



Guidelines to Submitting a Detailed Spill Search Request Application Form

1. Prior to submitting a detailed spill search request, you must confirm that a reportable spill has occurred at the site and the spill report has been filed with our department. You can confirm this information by searching through our spill database titled PDB DB 01 - Upstream Oil and Gas Sites Spill Database posted on SIR Website.
2. Digital spill search request takes ten (10) working days to complete. Please ensure to submit your application well in advance of your deadline.
3. The submitted application form(s) must be complete, legible and accurate, otherwise the application form(s) will be immediately returned without processing.
4. Please note spill report information prior to 1991 is available from the field offices. A representative from your organization will have to manually search the files for the information you require. You must make an appointment with the appropriate field office and provide the field office with a written consent from the current licensee (the company whose spill record(s) will be searched) prior to accessing the hardcopy files.
5. Please submit all of the below required items attention to:

Spill Search Request
Petroleum Development Branch
Saskatchewan Industry and Resources
7th Floor – 2101 Scarth Street
REGINA SK S4P 3V7
Fax: (306) 787-2478
6. If you have questions regarding spill search application process or need to know the progress or status of your spill search, please phone (306) 787-1166.
7. If you have any questions regarding the overall spill database or spill notification program, please contact Todd Han at (306) 787-2221, e-mail: than@ir.gov.sk.ca.
8. We will discontinue providing spill search service to any person(s) or company abusing this service by not following the above-mentioned instructions.

Todd H. Han
Manager, Environmental Affairs
Petroleum Development Branch
July 10, 2003



Searches can be done on a company wide basis and/or by location(s). In either case you must provide the specific information required for the search.

1. Company wide search:

Include current and past companies (proper corporation name(s)) who owned the properties you are searching for dating back to 1991. We will only carry out the searches on the company names you provide.

2. Location search:

LSD	Section	Township	Range	Meridian	Location Type (Well, Facility, Pipeline)

Please attach a separate sheet if there is not a sufficient space. Please confirm that reportable spill has occurred at the site prior to sending in a search request. This data is available in PDB DB 01 - Upstream Oil and Gas Sites Spill Database.

3. Specify output: You may choose one of the below mentioned output format:

Paper Report (Paper reports can be only mailed or faxed)

Digital:

Microsoft Excel Spread Sheet Microsoft Access Database

ASCII Text Space Delimited ASCII Text Tab Delimited

All digital data request will be e-mailed, therefore you must provide a working e-mail address in section 4. If you require your data on a CD-ROM, you must provide a blank copy of CD-R with your submission.

4. Licensee consent: All person(s) (except person(s) or company who owns surface of the land in question) must obtain a prior consent described below from the current licensee (company who well license is issued to) whose spill record(s) will be searched:

I _____ officer of _____
(print name) (name of the company whose spill record is being searched)
give permission to Saskatchewan Industry and Resources to release the above and/or
attached requested information to _____.
(name of the person/company requesting the information)

(signature)

(date)

(phone number)

5. Applicant Information: The spill search data will be only sent out to the applicant specified below.

Name of the Applicant: _____

Job Title: _____

Company Name: _____

P.O. Box or Street Number: _____

City _____

Province _____

Postal Code _____

Phone: _____

Fax: _____

e-mail: _____

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