

Guidelines: Well Licence Application

November 26, 2014

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Purpose of these Guidelines

These guidelines are provided to assist with the application for

- a new well licence,
- an extension of an operating period pertaining to an existing licence, and
- the modification of an operation pertaining to an existing licence.

Authority

The Chief Operations Officer, Oil and Gas Resources, has the authority to issue a well licence pursuant to Yukon's *Oil and Gas Act* (OGA), the *Oil and Gas Drilling and Production Regulations* (OGDPR), and the *Oil and Gas Licence Administration Regulations* (OGLAR).

Disclaimer

If there is any conflict or inconsistency between these guidelines or the application form and any provision of the Yukon *Oil and Gas Act* or its regulations, the Yukon *Oil and Gas Act* and its regulations prevail.

Contact Information



Hand Delivery
& Courier

Chief Operations Officer
Government of Yukon
Energy, Mines and Resources
Oil & Gas Resources
Suite 300, 211 Main Street
Whitehorse, Yukon, Y1A 2B2



Mail

(K-11) Box 2703
Whitehorse, Yukon, Y1A 2C6



Phone & Fax

Fax: (867) 393-6262
Phone: (867) 667-3427



E-mail

oilandgas-COO@gov.yk.ca

Submission Requirements

Before preparing an application, it is recommended that applicants discuss it with the Chief Operations Officer (COO). Applications must be submitted in a format acceptable to the COO, using the *Well Licence Application* form and these guidelines which can be downloaded from www.emr.gov.yk.ca/oilandgas/formsandfees.html.

Method of Delivery

Please send 3 physical copies and one electronic copy of the application by hand delivery, courier, or Canada Post to:

Chief Operations Officer, Oil and Gas Resources
Government of Yukon
Department of Energy, Mines and Resources

Physical Location:
Suite 300, 211 Main Street
Whitehorse, Yukon, Y1A 2B2

Mailing Address:
(K-11) Box 2703
Whitehorse, Yukon, Y1A 2C6

What is a Well Licence?

A well licence is required for any oil and gas activity related to the drilling or re-entry of a well.

Oil and Gas Activities Requiring a Licence

Under the OGA, licences are required for all oil and gas activity in Yukon. Oil and gas activity includes:

1. Exploration, such as seismic or geological mapping;
2. Drilling of oil and gas wells; and
3. Construction and operation of
 - a. a pipeline wholly contained in Yukon,
 - b. a gas processing plant, or
 - c. an oil and gas facility.

Fees

There is an application fee of \$500.

Who Can Apply?

Pursuant to section 79 of the *Oil and Gas Act*, and the regulations, no person shall apply for or be issued a well licence unless that person has the right, or is the authorized agent of the person who has the right to drill for or produce oil or gas in the whole of the spacing area for the well; or is the operator under a pooling order in respect of a spacing area for the well.

Eligibility to Hold a Licence

Pursuant to section 4 of the *Oil and Gas Licence Administration Regulations*, in order to be eligible to hold a licence, a person must be incorporated, continued or registered under the *Business Corporations Act*; incorporated or continued under the *Bank Act* (Canada); licensed under the *Insurance Act*; or approved by the Minister.

Prior to Applying for A Licence

It is important that project planning be largely in place before applying for a well licence. Due to requirements regarding consultation and notification, and the *Yukon Environmental and Socio-Economic Assessment Act* (YESAA), applicants are encouraged to contact the Chief Operations Officer early. The COO can provide guidance throughout the planning and application process with respect to the following:

Consultation and Notification Requirements

Consultation and Notification with affected Yukon First Nation(s), and others affected by the proposed activity is required prior to application for a licence.

Identification Code

OGLAR section 5

Unless the COO directs otherwise, a corporation may not apply for a licence or any other approval unless that corporation has been issued an identification code (ID code). To be issued an ID code, a corporation may apply to the COO. An applicant must be eligible to hold a licence before applying for an ID code.

The corporate profile must be updated in the month prior to the anniversary date of the ID code. The COO may direct a corporation to furnish an updated corporate profile at any time.

Proof of Financial Assurance

The issuance of an ID code, indicates the corporation's financial viability and its ability to perform its obligations as a licensee under the *Oil and Gas Act* and regulations. Therefore an application for an ID code must include a corporate profile consisting of information as directed by the COO for the purpose of assessing the corporation's financial viability.

The YESAA Process

Most projects and activities will be subject to an assessment process before a licence is issued. Assessments are done pursuant to the *Yukon Environmental and Socio-Economic Assessment Act* (YESAA). This Act applies throughout Yukon and to projects under the authority of federal, territorial and First Nations governments. The Yukon Environmental and Socio-Economic Assessment Board (YESAB), and regional

designated offices have been established to conduct environmental and socio-economic assessments.

Proponents are asked to provide information on the project and the surrounding environment, the potential environmental effects, socio-economic effects directly related to the project, and mitigation proposed to eliminate or reduce these effects. The Board seeks input from governments, advisory committees, and the public in conducting the assessment. The Board then recommends whether the project should proceed, what mitigation measures are required, and whether further assessment is required.

If an assessment under YESAA is initiated, then the application process will involve two parallel streams. An internal review is done within the Government of Yukon with Oil and Gas Resources as the lead regulator. The YESAA Board presents Oil and Gas Resources with a Recommendation Report based on their consultations with various stakeholders. The Chief Operations Officer may accept, vary, or reject any or all of the recommendations.

Applying for a Licence

Operations Review of the Project by OGR

Within Oil and Gas Resources, the licence application undergoes an operations review to ensure that the project can be conducted safely, and to industry standards. The project is examined to ensure that the proposed operations comply with Yukon's *Oil and Gas Act* and its regulations.

The operations review is complete when all the required information has been received and examined, and the program operations have been assessed. Licences may be issued with or without conditions regarding operations; or the licence may be denied.

Best Management Practices

Yukon has developed, and is continuing to develop, best management practices for oil and gas exploration and development activities. To download a copy of the Yukon *Oil and Gas Best Management Practices* brochure, visit the Oil and Gas Resources website at www.emr.gov.yk.ca/oilandgas/best_management_practices.html. While the oil and gas best management practices are not legislation, they are taken into consideration by officials at Oil and Gas Resources and influence decisions made in the course of administering the *Oil and Gas Act* and its regulations.

Land Use Permits

Land use permits are required for most activities on Yukon lands. The *Territorial Land Use Regulations* specify project requirements for permits and may apply to such oil and gas projects as clearing seismic lines, constructing an access route, or clearing a well site. Land use permits are typically issued for a period of two years with an option for a one-year extension.

A permit does not provide the holder exclusive rights, interest, or tenure to the land. Permits typically include terms and conditions to ensure that work is conducted in an environmentally safe and responsible manner.

For more information please refer to <http://www.emr.gov.yk.ca/lands/index.html>.

Water Licences

A water licence under the *Waters Act* and *Waters Regulation* may be required for certain oil and gas activities depending on the water usage and the need to discharge into a water body:

- During exploration and ice road construction, the proponent may require a water licence if water use is more than 100 m³/day.
- Stream crossings greater than five metres in width may require a water licence for culvert installation.
- Camps with a capacity of greater than 50 people per day will require a water licence for waste disposal.

During well drilling, produced water may be extracted from the formation and re-injected back to the formation or another formation that is not connected to surface or groundwater, without a licence.

For more information about the *Waters Act* and its regulations consult:
www.environmentyukon.gov.yk.ca/monitoringenvironment/aboutwaterresources.php.

Benefits Agreements

A benefits agreement may be required. There is more information under #30 Other Permits/Agreements in these guidelines.

Well Deposit

A well deposit must be in place before a licence will be issued. The amount of the well deposit is the amount estimated as the abandonment cost for the well if it were to be abandoned as soon as drilling operations ceased. The deposit should be submitted with the application for a licence. Once the licence is issued, periodic reviews will take place to ensure the value of the well deposit is an accurate estimate of current abandonment costs. The estimated amount will be reviewed and revised as necessary.

Instructions for Completing the Well Licence Application

The form is an MS WORD format with interactive fields. It may be necessary to enable macros. Mouse-click to place the insertion point in the various fields, then enter data.

1. Date

Indicate the date the application will be submitted to Oil and Gas Resources.



The screenshot shows the top portion of a Microsoft Word document. On the left is the Yukon Energy, Mines and Resources logo. On the right, the title 'Well Licence Application' is displayed, followed by the regulatory references: 'Oil and Gas Act (OGA)', 'Oil and Gas Drilling and Production Regulations (OGDPR)', and 'Oil and Gas Licence Administration Regulations (OGLAR)'. Below the title, it says 'page 1 of 4'. A grey horizontal bar contains the text 'DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.'. Below this bar, the first instruction reads: '1. Date of Application. Click here to enter a date.'

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2. Full Legal Name of Applicant.



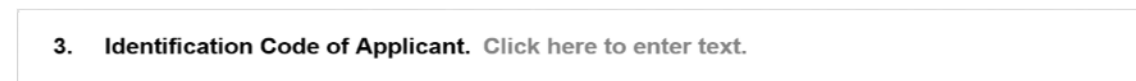
The screenshot shows the second instruction: '2. Full Legal Name of Applicant.' followed by a large, empty rectangular text input field.

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Enter the legal corporate name of the applicant. For more information, see “Eligibility to Hold a Licence” in these guidelines.

3. Identification Code of Applicant.

OGLAR section 5



The screenshot shows the third instruction: '3. Identification Code of Applicant. Click here to enter text.'

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Unless the COO directs otherwise, a corporation may not apply for a licence or any other approval unless that corporation has been issued an identification code (ID code). To be issued an ID code, a corporation may apply to the COO. An applicant must be eligible to hold a licence before applying for an ID code.

4. Official Service Address of Applicant

4. Official Service Address of Applicant.

Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	Territory, Province, or State: <input type="text"/>
Country: <input type="text"/>	Postal Code / Zip Code: <input type="text"/>
Indicate the legal name of the authorized authority at official service address if different from the applicant: <input type="text"/>	
Indicate the name of a person to contact at the Official Service Address.	
Name of Contact Person: <input type="text"/>	Capacity of Contact Person: <input type="text"/>
E-mail Address: <input type="text"/>	Fax Number: <input type="text"/>
Mobile: <input type="text"/>	Main Office Phone Number: <input type="text"/>

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From time to time, the Minister or Chief Operations Officer may need to deliver a notice or directive to the licensee, and may do so via an official service address. If a person (the applicant) does not have an official service address registered with Oil and Gas Resources under section 14 of the *Oil and Gas Disposition Regulations*, the completion of this section on this form will suffice to register one for the licensee if the licence is issued.

5. Drilling Contractor

Enter the contact information for the drilling contractor.

5. Drilling Contractor.

Full Legal Name: <input type="text"/>	
Name of Contact Person: <input type="text"/>	Capacity of Contact Person: <input type="text"/>
Mobile: <input type="text"/>	E-mail Address: <input type="text"/>
Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	Territory, Province, or State: <input type="text"/>
Country: <input type="text"/>	Postal Code / Zip Code: <input type="text"/>

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6. Purpose of Application.

Indicate the reason for the application by checking all applicable boxes.

6. Purpose of Application. Select all that apply.

Part of a Scheme

New Well

Multi-Well Pad

Re-entry of a Well Original Licence # [Click here to enter text.](#)

Licence Amendment Original Licence # [Click here to enter text.](#)

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Licence Amendment

If the purpose for the application is a licence amendment, enter the number of the original licence to be modified. Attach details of the modification. It is not necessary to complete the rest of the form if that information has been previously submitted to Oil and Gas Resources.

7. Area

7. Area.

Eagle Plain Liard Plateau Peel Plateau [Kandik](#)

Whitehorse Trough North Coast Other (specify) [Click here to enter text.](#)

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Indicate the location of the proposed well. If “Other” is selected, indicate the grid area and sections, or attach a map. (Also see 11 Surface Location on the form and in these guidelines.) Yukon maps can be obtained from the Oil and Gas Resources branch, and accessed online at www.emr.gov.yk.ca/oilandgas/mapsdata.html.

8. Yukon First Nation Traditional Territory

8. Yukon First Nation Traditional Territory. Select all that apply.

Carcross/Tagish First Nation Champagne & Aishihik First Nation Kluane First Nation

[Kwanlin Dūn](#) First Nation Liard First Nation Little Salmon/Carmacks First Nation

First Nation of Na-Cho [Nyák](#) Dūn Ross River Dena Council Selkirk First Nation

[Ta'an](#) Kwāch'ān Council [Teslin](#) Tlingit Council [Tr'ondāk](#) Hwēch'in First Nation

Vuntut Gwitchin First Nation White River First Nation

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Select all traditional territories into which the operation extends. A map of the traditional territories of all Yukon First Nations can be found online at www.yukonoilandgas.com. Liard First Nation and Ross River Dena Council may be represented by the Kaska Dena.

9. Trans Boundary First Nation Traditional Territory

Note that the Inuvialuit Regional Corporation and Tetlit Gwich'in Council are trans boundary First Nations and are not part of the common regime.

9. Trans-Boundary First Nation Traditional Territory.

Inuvialuit Regional Corporation Tetlit Gwich'in Council

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10. Proposed Well Name.

10. Proposed Well Name. [Click here to enter text.](#)

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The well name must clearly identify by name or approved abbreviation; or by number or letter:

- a. the licensee;
- b. the field name if the well is within a designated field or pool; and
- c. the site of the well by unit, section and grid area, in that order, indicated by letters and numbers separated by hyphens.

The well name must not include any code numbers or punctuation marks except the hyphens used in the numerical portion.

11. Surface Location

11. Surface Location.

Unit [Click here to enter text.](#) **Section** [Click here to enter text.](#) **Grid Area** [Click here to enter text.](#)

Surface Coordinates: **Latitude** [Click here to enter text.](#) **Longitude** [Click here to enter text.](#)

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12. Bottomhole Location (Proposed).

12. Bottomhole Location (Proposed).

Unit [Click here to enter text.](#) **Section** [Click here to enter text.](#) **Grid Area** [Click here to enter text.](#)

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13. Ground Elevation in metres.

13. Ground Elevation in metres. [Click here to enter text.](#) |

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14. Spacing Area.

14. Spacing Area. [Click here to enter text.](#)

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According to section 18 of the *Oil and Gas Drilling and Production Regulations*, the normal spacing area for an oil well is four units in the form of a square with one corner being the centre of the section in which the units are situated.

The normal spacing area for a gas well is a section (*Oil and Gas Drilling and Production Regulations*, section 19).

15. Well Type.

15. Well Type.

Production
 Disposal
 Storage
 Experimental
 Injection
 Observation
 Other (specify)
 [Click here to enter text.](#)

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16. Well Classification.

16. Well Classification.

Exploratory Wildcat
 Exploratory Outpost
 Development

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Indicate the well classification. Section 16 of the *Oil and Gas Drilling and Production Regulations* describes well classifications.

Exploratory Wildcat

A well may be classified as an exploratory wildcat well at the time the Well Licence is issued when it is located not nearer than 7 km to a designated pool.

Exploratory Outpost

A well or portion of a well may be classified as an exploratory outpost well at the time the Well Licence is issued when it is located at a distance greater than one spacing area and less than 7 km from a designated pool.

Development

A well or portion of a well may be classified as a development well at the time the Well Licence is issued when it is located in a spacing area that is in or contiguous to a designated pool in the same geological formation.

17. Drilling Operation.

17. Drilling Operation.

Vertical
 Directional
 Horizontal
 Slant

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18. Objective Zone(s).

18. Objective Zone(s).

Objective Formation	Fluid (Oil/Gas/Water)	Depth (m TVD)	Core (Y/N)

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19. Proposed Total Depth.

Indicate the proposed total depth of the well in metres in both true vertical depth, and measured depth.

19. Proposed Total Depth. [Click here to enter text.](#) **mTVD** [Click here to enter text.](#) **mMD**

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20. Formation at Total Depth.

Indicate the formation that lies at the proposed total depth of the well.

20. Formation at Total Depth. [Click here to enter text.](#)

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21. Timing of Operations.

Insert the expected dates of commencement and completion of the operation.

21. Timing of Operations.

Proposed Spud Date [Click here to enter a date.](#)
Proposed Rig Release Date [Click here to enter a date.](#)

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22. Estimated Total Cost.

Estimate the total expenditures for the operation from beginning to end.

22. Estimated Total Cost. [Click here to enter text.](#)

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23. Oil and Gas Disposition Number.

23. Oil and Gas Disposition Number. [Click here to enter text.](#) **Expiry Date:** [Click here to enter a date.](#)

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An oil and gas disposition grants the rights to explore, drill, and test for oil and gas in a location.

24. Mineral Rights.

24. Mineral Rights.

Yukon Fee Simple First Nation (specify) [Click here to enter text.](#)

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Indicate if the holder of the mineral rights for the well location are held by (the Government of Yukon, are Fee Simple, or are held by a Yukon First Nation (Category A). Specify the First Nation.

According to the *Oil and Gas Act*, “fee simple settlement land”, “Category A settlement land” and “Category B settlement land” have the meanings given to them by the *Umbrella Final Agreement* (Indian and Northern Affairs Canada).

25. Surface Land Rights.

25. Surface Land Rights.

Federal Fee Simple

Yukon First Nation (specify) [Click here to enter text.](#)

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26. Sour Well?

26. Sour Well?

OGDPR Part 12 Yes No

If Yes

Maximum H₂S concentration Click here to enter text. [mol/kmol](#)

Distance to nearest populated area/dwelling Click here to enter text. [km](#)

Emergency planning zone radius Click here to enter text. [km](#)

Critical? Yes No

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Indicate whether or not the proposed well is sour.

If it is,

- enter the maximum concentration of H₂S expected and the distance from the well to the nearest populated area or dwelling,
- calculate the emergency planning zone radius in accordance with Schedule A of the *Oil and Gas Drilling and Production Regulations*,
- determine whether or not the well should be classified as a critical sour well.

A well will be classified as a critical sour well if the maximum potential release rate of H₂S is expected to be

- 0.01 m³/s or greater and less than 0.1 m³/s and the well is located within 500 m of the corporate boundaries of an urban centre,
- 0.1 m³/s or greater and less than 0.3 m³/s and the well is located within 1.5 km of the corporate boundaries of an urban centre,
- 0.3 m³/s or greater and less than 2.0 m³/s and which is located within 5 km of the corporate boundaries of an urban centre, or
- 2.0 m³/s or greater.

27. Blowout Protection.

27. Blowout Prevention. OGDPR Parts 4, 6, Schedule E Well Class (I - VI)

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Enter the class of well with respect to drilling blowout prevention.

- Class I well = no surface casing set;
- Class II well = depth of the well is between the surface casing and 750 m;
- Class III well = depth of the well is greater than 750 m, and less than or equal to 1800 m;
- Class IV well = depth of the well is greater than 1800 m, and less than or equal to 3600 m;
- Class V well = depth of the well is greater than 3600 m, and less than or equal to 6000 m;
- Class VI well = depth of the well is greater than 6000 m.

28. Deviation Surveys.

Indicate whether or not deviation surveys will be taken at less than 150 m intervals during drilling.

28. Deviation Surveys. Will be run at intervals less than 150 m? Yes No

Filename: Draft_09_images.pptx

29. Wireline Logs.

29. Wireline Logs. Will run logs in hole for surface casing? Yes No

Will run a minimum of 2 porosity measuring logs? Yes No

Filename: Draft_09_images.pptx

Indicate whether or not the two following requirements will be met:

- logs will be run in the hole for the surface casing, and
- at least two porosity logs will be run before removing the drilling rig.

30. Other Permits/Agreements.

If any of the following permits/agreements are required, select **Y** (Required), otherwise select **N** (Not Required). If permits have been obtained; or any agreements; consent, and, or consultation has been completed, choose **C** to indicate completed or obtained. Where applicable, include the corresponding number. More than one box can be selected.

30. Other Permits/Agreements <small>R=Required N=Not required C=Completed or Obtained</small>	Corporate Registration Number # Click here to enter text	<input type="checkbox"/> C	<input type="checkbox"/> R	<input type="checkbox"/> N
	Consent of First Nation(s)	<input type="checkbox"/> C	<input type="checkbox"/> R	<input type="checkbox"/> N
	Benefits Agreement	<input type="checkbox"/> C	<input type="checkbox"/> R	<input type="checkbox"/> N

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Corporate Registration Number

Enter the corporate registration number of the applicant obtained under the Yukon *Business Corporations Act* when the company was incorporated, continued, or registered. Companies may also be incorporated or continued under the *Bank Act* (Canada) or licensed under the *Insurance Act* (Canada). If this is the case, please provide the appropriate documentation for verification. All companies operating in the Yukon must be registered. For more information, contact Yukon Corporate Affairs through their website: www.community.gov.yk.ca/corp/index.html.

Consent of First Nation(s)

Before the effective date of a Yukon First Nation’s final land claim agreement, the Chief Operations Officer cannot issue any licences in the traditional territory of that First Nation without the consent of that First Nation. Consent should be sought prior to the submission of a licence application. Three Yukon First Nations are currently without final land claim agreements: Ross River Dena Council, Liard First Nation and White River First Nation. The traditional territories of these three Yukon First Nations are shown on the map entitled *Yukon Land Status with Oil and Gas Interests*. A map showing the traditional territories of all Yukon First Nations can be found online at www.yukonoilandgas.com. Details of the First Nation settlement areas can be obtained from the Yukon Land Claims and Implementation Secretariat www.eco.gov.yk.ca/landclaims.

Benefits Agreements

A benefits agreement is required in Yukon for all projects with estimated expenditures of more than \$1 million over a 12-month period. A benefits agreement identifies employment and training opportunities for Yukon residents including Yukon First Nations and residents of communities affected by oil and gas activity. It also identifies opportunities for Yukon businesses to supply goods and services to the licensee and the licensee’s contractors. The benefits are to be commensurate with the nature, scale, duration, and cost of the project, and shall not place an excessive burden on the licensee. The agreement is negotiated by the licensee, the Yukon government and the affected Yukon First Nation(s).

Information about Benefits Agreements can be found online at http://www.emr.gov.yk.ca/oilandgas/authorizing_activities.html.

31. Signature.

31. Signature.

Indicate the name and capacity of the person signing for the applicant.

Name of Signatory: _____ Capacity: _____

The applicant certifies that the information here and in all supporting documentation is correct and that the well will be constructed, operated, amended, and abandoned in accordance with all regulatory requirements or as directed by the Chief Operations Officer, Oil and Gas Resources.

_____ Date: [CLICK HERE TO ENTER A DATE](#)

Signature

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Attachments

A checklist of attachments can be found at the end of the application. Here is more information about some of the required attachments.

Drilling Program

Include the following information:

1. Purpose: of the drilling program;
2. Description of the physical environment;
3. Drilling schedule;
4. Nature and logistics of the drilling operation;
5. Conditions: particulars of any special conditions or circumstances that may affect the safety and efficiency of the drilling operation or protection of the environment including;
 - (a) all surface conditions that may affect the drilling of the well;
 - (b) all subsurface conditions that may affect the drilling of the well:
 - (i) the depth and thickness of geological formations and the depth of geological markers,
 - (ii) the depth and nature of formations where problems are anticipated such as lost circulation zones, over pressured zones, swelling shale zones and permafrost zones;
 - (c) the manner in which the program for the drilling of the well has been designed to overcome the meteorological and environmental conditions.
6. Working Interest Owners: the names and the respective percentage shares of

- each of the working interest owners of the proposed well and evidence of compliance with section 79 of the *Oil and Gas Act*;
7. Rig Specifications: the particulars and specifications in respect of the make, model, type and rated capacity of the drilling rig, including the derrick or mast and the draw-works, blocks, hook, swivel, choke manifold, mud handling equipment and such other equipment as the Chief Operations Officer may require;
 8. Layout of rig: general dimensional arrangement drawings of the drilling rig and administrative area used or intended to be used during drilling operations;
 9. Personnel: a description of the training, specialized skills and the relevant experience of the personnel who will be engaged in drilling operations, in accordance with section 160 of the OGDPR;
 10. Programs: general information in respect of the proposed well, including
 - (a) the proposed drilling program including information to demonstrate that the drilling program is suitable for the surface and subsurface conditions including
 - (i) the equipment, procedures and resources to be employed to protect the natural environment,
 - (ii) the details of the casing, coring, drilling fluid and cementing programs to be used in respect of the proposed well,
 - (iii) the well evaluation and termination program,
 - (iv) the directional survey program for a deviated or horizontal well to permit any point along the well-bore to be calculated, and
 - (b) program for the taking of conventional cores,
 - (c) program for wireline logs,
 - (d) program for taking samples and conducting formation flow tests and wireline tests,
 - (e) the geological prognosis and prospective horizons, and
 - (f) the schematics and descriptions of the downhole tubulars and equipment;
 11. Other: any other matter in respect of the proposed well on the request of the Chief Operations Officer.

Safety Plan

OGDPR part 12

A safety plan shall be submitted with every licence application and shall include the following:

1. All applicable provisions of the Occupational Health and Safety Act;
2. A statement of the licensee's safety management policy and a description of the procedures established to ensure its effectiveness;
3. A summary of the results of all studies undertaken to identify hazards and to assess risks to the public and the site and means to mitigate those risks;
4. A description of the features incorporated in the design of the well or field facility and of the equipment provided to eliminate hazards and reduce risks to the safety and health of the public;

5. The standards adopted for the training and qualification of personnel;
6. A description of the procedures established and the manuals provided for the safe operation and maintenance of the site;
7. Contingency plans as described in section 154 in the OGDPR;
8. Procedures for simultaneous operations as described in section 168 in the OGDPR; and
9. Any other abnormal condition that can be reasonably anticipated to significantly increase the risk to personnel at the site.

Environmental Protection Plan

OGDPR part 12

An environmental protection plan shall be submitted with every licence application and shall include the following:

1. All applicable provisions of the *Environment Act* and its regulations;
2. Any disturbance to watercourses, ground or surface water, wildlife, or vegetation or any other part of the natural environment;
3. Procedures for the prevention of pollution to water bodies or water courses as described in section 169 of the OGDPR; and
4. Contingency plans for the response to, and mitigation of, the accidental spillage of oil and gas and other hazardous substances which take into account the *Spills Regulations* pursuant to the *Environment Act*;
5. A description of equipment and procedures for treatment, handling, and disposal of solid waste;
6. Compliance monitoring programs to ensure that the composition of spilled substances is in accordance with the limits specified in the *Spills Regulations* pursuant to the *Environment Act*;
7. A summary of the chemical substances intended for use in operations and maintenance at the site;
8. Any other abnormal condition that can be reasonably anticipated to significantly increase the risk to the environment; and
9. Environmental assessment information is required by Oil and Gas Resources. Provide information under the following headings:
 - a) project description;
 - b) description of the environment (including known historic sites, results of any archaeological assessments, location of survey monuments, wildlife, waterways, etc.);
 - c) potential environmental impacts (including cumulative and socio-economic effects);
 - d) proposed mitigation;
 - e) public consultation / input; and
 - f) contingency plans.

Consultation and Notification

Consultation with land owners, trappers, outfitters, and the First Nation(s) on whose traditional territory the activity is to take place is required prior to submitting an application for a licence. The intent of this consultation is to unveil any concerns or sensitivities that these interest holders might have, address them during the planning stage of the operation, and provide information about how people can participate in the consultation process.

Notification to trappers is also required prior to activity commencement and may consist of telephone calls, letters, or meetings to explain what equipment will be used and the exact dates that the operation will be carried out.

Copies of all correspondence; dates and times of telephone calls; minutes of any meetings concerns raised, and measures taken to address them; are required with the application, and prior to commencement of the operation.

Details of any deviations from the *Oil and Gas Drilling and Production Regulations*

Select YES and include detailed information if application is being made for any deviations from the regulations.

Application for a Well Operation Approval

Indicate whether or not an application for a well operation approval is attached. This might be for the completion of the well or for any subsequent well operation.