



## OGAA Documentation Posted

FORT ST. JOHN — Documentation consistent with the [Oil and Gas Activities Act \(OGAA\)](#) has been developed and posted on the BC Oil and Gas Commission (Commission) [website](#). The following provides an overview of the manuals and guides developed in response to OGAA and summarizes the Commission's documentation maintenance approach.

### Website Structure

Prior to implementation of OGAA, draft versions of documents were presented on the OGAA page of the Commission's website for informational purposes. All draft documents and forms posted on the OGAA tab were transferred to the Commission's [Industry Zone](#) tab and are posted as official versions. Resources available to the public can be found under the [Public Zone](#) tab.

The OGAA page contains training materials, legislation links and Frequently Asked Questions posed by industry representatives. Business process maps are also available on this page. This information will remain posted until Spring 2011.

### Permit Application Manuals

Manuals were developed to assist applicants in completing OGAA-compliant permit applications for wells, pipelines, geophysical exploration and facilities. The most recent versions of these documents include:

- Version 1.4 of the [Well Permit Application Manual](#) replaces version 2.4 of the Wells and Test Holes Manual.
- Version 1.2 of the [Pipeline Permit Application Manual](#) replaces version 8.5 of the Pipeline and Facilities Manual. The content of version 8.5 of the Pipeline and Facilities Manual is split into three documents – the Pipeline Permit Application Manual, the Pipeline Operations Manual and the Facilities Application and Operations Manual. These documents are consistent with OGAA requirements and KERMIT practices.
- Version 1.3 of the [Geophysical Exploration Application Manual](#) replaces version 2.1 of the Geophysical Manual.
- Version 1.0 of the [Facilities Application and Operations Manual](#) replaces and expands on the facilities content found within version 8.5 of the Pipeline and Facilities Manual.

- Other application documentation includes:
  - o The [Road Application and Operation Manual](#) replaces version 1.1 of the Road Application Form Manual. This document is in interim draft format and will be finalized in December 2010. Road applications will be reviewed against the application criteria defined in this document.
  - o Version 1.1 of the [Crown Land Application Manual](#) combines pre-OGAA miscellaneous application information. Instructions for completing miscellaneous Crown land applications, such as borrow pits and camps, are found in this document.
  - o Version 1.3 of the [Corporate Land Management Manual](#) combines existing documentation in a cohesive product to provide instruction on asset management and establishing new operators. All related information can be found within the [Corporate Land Management](#) tab within the Industry Zone.

## Consultation and Notification Documentation

The [Guidelines for Consultation and Notification](#) and the [Consultation and Notification Manual](#) provide guidance and instructions for completing engagement as required by the Consultation and Notification Regulation. These documents replace the Commission's Guide to Public Engagement and Appropriate Dispute Resolution. Consultation and notification documentation can be found in the Public Zone and the Industry Zone sections of the website.

Instruction on completing the legislated written report is provided in the Consultation and Notification Manual. The Commission has temporarily removed the Landowner Information Guideline from the Public Zone section of the website to update it for consistency with OGAA.

## Operational Documentation

The Commission updated operational documentation to be consistent with OGAA processes and requirements.

- The [Geophysical Portal User Manual](#) provides permit holders instructions on completing their weekly operational reporting requirements through the Commission's new [geophysical web portal](#).
- Version 1.0 of the [Wells Drilling Guideline](#) combines operational guidance previously contained in the Wells and Test Holes Manual and the Detailed Drilling Data Reporting Requirements document.
- Version 1.0 of the [Well Completion, Maintenance and Abandonment Manual](#) combines operational guidance that was previously contained in the Wells and Test Holes Manual, the Surface Casing Vent Flow/Gas Migration Requirements, the Well Suspension Requirements, as well as Well Servicing Requirements.
- Version 1.0 of the [Pipeline Operations Manual](#) expands upon the operational requirements contained within version 8.5 of the Pipeline and Facilities Manual.
- The [Environmental Protection and Management Guidebook](#) provides guidance regarding

the Environmental Protection and Management Regulation (EPMR) as well as incorporates best management practices contained in the Environmental Practices Summaries, the Stream Crossing Planning Guide, the Fish and Wildlife Timing Windows Document, and the Planning and Construction Guide. This guidebook is currently an interim draft that will be finalized in December and is located in the new [Stewardship](#) tab within the Industry Zone.

- Version 1.0 of the [Determination Review Guideline](#) provides direction for applicants and permit holders to submit determination review requests to the Commission. Guidance on appeals will be provided by the Oil and Gas Appeals Tribunal.
- Version 1.0 of the [Flaring and Venting Reduction Guideline](#) updates the prior version for consistency with OGAA.
- Version 2.0 of the [Permit Expiry and Extension Application Guideline](#) provides permit holders information on the requirements and process to extend an expiring oil and gas permit.

## Updating Procedures

The first month under the OGAA legislation resulted in numerous revisions to the Commission's OGAA documentation. Going forward, unless communicated through a Commission directive or information bulletin, the Commission will make any documentation updates at the beginning of each month.

Updated manuals, guidelines and forms will include a revision table highlighting documentation updates and a date in which any process changes or updated requirements are made effective.

Users may also subscribe to the Commission's [RSS feed](#) to receive updates as documentation content is updated.

## Feedback

The Commission is committed to continuous improvement by collecting information on the effectiveness of guidelines and manuals. Clients and stakeholders wishing to comment on Commission guidelines and manuals may send comments to [OGC.Documentation@gov.bc.ca](mailto:OGC.Documentation@gov.bc.ca). Legislative or process interpretation queries can be submitted through an online [Interpretation and Revision Request Form](#).

Questions received regarding OGAA processes, forms and documentation will be posted to the Commission's [Frequently Asked Questions](#) web page.

For more information, visit the Commission's website at: [www.ogc.gov.bc.ca](http://www.ogc.gov.bc.ca).

**Should you have any questions regarding this Information Bulletin, please contact:**

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