

National Energy
Board



Office national
de l'énergie

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17 July 2015

To: All Oil and Gas Companies under the Jurisdiction of the National Energy Board (Board)
and Interested Persons

**Operations and Maintenance Activities on
Pipelines under the *National Energy Board Act***

The purpose of this letter is to inform you of important updates related to *Operations and Maintenance Activities on Pipelines Regulated under the National Energy Board Act: Requirements and Guidance Notes* (O&M Guidelines).

Effective 17 August 2015, companies are directed to file O&M Notifications through the Online Event Reporting System (OERS). This replaces the requirement for companies to file documents electronically through the Board's electronic repository. Companies will no longer be required to file a hard copy of the notification. Information on how to use the OERS can be found in Appendix B.

Prior to filing an O&M Notification, companies should review the O&M Guidelines to ensure all required information is provided, as set-out in Appendix A of this letter. Companies are reminded they must still fulfill their regulatory obligations to other federal, territorial and provincial agencies for O&M activities. Additional information pertaining to the Board's responsibilities as they relate to fish and fish habitat and navigation for notifications of O&M activities can also be found in the O&M Guidelines.

For further information, please do not hesitate to contact Meghan Ruholl, Director, Audit, Compliance Support and Enforcement (403-299-2795 or 1-800-899-1265).

Yours truly,

Original signed by S. Young

Sheri Young
Secretary of the Board

Attachments

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APPENDIX A

Operations and Maintenance Activities on Pipelines Regulated Under the *National Energy Board Act:* Requirements and Guidance Notes

January 2013

Updated to – July 2015

O&M Guidelines

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O&M Guidelines

1.0 Goal

The goal of the *Operations and Maintenance Activities on Pipelines Regulated Under the National Energy Board Act: Requirements and Guidance Notes* (O&M Guidelines) is to provide all parties with greater clarity about how operations and maintenance (O&M) activities on pipelines (including processing plants) under the *National Energy Board Act* (NEB Act) will be regulated, while promoting safety, security, environmental protection, economic efficiency, and respect for the rights of those that may be affected.

2.0 Background

Routine O&M activities are evaluated by the National Energy Board (Board) as part of the original application for the construction and operation of a pipeline¹; therefore, companies are not required to apply for additional approval to undertake most O&M activities. The Board continues to regulate O&M activities and to fulfill its mandate through its inspection and audit programs.

The requirements for O&M activities contained in this document apply to all pipelines regulated under the NEB Act that occur on lands owned by the applicant company or where there is an agreement in place between the company and the landowner(s) that covers the construction, operation and maintenance of a pipeline, including:

- company-owned land;
- land rights held under easement, leased, or licensed land; and
- temporary workspace.

Where permanent new lands are required to carry out O&M activities companies are reminded that they must fulfill the requirements of sections 86 and 87 of the NEB Act.

3.0 Definitions

3.1 Eligible Activities

Operations and maintenance activities include:

1. all activities necessary to safely operate an existing pipeline;

¹ "Pipeline" is defined in the NEB Act as "a line that is used or to be used for the transmission of oil, gas, or any other commodity... and includes all branches, extensions, tanks, reservoirs, storage facilities, pumps, racks, compressors, loading facilities, interstation systems of communication by telephone, telegraph or radio and real and personal property, or immovable and movable, and works connected to them, but does not include a sewer or water pipeline that is used or proposed to be used solely for municipal purposes."

2. maintenance activities, upgrades or repairs to an existing pipeline or part of a pipeline that do not increase the approved maximum operating pressure (MOP), the stress level² or diameter of the pipeline; or
3. physically removing an existing section of pipe up to 5 km in length, and putting a new section of pipe in its place, as long as this replacement does not increase the approved MOP, stress level or diameter of the pipeline.

3.2 Restrictions on Eligible Activities

Where any of the following restrictions exist, the company must apply to the Board in accordance with the NEB Act and the related Regulations and may not carry out the proposed activity until approval from the Board has been obtained. The restrictions apply where:

1. the work includes welding on an in-service pipeline by a pipeline company that has not previously performed in-service welding in accordance with the requirements of CSA Z662-15, Clause 7.17, 'Welding on In-Service Piping', or the equivalent clause in the most recent edition of CSA Z662; or
2. the work involves the construction of an aerial crossing, excluding work on company owned or leased land relating to facilities (e.g., terminal stations, processing plants, compressor/pump stations).

Subject to section 3.3, O&M activities that fall within the types of activities listed in 3.1 above, and to which none of the restrictions in 3.2 apply, do not require an application to the Board under the NEB Act. Companies will be required to notify the Board prior to undertaking the O&M activities. (See Schedule A and Section 4.1).

3.3 Ineligible Activities

O&M activities **do not include**:

1. upgrades that result in increases above previously approved and specified levels to:
 - a) the MOP,
 - b) stress levels,
 - c) the diameter of the pipeline, and/or
 - d) airborne emissions or noise levels³.
2. "looping" (i.e., adding pipe parallel or adjacent to, and interconnected with, an existing pipeline for the general purpose of increasing capacity);
3. construction of a new pipeline; or
4. deactivation (for longer than 12 months), reactivation (where a pipeline has been deactivated for more than 12 months), decommissioning, or abandonment.

² "Stress level" in this context means the percent of the specified minimum yield strength for the design operating stress.

³ This refers to permanent increase in air and noise emissions and not to temporary increases in air and noise emissions during construction.

All of the preceding activities require an application under the NEB Act, the *National Energy Board Onshore Pipeline Regulations (OPR)* or the *National Energy Board Processing Plant Regulations (PPR)* (see Schedule A).

Guidance Notes:

O&M activities do *not* include the addition of a parallel piece of pipe without removal of the existing pipe that has permanently ceased operation. If the company plans to leave an existing section of pipe in place, it must apply to the Board: (i) for an exemption under section 58 of the NEB Act, for the construction and operation of the new section of pipeline; and (ii) to decommission the existing section of pipe under the OPR.

Companies are required to apply to the Board for the installation of any length of pipe that is greater than 5 km.

In general, permissible "upgrades" do *not* include additions of components to a pipeline or processing facility that were not specifically contemplated in the original Certificate or Order. However, the definition of upgrade includes the addition of cathodic protection systems, as these are typically contemplated during the assessment of the original pipeline. Therefore, the addition of a cathodic protection system is considered an O&M activity.

Upgrades include improvements in technology. For example, if a company were proposing to install solar panels as a power source in place of an existing source of fuel oil, the proposed installation would be considered a permissible upgrade under the O&M Guidelines. This is analogous to removing an existing section of pipe and putting a new section in its place, since the function of the installation would not change from what was originally approved.

Upgrades do *not* include adding new connections, including tie-ins or hot taps, and associated piping and metering facilities for the purposes of sale or receipt of oil or gas. These installations still require an exemption Order under section 58 of the NEB Act but may be captured within the section 58 Streamlining Order. Metering or regulating facilities installed for the sole purposes of measurement or monitoring are considered O&M activities.

Companies are encouraged to contact the Board for additional clarification related to specific O&M activities they are planning (see Section 7.0 for contact information).

4.0 Requirements

4.1. Notification to the National Energy Board

Goal:

The Board is provided with sufficient information to make a decision as to whether to inspect O&M activities that could result in safety consequences to landowners or the public, environmental consequences, or a negative impact on normal third-party use of the right-of-way (RoW) or adjacent property.

Requirements:

In any of the following circumstances, the Board requires companies to provide **notification** to the Board of O&M activities at least **21 working days**⁴ prior to starting work:

- there are unresolved 3rd party concerns (i.e., landowners, Aboriginal groups, shippers, federal and provincial departments, or other parties who may be affected by the O&M activities) and these concerns relate specifically to the proposed O&M activity⁵;
- new permanent land is to be acquired;
- exposure of the pipe surface for the purposes of integrity assessments, repairs or removing an existing section of pipe and putting a new section in its place in areas where there are residences, or where there is a school, hospital, prison, or other institution where people routinely congregate in large groups (more than 50 people), within the emergency planning zone or within 200 m of the proposed activity (whichever is greater);
- removing an existing section of pipe and putting a new section in its place where the replacement is greater than 100 m (but less than 5 km) in length;
- pressure testing of line pipe performed by means other than hydrostatic testing⁶; and
- ground disturbance using power-operated equipment within 30 m of a wetland⁷ or a water body⁸, or within 30 m of the substrate of a wetland or water body⁹.

For any of the above-noted circumstances, companies are required to submit the following information when notifying the Board:

- a description of the planned activity or project;
- a rationale for the activity or project;
- the location of the activity (e.g., legal land description, kilometre post);
- where applicable, the location of any residences, or schools, hospitals, prisons, or other institution where people routinely congregate in large groups (more than 50 people), within the emergency planning zone or within 200 m of the proposed activity (whichever is greater);
- timing and duration of the activity (e.g., day, week, month);
- reference to applicable section(s) of relevant company manuals or environmental protection plan;
- a contact person with the company, with whom the Board could follow-up;
- regarding consultation:

⁴ "working days" do not include Saturdays, Sundays, or statutory holidays.

⁵ The Board offers Appropriate Dispute Resolution (ADR) services to assist in resolving unresolved concerns. The Board's ADR services include informal discussions, facilitated meetings and mediation.

⁶ As per section 23 of the OPR, the Board may require a company to submit the details of its pressure testing program prior to starting pressure testing.

⁷ Wetland means a swamp, marsh, bog, fen or other land that is covered by shallow water seasonally or permanently, including land where the water table is located at or close to the surface.

⁸ Water body means a river, a lake, a creek, a stream, a canal, a reservoir, an ocean, up to the high-water mark, but does not include a sewage or waste treatment lagoon or a mine tailings pond.

⁹ Additional information on requirements relating to fish and fish habitat and navigation can be found in Section 8.0.

- where there are no unresolved 3rd party concerns related specifically to the O&M activity, a summary or overview of consultation that has been undertaken with potentially affected 3rd parties; or justification why consultation was not carried out; and
- where there are remaining unresolved 3rd party concerns related specifically to the O&M activity, a complete record or table of consultation that has been undertaken with those parties; or justification why consultation was not carried out; and
- where new permanent land is to be acquired for an O&M activity:
 - whether fee simple landowner is in agreement (if private land);
 - confirmation that company will comply with the requirements under sections 86 and 87 of the NEB Act; and
 - the amount of new permanent land to be acquired.

Guidance Notes:

For notification, the Board requires sufficient information to understand the nature and scope of the O&M activities. The information required for notification to the Board should be concise, but it should provide the Board with sufficient detail to determine whether Board follow-up is warranted. With respect to Board inspections of O&M activities, the Board will rely on the information outlined in the company's O&M Manual, its Environmental Protection Program, and information resulting from public consultation activities when verifying compliance of O&M activities.

Companies are required to file notifications using the Online Event Reporting System (OERS) at <http://apps.neb-one.gc.ca/ers>. Further guidance on how to use the OERS can be found on the website at www.neb-one.gc.ca, under Operations and Maintenance Activities.

Section 8.0 outlines the additional information that the Board requires companies to provide with their notification of O&M activities involving ground disturbance using power-operated equipment within 30 m of a wetland or a water body, or within 30 m of a substrate of a wetland or water body, made pursuant to these guidelines. Further details of the requirements can also be found in the OERS user guide.

Secretary
National Energy Board
517 Tenth Avenue SW
Calgary, AB T2R 0A8

To view notifications on the Board's Internet site at www.neb-one.gc.ca, select "View Regulatory Documents" under the "Regulatory Documents" heading. Once in the "Regulatory Documents Index", under the "Facilities" column heading, select the facility's commodity type (e.g., oil, gas). In the next screen, select the company of interest. The notifications will be filed in a sub-folder called "Notifications of Operations and Maintenance Activities" at the top of the page.

4.2. *Unplanned Operations and Maintenance Activities*

Goal:

Companies undertake all O&M activities that are required to safely operate a pipeline and to protect the environment.

Requirement:

For O&M activities that are unplanned (i.e., the company only becomes aware these activities are necessary shortly before starting the work), but which would normally require advance notification (see list of activities requiring notification in Section 4.1), companies are required to notify the Board as soon as they determine the activity must be carried out, following the same notification process outlined in Section 4.1.

Guidance Notes:

Notifying the Board of unplanned O&M activities does not substitute for a company's obligation to report incidents under the OPR, PPR, the *National Energy Board Pipeline Crossing Regulations*, the *Transportation Safety Board Act*, the *Canada Labour Code*, and/or under other relevant legislation. Such reporting is also required.

4.3. *Public Consultation*

Goal:

Companies conduct effective public consultation related to O&M activities.

Requirements:

The Board requires companies to engage parties whose rights or interests may be affected by O&M, prior to undertaking those activities. Companies must document all consultation activities and maintain documentation and must provide this documentation as outlined in Section 4.1, or upon request from the Board.

Guidance Notes:

"Public consultation" refers to the range of activities a company can undertake to share information with members of the public who may be affected by O&M activities, and to identify and resolve issues or concerns related to these activities. Examples of potentially-affected members of the public include landowners, tenants, residents, Aboriginal communities, government agencies, non-governmental organizations, trappers, guides, outfitters, recreational users, other land or resource users (e.g., forestry, mining), and commercial third parties.

The Board recognizes that effective public consultation goes beyond simply informing

potentially-affected members of the public, and includes involving them in decisions or plans that may affect their lives. Companies must carry out public consultation activities that are reasonable for the scope and nature of the planned activity, and must justify the extent of public consultation carried out, particularly if no consultation is undertaken.

Although not an exhaustive list, the following sources provide companies with guidance on effective public consultation, which should be considered when planning O&M activities:

- The Board's *Filing Manual*, Chapter 3
- CSA Z764-96, *A Guide to Public Involvement*
- Canadian Association of Petroleum Producers (CAPP), *Guide for Effective Public Involvement*
- International Association for Public Participation (IAP2) website, www.iap2.org.

The Board expects companies to maintain records of public consultation activities related to O&M activities. At a minimum, the Board expects companies to document and retain the following information related to public consultation activities:

- Who was involved?
- When did public consultation occur and what methods were used?
- What issues were raised?
- How were the issues addressed?
- What issues were not resolved?
- What follow-up was undertaken or is planned to address unresolved issues?

When consultation includes Aboriginal communities, companies should consider establishing a consultation protocol with these communities that takes into consideration their rights, interests, and cultural elements.

4.4. Record Maintenance

Goal:

Companies maintain documentation for O&M activities.

Requirement:

Companies are required to keep a record of all O&M activities undertaken in accordance with the current version of CSA Z662.

Guidance Notes:

Companies are expected to keep a record of all O&M activities that are carried out. Companies are also expected to maintain documentation of the O&M activities for which notification to the Board is required. The information listed for notification purposes in Section 4.1 is the minimum requirement for documentation purposes.

4.5. Other Regulatory Obligations**Goal:**

Companies must fulfill their regulatory obligations to other federal, territorial, and provincial agencies for O&M activities.

Requirements:

Depending on the type and/or location of the O&M activity, companies may have regulatory obligations under other federal, territorial or provincial legislation or under other parts of the NEB Act, the OPR, PPR or other regulations pursuant to the NEB Act.

Guidance Notes:

Companies are reminded of the following:

- Additional approvals under other legislation, such as the federal *Fisheries Act* or the *Migratory Birds Regulations* may be required.
- Companies have obligations under the *Migratory Birds Convention Act* and the *Species at Risk Act*. The Board recommends that companies check with regional offices for federal, territorial and provincial agencies to ensure they are meeting all of their regulatory obligations.
- Companies have obligations under federal, provincial and territorial legislation for identifying and protecting heritage resources. The Board expects companies to ensure they are meeting all of their regulatory obligations.
- Certain activities may require an application or notification under other parts of the NEB Act, the OPR, the PPR, or other regulations pursuant to the NEB Act.

5.0 Other Issues

5.1. Toll Considerations & Commercial Third Parties

Goal:

Companies are aware that a decision pursuant to section 52 or section 58 of the NEB Act does not constitute an approval of the costs associated with O&M activities for inclusion in the cost of service and/or rate base.

Requirements:

None.

Guidance Notes:

Since O&M activities do not require an application under section 58 or section 52 of the NEB Act, companies may wish to consider other methods to communicate certain capital additions to shippers.

6.0 Continual Improvement

The Board encourages parties to submit ideas on improving these requirements, the notification process, or other aspects of the regulation of O&M activities in writing to:

Secretary
National Energy Board
517 Tenth Avenue SW
Calgary, AB T2R 0A8
Facsimile 403-292-5503
Email secretary@neb-one.gc.ca

The Board anticipates it will review feedback received at regular intervals after implementation to determine whether process improvements can be made.

7.0 Contacting the Board

Where a project or activity does not appear to be addressed by these requirements, companies are expected to contact the Board for clarification, prior to undertaking the activity:

The Board's Toll-free Number is 1-800-899-1265.

8.0

Additional Information Requirements for Operations and Maintenance Activity Notifications – Fish and Fish Habitat, and Navigation and Navigation Safety

Fish and Fish Habitat

Note: You must answer 1 and 2 below, and if required, 3.

1. *Access* – Will there be ground disturbance using power-operated equipment within 30 m of a wetland or a water body, or within 30 m of the substrate of a wetland or water body, while accessing the site? If yes, proceed to 1(a), (b) and (c), below. **If no, no further access information is required.**
 - a. How many new temporary and/or permanent vehicle crossings will be required when accessing the activity site?
 - b. Will all applicable DFO measures to avoid and mitigate harm to fish and fish habitat¹⁰ be followed? **If no, provide the detailed information listed in 3.**
 - c. Are there species present which are listed on Schedule 1 of the *Species at Risk Act*? **If yes, provide the detailed information listed in 3.**
2. *Activity Site* – Will there ground disturbance using power-operated equipment within 30 m of a wetland or water body, or within 30 m of the substrate of a wetland or water body at the activity site? If yes, proceed to 2(a), (b), (c) and (d) below. **If no, no further activity information is required.**
 - a. Is the wetland or water body fish bearing? **If no, no further activity information is required.**
 - b. Will there be work carried out instream? **If no, no further activity information is required.**
 - c. Will all applicable DFO measures to avoid and mitigate harm to fish and fish habitat be followed? **If no, provide the detailed information listed in 3.**
 - d. Are there species present which are listed on Schedule 1 of the *Species at Risk Act*? **If yes, provide the detailed information listed in 3.**

¹⁰ The DFO measures to avoid and mitigate harm to fish and fish habitat can be found at <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>

3. Detailed Information Requirements when required by 1(b), 1(c), 2(c), or 2(d):

- a. Start and end dates for the activity;
- b. Start and end dates for any restricted activity periods for the wetland or water body;
- c. Details of any instream work;
- d. Design drawing;
- e. Fish and fish habitat study;
- f. Discussion on potential impacts to fish and fish habitat;
- g. Details of site-specific measures that will be implemented to avoid serious harm to fish and fish habitat;
- h. Project planning;
- i. Photos; and
- j. Details of any other permits that may be required (e.g. provincial water permits).

Navigation and Navigation Safety

4. Navigation and Navigation Safety – Will a navigable water body be crossed while accessing the site or will there be ground disturbance or activity within or across a navigable water body's wetted perimeter? If yes, proceed to 4(a) and (b) below. **If no, no further navigation information is required.**

- a. Will the activity, including all in-stream restoration and removal of construction debris, be carried out while the navigable water body is frozen or seasonally dry?
- b. Will all activities with the potential to impact navigation and navigation safety meet the criteria of Transport Canada's Minor Works Order¹¹, as amended? **If no, provide the detailed information listed in 5.**

5. Detailed Information Requirements when required by 4(b):

- a. A listing of navigable waterways that may be affected by the activity;
- b. The waterway characteristics for each navigable waterway that may be affected by the activity;

¹¹ The Minor Works Order can be found within the following link: <http://www.gazette.gc.ca/rp-pr/p1/2014/2014-04-19/html/notice-avis-eng.php>

- c. Description of the activities and crossings that may affect navigation;
- d. Description of potential waterway use and any consultation conducted with waterway users and Aboriginal groups regarding navigational use;
- e. Description of project effects on navigation and navigation safety; and
- f. Details of site-specific mitigation measures that will be implemented to address these effects.

APPENDIX B

Online Event Reporting System (OERS) Operations and Maintenance (O&M) Notification USER GUIDE

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Introduction

The Online Event Reporting System (OERS) enables companies to efficiently notify the National Energy Board (Board) of Operation and Maintenance (O&M) activities, when notification is required.

This guide provides step by step instructions that will help users access the ERS and create new O&M Notifications. For further information regarding O&M notification requirements, please consult the [Amendment to Regulation of Operations and Maintenance Activities on Pipeline Regulated Under the *National Energy Board Act*: Requirements and Guidance Notes](#). For additional information pertaining to the Board's responsibilities as they relate to fish and fish habitat and navigation for notifications of O&M activities can be found, please consult the [Additional Information Requirements Relating to Fish and Fish Habitat and Navigation for Notification of Operations and Maintenance \(O&M\) Activities](#) letter.

All sections with a red asterisk (*) are mandatory.

Contacts

If you have questions or issues regarding the online O&M Notification system or the OERS, contact:

National Energy Board
Operations Compliance Officer
dlerssupport@neb-one.gc.ca
1-800-899-1265

If you have any technical issues with the ERS, you can also send an email to:


dlerssupport@neb-one.gc.ca

Getting Started

To file a new O&M Notification go to the “Welcome” page of the OERS by going to <https://apps.neb-one.gc.ca/ers>; click the <<Continue>> button at the bottom of this page.

Welcome

National Energy Board
Event Reporting



Canada

Welcome

Welcome to the National Energy Board's Event Reporting System. This system is intended for use by regulated companies to provide notification to the National Energy Board (NEB) and Transportation Safety Board (TSB) of various events that are defined in regulation including incidents, unauthorized activities, and operations and maintenance activities. If you are a member of the public that wishes to report an event please contact the TSB reporting hotline at (819) 997-7887.

If the event being reported meets the definition of significant event below, immediately contact the TSB reporting hotline at (819) 997-7887. A significant event is any acute event that results in:


- a loss of human life;
- a missing person (as reportable pursuant to the Drilling and Production Regulations under COGOA or OGOA);
- a serious injury (as defined in the Onshore Pipeline Regulations or TSB regulations);
- a fire or explosion that causes a pipeline or facility to be inoperative;
- a low vapour pressure hydrocarbon release in excess of 1.5m³ that leaves company property or the right-of-way
- a rupture (an instantaneous release that immediately impairs the operation of a pipeline such that pressure cannot be maintained); or
- a toxic plume (as defined by the Canadian Standards Association in CSA Z662).

To report a new event, click the Continue button at the bottom of this page. You will be asked to enter contact information; then you will receive an email with a link that will allow you to complete your initial submission. You may then continue to complete your final submission or you may use the link to return at a later time.

You should continue to use the former incident reporting process and submit any additional documentation such as Detailed Incident Reports to the TSB for all incidents originally reported before January 1, 2015.

For help in using this system or for general inquiries about the system, please contact the NEB at dlerssupport@neb-one.gc.ca. To report an event when the system is not available, please contact the TSB reporting hotline at (819) 997-7887.


Continue



Contact

Every time you file a new O&M Notification, you will be asked to provide some pertinent information, including an email address, phone number and name. The email address will be used to allow the system to send you a link to access the full Event Reporting System (OERS) portal. Once complete, click <<Save and Next>>.

National Energy Board
Event Reporting



Canada

Create a New Event

Contact

Instructions

Please enter your contact information and click the Save and Next button at the bottom of this page. The system will immediately send you a message via email. When you click on the link in the message, it will take you to the next page so that you can enter the rest of the detailed information about the event that you are reporting and submit it to the NEB.

First name *

Last name *

Company name

Test Company

Address

517 10 AVE SW

City

Calgary

Country

Canada

Province or territory

Alberta

Postal code

T2R 0A8

Work phone number *

(403)991-8621 (999-999-9999)

Extension

Cell phone number

 (999-999-9999)

Fax number

 (999-999-9999)

Home phone number


 (999-999-9999)

Email address *

Confirm email address *

Enter the words you see below *

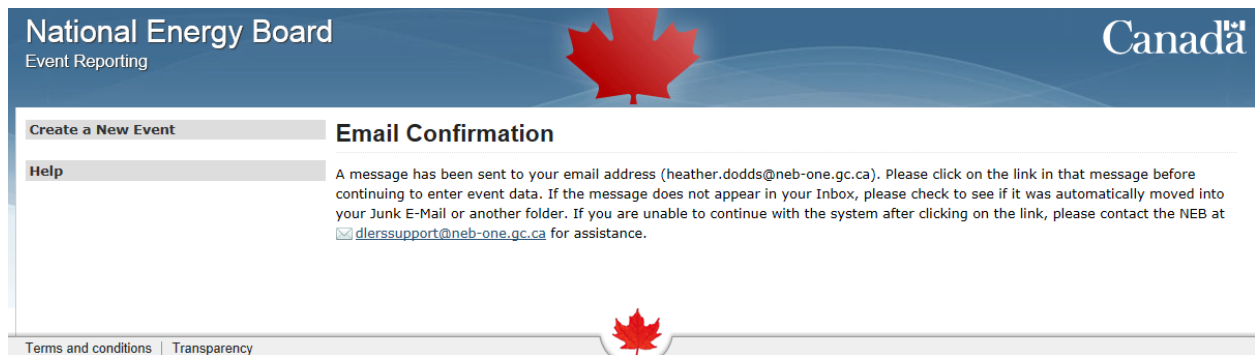
reasonable



Save and Next

Email Confirmation

A message with the link to the OERS portal will be sent to the email address that you provided. If the message does not appear in your Inbox, please check to see if it was automatically moved into your Junk E-Mail or another folder.



Click the link in the email confirmation to access the full OERS portal, where you will be asked to enter further information.

Thank you for using the National Energy Board's Event Reporting System. This message confirms that you have started to enter information to report a new event but have not completed all fields required to submit the information to the NEB. If you lose your connection to the NEB, you can click the link below at any time to return to the data entry screen for this event in the NEB's Event Reporting System.

<https://apps.neb-one.gc.ca/ERS/Home/Index/4c54a468-7bf1-4e72-bd8c-a6d739e5a5f2>

This is an automated email sent from the National Energy Board (NEB). If clicking on a link in this message does not work, copy the complete link text and paste it into the address line of your browser. Do not reply directly to this message as it comes from an account which is not monitored. If you encounter problems of any kind in using this system, please contact the NEB at dlerssupport@neb-one.gc.ca for assistance.

Event Types

This screen requires you to scroll to the **Notification** area at the bottom of the page and select “Operations and Maintenance.” Then click on <<Save and Next>>.

(New)

Contact ✓

Event Types ✕

Company ✕

Create a New Event

Send a Message to the NEB

Help

Event Types

Instructions

Click on the category heading to show or hide all of the types in that category. You can check all of the types that apply within the category of Unauthorized Activity or the category of Incident. For Notifications, you must select only one type.

Continue to enter data in the pages listed in the menu at left until all those shown above Initial Submission (for Incidents and Unauthorized Activities) or Final Submission (for other event types) have been completed as indicated by check marks on the menu. The Initial Submission (or Final Submission) page must then be completed to send your report to the NEB.

Fields with a red asterisk * are mandatory for both NEB and TSB. Fields with a red circumflex ^ are mandatory only for the TSB. It is the responsibility of the company to update the system with the required TSB information prior to 30 days as per the TSB regulations.

Use the following links for more information about the applicable regulations:

- NEB Regulations
- COGOA Regulations
- TSB Regulations
- Definitions of operations and maintenance activities

What are the event types that you are reporting? *

▼ Unauthorized Activity (check all that apply)

☐ Vehicle Crossing

☐ Ground Disturbance

☐ Encroachment

▼ Incident (check all that apply)

Regulations under the NEB Act or TSB Regulations

☐ Fatality

☐ Serious Injury (NEB or TSB)

☐ Explosion

☐ Fire

☐ Release of Substance

☐ Operation Beyond Design Limits

☐ Adverse Environmental Effects

☐ Restriction to the Safe Operation of Transportation by a Pipeline

☐ Geo-technical, Hydraulic or Environmental Activity Threatens the Safe Operation of a Pipeline

☐ Interruption of Pipeline Operations

Regulations under COGO Act

☐ Loss of Well Containment

☐ Missing Person

☐ Imminent Threat to Safety of Person

☐ Imminent Threat to Safety of Support Craft

☐ Imminent Threat to Safety of Installation

☐ Threat to Environment

☐ Unauthorized Discharge (Pollution)

☐ Damage to Property

☐ Damage to Pipeline, Equipment, or Installation

▼ Notification (check only one)

☐ Operations and Maintenance

☐ Emergency Flaring

☐ Hazard Identification

☐ Suspension of Operations

Previous

Save and Next

Company

The next screen asks about the company responsible for the O&M Activity. Select the company by using the drop-down list. Alternately, you can also start typing the name of the company in order to facilitate this process. If the company is not listed, select --Not Listed-- and enter the full legal name of the company.

National Energy Board
Event Reporting

Canada

(New)

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✓

Location ✗

Documents

Final Submission

Create a New Event

Send a Message to the NEB

Help

Company

Instructions

Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

Enter the name of the company that owns the facility or operates the pipeline where the event will occur *

Seaview Energy Inc.

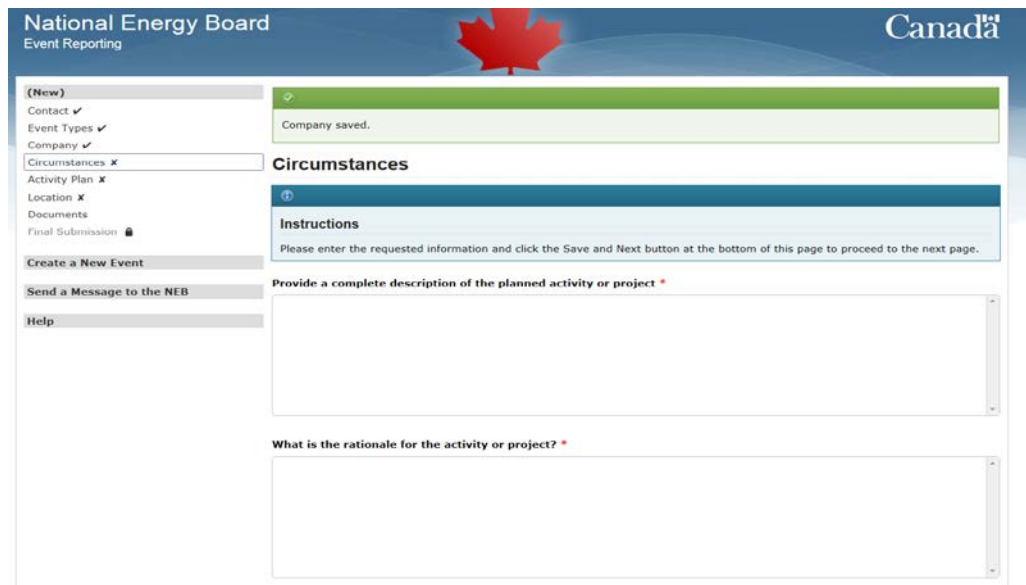
Previous Save and Next

Note: as you progress through the system, check marks on the left hand side of the screen indicate which screens have been populated and saved for the event being reported.

Once complete, click <<Save and Next>>.

Circumstances

The first two sections of the next screen require you to enter more information about the activity. You are required to enter a complete description of the activity as well as a rationale.



The screenshot shows the 'National Energy Board Event Reporting' interface. On the left is a sidebar with a navigation menu containing: (New), Contact ✓, Event Types ✓, Company ✓, Circumstances X (highlighted), Activity Plan X, Location X, Documents, and Final Submission. Below the menu are links for 'Create a New Event', 'Send a Message to the NEB', and 'Help'. The main content area has a header with the Canada logo and a green bar with a checkmark and the text 'Company saved.'. Below this is the 'Circumstances' section with an 'Instructions' box stating: 'Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.' There are two large text input fields: 'Provide a complete description of the planned activity or project *' and 'What is the rationale for the activity or project? *'.

In order to keep any information that has been entered, click <<Save>> at the bottom of the page.



Three buttons are displayed horizontally: 'Previous' (grey), 'Save' (green), and 'Save and Next' (blue).

Once complete, continue to scroll down the “Circumstances” page.

Circumstances Continued

The next section lists six circumstances for which the Board requires notification. Select all circumstances (i.e. the reason for notifying the Board of the activity) that apply to the notification. You must select at least one.

Check all of the following circumstances that apply to this event *

- ☐ There are unresolved 3rd party concerns (i.e., landowners, Aboriginal groups, shippers, federal and provincial departments, or other parties who may be affected by the O&M activities) and these concerns relate specifically to the proposed O&M activity
- ☐ New permanent land must be acquired in accordance with NEB Act sections 86 and 87
- ☐ Exposure of the pipe surface for the purposes of integrity assessments, repairs or removing an existing section of pipe and putting a new section in its place in areas where there are residences, or where there is a school, hospital, prison, or other institution where people routinely congregate in large groups (more than 50 people), within the emergency planning zone or within 200 m of the proposed activity (whichever is greater)
- ☐ Removing an existing section of pipe and putting a new section in its place where the replacement is greater than 100 m (but less than 5 km) in length
- ☐ Pressure testing of line pipe performed by means other than hydrostatic testing
- ☐ Ground disturbance using power-operated equipment within 30 m of a wetland or a water body, or within 30 m of the substrate of a wetland or water body

Third Party Consultation

Provide a summary of overview of consultation that has been undertaken with potentially affected 3rd parties or justification why consultation was not carried out. (If this information is provided in a document uploaded through the Documents page, state this.) *

Provide references to the applicable sections of relevant company manuals or environmental protection plan *

Previous

Save and Next

The Circumstances page also requires you to provide a summary of overview of Third Party Consultation and details of manuals that will be applicable to the activity. Once complete, click <<Save and Next>>.

Circumstances Continued (Unresolved Third Party Concerns)

If you select the first circumstance, Unresolved Third Party Concerns, the text box modifies slightly to require complete record or table of consultation.

Check all of the following circumstances that apply to this event *

- ☒ There are unresolved 3rd party concerns (i.e., landowners, Aboriginal groups, shippers, federal and provincial departments, or other parties who may be affected by the O&M activities) and these concerns relate specifically to the proposed O&M activity

Third Party Consultation

Provide a complete record or table of consultation that has been undertaken with 3rd parties or justification why consultation was not carried out. (If this information is provided in a document uploaded through the Documents page, state this.) *

Circumstances Continued (New Permanent Land)

If you select the second circumstance, New Permanent Land, a new section, Acquiring New Land, is activated.

- ☒ New permanent land must be acquired in accordance with NEB Act sections 86 and 87

Acquiring New Land

How much permanent (hectares) will be acquired? *

Is it private land? *

-- Select --

Will the company comply with the requirements under sections 86 and 87 of the NEB Act? *

-- Select --

Circumstances Continued (Near Residence)

If you select the third circumstance, Exposure of pipe surface near a residence or where people routinely congregate, a new section, Pipe Surface Exposure, is activated.

- ☒ Exposure of the pipe surface for the purposes of integrity assessments, repairs or removing an existing section of pipe and putting a new section in its place in areas where there are residences, or where there is a school, hospital, prison, or other institution where people routinely congregate in large groups (more than 50 people), within the emergency planning zone or within 200 m of the proposed activity (whichever is greater)

Pipe Surface Exposure

How far away (metres) from the proposed work location is the closest residence or building where people routinely congregate in large groups? *

Provide details of the locations of the applicable residence or buildings where people congregate. (If this information is provided in a document uploaded through the Documents page, state this.) *

Circumstances Continued (Pipe Removal and Replacement)

If you select the fourth circumstance, Removal and Replacement of Pipe, a new section, New Pipe Section, is activated.

- ☒ Removing an existing section of pipe and putting a new section in its place where the replacement is greater than 100 m (but less than 5 km) in length

New Pipe Section

How long (metres) is the section of pipe being replaced? *

Circumstances Continued (Pressure Test)

If you select the fifth circumstance, Pressure Test by Other Means, a text box, Pressure Testing, is activated.

☒ Pressure testing of line pipe performed by means other than hydrostatic testing

Pressure Testing

How is the pressure testing to be performed? *

Provide references to the applicable sections of relevant company manuals or environmental protection plan *

Circumstances Continued (Work Near Water Body or Wetland)

If you select the last and sixth circumstance, Ground Disturbance within 30 m of a Wetland or Waterbody, after you select <<Save and Next>>, a new page titled “Water Body” will be initiated to be completed before submitting notification.

☐ Ground disturbance using power-operated equipment within 30 m of a wetland or a water body, or within 30 m of the substrate of a wetland or water body

National Energy Board
Event Reporting

(New)

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✕

Location ✕

Water Body ✕

Documents

Final Submission

Create a New Event

Send a Message to the NEB

Help

Once complete, click <<Save and Next>>.

Activity Plan

The next screen asks you to enter more information about the activity, such as dates. Once complete, click <<Save and Next>>.

The screenshot shows the 'Activity Plan' form within the National Energy Board's Event Reporting system. The header includes the NEB logo and a Canadian flag. A left sidebar contains navigation links: (New), Contact, Event Types, Company, Circumstances, Activity Plan (selected), Location, Documents, and Final Submission. The main content area is titled 'Activity Plan' and includes an 'Instructions' box. The form contains two mandatory questions with dropdown menus. The first question asks if the activity includes excavation to expose, assess, or repair an existing pipeline (integrity dig). The second question asks if it is an unplanned event with less than 21 working days' notice. Below these are two date input fields with calendar icons. A status message indicates the event was first reported on 2014-12-22 11:35 Mountain. At the bottom are 'Previous' and 'Save and Next' buttons.

National Energy Board
Event Reporting

Canada

(New)

- Contact ✓
- Event Types ✓
- Company ✓
- Circumstances ✕
- Activity Plan ✕**
- Location ✕
- Documents
- Final Submission 🔒

Create a New Event

Send a Message to the NEB

Help

Activity Plan

Instructions

Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

Does this activity include excavation to expose, assess, or repair an existing pipeline (integrity dig)? *

-- Select --

Is this an unplanned event with less than 21 working days' notice given? *

No

Enter the date when the activity is to occur *

Enter the date when the activity is to be completed *

This event was first reported to the NEB on
2014-12-22 11:35 Mountain

Previous Save and Next

If you select <<YES>> to the first question, you are required to enter the number of integrity digs associated with the notification.

If you select <<NO>> to the first question, you will be required to enter the type of activity by choosing from the dropdown list or by selecting “Other,” which will also initiate a text box where you will be required to provide a brief description on the type of activity.

Activity Plan



Instructions

Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

Does this activity include excavation to expose, assess, or repair an existing pipeline (integrity dig)? *

No

Select the type of activity that is planned *

Other

Specify other activity type *

As per the Guidance notes, a company is required to notify the Board 21 working days in advance of an O&M activity. If you are filing an unplanned event, a text box will appear and an explanation will be required.

Is this an unplanned event with less than 21 working days' notice given? *

Yes

Please explain why 21 working days' notice cannot be given for this activity *

Once you have entered the start and finish dates of the activity, if you have not provided the Board with 21 days, a red box will appear at the top of the page. You will then be required to either change the dates, or click <<YES>> to unplanned activity and provide an explanation.

National Energy Board
Event Reporting

(New)

Contact ✓
Event Types ✓
Company ✓
Circumstances ✓
Activity Plan ✕
Location ✕
Water Body ✕
Documents
Final Submission

Create a New Event

Send a Message to the NEB

Help

Activity Plan

Instructions
Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

This page contains validation errors. Please review all error messages and fields highlighted for errors.

Does this activity include excavation to expose, assess, or repair an existing pipeline (integrity dig)? *
No

Select the type of activity that is planned *
Crossing maintenance

Is this an unplanned event with less than 21 working days' notice given? *
No An event which will occur less than 21 working days in the future must be marked as unplanned.

Enter the date when the activity is to occur *
2014-12-31

Enter the date when the activity is to be completed *
2015-01-21

This event was first reported to the NEB on
2014-12-19 10:01 Mountain

Previous Save and Next

Once complete, click <<Save and Next>>.

Location

The next screen asks you to enter information about the location of the event. The “Pipeline” section is mandatory. If the name of the pipeline is not listed or if the name in the list is incorrect, select --Not Listed--, and provide all required information (name of pipeline, outside diameter, pipeline length and commodity carried).

Instructions
Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

Pipeline
Pipeline name
Select "-- Not Listed --" if the pipeline name is not listed or the pipeline details are incorrect. If the event occurred at a gas plant, please select the pipeline that feeds the gas plant. If there is more than one pipeline at this location, select the one where the incident originated or the one that you consider most relevant to this event.

-- Select --

Facility
Facility name
Select "-- Not Listed --" if the facility name is not listed or the facility details are incorrect. If there is more than one facility at this location, select the one which you consider most relevant to this event. Note that the facilities shown in the list are the ones recorded in the NEB's database for the selected company and pipeline (if selected). If you specify "-- Not Listed --", the system will automatically notify NEB staff that reconciliation is required.

-- N/A --

Event Location
Select the country where the event will occur *

Canada

Select the province or territory/state where the event will occur *

-- Select --

What is the populated centre nearest to this location *

Enter any other information that helps to describe this location

Activity Coordinates *
Click the Add button to add a new set of activity coordinates. Add a set of coordinates for each facility or dig location included in this program. When all coordinates have been added, you must click the Save button to save your changes.

Latitude	Longitude

Add

Previous Save and Next

To enter the longitude and latitude of the activity, click <<Add>>. If there is more than one activity site for the notification, click <<Add>> as many times as necessary. Once complete, click <<Save and Next>>.

Water Body

If you selected “Ground disturbance using power-operated equipment within 30 m of a wetland or water body” on the Circumstances page, you will be required to provide more information. This screen will ask for information pertaining to the Access, Activity Site and Navigation.

(New)

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✓

Location ✓

Water Body ✓

Fish Habitat ✗

NEB Assessment

RDIMS Documents

Documents

Final Submission 🔒

Help

Water Body

[Return to Details](#)

Instructions

Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.

Access

Will there be ground disturbance using power-operated equipment within 30m of a wetland or a water body, or within 30m of the substrate of a wetland or water body, while accessing the site? *

-- Select --

Activity Site

Will there be ground disturbance using power-operated equipment within 30m of a wetland or a water body or within 30 m of the substrate of a wetland or water body at the activity site? *

-- Select --

Is the water body fish-bearing? If unknown, please select Yes. *

-- Select --

Navigation

Will a navigable water body be crossed while accessing the site or will there be ground disturbance or activity within or across a navigable water body's wetted perimeter? *

-- Select --

If you selected <<YES>> to the Access question, more information will be required.

Water Body ✓

Fish Habitat ✗

NEB Assessment

RDIMS Documents

Documents

Final Submission 🔒

Help

Access

Will there be ground disturbance using power-operated equipment within 30m of a wetland or a water body, or within 30m of the substrate of a wetland or water body, while accessing the site? *

Yes

How many new vehicle crossings, either temporary or permanent, will be required in accessing the activity site? *

Will all applicable DFO measures to avoid and mitigate harm to fish and fish habitat be followed? *

-- Select --

If you selected <<YES>> to the first Activity Site question, more information will be required.

Activity Site

Will there be ground disturbance using power-operated equipment within 30m of a wetland or a water body or within 30 m of the substrate of a wetland or water body at the activity site? *

Yes

Is the water body fish-bearing? If unknown, please select Yes. *

Yes

Will there be any in-stream work? *

Yes

Will all applicable DFO measures to avoid harm to fish and fish habitat be followed? *

No

Are there species present which are listed on Schedule 1 of the Species at Risk Act? *

-- Select --

More information about Fisheries and Oceans Canada (DFO) and efforts to avoid, mitigate and/or offset harm to fish and fish habitat can be found at <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>.

If you answer <<NO>> to following applicable DFO measures to avoid harm to fish and fish habitat, more information will be required and you will need to complete the Fish Habitat page (please see below for more information).

Navigation

If you select <<YES>> to the “Navigation” question, more information will be required.

Navigation

Will a navigable water body be crossed while accessing the site or will there be ground disturbance or activity within or across a navigable water body's wetted perimeter? *

Yes

Will the activity, including all in-stream restoration and removal of construction debris, be carried out while the navigable water body is frozen or seasonally dry? *

No

Will all activities with the potential to impact navigation and navigation safety meet the criteria of Transport Canada's Minor Works and Waters Order, as amended? *

Yes

Previous

Save and Next

If you select <<NO>> to meeting the criteria of Transport Canada's Minor Works and Waters Order, you will be required to provide more information on a separate screen. More information on Transport Canada and the Order can be found at <http://www.tc.gc.ca/eng/programs-633.html>.

Company ✓
Circumstances ✓
Activity Plan ✓
Location ✓
Water Body ✓
Navigation ✕
Fish Habitat ✕
Documents
Final Submission

Create a New Event
Send a Message to the NEB
Help

Navigation

Instructions

Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page. If the requested information is provided in a document uploaded through the Documents page, state this.

Provide a listing of navigable waterways that may be affected by the activity and include the waterway characteristics for each *

Provide a description of the activities and crossings that may affect navigation *

Provide a description of potential waterway use and any consultation conducted with waterway users and Aboriginal Groups regarding navigational use *

Describe project effects on navigation and navigation safety and mitigation measures that will be implemented to address these effects *

Previous Save and Next

Once complete, click <<Save and Next>>.

Fish Habitat

If you select <<NO>> to following DFO measures to avoid harm to fish and fish habitat at any time, you will be required to provide more information on a separate screen.

[New]

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✓

Location ✓

Water Body ✓

Navigation ✕

Fish Habitat ✕

Documents

Final Submission 🔒

Create a New Event

Send a Message to the NEB

Help

Fish Habitat

1


Instructions

Please provide the requested information below. It is also expected that additional information regarding the following will be provided in one or more documents that have been uploaded on the Documents page such as, but not limited to:


- design drawing,
- fish and fish habitat study,
- discussion on potential impacts to fish and fish habitat,
- project planning,
- photos,
- details of any other permits that may be required, i.e. provincial water permits.

When finished, click the Save and Next button at the bottom of this page to proceed to the next page.


When will the in-stream activities start? *




When will the in-stream activities end? *



When will the restricted activity period for the watercourse start? *



When will the restricted activity period for the watercourse end? *



Provide details of any in-stream work *

What site-specific mitigation measures will be implemented to avoid serious harm to fish and fish habitat? *

Previous

Save and Next

When satisfied that all information is correct, click <<Save and Next>>. You will be directed to the Documents page.

Documents

The Documents screen allows for the upload of documents relating to the event, including photographs, reports, various types of correspondence, etc.

The screenshot shows the 'Documents' screen. On the left is a sidebar with a menu: (New), Contact ✓, Event Types ✓, Company ✓, Circumstances ✓, Activity Plan ✓, Location ✓, Documents (selected), Final Submission, Create a New Event, Send a Message to the NEB, and Help. The main content area has a green header bar with 'Location saved.' Below it is the 'Documents' title. The 'Instructions' section explains that this page is for uploading documents to describe or clarify event circumstances, including photographs, equipment descriptions, and analysis reports. It notes that documents should be factual and not contain personal information. Below the instructions is a table with columns 'Document title' and 'File Size (MB)'. The table is empty, showing 'No data is available in the table'. At the bottom, there are 'Previous', 'Add', and 'Next' buttons.

Type the document title and then click on <<Browse>> to locate file on computer. Click <<Save>>.

This screenshot shows the 'Documents' screen with the 'Add' dialog box open. The dialog box has a 'Document title' field with an asterisk, a 'Files' section with a 'Browse...' button, and 'Save' and 'Cancel' buttons. The background shows the same 'Documents' screen as the previous image, but the 'Add' dialog box is in the foreground, partially obscuring the 'Instructions' section and the table.

You can select <<Add>> for each additional document, or you can click <<Next>> when all documents have been uploaded.

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✓

Location ✓

Documents

Final Submission

Create a New Event

Send a Message to the NEB

Help

Document saved.

Documents


Instructions

This page can be used to upload one or more documents that describe or clarify the circumstances of this event. These can include photographs, equipment and facility descriptions, analysis reports or other relevant documents. Documents uploaded to ERS are to be factual in nature only. Companies must not upload documents that contain personal information (e.g. witness statements). Should these documents be required, investigators will contact the company.

Click the Add button to add a new document. Click the Edit button for an individual document to revise the description of that document. Click on the name of the document to open and view the contents of that document. If many documents have been added, you may need to use the Next and Previous options to move forward and backward through the list of documents. When finished, proceed to the next page by clicking on the page name in the menu on the left. Please note that all documents added through this page will be available to the public through the Regulatory Document index on the NEB's public website.

Show 10 entries

Filter items:

Document title	File Size (MB)	
 O&M Test	0.14	<div>EditDelete</div>

Showing 1 to 1 of 1 entries

Previous

Add

Next

Previous

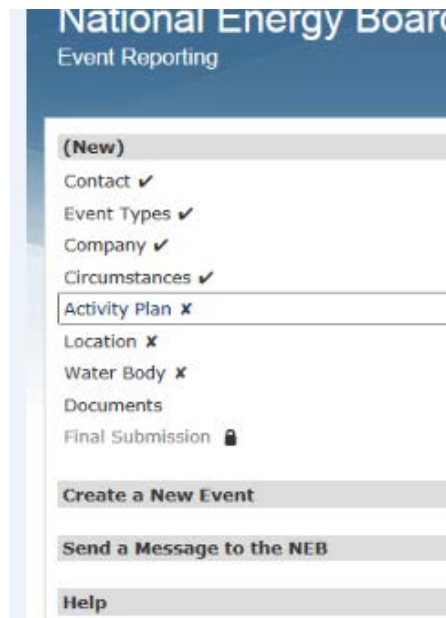
Next

Once complete, click <<Save and Next>>. You will be directed to the final submission.

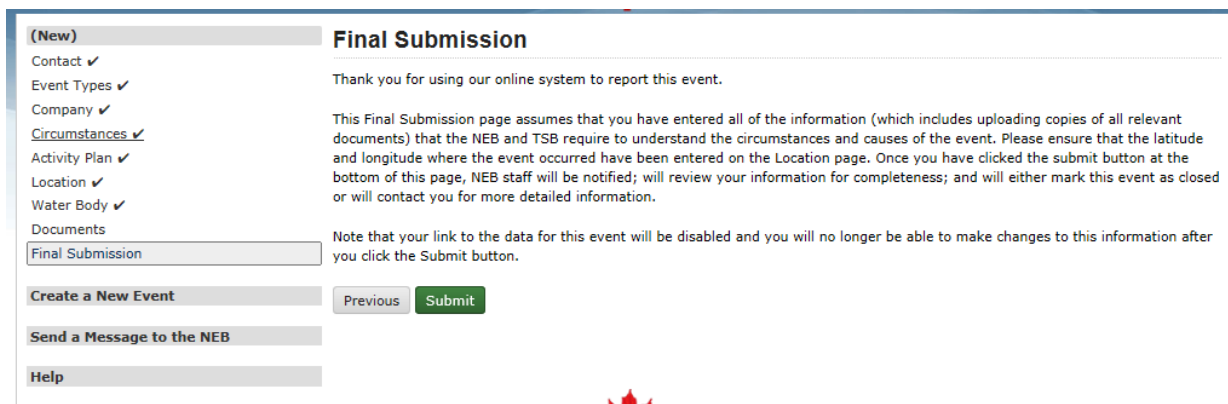
37

Final Submission

You may receive an error message as noted below if you have any outstanding mandatory data missing from your notification. In order to rectify, simply click on the menu located on the left of the screen to navigate to the appropriate screen for the necessary corrections.



Once all fields have been populated with all required data free of errors you will be able to submit the notification.



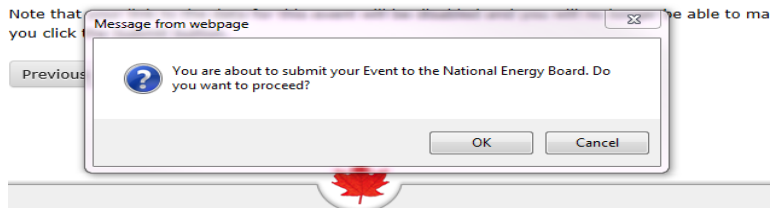
You will be prompted to proceed with the submission. Click <<OK>> to submit or <<Cancel>> to return to the event for further editing.

Final Submission

Thank you for using our online system to report this event.

This Final Submission page assumes that you have entered all of the information (which includes documents) that the NEB and TSB require to understand the circumstances and causes of the event and longitude where the event occurred have been entered on the Location page. Once you have bottom of this page, NEB staff will be notified; will review your information for completeness; and or will contact you for more detailed information.

Note that you click



After the submission has been made, a screen will indicate that the report has been successfully submitted to the NEB.

OM2015-189 (Submitted)

Contact ✓
Event Types ✓
Company ✓
Circumstances ✓
Activity Plan ✓
Location ✓
Water Body ✓
Documents
Final Submission

Create a New Event

Send a Message to the NEB

Help

Final Event Report Submitted

Thank you for reporting this event (OM2015-189) to the National Energy Board. This confirms that the submission process has completed successfully. Your contact at the NEB will review all of the material. If any clarification is required, you will be contacted for more information; otherwise, the NEB will close its file for this event. Please note that you will no longer be able to use the link provided previously for access to the online reporting system. To revise any of the data or provide further information, please contact the NEB at dlerssupport@neb-one.gc.ca.

The filing now has an event number assigned to it (i.e. OM2015-189). Once the notification has been submitted an automatically generated e-mail confirmation (see below) will be sent to the e-mail address provided in the report, advising that the notification has been received and should clarification of the information be required then an NEB staff member will contact you at the e-mail or phone provided in the notification.

Thank you for reporting this event (OM2015-189) to the National Energy Board. This message confirms that you have completed your submission to the NEB of all information for this event as listed below. Your contact at the NEB will review all of the material. If any clarification is required, you will be contacted for more information; otherwise, the NEB will close its file for this event. Please note that you will no longer be able to use the link provided previously for access to the online event reporting system. To revise any of the data or provide further information, please contact the NEB at dlerssupport@neb-one.gc.ca.

Following is a list of the data that you have provided to the NEB:

[View documents in the NEB regulatory document repository](#)

Event Details - OM2015-189

Event Types

What are the event types that you are reporting?

Notification (check only one)

- Operations and Maintenance

Circumstances

By clicking on the link in the <<View documents in the NEB regulatory document repository>> link, you can view the filing in The National Energy Board’s electronic regulatory document repository (Livelink). This record is simultaneously created in the Board’s electronic repository. Notifications can be also viewed by going to www.neb-one.gc.ca and clicking on <<View Regulatory Documents>>. Once in the Regulatory Document Index, select the Facility type, company name, and then select “Notification of Operation and Maintenance Activities.”

Once submitted, if changes are required or something was submitted in error, click on <<Send a Message to the NEB>>. Any changes required after submission will have to be made by NEB staff or staff will reopen the event for editing. Ensure to include the event number in the message (i.e. OM2015-189), as well as any relevant details.

The screenshot shows a web interface for sending a message to the NEB. On the left is a sidebar with a menu: (New), Contact ✓, Event Types ✓, Company ✓, Circumstances ✓, Activity Plan ✗, Location ✗, Water Body ✗, Documents, and Final Submission 🔒. Below the menu are buttons for 'Create a New Event', 'Send a Message to the NEB' (highlighted), and 'Help'. The main content area is titled 'Send a Message to the NEB'. It contains an 'Instructions' box with a blue header and text explaining the purpose of the page. Below this is a large text area for the message, followed by input fields for 'Reply email address' and 'Confirm reply email address', both marked with a red asterisk. At the bottom are 'Previous' and 'Submit' buttons.

(New)

- Contact ✓
- Event Types ✓
- Company ✓
- Circumstances ✓
- Activity Plan ✗
- Location ✗
- Water Body ✗
- Documents
- Final Submission 🔒

Create a New Event

Send a Message to the NEB

Help

Send a Message to the NEB

Instructions

This page can be used at any time to send a message to staff at the NEB. Enter the text of your message in the box below as well as the email address for replies back from the NEB. Please include any contact information in your message that is different than the information on the Contact page for this event.

Message *

Reply email address *

Confirm reply email address *

Previous Submit

Alternatively, you can send an email to dlerssupport@neb-one.gc.ca with the information. Staff will contact the person on file to ensure the information is corrected.

Future Updates to Notifications

Once the notification has been submitted, you will no longer be able to edit or update the information without permission from NEB staff. You can send an email to dlerssupport@neb-one.gc.ca requesting the event be reopened for you to edit directly, or changes can be made by NEB staff. Be sure to include the event number (i.e. OM2015-189), as well as any relevant details.

In the case the notification is reopened, you will need to access the event through the original email confirmation, as described on page 5, and as shown below:

Thank you for using the National Energy Board's Event Reporting System. This message confirms that you have started to enter information to report a new event but have not completed all fields required to submit the information to the NEB. If you lose your connection to the NEB, you can click the link below at any time to return to the data entry screen for this event in the NEB's Event Reporting System.

<https://apps.neb-one.gc.ca/ERS/Home/Index/4c54a468-7bf1-4e72-bd8c-a6d739e5a5f2>

This is an automated email sent from the National Energy Board (NEB). If clicking on a link in this message does not work, copy the complete link text and paste it into the address line of your browser. Do not reply directly to this message as it comes from an account which is not monitored. If you encounter problems of any kind in using this system, please contact the NEB at dlerssupport@neb-one.gc.ca for assistance.