior to the issuance of replacement tenure, a Statutory Right of Way document may be issued subject to consideration fees. Minimum consideration for the term of the tenure is \$500. A fee for the replacement of a disposition is payable for the issuance of the Statutory Right of Way tenure as outlined in the *Land Act Fees Regulations*.

### 13.1.4 Facility Statutory Right of Way Fees

Facilities are charged annual rent based on the map of zonal rates for Industrial Pricing for the Peace Subregion map outlined in the Application Resource Handbook on OGC's website for facilities within the Peace River Block and Peace River District. For the remainder of BC (outside the Peace River Block & Peace River District) annual rental is based on Ministry of Agriculture and Lands, Crown Land Use Operational Policy: Oil and Gas. The minimum annual rental is \$500. A fee for the replacement of a disposition is payable for the issuance of the tenure as outlined in the *Land Act Fees Regulations*.

### 13.1.5 Requirements for Facility Lease Tenures (Marketing/Refining Facilities)

Survey requirements will be outlined in the Land Act Tenure Offer letter which will be issued with the Licence of Occupation.

During the term of the Licence, companies must instruct a British Columbia Legal Surveyor (BCLS) to request legal survey instructions for a District Lot (DL) designation number to complete survey requirements. The preliminary survey plan is to be submitted to the OGC for pre-approval and will be forwarded to the Surveyor General. The survey will be at the applicant's expense to define the tenured area.

#### Lease Documents

Companies are required to have the defined area surveyed as a District Lot at their own expense. The preliminary DL survey must be submitted to the OGC for approval. The accepted survey must be deposited at the Land Title Office in order to enable the issuance of a 30 year Lease tenure. The Lease can be registered at the Land Title Office and grants exclusive use of the site for the purpose intended.

#### Fees

Marketing/Refining facilities are charged annual rental based on the appraised actual land value as outlined in the Crown Land Use Operational Policy: Oil and Gas. The minimum annual rent for prepaid tenure terms is \$500. A fee for the replacement of a disposition is payable for the issuance of the Lease tenure as outlined in the *Land Act Fees Regulation*.

Companies have 60 days from the issuance of the Lease to return both signed documents and required fees. OGC will fully execute both documents and return one copy to the client for their records and registration in the Land Title Office. The tenure holder then has the right to modify the land and/or construct improvements as specified in the tenure contract.

**NOTE:** Tenure replacement means a subsequent tenure document is issued to the tenure holder for the same purpose and area. Replacement tenures are issued at OGC's discretion and the terms and conditions of replacement tenure may be required to be altered.



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## 14.0 TRANSFERS OF OWNERSHIP

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### 14.1 Transfer of Ownership

Prior to transferring a pipeline project, companies must ensure the complete As-Built form and As-Built Drawings are on file with the OGC.

If a company is transferring a project to another registered company, the company is required to transfer the corresponding surface tenure (if on Crown land).

Temporary Permits (which include the two year Permit issued with a Pipeline Approval or Facility Approval), expired documents and access roads are not transferable.

Transfer of pipelines with other oil and gas assets; refer to “Transfer of Oil and Gas Assets in BC” at: [\(Link to Transfer of Oil and Gas Assets in BC\)](#)

#### 14.1.1 Legislation: Pipeline Act (Section 32)

##### *Disposal or amalgamation of pipeline*

**32** Without the leave of the commission first having been obtained, a company must not do any of the following:

- (a) sell, assign, transfer, convey or lease its pipeline or an interest in it, in whole or in part;
- (b) enter into an agreement or contract for the
  - (i) amalgamation of its pipeline with that of another company.

#### 14.1.2 Transfer as a Result of an Acquisition:

There are two parts to a transfer - transfer of the Project and transfer of the Crown surface tenure.

##### **Pipeline Project**

These requirements must be submitted together with the requirements to transfer Crown surface tenure. If the pipeline project is on private land, the company must have a tenure agreement with the private landowner.

- Submit one original Pipeline Transfer Agreement between the two companies pertaining specifically to the pipeline project(s) – surface land and well agreements can not be used for this purpose.
- Include a schedule outlining the pipeline Project Number, legal description (“From” and “To”) and corresponding surface tenure file number.
- A Certificate pursuant to Section 32 of the Pipeline Act is issued and sent with a confirmation letter upon completion and Approval of the transfer by OGC. [Link to Petroleum and Natural Gas Act](#)

##### **Fees**

A cheque in the amount of \$100.00 per pipeline project, made payable to the Minister of Finance and Corporate Relations, must accompany the request to transfer.

## **Crown surface tenure**

These requirements must be submitted together with the requirements to transfer a pipeline project.

- Submit one original Assignment of Crown Surface Tenure Agreement (including a schedule of Crown file numbers, corresponding pipeline Project Numbers, legal description (“From” and “To” locations), company file numbers and plan numbers, if applicable).
- Companies are responsible to ensure the property taxes are paid.
- Proof of liability insurance in the amount of \$1,000,000 (Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants and agents to be added as named insured) in the new company name.

### **Fees:**

No fees are associated with an assignment/transfer of Crown Land surface tenure.

### **14.1.3 Transfer as a result of an Amalgamation or a Name Change:**

#### **Pipeline Project**

These requirements must be submitted together with the requirements to transfer Crown surface tenure. If the pipeline project is on private land, the company must have a tenure agreement with the private landowner.

- Cover letter with attached schedule of the Pipeline Projects to be transferred as confirmation of ownership with the new company
- Copy of the name change or amalgamation certificate issued by the BC Corporate Registry (Alberta or Saskatchewan issued certificates are not acceptable and will be returned to the company)

A Certificate pursuant to Section 32 of the Pipeline Act is issued and sent with a confirmation letter upon completion and Approval of the transfer.

### **Fees**

No fees are applicable to transfer a Pipeline Project as a result of an amalgamation or a name change.

## **Crown surface tenure**

These requirements must be submitted together with the requirements to transfer a Pipeline Project.

- Cover letter with attached schedule listing Crown file numbers, corresponding Pipeline Project Numbers, legal description (“From” and “To” locations), company file numbers and plan numbers, if applicable.
- Copy of the name change or amalgamation certificate issued by the BC Corporate Registry (Alberta or Saskatchewan issued certificates are not acceptable and will be returned to the company)

### **Fees**

No fees are applicable for the transfer of Crown Land surface tenure as a result of an amalgamation or name change.

#### **14.1.4 Pipeline Segment Surface Tenure Transfer**

To transfer Project segment(s) you must contact an Examiner at the Oil and Gas Commission for detailed requirements. Requirements may vary depending on the status of the Pipeline Project and the status of the surface tenure. Please note that an Explanatory Survey Plan and new Land Act Tenure may be required in some situations.

##### **Fees**

A cheque in the amount of \$100.00 per pipeline project (includes multiple segments within one pipeline project), made payable to the Minister of Finance and Corporation Relations, must accompany the request to transfer.

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# 15.0 GUIDELINES FOR DOWNSTREAM INDUSTRY SECTOR

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To be added later.

# APPENDIX A: LINKS

## Oil and Gas Commission

Operations and Engineering Branch

Project Assessment & Compliance Assurance (PACA) Branch

Resource Conservation Branch

## OGC Secure Web Site

### **Ministries, Commissions, Councils**

Agricultural Land Commission (ALC)

Canadian Association of Petroleum Landmen (CAPL)

Canadian Nuclear Safety Commission

Canadian Petroleum Safety Council.

Environment Canada

Land Title and Survey Authority of BC – Surveyor General Branch

Ministry of Agriculture and Lands

*Muskwa-Kechika Management Area homepage*

*Crown Land Registry*

Ministry of Energy, Mines and Petroleum Resources

*Mediation and Arbitration Board*

*Titles Branch*

Ministry of Environment

*BC Parks*

Ministry of Forests and Range

Ministry of Provincial Revenue, Minerals, Oil and Gas Revenue Branch,

Petroleum Services Association of Canada

### **Resources**

AEUB Guide 50

A User's Guide to Working in and Around Water

Bark Beetle Guidebook

Code of Practice for Construction, Testing, Maintenance, Alteration and Closure of Wells

Code of Practice for the Discharge of Produced Water from Coalbed Gas Operations

Fish-Stream Crossing Guidebook

Freshwater Intake End-of Pipe Fish Screen Guideline

[Guide to the Open Burning Smoke Control Regulation](#)

[Guidelines for Coalbed Methane Projects in British Columbia](#)

[Guideline for Good Engineering Practice Area](#)

[Guidelines for Minimum Standards in Water Well Construction](#)

[Guideline for Other Than Normal Spacing for Wells](#)

[Guideline for Reclamation of Flare Pits in Northeast British Columbia](#)

[Guideline for Test Hole Applications](#)

[Guideline for Test Hole Revisions and Amendments](#)

[Industry Recommended Practices for Well Testing and Fluid Handling](#)

[Oil and Gas Handbook](#)

[Road Use Permit Application Guideline](#)

[Standards and Best Practices for Instream Works March 2004](#)

[Surface Rights in British Columbia - A Guide to the Legislation and Regulations for the Petroleum And Natural Gas Industry](#)

[Visual Impact Assessment Guidebook](#)

[Wildlife Habitat Areas – Identified Wildlife Management Strategy Document](#)

## **Information Letters**

[Information Letter E94-08](#) - *Geological Coring, Sampling and Logging Guidelines*

[Information Letter EMD00-09](#) - *Other Than Normal Spacing and Target Areas for Petroleum and Natural Gas Wells*

[Information Letter EMD98-11](#) - *Streamlined Requirements for Drill Cuttings Sample Collection, Preparation and Submission*

[Information Letter EMD99-01](#) - *Directional Drilling Under Protected Areas In Northeast BC*

[Information Letter OGC 01-02](#) - *2001 Well Testing*

[Information Letter OGC 01-04](#) - *Well Transfers in British Columbia*

[Information Letter OGC 02-09](#) - *Application to Alter a Well & Application for Flaring Approval*

[Information Letter OGC 03-06](#) - *Reporting Requirements For Gas Flaring During Underbalanced Drilling Operations*

[Information Letter OGC 04-06](#) - *Compliance and Regulation Issues in Regard to Water Usage*

[Information Letter OGC 04-34](#) - *Electronic Submission of Well Drilling Results*

[Information Letter OGC 05-07](#) - *Well Data From Zones Without Title Interest*

[Interim Guideline OGC 00-01](#) - *Natural Gas Flaring During Well Testing*

## **Acts and Regulations**

All British Columbia Acts and Regulations can be viewed at the Queen's Printer web site: [www.qp.gov.bc.ca](http://www.qp.gov.bc.ca)

[Agricultural Land Reserve Act](#)

[Delegation Agreement](#) (between the ALC and OGC)

[Environmental Management Act \(EMA\)](#)

(Note: *The Waste Management Act* and the *Environment Management Act* were merged in 2003 into the *Environmental Management Act*)

[Hazardous Waste Regulation \(HWReg\)](#)

[Contaminated Sites Regulation \(CSReg\)](#)

[Oil and Gas Waste Regulation \(OGWReg\)](#)

[Open Burning Smoke Control Regulation](#)

[Municipal Sewage Regulation](#)

[Fisheries Act](#)

[Forest Act](#)

[Forest and Range Practices Act \(FRPA\)](#)

[Forest Practices Code of BC Act](#)

[Operational and Site Planning Regulation](#)

[Timber Harvesting and Silviculture Practices Regulation](#)

**[Forest Service Road Use Regulation](#)**

[Freedom of Information and Protection of Privacy Act](#)

[Geothermal Resources Act](#)

[Geothermal Drilling and Production Regulation](#)

[Heritage Conservation Act](#)

[Land Act](#)

[Navigable Waters Protection Act](#)

[Occupational Health and Safety Regulation](#)

[Oil and Gas Commission Act](#)

[Park Act](#)

[Petroleum and Natural Gas Act](#)

[Drilling and Production Regulation](#)

[Petroleum and Natural Gas Drilling Licence Regulation](#)

[Petroleum and Natural Gas General Regulation](#)

[Surface Lease Regulation](#)

[Petroleum and Natural Gas Royalty and Freehold Production Tax Regulation](#)

[Protected Areas of British Columbia Act](#)

[Species at Risk Act \(SARA\)](#)

[Water Act](#)

[Water Regulation](#)

[Weed Control Act](#)

[Weed Control Regulation](#)

Wildfire Act

Wildfire Regulation

Wildlife Act

Hunting and Trapping Regulations

Motor Vehicle Prohibition Regulation



# APPENDIX B: CONSTRUCTION PLANS

## Instructions

The basic requirements for a pipeline construction plan should have the following information included:

**Title Block** – Lower right to lower left (across the bottom of the plan)

### Lower Right Side

- Client Name
- Client File #
- BCGS Mapsheet
- Legal Description of Project
- Date Plan Prepared
- Scale Used
- Revision #
- Survey Company Name, Address & Phone Number
- Sheet # (i.e. 1 of 2)
- Survey Company Job Number
- Survey Company Drawing Number

### Center Area

- Table of Crossings
  - Crossing Number
  - Table of Crossings
  - Drawing Number

### Bottom Left Side

- Notes
- Legend
- Revision Information
  - Revision Number
  - Revision Done By
  - Date of Revision
  - Checked By

A **Scale Bar** should be placed just above the title block where it can be placed without interference of the drafted areas. (See sample)

### Area Block

- Total corridor widths and any review corridor areas if applicable
- Area for proposed pipeline areas, broken down into Right-of-Way widths (i.e.: 10, 12 and 15 meters)
- Separate Crown land from Private land (where applicable)
- Total area of new Crown land being disturbed (hectares)
- Identify Crown hectares of area disturbed - per pipeline segment
- Indicate each total area required for Crown and Private land (where applicable).
- Indicate the total area combined for Crown and Private land

- Area for proposed ancillary sites separately (i.e.: decking sites and temporary workspaces) and break down into Crown and Private land as for a pipeline R/W
- Indicate loads of salvage/no salvage (if available)
- Indicate if project is within the Agriculture Land Reserve (Yes/No)
- Indicate maximum elevation
- Indicate maximum slope
- Indicate pipeline coordinates in NAD 83 UTM's
  - Station 0 + 000 Northing & Easting
  - Station 1 + 123 Northing & Easting
  - Lateral from Station 0 + 035 Northing & Easting
  - Lateral to Station 0 + 456 Northing & Easting

### Labelling of Plan

The labelling of the plan should include the NTS coordinates (Units, Block, Group), chainages, deflections, any crossing numbers (to correspond to the table of crossings), vegetation changes (brush/tree types) and a North arrow.

Surveyed Crown land (District Lots, Sections etc. that are posted but not titled) and unsurveyed Crown land (mainly NTS) should be indicated on the Plan. Private land should indicate the owner name, parcel identifier number (PID#), title number and the areas of disturbance broken down into pipeline area, temporary workspace area, etc. within each parcel. Cut Blocks, Range tenures, Guide Outfitter areas, Indian Reserves, Coal tenures and all other areas of special interest should be indicated.

**SPECIAL NOTE:** To prevent the requirement to submit 4 new sets of Construction Plans when certain segments are removed, it is requested that the Construction Plans show the total number of hectares (including temp workspaces, decking sites, etc.) for each component of the line. These areas should be shown in italics, in brackets, somewhere along each portion or component within the Plan. These areas do not have to reflect the total segment, they can be broken down. For example, the pipeline configuration may be a "T". It is recommended the north/south line is one area identified in (#ha.) the east/west portion at the top of the "T" should be broken into two areas. Example, the left side of the intersection of the east/west portion is identified in the (#ha.) and the right side is shown as (#ha.)

This simple addition will allow the Oil and Gas Commission to proceed with tenures using the original Construction Plan, because the total area being tenured can be calculated.

**Special Note:** Pipeline Construction Plans must reflect the total area required (including ancillary sites – e.g.: workspaces & decking sites) in a bold outline. Where temp workspaces or decking sites or any other ancillary sites adjoin the pipeline right of way, the line is to be thin and dashed where they join.

See example plan for clarification of the above.



## APPENDIX C: ELECTRONIC SUBMISSION GUIDELINES

A new electronic, web-based information and application system is currently under development. The target timeframe for implementing electronic submissions is anticipated for early 2007. A link will be added to this manual for Electronic Submission Guidelines when they are developed.