

Technical Check List for Operational Authorizations – Production Operations

The following outlines the minimum information requirements to be included in a request for a Production Operations authorization. **Failure to include the minimum information will result in an immediate closure of the application.**

Authorization Type	Minimum Documentation
A. All requests (general information)	1) A cover letter that includes: <ol style="list-style-type: none"> a) the licensee/operator name, BA code and contact information b) the consultant name and contact information (if applicable) c) a reference to the regulatory requirement for which a variance or waiver is being requested d) the location for the proposed authorization e) the facility or well licence number 2) A copy of the AER inspection report (if applicable)
B. Equipment spacing waiver	<p><u>In addition to the documentation outlined in A. General Information include:</u></p> <ol style="list-style-type: none"> 1) a site-specific plot plan that identifies the spacing distances for all surface equipment, and any surface improvements and bodies of water within 100 m 2) a topographical map (if terrain is the reason for the request) 3) a list of all on-site equipment <ol style="list-style-type: none"> a. identify any equipment installed before 1980 4) indicate whether ESDV's are automated or manual control fail-safe mode 5) a description of the fluids involved and all sources of gaseous vapors <ol style="list-style-type: none"> a. include gas vent rates where applicable 6) an explanation of what equipment will not meet the spacing requirements and why it will not meet, including a reference to the specific regulatory requirement 7) a description of how safety will not be compromised by a relaxation of the spacing requirement <ol style="list-style-type: none"> a. include a safety assessment and response time call out 8) a copy of the consent from the surface improvement owner, if spacing from a surface improvement is the issue
C. Equipment spacing waiver from a body of water	<p><u>In addition to the documentation outlined in A. General Information and B. Equipment spacing waiver include:</u></p> <ol style="list-style-type: none"> 1) a discussion of the preventative measures that will be used to minimize the risk of a spill occurring, and, in the event of a spill describe the measures to be implemented to prevent the spill from reaching the body of water 2) a description of the proposed equipment, tanks, and piping that will be located less than 100 m from the

	<p>body of water and the fluids involved</p> <ol style="list-style-type: none"> 3) a description of the types of automatic controls that will be installed 4) a copy of the process flow diagram demonstrating the location of the automatic controls 5) a recent survey plan that clearly identifies the facility location and the distance to the associated water body 6) either: <ol style="list-style-type: none"> a. confirmation that a berm will be constructed and maintained around the perimeter of the equipment (the berm should not be confused with the secondary containment requirements of Directive 55) or b. a description of the alternate measure or operating condition used to protect the body of water; for example, this can include such measures as automated shutdowns for high/low pressure protection on vessels/piping, high level protection on vessels/tanks, additional secondary containment on all liquid storage, drips pans under equipment
D. Other production operations waivers	<p><i><u>In addition to the documentation outlined in A. General Information include:</u></i></p> <ol style="list-style-type: none"> 1) a discussion of the mitigation proposed to justify a waiver from the requirements
E. Measurement deviation from <i>Directive 17</i>	<p><i><u>In addition to the documentation outlined in A. General Information include:</u></i></p> <ol style="list-style-type: none"> 1) a discussion of the specific requirement of <i>Directive 17</i> where a deviation is requested 2) the documentation outlined in Section 5 of <i>Directive 17</i> for the specified deviation 3) a discussion of which Qualifying Criteria can and cannot be met, where applicable