

INSTRUCTIONS FOR COMPLETING BC-20 FORM APPLICATION FOR A PRODUCTION FACILITY

Purpose

An [Application for a Production Facility \(BC-20\)](#) is required for the construction or modification of all production facilities on crown and private land as described in section 6.4.3 of the Pipeline & Facilities Manual. This includes new facilities and amendments/modifications to existing facilities.

The BC-20 Application with supporting documentation must be submitted with the Facilities Application Form when new surface crown land is required for the facility.

The BC-20 Application with supporting documentation must be submitted with the Facility Notice of Intent (2 copies), if applicable, when new private land or existing tenured crown land (i.e.: existing wellsite) is required for the facility.

If required, the BC-21 Application must be submitted with the new Pipeline Application Form. If a new pipeline is not being applied for, then the BC-21 may be submitted with the BC-20 application package.

Typical Example:

The addition of a permanent compressor to a wellsite that is already linked and flowing to a downstream facility:

- This scenario requires a BC-20 Application to be submitted with a Facility Notice of Intent (2 copies) for the compressor addition, and will receive a new facility code. A BC-21 Application is also required to reflect the revised linkage from the well or wells to the new compressor facility, and the new compressor facility to the downstream facility.

The BC-20 Application & supporting documentation must not be faxed to the OGC for submission.

Instructions for Completing Form

All of the fields within the form must be filled in where required and deficient applications will be returned to the applicant.

OGC USE ONLY

The OGC will fill in the appropriate Facility Code (if required), OGC File Number, and Project Number.

FACILITY OPERATOR (OWNER)

Company Name: Enter the legal company name registered in the Province of British Columbia Corporate Registry.

Operator Code: Enter the four digit code assigned to the company.

Company Contact Name: Enter the name of the person who will be the contact within the company for any questions arising regarding the application.

Engineering Firm/Agent: Enter the name (if applicable) of the firm representing the company in the application process.

Authorized Signatory: This signature is required from the company employee, or someone who has been authorized in writing to sign on behalf of the company for facility applications. The date of signing must be indicated.

FACILITY INFORMATION

New Facility Application:

If **Yes**, the OGC will determine if a code will be assigned to the facility. If a code is assigned, the number will be inserted at the top of the page in the OGC USE ONLY section. If the new facility (i.e.: minor equipment installation at a new location) is not assigned a code, the OGC will indicate this in the same Facility Code field by checking the “No Code” box.

If **No**, the application is for an amendment, modification or change of use of an existing facility. If there is a code already assigned to the facility, the existing code must be entered. If there is not a code assigned, indicate this as “no code”.

Reporting Facility: If the application is for a facility that will have the required measurement controls in place, and production from wells flowing to the facility will be reported at this facility by the facility owner to the BC Ministry of Small Business & Revenue, then this box must be checked.

Facility Name: Enter the proposed facility name. It must clearly identify the operator and field name of the facility.

Legal Description: Enter the proposed location of the facility using the appropriate survey system identifier.

Physical Linkages: When applicable, the name and facility code must be entered to the upstream and downstream facility that the newly proposed facility will be physically linked to. In the case of a single well production facility application where the new well will be tied in, there will not be an upstream facility, and the downstream facility will be the first coded facility in the gathering system. A tie-in point on a pipeline would not be a downstream facility in this case.

Water or Acid Gas Injection/Disposal: If applicable, answer accordingly and provide the facility code.

Maximum H₂S Content of Inlet Gas: Enter the appropriate figure in moles /kmol or none if a sweet well.

Flaring Activity: Check the appropriate box relating to the flaring operation proposed. Refer to Section 58 of The [Drilling & Production Regulation](#) for more information.

Discharge of Waste: The next three questions refer to the discharge of waste from the facility and require the applicant to review the [Oil & Gas Waste Regulation](#). Production Facilities that require registration must have the [Registration Report](#) submitted to the Ministry of Environment, 10003-110th Ave. Fort St. John, B.C. V1J 6M7. If the Production facility requires a waste discharge permit, the applicant must contact the OGC Waste Management group at (250) 261-5700.

Public Engagement Requirements

Question 1 & 2 must be answered in accordance with the OGC's [Guide to Public Engagement & Appropriate Dispute Resolution](#). For consultation radius requirements for facilities, refer to page 10 of the guide.

In many cases the consultation for the installation of production equipment is included with the initial Consultation associated with the new Well Authorization Application. In this scenario the concerns would have been addressed early in the process, and any specific conditions in the Well Authorization Approval relating to production facilities must be adhered to in the Application For a Production Facility. When early consultation did not take place, the applicant is required to engage affected public and tenure holders where there is a potential impact to their rights. This may or may not involve further consultation or notification.

Question 3 relates to special equipment and operational requirements indicated in section 58 of the Drilling & Production Regulation for sour wells/facilities.

Surface Rights – Private Land Only

Indicate ownership of the surface rights where the facility is to be located. Identify the surface owners and the surface occupants, if different, along with their appropriate mailing addresses and phone numbers.

Check the appropriate boxes to identify whether consent and/or notification to construct the facility has been given to the surface owner and the surface occupants.

If either party has outstanding (unresolved) concerns relating to the proposed facility, indicate so, and provide details of the consultation records and concerns as an addendum to this application.

The Facility Name/Legal Description fields at the top of page 2 are to track misplaced form pages.

COMPRESSOR INSTALLATIONS

When a compressor is added or removed from a location, the appropriate box must be checked, and the kilowatt rating change indicated in the space provided.

If the original Well Authorization included a condition prohibiting the installation of a compressor, or requiring enhanced consultation prior to a compressor application, this condition must be adhered to prior to the submission of the BC-20 Application.

Single Booster Compressor Installation or Removal: In cases where a compressor installation is not prohibited, and a booster compressor is being added to an existing wellsite, there is a streamlined application process. If the four below conditions stated in the BC-20 Application are met, then a BC-21 is not required, a new facility code will not be assigned to the booster compressor site, and a BC-20 approval will not be provided. The application will serve as notification for the compressor installation.

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| <ol style="list-style-type: none">1. Compressor unit on wheels, heliportable, and/or duration of installation is less than 6 months2. The rating of the booster compressor prime mover is less than or equal to 200 kW3. The compressor is located at and tied in directly to a wellhead4. The well has received previous BC-21 linkage approval |
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In these cases, a BC-20 approval will not be required prior to installation. A Facility Notice of Intent and Notice of Construction Start will still be required.

DEHYDRATOR INSTALLATIONS

If the BC-20 Application includes the installation of new or used glycol dehydration equipment, modification to existing dehydration equipment, or changes to the facility that may affect the existing dehydration process such as a gas flow rate increase due to the addition of a compressor, then the box must be checked "Yes," and the applicant must submit with the application package a completed DEOS (Dehydrator Engineering and Operations Sheet). This sheet is located within the June 2006 [CAPP Benzene Control BMP](#) document. For more information refer to the [OGC Information Letter #OGC 07-03, Benzene Emissions from Glycol Dehydrators](#).

CROSS-BORDER FACILITY INSTALLATIONS

If either of the following two questions stated in the application are answered Yes, Chapter 7 of the [Measurement Requirements for Upstream Oil & Gas Operations Manual](#) must be complied with.

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| <ol style="list-style-type: none">1. Does a well deliver volumes directly outside of the Province of British Columbia to a facility or sales pipeline?2. Does the facility deliver/receive production volumes into or out of the Province of British Columbia? |
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The OGC encourages a significant amount of pre-planning with the installation of Cross-Border Facilities. Communication with the Operations Engineering Branch at the OGC is essential to an effective and efficient Cross-Border application process.

COMMINGLED PRODUCTION

If well production originating from two or more hydrocarbon bearing formations (gas only) is commingled in the well bore prior to being measured, an approval for commingled production must be obtained from the OGC Resource Conservation Branch and be attached to the BC-20 Application. Check the appropriate box in the form.

If the well(s) flowing to the proposed production facility is within an area-based commingled production approval, check the appropriate box in the form. In this case there is not a requirement for submission of any commingling approval document.

When there is approved commingling in a well bore, the OGC permits the gas from the two formations to be measured together at the surface. In special cases surface commingling of two gas zones in a gas well prior to measurement is permitted without OGC site-specific approval if all of the initial qualifying criteria listed in Section 5.5.6.1.1 of the [Measurement Requirements for Upstream Oil & Gas Operations](#) are met.

SUPPORTING DOCUMENTATION

Documentation must be submitted to support the application. As a minimum, a BC-20 Application must include a project description, PFD or P & ID, and a plot plan. The following notes explain the items listed in this section:

Project Description required for all applications for a new facility and all applications for an amendment to a facility. The description can be brief, and needs to provide an explanation of the purpose of the application with details on specific areas such as fuel gas source and metering if not described in the drawings.

Process Flow Diagram and P&ID required for all applications for a new facility and whenever amendments affect the flow process. Do not submit typical drawings. Identify secondary containment where required.

Plot Plan required for all applications for a new facility and whenever amendments affect the equipment layout on the facility site. Identify the access road point of entry onto the facility site, and if applicable, how the access road continues past the facility site.

Gathering System Schematic required for applications for a new facility and for amendments when the gathering system changes. Identify the route of the primary product through to the reporting facility, and include Well Authorization Numbers and Facility Codes that are part of the new linkage.

BC-21 showing the linkages of all wells and facilities producing to this facility.

OGC USE ONLY

Every BC-20 Application is screened within the OGC review process, and will be returned to the applicant if found to be deficient. The deficiencies will be either listed or highlighted in the application.

The BC-20 Application Approval may or may not include an approval (cover) letter. If there are additional conditions of approval, they will be included in the cover letter or on page 2 of the BC-20 Application.

The BC-20 Approval must be completed prior to commencement of construction or modification of a production facility.