



# **COMPLIANCE MANAGEMENT INFORMATION SYSTEM (CM-IS)**

## **Permit Holder User Guide**

**VERSION 4.1**

**April 2025**

## About the Regulator

The BC Energy Regulator (Regulator) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Regulator's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

## Vision, Mission and Values

### Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

### Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects  
public safety and the  
environment



Supports reconciliation  
with Indigenous peoples  
and the transition to  
low-carbon energy



Conserves  
energy  
resources



Fosters a sound  
economy and social  
well-being



### Values

**Respect** is our commitment to listen, accept and value diverse perspectives.

**Integrity** is our commitment to the principles of fairness, trust and accountability.

**Transparency** is our commitment to be open and provide clear information on decisions, operations and actions.

**Innovation** is our commitment to learn, adapt, act and grow.

**Responsiveness** is our commitment to listening and timely and meaningful action.

## Additional Guidance

As with all BCER documents, this manual does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from BCER staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and Permit Holder's responsibility to know and uphold all legal obligations and responsibilities.

Throughout the manual there are references to guides, forms, tables, and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the BCER website.
- [Documentation and guidelines](#) on the BCER website.
- [Frequently asked questions](#) on the BCER website.
- [Advisories, bulletins, reports and directives](#) on the BCER website.
- [Regulations and Acts](#) listed on the BCER website.

# Table of Contents

About the Regulator .....	2
Additional Guidance .....	3
Document Revisions .....	9
Chapter 1: CM-IS Permit Holder Application Overview .....	10
1.1 <i>Inspections and non-compliances</i> .....	10
1.1.1 <i>Identifying a Non-Compliance</i> .....	10
1.1.2 <i>Non-Compliance Process Overview</i> .....	11
1.1.3 <i>Inspection and Non-compliance System Features</i> .....	11
1.2 <i>Incidents</i> .....	12
1.2.1 <i>Incident process overview</i> .....	12
1.2.2 <i>Incidents System Features</i> .....	13
1.3 <i>Security Roles</i> .....	13
1.4 <i>Important Terms</i> .....	14
1.5 <i>User Support</i> .....	15
Chapter 2: Accessing CM-IS Permit Holder Application .....	16
1.6 <i>Log In</i> .....	16
1.7 <i>Log Out</i> .....	16
1.8 <i>Security Roles</i> .....	17
Chapter 3: Select or Change an Organization .....	19
1.9 <i>Select or Changing an Organization</i> .....	19
Chapter 4: Choosing the Inspections, Non-Compliances, or Incidents module .....	21
Chapter 5: Using the Non-Compliance Dashboard .....	23
1.10 <i>Non-Compliance Notice Information</i> .....	23
1.11 <i>Non-Compliance Information</i> .....	24
1.12 <i>Non-Compliance Submission Information</i> .....	25
1.13 <i>Presentation Order</i> .....	25
1.14 <i>The Rondel</i> .....	26
1.15 <i>Searching for a Non-Compliance</i> .....	26



1.16	Using the Advanced Non-Compliance Search Screen.....	27
1.16.1	Column Header Definitions .....	28
1.16.2	Search Features .....	29
1.16.3	Sort Features .....	33
1.16.4	Using the Search Criteria Menu.....	34
Chapter 6: Working with the Non-Compliance Notice.....		40
1.17	Viewing Non-Compliance Notice Details .....	40
1.18	Viewing Non-Compliance Details .....	41
1.19	Viewing the Non-Compliance Notebook.....	42
1.20	Viewing the Non-Compliance Log .....	43
1.21	Viewing Non-Compliance Submission Details .....	44
1.22	Viewing a 'Completed' Non-Compliance .....	46
1.23	Viewing an 'Inspection' Non-Compliance .....	48
Chapter 7: Non-Compliance Submissions: Communicating with the BCER.....		49
1.24	Creating a Non-Compliance Submission.....	49
1.24.1	Request for Clarification .....	50
1.24.2	Respond to Non-Compliance .....	50
1.24.3	Request for Extension .....	52
1.24.4	Non-Compliance Submission Message Field .....	53
1.24.5	Managing Attachments on a Non-Compliance Submission Notebook.....	53
1.25	Submitting a Non-Compliance Submission.....	62
1.26	Retract a Non-Compliance Submission .....	63
Chapter 8: Using the Inspections Dashboard .....		64
1.27	Expand/Collapse Inspection Non-Compliances .....	64
1.28	Dashboard Sort Order .....	65
1.29	The Rondel.....	65
1.30	Inspection Details and Non-Compliance Navigation .....	66
Chapter 9: Searching for an Inspection .....		68
1.31	Searching for an Inspection .....	68
1.32	Using the Advanced Search Inspections Screen.....	68

1.32.1	Column Header Definitions .....	69
1.32.2	Search Features .....	70
1.32.3	Sort Features .....	75
1.32.4	Using the Search Criteria Menu.....	76
Chapter 10: Viewing a Completed Inspection.....		80
1.33	Opening an Inspection for Viewing.....	80
1.34	Viewing the Inspection .....	81
1.35	Details Tab .....	82
1.36	Notebook Tab .....	82
1.37	Gallery Tab.....	85
1.38	Non-Compliance Tab.....	87
Chapter 11: Data Exports.....		88
1.39	Exporting Data for Inspections and Non-Compliances for the Permit Holder.....	88
Chapter 12: Incident Dashboard .....		90
1.40	Using the Incident Dashboard.....	90
1.41	The Incident Rondel .....	92
1.42	Incident Severity .....	93
1.43	Dashboard Sort Order .....	94
1.44	The Incident Tile .....	94
1.44.1	The Rondel .....	95
1.44.2	Key Information about the Incident .....	96
1.44.3	Activity Information.....	96
1.44.4	Incident Type(s).....	97
1.44.5	The Incident Description .....	98
1.44.6	Information about the Incident Reviews.....	99
1.44.7	The Submission Tile.....	100
1.44.8	The New Review Submission Required Notice .....	101
1.45	Navigate to an Incident, Review, or Submission from the Dashboard.....	102
1.45.1	Navigate to an Incident.....	102
Chapter 13: Searching an Incident.....		104

1.46	Searching for an Incident .....	104
1.47	Using the Advanced Incident Search Screen.....	104
1.48	Column header definitions.....	105
1.49	Search Features .....	105
1.49.1	Type-ahead Search Box .....	106
1.49.2	Drop-Down List Search Box .....	106
1.49.3	Toggle (Checkbox) Search .....	107
1.49.4	Date Search .....	108
1.50	Sort Features.....	110
1.50.1	Sort by Sort Icon.....	110
1.50.2	Sort by Column Header .....	111
CHAPTER 14	Viewing an Incident .....	112
1.51	Content of the Incident Details Tab .....	112
1.52	Incident Statuses.....	115
Chapter 15	Enter Incident Details .....	117
1.53	Edit, Save, and Cancel .....	117
1.54	Date & Time Entry.....	118
1.55	Drop-Down List of Values - Single-Select .....	120
1.56	Drop-Down List of Values - Multi-Select.....	121
1.57	Text or Number Entry Field – Short Entry Form .....	123
1.58	Text Entry Field - Long Entry Form.....	124
1.59	+ Add Functionality.....	125
Chapter 16	Create, Submit and Cancel a Minor Incident.....	128
1.60	Create a New Minor Incident .....	128
1.61	Complete Required Information .....	128
1.62	Submit a Minor Incident .....	129
1.62.1	Incident Status Change to “Submitted” .....	130
1.63	Cancel Incident on the Incident Details Page .....	131
Chapter 17	Incident Reviews.....	133
1.64	Review Types .....	133

1.64.1	Emergency Management.....	133
1.64.2	Technical Review.....	138
1.65	Environmental Review .....	142
1.65.1	Provide Spill Update.....	142
1.65.2	Submit Final Spill Report .....	144
1.66	Review Submission workflow.....	148
Chapter 18 Incident review Notebook, Log and Gallery Tab .....		160
1.67	Incident Review Notebook.....	160
1.68	Incident Review Log .....	160
1.1	Incident Review Gallery .....	162
Chapter 19 Incident Notebook and Gallery Tab.....		163
1.2	Incident Notebook .....	163
1.2.1	Emails .....	163
1.2.2	Files .....	164
1.2.3	Annotations.....	164
1.2.4	Downloading Files and Emails .....	165
1.2.5	Indicators.....	165
1.3	Incident Gallery.....	166
1.3.1	Viewing a Full-Size Image and Indicator.....	166
1.3.2	Downloading an Image.....	167
Chapter 20 Incident Review Automated Email notification .....		169
1.4	Email to Permit Holder when BCER Requests an External Review.....	169
1.5	Email to Permit Holder when BCER Updates an External Review's Due Date .....	169
1.6	Email to Permit Holder when BCER Rejects a Submitted Review.....	169
1.7	Email to Permit Holder when BCER Re-Opens a Previously Completed Review.....	170
1.8	Reminder Email to Permit Holder Two Days Before an External Review is Due .....	170
Appendix A: Icons and Symbols .....		171
Appendix B: Notifications with PDF Letter Attachments.....		176
Appendix C: Notifications without PDF Attachments .....		177

## Document Revisions

The BCER is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the BCER's website. Stakeholders are invited to provide input or feedback on BCER documentation to [servicedesk@bc-er.ca](mailto:servicedesk@bc-er.ca).

Version Number	Posted Date	Chapter Section	Summary of Revision(s)
0.9	February 2, 2022	Various	Initial publication, covering Administrative Non-Compliances only
1.0	November 21, 2022	Various	Updated for new features supporting Inspection Reports and Inspection Non-Compliances
2.0	March 10, 2023	Various	Added instructions to support new Data Export functions Updated branding for BC Energy Regulator
2.1	April 20, 2023	Chapter 1, 6.7, 5.74, Appendix B	Added information on new email notifications and PDF notices when a Non-Compliance has been escalated for enforcement
2.2	June 19, 2023	Chapter 5	Updated which Notices are displayed on the Non-Compliance dashboard tabs
3.1	August 28, 2024	Various	Updated for new features supporting Incidents
4.1	April 8, 2025	Various	Updates for New features for incidents – specifically Reviews

## Chapter 1: CM-IS Permit Holder Application Overview

The Compliance Management Information System (CM-IS) provides tools for Permit Holders and their representatives to manage incidents and non-compliances and to view inspection results.

Users of CM-IS can:

- Receive, manage, and resolve Non-Compliance Notices issued by the BCER
- Review completed inspections that may or may not have resulted in the issuance of a Non-Compliance Notice
- Receive notice when a non-compliance is escalated to enforcement
- Enter data for incident reviews, manage and resolve reported incidents

### 1.1 Inspections and non-compliances

A Non-Compliance Notice includes one or more individual Non-Compliances that were discovered at the same time. Non-Compliances are the lowest tier on the BCER's graduated Enforcement Model. They document an observed Non-Compliance and provide an opportunity for correction within a set timeline. A Non-Compliance is not a finding of contravention; although, when Non-Compliances are not addressed, they may be escalated to Enforcement. Generally, Non-Compliances are reserved for lower risk occurrences and not systemic patterns of Non-Compliance.

Non-Compliance Notices are not intended to replace the Permit Holder's responsibility of identifying and maintaining legislative compliance within their operational requirements. Permit Holders are expected to understand and manage their compliance on a regular basis. When Non-Compliances have been found, Permit Holders are also expected to correct them within the specified timeframe. Where patterns of Non-Compliance are observed, alternate approaches to ensuring compliance maintenance will be considered by the BCER.

#### 1.1.1 Identifying a Non-Compliance

A Non-Compliance may be identified during an Administrative Verification or Inspection process. In such cases, the BCER will create a Non-Compliance record, which will be presented on a Non-Compliance Notice. The Non-Compliance Notice will be sent to the Permit Holder at the time of issuance. Each individual Non-Compliance, contained on a Non-Compliance Notice, will identify what is in Non-Compliance, the legislation that is being enforced against the Non-Compliance, and the required Correction Due Date.

## 1.1.2 Non-Compliance Process Overview

The Non-Compliance Notice process includes the following basic steps:

- 1) The Permit Holder will receive a Non-Compliance Notice, listing one or more Non-Compliances, via email and then accesses CM-IS for more information.
- 2) If needed, the Permit Holder submits a Request for Clarification Submission or a Request for Extension Submission via the CM-IS Permit Holder Application.
- 3) The Permit Holder corrects the Non-Compliance and then, depending on the nature of the Non-Compliance, submits the required documentation via the appropriate process and system, such as KERMIT, eSubmission, Petrinex, or via a specified email account. **Submitting these documents via CM-IS will not resolve the Non-Compliance.**
- 4) The Permit Holder submits a Respond to Non-Compliance Submission in CM-IS, indicating how the requirement has been met.
- 5) The BCER reviews the Permit Holder's Respond to Non-Compliance Submission and either accepts it or requests more information. The BCER may also retract the Non-Compliance if it was issued in error or if the Permit Holder has received an exemption.
- 6) If the Non-compliance is not resolved to the satisfaction of the BCER, then the Permit Holder will receive notice that the Non-Compliance has been escalated to Compliance and Enforcement for investigation. BCER staff will contact the Permit Holder to discuss the outstanding issues.

## 1.1.3 Inspection and Non-compliance System Features

For any given Issued Non-Compliance, Permit Holders can interact with the BCER through a CM-IS Request for Clarification, a Request for Extension, or a Respond to Non-Compliance Submission. Each interaction involves the Permit Holder submitting a Non-Compliance Submission followed by an answer from the BCER. Once the BCER has answered, the Non-Compliance Submission is marked as 'Complete.' Further interaction requires a new Non-Compliance Submission.

Only one interaction per Non-Compliance can be open at a time. If a submission in CM-IS needs to be revised, it can be retracted and replaced with another if it has not already been acted upon by BCER staff.

Supporting documentation can be added via Notebook tab. Information attached by the BCER staff will also appear on this tab. Information in the Notebook is specific to the request or response that it is associated with. The Log tab summarizes all communication that has happened for a Non-Compliance.

Notifications are sent via email when BCER staff initiate a Non-Compliance Notice or answer a Non-Compliance Submission in CM-IS. These notifications are sent to:

1. All 'Administrative Non-Compliance Representatives' or 'Inspection Representatives' (see section 1.4 Security Roles below), or if no one has this role then,
2. 'Company Administrator', or if no one has this role or the role above then,
3. Main Company Contact.

## 1.2 Incidents

Spills and other reportable incidents must be reported as described in the [Emergency Management Manual](#). Incidents classified as “minor” should be reported by the permit holder using CM-IS within 24 hours. Level 1, 2, or 3 incidents must be reported to the BCER (within 1 hour) through the Emergency Management and Climate Readiness (EMCR) incident reporting line at 1-800-663-3456, and the information will be entered into CM-IS by BC-ER staff based on the information provided during the call. All incidents are managed using CM-IS.

### 1.2.1 Incident process overview

- 1) The permit holder assesses the incident using the classification matrix
- 2) If the incident is classified as level 1, 2 or 3 then it must be reported to EMCR at 1-800-663-3456. Leveled incidents are entered into CM-IS by BC-ER staff based on reported information.
- 3) If the incident is classified as “minor” then the permit holder enters the details in CM-IS, making sure to include the Incident Classification Matrix on the Notebook tab. If the minor incident includes a spill, then it must be reported to EMCR and the resulting DGIR number must be entered in CM-IS.
- 4) BCER staff review the incident. If one or more reviews (emergency management, technical/engineering, or environmental) are required, the permit holder will be notified via a system email. If no reviews are required then no action is required by the permit holder.
- 5) If needed, the permit holder may submit a request for extension via CM-IS.
- 6) The Permit holder enters the required review information in CM-IS and attaches additional documents as appropriate
- 7) Where an environmental review is required the permit holder provides a spill update every 30 days until the spill has been addressed and a final spill report is completed.



- 8) BCER staff review the Permit Holder's response and either accepts it or requests more information.
- 9) The incident is considered complete when all reviews have been accepted by the BCER.

## 1.2.2 Incidents System Features

Only “minor” incidents can be entered by the permit holder, level 1-3 incidents must be reported by telephone to EMCR at 1-800-663-3456.

Supporting documentation can be added via Notebook tab. Information attached by the BCER staff will also appear on this tab. Information in the Notebook is specific to the request or response that it is associated with. The Log tab summarizes all communication that has happened for a Non-Compliance.

Notifications are sent via email when BCER staff initiate a Non-Compliance Notice, answer a Non-Compliance Submission, or initiate an Incident Review in CM-IS. These notifications are sent to whoever your company has specified.

## 1.3 Security Roles

To receive notifications and access CM-IS users will need to have one of the following security roles. These roles are assigned by the Permit Holder’s Company Administrator. Refer to the BCER website for more information on managing security roles for Online Systems.

**Inspection Representative:** view inspection reports and view, manage and respond to Non-Compliance Notices identified via a field inspection.

**Administrative Non-Compliance Representative:** view, manage and respond to Non-compliance notices identified via an administrative review.

**Incident Reporting:** submit reports for minor incidents, and view, manage and monitor level 1-3 incidents that have been reported to Emergency Management BC.

## 1.4 Important Terms

**Non-Compliance** - A single instance of an alleged failure to conform to legislation. Each Non-Compliance is associated with one legislative requirement and a one Activity, Permit, Special Project Order or Permit Holder.

**Non-Compliance Notice** - A Notice to the Permit Holder identifying one or more instances of Non-Compliance. When working in CM-IS a Non-Compliance Notice represents a group of one or more Non-Compliances that share a common Permit Holder and Discovery Date. All the Non-Compliances associated with a specific Non-Compliance Notice will be communicated to the Permit Holder at the same time.

**Inspection report** – A document summarizing the time, location, activities inspection and outcome of a field inspection.

**Correction Duration** - The period, between Notice issuance and the Non-Compliance's original Correction Due Date, during which the Permit Holder must address the Non-Compliance. Initially set at 24 hours, 14 days, or 30 days depending on the type of Non-Compliance.

**Non-Compliance Submission (in CM-IS)** - A communication from the Permit Holder to the BCER in CM-IS. There are three types of CM-IS Submissions: Request for Clarification, Request for Extension, and Respond to Non-Compliance.

**Operational Submission** - A form, report or other document that is required by legislation to be submitted to the BCER. This information is not to be submitted via CM-IS, rather it needs to be submitted using eSubmission, KERMIT, email, or other means.

**Make special note of the distinction between the following two documents that may be provided to the Permit Holder as an email attachment:**

A **Non-compliance Notice Completed Letter** informs the Permit Holder that a non-compliance has been resolved to the satisfaction of the BCER.

A **Non-compliance Notice Escalated Letter** informs the Permit Holder that a non-compliance **has not** been addressed to the satisfaction of the BCER. The Permit Holder should expect to be contacted by BCER to discuss further steps towards achieving compliance.

## 1.5 User Support

The current version of this document, along with other information for users is available on the BCER website. User support requests should be sent to [servicedesk@bc-er.ca](mailto:servicedesk@bc-er.ca).


## Chapter 2: Accessing CM-IS Permit Holder Application

CM-IS provides a portal, called the CM-IS Permit Holder Application, for all a Permit Holder's compliance related interactions with the BCER.

### 1.6 Log In

Open either the Google Chrome or Microsoft Edge web browser. (No other web browsers are supported at this time.)

Access to the CM-IS Permit Holder Application is provided via the link [www.cmis-ph.bc-er.ca](http://www.cmis-ph.bc-er.ca)


The screenshot shows the login interface for the British Columbia Energy Regulator (BCER). At the top is the BCER logo, which consists of the letters 'BCER' in a stylized font with blue and green accents, and the text 'BRITISH COLUMBIA ENERGY REGULATOR' below it. Below the logo is the heading 'Log In'. There are two input fields: 'Username' and 'Password'. Below these fields is a blue button labeled 'Sign In'.

To Log In

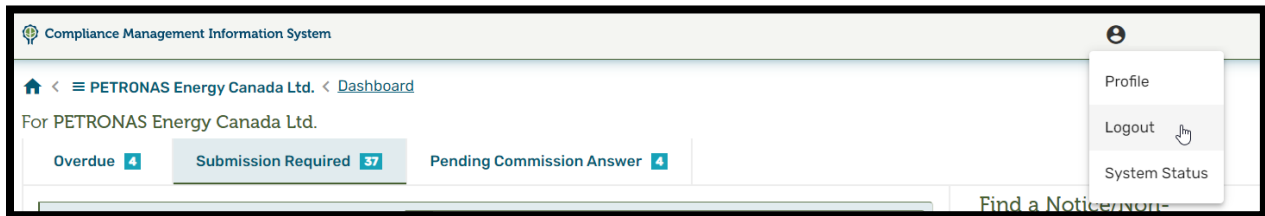
1. Enter the external username provided by the BCER
2. Enter the corresponding password
3. Select Sign In

### 1.7 Log Out

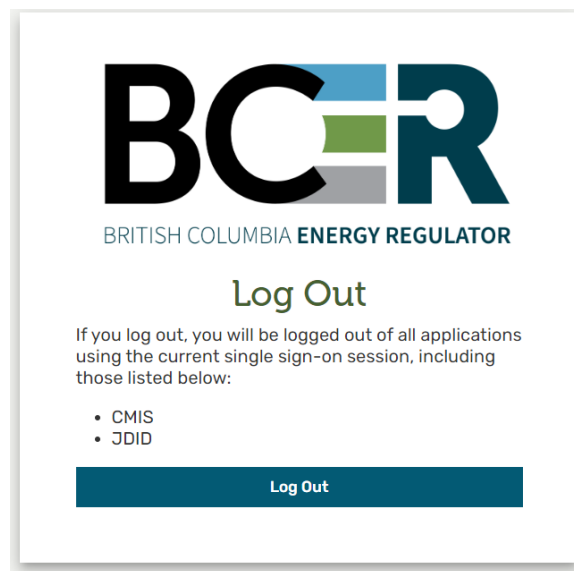
To log out of CM-IS:

1. Select the  Icon

## 2. Select the Log Out option



## 3. Click on Log Out



### Please Note:

The timeout period for the application is 10 hours. If the application has been idle for 10 hours, with the user still logged in, the system will log the user out of the application.

## 1.8 Security Roles

Permit Holder representatives are assigned specific Security Roles so that they may access CM-IS and perform specific tasks.

The following Security Roles are defined for the Permit Holder representatives and are designated by the Permit Holders Company Administrator.

- Administrative Non-Compliance Representative
  - Allows users to receive Administrative Verification Non-Compliance Notices and to respond to Administrative Verification Non-Compliances

- Inspection Representative
  - Allows users to receive Inspection Reports and Inspection Non-Compliance Notices and to respond to Inspection Non-Compliances
- Incident Reporting
  - Allows users to submit Minor Incidents, and view Minor and Leveled Incidents

## Chapter 3: Select or Change an Organization

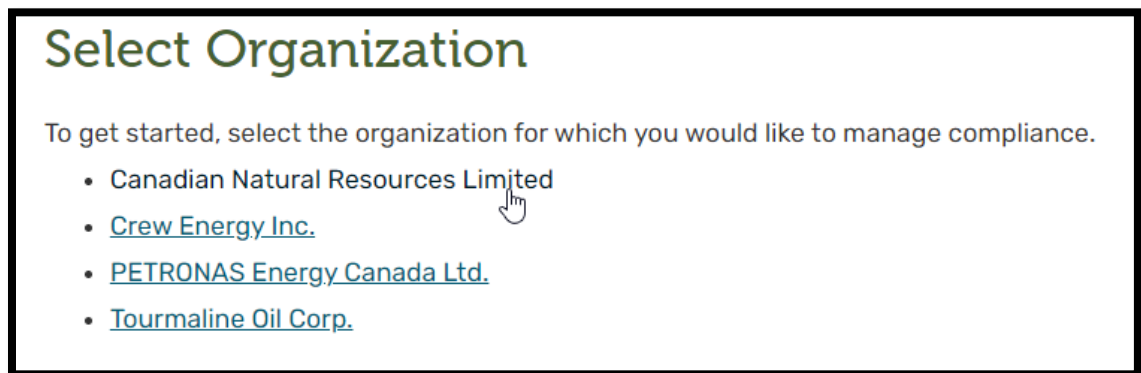
Once logged into CM-IS, the 'Administrative Non-Compliance Representative' and/or 'Inspection Representative' will be able to view a list of all Organizations they represent.

### Please Note:

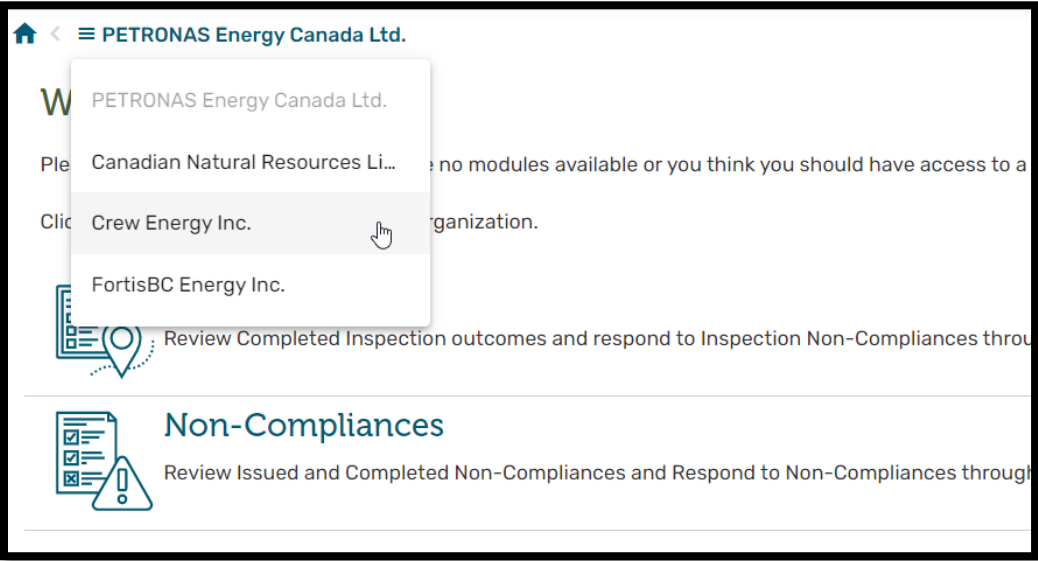
If the user only has access to one Organization, CM-IS will automatically default to this Organization and the user will not be able to select or change their Organization.

### 1.9 Select or Changing an Organization

Select an Organization by clicking on any Organization in the list



At any time while logged into CM-IS, switch between Organizations by clicking on the Organization Name in the bread crumb at the top of the page and selecting a different Organization.

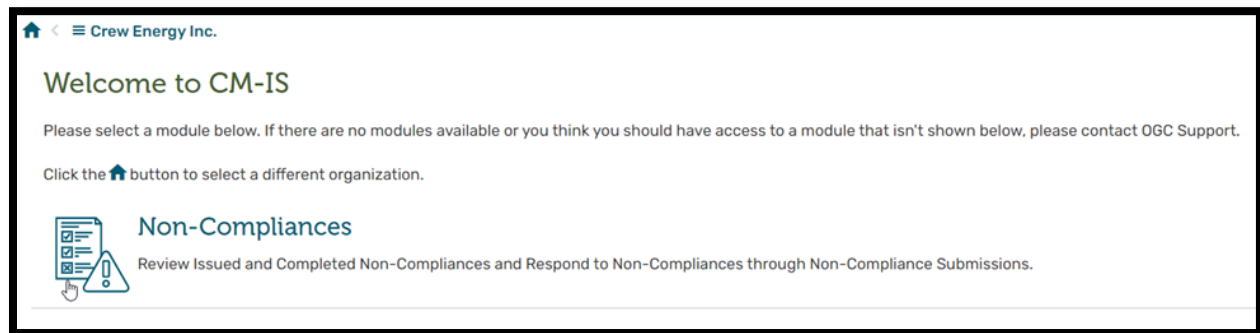




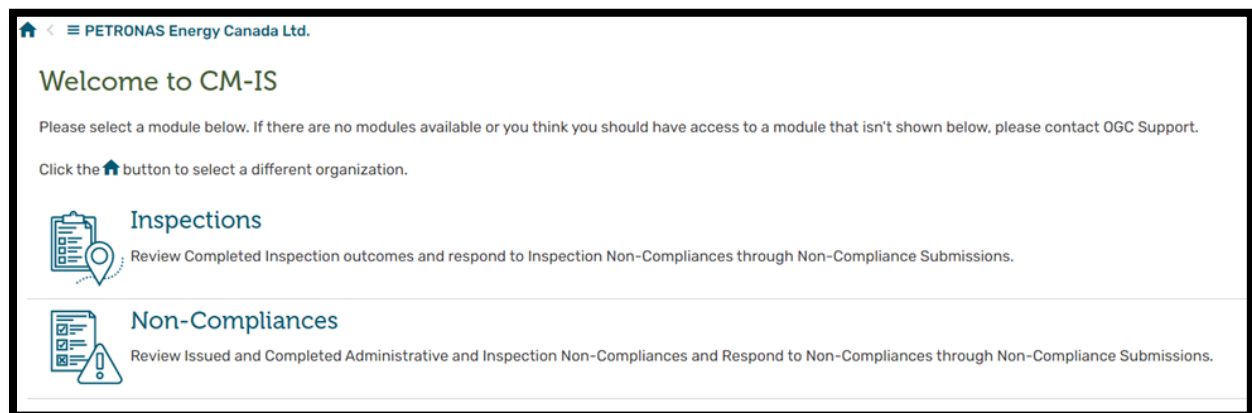
## Chapter 4: Choosing the Inspections, Non-Compliances, or Incidents module

Once the user has chosen an Organization, they will have access to the Inspections, Non-Compliances, and/or Incidents modules based on their security role.

Users with the **Administrative Non-Compliance Representative** role will be able to click on the Non-Compliance module where they can view Issued and Completed Non-Compliance Notices and Non-Compliances and respond to them through Non-Compliance Submissions.



Users with the **Inspection Representative** role will be able to select either the Inspections or the Non-Compliances module. In the Inspections module, the user can review Completed Inspections and any Issued and Completed Non-Compliance Notices for those Inspections and Non-Compliances as well as respond to them through Non-Compliance Submissions. They also can go directly to the Non-Compliance Notices issued for the Inspections through the Non-Compliance module.



Users with the **Incident Reporting** role will be able to select the Incidents module, where they can submit Minor Incidents and view existing Minor and Leveled Incidents.

## Welcome to CM-IS

Please select a module below. If there are no modules available or you think you should have access to a module that isn't shown below, please contact BCER Support.

Click the  button to select a different organization.



### Inspections

Review Completed Inspection outcomes and respond to Inspection Non-Compliances through Non-Compliance Submissions.



### Non-Compliances

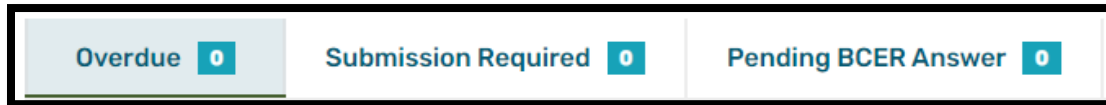
Review Issued and Completed Administrative and Inspection Non-Compliances and Respond to Non-Compliances through Non-Compliance Submissions.



### Incidents

Create and review Incidents.

## Chapter 5: Using the Non-Compliance Dashboard



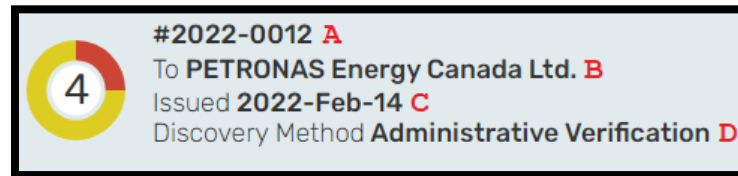
There are three dashboard lists, which display Non-Compliance Notices that have been sent to the Permit Holder and which currently have the STATUS of 'Issued.'

1.	Overdue	Lists Issued Non-Compliance Notices with one or more overdue Non-Compliance(s) which require action (in the form of a Submission) from the Permit Holder.
2.	Submission Required	Lists Non-Compliance Notices without any overdue Non-Compliances and which have at least one Issued Non-Compliance that needs a Submission from the Permit Holder. A Non-Compliance with a Draft Submission is included on this list since it has not yet been sent to the BCER.
3.	Pending BCER Answer	Lists the Issued Non-Compliance Notices where all of the Issued Non-Compliances have a Pending BCER Answer Submission, whether they are overdue or not.

Users are also able to search for a specific Non-Compliance Notice, search for a specific Non-Compliance, search for a specific a Non-Compliance Submission, search for a Non-Compliance using multiple criteria, and export a CSV file containing all Permit Holder's Non-Compliances (see Chapter 11 for exporting Non-Compliances).

### 1.10 Non-Compliance Notice Information

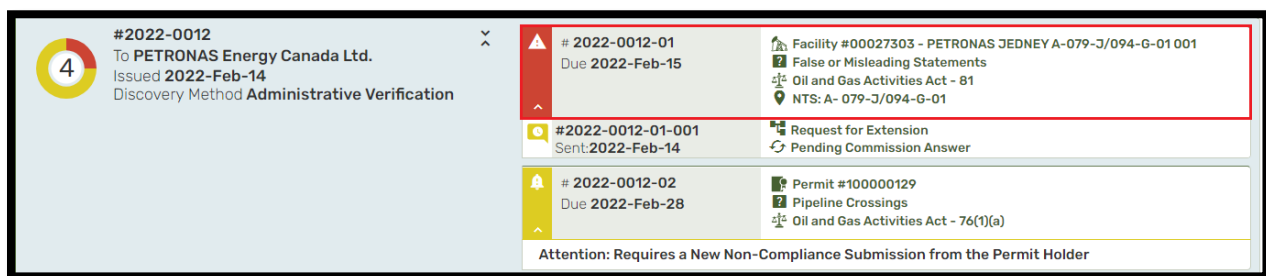
Non-Compliance Notice information includes the following:



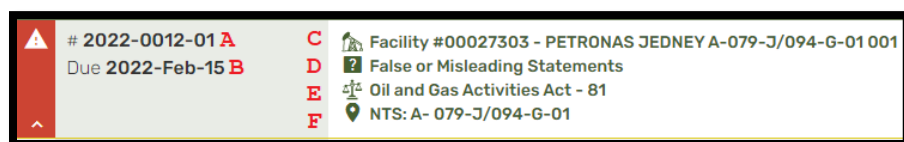
- A. The Non-Compliance Notice Number
- B. The Permit Holder's Organization Name
- C. The date the Non-Compliance Notice was issued to the Permit Holder
- D. The method used by the BCER to discover the Non-Compliance

## 1.11 Non-Compliance Information

Information about each of a Notice's individual Non-Compliances are displayed along with the Notice.









Non-Compliance information includes the following:



- A. Following the Non-Compliance Notice's Number is the Non-Compliance Number, beginning with 01, and incrementing by one, if there are more than one Non-Compliance on the Non-Compliance Notice
- B. The date the Non-Compliance must be addressed by
- C. The Activity's, Permit's, or Special Project Order's Business Identifier or the Name of the Permit Holder
- D. The Reason attributed to the creation of the Non-Compliance
- E. The Legislation that is being enforced
- F. If available, the location of the identified Activity

## 1.12 Non-Compliance Submission Information

 <b>#2022-0012</b> To <b>PETRONAS Energy Canada Ltd.</b> Issued <b>2022-Feb-14</b> Discovery Method <b>Administrative Verification</b>	 <b># 2022-0012-01</b> Due <b>2022-Feb-15</b>	Facility #00027303 - PETRONAS JEDNEY A-079-J/094-G-01 001 False or Misleading Statements Oil and Gas Activities Act - 81 NTS: A- 079-J/094-G-01	
	 <b>#2022-0012-01-001</b> Sent: <b>2022-Feb-14</b>	 Request for Extension  Pending Commission Answer	
	 <b># 2022-0012-02</b> Due <b>2022-Feb-28</b>	Permit #100000129 Pipeline Crossings Oil and Gas Activities Act - 76(1)(a)	
Attention: Requires a New Non-Compliance Submission from the Permit Holder			

The Non-Compliance Submission includes information about a Non-Compliance Submission that the Permit Holder representative has requested from CM-IS, including the following:

 <b>#2021-0367-02-001A</b> Sent: <b>2021-Dec-14 B</b>	 Request for Clarification <b>C</b>  Pending Commission Answer <b>D</b>	 <b>E</b>
---	--	--

- Following the Non-Compliance Notice Number and the Non-Compliance Number, is the Non-Compliance Submission Number, beginning with 01, and incrementing by one, if there are more than one Submission for the Non-Compliance
- The date the Non-Compliance Submission was submitted by the Permit Holder Representative
- The type of Non-Compliance Submission
- The Outcome of the Non-Compliance Submission
- The presence of the paperclip icon indicates that one or more files are attached to the Non-Compliance Submission





## 1.13 Presentation Order

Within each Non-Compliance Notice, the listed Non-Compliances are presented in ascending Non-Compliance Number order.

## 1.14 The Rondel



The colour coded rondel situated to the left of the Non-Compliance Notice information displays the following information about the Non-Compliance Notice and its Non-Compliances.


- The number in the centre of the rondel is the total number of Non-Compliances on the Non-Compliance Notice
- The coloured ring represents the mix of Non-Compliance statuses. The colour codes are represented as follows:
  - One or more Non-Compliances are Overdue (in red )
  - One or more Non-Compliances are due within the next 7 days (in yellow )
  - One or more Non-Compliances are due in more than 6 days (in grey )
  - One or more Non-Compliances are Complete (in green )

## 1.15 Searching for a Non-Compliance

To find a specific Non-Compliance Notice, a Non-Compliance, or a Non-Compliance Submission, enter the corresponding number into the GO TO NOTICE/NON-COMPLIANCE/SUBMISSION field under the 'Find a Notice/Non-Compliance/Submission' banner.


- To find a Non-Compliance Notice, enter its number, for example 2021-0001
- To find a Non-Compliance, enter its number, for example 2021-0001-01
- To find a Non-Compliance Submission, enter its number, for example 2021-0001-01-001

If the number cannot be found, an error message will appear:



Find a Notice/Non-Compliance/Submission

GO TO NOTICE/NON-COMPLIANCE/SUBMISSION

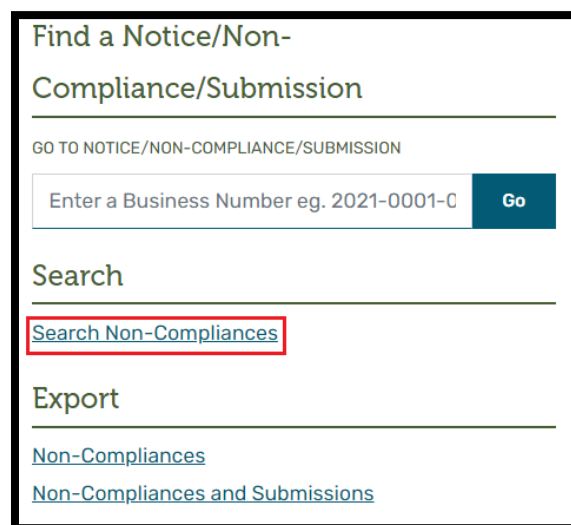
2022-1000  Go

Notice/Non-Compliance/Submission number not found

## 1.16 Using the Advanced Non-Compliance Search Screen

The Non-Compliance Search screen is a searchable and sortable tabular list of Non-Compliances.

Access the Non-Compliance Search screen from the Non-Compliance Dashboard, under the 'Find a Notice/Non-Compliance/Submission' banner, by selecting the [Search Non-Compliances](#) link.



Find a Notice/Non-Compliance/Submission

GO TO NOTICE/NON-COMPLIANCE/SUBMISSION

Enter a Business Number eg. 2021-0001-C Go

Search

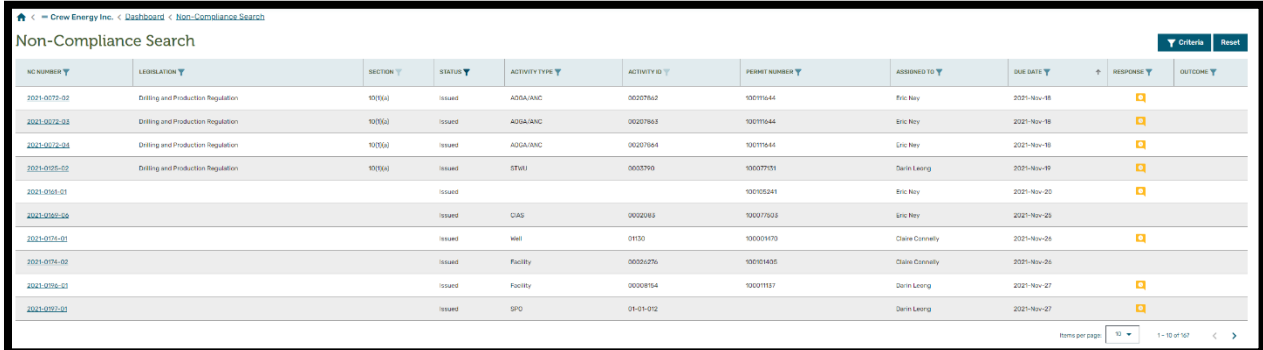
[Search Non-Compliances](#)

Export

[Non-Compliances](#)

[Non-Compliances and Submissions](#)

When opened, the Non-Compliance Search screen will default to displaying information about Non-Compliances that have been 'Issued' to the currently selected Permit Holder (*as selected when the user logged on or subsequently changed*).



The screenshot shows the 'Non-Compliance Search' interface. It features a table with columns for NC NUMBER, LEGISLATION, SECTION, STATUS, ACTIVITY TYPE, ACTIVITY ID, PERMIT NUMBER, ASSIGNED TO, DUE DATE, RESPONSE, and OUTCOME. The table contains 10 rows of data. At the top right, there are 'Criteria' and 'Reset' buttons. At the bottom right, there is a pagination control showing 'Items per page' set to 10 and '1 - 10 of 107'.

NC NUMBER	LEGISLATION	SECTION	STATUS	ACTIVITY TYPE	ACTIVITY ID	PERMIT NUMBER	ASSIGNED TO	DUE DATE	RESPONSE	OUTCOME
2021-0075-02	Drilling and Production Regulation	90T(a)	Issued	ADGAL/ANC	00007662	10001644	Eric Rey	2021-Nov-18		
2021-0072-02	Drilling and Production Regulation	90T(a)	Issued	ADGAL/ANC	00007663	10001644	Eric Rey	2021-Nov-18		
2021-0072-04	Drilling and Production Regulation	90T(a)	Issued	ADGAL/ANC	00007664	10001644	Eric Rey	2021-Nov-18		
2021-0195-02	Drilling and Production Regulation	90T(a)	Issued	STWII	0003759	10007701	Darin Leung	2021-Nov-19		
2021-0161-01			Issued			10000241	Eric Rey	2021-Nov-20		
2021-0202-06			Issued	CARD	0002063	10007702	Eric Rey	2021-Nov-23		
2021-0171-01			Issued	Well	01130	100001470	Claine Connolly	2021-Nov-24		
2021-0176-02			Issued	Facility	00031276	10001645	Claine Connolly	2021-Nov-24		
2021-0206-03			Issued	Facility	00008164	10001187	Darin Leung	2021-Nov-27		
2021-0202-03			Issued	SFD	01-01-012		Darin Leung	2021-Nov-27		

## 1.16.1 Column Header Definitions

The Non-Compliance search screen presents rows of Non-Compliance information, with each row containing the following:

**NC NUMBER:** Represents the unique number assigned to a Non-Compliance after it has been 'Issued', presented in the format of YYYY-NNNN-NN, where YYYY-NNNN is the Notice Number that the Non-Compliance is on and -NN is the individual Non-Compliance Number.

**LEGISLATION:** Describes either the Act or Regulation that is being enforced against the Non-Compliance.

**SECTION:** Is the specific Section of Legislation that is being enforced against the Non-Compliance.

**STATUS:** Describes the current state of the Non-Compliance, either Issued or Completed.

**ACTIVITY TYPE:** Displays what the Non-Compliance is being issued against, when the Non-Compliance is against an Oil and Gas Activity.

**ACTIVITY ID:** Displays the identifier of the Activity that the Non-Compliance is being issued against.

**PERMIT NUMBER:** Identifies Permit Number assigned to the Permit at application time.

**ASSIGNED TO:** Identifies the BCER user that is currently assigned to the Non-Compliance.

**DUE DATE:** The Correction Due Date is the date by when the Permit Holder must have resolved the Non-Compliance.



**RESPONSE:** If the Permit Holder has not responded to the Non-Compliance in some way, the presence of an icon in the Response column indicates that the Non-Compliance requires a new Non-Compliance Submission from the Permit Holder.

**OUTCOME:** If a Non-Compliance has been completed, the Outcome will identify how the Non-Compliance was dealt with.

## 1.16.2 Search Features

The Non-Compliance Search screen offers the flexibility to either find one specific Non-Compliance, or a group of Non-Compliances, depending on the selected search criteria. The default for the search screen is “The 'Issued' Non-Compliances, for the Organization I have selected.”

Each column of data on the search screen is equipped with a search icon. When selected, a search box will be displayed. Every column of information is represented by a unique type of search box, tailored for the information contained in that column. There are three types of search boxes:

### Type-ahead Search Box

The type-ahead search box is used to either find a specific value, or groups of value, when only partial search information is known.


To search for a specific Non-Compliance, select the  icon, situated to the right of the column header.

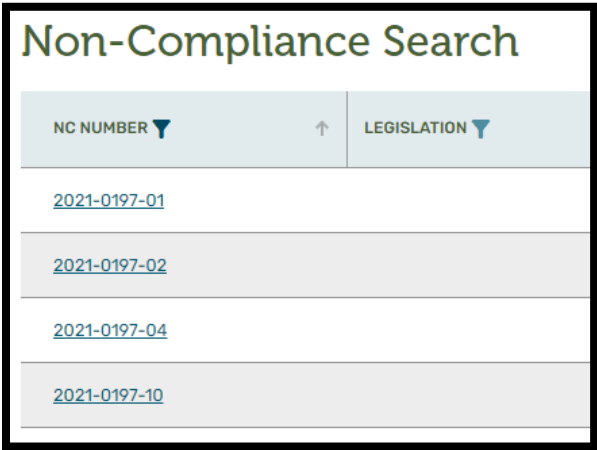



NC NUMBER	LEGISLATION
2021-0125-02	Drilling and Production Regulation

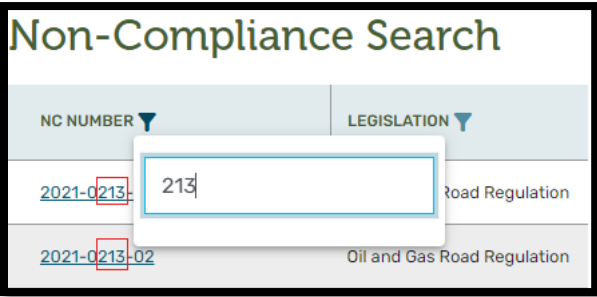
Once the type-ahead search box opens, enter any numerical value that matches the Non-Compliance that is the target of the search.




The results of the search will be displayed. To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.



To search for a group of Non-Compliances, select the  icon, situated to the right of the NC NUMBER column, and once the type-ahead search box opens, enter any numerical value that matches the Non-Compliance that is the target of the search. The results of the search will be displayed.




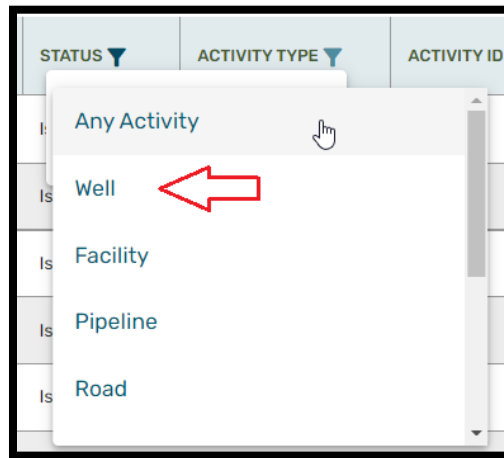
To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.

By clearing the value of a type-ahead search box, the affect will be like selecting all values within the list.

## Drop-Down List Search Box

The drop-down list search box is used when there is a limited list of values that can be selected.

To search for Non-Compliances that meet specific criteria, first start by selecting the  icon, situated to the right of the column header.



Select one of values presented in the drop-down list. The list of Non-Compliances will match with the selected value.

STATUS 	ACTIVITY TYPE 	ACTIVITY ID 
Issued	Well	02463
Issued	Well	26474

### Please Note:

To activate the ACTIVITY ID filter, an ACTIVITY TYPE must be selected first.

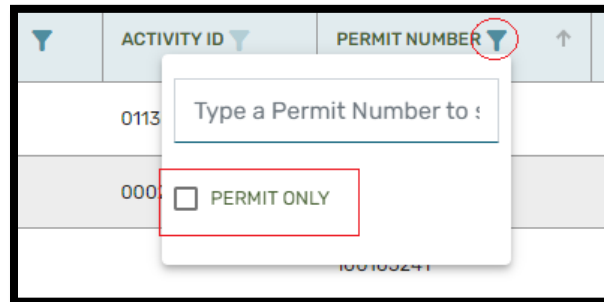
To activate the SECTION filter, a LEGISLATION must be selected first.

## Toggle (Checkbox) Search

The checkbox search box is a quick way to toggle on and off specific search parameters. There are four toggle searches.

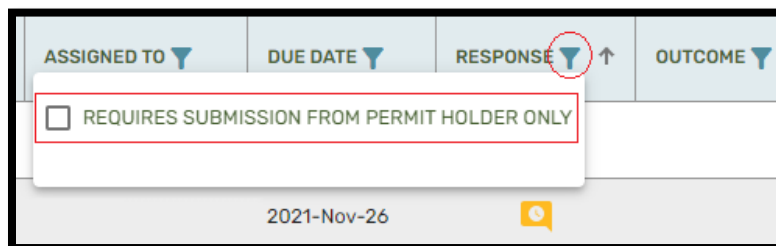
### Permit Only:

To toggle search functionality to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ PERMIT ONLY checkbox from the PERMIT NUMBER column.



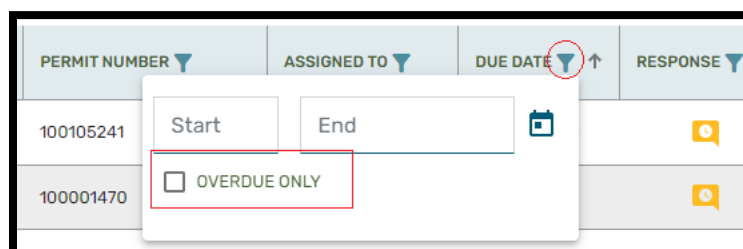
### Requires Submission from Permit Holder Only:

To toggle search functionality to view only Non-Compliances that require the Permit Holder to create a Non-Compliance Submission, select the ☐ REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY checkbox from the RESPONSE column.





### Overdue Only:

To toggle search functionality to view only Non-Compliances that are currently overdue, select the ☐ OVERDUE ONLY checkbox from the DUE DATE column.





## 1.16.3 Sort Features


Each of the columns in the Non-Compliance search screen can be sorted, either ascending (lowest to highest), or descending (highest to lowest), based on the values that are currently in the column. The default sort order is ascending.

There are two options to sort any column: Sort using the   icons, or sort using the column header.



### Sort by Sort Icon

Sort by clicking the sort icon , which is located at the far right of the column header. In the example below, the PERMIT column is being sorted, in ascending order.

PERMIT NUMBER 
100000689
100000690
100000691

To sort the values in the column, descending, click the sort icon again to trigger the descending sort , the values in the column will now be sorted from highest to lowest.

### Sort by Column Header

Columns of data can also be sorted by clicking the column header. Notice that when clicking the column header, the sort icon will change direction, indicating if the sort is ascending , or descending .

### LEGISLATION and SECTION Sorting

When sorting by the LEGISLATION or SECTION, the display will group all SECTIONS with the same LEGISLATION together and sort the SECTIONS alphabetically within the LEGISLATION group. The LEGISLATION groups themselves are not sorted.

NC NUMBER ▼	LEGISLATION ▼	↑	SECTION ▼
<a href="#">2022-0059-06</a>	Oil and Gas Activities Act	LEGISLATION Group	21(a)(i)
<a href="#">2022-0059-07</a>	Oil and Gas Activities Act		21(a)(i)
<a href="#">2022-0059-08</a>	Oil and Gas Activities Act		21(a)(i)
<a href="#">2022-0040-06</a>	Drilling and Production Regulation	LEGISLATION Group	10(1)(a)
<a href="#">2022-0040-07</a>	Drilling and Production Regulation		10(1)(a)
<a href="#">2022-0040-08</a>	Drilling and Production Regulation		10(1)(a)
<a href="#">2022-0059-09</a>	Pipeline Crossings Regulation		2(3)(a)(i)

## ACTIVITY TYPE and ACTIVITY sorting

When sorting by the ACTIVITY TYPE, the display will group all ACTIVITY IDS with the same ACTIVITY TYPE together and sort the ACTIVITY TYPE alphabetically. The ACTIVITY IDS within each group are not sorted. Those Non-Compliances without an ACTIVITY TYPE (e.g., the Non-Compliance is for the Permit, Special Project Order, or Permit Holder) are grouped at the bottom of the list with blank ACTIVITY TYPE entries.

It is not advised to sort by ACTIVITY ID at this time because the sort is based on an internal number representing the ACTIVITY ID and not the one displayed on the search result screen. Clicking on the sort arrows will produce what seems to be a randomly sorted ACTIVITY ID list, but it is actually sorting on the internal number representing the ACTIVITY ID.

### 1.16.4 Using the Search Criteria Menu

The Criteria Menu is a single source collection of all searchable data elements for the Non-Compliance Search Screen.

Open the Criteria Menu by selecting the  button from the Non-Compliance Search Screen.

**Criteria**

NON-COMPLIANCE NUMBER:

PERMIT NUMBER:   
☐ PERMIT ONLY

STATUS:

OUTCOME:

ASSIGNED TO:

DUE DATE:

ACTIVITY TYPE:

ACTIVITY ID:

LEGISLATION:

SECTION:

☐ OVERDUE ONLY

☐ REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY

## Criteria Definitions

Just like the Non-Compliance search screen, the Criteria menu has the same set of data fields that can be used to change the search criteria.

**NC NUMBER:** Represents the unique business number assigned to a Non-Compliance after it has been 'Issued', presented in the format of YYYY-NNNN-NN, where YYYY-NNNN is the Notice Number that the Non-Compliance is on and -NN is the individual Non-Compliance Number.

**LEGISLATION:** Describes either the Act or Regulation that is being enforced against the Non-Compliance.

**SECTION:** Is the specific Section of Legislation that is being enforced against the Non-Compliance.

**STATUS:** Describes the current state of the Non-Compliance, either Issued or Completed.

**ACTIVITY TYPE:** Displays what the Non-Compliance is being issued against, when the Non-Compliance is against an oil & gas activity.

**ACTIVITY ID:** Displays the identifier of the Activity that the Non-Compliance is being issued against.

**PERMIT NUMBER:** Identifies the Permit Number assigned to the Permit at application time.

**ASSIGNED TO:** Identifies the BCER user that is currently assigned to the Non-Compliance.

**DUE DATE:** The Correction Due Date is the date in which the Permit Holder must resolve the Non-Compliance.

**RESPONSE (REQUIRES SUBMISSION FROM PERMIT HOLDER):** If the Permit Holder has not responded to the Non-Compliance in some way, the presence of an icon in the Response column indicates that the Permit Holder needs to submit a new Non-Compliance Submission.

**OUTCOME:** If a Non-Compliance has been completed, the Outcome will identify how the Non-Compliance was dealt with.

## Searching by Activity Type/Activity ID

When searching for a specific Activity Type, select the Activity Type from the ACTIVITY TYPE menu item, then optionally using the type-ahead feature in the ACTIVITY ID menu item, enter matching values.

The list of matching values is a list of ALL potential values and is not limited to the current search parameters. Once a value is selected from the list of values, select the Apply button to perform the search. The search functionality will take into consideration the selected ACTIVITY ID value when performing the search. If the selected value meets the other search parameters, the search will be successful. However, if the selected value is not within the range of the other search parameters, the search will not be successful and the message 'No Non-Compliances found that match the criteria selected' will be displayed.

The screenshot shows a search interface with two main dropdown menus. The first dropdown, labeled 'ACTIVITY TYPE', has 'Well' selected. The second dropdown, labeled 'ACTIVITY ID', is open and shows a list of values: 28275, 41780, 37015, 41779, and 07392. Below these dropdowns is a 'SECTION' field with a placeholder text 'Type a specific Section number e.g. 7(a)'. At the bottom of the interface, there is a status bar showing '8(c)(i)' and 'Issued'.

## Searching by Legislation/Section

When searching for a specific Legislation (Act or Regulation), select the Act or Regulation from the Legislation menu item, then optionally using the type-ahead feature in the Section menu item, enter matching values.

The list of matching values is a list of ALL potential values and is not limited to the current search parameters. Once a value is selected from the list of values, select the **Apply** button to perform the search. The search functionality will take into consideration the selected SECTION value when performing the search. If the selected value meets the other search parameters, the search will be successful. However, if the selected value is not within the range of the other search parameters, the



search will not be successful and the message 'No Non-Compliances found that match the criteria selected' will be displayed.

## Searching by Outcome

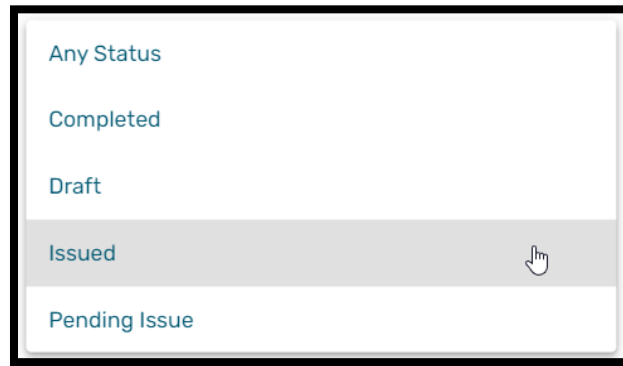
The user can select Any Outcome and the search will return all Non-Compliances with an OUTCOME of 'Cancelled', 'Retracted', 'Satisfied' or 'Escalated'. If the user searches by any of the other values, the search will only return Non-Compliances with the selected specific OUTCOME.

Please note:

1. Please note that the 'Cancelled' OUTCOME is not currently in use; searching 'Cancelled' will not bring back any results.

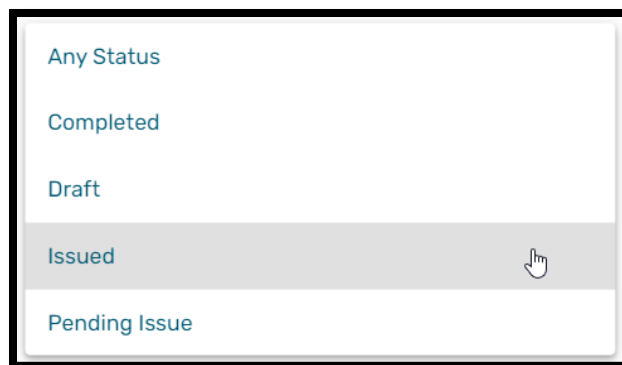
## Searching by Status

The user can select Any Status and the search will return all Non-Compliances with a STATUS of 'Completed', 'Draft', 'Issued', and 'Pending Issue'. If the user searches by any of the other values, the search will only return Non-Compliances with the selected specific STATUS.



Please note:

1. The 'Pending Issue' may only be encountered during periods where there are abnormally slow response times. CM-IS will issue the 'Pending Issue' STATUS temporarily to the Non-Compliance until it is able to complete the processing. After the processing is complete, the Non-Compliance will receive the 'Issued' STATUS.
2. Permit Holders cannot view 'Draft' Non-Compliances and searching by that STATUS will yield 'No Non-Compliances found that match the criteria selected' as the result.



## Toggle (Checkbox) Search

The checkbox search features are a quick way to toggle on and off specific search parameters. There are three toggle searches.

### Permit Only:

To toggle the search to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ PERMIT ONLY checkbox.


### Requires Submission from Permit Holder Only:

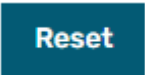
To toggle the search to view only Non-Compliances that require a Non-Compliance Submission from the Permit Holder, select the ☐ REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY checkbox.


### Overdue Only:

To toggle the search to view only Non-Compliances that are currently overdue, select the ☐ OVERDUE ONLY checkbox.

### Cancel, Reset, or Apply

To cancel the current operation, and close the menu, select the  button.

To reset the search parameters to the default settings of displaying only Non-Compliances 'Issued' to the currently selected Permit Holder, select the  button.

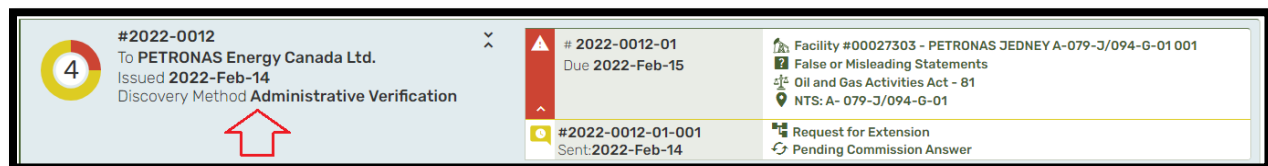
To apply the current search parameters, after making selections, select the  button

## Chapter 6: Working with the Non-Compliance Notice

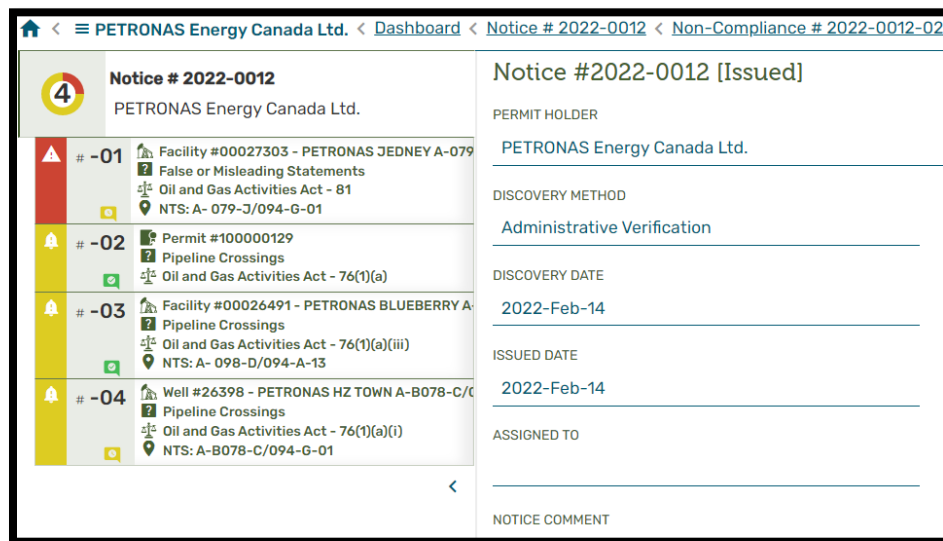
CM-IS manages collections of Non-Compliances by placing them onto Non-Compliance Notices. From the CM-IS Dashboard, users can view a list of all Non-Compliance Notices, and their individual Non-Compliances, that have been issued to a Permit Holder.

### 1.17 Viewing Non-Compliance Notice Details

To view the details of the Non-Compliance Notice, select the Non-Compliance Notice panel from the CM-IS Dashboard.



After clicking on the Non-Compliance Notice panel, the details of the selected Non-Compliance Notice will be displayed.



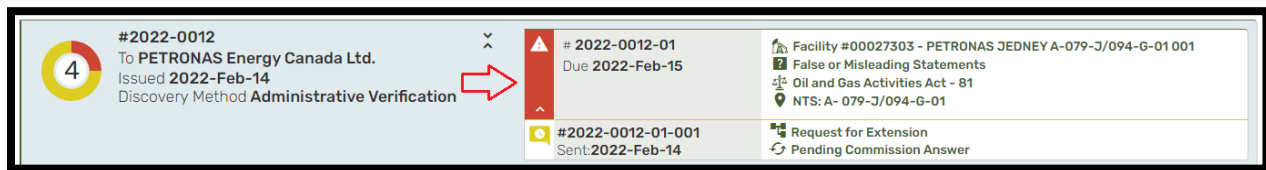
Non-Compliance Notice details include:

- The Non-Compliance Notice Number
- The name of the Permit Holder that the Non-Compliance is issued to
- The date the Non-Compliance Notice was issued to the Permit Holder

- The method by which the Non-Compliance was discovered
- The name of the ASSIGNED TO person at the BCER who issued the Notice
- Comments the BCER have entered
- A list of the individual Non-Compliances included on the Notice

## 1.18 Viewing Non-Compliance Details

To view the details of a Non-Compliance, select the Non-Compliance panel from the CM-IS Dashboard.



After clicking on the Non-Compliance from the panel, the details of the selected Non-Compliance will be displayed.

Non Compliance #2022-0012-01 [Issued]

Details	Notebook	Log
ASSIGNED TO		
LEGISLATION		
Oil and Gas Activities Act - 81		
CORRECTION DUE DATE	CORRECTION DURATION	
2022-Feb-15	24 Hours	
REASON		
False or Misleading Statements		
COMMENT		

Non-Compliance details include:

- The Non-Compliance Number
- The name of the ASSIGNED TO person at the BCER who issued the Non-Compliance
- The date that the correction of the Non-Compliance is due
- The number of days before the Non-Compliance must be corrected
- The status of the Non-Compliance
- The legislation being enforced

- The Activity, Permit (and Permit Condition, if applicable), Special Project Order, or Permit Holder that has been identified as being in Non-Compliance
- When an Activity, the Permit Number that the Activity was permitted under
- Any comments that the BCER entered at the time the Non-Compliance was issued

Non-Compliance #2022-0251-01 [Issued]

Details Notebook Log Gallery

ASSIGNED TO

LEGISLATION  
Oil and Gas Activities Act - 76(1)(a)(i)

CORRECTION DUE DATE  
2022-Oct-03

CORRECTION DURATION  
14 Days

REASON  
Pipeline Crossings

Respond to Non-Compliance

Request for Clarification Respond to Non-Compliance Request for Extension

NON-COMPLIANCE IS AGAINST A PERMIT

Permit  
AD# 100112554

Permit Condition

Task Type	Archaeology
Condition Type	Archaeology
Condition Short Name	ARCH-20
Condition Text	If an artifact, feature, material or thing protected under the Heritage Conservation Act is identified within the activity area, the permit holder must, unless the permit holder holds a permit under Section 12.4 of the Heritage Conservation Act issued by the BC Oil and Gas Commission in respect of that artifact, feature, material or thing: 1. Immediately cease all work in the vicinity of the artifacts, features, materials or things; 2. Immediately notify the BC Oil and Gas Commission; and 3. Resume work in the vicinity of the artifacts, features, materials or things in accordance with direction from the BC Oil and Gas Commission.
Determination Date	2021-Jan-06
Condition Origin	Standard
Activity Type	-
Activity Details	-

## 1.19 Viewing the Non-Compliance Notebook

The BCER can provide additional documentation in the form of images, emails, and annotations on a Non-Compliance Notebook to help explain the reason why the Non-Compliance was Issued. There is a



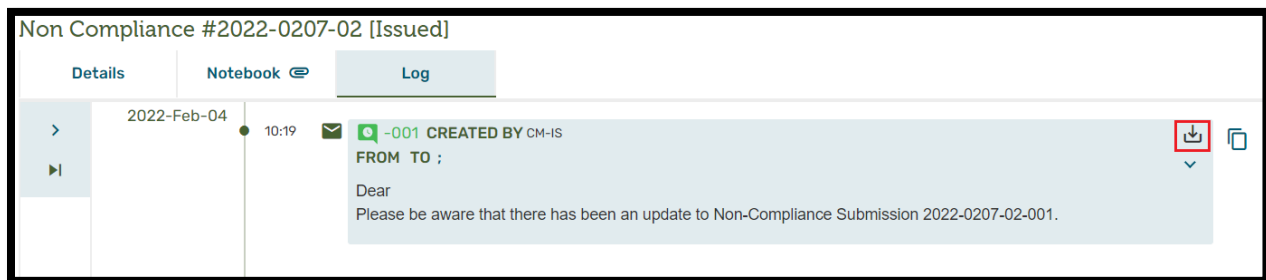
icon displayed on the Notebook tab of the Non-Compliance when additional information is available to view.




## 1.20 Viewing the Non-Compliance Log

The Non-Compliance Log displays a history of all actions and events against the Non-Compliance in chronological order. The items that will show up on the history are:

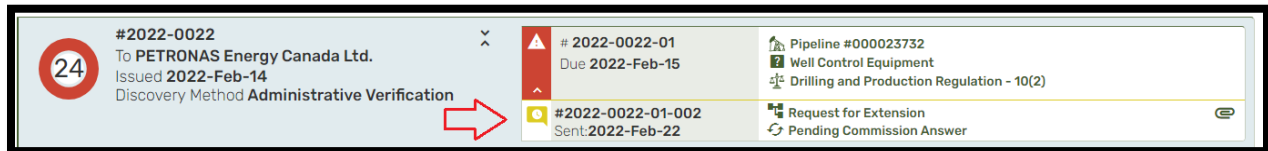
- All CM-IS letters and notification emails about the Non-Compliance Notice or the Non-Compliance sent to the Permit Holder.
- All Notebook entries on the Non-Compliance
- All Status changes of the Non-Compliance
- All BCER Assignment changes to the Non-Compliance



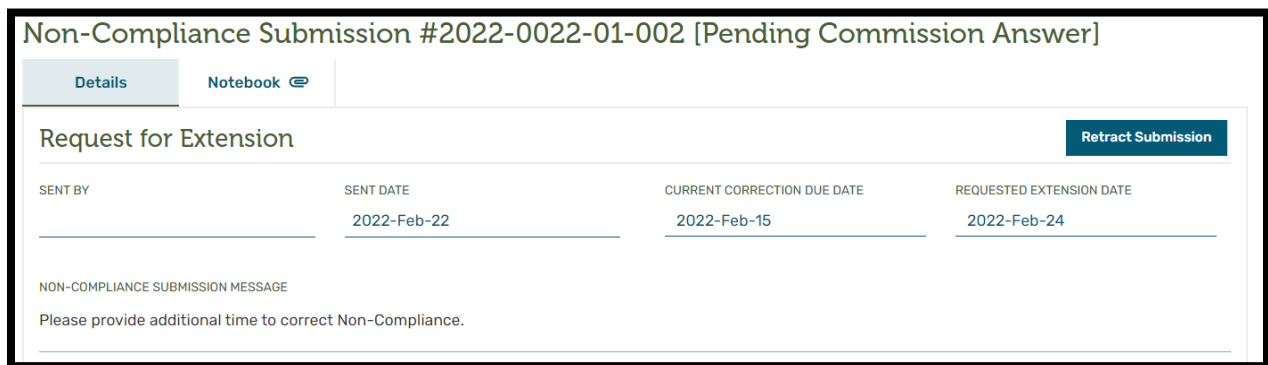
The Permit Holder can download any items with the  symbol.

## 1.21 Viewing Non-Compliance Submission Details

Click within the Non-Compliance Submission panel to see details about the Non-Compliance Submission.



After clicking on the Non-Compliance Submission on the panel, the details of the selected Non-Compliance Submission will be displayed.



### 1.21.1.1 Viewing the Legislation

Hover over the Act or Regulation text to view the legislation that is being enforced for the Non-Compliance.



24

**#2022-0022**  
 To **PETRONAS Energy Canada Ltd.**  
 Issued **2022-Feb-14**  
 Discovery Method **Administrative Verification**

»































⚠	<p># 2022-0022-01 Due 2022-Feb-15</p>	<p>🏠 Pipeline #000023732          🛠 Well Control Equipment          ⚙ Drilling and Production Regulation - 10(2)</p>
⬆		
📧	<p>#2022-0022-01-002 Sent:2022-Feb-22</p>	📧
⚠	<p># 2022-0022-02 Due 2022-Feb-15</p>	
⬆		
📧	Draft	
⚠	<p># 2022-0022-03 Due 2022-Feb-15</p>	
⬆		
📧	Draft	📧
⚠	<p># 2022-0022-04 Due 2022-Feb-15</p>	
⬆		
	Attention: Requires a New Non-Compliance Submission from the Permit Holder	
⚠	<p># 2022-0022-05 Due 2022-Feb-15</p>	
⬆		
	Attention: Requires a New Non-Compliance Submission from the Permit Holder	

## 1.22 Viewing a 'Completed' Non-Compliance

Once a Non-Compliance has been 'Completed', regardless of the OUTCOME of the Non-Compliance (including if the Non-Compliance was escalated for enforcement), the Non-Compliance will 'fall-off' the dashboard and will no longer be displayed.

'Completed' Non-Compliances do not display on the dashboard as there is no need to perform any actions on these items. Consequently, there will be gaps in the numbering sequence where these Non-Compliances would reside.

However, the 'Completed' Non-Compliances are still visible, when viewing the Non-Compliance Notice.

	# -01	 Pipeline #000006644  Water Quality  Environmental Protect
	# -02	 STWU #0005260  Applications  Oil and Gas Road Regu
	# -03	 Road #02683  Well Control Equipmen  Drilling and Production
	# -04	 Order #98-16-003 / A  Permit Required  Oil and Gas Activities /
	# -05	 Facility #00026229 -  Submissions before Co  Liquefied Natural Gas  DLS: 02-11-080-16
	# -06	 CIAS #0002083  Aquifers  Environmental Protec
	# -07	 Well #26474 - TOURMA  Venting and Fugitive E  Drilling and Production  A08-15-080-18

## 1.23 Viewing an 'Inspection' Non-Compliance

For a Non-Compliance Notice with Discovery Method of 'Inspection', the user is presented with additional navigation tabs that allow one to navigate to the Completed Inspection Details, Inventory, Notebook, and Gallery. Please see [Chapter 8: Viewing a Completed Inspection](#).

Inspection #2022-0112: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]


Details	Inventory	Notebook	Gallery	Non-Compliance
<b>2</b> <b>Notice # 2022-0167</b> PETRONAS Energy Canada Ltd.		<b>Notice #2022-0167 [Issued]</b>		
<b>-01</b> Well #00620 - PETRONAS ET AL W BEG A- 079-F/094-G-01 Order Conditions Oil and Gas Activities Act - 21(a)(ii) NTS: A- 079-F/094-G-01		PERMIT HOLDER PETRONAS Energy Canada Ltd.		
<b>-02</b> Facility #00018430 - PETRONAS BEGWEST A-079-F/094-G-01 001 Permit Conditions Oil and Gas Activities Act - 21(b)(ii) NTS: A- 079-F/094-G-01		DISCOVERY METHOD Inspection		
		DISCOVERY DATE 2022-Aug-03		
		ISSUED DATE 2022-Aug-03		
		ASSIGNED TO Darin Leong		
		NOTICE COMMENT None		

## Chapter 7: Non-Compliance Submissions: Communicating with the BCER

Non-Compliance Submissions provide a process whereby a Permit Holder representative can ask questions, request an extension, or respond to a Non-Compliance.


### 1.24 Creating a Non-Compliance Submission

There are three types of Non-Compliance Submissions available to Permit Holder representatives, which facilitate communicating with the BCER regarding individual Non-Compliances.




**Request for Clarification**

Use the **Request for Clarification** button to ask questions of the BCER regarding the content of the Non-Compliance



**Respond to Non-Compliance**

Use the **Respond to Non-Compliance** button to resolve the Non-Compliance.



**Request for Extension**

Use the **Request for Extension** button to ask the BCER for additional time to address the Non-Compliance.

Access the Non-Compliance Submission options by clicking on the Non-Compliance, from the Non-Compliance Notices dashboard, or from the Non-Compliance from within the Non-Compliance Notice screen.



**Respond to Non-Compliance**


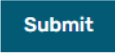
**Request for Clarification**

**Respond to Non-Compliance**

**Request for Extension**

### 1.24.1 Request for Clarification

Add information to support the 'Request for Clarification' into the NON-COMPLIANCE SUBMISSION MESSAGE field.

Save the contents of the message by selecting the  icon, then select the  button.

Once the BCER receives the 'Request for Clarification', they will provide 'Provide Information' in the way of a NON-COMPLIANCE SUBMISSION ANSWER. Once the BCER has sent the answer back to the Permit Holder, the Non-Compliance Submission will appear as follows:

Submission ID	Action	Status
-001	Respond to Non-Compliance	Completed - Not Accepted - Information Required
-002	Request for Clarification	Completed - Information Provided
-003	Respond to Non-Compliance	Completed - Accepted - Satisfied NC

Click on the Submission to read the answer that the BCER has provided.

### 1.24.2 Respond to Non-Compliance

Add information to support the 'Respond to Non-Compliance' into the NON-COMPLIANCE SUBMISSION MESSAGE field.

Once the BCER receives the 'Respond to Non-Compliance', they will provide a NON-COMPLIANCE SUBMISSION ANSWER, along with one of the following responses:


Once the BCER has replied to the Permit Holder, using one of the above responses, the Non-Compliance Submission will appear as follows:

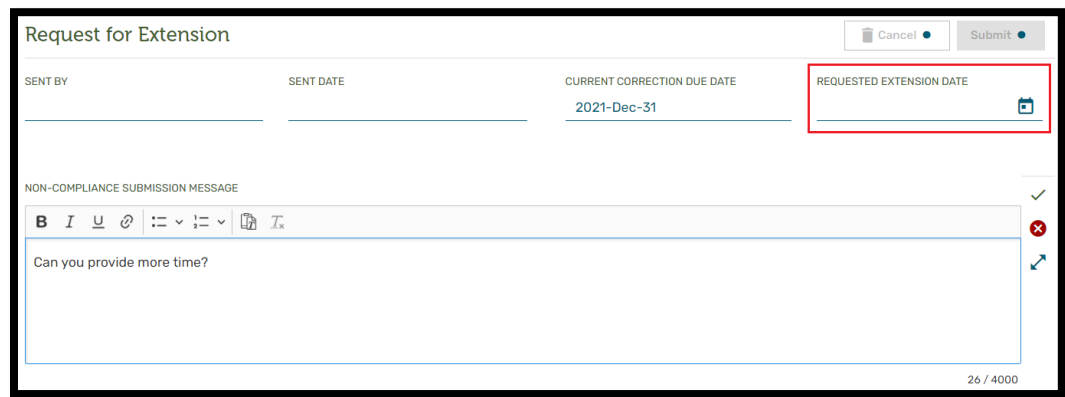
Optionally, the BCER may also decide that the Non-Compliance is no longer required and therefore may 'retract' the Non-Compliance. If the BCER 'retracts' a Non-Compliance, the Non-Compliance Submission will appear as follows:

Click on the Non-Compliance Submission to read the answer that the BCER has provided.

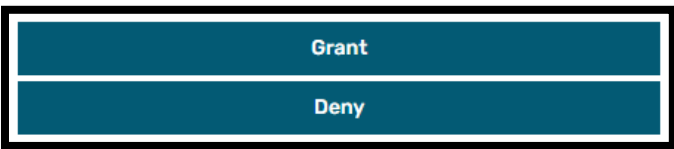
### 1.24.3 Request for Extension

Add information to support the 'Request for Extension' into the NON-COMPLIANCE SUBMISSION MESSAGE field.




Click on the  icon to select a date for the REQUESTED EXTENSION DATE.



Once the BCER receives the 'Request for Extension', they will provide a NON-COMPLIANCE SUBMISSION ANSWER, along with one of the following responses:



Once the BCER has replied to the Permit Holder, using one of the above responses, the Non-Compliance Submission will appear as follows:

	# -05	CIAS #0006080 WATER QUALITY ENVIRONMENTAL PROTECTION AND MANAGEMENT REGULATION - 20(2)(b)
	-001	Request for Extension Completed - Denied
	-002	Request for Extension Completed - Granted

Click on the Non-Compliance Submission to read the answer that the BCER has provided.







## 1.24.4 Non-Compliance Submission Message Field



The maximum number of characters that can be entered into the NON-COMPLIANCE SUBMISSION MESSAGE field is 4000. If exceeded, the character counter will turn red, and the error message 'The maximum length has been reached, please enter a shorter value' will be displayed.

## 1.24.5 Managing Attachments on a Non-Compliance Submission Notebook

Files and emails can be added to the Non-Compliance Submission Notebook to support the Submission while it is in Draft Status.

From the Notebook tab on any Draft Non-Compliance Submission, select  **Add File** button or  **Add Email** button to add any of the types of files listed below:

	
<p>The following file types can be attached to a Non-Compliance Submission:</p> <ul style="list-style-type: none"> <li>• Microsoft Word Documents .doc, .docx</li> <li>• Microsoft Excel Documents .xls, .xlsx, .csv, .xlsm</li> <li>• Microsoft Power Point Documents .ppt, .pptx</li> <li>• Text Documents .txt, .rtf, .csv</li> <li>• Video Documents .avi, .mov, .m4v, .svi, .wmv, .mp4, .mpg, .mpeg, .mkv</li> <li>• Picture Documents .gif, .bmp, .jpg, .jpeg, .png, .svg, .tif</li> <li>• Portable Document Files .pdf</li> <li>• Archive Files .zip</li> </ul>	<p>The following file types can be attached to a Non-Compliance Submission:</p> <ul style="list-style-type: none"> <li>• .msg</li> <li>• .eml</li> </ul>

After selecting  or  button, files can be attached to the Non-Compliance Submission using one of the following methods:

- Drag & Drop
- Browse

### Please Note:

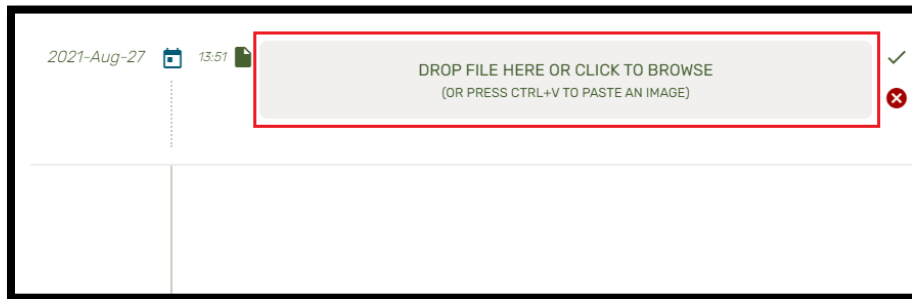
The maximum file size that can be uploaded to the application is 450 Mb. However, depending on network, or internet conditions, the ability to upload a file of this size may be compromised. Errors or warnings may occur if the file size exceeds these limits.



## 1.24.5.1 Adding a File

### Drag & Drop Method

To use the drag & drop method for attaching a file to a Non-Compliance Submission, open Window Explorer and navigate to the location of the file that will be attached to the Non-Compliance Submission.

Select the required file and drag, then drop in the area marked as 'DROP FILE HERE OR CLICK TO BROWSE'




When the 'Upload Complete' message is displayed, select the  icon to save, optionally change the name of the file, or select the  icon to cancel.

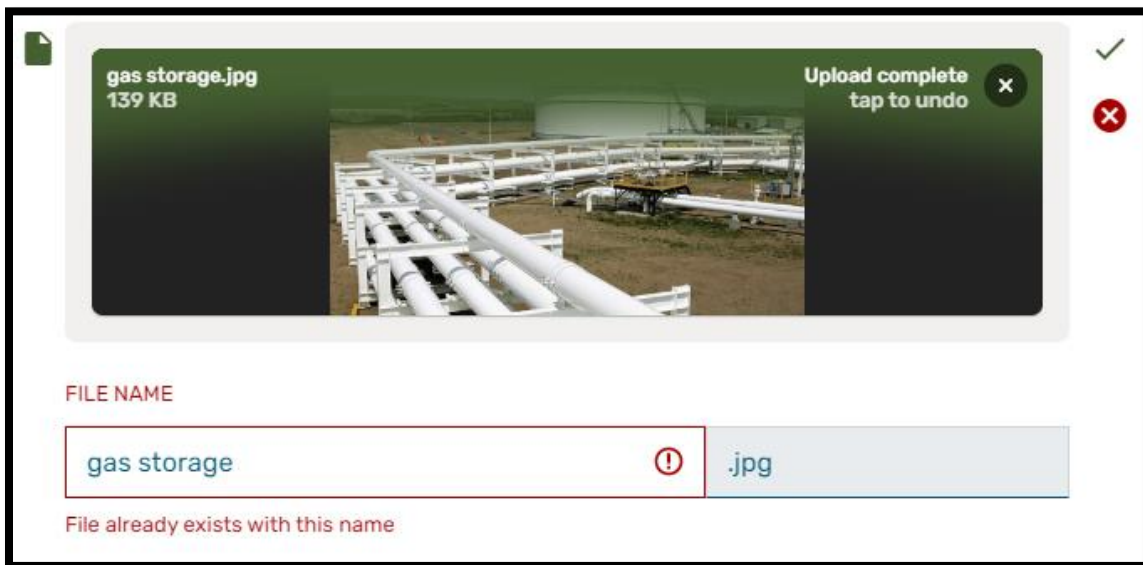


If required, change the name of the file.

Once a file has been added it is possible to further annotate the file by selecting

+  **Add Annotation** button. See Annotating Files.

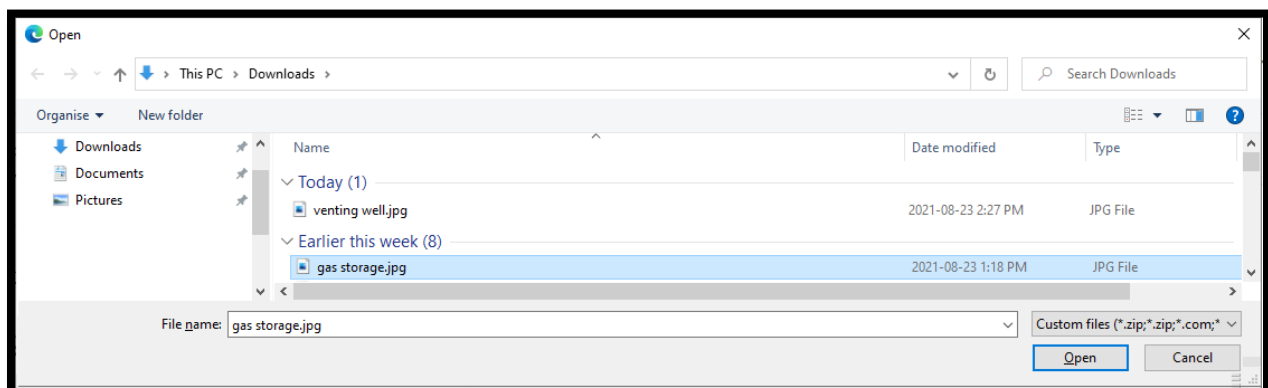
If a file already exists with the same file name, the system will provide the following warning 'File already exists with this name'





### **Browse Method**

To use the browse method for attaching a file to a Non-Compliance Submission, click on the file landing spot (DROP FILE HERE OR CLICK TO BROWSE), Windows Explorer window will open.

With Windows Explorer open, select the required file, and click open to begin the process.



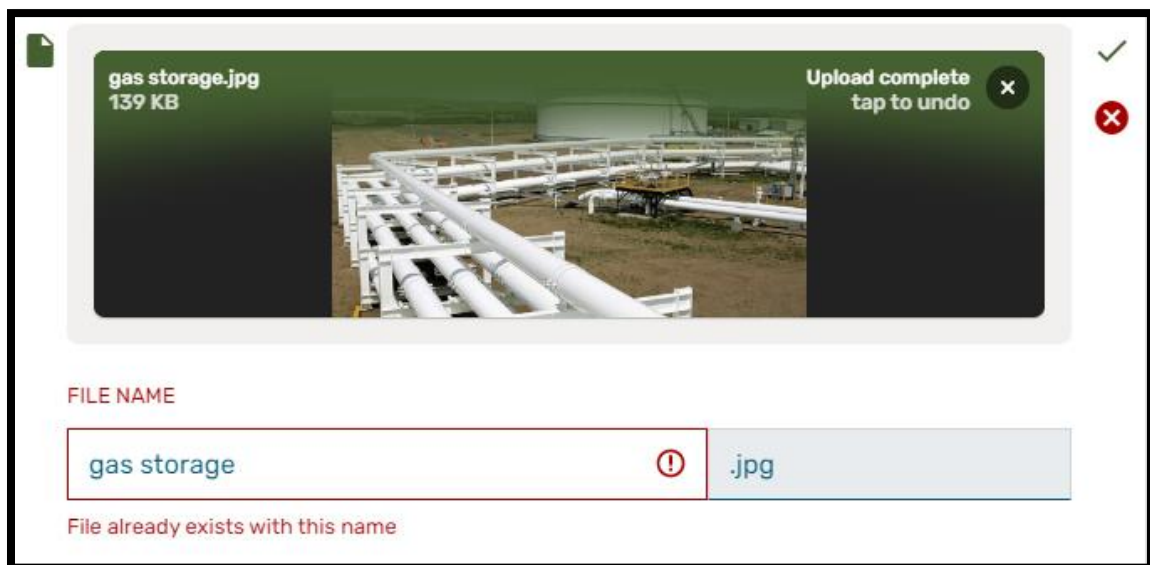
When the 'Upload Complete' message is displayed, select the  icon to save, optionally change the name of the file, or select the  icon to cancel.



If required, change the name of the file.

Once a file has been added it is possible to further annotate the file by selecting [+ Add Annotation](#) button. See Annotating Files.



If a file already exists with the same file name, the system will provide the following warning 'File already exists with this name'

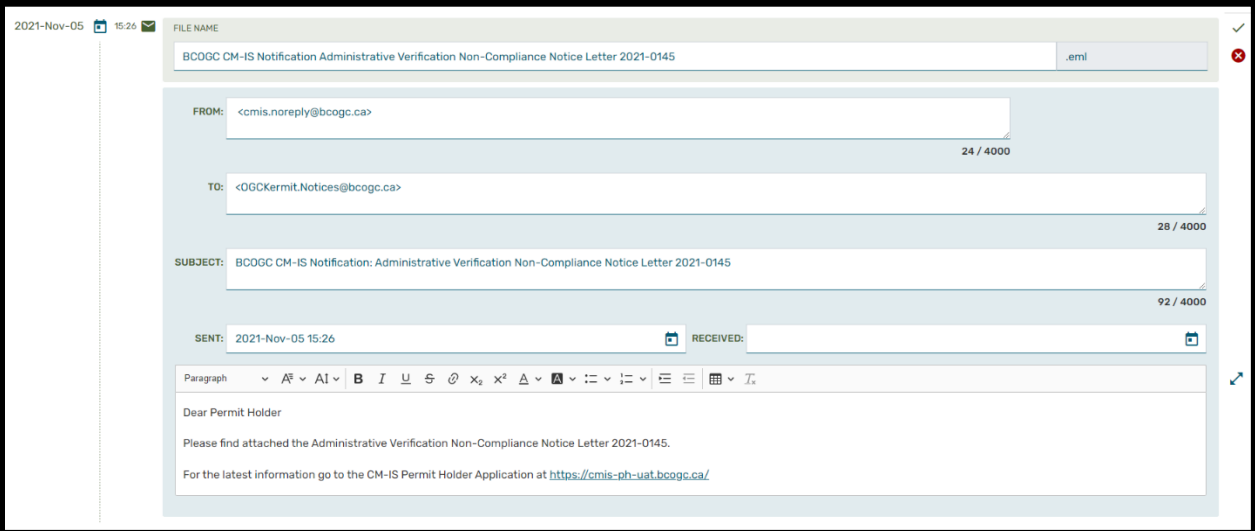


## 1.24.5.2 Adding an Email

After using either the Drag & Drop, or the Windows Explorer method of adding an Email to the Non-Compliance Submission Notebook, it is possible to modify the email information taken directly from the email file, including the following:

- File Name
- From
- To
- Subject
- Sent
- Received
- Body of the email

Select the  icon to save, optionally change the email information, or select the  icon to cancel.



2021-Nov-05 15:26

FILE NAME: BCOGC CM-IS Notification Administrative Verification Non-Compliance Notice Letter 2021-0145 .eml

FROM: <cmis.noreply@bcogc.ca> 24 / 4000

TO: <OGCKermiNotices@bcogc.ca> 28 / 4000

SUBJECT: BCOGC CM-IS Notification: Administrative Verification Non-Compliance Notice Letter 2021-0145 92 / 4000

SENT: 2021-Nov-05 15:26 RECEIVED:

Paragraph



Dear Permit Holder

Please find attached the Administrative Verification Non-Compliance Notice Letter 2021-0145.

For the latest information go to the CM-IS Permit Holder Application at <https://cmis-ph-uat.bcogc.ca/>

## 1.24.5.3 Annotating Files and Emails



When adding either a file, or an email to a Non-Compliance Submission, the file or email

can be further described by adding annotation. Hover over the  icon, then select  **Add Annotation**




The content of the annotation can be up to 4000 characters in length, and can include rich-text formatting such as:

- Bolding
- Italics
- Underling
- Bullets
- Numbering

Click the  icon to save the annotation, or the  to cancel.

### 1.24.5.4 Downloading a File or an Email

All files and emails that have been attached to a Non-Compliance, either directly, or on a Non-Compliance Submission can be downloaded.


Clicking the  icon, will start the associated file to be downloaded.

#### File

Select the download icon  located beside the name of the file.



#### Email

Select the download icon  located at the top right corner of the email.




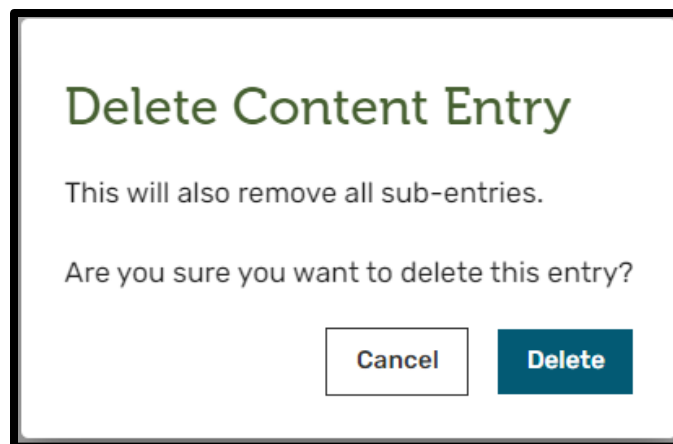
### 1.24.5.5 Deleting a File or Email



Files and emails that have been attached to a Non-Compliance Submission while in Draft Status can be deleted before the Non-Compliance Submission is sent.






Select the trashcan icon  located at the top right corner of the Non-Compliance Submission Notebook entry.



Select Remove button  to delete the image from the Non-Compliance Submission Notebook or Cancel button  to remove it from the Non-Compliance Submission Notebook.

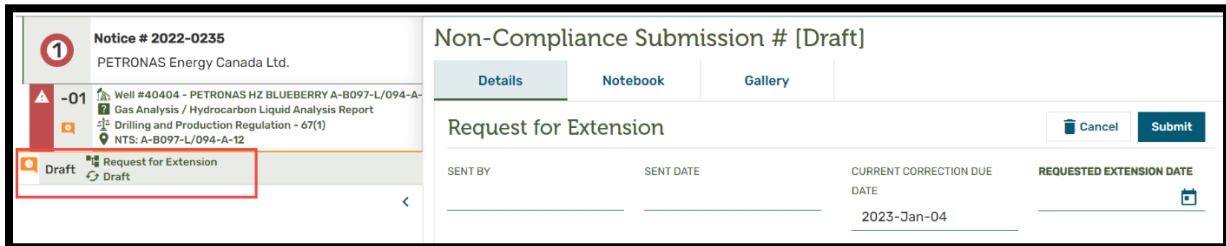
### 1.24.5.6 Moving a Non-Compliance Submission Notebook Entry

Entries in the Non-Compliance Submission Notebook can be reordered by selecting the  icon located at the top right corner of the Non-Compliance Submission Notebook entry with the mouse and dragging it to the desired location.



## 1.25 Submitting a Non-Compliance Submission

Once the required information for the Non-Compliance Submission is provided, submit the request to the BCER.



### Please Note:

While a Non-Compliance Submission has a STATUS of 'Draft', the BCER may 'Retract' the Non-Compliance. If this occurs, any Non-Compliance Submissions that have a status of 'Draft' will be removed from the Non-Compliance, removing any attachments and annotations, along with the Non-Compliance Submission.

The Non-Compliance Submission will now have a Status of 'Pending BCER Answer', waiting for an answer from the BCER.

Returning to the dashboard, the Non-Compliance Submission will appear in the Non-Compliance Submission panel of the Non-Compliance.

## 1.26 Retract a Non-Compliance Submission

At any time after a Non-Compliance Submission has been made to BCER, but prior to the BCER response, the Non-Compliance Submission can be retracted.

To retract a Non-Compliance Submission, navigate to the Non-Compliance Submission, and











select the **Retract Submission** button.

Complete the retraction when prompted or cancel.

Once confirmed, the Non-Compliance Submission will be identified as 'Completed – Retracted'. Any information associated with the Non-Compliance Submission will still be viewable, but not changeable. The BCER will also be able to view the information associated with the Non-Compliance Submission.

## Chapter 8: Using the Inspections Dashboard

The Inspections Dashboard allows the Permit Holder to view all their Inspections in Completed Status that have a Non-Compliance Notice in Issued Status for their organization.



Inspections with Issued Non-Compliances <span>6</span>			
	Inspection # <b>2022-0205</b> Permit Holder <b>PETRONAS Energy Canada Ltd.</b> Inspection Date <b>2022-Oct-13</b>	Notice # <b>2022-0307</b>  Issued Date <b>2022-Oct-13</b> Discovery Method <b>Inspection</b>	<div>  <div>#2022-0307-01</div>  <div>AOGA #00200289</div> </div>
			<div>  <div>#2022-0307-02</div>  <div>Pipeline #000025379</div> </div>
	Inspection # <b>2022-0204</b> Permit Holder <b>PETRONAS Energy Canada Ltd.</b> Inspection Date <b>2022-Oct-11</b>	Notice # <b>2022-0306</b>  Issued Date <b>2022-Oct-12</b> Discovery Method <b>Inspection</b>	<div>  <div>#2022-0306-01</div>  <div>Pipeline #000025379</div> </div>

The user is provided a summary count of all their Inspections with Non-Compliances at the top of the dashboard. In the above illustration, the user is informed that they have 6 Inspections with issued Non-Compliances.

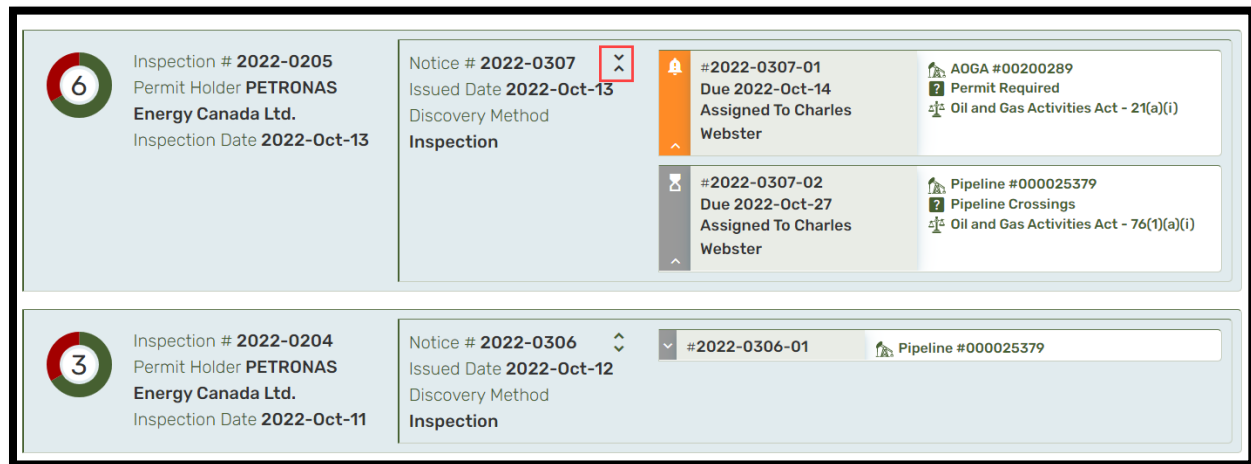
Users are also able to search for a specific Inspection and export a CSV file containing all Permit Holder's Non-Compliances (see Chapter 11 for exporting Inspections and any associated Non-Compliances).

## 1.27 Expand/Collapse Inspection Non-Compliances

To display the Issued Non-Compliances for an Inspection, click on the  to expand and expose the details.

Inspections with Issued Non-Compliances			
			6
	Inspection # <b>2022-0205</b>	Notice # <b>2022-0307</b>	
	Permit Holder <b>PETRONAS</b>	Issued Date <b>2022-Oct-13</b>	
	<b>Energy Canada Ltd.</b>	Discovery Method	
	Inspection Date <b>2022-Oct-13</b>	Inspection	
		<div> <div>▼</div> <div>#2022-0307-01</div> <div>🏠</div> <div>AOGA #00200289</div> </div>	
		<div> <div>▼</div> <div>#2022-0307-02</div> <div>🏠</div> <div>Pipeline #000025379</div> </div>	
	Inspection # <b>2022-0204</b>	Notice # <b>2022-0306</b>	
	Permit Holder <b>PETRONAS</b>	Issued Date <b>2022-Oct-12</b>	
	<b>Energy Canada Ltd.</b>	Discovery Method	
	Inspection Date <b>2022-Oct-11</b>	Inspection	
		<div> <div>▼</div> <div>#2022-0306-01</div> <div>🏠</div> <div>Pipeline #000025379</div> </div>	

Click on the  to collapse the details and revert to only displaying the summary view for all the Issued Non-Compliances associated to the Inspection.



**Inspection # 2022-0205**  
Permit Holder **PETRONAS Energy Canada Ltd.**  
Inspection Date **2022-Oct-13**

Notice # **2022-0307**  
Issued Date **2022-Oct-13**  
Discovery Method **Inspection**

#2022-0307-01  
Due 2022-Oct-14  
Assigned To Charles Webster

#2022-0307-02  
Due 2022-Oct-27  
Assigned To Charles Webster

AOGA #00200289  
Permit Required  
Oil and Gas Activities Act - 21(a)(i)

Pipeline #000025379  
Pipeline Crossings  
Oil and Gas Activities Act - 76(1)(a)(i)

**Inspection # 2022-0204**  
Permit Holder **PETRONAS Energy Canada Ltd.**  
Inspection Date **2022-Oct-11**

Notice # **2022-0306**  
Issued Date **2022-Oct-12**  
Discovery Method **Inspection**

#2022-0306-01  
Pipeline #000025379

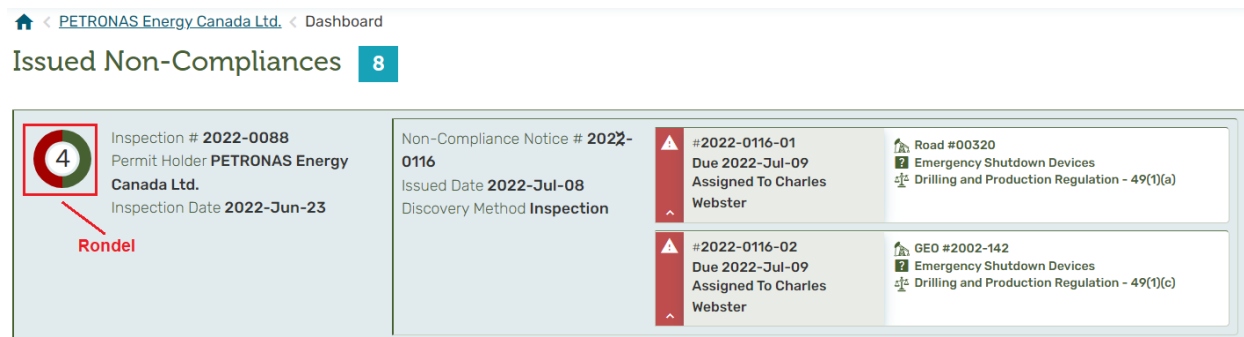
## 1.28 Dashboard Sort Order

Inspections with Issued Non-Compliances are displayed from the oldest to the newest based on the Inspection #.

## 1.29 The Rondel

Home < [PETRONAS Energy Canada Ltd.](#) < Dashboard

**Issued Non-Compliances** 8



Inspection # **2022-0088**  
Permit Holder **PETRONAS Energy Canada Ltd.**  
Inspection Date **2022-Jun-23**

Non-Compliance Notice # **2022-0116**  
Issued Date **2022-Jul-08**  
Discovery Method **Inspection**

#2022-0116-01  
Due 2022-Jul-09  
Assigned To Charles Webster

#2022-0116-02  
Due 2022-Jul-09  
Assigned To Charles Webster

Road #00320  
Emergency Shutdown Devices  
Drilling and Production Regulation - 49(1)(a)

GEO #2002-142  
Emergency Shutdown Devices  
Drilling and Production Regulation - 49(1)(c)



There is a colour coded rondel located on the left-hand side of each Inspection. The red section of the rondel denotes the proportion of Inspected Inventory Items with one or more Non-Compliances, while the green section is the proportion of Inspected Inventory Items that are now In

Compliance (the Non-Compliances were resolved). The number in the middle of the rondel is the total number of Inspected Inventory Items for the Inspection.

## 1.30 Inspection Details and Non-Compliance Navigation

If a user clicks on the Inspection Panel,

Dashboard

**Issued Non-Compliances** 8

<p>Inspection # <b>2022-0088</b>          Permit Holder <b>PETRONAS Energy Canada Ltd.</b>          Inspection Date <b>2022-Jun-23</b></p> <p><b>This is the Inspection Panel</b></p>	<p>Non-Compliance Notice # <b>2022-0116</b>          Issued Date <b>2022-Jul-08</b>          Discovery Method <b>Inspection</b></p>	<p>#2022-0116-01          Due 2022-Jul-09          Assigned To Charles Webster</p>	<p>Road #00320          Emergency Shutdown Devices          Drilling and Production Regulation - 49(1)(a)</p>
		<p>#2022-0116-02          Due 2022-Jul-09          Assigned To Charles Webster</p>	<p>GEO #2002-142          Emergency Shutdown Devices          Drilling and Production Regulation - 49(1)(c)</p>

The user will be taken to the Inspection Details for the Inspection.

Dashboard > Inspection 2022-0088

**Inspection #2022-0088: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]**

Details | Notebook | Gallery | Non-Compliance

INSPECTION DATE	ASSIGNED TO
2022-Jun-23	Charles Webster

INSPECTION COMMENT

The user can select the Non-Compliance tab on the Inspection to view the details of the Non-Compliances associated with the Inspection and respond to any Non-Compliance through a Non-Compliance Submission. Refer to **Chapter 7: Non-Compliance Submissions: Communicating with the BCER** for more information on managing Non-Compliance Submissions.

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Notice # 2022-0299

Inspection #2022-0190: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]

Details	Notebook	Gallery	Non-Compliance
---------	----------	---------	----------------

1

Notice # 2022-0299

PETRONAS Energy Canada Ltd.

-01

Pipeline #000025379

Pipeline Crossings

Oil and Gas Activities Act - 76(1)(a)(iii)

Notice #2022-0299 [Issued]

PERMIT HOLDER

PETRONAS Energy Canada Ltd.

DISCOVERY METHOD

Inspection

DISCOVERY DATE

2022-Oct-07

ISSUED DATE

2022-Oct-07

ASSIGNED TO

NOTICE COMMENT

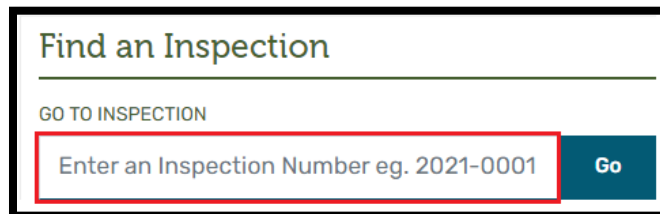
None

## Chapter 9: Searching for an Inspection

### 1.31 Searching for an Inspection

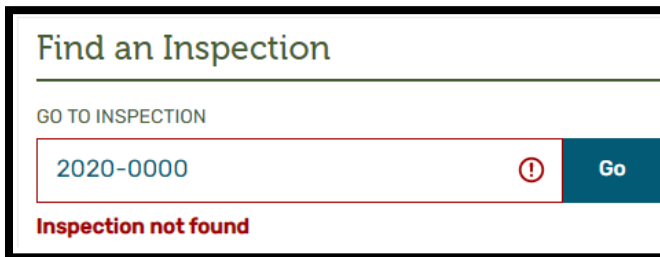
To find a specific Inspection, enter the corresponding number into the GO TO INSPECTION field under the 'Find an Inspection' banner.

- To find an Inspection, enter its number, for example 2022-0092



The screenshot shows a form titled "Find an Inspection". Below the title is a horizontal line. Underneath the line is the text "GO TO INSPECTION". Below that is a text input field with the placeholder text "Enter an Inspection Number eg. 2021-0001". To the right of the input field is a blue button labeled "Go". The input field and the "Go" button are highlighted with a red border.

If the number cannot be found, an error message will appear:



The screenshot shows the same "Find an Inspection" form. The input field now contains the text "2020-0000". To the right of the input field is a red circle with a white exclamation mark. To the right of the input field and the red circle is a blue button labeled "Go". Below the input field and the red circle is the text "Inspection not found" in red.

### 1.32 Using the Advanced Search Inspections Screen

For more search options, click on 'Search Inspections'.




## Find an Inspection



---

GO TO INSPECTION

## Search

[Search Inspections](#)

Inspections with ongoing, not-yet-resolved Non-Compliances are indicated with the  icon.

INSPECTION # ▼	INSPECTION DATE ▼	ASSIGNED TO ▼	OUTCOME ▼	NON-COMPLIANCES ▼
<a href="#">2022-0210</a>	2022-Oct-19	Sergey Kiselev	Non-Compliance(s) Found	
<a href="#">2022-0205</a>	2022-Oct-13	Charles Webster	Non-Compliance(s) Found	
<a href="#">2022-0212</a>	2022-Oct-12	Roberta Press	Non-Compliance(s) Found	

## Please Note

By default, the search results table will display all Inspections with Issued Non-Compliance Notices. To view Inspections that were In Compliance, change the Status drop-down filter to either 'Any Outcome' or 'In Compliance'.

## 1.32.1 Column Header Definitions

The Inspections search screen presents rows of Inspection results, with each row containing the following:

**INSPECTION #:** The unique number assigned to an Inspection after it has been 'Issued', presented in the format of YYYY-NNNN.

**INSPECTION DATE:** The date of the Inspection.

**ASSIGNED TO:** Identifies the BCER user that the Inspection is currently assigned to.

**OUTCOME:** Indicates whether the outcome of the Inspection was In Compliance or Non-Compliance(s) Found.

**NON-COMPLIANCES:** Indicates if there is one or more currently issued (not yet resolved) Non-Compliances as a result of the Inspection.

### 1.32.2 Search Features

The Inspection Search screen offers the flexibility to either find one specific Inspection, or a group of Inspections, depending on the selected search criteria.

Each column of data on the search screen is equipped with a search icon. When selected, a search box will be displayed. Every column of information is represented by a unique type of search box, tailored for the information contained in that column. There are three types of search boxes:

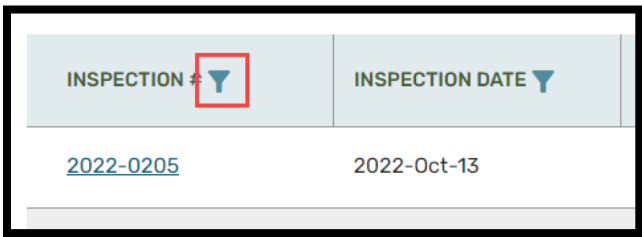
#### Type-ahead Search Box

The type-ahead search boxes are used to either find a specific value, or groups of value, when only partial search information is known.

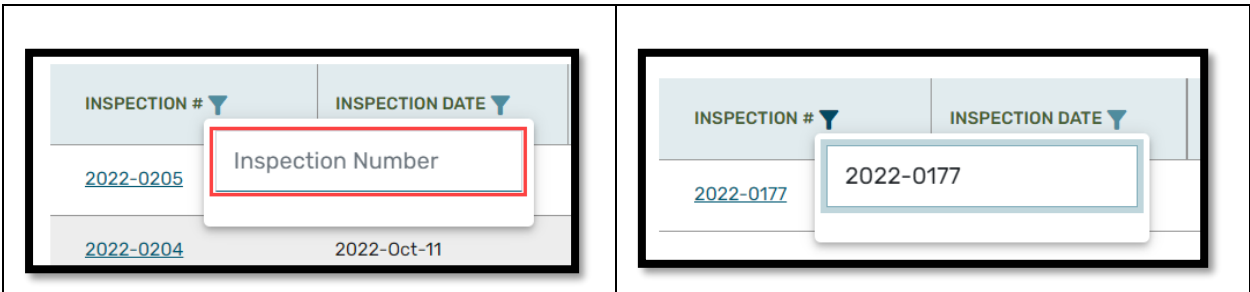
The following fields have type-ahead search boxes:


- INSPECTION #
- ASSIGNED TO



To search for a specific Inspection, select the  icon, situated to the right of the column header.



Once the type-ahead search box opens, enter any numerical value that matches the Inspection that is the target of the search.



The results of the search will be displayed. To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.


INSPECTION # 	INSPECTION DATE 
<a href="#">2022-0177</a>	2022-Sep-30



### Drop-Down List Search Box

The drop-down list search box is used when there is a limited list of values that can be selected.


The following fields have type-ahead search boxes:

- OUTCOME




To search for Inspections that meet specific criteria, first start by selecting the  icon, situated to the right of the column header.

ASSIGNED TO 	OUTCOME 
	Non-Compliance(s) Found
	Non-Compliance(s) Found

Select one of values presented in the drop-down list.

OUTCOME 
Any Outcome
In Compliance
Non-Compliance(s) Found 

The list of Inspections will match with the selected value.

OUTCOME ▼	NON-COMPLIANCES ▼
Non-Compliance(s) Found	
Non-Compliance(s) Found	
Non-Compliance(s) Found	

### Date Search

The date search box allows the user to select Inspections within a specified date range.

The following fields have date filters:


- INSPECTION DATE

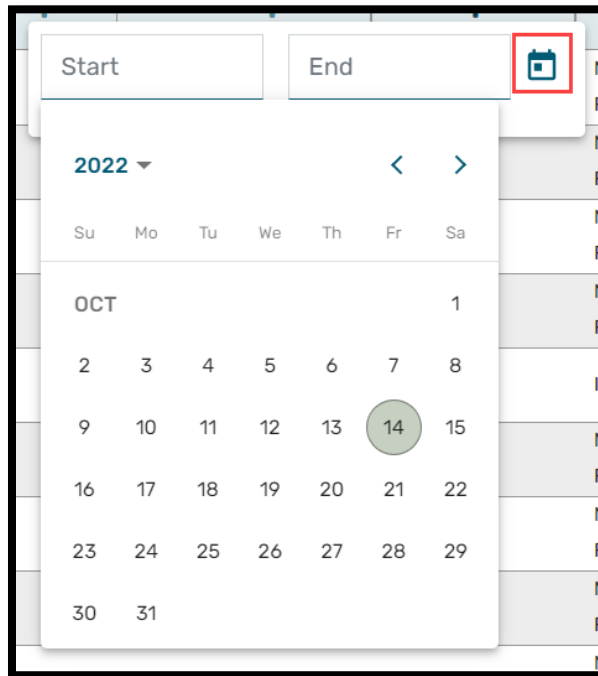
Start by selecting the  icon.

INSPECTION # ▼	INSPECTION DATE ▼
<a href="#">2022-0205</a>	2022-Oct-13

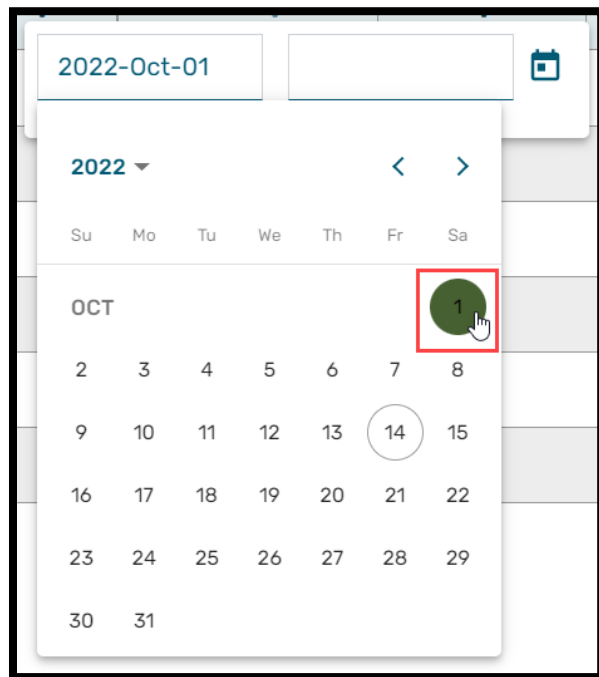
Click on either the Start or End date field to select it.


INSPECTION DATE ▼	ASSIGNED TO ▼	STATUS ▼
2022-Oct-13		
2022-Oct-11	Roberta Press	Completed

Use the  icon to select a date.



In this example, the Start Date selected will be Oct. 1, 2022.



The results of the search will be displayed. To remove the date selection box, either click the  icon again, or click anywhere on the screen.

**Note:**


If the user has only entered a Start Date, the End Date of the search will be today's date.

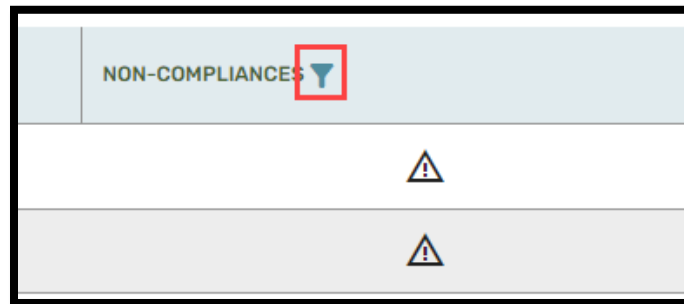
**Toggle (Checkbox) Search**

The checkbox search box is a quick way to toggle on and off specific search parameters.

The following fields have toggle checkboxes:

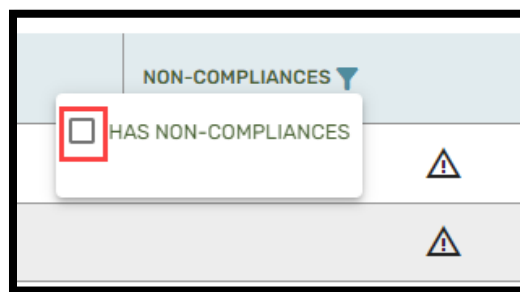
- NON-COMPLIANCES

Start by selecting the  icon.





To search for Inspections that have Issued (current unresolved) Non-Compliances, select the

To toggle search functionality to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ HAS NON-COMPLIANCES checkbox.




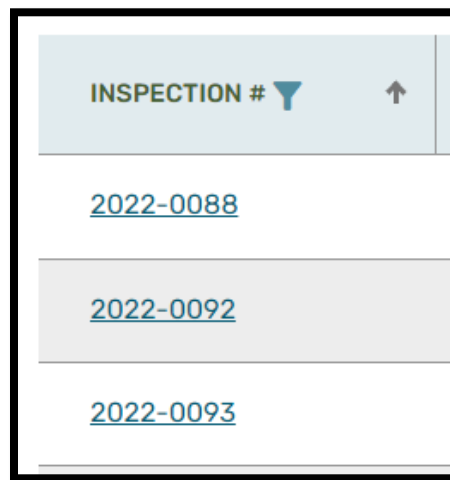
### 1.32.3 Sort Features



Each of the columns in the Inspection search screen can be sorted, either ascending (lowest to highest), or descending (highest to lowest), based on the values that are currently in the column. The default sort order is ascending.

There are two options to sort any column: Sort using the   icons, or sort using the column header.

#### Sort by Sort Icon



Sort by clicking the sort icon , which is located at the far right of the column header. In the example below, the INSPECTION # column is being sorted in ascending order (lowest to highest).



INSPECTION #  
<a href="#">2022-0088</a>
<a href="#">2022-0092</a>
<a href="#">2022-0093</a>


To change the order to descending, click the sort icon again to trigger the descending sort .

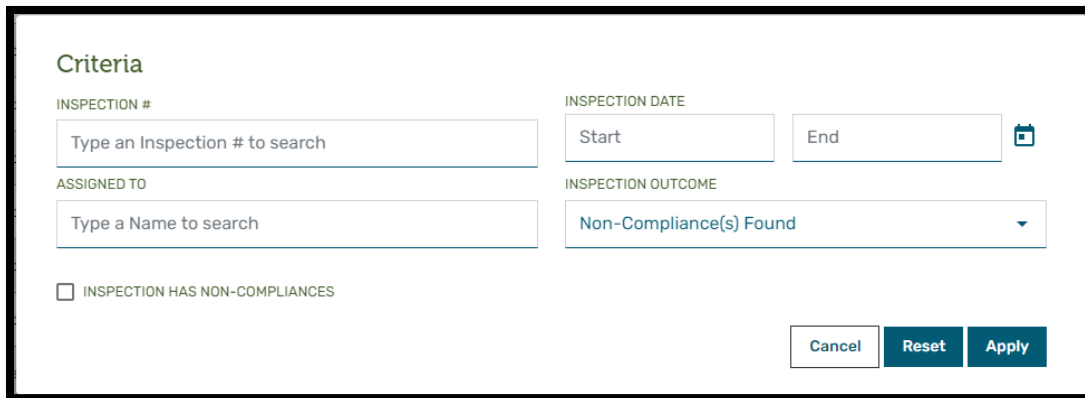
#### Sort by Column Header

Columns of data can also be sorted by clicking the column header. Notice that when clicking the column header, the sort icon will change direction, indicating if the sort is ascending , or descending .

## 1.32.4 Using the Search Criteria Menu

The Criteria Menu is a single source collection of all searchable data elements for the Inspections Search Screen.

Open the Criteria Menu by selecting the  button from the Inspections Search Screen.



The screenshot shows the 'Criteria' menu form. It has a title 'Criteria' at the top left. Below it are four search fields: 'INSPECTION #' with a text input 'Type an Inspection # to search', 'ASSIGNED TO' with a text input 'Type a Name to search', 'INSPECTION DATE' with 'Start' and 'End' date pickers, and 'INSPECTION OUTCOME' with a dropdown menu showing 'Non-Compliance(s) Found'. At the bottom left is a checkbox labeled 'INSPECTION HAS NON-COMPLIANCES'. At the bottom right are three buttons: 'Cancel', 'Reset', and 'Apply'.

### Criteria Definitions

Just like the Non-Compliance search screen, the Criteria menu has the same set of data fields that can be used to change the search criteria.

**INSPECTION #:** The unique number assigned to an Inspection after it has been 'Issued', presented in the format of YYYY-NNNN.

**INSPECTION DATE:** The date of the Inspection.

**ASSIGNED TO:** Identifies the BCER user that the Inspection is currently assigned to.

**INSPECTION OUTCOME:** Indicates whether the outcome of the Inspection was In Compliance or Non-Compliance(s) Found.

**INSPECTION HAS NON-COMPLIANCES:** Indicates whether there are one or more current issued (not yet resolved) Non-Compliances as a result of the Inspection.

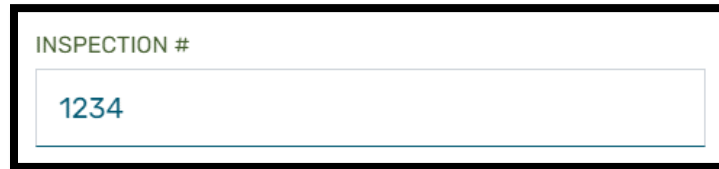
### Searching by Inspection #

Inspection # is a search box that can be used to either find a specific Inspection or a group of Inspections that match part of the number.



Inspection # is always in the format of YYYY-NNNN, for example 2022-0020.

Enter the number, or partial number, and click **Apply**.



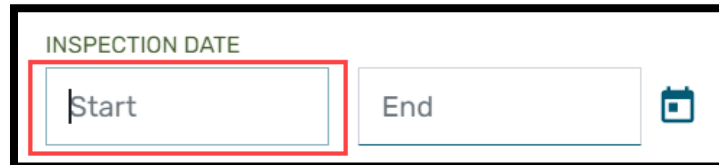
INSPECTION #

1234

## Searching by Inspection Date

The date search boxes allow the user to select Inspections within a specified date range.

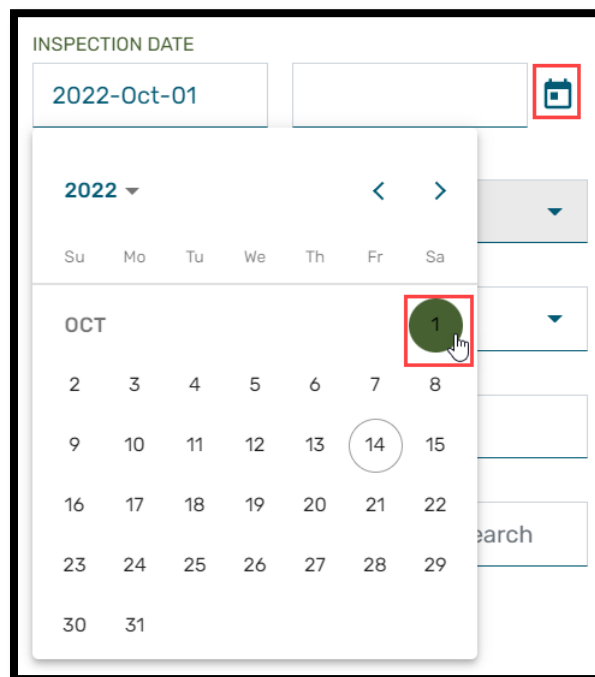
Click on either the Start or End date field to select it.



INSPECTION DATE

Start End

Then use the  icon to select a date.



INSPECTION DATE

2022-Oct-01

2022

Su Mo Tu We Th Fr Sa

OCT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

In this example, the Start Date selected will be Oct. 1, 2022.

**Please note:**

The user may enter either a Start Date, or an End Date, or both.

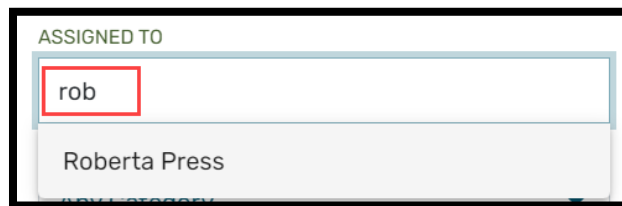
If only entered a Start Date is entered, the End Date of the search will be today's date.

If only an End Date is entered, the Start Date will be from the earliest Inspection that meets the other search criteria.

**Searching by Assigned To**

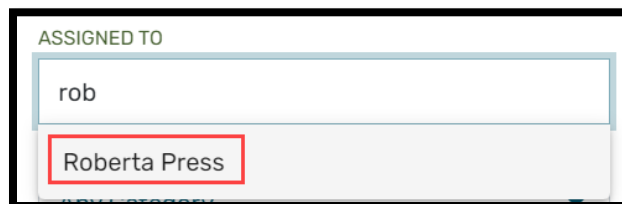
Assigned To is a type ahead search box that can be used to search for Inspections that are currently assigned to a particular person at the BCER.

Begin typing some letters from the individual's name. The system will automatically begin providing a list of people with those letters in their name.



A screenshot of a web application interface. At the top, the text 'ASSIGNED TO' is displayed in a small, light blue box. Below this is a search input field containing the text 'rob'. A red rectangular box highlights the input field. Below the input field, a dropdown menu is open, showing a list of names. The first name, 'Roberta Press', is highlighted with a light blue background. A red rectangular box also highlights this name in the list.

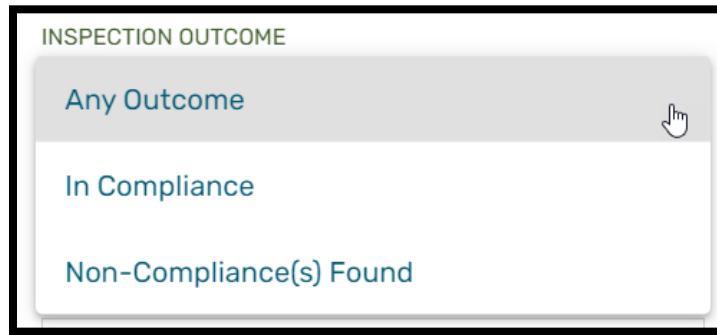
Select a name from list to populate the field.



A screenshot of the same web application interface. The 'ASSIGNED TO' search box now shows 'rob' in the input field. The dropdown menu is still open, and 'Roberta Press' is now selected, indicated by a red rectangular box around the name in the list. The input field also contains 'rob'.

**Searching by Inspection Outcome**

The user can select 'Any Outcome' and the search will return all Inspections with an outcome of In Compliance' or 'Non-Compliances Found'. If the user searches by a specific outcome, the search will only return Inspections with that Outcome.



## Inspection Has Non-Compliances Toggle (Checkbox)

The 'Inspection Has Non-Compliances' checkbox is a quick way to toggle off and on the filter to display only Inspections with Issued (unresolved) Non-Compliance(s).

To toggle the search to view only Inspections with Issued Non-Compliance(s), select the ☐ INSPECTION HAS NON-COMPLIANCES checkbox.



To view all Inspections again, un-select the ☐ INSPECTION HAS NON-COMPLIANCES checkbox.



## Cancel, Reset, or Apply

To apply the current search parameters, after making selections select the **Apply** button.

To cancel the current operation, and close the menu, select the **Cancel** button.

To reset the search parameters to the default settings of displaying only Non-Compliances 'Issued' to the currently selected Permit Holder, select the **Reset** button.

## Chapter 10: Viewing a Completed Inspection

### 1.33 Opening an Inspection for Viewing

There are multiple ways to open an Inspection for viewing.

#### Inspections Dashboard

Click on any Inspection in the dashboard to open it.

**Inspections with Issued Non-Compliances**

<p>Inspection # <b>2022-0205</b>            Permit Holder <b>PETRONAS Energy Canada Ltd.</b>            Inspection Date <b>2022-Oct-13</b></p>	<p>Notice # <b>2022-0307</b> </p> <p>Issued Date <b>2022-Oct-13</b></p> <p>Discovery Method <b>Inspection</b></p>	<p> #2022-0307-01  AOGA #00200289</p> <p> #2022-0307-02  Pipeline #000025379</p>
<p>Inspection # <b>2022-0204</b>            Permit Holder <b>PETRONAS Energy Canada Ltd.</b>            Inspection Date <b>2022-Oct-11</b></p>	<p>Notice # <b>2022-0306</b> </p> <p>Issued Date <b>2022-Oct-12</b></p> <p>Discovery Method <b>Inspection</b></p>	<p> #2022-0306-01  Pipeline #000025379</p>

#### Find an Inspection

Search for any Completed Inspection belonging to the currently selected Permit Holder.

See Section 1.31 Searching for an Inspection for more details.

**Find an Inspection**

GO TO INSPECTION

Enter an Inspection Number eg. 202 **Go**

#### Advanced Search Inspections Screen

Click on any Inspection in the search results table to open it.

See Section 1.32 Using the Advanced Search Inspections Screen for more details.

INSPECTION # ▼	INSPECTION DATE ▼	ASSIGNED TO ▼	STATUS ▼	OUTCOME ▼	CATEGORY ▼	ACCESS METHOD ▼	INSPECTION AREA ▼	NON-COMPLIANCES ▼
2022-0205	2022-Oct-13		Completed	Non-Compliance(s) Found	Planned Inspection Program	Truck	North	⚠
2022-0204	2022-Oct-11		Completed	Non-Compliance(s) Found	Drilling Rig	Truck	South	⚠
2022-0190	2022-Oct-07		Completed	Non-Compliance(s) Found	Drilling Rig	Helicopter	North	⚠

## 1.34 Viewing the Inspection

On the Inspection, the user can navigate to the following tabs:

1.	Details	Basic details of the Inspection including the date, the BCER user assigned to the Inspection, and any comments entered by the BCER
2.	Notebook	Additional documentation including the Inspection report, other documents, images, emails, and annotations
3.	Gallery	Quick view of all images uploaded to the Inspection
4.	Non-Compliance	View and address Non-Compliances that came out of the Inspection

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Inspection 2022-0220

### Inspection #2022-0220: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]

Details

Notebook

Gallery

Non-Compliance

INSPECTION DATE

2022-Sep-23

ASSIGNED TO

INSPECTION COMMENT

None

## 1.35 Details Tab

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Inspection 2022-0165

### Inspection #2022-0165: PETRONAS Energy Canada Ltd. [Completed]

Details	Notebook	Gallery	Non-Compliance
<p>INSPECTION DATE</p> <p>2022-Sep-21</p>	<p>ASSIGNED TO</p>		
<p>INSPECTION COMMENT</p> <p>Inspection comments</p>			

The Inspection Details include the following information:

**INSPECTION DATE:** The date that the Inspection was conducted

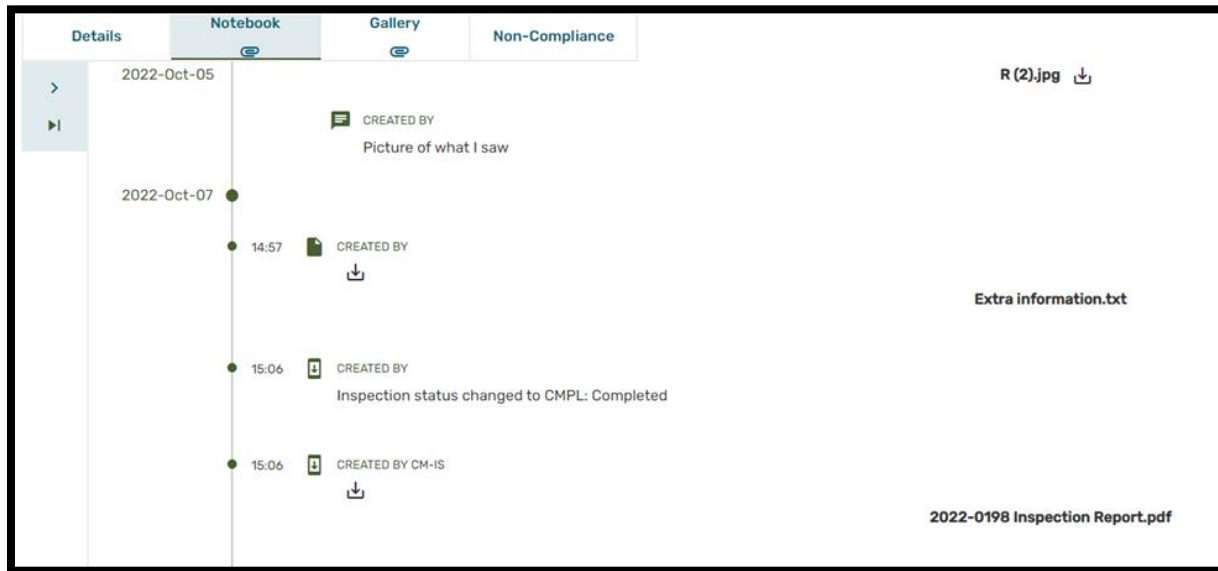
**ASSIGNED TO:** The person that recorded the Inspection information and conducted the Inspection.

**INSPECTION COMMENT:** Any relevant comments that the C&E Officer would like to relay to the Permit Holder regarding the Inspection.

## 1.36 Notebook Tab

The Notebook provides copies of any Inspection Notifications or Reports sent to the Permit Holder as well as email correspondence and images that the BCER deems relevant to assist the Permit Holder in understanding the results of the Inspection.


Please note that the Inspection itself has a Notebook, and each associated Non-Compliance also has its own separate Notebook. Please see [Chapter 5: Working with the Non-Compliance Notice](#)

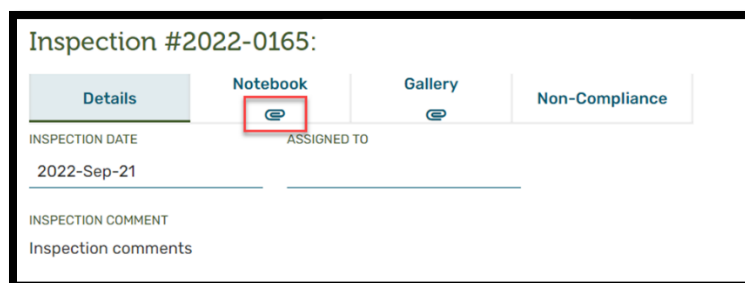


## Notebook Content

The following items can be found in the Notebook:


- Uploaded files, including images
- Uploaded emails
- Copies of the system-generated emails
- Inspection reports
- Inspection status changes
- Inspection or Non-Compliance reassignments

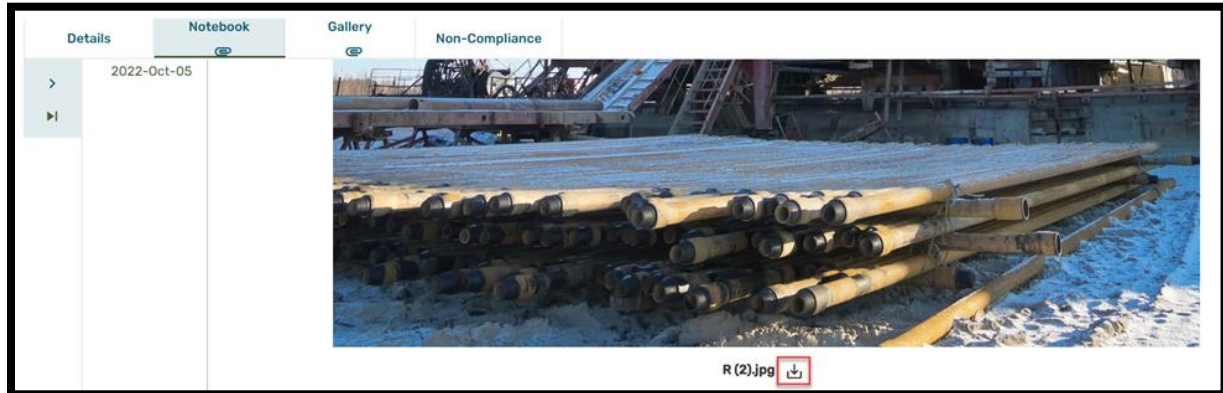
There will be a  icon displayed on the Notebook tab when additional information is available to view.



## Viewing and Downloading and Image


Images that were uploaded to the Inspection will be visible in the Notebook.

To download an image, click on the  icon at the bottom of the image. Once the image has been downloaded, select the picture file and open it in a desktop viewer.




## Downloading a Document or File

Any documents attached to the Inspection, including the Inspection Report, will be available in the Notebook.

To download a document for viewing, click on the  icon. Once the file has been downloaded, select the file and open it in a desktop application.



## Downloading an Email

To download an email, click on the  icon. Once the email has been downloaded, select the file and open it in a desktop email application (ex. Outlook).

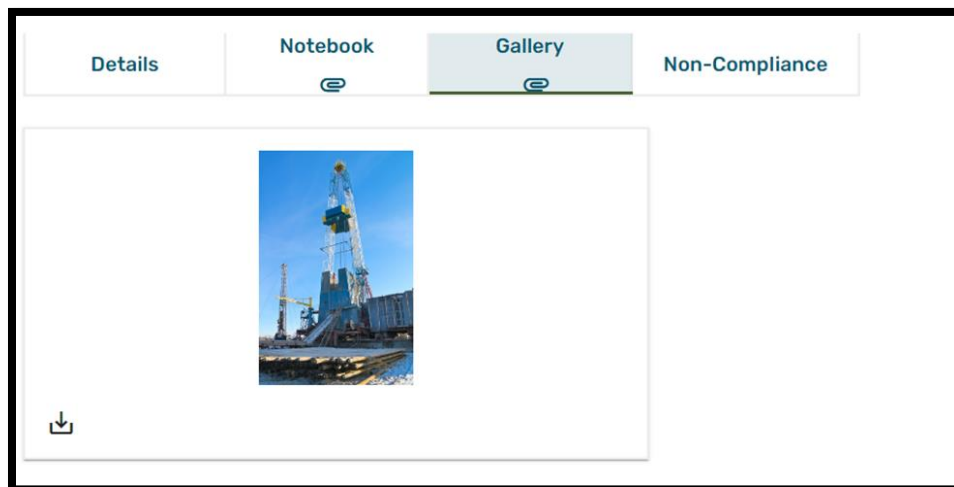




Please note that some emails may be manually entered and cannot be downloaded.

## 1.37 Gallery Tab

The Gallery displays a consolidate list of all images attached on the Notebook in a thumbnail format. The Permit Holder can navigate and view the full-sized images as well as download the individual images.



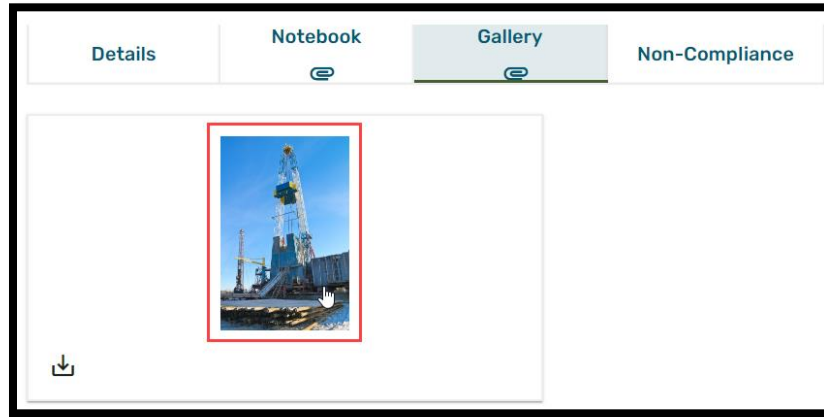
There will be a  icon displayed on the Gallery tab when there are images available to view.




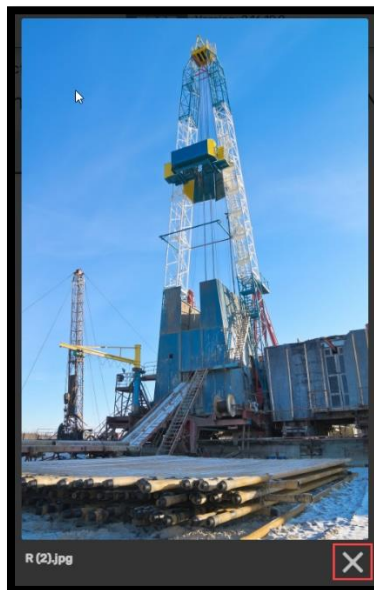
### Viewing Images

Images that were uploaded to the Inspection will be visible in the Gallery Tab in thumbnail format.


Click on any thumbnail for an expanded view of the image.

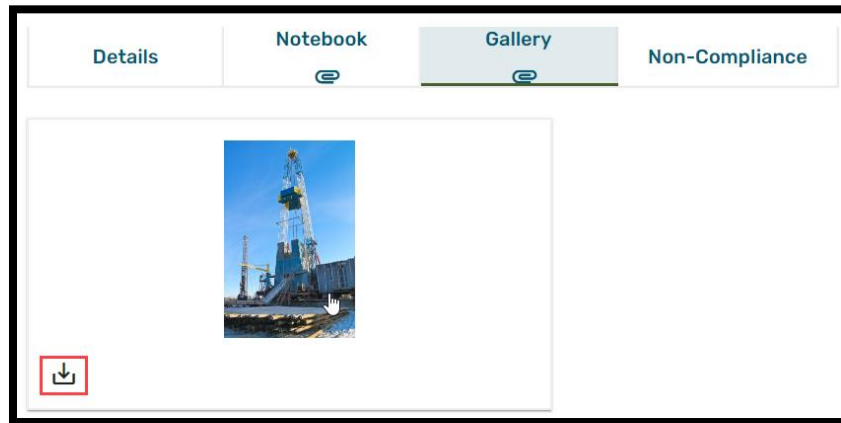


Click on the  to close the image.



## Downloading Images

To download an image, click on the  icon. Once the image has been downloaded, select the picture file and open it in a desktop viewer.



## 1.38 Non-Compliance Tab

The Non-Compliance tab is only available for Inspections that were completed with Non-Compliance(s) Found. Clicking on this tab navigates to the Non-Compliance Notice associated with the Inspection.

Please see [Chapter 5: Working with the Non-Compliance Notice](#)

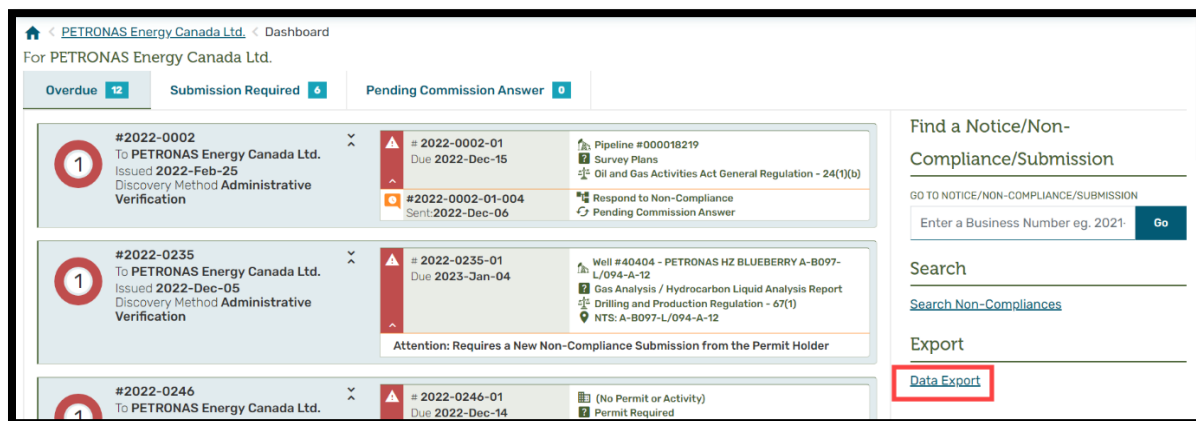
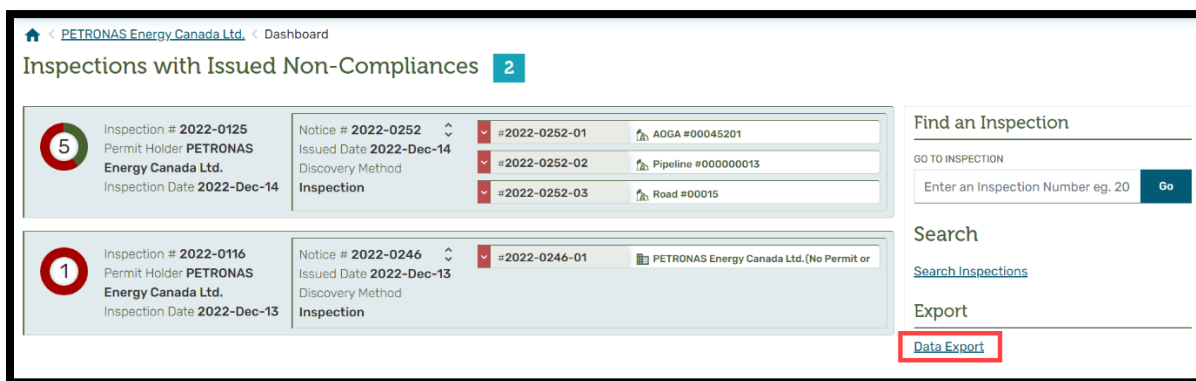
Details	Notebook	Gallery	Non-Compliance
<div> <div>1</div> <div>Notice # 2022-0302</div> </div>			
<div> <div>-01</div> <div> <div>Pipeline #000025379</div> <div>Pipeline Crossings</div> <div>Oil and Gas Activities Act - 76(1)(a)(i)</div> </div> </div>			
		<div>Notice #2022-0302 [Issued]</div> <div> <div>PERMIT HOLDER</div> <div></div> </div> <div> <div>DISCOVERY METHOD</div> <div>Inspection</div> </div> <div> <div>DISCOVERY DATE</div> <div>2022-Sep-22</div> </div> <div> <div>ISSUED DATE</div> <div>2022-Oct-07</div> </div> <div> <div>ASSIGNED TO</div> <div></div> </div> <div> <div>NOTICE COMMENT</div> <div>None</div> </div>	

## Chapter 11: Data Exports

### 1.39 Exporting Data for Inspections and Non-Compliances for the Permit Holder

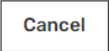
The Permit Holder can export a CSV file of all their Inspections and Non-Compliances.

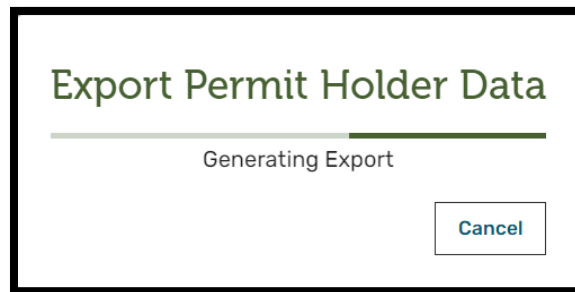
The Data Export can be found on both the Inspections dashboard and the Non-Compliances dashboard.



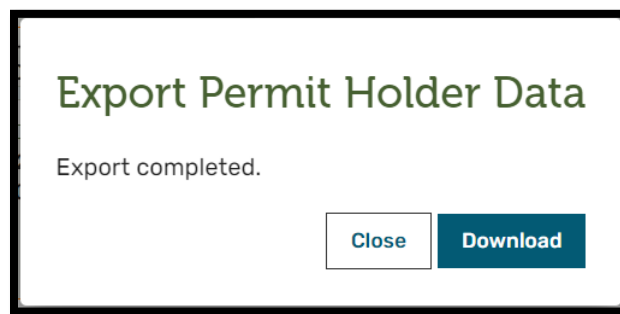
The Data Export will only include data that the user has permission to view. To view all data the user will need both Administrative Non-Compliance Representative and Inspection Representative user roles. If the user only has one of these roles, only the data available to that user role will be included in the Data Export.


The file will contain all the information available for the Inspection, Non-Compliance Notice, and individual Non-Compliances as seen on their details screens except for the Attachments and Notebook entries.

Clicking on the [Data Export](#) link will create the file. While CM-IS is composing the information, the user will see a dialogue progress box. The user can select the  button if they wish to abandon the process and not create the file, or wait until the process completes.



When the file is ready, the user is presented with the following dialogue box.



The user can select the  button to allow the browser to download the export file or Close to exit without getting a copy of the file. The name of the file defaults to 'Data Export.csv'.

## Chapter 12: Incident Dashboard

### 1.40 Using the Incident Dashboard

When clicked on the Incident Icon on the Welcome page, the Dashboard will show a tab called “Incidents With In Progress Reviews”.

The number of Incidents that have ongoing Incident Reviews is indicated under this tab.

**Compliance Management Information System** TEST Version: 3.37.50.0 Build: 20250310.1.Release-514

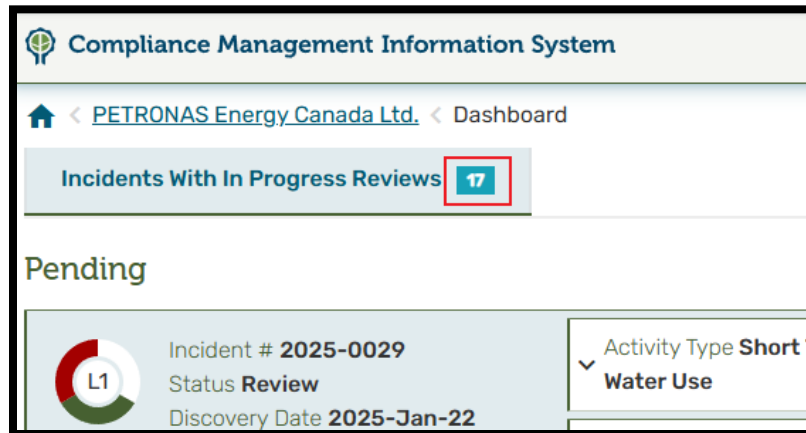
Home < PETRONAS Energy Canada Ltd. < Dashboard

**Incidents With In Progress Reviews** 17

**Pending**

<p>Incident # <b>2025-0029</b> Status <b>Review</b> Discovery Date <b>2025-Jan-22</b></p>	<p>Activity Type <b>Short Term Water Use</b></p>	<p>POD Type <b>Water Source Dugout</b></p>	<p>Operational Status <b>Terminated</b></p>	
	<p>Incident Type(s) <b>Environmental Threat</b></p>			
	<p>Incident Description <b>RP - cancelling Reviews</b></p>			
	<p><b>EM</b></p>	<p># <b>2025-0029-EM</b></p>	<p>Review Type <b>Emergency Management</b></p>	<p>Status <b>Completed - No Further Action</b></p>
	<p><b>Env</b></p>	<p># <b>2025-0029-Env</b> Due <b>2025-Mar-13</b></p>	<p>Review Type <b>Environmental</b></p>	<p>Status <b>Requested</b></p>
<p><b>Attention: Requires a New Review Submission from the Permit Holder</b></p>				

The number of Incidents displayed on this tab of the Dashboard is indicated in the “Incidents With In Progress Reviews” tab header.



Under this Dashboard tab, reviews are separated into 2 statuses:

- Pending – Pending reviews indicates that the Permit Holder is supposed to provide information on the review before the indicated future Due Date.
- Overdue – Overdue reviews indicates that the Permit Holder is supposed to provide information on the review and the due date has passed and should act on it immediately.

Compliance Management Information System TEST Version: 3.37.50.0 Build: 20250310.1.Release-514

Home < Canadian Natural Resources Limited < Dashboard

Incidents With In Progress Reviews **13**

### Overdue

Incident # **2025-0045**  
Status **Review**  
Discovery Date **2025-Feb-02**

Activity Type	Well Name <b>CNRL HORSESHOE B- 065- F/094-B-10</b>	Operational Status <b>Abandoned</b>
Incident Type(s) <b>Drilling Kick</b>		
Incident Description <b>Kali testing test</b>		
<b>EM</b>	# <b>2025-0045-EM</b> Due <b>2025-Apr-05</b>	Review Type <b>Emergency Management</b> Status <b>Requested</b>
Attention: Requires a New Review Submission from the Permit Holder		
<b>Env</b>	# <b>2025-0045-Env</b> Due <b>2025-Mar-07</b> <b>OVERDUE</b>	Review Type <b>Environmental</b> Status <b>Requested</b>
Attention: Requires a New Review Submission from the Permit Holder		

### Pending

Incident # **2025-0125**  
Status **Review**  
Discovery Date **2025-Mar-07**

Activity Type	Permit Number
Incident Type(s) <b>Spill (Solid or Liquid)</b>	
Incident Description <b>Test data / RP demo</b>	
<b>EM</b>	# <b>2025-0125-EM</b> Due <b>2025-Apr-15</b>
Review Type <b>Emergency Management</b> Status <b>Requested</b>	
Attention: Requires a New Review Submission from the Permit Holder	
<b>Tech</b>	# <b>2025-0125-Tech</b> Due <b>2025-Apr-15</b>
Review Type <b>Technical</b> Status <b>Requested</b>	
Attention: Requires a New Review Submission from the Permit Holder	
<b>Env</b>	# <b>2025-0125-Env</b> Due <b>2025-Mar-18</b>
Review Type <b>Environmental</b> Status <b>Requested</b>	
Attention: Requires a New Review Submission from the Permit Holder	

## 1.41 The Incident Rondel

Rondels are used in CM-IS to display information in a visual way. In the Incidents module, the rondel shows:

1. The Incident's Severity
2. Which specialty groups (Emergency Management, Technical, and Environmental) have expressed interest in an Incident Review



## 1.42 Incident Severity

The Severity of the Incident is displayed in the center of the rondel.

- M = Minor
- L1 = Level 1
- L2 = Level 2
- L3 = Level 3

- **Incident Reviews**

Each specialty group (Emergency Management, Technical, and Environmental) has a position on the rondel:

- Emergency Management - upper left third
- Technical - upper right third
- Environmental - lower third

Incident Reviews are indicated as follows:

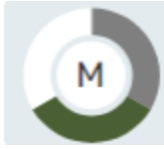
- White = Not yet determined
- Red = Emergency Management Review is required
- Blue = Technical Review is required
- Green = Environmental Review is required
- Grey = No Review is required

### Example 1



- This is Level 1 Incident
- All three Incident Reviews are required

## Example 2



- This is a Minor Incident
- Emergency Management (upper left) hasn't yet determined if an Incident Review is required, so their third of the rondel is white
- Technical (upper right) has indicated that an Incident Review isn't required, so their third of the rondel is grey
- Environmental (lower third) has indicated that they require an Incident Review, so their third of the rondel is green

## 1.43 Dashboard Sort Order

Incidents are presented on the dashboard with newest at the top and oldest at the bottom.

## 1.44 The Incident Tile

Each Incident has its own tile on the dashboard.

The screenshot shows an incident tile for Incident # 2025-0043. It includes a Rondel (1), key incident information (2), activity type (3), incident type(s) (4), incident description (5), and a list of reviews (6). Each review entry shows the review number, type, status, and due date. Pending reviews are marked with an orange exclamation mark (7), and overdue reviews are marked with a red exclamation mark (8).

Activity Type	Related Location	Operational Status
Pipeline		



Incident # 2025-0043  
Status **Review**  
Discovery Date 2025-Jan-31

Incident Type(s) **Spill (Solid or Liquid), Spill (Gaseous), Geotechnical**

Incident Description **test - ST**

Review Type	Status	Due
Emergency Management	Requested	2025-Mar-13
Technical	Requested	2025-Feb-06
Environmental	Requested	2025-Feb-20

The Incident Tile contains:

1. The Rondel (described above)
2. Key information about the Incident
3. Activity Information
4. The Incident Type(s), and material information if the Incident was a spill
5. The Incident Description
6. Information about the Incident Reviews (Review number, Review type, Status, Due date)
7. Pending/Overdue status: 
8. 

## 1.44.1 The Rondel

Refer to the section on the Rondel above.

## 1.44.2 Key Information about the Incident

This section of the Incident Tile contains the following information:

- **Incident Number** - The number assigned to the Incident by CM-IS.
- **Status** – Shows the status of the Incident
- **Discovery Date** - The date the Incident was discovered.

L1

Incident # 2025-0043

Status Review

Discovery Date 2025-Jan-31

Activity Type Pipeline	Related Location	Operational Status
Incident Type(s) Spill (Solid or Liquid), Spill (Gaseous), Geotechnical		
Incident Description test - ST		
EM	# 2025-0043-EM Due 2025-Mar-13	Review Type Emergency Management Status Requested
! Attention: Requires a New Review Submission from the Permit Holder		
Tech	# 2025-0043-Tech Due 2025-Feb-06 OVERDUE	Review Type Technical Status Requested
! Attention: Requires a New Review Submission from the Permit Holder		
Env	# 2025-0043-Env Due 2025-Feb-20 OVERDUE	Review Type Environmental Status Requested
! Attention: Requires a New Review Submission from the Permit Holder		

## 1.44.3 Activity Information

This section of the Incident tile displays information about the Activity associated to the Incident.

Incident # **2025-0040**  
Status **Review**  
Discovery Date **2025-Jan-27**

Activity Type  
**Facility**

Facility Name **FORTIS TILBURY 1 B-073-H/092-G-03 001**

Operational Status **Active**

Facility Type **LNG Facility**      Facility ID **00016537**

Incident Type(s) **Spill (Gaseous), Drilling Kick, Induced Seismicity**

Incident Description **test - ST**

<b>EM</b>	# <b>2025-0040-EM</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Emergency Management</b>	Status <b>Requested</b>
<b>Attention: Requires a New Review Submission from the Permit Holder</b>			
<b>Tech</b>	# <b>2025-0040-Tech</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Technical</b>	Status <b>Requested</b>
<b>Attention: Requires a New Review Submission from the Permit Holder</b>			

Click on the expand or collapse arrows to show more or less information about the Activity.

Incident # **2025-0040**  
Status **Review**  
Discovery Date **2025-Jan-27**

Activity Type  
**Facility**

Facility Name **FORTIS TILBURY 1 B-073-H/092-G-03 001**

Operational Status **Active**

Facility Type **LNG Facility**      Facility ID **00016537**




Incident Type(s) **Spill (Gaseous), Drilling Kick, Induced Seismicity**

Incident Description **test - ST**




<b>EM</b>	# <b>2025-0040-EM</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Emergency Management</b>	Status <b>Requested</b>
<b>Attention: Requires a New Review Submission from the Permit Holder</b>			
<b>Tech</b>	# <b>2025-0040-Tech</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Technical</b>	Status <b>Requested</b>
<b>Attention: Requires a New Review Submission from the Permit Holder</b>			

## 1.44.4 Incident Type(s)

This section displays the Incident Type(s), and material information if the Incident is a spill. When collapsed, only the Incident Type(s) are visible.



 Incident # <b>2025-0040</b> Status <b>Review</b> Discovery Date <b>2025-Jan-27</b>	Activity Type Facility	Facility Name <b>FORTIS TILBURY 1 B-073-</b> <b>H/092-G-03 001</b>	Operational Status <b>Active</b>	
	Incident Type(s) <b>Spill (Gaseous), Drilling Kick, Induced Seismicity</b>			
	Incident Description <b>test - ST</b>			
	<b>EM</b>	# <b>2025-0040-EM</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Emergency Management</b>	Status <b>Requested</b>
	 <b>Attention: Requires a New Review Submission from the Permit Holder</b>			
<b>Tech</b>	# <b>2025-0040-Tech</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Technical</b>	Status <b>Requested</b>	
 <b>Attention: Requires a New Review Submission from the Permit Holder</b>				

If the Incident is a spill, click on the expand or collapse arrows to show or hide the material information.



 Incident # <b>2025-0040</b> Status <b>Review</b> Discovery Date <b>2025-Jan-27</b>	Activity Type Facility	Facility Name <b>FORTIS TILBURY 1 B-073-</b> <b>H/092-G-03 001</b>	Operational Status <b>Active</b>
	Incident Type(s) <b>Spill (Gaseous), Drilling Kick, Induced Seismicity</b>		
	Material(s) <b>Oil</b>		
	H2S Content <b>22 ppm</b>		
	Initial Gaseous Spill Volume <b>233 m³</b>		
Incident Description <b>test - ST</b>			
<b>EM</b>	# <b>2025-0040-EM</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Emergency Management</b>	Status <b>Requested</b>
 <b>Attention: Requires a New Review Submission from the Permit Holder</b>			
<b>Tech</b>	# <b>2025-0040-Tech</b> Due <b>2025-Jan-31</b> <b>OVERDUE</b>	Review Type <b>Technical</b>	Status <b>Requested</b>
 <b>Attention: Requires a New Review Submission from the Permit Holder</b>			

### 1.44.5 The Incident Description

This section displays the Incident Description. When collapsed, only the first part of the Incident Description will be shown.

 <b>Incident # 2025-0040</b> Status <b>Review</b> Discovery Date <b>2025-Jan-27</b>	Activity Type <b>Facility</b>		Facility Name <b>FORTIS TILBURY 1 B-073-</b> <b>H/092-G-03 001</b>	Operational Status <b>Active</b>
	Facility Type <b>LNG Facility</b>		Facility ID <b>00016537</b>	
	Incident Type(s) <b>Spill (Gaseous), Drilling Kick, Induced Seismicity</b>			
	Incident Description <b>Produced Water spill from passing drain valve on pig barrel. Estimated 1000 liters, spill ...</b>			
	<div> <div>EM</div> <div> # 2025-0040-EM  Due <b>2025-Jan-31</b>  <b>OVERDUE</b> </div> <div> Review Type <b>Emergency Management</b>  Status <b>Requested</b> </div> </div> <div>  <b>Attention: Requires a New Review Submission from the Permit Holder</b> </div>			

Click on the expand or collapse arrows to show more or less text from the Incident Description.

 <b>Incident # 2025-0040</b> Status <b>Review</b> Discovery Date <b>2025-Jan-27</b>	Activity Type <b>Facility</b>		Facility Name <b>FORTIS TILBURY 1 B-073-</b> <b>H/092-G-03 001</b>	Operational Status <b>Active</b>
	Facility Type <b>LNG Facility</b>		Facility ID <b>00016537</b>	
	Incident Type(s) <b>Spill (Gaseous), Drilling Kick, Induced Seismicity</b>			
	Incident Description <b>Produced Water spill from passing drain valve on pig barrel. Estimated 1000 liters, spill area 5 meters by 5 meters, covered in snow. Vac trucks enroute to suck up free water. ARC spill representative has been notified to go take samples of effected area.</b>			
	<div> <div>EM</div> <div> # 2025-0040-EM  Due <b>2025-Jan-31</b>  <b>OVERDUE</b> </div> <div> Review Type <b>Emergency Management</b>  Status <b>Requested</b> </div> </div> <div>  <b>Attention: Requires a New Review Submission from the Permit Holder</b> </div>			

## 1.44.6 Information about the Incident Reviews

This section indicates different types of reviews that are requested by the BCER.

The screenshot displays the 'Incident # 2025-0040' details. On the left, a circular icon with 'L1' is shown. The incident status is 'Review' and the discovery date is '2025-Jan-27'. The facility name is 'FORTIS TILBURY 1 B-073-H/092-G-03 001' and the operational status is 'Active'. The incident type is 'Spill (Gaseous), Drilling Kick, Induced Seismicity'. The description is 'Produced Water spill from passing drain valve on pig barrel. Estimated 1000 liters, spill ...'. Below this, a table lists three review types: Emergency Management (EM), Technical (Tech), and Environmental (Env). Each review type shows the review number, review type, status, and due date. The EM review is due '2025-May-15' and has an orange indicator. The Tech review is due '2025-Jan-31' and is marked 'OVERDUE' with a red indicator. The Env review is due '2025-Feb-27' and is also marked 'OVERDUE' with a red indicator. Below the Env review, there is a section for 'Request for Extension' with a status of 'Pending BCER Answer'.

Review Type	Review Number	Status	Due Date
EM	# 2025-0040-EM	Requested	2025-May-15
Tech	# 2025-0040-Tech	Requested	2025-Jan-31 OVERDUE
Env	# 2025-0040-Env	Requested	2025-Feb-27 OVERDUE

Request for Extension: Pending BCER Answer

1. Emergency Management – The EM section in Reviews shows all basic information about the Emergency review. It shows the Review number, Review type, Status, Due Date and indication with the orange or red Indicator if the Permit holder have any pending tasks to work on.
2. Technical - The Tech section in Reviews shows all basic information about the Technical review. It shows the Review number, Review type, Status, Due Date and indication with the orange or red Indicator if the Permit holder have any pending tasks to work on.
3. Environmental - The Env section in Reviews shows all basic information about the Environmental review. It shows the Review number, Review type, Status, Due Date and indication with the orange or red Indicator if the Permit holder have any pending tasks to work on.

### 1.44.7 The Submission Tile

On the Dashboard's "Incidents With In Progress Reviews" tab, any in progress Submissions from the Permit Holder are represented by a Submission tile.



Incident # 2025-0043  
Status Review  
Discovery Date 2025-Jan-31

Activity Type	Pipeline	Related Location	Operational Status
Incident Type(s) Spill (Solid or Liquid), Spill (Gaseous), Geotechnical			
Incident Description test - ST			
EM	# 2025-0043-EM Due 2025-Mar-13	Review Type Emergency Management	Status Requested
# Draft		Submit Review Draft	
Tech	# 2025-0043-Tech Due 2025-Feb-06 OVERDUE	Review Type Technical	Status Requested
Attention: Requires a New Review Submission from the Permit Holder			
Env	# 2025-0043-Env Due 2025-Feb-20 OVERDUE	Review Type Environmental	Status Requested
# 2025-0043-Env-02 Sent 2025-Mar-10		Request for Extension Pending BCER Answer	

The Submission tiles contain the following information:

- Action Required Icon** - Displayed if Permit Holder is required to provide information.
- #** - The Submission's number, or Draft, if the submission is in Draft.
- Sent**- The date the Submission was sent by the Permit Holder.
- Submission Type** - The type of Submission, either “Request for Extension” or “Submit Review”.
- Status** - The Status of the Submission.

### 1.44.8 The New Review Submission Required Notice

On the Dashboard's “Incidents With In Progress Reviews” tab, a notice will be displayed to the Permit Holder if an in-progress Review is waiting for the Permit Holder to respond:



Indicator of Submission Requiring Attention: If the Incidents have pending Review Submission, an orange indicator icon will be displayed under each Review type with the instruction “Attention: Requires a New Review Submission from the Permit Holder”.




Indicator of Overdue Review: If the Incident have Overdue Review Submission, a red Indicator icon will be displayed under each Review type “Attention: Requires a New Review Submission from the Permit Holder”.

## 1.45 Navigate to an Incident, Review, or Submission from the Dashboard

On the Dashboard, click anywhere in the blue part of the Incident tile to be taken to the Incident's Details page.

### 1.45.1 Navigate to an Incident

On the dashboard, if the user clicks click anywhere on a Review's tile to be taken directly to the Review Details page for that Review.



Incident # **2025-0043**  
 Status **Review**  
 Discovery Date **2025-Jan-31**


Activity Type	Pipeline	Related Location	Operational Status
Incident Type(s) <b>Spill (Solid or Liquid), Spill (Gaseous), Geotechnical</b>			
Incident Description <b>test - ST</b>			

**EM**



# **2025-0043-EM**  
 Due **2025-Mar-13**

Review Type **Emergency Management**

Status **Requested**



# **Draft**


 **Submit Review**  
 **Draft**

**Tech**

# **2025-0043-Tech**  
 Due **2025-Feb-06**  
**OVERDUE**

Review Type **Technical**

Status **Requested**



**Attention: Requires a New Review Submission from the Permit Holder**



**Env**

# **2025-0043-Env**  
 Due **2025-Feb-20**  
**OVERDUE**

Review Type **Environmental**

Status **Requested**

# **2025-0043-Env-02**  
 Sent **2025-Mar-10**

 **Request for Extension**  
 **Pending BCER Answer**

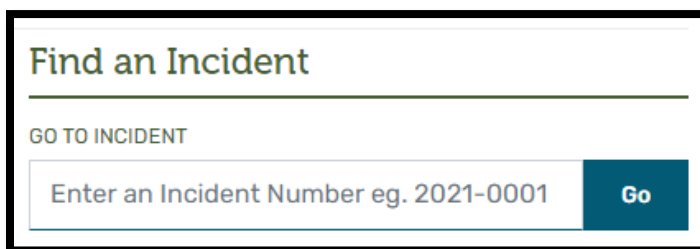
Note: The Incident will be only displayed on the “Incidents With In Progress Reviews” tab if they are In Review status. All other incidents can be searched using the “[Incident Search](#)” page.

## Chapter 13: Searching an Incident

### 1.46 Searching for an Incident

To find a specific Incident, enter the corresponding number into the GO TO INCIDENT field under the 'Find an Incident' banner.

- To find an Incident, enter its number, for example 2024-0001



The screenshot shows a web form titled "Find an Incident". Below the title is a section labeled "GO TO INCIDENT". Inside this section is a text input field containing the placeholder text "Enter an Incident Number eg. 2021-0001" and a blue "Go" button to its right.

- If the number cannot be found, an error message will appear:



The screenshot shows the same "Find an Incident" form. The input field now contains the text "2024-0001". A red border highlights the input field, and a red warning icon (an exclamation mark inside a circle) is visible to the right of the input field. Below the input field, the text "Incident not found" is displayed in red. The "Go" button remains to the right of the input field.

### 1.47 Using the Advanced Incident Search Screen

The Incident Search screen is a searchable and sortable tabular list of Incidents.

Access the Incidents Search screen from the Incidents Dashboard, under the 'Find an Incident' banner, by selecting the [Search Incidents](#) link.

When opened, the Incident Search screen will default to displaying Minor (with status of Draft – created by the Permit holder, Response, Review and Completed) and Leveled Incidents (with Status of Response, Review and Completed) of the Permit Holder *(as selected when the user logged on or subsequently changed)*.

## 1.48 Column header definitions

The Incident search screen presents rows of Incident results with each row containing the following:

**Incident Number:** The unique number assigned to an Incident after its been ‘Submitted’, presented in the format of YYYY-NNNN.

- NOTE: The user can click on the Incident Number (or the word “Draft”) to be taken to the Incident Details page

**DGIR/GIR:** The DGIR or GIR number from EMCR, if applicable

**Status:** Indicates the current status of the incident (Draft, Response, Submitted, Review, Completed)

**Discovery Date:** The reported Discovery Date of the Incident

**Incident type(s):** Incident can be sorted or filtered by the type(s) of the Incident (such as Spill (Solid or Liquid), Spill (Gaseous), Drilling Kick, Induced Seismicity, Equipment/Structural Damage, Hydrotechnical, Fire/Explosion, Security (Theft, Threat, Sabotage, Terrorism), Vehicle/Heavy Equipment, Loss of Well Control, Geotechnical, Environmental Threat and Other)

**Activity Type:** The Activity associated to the Incident, ex. Well, Facility, Pipeline, etc.

**Level:** The Incident's Level

## 1.49 Search Features

The Incident Search screen offers the flexibility to either find one specific Incident, or a group of Incidents, depending on the selected search criteria.

Each column of data on the search screen is equipped with a search icon. When selected, a search box will be displayed. Every column of information is represented by a unique type of search box, tailored for the information contained in that column. There are three types of search boxes:

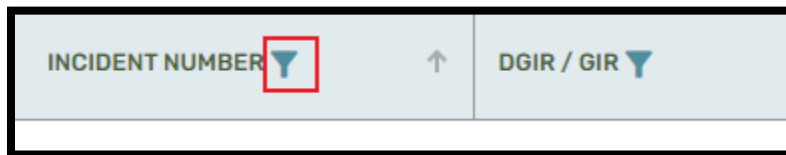
## 1.49.1 Type-ahead Search Box

The type-ahead search boxes are used to either find a specific value, or groups of value, when only partial search information is known.

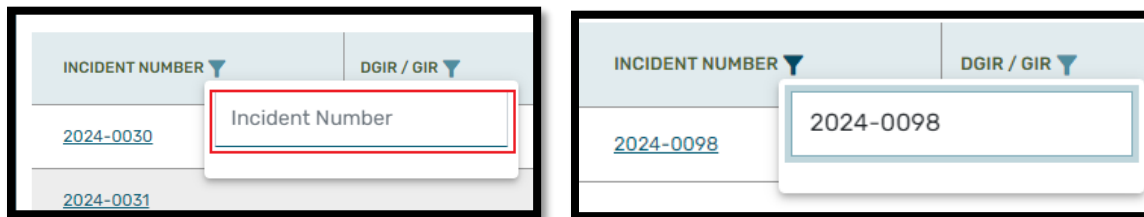
The following fields have type-ahead search boxes:


- Incident number
- DGIR/GIR

To search for a specific Incident, select the  icon, situated to the right of the column header.




Once the type-ahead search box opens, enter any numerical value that matches the Incident that is the target of the search.

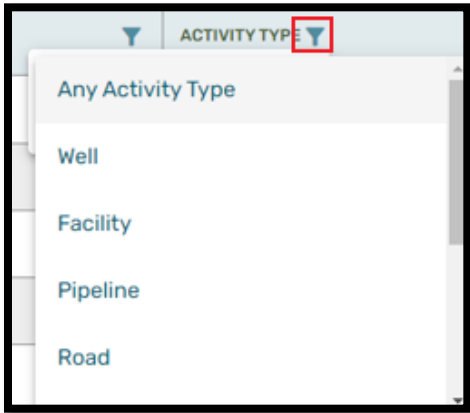


The results of the search will be displayed. To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.

## 1.49.2 Drop-Down List Search Box

The drop-down list search box is used when there is a limited list of values that can be selected.

To search for Incidents that meet specific criteria, first start by selecting the  icon, situated to the right of the column header.



The following fields have Drop-Down list search box:

- Incident Type(s)
- Activity type

Select one of values presented in the drop-down list. The list of Incidents will match with the selected value.

INCIDENT TYPE(S) 	ACTIVITY TYPE 	LEVEL 
Spill (Solid or Liquid)	Well	Level 1
Spill (Solid or Liquid)	Well	Level 1

### 1.49.3 Toggle (Checkbox) Search

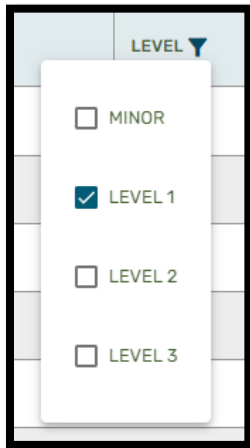
The checkbox search box is a quick way to toggle on and off specific search parameters. Below are the specific toggle searches:

- Status
- Level

Start by selecting the  icon.



To search for incidents with different levels (Currently Level 1) Incidents.



## 1.49.4 Date Search

The date search box allows the user to select Incidents within a specified date range.

The following fields have date filters:

- DISCOVERY DATE

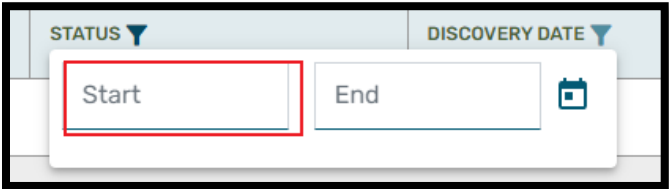
Start by selecting the  icon.






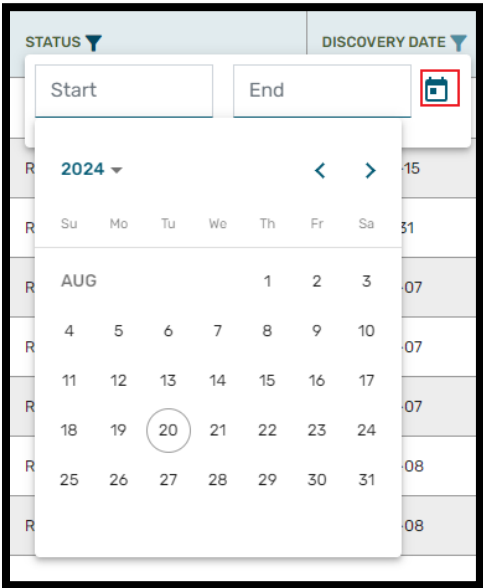
The screenshot shows the top section of the application interface. It has two main filter areas: 'STATUS' on the left and 'DISCOVERY DATE' on the right. The 'STATUS' filter currently shows 'Review'. The 'DISCOVERY DATE' filter shows '2024-May-15'. A red box highlights the dropdown arrow icon next to the 'DISCOVERY DATE' text.

Click on either the Start or End date field to select it.



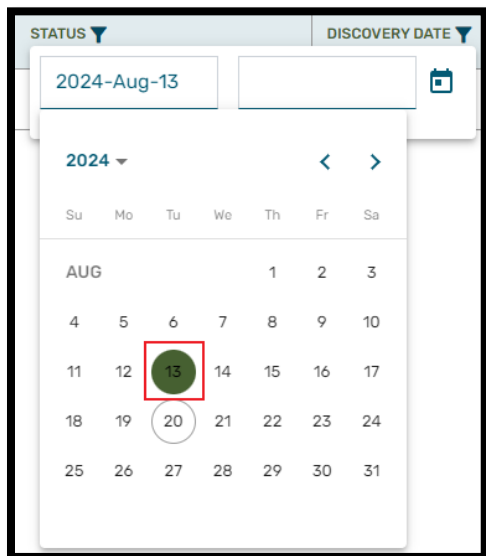
This screenshot shows the dropdown menu that appears when a date field is clicked. It contains two input fields: 'Start' and 'End'. The 'Start' field is highlighted with a red border. To the right of the 'End' field is a calendar icon.


Use the  icon to select a date.



This screenshot shows the date picker calendar that appears after clicking the calendar icon. The calendar is for the month of August 2024. The date '20' is circled, indicating it is the selected date. The calendar includes navigation arrows for previous and next months, and a dropdown for the year '2024'.

In this example, the Start Date selected will be Aug. 13, 2024.




The results of the search will be displayed. To remove the date selection box, either click the  icon again, or click anywhere on the screen.


**NOTE:** If the user has only entered a Start Date, the End Date of the search will be today's date.

## 1.50 Sort Features

Each of the columns (except Incident types) in the Incident search screen can be sorted, either ascending (lowest to highest), or descending (highest to lowest), based on the values that are currently in the column. The default sort order is ascending.


There are two options to sort any column: Sort using the  icons, or sort using the column header.

### 1.50.1 Sort by Sort Icon



Sort by clicking the sort icon , which is located at the far right of the column header. In the example below, the Incident # column is being sorted in ascending order (lowest to highest).



INCIDENT NUMBER 
<a href="#">2024-0010</a>
<a href="#">2024-0011</a>
<a href="#">2024-0019</a>
<a href="#">2024-0081</a>
<a href="#">2024-0097</a>

To change the order to descending, click the sort icon again to trigger the descending sort .

## 1.50.2 Sort by Column Header

Columns of data can also be sorted by clicking the column header. Notice that when clicking the column header, the sort icon will change direction, indicating if the sort is ascending , or descending .

## CHAPTER 14 Viewing an Incident

On the Incident, the user can navigate to the following tabs:

1.	Details	Basic details of the Incident including the date, contacts, Incident description and other Incident related information.
2.	Notebook	Additional documentation including the Spill report, other documents, images, emails, and annotations
3.	Gallery	Quick view of all images uploaded to the Incident

Home < Tourmaline Oil Corp. < Dashboard < Incident Search < Incident

Incident #: Tourmaline Oil Corp. [Draft]

Details Notebook Gallery

INCIDENT DISCOVERY DATE & TIME BCER NOTIFIED DATE & TIME REPORT SUBMITTED DATE & TIME EMCR NUMBER

LEVEL  
Minor

PERMIT HOLDER  
Tourmaline Oil Corp.

### 1.51 Content of the Incident Details Tab

The Incident Search page screen displays the following data:

NOTE: Some fields showing in 'grey' in the contents below only shows up in Leveled incidents, they will not be available for Minor incidents. Users should be able to search and view leveled incidents using the Advanced Incidents search page.

- **Incident Discovery Date & Time:** The date and time the Incident was discovered. Can be recorded as PST or MST.

- **Report Submitted Date & Time** (Minor Incidents only): The date and time the Incident was submitted (usually by the Permit Holder) to BCER. The data in this field is set by the system and cannot be changed.
- **EMCR Number**: The DGIR or GIR number given to the Incident by EMCR.
- **Level**: The Level of the Incident. Minor (Permit Holders can only create a Minor incident), Level 1 (Moderate), Level 2 (Major), or Level 3 (Serious).
- **Public Interest Indicator** (Leveled Incidents only): Indicates if there is potential public interest in this Incident.
- **EOC Activated** (Leveled Incidents only): Indicates that the Emergency Operations Centre has been activated.
- **EOC Director** (Leveled Incidents only): Name of the individual who is acting as the Emergency Operations Centre Director, only if the EOC has been activated.
- **Permit Holder**: The name of the Permit Holder associated to the Incident.
- **Intake Situation** (Leveled Incidents only): The initial assessment of the Incident upon intake. Options are Evolving or Stable. This field can only be edited while the Incident has the Status of Draft; once the internal email notification has been sent out, this field can no longer be changed.
- **Location\***: Information to help identify the exact location of the Incident
  - **Activity Type**: Well, Facility, Pipeline, Road, AACT/ANC, Changes in and About a Stream, Short Term Water Use, Geophysical Program, Other
  - **Field Name**: Name of the oil field
  - **Location Category**: Urban, Rural, or Remote
  - **NTS/DLS**: National Topographic Survey or Dominion Land Survey coordinates
  - **UTM (NAD83)**: Universal Transverse Mercator coordinates
  - **GPS**: Global Positioning System coordinates
  - **Location Description**: Written description to help identify the location of the Incident
- **Incident Description**: Written description of the Incident, including what actions the Permit Holder has taken so far
- **Staff Dispatched**:
  - **Field Staff Assigned**: The name of the C&E Officer or Environmental Response Specialist assigned to this Incident (if any); also the option of “To Be Determined”. Entering a

name in this field will assign the Incident to that individual, who will have to complete an initial field response before the Incident itself can be completed

- **Additional BCER Staff Responding:** The name(s) of any other staff from BCER that are responding to the Incident
- **Contacts:** Permit Holder contacts. A contact of type “Reporter” is required, all other contact types are optional
- **Regulatory Oversight:**
  - **Out of Jurisdiction:** Indicates that this Incident is outside of BCER's jurisdiction
  - **Not Reportable Incident:** Indicates that this Incident does not qualify as a Reportable Incident
  - **Explanation** (visible only when “Out of Jurisdiction” or “Not Reportable Incident” has been checked): Explanation for why this Incident is Out of Jurisdiction or Not a Reportable Incident
  - **Other Agencies:** List of any external agencies involved in the Incident (ex. RCMP)
- **Additional Recipients** (visible only when internal email notifications will be sent by the system): The user can add up to ten additional recipients to the internal email notification. This field cannot be changed after the email notification has been sent out.
- **Incident Discovered By:** Indicates who discovered the Incident (Company/Contactor, Third Party, or BCER).
- **Incident Type(s):** The type(s) of the Incident.
- **Main & Secondary Industry Activities:** The main and secondary industry activities.
- **Material Information** (only if Incident Type is a spill): If the Incident is a Spill, the material(s) spilled and the H2S content.
- **Environment Affected** (only if Incident Type is a spill): If the Incident is a Spill, the type of environment(s) affected.
- **Land Classification** (only if Incident Type is a spill): If the Incident is a Spill, the land classification(s) of the area(s) affected.
- **Confined to Lease or Right of Way** (only if Incident Type is a spill): If the Incident is a Spill, indicates whether or not the spill was confined to the lease or right of way.
- **Why Unknown** (only if Confined to Lease or Right of Way is “unknown”): If the Incident is a Spill and the user has indicated that it's unknown whether or not the spill was confined to the lease or right of way, this field contains the explanation of why this information is unknown.
- **Initial Solid or Liquid Spill Volume** (only if Incident Type is a solid or liquid spill): If the Incident is a Spill (Solid or Liquid), the initial recorded solid or liquid spill volume.

- **Initial Gaseous Spill Volume** (only if Incident Type is a gaseous spill): If the Incident is a Spill (Gaseous), the initial gaseous spill volume.
- **Public Impacts** (Leveled Incidents only): List of impacts the Incident has had on the public.
- **Other Impacts**: Impacts to wildlife/livestock, equipment loss, and/or ancillary damage.
- **Contractors or Third Parties Directly Involved**: Names and phone numbers of any contractors or third parties involved in the Incident.

**\*Note on Location:** The user must enter some identifying information so that BCER can locate the Incident. The information required depends on the Incident's Activity Type and the status of the Incident in CM-IS (i.e. If the Incident is still in Intake, or if it is in Review, etc.). Less specific location information is required when the EO triggers the internal email notification on a Leveled Incident versus when that Incident's Intake is considered complete and it is moving on to the Incident Review stage.

Note: Below fields are not editable:

- BCER Notified Date & Time
- Report Submitted Date & Time
- Permit Holder
- Level
- Contact type - Reporter

## 1.52 Incident Statuses

**Draft:** A new Incident record. Draft Incidents do not yet have an Incident Number assigned.

**Draft Minor Incident:** The Incident has not yet been Submitted (usually done by the Permit Holder, but BCER can create a Minor Incident on the Permit Holder's behalf).

**Draft Leveled Incident:** The Incident's internal email notification has not yet been sent out.

**Submitted:** Minor Incidents only. The Incident has been Submitted (usually by the Permit Holder). Emergency Management is checking to ensure the submitted information makes sense and is finalizing the Incident's intake

**Response:** Leveled Incidents only. The Incident's internal email notification has been sent. The Emergency Officer is working with the Permit Holder to gather required information and is finalizing the Incident's intake

**Review:** Both Minor and Leveled. Incident Intake is finalized. The three specialty groups (Emergency Management, Technical, and Environmental) are assessing the Incident to determine if an Incident Review is required. If it is, the specialty group(s) are waiting on the Permit Holder to submit an acceptable Incident Review

**Completed:** There are no outstanding Incident Reviews and there is no further action required at this time. If any Incident Reviews were required, they have been submitted by the Permit Holder and accepted by BCER. A completed Incident may still be under long-term monitoring.

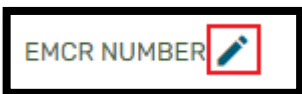


## Chapter 15 Enter Incident Details

The Incident Details page has the following methods of entering data:

### 1.53 Edit, Save, and Cancel

Most fields on the page are in read-only mode by default. They can be activated by clicking on the edit pencil.



Once the field is active, the user can enter or select the data. (See sections below for different methods of data entry.)

 A screenshot of the "EMCR NUMBER" field. It features a dropdown menu with "DGIR" selected and a text input box containing the placeholder text "Enter a value". To the right of the input box are two icons: a green checkmark and a red 'X'.

Once the data is entered, click on the green check mark to save the data.

 A screenshot of the "EMCR NUMBER" field. The dropdown menu shows "DGIR" and the text input box now contains the value "12345". The green checkmark icon to the right of the input box is highlighted with a red border, indicating it should be clicked to save the data.

To cancel the data entry or data update, instead click on the red x.

 A screenshot of the "EMCR NUMBER" field. The dropdown menu shows "DGIR" and the text input box contains the value "12345". The red 'X' icon to the right of the input box is highlighted with a red border, indicating it should be clicked to cancel the data entry or update.

# 1.54 Date & Time Entry

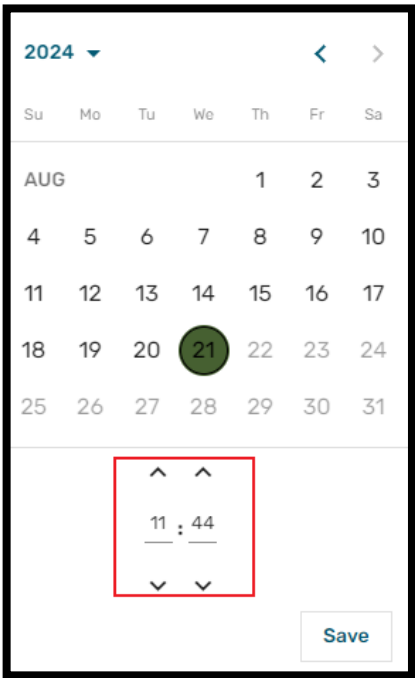
To enter a date and time, first click on the edit pencil to activate the field.



On the pop-up, click on the calendar icon.



Select the date and the time in a 24-hour clock.



Then click on “Save”.

2024 ▾ < >

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AUG

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

^ ^

11 : 44

▼ ▼

Save

The date and time selected will be displayed on the pop-up.

Incident Discovery Date & Time

INCIDENT DISCOVERY DATE & TIME

2024-Aug-21 11:46 📅

TIME ZONE

MST ▾

Cancel Save

Next, select the Time Zone.

NOTE: MST and PST are labels only. CM-IS does not record the time zone, or translate between time zones. Rather, this label is meant to indicate if the time was in Mountain Time or Pacific Time.

After you have entered the Date & Time, click on “Save”.

The Date & Time entered will be displayed on the Incident Details page.

## 1.55 Drop-Down List of Values - Single-Select

The drop-down list of values allows the user to make a single selection from a short list of options.

To use the drop-down list, activate the field by clicking on the edit pencil. Note: If using a drop-down list on a pop-up, the field will already be active.

Select the desired value from the drop-down list.

INCIDENT DISCOVERED BY

Company/Contractor

Third Party

BCER Staff

Click the green check mark to save the selection.

INCIDENT DISCOVERED BY

Company/Contractor

The selected value will be displayed.

INCIDENT DISCOVERED BY

Company/Contractor

## 1.56 Drop-Down List of Values - Multi-Select

The multi-select drop-down allows the user to make multiple selections from a short list of options.

To use the multi-select drop-down, activate the field by clicking on the edit pencil. Note: If using a drop-down list on a pop-up, the field will already be active.

ENVIRONMENT AFFECTED

Click on the field to bring up the drop-down list.

ENVIRONMENT AFFECTED

Select the desired value or values from the drop-down list.  
Click the green check mark to save the selection(s).

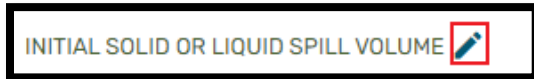
The selected value(s) will be displayed.


Note: If there are more values than can be displayed on the page, the user can hover their mouse over the field to see the full list of selected values.

## 1.57 Text or Number Entry Field – Short Entry Form

The text or number entry fields allow the user to free-form enter text and/or numbers, depending on the data that is being entered.

To use a text or number entry field, click on the edit pencil to activate the field.



INITIAL SOLID OR LIQUID SPILL VOLUME 

Note: If entering data into a text or number entry field on a pop-up, the field will already be active.

Type the text or number into the field.

Note: Some fields only allow for numbers to be entered, while other fields allow letters, numbers, and special characters such as “&”.



INITIAL GASEOUS SPILL VOLUME

Enter a value m³  

Click on the green check mark to save the data.



INITIAL GASEOUS SPILL VOLUME

500 m³  

The data entered will be displayed.



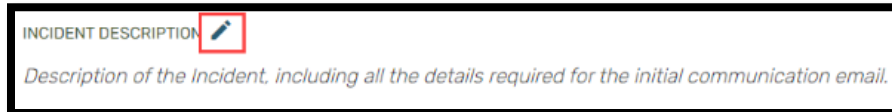
INITIAL GASEOUS SPILL VOLUME 


500 m³

## 1.58 Text Entry Field - Long Entry Form

The long form text entry boxes allow the user to enter up to 4,000 characters. They also allow the user to add formatting to the text (bold, italics, underline), add links, and add bulleted or numbered lists.

To use a long form text entry field, first click on the edit pencil to activate the field.



INCIDENT DESCRIPTION 

*Description of the Incident, including all the details required for the initial communication email.*

Type the desired text into the text box.



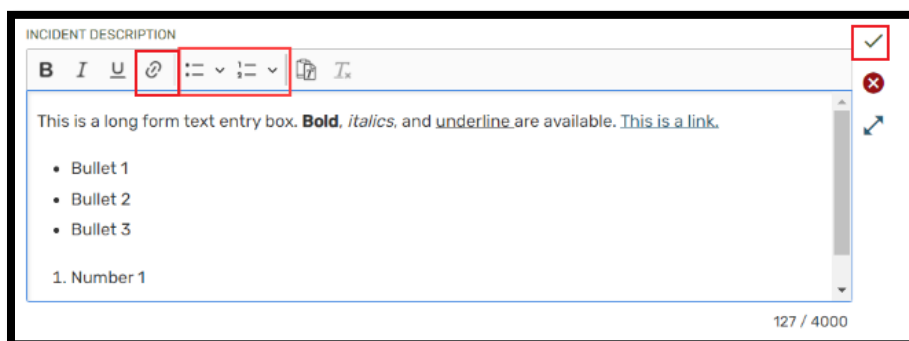
INCIDENT DESCRIPTION

**B** *I* U     






0 / 4000

To make the take bold, italics, or underlines, click the associated button at the top of the long form text box. To create a bulleted list or numbered list, click either the bullet list or number list icons.

Save the entered text by clicking on the green check mark.



INCIDENT DESCRIPTION

**B** *I* U     

This is a long form text entry box. **Bold**, *italics*, and underline are available. [This is a link.](#)


- Bullet 1
- Bullet 2
- Bullet 3

1. Number 1

127 / 4000



The entered text will be displayed as formatted.

INCIDENT DESCRIPTION 

This is a long form text entry box. **Bold**, *italics*, and underline are available. [This is a link.](#)


- Bullet 1
- Bullet 2
- Bullet 3

- Number 1
- Number 2
- Number 3

## 1.59 + Add Functionality

The Incident reporter (user creating the Incident) will be added as the default contact type – Reporter in the Contact list under Incident details section and cannot be edited. To add more contacts + functionality is used to add one or more records.

To use the + functionality, click on the + icon.

CONTACTS					
 Add Contact					
CONTACT TYPE	NAME	COMPANY	PRIMARY PH #	SECONDARY PH #	EMAIL
Reporter	Avil Agent		111-111-1111		Kermit.Notices@bc-er.ca

The user will be presented with fields related to whatever type of record they are adding. In the case of adding a Contact, the user will be presented with the Add Contact pop-up.

### Add Contact

CONTACT TYPE

Primary Contact

FIRST NAME

Joe

LAST NAME

Bill

COMPANY

Something

PRIMARY PHONE #

111-111-1111

SECONDARY PHONE #

Enter a value

EMAIL

Jeo.Bill@hello.com



Cancel Save

The record will be displayed on the page.

To edit the record, click on the edit pencil. To add another record, click on the + icon again.

CONTACTS

+ Add Contact

CONTACT TYPE	NAME	COMPANY	PRIMARY PH #	SECONDARY PH #	EMAIL	
Reporter	Avil Agent		111-111-1111		Kermit.Notices@bc-er.ca	
Primary Contact	Joe Bill	Something	111-111-1111		Jeo.Bill@hello.com	 

To Delete the record, click on Trash can icon.

### Delete Contact

Are you sure you want to delete this contact?

Cancel Delete

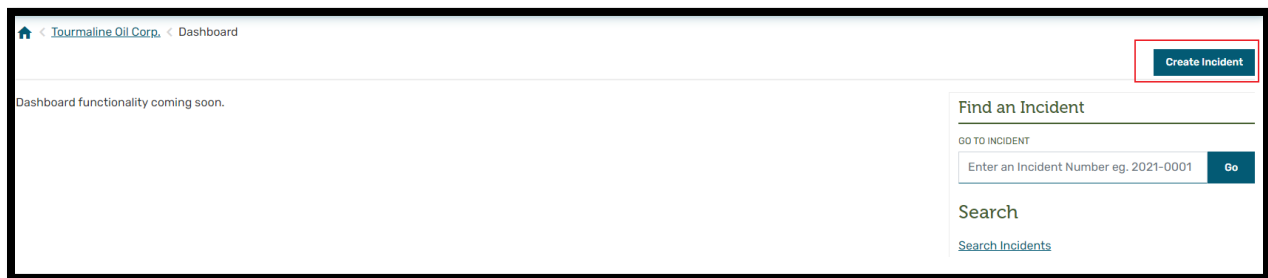


## Chapter 16 Create, Submit and Cancel a Minor Incident

Permit Holder Application portal allows to enter a Minor incident only. Although Levelled Incidents associated to the Permit Holder will be viewable from the Advanced Incident Search page.

### 1.60 Create a New Minor Incident

To create a new Minor Incident, from the Incident Dashboard, click on “Create Incident”.



This will create a new Draft Incident.

### 1.61 Complete Required Information

For information on entering data, see [Enter Incident Details](#) section.





The following information required to submit a Minor Incident:

- Incident Discovery Date & Time
- Location
  - Activity Type
  - One of the following sets of coordinates:
    - NTS/DLS coordinates
    - GPS coordinates
    - UTM coordinates
- Incident Description
- Incident Type(s)

- Main & Secondary Industry Activities
- Material Information *(only if Incident is a Spill)*
- Environment Affected *(only if Incident is a Spill)*
- Land Classification *(only if Incident is a Spill)*
- Confined to Lease or Right of Way *(only if Incident is a Spill)*
- Unknown *(only if Incident is a Spill and Confined to Lease or Right of Way is unknown)*
- Initial Solid & Liquid Spill Volume *(only if Incident is a Solid or Liquid Spill)*
- Initial Gaseous Spill Volume *(only if Incident is a Gaseous Spill)*

## 1.62 Submit a Minor Incident

Once the information has been filled out on the Incident Details page, scroll to the bottom of the page and click on “Submit”.

INITIAL SOLID OR LIQUID SPILL VOLUME 	INITIAL GASEOUS SPILL VOLUME 								
12 Litres	22 m <sup>3</sup>								
OTHER IMPACTS 									
<table border="1"> <thead> <tr> <th>Equipment Loss</th> <th>&lt;\$50,000</th> <th>Equipment Loss Description</th> <th>Loss value</th> </tr> </thead> <tbody> <tr> <td colspan="4"> </td> </tr> </tbody> </table>		Equipment Loss	<\$50,000	Equipment Loss Description	Loss value				
Equipment Loss	<\$50,000	Equipment Loss Description	Loss value						
CONTRACTORS OR THIRD PARTIES DIRECTLY INVOLVED 									
None									
<div>Submit</div>									

The screenshot shows the 'Details' tab of the application. A red error notification box at the top contains the following text:

- Incident Discovery Date & Time is required
- Location Activity and one set of location Coordinates are required
- Incident Description is required
- Incident Type(s) is required
- Main Industry Activity is required

Below the error box, there are three input fields with labels and edit icons:

- INCIDENT DISCOVERY DATE & TIME
- BCER NOTIFIED DATE & TIME
- REPORT SUBMITTED DATE & TIME

If any required information is missing, it will be displayed at the top of the page in a red error notification box.

The screenshot shows a dialog box titled 'Submit Minor Incident'. The text inside reads:

After submitting this minor incident you won't be able to make any changes. If changes are required, please contact BCER.

Submit this incident to BCER?

At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red border.

Complete the required information, then click on “Submit” again.

### 1.62.1 Incident Status Change to “Submitted”

After the Minor Incident is successfully submitted, it will be assigned an Incident number and its status will be changed to “Submitted”. The Incident's status can be seen at the top of the Incident Details, after the Permit Holder name.

Incident #2024-0129: Tourmaline Oil Corp. [Submitted]

Details Notebook Gallery

INCIDENT DISCOVERY DATE & TIME	BCER NOTIFIED DATE & TIME	REPORT SUBMITTED DATE & TIME
2024-Aug-21 11:46 MST	2024-Aug-21 14:21 MST	2024-Aug-21 14:21 MST

When submitted, the system will send an automated email to the BCER Staff for the Incident submitted and will be ready for their review in the BCER CMIS – Incidents module.

## 1.63 Cancel Incident on the Incident Details Page

To cancel an Incident, on the Incident Details page, click on “Cancel Incident” in the upper right corner.

Incident #: Tourmaline Oil Corp. [Draft]

Details Notebook Gallery

INCIDENT DISCOVERY DATE & TIME BCER NOTIFIED DATE & TIME REPORT SUBMITTED DATE & TIME EMCR NUMBER

LEVEL  
Minor

Cancel Incident

NOTE: If there are any fields in edit mode, the “Cancel Incident” button is disabled. Save all data on the page by clicking on the green check marks, then try again.

Incident #: Tourmaline Oil Corp. [Draft]

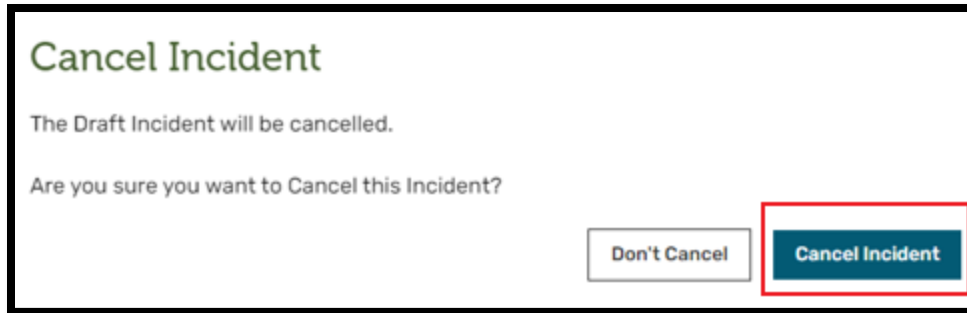
Details Notebook Gallery

INCIDENT DISCOVERY DATE & TIME BCER NOTIFIED DATE & TIME REPORT SUBMITTED DATE & TIME EMCR NUMBER

EMCR NUMBER  
Select a value 2 ✓ ✗

Cancel Incident

User can cancel an incident only when it is in Draft Status, the system will present a pop-up asking the user if they are sure they wish to cancel the Incident. Click on “Cancel Incident” to proceed.



The Incident will be cancelled.

NOTE: Cancelled Draft Incidents are deleted and cannot be retrieved or viewed once cancelled.



## Chapter 17 Incident Reviews

Going forward, Incident Reviews (formerly Post-Incident Reviews Form D, or PIRs) will be tracked in CM-IS. Each of Emergency Management, Environmental, and Technical will have a separate Review.

### 1.64 Review Types

There could be 3 types of Review types a Permit Holder may have to provide information for.

1. Emergency Management
2. Technical
3. Environmental

#### 1.64.1 Emergency Management

On the Emergency Management tab, the Permit Holder must provide the below information when in Requested Status:


##### 1.64.1.1 Emergency Management Narrative

In this section, Permit Holder must describe how the emergency was managed and how the emergency response plan was implemented. Outline applicable steps taken to provide for the safety and health of all responders, protect public health and safety, protect the environment and protect infrastructure and property.

It's a text field and allow 3000 characters in the field.

**EMERGENCY MANAGEMENT NARRATIVE**

*Describe how the emergency was managed and how the emergency response plan was implemented. Outline applicable steps taken to provide for the safety and health of all responders, protect public health and safety, protect the environment and protect infrastructure and property.*

**B** *I* U @ := ∨ !:= ∨  *I*<sub>x</sub>

test - Narrative by the Permit holder |

37 / 3000

## 1.64.1.2 Incident Response

This section has multiple questions for the Permit holder to respond to.

Some of the questions are Check boxes to indicate Yes/No situation.

One question is a Yes or No indicator question.

### Incident Response

- ☐ Emergency Response Plan activated
- ☒ Incident Action Plan created. If YES, add to Notebook
- ☐ Incident Command System Organization Chart developed. If YES, add to Notebook

Were there any gaps or concerns identified in the incident response?

☐ YES ☒ NO

When clicked on the checkbox of “Incident Command System Organization Chart developed. If YES, add to Notebook”, a new text box (3000 Chars) display to provide the Explanation of Gaps or concerns.

### Incident Response

☐ Emergency Response Plan activated






☐ Incident Action Plan created. If YES, add to Notebook

☒ Incident Command System Organization Chart developed. If YES, add to Notebook

Were there any gaps or concerns identified in the incident response?

☒ YES ☐ NO

EXPLANATION OF GAPS OR CONCERNS

**B** *I* U     


0 / 3000

### 1.64.1.3 Corrective / Preventive Actions

This section should be filled in with the description about if any Corrective or preventative action has been taken by the Permit Holder for the Incident.

The Information can be provided in a Text box for the description to be provided for the Corrective and Preventative Action.

## Corrective / Preventive Actions

**CORRECTIVE / PREVENTATIVE ACTION #1** 

DESCRIPTION

test - PREVENTATIVE ACTION taken


34 / 250

Has the corrective / preventative action already been completed?

☒ YES ☐ NO

Also, further information if the corrective / preventative action already been completed or not can also be provided. If Yes is selected, no further action is required; although if No is selected, BCER requires the Permit Holder to provide a date when the Corrective / Preventive Action will be taken.

**Corrective / Preventive Actions**

**CORRECTIVE / PREVENTATIVE ACTION #1** 

DESCRIPTION


Enter a value

0 / 250


Has the corrective / preventative action already been completed?

☐ YES ☒ NO

PLANNED COMPLETION DATE



Edit Date

 Add Corrective / Preventative Action

The screenshot shows a web application interface. On the left, there is a calendar for March 2025. The date March 10th is highlighted. Below the calendar, there is a 'Save' button and a calendar icon. On the right, there is a form titled '#1' with a text area containing the text 'already been completed?'. Below the text area, there is a '0 / 250' character count. At the bottom left, there is a '+ Add Corrective / Preventative Action' button.

User can add multiple Corrective/Preventative Actions using the “+ Add Corrective / Preventative Action”

The screenshot shows a web application interface titled 'Corrective / Preventative Actions'. It displays two forms for adding corrective/preventative actions. The first form is titled 'CORRECTIVE / PREVENTATIVE ACTION #1' and has a description field containing 'CORRECTIVE / PREVENTATIVE ACTION #1 taken'. Below the description field, there is a question 'Has the corrective / preventative action already been completed?' with radio buttons for 'YES' and 'NO', where 'NO' is selected. Below this, there is a 'PLANNED COMPLETION DATE' field with the date '2025-Mar-27' and a calendar icon. The second form is titled 'CORRECTIVE / PREVENTATIVE ACTION #2' and has a description field containing 'CORRECTIVE / PREVENTATIVE ACTION #2 taken'. Below the description field, there is a question 'Has the corrective / preventative action already been completed?' with radio buttons for 'YES' and 'NO', where 'YES' is selected. At the bottom left, there is a '+ Add Corrective / Preventative Action' button.

If required, and if added accidentally, user can also remove the Corrective/Preventative Action using the recycle bin icon on it.

CORRECTIVE / PREVENTATIVE ACTION #2

DESCRIPTION

CORRECTIVE / PREVENTATIVE ACTION #2 taken

41 / 250

Has the corrective / preventative action already been completed?

☒ YES ☐ NO

After adding all the information, the user should save the information using the Save button on the Review Details tab.

## 1.64.2 Technical Review

On the Technical Review, the Permit Holder must provide the below information when in Requested Status:

### 1.64.2.1 Technical Narrative

In this section, Permit Holder must provide a complete description of the incident from a technical perspective, including conditions and events leading up to and following the incident. Upload any additional information that may supplement the technical narrative such as drawings, photographs, schematics, maps, or reports to the Notebook. It's a text field and allow 3000 characters in the field.

**Technical Review [Requested]**

Request For Extension **Save** Preview Submission

**Review Details** • Notebook Log Gallery

INCIDENT DISCOVERY DATE: 2025-Mar-05

REVIEW REQUESTED DATE: 2025-Mar-10

REVIEW DUE DATE: 2025-May-09

**TECHNICAL NARRATIVE**

Provide a complete description of the incident from a technical perspective, including conditions and events leading up to and following the incident. Upload any additional information that may supplement the technical narrative such as 1) drawings, 2) photographs, 3) schematics, 4) maps, or 5) reports to the Notebook.

**B I U** [List Icons] [Link Icon] [Text Color Icon]

Please see my Technical Narrative

33 / 5000

### 1.64.2.2 Supplementary Information

This section has only one question and has a Check box to indicate Yes/No situation. If clicked yes, user must provide supplementary information in the review notebook.

☒ **Supplementary information provided. If YES, add to Notebook**

### 1.64.2.3 Impacted Equipment

Under this section, the Permit Holder must provide information related to:

- Equipment Selection – Permit holder must provide value for equipment using the Drop-Down selection values.

**Impacted Equipment**

Select a Value

- Piping Failure
- Valve Failure
- Fitting Failure
- Vessel Failure

- Equipment Description – Permit Holder must describe the application of the impacted equipment within the overall system and what specific components of the equipment were impacted. If applicable, indicate the make, model, manufacturer, and installation date.
- Repair Description – Permit Holder must describe the Equipment Repair description.

**Impacted Equipment**

**EQUIPMENT SELECTION**

Piping Failure

**EQUIPMENT DESCRIPTION**

*Describe the application of the impacted equipment within the overall system and what specific components of the equipment were impacted. If applicable, indicate the make, model, manufacturer, and installation date.*

**B I U** [List Icons] [Text Box]

- issues in fixtures
- valve failed
- Other issues

42 / 3000

**REPAIR DESCRIPTION**

**B I U** [List Icons] [Text Box]

0 / 3000



## 1.64.2.4 Incident Cause(s)

In this section, the Permit Holder must provide information about:

- Incident Cause(s) Description – Permit Holder must provide the cause(s) of the Incident and its Description. It's a Text box (3000 Char) field.
- Predominant Cause - Permit Holder must provide the Predominant Cause of the Incident using the pop-up modal, only one Predominant cause can be selected that applies to the Incident.
- Supplementary Cause(s) if applicable - Permit Holder must provide the Predominant Cause of the Incident if applicable and may select multiple causes that applies to the Incident.

### Predominant Cause

Select ONE predominant cause

<input type="checkbox"/> Metal Loss - Internal corrosion	<input type="checkbox"/> Natural Forces - Geotechnical
<input type="checkbox"/> Metal Loss - External corrosion	<input type="checkbox"/> Natural Forces - Hydrotechnical
<input type="checkbox"/> Metal Loss - Erosion	<input type="checkbox"/> Natural Forces - Thermal
<input type="checkbox"/> Cracking	<input type="checkbox"/> Natural Forces - Other (i.e. wind, lightning, forest fire)
<input type="checkbox"/> Metal Degradation (specifically for non-metal components)	<input type="checkbox"/> Mechanical Damage (i.e. excessive forces, vibrations, overpressure, etc.)
<input type="checkbox"/> Manufacturing Defect (i.e. faulty component)	<input type="checkbox"/> Equipment Malfunction (i.e. equipment did not operate as planned)
<input type="checkbox"/> Construction Defect (i.e. faulty weld, faulty construction)	<input type="checkbox"/> Incorrect Operation
<input type="checkbox"/> External Interference (i.e. physical impact, line hit) - 1st or 2nd Party	<input type="checkbox"/> Instrumentation failure
<input type="checkbox"/> External Interference (i.e. physical impact, line hit) - 3rd Party	
<input type="checkbox"/> Other	
<input type="checkbox"/> Not Applicable	

Cancel
Save

### Incident Cause(s)

INCIDENT CAUSE(S) DESCRIPTION

B
I
U
Link
List
Decrease indent
Increase indent
Image
Table

Seems like some manufacturing defect in the equipment, will repair or replace it.

81 / 3000

#### PREDOMINANT CAUSE

Manufacturing Defect (i.e. faulty component)

#### SUPPLEMENTARY CAUSE(S) (IF APPLICABLE)

Natural Forces - Geotechnical,  
Natural Forces - Hydrotechnical,  
Cracking,  
Mechanical Damage (i.e. excessive forces, vibrations, overpressure, etc.),  
Incorrect Operation,  
External Interference (i.e. physical impact, line hit) - 3rd Party

### 1.64.2.5 Corrective / Preventive Actions

This section should be filled in with the description about if any Corrective or preventative action has been taken by the Permit Holder for the Incident. This section is identical to the Emergency management [Corrective / Preventive Actions](#).

## 1.65 Environmental Review

On the Environmental Review page, the Permit Holder must provide the below information when in Requested Status:

Permit holder must provide information to the BCER in 2 ways under the review details page using the 2 button options:

- Provide Spill Update
- Submit Final Spill Report

### 1.65.1 Provide Spill Update

Its possible that before the Permit Holder gather all the information about the Spill, they might not be able to Submit the Final Spill Report to the BCER, in that case, they must provide a Spill Update to the BCER every 30 days until the Spill is cleaned up. At that time, a Final Spill Report must be submitted.

When the “Provide Spill Update” button is clicked, an option to provide the spill update appears and Permit holder can provide the Spill update on it.

**Environmental Review [Requested]** Request For Extension Save

**Review Details** | **Notebook** | **Log** | **Gallery**

INCIDENT DISCOVERY DATE	REVIEW REQUESTED DATE	REVIEW DUE DATE
2025-Mar-05	2025-Mar-10	2025-Apr-09

**Spill Cleanup Updates**

*Provide details regarding spill cleanup activities completed to date, and timelines expected to complete remediation. If applicable, upload the Remediation Plan to the Notebook.*

**UPDATE #1** Discard Provide Update

DATE

COMMENTS

**B** *I* U

This is my Spill update

22 / 3000

After adding the information to the text box provided for the Spill update, the user can click Provide update button and the update will be saved to the Environmental Review page.

**Environmental Review [Requested]** Request For Extension Save

**Review Details** | **Notebook** | **Log** | **Gallery**

INCIDENT DISCOVERY DATE	REVIEW REQUESTED DATE	REVIEW DUE DATE
2025-Mar-05	2025-Mar-10	2025-Apr-10

Provide Spill Update Submit Final Spill Report

**Spill Cleanup Updates**

*Provide details regarding spill cleanup activities completed to date, and timelines expected to complete remediation. If applicable, upload the Remediation Plan to the Notebook.*

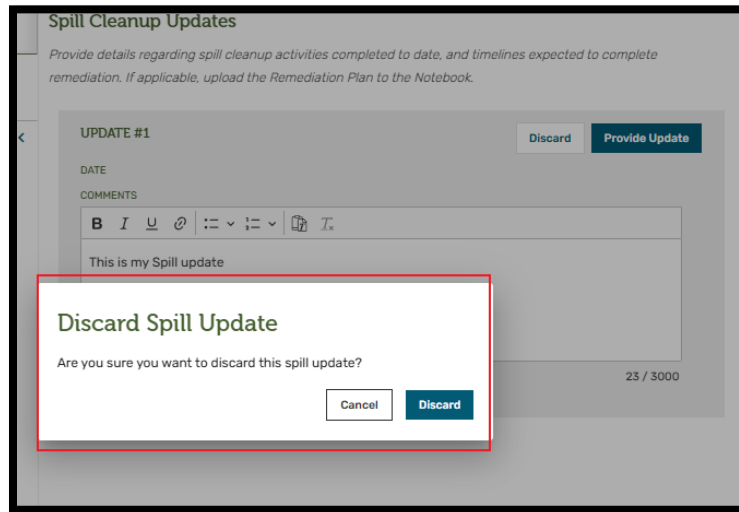
**UPDATE #1**

DATE 2025-Mar-11

COMMENTS

This is my Spill update - test

In case the user wants to discard the Spill Update, they can click on the Discard button to Discard it and go back to the Environmental review page.



## 1.65.2 Submit Final Spill Report

When the Permit Holder is ready to Provide the Final Spill Report, they can click on the “Submit Final Spill Report” button and detailed options appears on the screen under Environmental Review - Review Details tab. The below data fields show up for Permit Holder to provide information to BCER regarding Spill information.



### 1.65.2.1 Environmental Narrative:

Under this section (text box 3000 Char), the Permit Holder must provide the information including the summary of when the spill was discovered, description of the cause of the spill, description of the materials released and summary of the cleanup activities.

## ENVIRONMENTAL NARRATIVE

Provide information including:

- A summary of when the spill was discovered
- A description of the cause of the spill
- A description of the materials released, and if applicable upload the SDS to the Notebook
- A summary of the cleanup activities

**B** *I* U     

0 / 3000

## 1.65.2.2 Spill Impact

Under this section the Permit Holder must provide information regarding the Spill Impact. It's a field with options to multiselect indicating the Spill impact and to provide detailed information (text box 3000 Char) of the Spill Impact.

### Spill Impact

- ☐ Spill was limited to secondary containment
- ☐ Spill was limited to onsite
- ☐ Spill had the potential to migrate offsite
- ☐ Spill was offsite
- ☐ Spill entered or had potential to enter a body of water (ocean, lake, wetland, aquifer, non-classified drainage, ditch that connects to a waterbody, etc. Refer to the Spill Reporting Regulation for the definition)
- ☐ Spill was gaseous

## DETAILS OF SPILL'S IMPACT

**B** *I* U     

0 / 3000

### 1.65.2.3 Remediation Details

Under this section (text box 3000 Char), the Permit Holder must provide information regarding the Remediation Description and the measures taken for the remediation. This section also has some questions for Permit Holder related to Remediation with a Yes/No option to choose from. Permit holder must also provide information where necessary to upload under the Review Notebook.

#### Remediation Details

REMEDICATION DESCRIPTION

*Describe the remediation measures taken*

**B** *I* U

0 / 3000

Has a Remediation Report been completed? If YES, add the report to the Notebook

☐ YES
 ☐ NO

Is further remedial action required?

☐ YES
 ☐ NO

### 1.65.2.4 Detailed Description of Substance(s) Spilled

Under this section the Permit Holder must provide information regarding the Substances spilled along with the spill volume and recovery volume.

#### Detailed Description of Substance(s) Spilled

*Click on Spill Materials below to enter the substance(s) spilled, along with the spill volume(s) and recovery volume(s).*

SPILL MATERIALS

None

When clicked on the Spill Materials, it opens a modal window with the Substance(s) spilled options and Permit Holder must select all that applies to the Incident.

**Substance(s) Spilled**

☐ Natural Gas
 ☐ HVP Fluids (Ethane, Propane, Butane)

☒ Oil
 ☐ Bentonite

☐ Emulsion
 ☐ Hydraulic Oil

☐ Produced Water
 ☐ Diesel / Fuel

☐ Condensate
 ☒ Fresh Water

☒ Liquified Natural Gas
 ☐ Hydrogen

☐ Acid Gas
 ☒ Ammonia

☐ LVP Fluids (Pentane Plus)
 ☐ Methanol

☐ Other

DOES THE RELEASE CONTAIN H2S? ☒ YES ☐ NO ☐ NOT APPLICABLE

WHAT IS THE H2S CONTENT IN PPM?


782

Cancel Save

When hit “Save” on the modal, some detailed data fields will appear on the screen and Permit Holder must provide all the requested information.

**Detailed Description of Substance(s) Spilled**

*Click on Spill Materials below to enter the substance(s) spilled, along with the spill volume(s) and recovery volume(s).*

SPILL MATERIALS 

Material(s) **Oil, Fresh Water, Liquified Natural Gas**  
H2S Content **343 ppm**

Spill Volume(s)		Recovery Volume(s)	
OIL	<input type="text" value="33"/> Litres	OIL	<input type="text" value="23"/> Litres
FRESH WATER	<input type="text" value="35"/> Litres	FRESH WATER	<input type="text" value="11"/> Litres
LIQUIFIED NATURAL GAS	<input type="text" value="55"/> Litres	LIQUIFIED NATURAL GAS	<input type="text" value="87"/> Litres

### 1.65.2.5 Corrective / Preventive Actions

This section should be filled in with the description about if any Corrective or preventative action has been taken by the Permit Holder for the Incident. This section is identical to the Emergency management [Corrective / Preventive Actions](#).

## 1.66 Review Submission workflow

### 1.66.1.1 Preview submission

After saving the Review information, the Permit holder will get an option on the top right corner of the (Emergency Management/Technical/Environmental) Review to Preview the Submission of the Review.



[Home](#)
[FortisBC Energy Inc.](#)
[Dashboard](#)
[Incident 2025-0126](#)
[Review](#)

## Incident #2025-0126: FortisBC Energy Inc. [Review]

[Incident Details](#)
[Notebook](#)
[Gallery](#)
[Reviews](#)

L1

**Incident #2025-0126 Reviews**  
 FortisBC Energy Inc.

EM

Type **Emergency Management**  
 Status **Requested**  
 Due **2025-May-09**

Tech

Type **Technical**  
 Status **Requested**  
 Due **2025-May-09**

Env

Type **Environmental**  
 Status **Requested**  
 Due **2025-Apr-09**

### Emergency Management Review [Requested]

[Review Details](#)
[Notebook](#)
[Log](#)
[Gallery](#)

[Request For Extension](#)
[Save](#)
[Preview Submission](#)






INCIDENT DISCOVERY DATE  
 2025-Mar-05

REVIEW REQUESTED DATE  
 2025-Mar-10

REVIEW DUE DATE  
 2025-May-09

EMERGENCY MANAGEMENT NARRATIVE

Describe how the emergency was managed and how the emergency response plan was implemented. Outline applicable steps taken to provide for the safety and health of all responders, protect public health and safety, protect the environment and protect infrastructure and property.

**B**
*I*
U






Before submitting the review, the Permit holder must provide all the reports, documents and other information required for the review to the Notebook tab for that specific review notebook. When clicked on the “Preview Submission”, the system will remind the Permit Holder to submit all required information.

## Submit Emergency Management Review

Have the reports, documents, and/or information relevant to the incident response been added to the Review's Notebook?

### 1.66.1.2 Submit Review Submission

When “Yes” is clicked on the Modal, and if all the information on the Review is filled in, the system will show “Review Submission # [Draft]” page and will provide a Text Section (4000 Chars) “PERMIT HOLDER COMMENTS” for the Permit holder to provide their additional comments about the Review before they submit their Review to the BCER.

Emergency Management Review Submission # [Draft]

**Submit Review** Cancel Save Submit

SENT BY \_\_\_\_\_ SENT DATE \_\_\_\_\_

PERMIT HOLDER COMMENTS

**B I U**

PERMIT HOLDER COMMENTS about the Emergency Management Review.

1. Additional Information 1
2. Additional Information 1
3. Additional Information 3

133 / 4000

NOTE: All the information that was added in the review, after going through the preview submission, will now show as a submission on the left panel as “Submit Review” Draft.

	<b>Incident #2025-0126 Reviews</b> FortisBC Energy Inc.
	Type Emergency Management Status Requested Due 2025-May-09
	<b>Draft</b> Submit Review Draft
	Type Technical Status Requested Due 2025-May-09
	Type Environmental Status Requested Due 2025-Apr-09

Also, the data in the submission will show in greyed out format and is not editable.

For it to be edited, user can go to the Review [Requested] tab (using the left panel) and edit as required and then hit save again. For the review to be submitted though, user will have to go back to the “Draft – Submit Review” submission.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**Incident #2025-0126 Reviews**  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status Requested  
Due 2025-May-09

**Draft** Submit Review  
Draft

**Tech** Type Technical  
Status Requested  
Due 2025-May-09

**Env** Type Environmental  
Status Requested  
Due 2025-Apr-09

Emergency Management Review Submission # [Draft]

Submit Review Cancel Save Submit

SENT BY: \_\_\_\_\_ SENT DATE: \_\_\_\_\_

PERMIT HOLDER COMMENTS

**B I U**

PERMIT HOLDER COMMENTS about the Emergency Management Review.

1. Additional Information 1  
2. Additional Information 1  
3. Additional Information 3

133 / 4000

INCIDENT DISCOVERY DATE: 2025-Mar-05 REVIEW REQUESTED DATE: 2025-Mar-10 REVIEW DUE DATE: 2025-May-09

EMERGENCY MANAGEMENT NARRATIVE  
Emergency Management Narrative test

**Incident Response**

☐ Emergency Response Plan activated  
☐ Incident Action Plan created. If YES, add to Notebook  
☒ Incident Command System Organization Chart developed. If YES, add to Notebook

Were there any gaps or concerns identified in the incident response?  
☒ YES ☐ NO

EXPLANATION OF GAPS OR CONCERNS  
yes

**Corrective / Preventive Actions**

**CORRECTIVE / PREVENTATIVE ACTION #1**  
DESCRIPTION  
CORRECTIVE / PREVENTATIVE ACTION #1 taken  
HAS THE CORRECTIVE / PREVENTATIVE ACTION ALREADY BEEN COMPLETED?  
Yes

After the submission has been made, the review is in “Evaluation” status and all the information on the review will be greyed out.

Emergency Management Review [Evaluation]

Review Details
Notebook
Log
Gallery

INCIDENT DISCOVERY DATE

2025-Mar-05

REVIEW REQUESTED DATE

2025-Mar-10

REVIEW DUE DATE

2025-May-09

EMERGENCY MANAGEMENT NARRATIVE

Emergency Management Narrative test

**Incident Response**

☐ Emergency Response Plan activated

☐ Incident Action Plan created. If YES, add to Notebook

☒ Incident Command System Organization Chart developed. If YES, add to Notebook

Were there any gaps or concerns identified in the incident response?

☒ YES ☐ NO

EXPLANATION OF GAPS OR CONCERNS

yes , no

**Corrective / Preventive Actions**

**CORRECTIVE / PREVENTATIVE ACTION #1**

DESCRIPTION

CORRECTIVE / PREVENTATIVE ACTION #1 taken

HAS THE CORRECTIVE / PREVENTATIVE ACTION ALREADY BEEN COMPLETED?

Yes

Whereas the Submit review submission will be changed into “Pending BCER Status” with the Permit Holder Comments provided in the submission.

Emergency Management Review Submission #2025-0126-EM-07 [Pending BCER Answer]

**Submit Review** Cancel

---

SENT BY Avil Agent      SENT DATE 2025-Mar-10

---

PERMIT HOLDER COMMENTS

requested information provided.

### 1.66.1.3 Cancel Submission

If the user missed to provide any information, they could Click the “Cancel” option provided on the Submit Review Submission.

Emergency Management Review Submission #2025-0126-EM-02 [Pending BCER Answer]

**Submit Review**

SENT BY: Avil Agent      SENT DATE: 2025-Mar-10

PERMIT HOLDER COMMENTS: made changes as required. submitting the review.

**Cancel**

When Cancel Submission is clicked, the user can click on “Don’t Cancel” or “Cancel Submission” buttons. Clicking “Don’t Cancel” will not cancel the review and will go back to the previous screen. Whereas, if the user clicks “Cancel Submission”, the review submission will be cancelled and the submission will show with status “Completed - Submission Cancelled”; the review will go back to the status “Requested” and all the fields will be open to edit again. Also, on the left panel, the submission(s) will show as “Submit Review Completed – Submission Cancelled”.

Emergency Management Review Submission #2025-0126-EM-02 [Completed - Submission Cancelled]

**Submit Review**

SENT BY: Avil Agent      SENT DATE: 2025-Mar-10

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**Incident #2025-0126 Reviews**  
FortisBC Energy Inc.

**EM** Type: Emergency Management  
Status: Requested  
Due: 2025-May-09

-01 Submit Review  
Completed - Submission Cancelled

-02 Submit Review  
Completed - Submission Cancelled

**Tech** Type: Technical  
Status: Requested  
Due: 2025-May-09

**Env** Type: Environmental  
Status: Requested  
Due: 2025-Apr-09

**Emergency Management Review (Requested)**

INCIDENT DISCOVERY DATE: 2025-Mar-05  
REVIEW REQUESTED DATE: 2025-Mar-10  
REVIEW DUE DATE: 2025-May-09

EMERGENCY MANAGEMENT NARRATIVE  
Describe how the emergency was managed and how the emergency response plan was implemented. Outline applicable steps taken to provide for the safety and health of all responders, protect public health and safety, protect the environment and protect infrastructure and property.

Emergency Management Narrative test

35 / 3000

**Incident Response**

☐ Emergency Response Plan activated  
☐ Incident Action Plan created. If YES, add to Notebook  
☒ Incident Command System Organization Chart developed. If YES, add to Notebook

Were there any gaps or concerns identified in the incident response?  
☒ YES ☐ NO

EXPLANATION OF GAPS OR CONCERNS

YES, NO

8 / 3000

**Corrective / Preventive Actions**

CORRECTIVE / PREVENTATIVE ACTION #1

DESCRIPTION  
CORRECTIVE / PREVENTATIVE ACTION #1 taken

41 / 250

Has the corrective / preventative action already been completed?  
☒ YES ☐ NO

+ Add Corrective / Preventative Action

Request For Extension Save Preview Submission

### 1.66.1.4 Request for Extension

If the Permit Holder requires more time to provide information or for investigating the Incident, they can Request for an Extension using the “Request for Extension” button on the Right top corner.

**Emergency Management Review [Requested]**

Request For Extension Save Preview Submission

INCIDENT DISCOVERY DATE: 2025-Mar-05  
REVIEW REQUESTED DATE: 2025-Mar-10  
REVIEW DUE DATE: 2025-May-09

When the “Request for Extension” button is clicked, the system creates a Request for Extension submission with a Text box (4000 chars) for providing the reason for the Request for Extension and the Requested extension date.

After the user provide the Reason for Extension and Extension Date, they can either hit “Save’ for future use, hit “Cancel” to cancel the Extension request or hit “Submit” to BCER.

If the user hit “Submit”, the system will send the request to BCER, the status for the submission will be changed to “Pending BCER Answer” so they can accept or reject the Request for Extension submission.

### 1.66.1.5 BCER Rejects the Request for Extension

If the BCER doesn’t accept the extension, and the Request for Extension gets rejected, the Request for Extension status will be changed to “Completed – Denied” and user can send another Extension request if required.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status Requested  
Due 2025-May-09

-01 Submit Review  
Completed - Submission Cancelled

-02 Submit Review  
Completed - Submission Cancelled

-03 Submit Review  
Completed - Submission Cancelled

-04 Request for Extension  
Completed - Denied

**Tech** Type Technical  
Status Requested  
Due 2025-May-09

Emergency Management Review Submission #2025-0126-EM-04 [Completed - Denied]

Request for Extension

SENT BY: Avil Agent SENT DATE: 2025-Mar-10

REQUEST FOR EXTENSION REASON: need more time to investigate

ANSWERED BY: Swati Tariyal ANSWERED DATE: 2025-Mar-10

BCER DECISION RATIONALE: Extension not granted

### 1.66.1.6 BCER Accepts the Request for Extension

If the BCER accepts the extension, and the Request for Extension gets accepted, the Request for Extension status will be changed to “Completed – Granted” and user can submit the review before the New Review Date.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status Requested  
Due 2025-Jun-21

-01 Submit Review  
Completed - Submission Cancelled

-02 Submit Review  
Completed - Submission Cancelled

-03 Submit Review  
Completed - Submission Cancelled

-04 Request for Extension  
Completed - Denied

-05 Request for Extension  
Completed - Submission Cancelled

-06 Request for Extension  
Completed - Granted

**Tech** Type Technical  
Status Requested  
Due 2025-May-09

**Env** Type Environmental  
Status Requested  
Due 2025-Apr-09

Emergency Management Review Submission #2025-0126-EM-04 [Completed - Granted]

Request for Extension

SENT BY: Avil Agent SENT DATE: 2025-Mar-10

REQUEST FOR EXTENSION REASON: need more time

ANSWERED BY: Swati Tariyal ANSWERED DATE: 2025-Mar-10 NEW REVIEW DATE: 2025-Jun-21

BCER DECISION RATIONALE: granted

### 1.66.1.7 Cancel Request for Extension

After the user sends the request for Extension to the BCER, they also have an option to Cancel the Request for Extension. On the right top corner of the submission, user can hit “Cancel” to cancel the submission.

When clicked, the status for the submission will be changed to “Completed – Submission Cancelled”.



Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status Requested  
Due 2025-Jun-21

-01 Submit Review  
Completed - Submission Cancelled

-02 Submit Review  
Completed - Submission Cancelled

-03 Submit Review  
Completed - Submission Cancelled

-04 Request for Extension  
Completed - Denied

-05 Request for Extension  
Completed - Submission Cancelled

-06 Request for Extension  
Completed - Granted

**Tech** Type Technical  
Status Requested  
Due 2025-May-09

**Env** Type Environmental  
Status Requested  
Due 2025-Apr-09

Emergency Management Review Submission #2025-0126-EM-05 **Completed - Submission Cancelled**

Request for Extension

SENT BY Avril Agent	SENT DATE 2025-Mar-10	CURRENT REVIEW DUE DATE 2025-Jun-21	REQUESTED EXTENSION DATE 2025-Mar-28
------------------------	--------------------------	--	---

REQUEST FOR EXTENSION REASON  
need more time to research

### 1.66.1.8 BCER Rejects the Submit Review Submission

If for some reason BCER Rejects the Review Submission, the Review will reinstate the Status “Requested” and the Submit Review Submission will be changed to “Completed – Rejected” status. User will still be able to send another Review submission to BCER with updated information as may be requested in the BCER Comments on the rejected submission.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status Requested  
Due 2025-Jun-21

-01 Submit Review  
Completed - Submission Cancelled

-02 Submit Review  
Completed - Submission Cancelled

-03 Submit Review  
Completed - Submission Cancelled

-04 Request for Extension  
Completed - Denied

-05 Request for Extension  
Completed - Submission Cancelled

-06 Request for Extension  
Completed - Granted

-07 Submit Review  
Completed - Rejected

Emergency Management Review Submission #2025-0126-EM-07 **Completed - Rejected**

Submit Review

SENT BY Avril Agent	SENT DATE 2025-Mar-10
------------------------	--------------------------

PERMIT HOLDER COMMENTS  
requested information provided.

ANSWERED BY Swati Tariyal	ANSWERED DATE 2025-Mar-10
------------------------------	------------------------------

BCER COMMENTS  
review not accepted.

### 1.66.1.9 BCER Accepts the Submit Review Submission

After the review is accepted by the BCER, the Submit Review Submission is changed to “Completed – Accepted” status with the comments provided by the BCER in the BCER Comments section.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status **Completed - No Further Action**

- 01 Submit Review  
Completed - Submission Cancelled
- 02 Submit Review  
Completed - Submission Cancelled
- 03 Submit Review  
Completed - Submission Cancelled
- 04 Request for Extension  
Completed - Denied
- 05 Request for Extension  
Completed - Submission Cancelled
- 06 Request for Extension  
Completed - Granted
- 07 Submit Review  
Completed - Rejected
- 08 Submit Review  
Completed - Accepted

**Tech** Type Technical

Emergency Management Review Submission #2025-0126-EM-08 [Completed - Accepted]

Submit Review

SENT BY  
Avil Agent

SENT DATE  
2025-Mar-10

PERMIT HOLDER COMMENTS  
submitting new submission with updates

ANSWERED BY  
Swati Tariyal

ANSWERED DATE  
2025-Mar-10

BCER COMMENTS  
corrected information looks as requested, accepted review

Also, the Review status will be changed to Completed – No Further Action

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident Details Notebook Gallery **Reviews**

**L1** Incident #2025-0126 Reviews  
FortisBC Energy Inc.

**EM** Type Emergency Management  
Status **Completed - No Further Action**

- 01 Submit Review  
Completed - Submission Cancelled
- 02 Submit Review  
Completed - Submission Cancelled
- 03 Submit Review  
Completed - Submission Cancelled

Emergency Management Review [Completed - No Further Action]

Review Details Notebook Log Gallery

INCIDENT DISCOVERY DATE  
2025-Mar-05

REVIEW REQUESTED DATE  
2025-Mar-10

REVIEW DUE DATE  
2025-Jun-21

EMERGENCY MANAGEMENT NARRATIVE  
Emergency Management Narrative test - updated data information

More information

### 1.66.1.10 BCER Re-opens a review

In some rare cases, BCER may decide to Re-Open a review and in that case the review will be reinstated to “Requested” Status. In that case Permit Holder may have to provide any additional information that have been missed in the last Review submission.

Incident #2025-0126: FortisBC Energy Inc. [Review]

Incident DetailsNotebookGalleryReviews

13

Incident #2025-0126 Reviews

FortisBC Energy Inc.

EM

Emergency Management

Status: Requested

Due: 2025-May-09

-01

Submit Review

Completed - Submission Cancelled

-02

Submit Review

Completed - Submission Cancelled

-03

Submit Review

Completed - Submission Cancelled

-04

Request for Extension

Completed - Denied

-05

Request for Extension

Completed - Submission Cancelled

-06

Request for Extension

Completed - Overlaid

-07

Submit Review

Completed - Rejected

Emergency Management Review [Requested]

Request For ExtensionSavePreview Submission

Review DetailsNotebookLogGallery

INCIDENT DISCOVERY DATE

2025-Mar-05

REVIEW REQUESTED DATE

2025-Mar-10

REVIEW DUE DATE

2025-May-09

EMERGENCY MANAGEMENT NARRATIVE

Describe how the emergency was managed and how the emergency response plan was implemented. Outline applicable steps taken to provide for the safety and health of all responders, protect public health and safety, protect the environment and protect infrastructure and property.

B I U @

1234567890

Emergency Management Narrative test - updated data information

More information

Page: 159

BC Energy Regulator  
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VERSION 4.1: April 2025  
GoTo: [Table of Contents](#) | [Glossary](#) | [Legislation](#) | [BC-ER.CA](#)

## Chapter 18 Incident review Notebook, Log and Gallery Tab

Like Incident Notebook and Gallery, Incident Review also have Notebook, Log and Gallery. Each Review Type has a separate Notebook, Log and Gallery to add specific information to that Review, so that the correct information reaches to the intended BCER reviewer/resource and stayed organized properly.

### 1.67 Incident Review Notebook

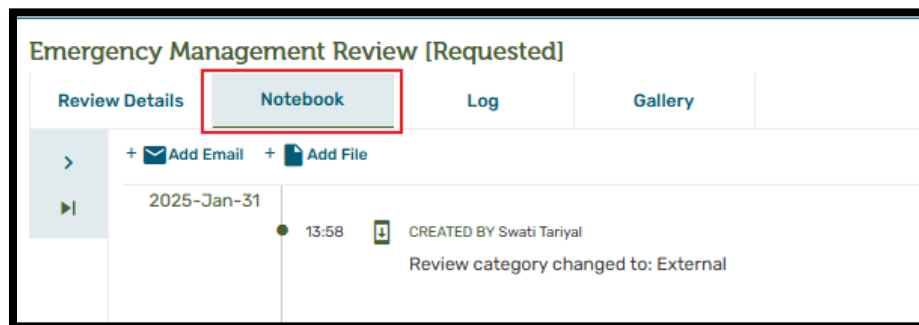
The Incident Review Notebook is the location to store files, photos, emails, and notes about the specific Incident Review. Each Review has its own Notebook.

It also indicates the changes made to the Review and by which user. It also indicates the status of the Review.

**NOTE:** Users can upload documents to the Notebook in any Review Status including Completed Status.

To get to a Review's Notebook, click on the "Notebook" tab under the specific Review.

Please refer to the [Incident Notebook](#) for more details.



### 1.68 Incident Review Log

The Incident Log contains tracking information on the Incident, including entries for:

- Status changes for the Incident
- Decisions on Incident Reviews (required or not required)

- Incident Review completions
- A copy of any automated email notifications sent by CM-IS
- Files, emails, and internal notes that were added to the Notebook

Reviews

## Emergency Management Review [Evaluation]

Review Details	Notebook	Log	Gallery
<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">&gt;</div> <div style="background-color: #e0e0e0; padding: 5px;">▶ </div>	2025-Mar-11	<p><span style="color: green;">●</span> 09:59  CREATED BY Swati Tariyal Review category changed to: External</p> <p><span style="color: green;">●</span> 09:59  CREATED BY Swati Tariyal Review status changed to: Requested</p> <p><span style="color: green;">●</span> 09:59  CREATED BY Swati Tariyal Review Due Date set to: 2025-May-10</p> <p><span style="color: green;">●</span> 09:59  <b>CREATED BY CM-IS</b></p> <div style="border: 1px solid black; background-color: #d0d0d0; padding: 5px; margin: 5px 0;"> <b>FROM TO : . . . . .</b> <div style="background-color: black; height: 40px; width: 100%;"></div> </div> <p>This email notification is to indicate that the Emergency Management review has been created for this incident. The review due date is 05/10/2025. For more information and to see the Emergency Management review, please go to the CMIS Permit Holder Application at <a href="https://cmis-ph-uat.bc-er.ca/">https://cmis-ph-uat.bc-er.ca/</a> This is an automated message, please do not reply. For more information, please contact BCER.</p> <p><span style="color: green;">●</span> 10:44  CREATED BY Avil Agent Review status changed to: Evaluation</p> <p><span style="color: green;">●</span> 10:46  CREATED BY Swati Tariyal Review status changed to: Requested</p>	

## 1.1 Incident Review Gallery

Just like the Incident Gallery, Incident Review Gallery displays thumbnails of any images that were uploaded to the Notebook. For more information, please refer to [Incident Gallery](#).

## Chapter 19 Incident Notebook and Gallery Tab

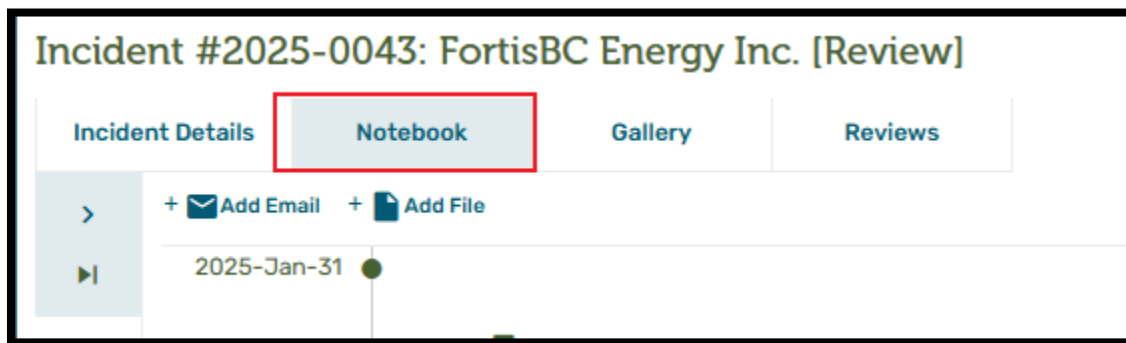
### 1.2 Incident Notebook

The Incident Notebook is the location to store files, photos, emails, and notes about the Incident. Each Incident has its own Notebook.

It also indicates the changes made to the incident and by which user. It also indicates the status of the incident.

**NOTE:** Users can upload documents to the Notebook in any Incident Status including Completed Status.

To get to an Incident's Notebook, click on the “Notebook” tab:



#### 1.2.1 Emails

Emails can be added directly by dragging them to the grey box.

## 1.2.2 Files

A variety of file types can be added to the Notebook, including (but not limited to):

- Photos
- Word documents
- PDF documents
- Mapping files
- Zipped folders

## 1.2.3 Annotations

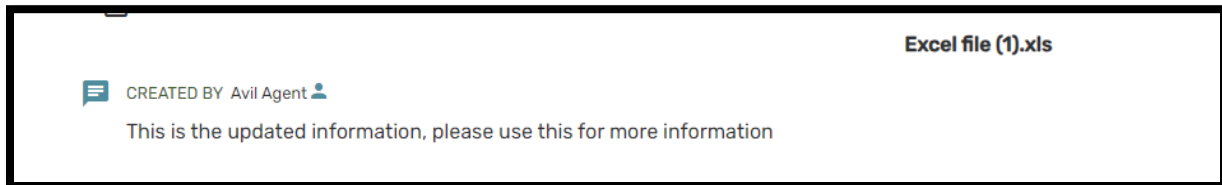
It is also possible to add an annotation to anything that has uploaded to the Notebook.

To do so, hover over the + symbol at the bottom of any internal note, file, or email:





Annotations will be displayed below the internal note, email, or file:

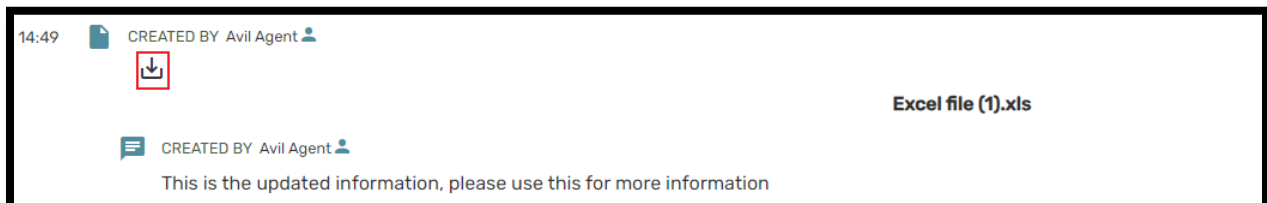


It is also possible to attach emails or files to existing internal notes, emails, or files in the Notebook.

Once uploaded, you will not be able to edit or delete an entry, for updates, just upload the latest document and add a note to it for more clarification.

## 1.2.4 Downloading Files and Emails

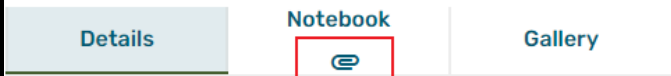
A file or email can be downloaded from the Notebook by clicking on the associated download icon:



## 1.2.5 Indicators

If one or more files or emails have been uploaded to the Notebook, this will be indicated by a paper clip icon on the Notebook tab's header:

## Incident #2024-0124: Tourmaline Oil Corp. [Review]



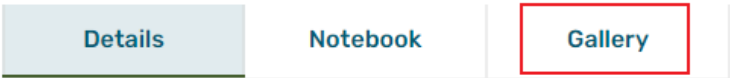
### 1.3 Incident Gallery


The Incident Gallery displays thumbnails of any images that were uploaded to the Notebook.

To get to an Incident's Gallery, click on the “Gallery” tab:

[Home](#) < [Tourmaline Oil Corp.](#) < [Dashboard](#) < [Incident Search](#) < Incident

## Incident #: Tourmaline Oil Corp. [Draft]



INCIDENT DISCOVERY DATE & TIME  BCER NOTIFIED DATE & TIME REPORT SUBMITTED DATE & TIME

LEVEL

#### 1.3.1 Viewing a Full-Size Image and Indicator

To expand an image's thumbnail into a larger image, click anywhere on the image:



If one or more images have been uploaded to the Notebook and thus are visible in the Gallery, this will be indicated by a paper clip icon on the Gallery tab's header.

Click on the  to close the image.

## 1.3.2 Downloading an Image

To download an image, click on the download icon:

Incident #2024-0124: Tourmaline Oil Corp. [Review]

Details

Notebook

Gallery





## Chapter 20 Incident Review Automated Email notification

- Industry Notifications
- Email to Permit Holder when BCER Requests an External Review
- Email to Permit Holder when BCER Updates an External Review's Due Date
- Email to Permit Holder when BCER Rejects a Submitted Review
- Email to Permit Holder when BCER Re-Opens a Previously Completed Review

### 1.4 Email to Permit Holder when BCER Requests an External Review

When BCER indicates that an External Incident Review is required, CM-IS will send an automated email notification to the Permit Holder informing them that a Review has been created for that Incident, and telling them what type of Review is being requested (Emergency Management, Technical, or Environmental).

### 1.5 Email to Permit Holder when BCER Updates an External Review's Due Date

If BCER updates an External Review's due date, CM-IS will send an automated email notification to the Permit Holder informing them of the new due date.

### 1.6 Email to Permit Holder when BCER Rejects a Submitted Review

After the Permit Holder has submitted a Review to BCER, if BCER deems the Review to be insufficient and rejects the Review (thereby sending the Review back to the Permit Holder for updating), CM-IS will send an automated email notification to the Permit Holder informing them that a change has been made to the Review and directing them to go to CM-IS.

NOTE: An email isn't sent to the Permit Holder when BCER accepts a Review, only when a Review is rejected, and the Permit Holder needs to take action to update the data and resubmit it.










## 1.7 Email to Permit Holder when BCER Re-Opens a Previously Completed Review








If BCER re-opens a previously completed External Review, and thus sends it back to the Permit Holder for updating, CM-IS will send an automated email notification to the Permit Holder informing them that a change has been made to the Review and directing them to go to CM-IS.

## 1.8 Reminder Email to Permit Holder Two Days Before an External Review is Due


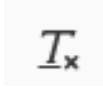






Two days before an External Review is due, if the Permit Holder hasn't yet submitted the Review or submitted a request for an extension to the Review's due date, CM-IS will send an automated email to the Permit Holder reminding them of the Review's due date.










## Appendix A: Icons and Symbols












Symbol or Icon	Description
	Clicking the red circle with an 'X' in the centre, will cancel the current operation.
	Clicking the 'checkmark' will save the information in the current operation.
	Clicking the outward pointing, double-ended arrow will expand and pop out a text box.
	Clicking the inward pointing, double-ended arrows will collapse the popped-out text box.
	Clicking the pencil will allow editing of the information.
	Clicking the right-handed chevron will expand the panel to the right.
	Clicking the left-handed chevron will collapse the panel to the left.
	Clicking the down arrow in a box, will start the associated file to be downloaded.
	Clicking the garbage can will perform a delete action on the associated file or information.

Symbol or Icon	Description
	Clicking on the six-dot panel will allow a block of information to be drag & dropped to a new location.
	Clicking on the copy icon allows a block of information to be pasted to the desktop clipboard
	Clicking on this rich-text editor icon will format all highlighted text as bold.
	Clicking on this rich-text editor icon will format all highlighted text as italicized.
	Clicking on this rich-text editor icon will format all highlighted text as underlined.
	Clicking on this rich-text editor icon will insert a bulleted list. Clicking the down arrow displays style options.
	Clicking on this rich-text editor icon will insert a numbered list. Clicking the down arrow displays style options.



Symbol or Icon	Description
	Clicking on this rich-text editor icon will toggle removing any formatting of pasted text.
	Clicking on this rich-text editor icon will remove any formatting from the highlighted text.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against an Oil & Gas Activity or Special Project Order, rather than a Permit or the Permit Holder.
	Non-Compliance Information Icon: Indicates the reason the Non-Compliance was created.
	Non-Compliance Information Icon: Indicates the Legislation that is being enforced against the Non-Compliance.
	Non-Compliance Information Icon: Indicates the location of the Non-Compliance.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against a Permit, rather than an Activity, Special Project Order, or the Permit Holder.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against the Permit Holder, rather than an Activity, Permit, or Special Project Order.

Symbol or Icon	Description
	Non-Compliance Information Icon: Indicates that the Non-Compliance is Overdue
	Non-Compliance Information Icon: Indicates that the Non-Compliance is due within 7 days
	Non-Compliance Information Icon: Indicates that the Non-Compliance is due more than 6 days out
	Non-Compliance Information Icon: Indicates that the Non-Compliance is Complete
	Non-Compliance Submission Information Icon: Indicates the presence of a Non-Compliance Submission when a Non-Compliance Submission has been created.
	Non-Compliance Submission Information Icon: Indicates the type of Non-Compliance Submission that has been created.
	Non-Compliance Submission Information Icon: Indicates that a Non-Compliance Submission is pending an answer from the BCER.
	Non-Compliance Search Screen: Clicking on the Filter icon allows for entering information to filter the contents of the column.
	Non-Compliance Search Screen: Clicking on this sort icon will sort the information in the column in ascending (smallest to largest) order.

Symbol or Icon	Description
	Non-Compliance Search Screen: Clicking on this sort icon will sort the information in the column in descending (largest to smallest) order.
	Non-Compliance and Submission Notebook tabs indicating that there are attachments.
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is a File attachment entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is an email attachment entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is an annotation entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is a status change entry
	Inspection Inventory Icon: Indicates Non-Compliances on the Inspection Inventory Item
	Inspection Inventory Icon: Indicates to display all information for each Inspection Inventory Item in the Activity Type.
	
	Inspection Inventory Icon: Indicates to display minimal information for each Inspection Inventory Item in the Activity Type.
	

## Appendix B: Notifications with PDF Letter Attachments

The Permit Holder can potentially receive five types of generic email notifications with PDF attachments. The emails have the following subject lines and PDF attachments:

- Non-Compliance emails:
  - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Issued <Permit Holder Name>
    - <Non-Compliance Notice Number> Non-Compliance Notice Issued.pdf
  - BCER CM-IS Notification: Non-Compliance <Non-Compliance Number> Reminder <Permit Holder Name>
    - <Non-Compliance Notice Number> Non-Compliance Notice Reminder.pdf
  - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Completed <Permit Holder Name>
    - <Non-Compliance Notice Number> Non-Compliance Notice Completed.pdf
  - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Escalated <Permit Holder Name>
    - <Non-Compliance Notice Number> Non-Compliance Notice Escalated.pdf
  -
- Inspection emails:
  - BCER CM-IS Notification: In Compliance Inspection Report <Inspection Number> - <Permit Holder Name>
    - <Inspection Number> Inspection Report.pdf
  - BCER CM-IS Notification: Inspection Report <Inspection Number> & Non-Compliance Notice <Non-Compliance Notice Number> Issued - <Permit Holder Name>
    - <Inspection Number> Inspection Report.pdf
    - <Non-Compliance Notice Number> Non-Compliance Notice Issued.pdf

The Permit Holder can also login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance Notice or Inspection information to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive these notifications are:

- A Non-Compliance Notice has been Issued to the Permit Holder
- The Permit Holder has a Non-Compliance that has exceeded the Correction Due Date for the first-time.
- The BCER is satisfied that a Non-Compliance has been addressed
- The BCER has escalated a Non-Compliance for enforcement actions
- An Inspection has been Completed for the Permit Holder

## Appendix C: Notifications without PDF Attachments

The Permit Holder can potentially receive two types of generic email notifications:

- Non-Compliance update
- Non-Compliance Submission update

### Non-Compliance Update

Whenever there is an important update to a Non-Compliance, the Permit Holder will receive a generic email notification with the subject line:

- BCER CM-IS Notification: Non-Compliance <Non-Compliance Number> - <Permit Holder Name>

E.g., BCER CM-IS Notification: Non-Compliance 2022-0123-01 – Canadian Oil Company

The Permit Holder needs to login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive a Non-Compliance notification are:

- The BCER has made a decision to retract an issued Non-Compliance.
- The BCER has answered the 'Respond to Non-Compliance' and is satisfied that the Non-Compliance has been corrected

### Submission Update

Whenever there is an important update to a Non-Compliance Submission, the Permit Holder will receive a generic email notification with the subject line:

- BCER CM-IS Notification: Non-Compliance Submission <Non-Compliance Submission Number>

E.g., BCER CM-IS Notification: Non-Compliance Submission 2022-0123-01-001

The Permit Holder needs to login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance Submission to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive a Non-Compliance Submission notification are:

- The BCER has provided an answer for a 'Request for Clarification'
- The BCER has either 'Granted' or 'Denied' a 'Request for Extension'
- The BCER answered the 'Respond to Non-Compliance' and concluded that it requires additional information before it can mark a Non-Compliance as 'Satisfied'