



**BC OGC Compliance &
Enforcement Training Document
(External)**



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1 Introduction

1.1 This Document

This document is designed to communicate the usage of the KERMIT system. The components include:

1. Compliance & Enforcement (C&E)

1.2 General Outrider Tips

- All Column headings are click sort-able. Clicking a second time will sort in reverse order.


To Do List						
	Job Date	Scheduled Start Date	Process Type	Job #	Job Type	Assigned To
Open	Aug 2, 2006	Dec 4, 2006	Generate License of Occupation	000498355-001	Update Tenure	craig
Open	Aug 2, 2006	Dec 4, 2006	Generate Tenure Order	000498355-001	Update Tenure	craig
Open	Sep 22, 2006	Sep 22, 2006	Change Status	000500267-001	Leave to Open	POSSE system power user, Shawn...

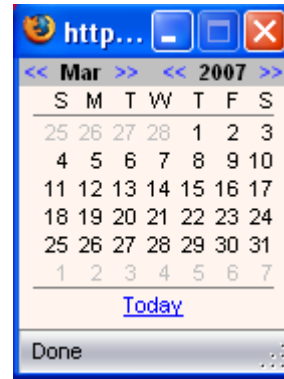
To Do List						
	Job Date	Scheduled Start Date	Process Type	Job #	Job Type	Assigned To
Open	Nov 14, 2006	Dec 29, 2006	C&E Allowance Investigation	000744952-001	Complaint	craig
Open	Sep 22, 2006	Sep 22, 2006	Change Status	000000207-001	Leave to Open	POSSE system power user, Shawn...
Open	Dec 7, 2006	Dec 29, 2006	Check Land Status	000751626-001	Surface Rights Application	craig


- Almost all editable fields on searches can use the wild-card character (%). You can enter the symbol by itself, or after or before numbers or text.

Step 1 - Find Project Operator	
Project #:	<input type="text" value="9000%"/>
OGC File #:	<input type="text" value="%235"/>
Operator:	<input type="text" value="Encan%"/>

- Most mandatory fields show up with a yellow background. There are some fields that are conditional that may become mandatory but do not show up with the yellow background. However they will usually show up under the finalize tab as an outstanding issue.

- All enterable date fields have a calendar button  attached to them; this button opens up a calendar which the user can use to select a date. Alternatively, the date can be entered into these fields a number of different ways. Ex) [mmm dd, yyyy], [mm/dd/yy].



- The Save button  updates the application. This is convenient because it allows the user to enter in information, save it and come back at a different time to edit or complete it.
- The Find button  opens a pop-up window the user can use to search for a detail.
- Dropdown menus contain a list of pre-set values that the user can choose from. Click on the down arrow to see the list.





2 General Navigation

2.1 KERMIT – Signing In/Out

1. Enter the appropriate **sign** in URL into the address bar of your internet browser
2. Click **Sign In** on the Menu Bar
3. Enter your User Id and Password
4. Click Log In

OGC OIL AND GAS COMMISSION
Regulating BC's Oil and Gas Sector for the benefit of all British Columbians

Log In

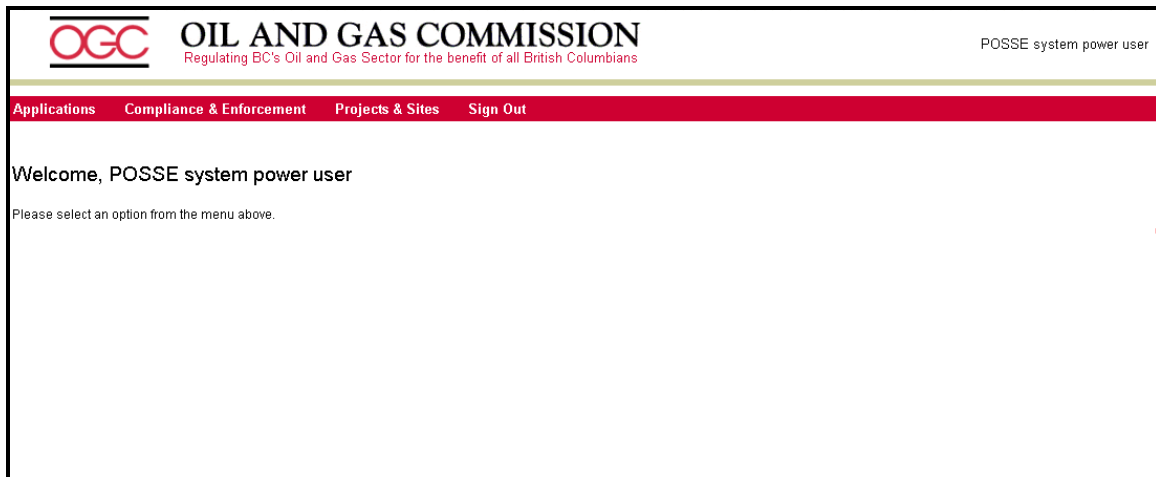
User Id: *

Password: *



2.2 KERMIT – The Menu Bar

When the user signs in, this is the full selection of all possible menu options. Each user will have the menu options necessary for them to perform the tasks assigned to them. To perform a job function, simply click the appropriate link and follow the instructions.



The menu bar on the top shows all the available options for the signed in user. For our purposes we'll just go over the items that apply to this training manual.

Compliance & Enforcement: This is where the user can Find Inspections, Find Outstanding Deficiencies, Create New Suspended Well Inspections and Find Outstanding Operator Inspections.

3 Compliance & Enforcement (C&E)

3.1 Find Inspection

1. Log in using your appropriate username and password
2. Navigate to the Compliance & Enforcement tab on the menu bar
3. Click on the [Find Inspection](#) link
 - To find an existing inspection, the user can search by over 15 different categories.

Find Inspection

Search

Search Criteria

Inspection #: -

IRIS #:

Inspection Date: From: To:

Inspection Category:

Inspection Type:

Site Access:

Inspector:

Backup Inspector:

Operator:

Facility #:

Project #:

Site #:

Well #:

Division:

FID:

Valve:

Location Description:

Letter Date: From: To:

- The user has to fill in at minimum one field and then click the button.
- The previous search will return a list of Inspections that met the search criteria. The user can choose an Inspection by clicking on the Inspection # link.



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Results											
Inspection #	IRIS #	Inspection Date	Inspection Category	Inspection Type	Site Access	Project #	Site #	Inspector	Operator	Status	
001634781-001		Jul 23, 2007	Routine	DRILLING R/O	Gate Locked		900000003	Inspector Gadget	Imperial Oil Resources Limited	Failed Inspection - Follow-up Pending	
001633617-002		Jul 20, 2007	Incident	INCIDENT	ATV Access		900000003	Inspector Gadget	Jet Energy Corp.	Failed Inspection - Follow-up Pending	
001633456-002		Jul 20, 2007	Complaint	COMPLAINT	Air		000004070	Inspector Gadget	Canada Southern Petroleum Ltd.	Deficiencies Corrected	
001632604-002		Jul 20, 2007	Incident	INCIDENT	Hand Out Trail	000001184		Inspector Gadget	Bonavista Petroleum Ltd.	Completed	
001632781-002		Jul 19, 2007	Incident	INCIDENT	ATV Access		000003020	Inspector Gadget	Avenir Operating Corp.	Review Inspection	
001632715-002		Jul 19, 2007	Incident	INCIDENT	ATV Access		000000496	Inspector Gadget	Canadian Jorex Limited	Passed Inspection (Complete)	
001632506-002		Jul 19, 2007	Incident	INCIDENT	Bulkized Trail		000003020	Inspector Gadget	Avenir Operating Corp.	Completed	
001631352-002		Jul 19, 2007	Complaint	PUBLIC REQUESTED	Walk-In Access Only		000002170	Inspector Gadget	Vault Energy Inc.	Passed Inspection (Complete)	
001632161-001		Jul 18, 2007	Operator Inspection	SUSPENDED WELL INSPECTION	All Weather Road			Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	Failed Inspection - Follow-up Pending	
001630362-001		Jul 13, 2007	Operator Inspection	SUSPENDED WELL INSPECTION	All Weather Road			Inspector Gadget	EnCana Oil & Gas Co. Ltd.	Failed Inspection - Follow-up Pending	
001620353-001		Jul 13, 2007	(None)	SUSPENDED WELL INSPECTION	Dry Summer Road			Inspector Gadget	EnCana Oil & Gas Co. Ltd.	Failed Inspection - Follow-up Pending	
001626158-001		Jul 4, 2007	(None)	SUSPENDED WELL INSPECTION	All Weather Road			Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	Failed Inspection - Follow-up Pending	
001625773-001		Jul 4, 2007	(None)	SUSPENDED WELL INSPECTION	All Weather Road			Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	Failed Inspection - Follow-up Pending	

3.2 Find Outstanding Deficiencies

1. Log in using your appropriate username and password
2. Navigate to the Compliance & Enforcement tab on the menu bar
3. Click on the [Find Outstanding Deficiencies](#) link
 - This will show the whole list of all outstanding deficiencies.

Outstanding Deficiencies Search												
Results												
Inspection #	IRIS #	Sequence	Site #	Project #	Inspection Date	Inspector	Operator	Deficiency Code	Ranking	Letter Date	Req. Corr. Date	Satisfied Date
Open 001635636-001					Jul 26, 2007		EnCana Oil & Gas Co. Ltd.	008000 001	Major		Aug 9, 2007	
<i>Response Required</i>												
Open 001634993-001			900000001			Jason Hubbard	Standard Oil Ltd.					
Open 001634796-001			900000001			Inspector Gadget	Standard Oil Ltd.					
Open 001634781-001			900000003		Jul 23, 2007	Inspector Gadget	Imperial Oil Resources Limited	003001 004	Major		Aug 6, 2007	
Open 001633617-002			900000003		Jul 20, 2007	Inspector Gadget	Jet Energy Corp.	INACTIVE 002001 001	Minor			
Open 001632161-001					Jul 18, 2007	Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	013010 003	Major		Jul 25, 2007	
<i>Response Required</i>												
Open 001632161-001					Jul 18, 2007	Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	017007 002	Minor		Aug 17, 2007	
<i>Response Required</i>												
Open 001631636-002				000005860		Inspector Gadget	FET Resources Ltd.					
Open 001631636-002				000005860		Inspector Gadget	FET Resources Ltd.	013000 002	Serious			
Open 001631636-002				000005860		Inspector Gadget	FET Resources Ltd.	027000 004	Serious			
Open 001630362-001					Jul 13, 2007	Inspector Gadget	EnCana Oil & Gas Co. Ltd.	013007 001	Minor		Jul 22, 2007	
Open 001626158-001					Jul 4, 2007	Inspector Gadget	Burlington Resources Canada (Hunter) Ltd.	008000 001	Major		Jul 16, 2007	
<i>Response Required</i>												

- The user can choose a Deficiency by clicking on the [Open](#) link.
- To find a specific deficiency, click on the [Refine Search](#) button to be taken to the search criteria presentation.



Inspection Deficiency Search

Search

Search Criteria

Inspection #:

IRIS #:

Inspection Date: From: To:

Inspector:

Backup Inspector:

Inspection Region:

Operator:

Project #:

Site #:

Only Return Outstanding Deficiencies (default)

To answer a deficiency where **Response Required** is listed:

1. Click the **Open** button to open the deficiency in question.
2. Printout A is displayed:

Inspection Deficiency

Inspection #: **000498464-001** Inspection Date: **Jun 30, 2006** Cancelled: **No**
 IRIS #: Letter Date: **mmm dd, yyyy**
 Inspector: **Inspector Gadget** Required Correction Date: **Jul 30, 2006**
Awaiting Operator Response Satisfied Date: **mmm dd, yyyy**

Details

Dialog

Created Date	TimeStamp	Outcome	Response Text	Type	Name
Jun 30, 2006	2006-07-20 20:08:17	Operator Remedial Action	Many comments can be entered here	Respond to Deficiency	Bruce Sinclair
Jul 20, 2006	2006-07-20 21:11:37	Inspector Granted Extension	Extend to allow for work	Review Deficiency Response	Bruce Sinclair
Jul 20, 2006	2006-07-20 21:13:05	Operator Dialog	more comments	Respond to Deficiency	Bruce Sinclair
Jul 20, 2006	2006-07-20 21:13:30	Inspector Not Satisfied	Not satisfied at all	Review Deficiency Response	Bruce Sinclair

Description

Code Section: **003001 002 WATER INJECTION DISPOSAL**
97(2) D&PR Water meter requires calibration.
 Infraction Ranking: **Minor** Location: **UTM (H4D83): 7-123-12321**
 Comments: **Hot mandatory entry**

Attachments and Letters

Created Date	Description
None available	

Site

Site #: **900000007** Site Operator: **TEST Penn West Petroleum Ltd.**
 Site Name:
 Facility Type: **Meter Site**

3. You then need to choose one of the following dialog buttons:
 - - To communicate/speak to the OGC Inspector.
 - - To request an extension of the deficiency.
 - - If the deficiency is corrected you need to fill in the date completed so the inspector can reply "Satisfied".
4. Once answered – the deficiency and Inspection will stay on the list until the OGC inspector answers "Satisfied", however there will be no "Response Required" by the company.

3.3 New Suspended Well Inspection

1. Log in using your appropriate username and password
2. Navigate to the Compliance & Enforcement tab on the menu bar
3. Click on the ♦ [New Suspended Well Inspection](#) link

- To create a new Suspended Well Inspection, enter in a WA# and click the  button.

Operator Inspection

Inspection Type: **SUSPENDED WELL INSPECTION**

Create Inspection

Please supply the WA # of the Suspended Well...

WA # (e.g. '12345'):

- A new Suspended Well Inspection form is created and the user must go through it and fill out the appropriate sections. The first screenshot shows the Suspended Well Inspection and the Inspection Details Section.

Form

Suspended Well Inspection

Inspection must be electronically submitted under the authority of the Petroleum and Natural Gas Act R.S.B.C. 1996, c. 361, Drilling and Production Regulation, s.43(2), to the Oil and Gas Commission at <http://www.ogc.gov.bc.ca/> by designated personnel. Information collected on this form will be used for public record in accordance with s. 57 of the Drilling and Production Regulation.

INSPECTIONS MUST BE SUBMITTED BY THE LAST INSPECTION DATE IN THE YEAR IT IS DUE.

The personal information requested on this form is collected under the authority of and used for the purpose of administering the Petroleum and Natural Gas Act. Under certain circumstances, some information may be released subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this information, contact the Oil and Gas Commission, Corporate Services Branch, Records Administrator, in Fort St. John.

Inspection Details

Inspection #: 001635999-001	Site Access: <input type="text" value="(Please select one)"/>
Well Name: BRC HTR ET AL W GUNDB B- 013-B/094-B-16	Inspection Region: <input type="text" value="(Please select one)"/>
WA #: 04083	Inspection Date: <input type="text" value="Jul 27, 2007"/>
Operator: Burlington Resources Canada (Hunter) Ltd.	Last Operator Inspection Date: <input type="text" value=""/>

This well is scheduled for re-inspection on a 2 year cycle.



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- The third section is the Inspection Questions. The user can go through and click "Yes", "No" or "N/A".

Questions

All regulations refer to the Drilling and Production Regulations unless specified. F&FRPA Forest Range Practices Act; OGWR - Oil and Gas Waste Regulation; PLA - Pipeline Act; WFA Wildfire Act; PNG - Petroleum and Natural Gas Act

"No" may indicate remedial action required. For inspection items that do not apply to this well use "NA".

		Question	OGC Deficiency Code	Regulation
# 1	<input checked="" type="radio"/> Yes <input type="radio"/> No	Location Sign Present?	8000(1)	D&PR 33(1)
# 2	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the lease free of noxious weeds?	17000(2)	CSA-Z662 10.5.2
# 3	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the access free of noxious weeds?	17008(2)	ALC 25(2)
# 4	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Is pipeline free of noxious weeds?	17008(2)	ALC 25(2)
# 5	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the lease free of debris and garbage?	19000(3)	D&PR & CSA Z662 48(1) & 10.2.5 a-j
# 6	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the lease free of unused equipment?	19000(4)	D&PR & CSA Z662 48(1) & 10.2.5 a-j
# 7	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Are all unused flare pits reclaimed or fenced?	18000(12)	D&PR & PNG 48(1) & 96(1)(n)(1)
# 8	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Are drilling waste sumps closed?	18000(4)	D&PR 72(1)(d)
# 9	<input checked="" type="radio"/> Yes <input type="radio"/> No	Have all brush piles been disposed of along the access road?	17008(1)	ALC 25(2)
# 10	<input checked="" type="radio"/> Yes <input type="radio"/> No	Have all the brush piles been disposed of along the lease?	17008(5)	PDR Regs 4(4)
# 11	<input checked="" type="radio"/> Yes <input type="radio"/> No	Has all reseeding on lease been completed?	17007(2)	ALC 25(2)
# 12	<input type="radio"/> Yes <input checked="" type="radio"/> No	Has all reseeding along the access road been completed?	17007(3)	ALC 25(2)
# 13	<input checked="" type="radio"/> Yes <input type="radio"/> No	Has all reseeding along the campsite been completed?	17007(1)	ALC 25(2)
# 14	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is surface water run-off being controlled to meet Oil and Gas Waste Regulation?	16000(1)	D&PR, OGWR 48(1), 7(2)
# 15	<input checked="" type="radio"/> Yes <input type="radio"/> No	Has necessary erosion control measures been taken along the access road?	17008(3)	ALC 25(2)
# 16	<input checked="" type="radio"/> Yes <input type="radio"/> No	Have necessary erosion control measures been taken on lease?	17008(4)	ALC 25(2)
# 17	<input type="radio"/> Yes <input checked="" type="radio"/> No	Has recontouring or landscaping required on the access road been completed?	17006(2)	ALC 25(2)
# 18	<input checked="" type="radio"/> Yes <input type="radio"/> No	Has recontouring or landscaping required on the lease been completed?	17006(1)	ALC, D&PR 25(2), 48(1)

# 19	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the wellhead in good condition (i.e. no corrosion, no leaking valves)?	13007(2)	D&PR 34(2)
# 20	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the surface casing vent free of leaks?	13007(3)	D&PR 35(6)
# 21	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the surface casing vent open?	13007(9)	D&PR 35(6)
# 22	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Has the polish rod been removed and a master valve(s) with bull plugs installed?	13010(4)	D&PR, OG Handbook 71(1), 6.5.6
# 23	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the surface casing vent properly installed (i.e. 60 cm above ground level and pointed in a downward or horizontal position)?	13007(1)	D&PR 35(6)
# 24	<input type="radio"/> Yes <input checked="" type="radio"/> No	Are all valves chained and locked (except scv valve)?	13010(1)	D&PR 71(1), 71(3)
# 25	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is the wellhead disconnected from the flow-line and bull plugs or blind flanges installed on all outlets except the surface casing vent?	13010(3)	D&PR 71(1)
# 26	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Has a barricade been installed as a precaution (site specific)?	13007(8)	D&PR 71(3)

Read and record the following pressures:

Tubing Pressure (kPa): Initial Casing Pressure (kPa):

Production Casing Pressure (kPa): Surface Casing Pressure (kPa):

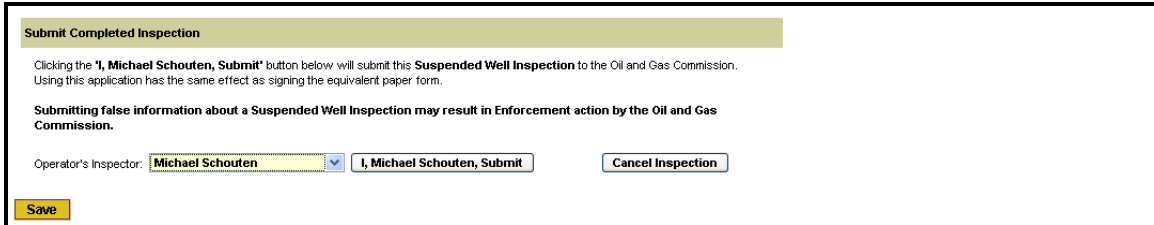
Are there dual master valves?: Yes No

Inspection Remarks: (Add remarks to describe any inspection issues)

The following items must be kept in the operator's file and may be requested by the Oil and Gas Commission:

- A map indicating the best probable vehicular approach from the nearest traveled road.
- At least one photograph of the wellhead and one photograph of the lease. Include an aerial photograph if a helicopter is used. All photographs must be dated and have the location on them.
- Schematic diagram of down-hole completion. Clearly show the presence of any pack-off, and the presence and type of fluids. (Only with the 1st inspection and after workover since last inspection).
- The estimated formation pressure and percentage H₂S, CO₂ and any other corrosive components.

- The last section is the Submit Completed Section. The user must carefully read over this section then click **I, Michael Schouten, Submit** to submit the inspection.



- Click on **Cancel Inspection** to cancel the inspection.

3.4 Find Outstanding Operator Inspection

1. Log in using your appropriate username and password
2. Navigate to the Compliance & Enforcement tab on the menu bar
3. Click on the [Find Outstanding Operator Inspection](#) link

- To find an Outstanding Operator Inspection, the user must enter a WA# and then click the **Search** button.



- The previous search will return a list of Outstanding Operator Inspections that were related to the WA#. The user can choose an Inspection by clicking on the Inspection # link.



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Results							
Inspection #	IRIS #	Inspection Date	Inspection Type	Site #	WA #	Project #	Status
001635999-001		Jul 27, 2007	SUSPENDED WELL INSPECTION		04083		New

Refine Search