

# Chapter 4.3 Completing Facility Activity Details

## 4.3 Facility Activity Tab

Applicants applying for a facility permit must complete the facility application tab in the Application Management System. The facility tab is made up of three components: facility overview; facility details including equipment details, technical specifications and exemptions; and land details.

This section includes an overview of facility permitting, guidance regarding facility planning and design, details related to facility-specific application requirements and detailed instructions for completing the data fields within the facility tab.

### **Please Note:**

This manual is written as a whole and provided to industry in sections to allow permit holders to access activity chapters. It is prudent of the permit holder to review the manual in its entirety and be aware of the content in other sections of the manual.

### 4.3.1 Facility Permitting Defined

Facilities are an oil and gas activity, and are defined in OGAA as:

- A system of vessels, piping, valves, tanks and other equipment used to gather, process, measure, store or dispose of petroleum, natural gas, water or a substance referred to in paragraph (d) or (e) of the definition of pipeline.

Approved oil and gas applications receive a permit under Section 25 of OGAA to carry out construction and operations pertinent to the activity. The permit expires where construction activities have not started within two (2) years of permit issuance. Unless expired, the permit remains active until cancelled, suspended or declared spent, according to the provisions of OGAA.

## Facility Types

Applicants must apply for a specific type of facility. The appropriate facility type must be selected in the facility details component of the facility tab in the Application Management System. Facility types include (and are further defined in the Commission's [glossary](#)):

- Battery site
- Disposal station
- Gas sales meter
- Oil sales meter
- Tank terminal
- Pump station
- Compressor Dehydrator
- Gas dehydrator
- Injection station
- Processing battery
- Water hub
- NGL fractionation facility
- Compressor station
- Gas processing plant
- LNG facility
- Satellite battery
- Well facility

Facilities and operational equipment required in oil and gas activities, whether temporary or permanent require a facility permit. The facility application tab in AMS is used for all facility applications, whether within an existing right-of-way, wellsite or over new Crown land or private land.

## Liquefied Natural Gas and Gas Processing Plants

Liquefied Natural Gas (LNG) facilities, oil refineries and gas processing plants are considered facilities under OGAA. New plant or refinery applications are

submitted under facilities; amendments are submitted when certain equipment is added to an existing plant, such as a new compressor or processing train.

## Facility Numbering

Upon issuance of a facility permit, the Commission's information systems will assign a facility identification number (FACID) to the facility. The codes are used to track facilities and associated operational submissions in the Commission's KERMIT information system.

## 4.3.2 Creating a New Facility Activity Application

### New Facility Application

A new facility application is submitted to obtain a facility permit on either a new well/facility area or on a previously permissioned well/facility area. A permit is required prior to any construction or installation of equipment and flow of product.

Facilities can be applied for individually or with other oil and gas activities as part of a multi-activity project application. The AMS generates data input requirements for additional activities specified within the spatial data upload.

### Facility Permit Amendments

An amendment must be used for modifications beyond what is authorized in the permit and is required for activities where work initiates or impacts measurements or noise/air emissions. Examples where a permit amendment is required include:

- The addition of equipment for a new well tie-in and for newly completed wells at a permitted facility,
- The addition of any equipment listed in AMS under the Facilities Details tab (please refer to Appendix C of this Manual for a more specific list),
- Modifying details initiating or impacting measurement related to production accounting,
- Addition of storage, including temporary or permanent production tanks (oil, water, emulsion or condensate) located on private or Crown land,

- Adding or removing artificial lift systems such as: pump jacks, gas lifts, progressive cavity pumps, electric submersible pump or other hydraulic pumping units. A plunger lift addition does not require an amendment.
- Repairing or modifying equipment including:
  1. Replacing equipment where additional regulatory considerations may be required (e.g. replacing with a larger unit that may consequentially increase processing capacity or waste discharge),
  2. Increasing the permitted H<sub>2</sub>S concentration,
  3. Increasing the inlet capacity of a gas plant,
- Modifying an aspect of the facility outside the limits of the permissions and authorizations of the permit (such as increases in flare limits).

Removal of equipment that will result in a change to facility type must be submitted as an amendment application for to change the facility type. Please note that well facilities cannot be amended to other facility types; an application for a new facility on permissioned land is required in these cases.

Appendix C provides a comprehensive list of facility changes requiring a facility permit amendment. Appendix D includes examples of changes that can be made under the existing permit without submission of amendment applications, NOI or updated as-built record drawings.

### **Please Note:**

Drawings included with amendment applications must include clouded areas to indicate amended areas.

### **Notice of Intent to Remove All Equipment from a Site**

When approved permit holder plans to remove all equipment from a site, they must submit a notice of intent (NOI). The project description should clearly identify all facility equipment and piping being removed. The Commission's Oil and Gas Activity Operations Manual provides more information on Notice of Intent submissions.

## Notice of Intent to Suspend a Gas Plant or Other Facility

Suspension of a facility must be carried out in accordance with s. 79 of the Drilling and Production Regulation and notice submitted via a Notice of Intent (NOI). The Commission's Oil and Gas Activity Operations Manual provides more information on Notice of Intent submissions.

## Facility Permit Amendment for Change of Service

A change of service typically applies to both a facility and a pipeline and requires that each be amended under the permit in which they were originally issued. If the change of service includes a pipeline that was not originally approved in the same permit as the facility, the permit number for the pipeline must be entered in the description box in the facility amendment.

If a product is introduced into a facility or pipeline that was not originally designed for sour service, an Engineering Assessment, in accordance with the latest edition of CSA Z662, must be completed and attached to the amendment application. A facility permit amendment is also required to increase the permitted H<sub>2</sub>S concentration of a facility.

For changes in service at a facility to decrease H<sub>2</sub>S concentration, a Notice of Intent (modify equipment or facility) may be appropriate depending on the limitations of the permit permissions. The Commission's [Oil and Gas Activity Operations Manual](#) provides more information on Notice of Intent submissions.

## Historical Submission: Facility

The historical facility submission is intended to collect missing data into KERMIT. This includes equipment and compressor details that were not required at the time the facility was originally permitted.

The historical facility entry submission is selected from the create "application type" menu as "historical submission". It is often required when the facility has incomplete, absent or incorrect data.

Historical facility submissions pass fewer data validation checks upon submission. No fees are collected for an historical facility submission.

In order to complete a historical facility submission AMS searches facilities approved prior to October 4, 2010 based on the permit holder's information including:

- Approval determination number.
- Legacy OGC File number.
- Authorized activity number (Facility ID#).

Once the permit holder enters the historical activity description, AMS pre-populates the information fields based on the current information; where available. Complete and/or edit the activity details within the AMS tabs. Spatial data may be uploaded where it does not exist providing it meets the spatial data standards and the spatial data provides the physical location of the facility. Spatial data for historical submission is optional.

### 4.3.3 Facility Planning and Design

This section provides typical planning and design requirements, guidelines and considerations when planning and designing a facility for an oil and gas activity application. The standards and guidelines presented here form a substantial basis for assembling an application. The Commission reviews the facility application relative to the engineering and technical information provided in the Application Management System; therefore, applicants should review this section for an indication of any application requirements or attachments required in relation to the required components.

#### Regulatory Requirements

Facilities must meet the design and operational requirements outlined in the [Oil and Gas Activities Act](#) (OGAA), [Oil and Gas Waste Regulation](#) (OGWR), [Drilling and Production Regulation](#) (DPR), or the Liquefied Natural Gas Facility Regulation (LNGFR), as applicable, and the [Environmental Protection and Management Regulation](#) (EPMR).

If an exemption is requested from regulatory requirements, an exemption request may be submitted prior to application submission, at the time of application, or following application determination, depending on the specifics of the circumstance, and the regulatory requirements from which exemption is being requested. Exemption requests must include:

- Specific regulatory provision requiring an exemption.
- Rationale for exemption (explanation of why an exemption may be required).
- Proposed plan showing mitigation strategies to reduce associated impacts relative to the feature that the regulatory provision addresses.

If exemptions are approved prior to the application, this approval must be attached to the application.

## Guidance Requirements

In addition to this Oil and Gas Activity Application Manual and CSA Z276, CSA Z662 and ASME B31.3 standards, facility activities should be designed to meet guidance recommendations in the following Commission documents:

- [Measurement Requirements for Upstream Oil and Gas Operations manual](#).
- [Flaring and Venting Reduction Guideline](#).
- [BC Noise Control Best Practices Guideline](#).

If oil and gas activities cannot adhere to the guidance recommendation then justification must be included in the permit application. Include specifics of the guidelines not followed or met, an explanation of why they cannot be followed or met, the alternative proposed plan and any relevant mitigation strategies.

## Safety Standards Amendment Act: Regulatory Authority and Process Changes

The Safety Standards Amendment Act came into force on November 7, 2016, and has resulted in changes to the administration of regulatory authority and processes by the Commission and Technical Safety BC.

The Commission and Technical Safety BC have a revised MOU in place. Please refer to Bulletin [2016-34](#) for guidance.

All permit holders of Commission regulated facilities must prepare, regularly update as required, and keep on file the following documentation. These management systems and processes are to be followed in the design, construction, operation, maintenance, and decommissioning of facilities in the province of British Columbia for the particular permit holder. The submission of this information is NOT required in a permit application package, but must be available upon request, or for audit purposes.

1. Permit holders must have the following in place prior to the start-up of new or modified facilities:
  - a. a report from a qualified professional confirming that all of the elements of a quality assurance/quality control process necessary for construction are documented and applicable to the scope of work. The scope of validation should include at a minimum:
    - i. quality planning, control, assurance and continuous improvement processes;
    - ii. a full explanation of how the quality objectives will be managed for the duration of the construction including those for the subcontractors and/or the suppliers;
    - iii. details regarding how the plan addresses the project quality policy and objectives, quality organization, resource management, information management, codes, standards and specifications, management of change, control of deviations and concessions, and regulatory legislation compliance; and,
    - iv. a plan to verify of the effectiveness of the quality assurance program during design, construction and testing.
  - b. a written description of the management of change process that will be used by the permit holder in the design, construction, and operation of the facility. The management of change system should:



- i. include written procedures for managing change;
- ii. address the basis for each change;
- iii. evaluate potential safety, health and environmental impacts for each change;
- iv. define requirements for authorizing changes to be made; and,
- v. include methods by which the permit holder will appropriately inform and train affected workers before changes occur.

The Center for Chemical Process Safety Guidelines for Management of Change for Process Safety identifies key components of what would be an acceptable change management system to the Commission.

- c. a Facility Integrity Management Program in accordance with s. 78.1 of the Drilling and Production Regulation.
2. In lieu of Pressure Piping Registration for ASME B31.3 facility piping that was previously under Technical Safety BC jurisdiction, permit holders must have the following in place prior to the start-up of new or modified facilities:
- a. P&IDs that include the following information:
    - i. Number and revision
    - ii. Design code of construction information
    - iii. Line identification list showing maximum design pressures, maximum and minimum design temperatures, and pipe specifications including:
      - Fluid service
      - Dimensions
      - ASME material specifications
      - Flange, valve and fitting standards
      - Heat treatment
      - Non-destructive examination requirements
      - Corrosion allowance

- Impact testing
  - Pressure test conditions and fluid
  - Formulas used or reference to code section
- b. Stress analysis calculations demonstrating the piping system can withstand or is isolated from all ambient influences, dynamic effects, weight effects, and interface loads, as defined in ASME B31-series code. If these conditions are unknown, clearly stated worst-case loading restrictions shall be included

## Liquefied Natural Gas (LNG)

Applicants planning to construct and operate a Liquefied Natural Gas facility (LNG facility) in British Columbia should review the [Liquefied Natural Gas Facility Application and Operations Manual](#). Operators must be familiar with the requirements and procedures for applying and obtaining a permit to construct and operate an LNG facility. Permit holders must follow key regulatory milestones and requirements during the facility's construction, operations and site restoration phases.

## Gas Processing Plants

Before submitting an application for a gas processing plant(s), applicants are encouraged to meet with the Commission and allow sufficient time for application processing based on the specifics of the proposal. The Commission has defined a process where one or more meetings may be necessary as part of application review and determination. This process includes:

- Submission of a brief written description of the project scope, including sketches of the proposed tentative gathering/processing system and sales tie-in points. Timing for this should be a week prior to the pre-application meeting to allow more meaningful feedback to assist in the preparation of the application. The submission should be directed to [OGCpipelines.facilities@bcogc.ca](mailto:OGCpipelines.facilities@bcogc.ca),
- Pre-application meeting with key Commission staff, and,
- Mid-process meeting to discuss Commission application reviewed feedback. This meeting is arranged on a case by case basis only when written communication isn't sufficient to answer regulatory questions.

## Gas Plant Proliferation Analysis

A gas processing plant proliferation review must be included with the application and must contain the rationale for constructing the newly proposed plant after consideration of existing active plants and pipeline infrastructure feeding into active plants within a 50 km radius. This is required as an attachment with the application for new plants and amendments that increase the throughput of the plant. Other plant amendments do not require a proliferation review.

## Flare and Incinerator Systems

Flare and incinerator systems must be designed and operated within the limits specified by a qualified professional. Applicants should seek guidance on flare system design from the following regulations and guides:

- API Standard 521.
- [Flaring and Venting Reduction Guideline](#).
- [Drilling and Production Regulation](#) (DPR):
  1. Section 47 (c) and (h)
  2. Section 44 (a), (b), (c), (d) and (e)
  3. Section 42 (1) and (5)
  4. Section 43 (1), (2) and (3)
- [Oil and Gas Activity Operations Manual](#)
  1. Section 9.6.15

The Commission considers uninterrupted flared volumes with a constant and visible flame under routine operations to be “continuous”. This includes fuel gas being burned to maintain a pilot and / or continuous purge in the flare header.

## Fugitive Emissions

A Fugitive Emissions Management Program must be in place prior to commencement of operations at a facility. The Commission may request this program at any time in the application, construction or operations phase of a facility. Refer to the [CAPP Best Management Practice for Fugitive Emissions Management](#) document for further guidance.

## Leak Detection

Leak detection system with adequate controls must be in place according to Section 39 of the [Drilling and Production Regulation](#). The Commission may require additional levels of detection and control based on the location and specifics of a facility installation. Examples of common leak detection and control include high/low pressure alarms/shutdown, H<sub>2</sub>S/LEL/fire detection, ESDV, etc.

## Overpressure Protection

Overpressure protection must be designed and operated according to CSA Z662 and/or ASME B31.3. The Commission may require additional levels of detection and control based on the location and specifics of a facility installation.

## Secondary Containment

All produced oil, water and condensate storage (production) tanks as outlined in Section 50 of the DPR have secondary containment requirements.

On a case-by-case basis, there is an option for produced water tanks to utilize a double wall design in place of a dyke or berm for secondary containment.

- The double wall design option must include a secondary tank system capable of holding 110 per cent of the primary tank's volume where the space between the tanks has a level indicator and high-level shutdown.
- The main tank must have a high-level shutdown.

The Commission has established standards for secondary containment for above-ground tanks storing fluids not produced from an oil, gas or water well. Installations adhering to the standards detailed below will meet regulatory requirements for secondary containment, as per the Drilling and Production Regulation, Section 50 (1) and (2), the most recent version of CSA Z662 and the most recent version of the National Fire Protection Association (NFPA) Code Section 30, (specifically, but not limited to NFPA 30, Chapter 1, section 1.4.2).

The minimum requirements for secondary containment of non-production tanks include:

- Tanks greater than 45 gallons (one barrel) and less than 12,000 gallons (U.S. gallon), 45,400 litres or 45.4 m<sup>3</sup>, storing chemicals, fuel or other products, for example, methanol and corrosion inhibitor, on a wellsite or facility site, will meet the standard for secondary containment with a double-walled tank design.
- The installation of a single-walled tank design with a catch-bin for containment or a dyke, as long as the capacity provides for 110 per cent of the tank volume.
- Tanks less than 45 gallons do not require secondary containment and tanks greater than 12,000 gallons (U.S. gallon), 45,400 litres or 45.4m<sup>3</sup>, require dyking or berming to contain an unexpected release of fluid.

Barrels containing non-production fluids such as chemicals (glycol, amine, corrosion inhibitor, etc.); fuel for gensets or helicopters; oil (lube, engine crankcase) for compressors, one or more barrels can be stored at a location without secondary containment as long as the barrels are located in a manner where a spill would be contained within the facility area, and the spilled fluid would be contained in an area free of hazards such as away from a source of ignition. For production tanks in a tank farm, NFPA 30 requires the dyke / berm secondary containment to be sized for the containment of the full volume of the largest tank only. The requirement for barrel docks are described in NFPA 30.

Typical pop tank installations do not require secondary containment, as long as the facility site is constructed to contain all on-site fluid storage volumes and surface run-off. Where a pop tank is being used as both a drain tank and for emergency PSV fluid carry-over capture, secondary containment is required.

## Truck Out Boxes

Truck out boxes are considered spill or leak prevention devices, not secondary containment. As a best practice, the Commission recommends the boxes are installed inside the tank's secondary containment boundary. Any deviation from this design must achieve the same results, and is considered on a case by case basis. The design should be configured to enable the truck operator to remain outside the secondary containment area while loading and unloading the fluid.

## Petroleum Storage Tank Design

The general standards for atmospheric and low-pressure petroleum storage tanks in B.C. are included in the following American Petroleum Institute (API) documents:

API-650	Welded Steel Tanks for Oil Storage: governs the construction of tanks storing products with internal pressures of up to 2.5 psig.
API-651	Cathodic Protection for Above-Ground Petroleum Storage Tanks.
API-652	Lining of Above-Ground Petroleum Storage Tanks.
API-653	Tank Inspection, Repair, Alteration, and Reconstruction.
API-620	Design and Construction of Large Welded Low-Pressure Storage Tanks: construction of tanks with internal pressures of up to 15 psig.
API-2000	Venting Atmospheric and Low-Pressure Storage Tanks.
API-2350	Overfill Protection for Petroleum Storage Tanks.
API-2015	Cleaning Petroleum Storage Tanks.
API-2550	Measurements and Calibration of Petroleum Storage Tanks.

For general requirements on underground tank inspections and abandonment, refer to CSA Z662, API-1604 and NFPA 30.

## Water Storage at Facility Sites

Water storage sites, or pits, constructed at and to be used at facility sites (or pits), for reclaimed, blended, or produced water, including frac flow back water, are part of the facility permit application or amendment process. A water storage pit for produced water can be added to an existing facility via permit amendment to add storage equipment. Stand-alone produced water pits and associated equipment should be applied for with the application code 'Water Hub'.

If the water storage pit will store only fresh water (fresh water storage site), an application for an associated oil and gas activity can be submitted, as described in Section 4.6 of this manual. Fresh water storage sites may also be subject to authorizations under the Water Sustainability Act and Dam Safety Regulation.

## Light Control

The Commission requires that operations at a well or facility do not cause excessive emanation of light. It is expected that permit holders have done all that is reasonable to mitigate light emissions to surrounding areas, without compromising the safety of workers or the facility's safe operation.

Mitigation measures that might be considered include:

- Minimizing the amount of lighting required while ensuring safe operation of the facility,
- Minimizing brightness of lights to the extent practicable,
- Use of automated sensors that shut down lighting in areas of no activity where it is safe to do so, and,
- Re-angling, shading or screening of lighting.

As required in Appendix B of this manual, a summary of how light pollution has been identified, considered and mitigated must be included as a mandatory application deliverable for gas processing plants.

### 4.3.4 Facility Specific Activity Requirements

This section outlines application requirements for facility applications. Requirements are dependent on the characteristics of each facility activity and are outlined in full details below including a description, details of additional information and requirements. In most cases, the details are input into the facility application tab within AMS, but may require the upload of an attachment to support the details including:

- Project description (as described below).
- Piping and instrumentation diagram.
- Process flow diagram.
- Gathering system schematic.
- Plot plan.

- Air dispersion model (as described below).
- Dehydration engineering and operations sheet (as described below).
- Discharge of waste reporting (as described below).
- A table of all design codes to be used in the facility design, construction and operation including a summary of the scope of application of each code within the facility.
- a table of all natural gas fired appliances proposed at the facility with the corresponding ASME Boiler and Pressure Vessel Code section, burner control system standard, appliance rating, and pressure piping standard, for which the appliance was designed.

Attachments must meet specific size and file formatting restrictions in order to be uploaded correctly as defined in Section 5.8 of this manual.

## 1. Project description

Provide a brief description of the project and any comments relevant to the facility and/or application. Specific information is required in project descriptions accompanying new facility applications and facility amendment applications and should include:

- New facility application – include oil condensate capacities in project description,
- New facility application – include the means and plans for security and access control in accordance with Section 39(3) of the Drilling and Production Regulation and/or Section 8(1)(e) of the Liquefied Natural Gas Facility Regulation in project description,
- Notice of Intent to suspend a gas plant or other facility: include a list of wells from the schematic, a rationale for shut-in and plan and duration of shut in in project description. Must also show provisions have been made to:
  - i. Store, handle and dispose of toxic material,
  - ii. De-pressure the facility,
  - iii. Dispose of corrosive, combustible or explosive fluids,
  - iv. Minimize or prevent degradation of the plant or facility equipment, vessels and piping,



- v. Secure the plant or facility against unauthorized entry and vandalism,
- vi. Periodically have the plant or facility and site inspected by qualified persons, and,
- vii. Address any other concerns the Commission has identified.

## 2. Air Dispersion Modelling

Results and records of air dispersion modelling must be attached to facility permit applications where flaring or incinerating of gas with H<sub>2</sub>S composition greater than one percent is planned. Review the Commission's Flaring and Venting Reduction Guideline for further information.

## 3. Dehydrator Engineering and Operations Sheet

A Dehydrator Engineering and Operations Sheet (DEOS) must be attached to facility permit or amendment applications where new or used glycol dehydration equipment is to be installed, where existing glycol dehydration equipment is to be modified, or requested changes to the facility affect the dehydration process. The DEOS must show that the dehydration process will follow the Commission's policy on benzene emissions outlined in the Flaring and Venting Reduction Guideline.

## 4. Discharge of Waste

Some facilities require a waste discharge authorization under Section 6 of the Oil and Gas Waste Regulation. This approval is required when:

- The cumulative rated power of all compressor drivers is greater than 600 but less than 3,000 kilowatts of total power,
- The cumulative rated power of all oil pump drivers is greater than 600 but less than 3,000 kilowatts of total power,
- The cumulative rated power of all electricity generator drivers is greater than 600 but less than 3,000 kilowatts of total power,
- The facility includes dehydrators, line heaters or treaters that combust high sulphur gas (> 1 per cent) and are each rated at 150 kilowatts or more, or,
- The facility is a processing plant.

The first three items in the bulleted list above are individual entities and must not be combined to determine total driver power. The Application Management System prompts for the upload of a completed Schedule 3 form if an approval under Section 6 OGWR is required. The Commission's Environmental Management and Reclamation department conducts the appropriate review and determination process for waste discharge approvals based on the information entered at time of facility application. No separate application is needed.

Some facilities are not subject to the OGWR, thus requiring a Waste Discharge permit under the [Environmental Management Act](#) and are described in Section 2(1) of the OGWR. Contact the Commission's Director, Environmental Management and Reclamation for more information.

## Additional Facility Requirements

### 1. Engineering Assessment

The Commission may request an engineering assessment, as deemed necessary. Engineering assessments must be completed in accordance with the latest version of CSA Z662, including:

- Design capacity of the facility and design standard used.
- Gas rate for a gas facility and solution gas rate for an oil facility.
- Total sulphur emissions of the facility.

### 2. Sand Management Plan

All operators of wells within British Columbia utilizing sand fracturing are required to develop and implement an appropriate Sand Management Plan. The Sand Management Plan is a comprehensive plan outlining the preventative steps to reduce, monitor, and capture sand returns, incorporate leak detection, monitor and maintain piping integrity, and ultimately minimize the risk of loss of containment due to sand erosion. The Sand Management Plan, and all records relating to sand monitoring and testing programs, must be maintained and made available to the Commission upon request. The Sand Management Plan must take into consideration and document:

- procedures for monitoring sand returns during cleanup and define the cleanup target criteria for sand returns,
- procedures for monitoring sand returns upon initial production, during the life of a well, and after periods of extended pressure buildup,
- proposed de-sanding equipment upon initial production and throughout the life of a well
- piping configurations to minimize erosion,
- well facility design to detect and control leaks as quickly as practicable,
- maximum velocity determination and methods to keep velocities within appropriate and defined parameters (such as limiting velocities to 25 m/s as stated by NORSOK standard P-001),
- baseline and ongoing ultrasonic testing, and interpretation of results,
- justification for location of erosion sensing devices and demonstration of effectiveness, if applicable,
- management of design changes, and
- communication and documentation procedures of operating limits with field personnel.

### 3. Water Management Plan

All water hub facilities and facilities with excavated ponds and pits or permanent C-rings must include a water management plan (WMP) with the application. The water management plan is a comprehensive plan outlining the process and inventory of produced and fresh water, as well as preventative designs and procedures. All records relating to water monitoring and testing programs must be maintained and made available to the Commission upon request. The Water Management Plan must include at a minimum:

- Description of the water process flow.
- Water inventory management and monitoring.
- Regulatory submissions.

- Leak detection description.
- Counter measures, responses and training in the event of a spill.
- Spill kits and equipment on site.

Other details in the plan may include:

- Design and geotechnical details.
- Wildlife mitigation.
- Likely spill / leak scenarios.

#### 4. Comingled Production

Comingled production approvals are required attachments for some facility applications. The Commission's [Production Allowables](#) web page provides more information on comingled production approvals.

### Gas Processing Plant: Additional Requirements

The review must include the rationale for constructing the newly proposed plant after consideration of existing active plants and pipeline infrastructure feeding into active plants within a 50 kilometre radius.

Appendix B of this manual provides a detailed listing of technical documentation to be included in an application for a gas processing plant in addition to specific details on requirements for plans, diagrams and maps.

## 4.3.5 Additional Considerations for Facilities Activity

### Emergency Response Planning

An Emergency Response Plan (ERP), or an update to an existing plan, must be submitted to the Commission in accordance with Section 7 of the [Emergency Management Regulation](#). Emergency planning zones are determined using H<sub>2</sub>S content of product in a pipeline, well or at a facility. Review [Schedule A of the Emergency Management Regulation](#) for more information.

## 4.3.6 Facilities Activity Requirements Data Field Completion

Table 4-E below provides detailed instructions for each of the data fields requiring input (not auto populated) within the Application Management System.

**Table 4-E: Application Instruction Table for the Facilities Tab**

Label	Instructions
Is the activity within an existing construction corridor	Indicate if the proposed activity falls within a previously assessed review corridor or previously assessed construction corridor.
Activity Description	Provide a brief description of the project and any comments relevant to the facility and/or application.
Engineer Project File Name (Optional)	Applicant's engineering project file number.
Process Flow Diagram Attachment	Upload diagram showing all major equipment, vessels, meters, and interconnecting piping (process, fuel, flare and vent at a minimum) at the facility, or within an identified skid or building.
Project Description Attachment	A description of the proposed facility activity must be provided and must include the location of where the facility construction will commence.
Piping & Instrumentation Diagram Attachment	Upload a detailed diagram for each facility or skid/building identifying all instrumentation symbols, valves & connections, piping and vessels, line numbering, fuel gas, flare and vent streams. This drawing must include all safety systems such as H <sub>2</sub> S detection, flammable gas detection, and fire detection inside and outside of buildings. This information, from the individual drawings, can also be summarized on a separate P&ID. The P&ID must also include the initial high and low setpoints of all pressure switches proposed at the facility.

Label	Instructions
Gathering System Schematic Attachment	Upload a diagram indicating the flow path of oil and/or gas (including liquids) in pipelines between wells (well site facilities) and central facilities they are physically linked to (connected by pipelines). Identify the route of the primary product from the well to the reporting facility, and include the Well Authorization numbers and Facility Codes that are a part of the new linkage.
Plot Plan Attachment	Upload a diagram identifying the surface area required for the facility and the proposed equipment, including but not limited to, the lease area, the access road point of entry including proposed fencing and/or access control measures, and how the access continues past the facility site if applicable, the equipment layout with distances shown in meters, (for example all storage tanks, buildings, compressors, flare stacks, flare knock out drums, line heaters, pump jacks, etc.), all wellhead positions (clearly labelled by location), where the riser/pipeline starts and ends on a site and how it leaves the site going into the right-of-way. Fencing and/or gates must also be shown on the plot plan.
<b>Emissions Air Details</b>	
Dehydrator Benzene Annual Emissions (t/y)	Enter Dehydrator Benzene Annual Emissions tonnes/year.
Total Flared Volume (m <sup>3</sup> /day)	Includes natural gas volumes used for pilot, purge, and all routine, continuous or regularly occurring flared or incinerated volumes.
Total Vented Gas Volume (m <sup>3</sup> /day)	Includes vented natural gas used for pneumatic instrumentation, or to provide motive force to pumps, and gas from routine, continuous or regularly occurring sources such as production tanks, glycol dehydration or compressor distance piece vents.
Maximum Sulphur Emission (t/d)	Enter Maximum Sulphur Emission tonnes/day.
Will the proposed application include routine combustion of gas containing greater than or equal to 1 mole percent H <sub>2</sub> S for a duration greter than or equal to 15 minutes	If continuous flaring of gas that is greater than or equal to one per cent H <sub>2</sub> S, dispersion modelling results must be attached to the application.

Label	Instructions
or that results in 1 tonne / rolling 24 hours of Sulphur emissions?	
<b>Area Details</b>	
Emergency Planning Zone Radius (km)	The emergency planning zone (EPZ) for a sour production facility is calculated by using the largest H <sub>2</sub> S release volume from any pipeline entering or leaving the facility. If the facility has an acid gas disposal well on site, the emergency planning zone for the well may determine the size of the EPZ for the sour production facility.
Distance to Nearest Occupied Dwelling (km)	Indicate the distance in kilometres to the nearest occupied dwelling. Distances must be accurately measured if the occupied dwelling is located within a 2 kilometre radius from the proposed activity. In remote areas, it is acceptable to estimate the distance to the nearest occupied dwelling. The Commission does not require applicants to search a large radius to identify the nearest occupied residence. It is sufficient to ground truth the area out to the edge of the Emergency Awareness Zone (EAZ).
Distance to Nearest Urban Center (km)	Indicate the distance in kilometres to the nearest urban centre. An urban centre is defined as a city, town, village, summer village, hamlet with no less than 50 separate buildings, each of which must be an occupied dwelling. Also, any First Nation reserve, other incorporated centres and any similar development the Commission may designate as an urban centre.
Distance to Nearest School (km)	Indicate the distance to the nearest school, in kilometres.
Distance to Nearest Populated Area (km)	Indicate the distance in kilometres to the nearest populated area. A populated area is defined as an occupied dwelling, school, picnic ground or other place of public concourse. Distances must be accurately measured if the populated area is located within 2 kilometre from the proposed activity. If the populated area is greater than 2 kilometres from the proposed activity, distances can be estimated.

<b>Facility Details Tab</b>	
Proposed Facility DLS Location: LSD	Enter Legal Subdivision (LSD) Value: 01 to 16.
Proposed Facility DLS Location: Section	Enter Section Value: 01 to 36.
Proposed Facility DLS Location: Township	Enter Township Value: 076 to 088.
Proposed Facility DLS Location: Range	Enter Range Value: 13 to 26.
Proposed Facility NTS Location: Quarter Unit	Enter Quadrant Unit Value: A to D.
Proposed Facility NTS Location: Unit	Enter Map Unit Value: 001 to 100.
Proposed Facility NTS Location: Block	Enter Map Block Value: A to L.
Proposed Facility NTS Location: Map	Enter Mapsheet and Map Group Value in format XXX-X-XX. XXX = Mapsheet Value: 082, 083, 092, 093, 094, 095, 102, 103, 104, 114. X = Mapsheet Value: A to P. XX= Map Group Value: 01 to 16.
Equipment Type	Select one or more types of equipment planned for the facility, if applicable.
Maximum Inlet H <sub>2</sub> S Content	Indicate the Maximum Inlet H <sub>2</sub> S Content.
Maximum Inlet H <sub>2</sub> S Unit of Measure	Indicate the unit of measure used to denote the maximum content of H <sub>2</sub> S in inlet gas.
Maximum Design H <sub>2</sub> S Content	Indicate the maximum content of H <sub>2</sub> S incorporated into facility design.
Maximum Design H <sub>2</sub> S Unit of Measure	Indicate the unit of measure used to denote the maximum content of H <sub>2</sub> S incorporated into facility design.
Design Inlet Capacity	Indicate the maximum designed inlet capacity of the facility.



Design Inlet Capacity Unit of Measure	Indicate the unit of measure used to denote the design inlet capacity incorporated into facility design.
Leak Detection Type	Select one or more leak detection types for this facility.
Facility Losses (m <sup>3</sup> /day)	Includes fuel gas removed from the process and used at the facility (for heating, dilution gas, internal combustion engines, compressor engine start gas, etc.), gas used for pneumatic instrumentation or to provide motive force to pumps, gas from routine, continuous or regularly occurring vent sources (such as production tanks, glycol dehydration, compressor distance piece vents or pigging equipment), and flared or incinerated gas (including pilot and purge). This would not include any losses from natural gas pipelined to the facility, propane trucked in, or the separation and subsequent removal of produced liquid hydrocarbons.
<b>Gas Processing Plant Details</b>	
Gas Processing Plant Proliferation Review Indicator	Indicate if a gas processing plant proliferation review is attached. A gas processing plant proliferation review must include the rationale for constructing the newly proposed plant after consideration of existing active plants and pipeline infrastructure feeding into active plants within a 50 kilometre radius. This is required as an attachment with the application for new plants and amendments that increase the throughput of the plant.
Acid Gas Stream H <sub>2</sub> S Component Management	Select the method that will be used to manage the acid gas stream H <sub>2</sub> S component.
Acid Gas Stream CO <sub>2</sub> Component Management	Select the method that will be used to manage the acid gas stream CO <sub>2</sub> component.
<b>Well Facility Details</b>	
Well Authorization Number	Enter the Well Authorization (WA) number.
<b>Facility Equipment Details: Dehydrator</b>	
Number of Dehydrators	Indicate the number of dehydrators at the facility. For amendment applications, the "Number of Dehydrators" should equal the number of dehydrators permitted plus the number of dehydrators being added with the subject amendment; this number cannot be less than the number of dehydrators constructed. To remove constructed equipment, the permit holder must submit a service desk request

	stating which of the constructed equipment is being removed, as well as what the new total number of dehydrators will be following the removal.
Benzene emissions per calendar year in tonnes	Enter Dehydrator Benzene Annual Emissions tonnes/year.
Changes Effect Existing Dehydration Processes	If yes, upload a Dehydrator Engineering and Operations Sheet (DEOS).
<b>Facility Equipment Details: Compressor</b>	
Prime Mover Type	Indicate if the prime mover is powered by gas or electricity.
Total Number of Prime Movers Proposed	Indicate the number of sales and/or inlet compressors at the facility. Acid gas compressors, VRUs, recycle compressors, overhead compressors, refrigeration compressors, instrument air compressors, and similar are NOT included in this count. For amendment applications, the "Total Number of Prime Movers Proposed" should equal the number of prime movers permitted plus the number of prime movers being added with the subject amendment; this number cannot be less than the number of prime movers constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of prime movers constructed and new total power will be following the removal.
Total Power Proposed (kW)	Indicate the total power of all compressors included in the Number of Prime Movers Proposed section.
<b>Facility Equipment Details: Pump</b>	
Prime Mover Type	Indicate if the prime mover is powered by gas or electricity.
Total Number of Prime Movers Proposed	Indicate the number of pumps used to transport hydro carbon liquid in a major pipeline (oil, LPV or HPV) or to pump fresh water from a major water source. LACT unit pumps, chemical pumps, truck loading pumps, water disposal, transfer, or injection pumps, and similar are NOT included in this count. For amendment applications, the "Total Number of Prime Movers Proposed" should equal the number of prime movers permitted plus the number of prime movers being added with the subject

	amendment; this number cannot be less than the number of prime movers constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of prime movers constructed and new total power will be following the removal.
Total Power Proposed (kW)	Indicate the total power of all pumps included in the Number of Prime Movers Proposed section.
<b>Facility Equipment Details: Generator</b>	
Total Number of Prime Movers Proposed	For amendment applications, the “Total Number of Prime Movers Proposed” should equal the number of prime movers permitted plus the number of prime movers being added with the subject amendment; this number cannot be less than the number of prime movers constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of prime movers constructed and new total power will be following the removal.
Total Power Proposed (kW)	Indicate the total power of all generators.
<b>Facility Equipment Details: Flare Stack</b>	
Number of Flares	Indicate the number of flare stacks at the facility. For amendment applications, the “Number of Flares” should equal the number of flares permitted plus the number of flares being added with the subject amendment; this number cannot be less than the number of flares constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of flares will be following the removal.
Estimated Low Pressure Flare Rate (m <sup>3</sup> /day):	Provide estimated flare rates for the low pressure flare. This may include volumes from continuous or intermittent low pressure streams such as production tanks, glycol regenerator overhead still columns, purge and pilot gas, and for regular maintenance.
Estimated High Pressure Flare Rate (m <sup>3</sup> /day):	Provide estimated flare rates for the high pressure flare. This may include volumes from continuous or intermittent high pressure streams such as glycol flash tanks, compressor or

	facility equipment depressurization events, purge and pilot gas, and for regular maintenance.
Safety Controls	Select one or more safety controls planned for the flare system.
<b>Facility Equipment Details: Incinerator</b>	
Number of incinerators	Indicate the number of incinerators at the facility. For amendment applications, the “Number of Incinerators” should equal the number of incinerators permitted plus the number of incinerators being added with the subject amendment; this number cannot be less than the number of incinerators constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of incinerators will be following the removal.
Incinerator Measurement Proposed Indicator	Indicate if incinerator measurement is planned for the facility.
Safety Controls	Select one or more safety controls planned for the incinerator.
<b>Facility Equipment Details: Facility Storage</b>	
Number of LNG Storage Tanks	Indicate the number of tanks/pits/ponds at the facility. For amendment applications, the number of tanks/pits/ponds should equal the number of tanks/pits/ponds permitted plus the number of tanks/pits/ponds being added with the subject amendment; this number cannot be less than the number of tanks/pits/ponds constructed. To remove constructed equipment, the permit holder must submit a service desk request stating which of the constructed equipment is being removed, as well as what the new total number of tanks/pits/ponds constructed and new total storage capacities will be following the removal.
LNG Storage Capacity (m <sup>3</sup> )	Indicate the LNG facility storage capacity in m <sup>3</sup> .
Produced Fluid in Tanks - Capacity (m <sup>3</sup> )	Indicate the produced fluid tank capacity in m <sup>3</sup> .
Produced Fluid in Pits or Ponds - Capacity (m <sup>3</sup> )	Indicate the produced fluid pit or pond capacity in m <sup>3</sup> .

<b>Technical Specification Details</b>	
Source of Criteria Air Contaminants	As defined by Environment Canada, pollutants produced from the combustion of fossil fuels including SOX, NOX, PM, VOC, CO.
Is the facility described in Section 2(1) of the Oil & Gas Waste Regulation and therefore not subject to the regulation?	Refer to Oil & Gas Waste Regulation.
Is the facility authorized to discharge waste under Section 4 of the Oil & Gas Waste Regulation?	Refer to Oil & Gas Waste Regulation.
Does the facility require a registration to discharge waste under Section 6 of the Oil & Gas Waste Regulation?	Refer to Oil & Gas Waste Regulation.
Pressure Welding/Testing Required Indicator	Will this installation require pressure welding and/or pressure testing? If yes, a construction start is required.
Design Standard	Select the design standard(s) being used.
Sand Fracture Completed Indicator	The sand management plan is intended to be a comprehensive plan outlining the preventative steps to reduce, monitor, and capture sand returns, and incorporate leak detection and piping integrity. The plan must include: proposed de-sanding equipment, piping configurations to minimize erosion, velocity control, ultrasonic testing. Attach applicable documentation under the Attachments tab under the application in AMS.
Facility Security Measures	Select all facility security measures proposed for facility security.
Will there be any venting activity?	Indicate if there will be any venting activity.
Recover Low Pressure Vapours	Indicate yes, if a method to recover low pressure vapours will be implemented.
Method	If yes; specify method: vapour recovery unit; utilize as fuel. This includes all sources including, but not limited to, tanks, instruments and pumps.
Power and Motive Source:	Select what is being used to power instruments and provide motive force to pumps.

Compressor Discharge Connected to Flare	If there is a compressor, is the start gas discharge connected to the flare system?
Cross Border Indicator	Does the facility deliver/receive production volumes into or out of the Province of British Columbia? If yes, Measurement Guideline for Upstream Oil and Gas Operations must be adhered to.
<b>Exemptions</b>	
Does the application adhere to the Planning & Venting Reduction Guideline	Indicate if the application is planned to adhere to the Flaring & Venting Reduction Guideline.
Does the application adhere to the Noise Control Best Practice Guideline	Indicate if the application is planned to adhere to Noise Control Best Practices Guideline.
Does this application adhere to the Directive on Facility Design	Indicate if the application is planned to adhere to Directive 2010-06 wellsite Failure Investigation Prompts New Directive for Gas Wellsites in B.C. on facility design.
Exemption from Drilling and Production Regulation Indicator	Does the application require an exemption from the Drilling and Production Regulation?
Section Exemption	Enter the section of the Drilling and Production regulation from which an exemption is being requested.
Section Exemption Explanation	Provide a detailed explanation / rationale for the regulatory exemption request. Include statements indicating why the regulation cannot be followed, proposed alternate strategies and any relevant mitigation.
Exemption from LNG Facility Regulation	Does the application require an exemption from the Liquefied Natural Gas Facility Regulation (LNGFR)?
Exemption Explanation	Provide a detailed explanation / rationale for the regulatory exemption request. Include statements indicating why the regulation cannot be followed, proposed alternate strategies and any relevant mitigation.