

DOCUMENT SUBMISSION GUIDELINES

Purpose The Document Submission Guidelines provide direction on the submission of documents to the Office of the Regulator of Oil and Gas Operations (OROGO) with respect to:

- Document identification requirements
- Copy requirements
- Format specifications

Authority The Document Submission Guidelines are issued by the Regulator under section 18 of the *Oil and Gas Operations Act* (OGOA).

Scope The Document Submission Guidelines apply to:

- Applications to the Regulator for Operations Authorizations and Well Approvals
- Responses to Information Requests from the Regulator
- Reports to the Regulator required under:
 - OGOA and its regulations OR
 - the specific terms and conditions associated with an authorization or approval.
- Responses to directives or orders

Applications – Document Identification Documents submitted to OROGO in relation to an application must clearly indicate:

- The application number assigned by OROGO (if known)

EXAMPLE

ACW-2014-007

Information Requests – Document Identification Documents submitted to OROGO in relation to an Information Request must clearly indicate:

- The application or authorization/approval number assigned by OROGO (for Information Requests associated with applications, authorizations or approvals)
- The number and/or subject line of the Information Request

EXAMPLES

Information Request #1 – Financial Responsibility (ACW-2014-007)
Information Request – Annual Environmental Report (OA-2015-002)



Reports – Document Identification

Documents submitted to OROGO in response to legislated or project-specific reporting requirements must clearly indicate:

- The authorization and/or approval number for the work or activity
- The number of the term or condition of the authorization and/or approval the report is intended to meet (for project-specific reports)
- The section of OGOA or its regulations the report is intended to meet and the title of the report (for legislated reports)

EXAMPLES

Rig Certification (condition #4, ACW-2014-007)
Annual Production Report (section 85, Oil and Gas Drilling and Production Regulations, OA-2015-002)

Directives and Orders – Document Identification

Documents submitted to OROGO in response to directives or orders must clearly indicate:

- The authorization and/or approval number for the work or activity
- The date and subject line of the directive or order
- The number of the directive or order (if available)

EXAMPLE

Order #2 issued June 30, 2015 – Surface Casing Vent Test (OA-2016-002)

Signed Originals Required

Signed originals of the following documents must be submitted in the following quantities:

Document	Number of Signed Originals
Applications for Operations Authorizations and Well Approvals	Two (2) signed originals
Information Requests associated with applications	Two (2) signed originals
Reporting associated with Geophysical Operations Authorizations	Two (2) paper copies (signatures not required)
Well Operations Reports	Two (2) signed originals
Well Inspection Reports	Two (2) signed originals
Applications for Significant Discovery Declarations and Commercial Discovery Declarations	Please contact OROGO to discuss the number of paper copies required

Qualification

OROGO reserves the right to request signed originals or paper copies of any documents.



Electronic Copies Required

All documents must be submitted in electronic format.

Acceptable Electronic Formats

OROGO accepts the following electronic formats:

- Electronic documents may be submitted in Microsoft Word, Microsoft Excel and Adobe PDF formats
- Maps and data (for example, well logs or seismic data) may be submitted in other formats, clearly indicating the software and version (please contact OROGO for more information).

Detailed Adobe PDF Requirements

If submitting a document in Adobe PDF format, please:

- Ensure the PDF document can be printed or merged and that PDF pages can be extracted
- Where possible, ensure the text in the document can be searched, selected, copied and pasted
- Save the documents in the newest software version available

Detailed Microsoft Excel Requirements

If submitting a document created in Microsoft Excel, please submit the Microsoft Excel file for the document (clearly indicating the version) and a PDF of each worksheet.

Submitting Electronic Copies

Electronic copies of documents can be submitted by email, on a CD/DVD or by using OROGO's Secure File Transfer site.

Contact OROGO

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ORIGINAL SIGNED SEPTEMBER 2, 2015

David Ramsay
Regulator

