



DOCUMENT SUBMISSION GUIDELINES

**OFFICE OF THE REGULATOR OF OIL AND
GAS OPERATIONS**

REVISED VERSION

June 8, 2020

Document Submission Guidelines

CONTENTS

1. Introduction	1
2. Electronic Documents	3
3. Signatures	5
4. Document Identification Requirements	6
5. Regulator's Approval	8

Document Submission Guidelines

1. INTRODUCTION

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

Objectives The objectives of these Guidelines are to:

- Enhance the predictability of OROGO's requirements for document submission;
- Simplify the submission of documents to OROGO; and
- Be consistent with the document submission requirements of other regulators in the Northwest Territories.

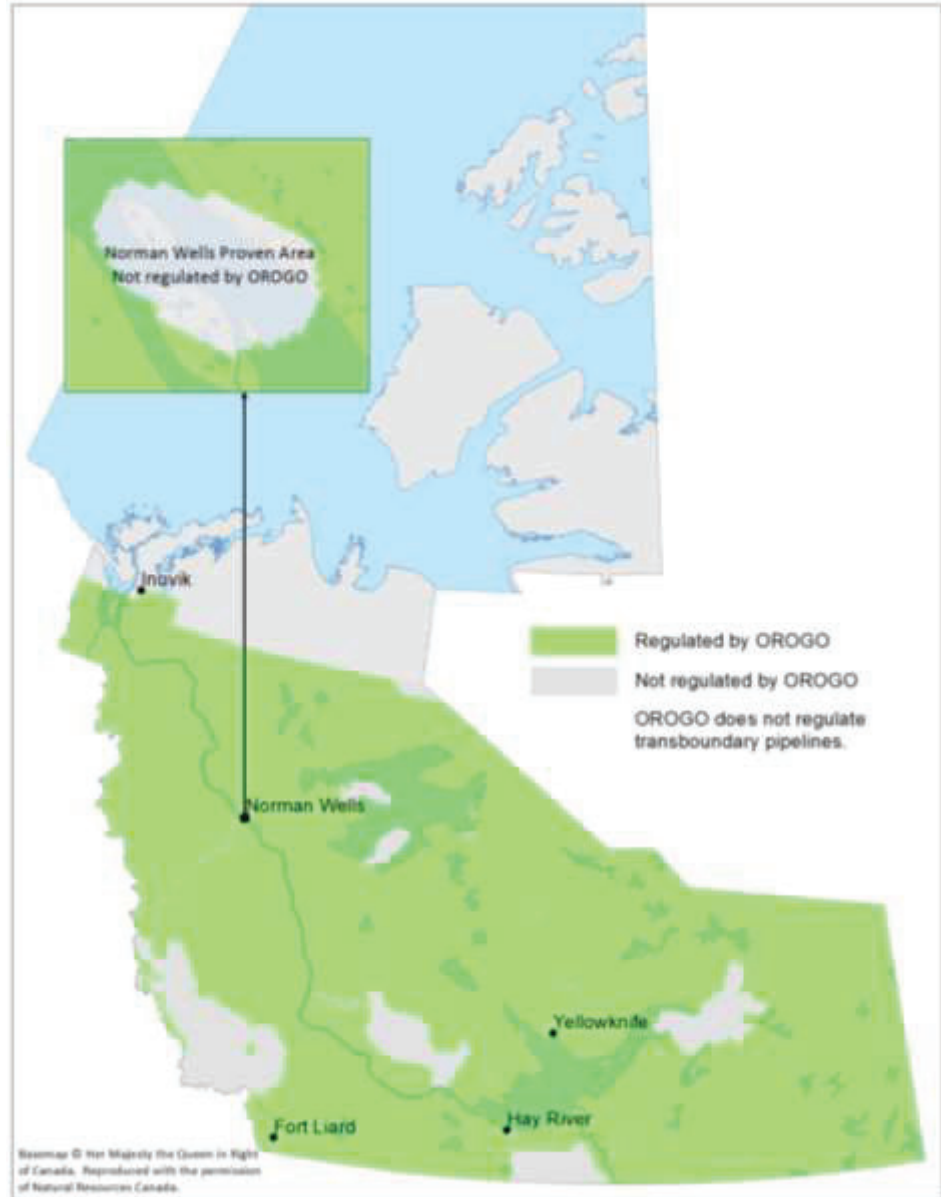
Authority These Guidelines are issued by the Regulator under section 18 of *Oil and Gas Operations Act* (OGOA).

Regulator's Discretion Application of these Guidelines is subject to the Regulator's discretion under OGOA.

Scope These Guidelines apply to all documents submitted to OROGO.

Document Submission Guidelines

Jurisdiction



Contents

The Guidelines are organized as follows:

Section	Contents	Page
2	Electronic Documents	3
3	Signatures	5
4	Document Identification Requirements	6
5	Regulator's Approval	8

Document Submission Guidelines

2. ELECTRONIC DOCUMENTS

Contents	<p>This section clarifies OROGO's requirements for submitting electronic documents. It provides information on:</p> <ul style="list-style-type: none">• The preference for electronic documents only;• Acceptable electronic formats;• PDF requirements;• Requirements for other formats; and• Submitting electronic documents.
Objective	<p>The majority of documents are submitted electronically only in formats that OROGO can process efficiently.</p>
Electronic Documents Preferred	<p>OROGO prefers to receive all documents in electronic format only.</p>
Qualification	<p>OROGO reserves the right to request signed originals or paper copies of any documents.</p>
Acceptable Electronic Formats	<p>All documents must be submitted in PDF format.</p> <p>In addition, OROGO reserves the right to request documents in other electronic formats. For example:</p> <ul style="list-style-type: none">• Geospatial data for locating infrastructure, access roads and other aspects of an approved work or activity;• Well logs in industry-standard format; and• Seismic data in industry-standard format.
PDF Requirements	<p>When submitting a document in PDF format:</p> <ul style="list-style-type: none">• 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; and• Save the documents in the newest software version available.
Requirements for Other Formats	<p>If information is submitted in a format other than PDF, the software and version must be clearly identified in the file name.</p>

Document Submission Guidelines

Submitting Electronic Documents

Electronic documents can be submitted by email or by using OROGO's Secure File Transfer site (contact orogo@gov.nt.ca for a link).

Document Submission Guidelines

3. SIGNATURES

- Contents** This section clarifies OROGO's requirements for signing electronic documents. Information is provided on:
- Documents that require signatures; and
 - Acceptable signature formats
- Objective** Documents submitted electronically to OROGO are signed by the provider as appropriate.
- Documents that Require Signatures** Signatures are required on the following documents:
- Applications for:
 - Operations Authorizations;
 - Well Approvals;
 - Significant Discovery Declarations; and
 - Commercial Discovery Declarations;
 - Responses to Information Requests associated with applications; and
 - Reports:
 - Geophysical Operations Reports;
 - Well Operations Reports; and
 - Well Inspection Reports.
- Acceptable Signature Formats** OROGO accepts:
- PDF copies of documents with original signatures; and
 - PDF copies of documents with electronic signatures in place of an original signature.

Document Submission Guidelines

4. DOCUMENT IDENTIFICATION REQUIREMENTS

- Contents** This section describes how documents submitted to OROGO should be named. Information is provided on:
- Application packages;
 - Responses to Information Requests;
 - Reports; and
 - Responses to directives and orders.
- Objective** Document file names clearly identify the associated authorization or approval and purpose of the document so they can be filed correctly.
- Application Packages** Documents submitted to OROGO in relation to an application must clearly indicate the application number assigned by OROGO (if known).
- For example: ACW-2014-007-COM-N-32-WID3204
- Responses to Information Requests** 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); and
 - The number and/or subject line of the Information Request.
- For example:
- IR1 – Financial Responsibility - OA-2014-007-COM-WID3204; or
 - IR2 – Annual Environmental Report - OA-2015-002-COM.
- Reports** 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); and
 - The section of OGOA or its regulations the report is intended to meet and the title of the report (for legislated reports).

Document Submission Guidelines

For example:

- Rig Certification - Condition 4, ACW-2014-007-COM-WID3204;
or
- Annual Production Report - Section 85 Oil and Gas Drilling and Production Regulations - OA-2015-002-COM.

Responses to Directives and Orders

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; and
- The number of the directive or order (if available).

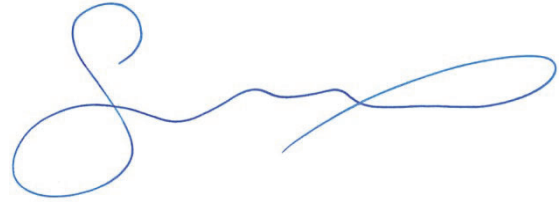
For example: Order 2 issued June 30, 2015 – Surface Casing Vent Test - OA-2016-002-COM

Document Submission Guidelines

5. REGULATOR'S APPROVAL

These *Document Submission Guidelines* are issued under section 18 of the Oil and Gas Operations Act effective June 8, 2020.

They replace the *Document Submission Guidelines* issued by the Regulator on September 2, 2015.



Caroline Wawzonek