

National Energy Board

Online Operations and Maintenance (O&M) Notification USER GUIDE

APRIL 2018



Online Operations and Maintenance (O&M) Notification

USER GUIDE UPDATED APRIL 2018

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Introduction

The Online Event Reporting System (OERS or ERS) 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 [Operations and Maintenance Activities on Pipelines Regulated Under the *National Energy Board Act: Requirements and Guidance Notes – O&M Guidelines*](#). 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 ERS, 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 ERS by going to <https://apps.neb-one.gc.ca/ers>; click the <<Continue>> button at the bottom of this page.

Alternatively, a notification can be filed from the NEB Home Page (neb-one.gc.ca) following these steps:

- Regulatory Documents (bottom left side menu)
- Submit Applications and Regulatory Documents
- File under the NEB Act/OPR
- Information filings
- Notification of Operations and Maintenance
- Apply

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.

Timelines for reportable events vary depending on the event being reported and its potential severity. For more details, please see the [NEB Event Reporting Guidelines](#).

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.

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 ERS 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

Address

City

Country

Province or territory

Postal code

Work phone number *
 (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

reasonable daloofa

Privacy & Terms

Save and Next



Email Confirmation

A message with the link to the ERS 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.

National Energy Board
Event Reporting

Canada

Create a New Event | **Email Confirmation**

Help

A message has been sent to your email address (heather.dodds@neb-one.gc.ca). Please click on the link in that message before continuing to enter event data. 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. If you are unable to continue with the system after clicking on the link, please contact the NEB at dlerssupport@neb-one.gc.ca for assistance.

Terms and conditions | Transparency

Click the link in the email confirmation to access the full ERS 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) **Event Types** [Return to Details](#)

Contact ✓
Event Types X
Company X
NEB Assessment

ERS Help

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](#)

Is this an exercise? *

No

What are the event types that you are reporting? *

Unauthorized Activity (check all that apply)

Damage Prevention Regulations

Vehicle Crossing

Ground Disturbance

Construction of a Facility

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)

Onshore Pipeline Regulations

- Operations and Maintenance

Processing Plant Regulations

- Emergency Flaring
- Hazard Identification
- Suspension of Operations

Damage Prevention Regulations

- Suspension of Consent
- Damage to Pipe

Previous

Save

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.

The screenshot displays the 'National Energy Board Event Reporting' interface. On the left, a navigation menu is circled in red, listing various sections: '(New)', 'Contact ✓', 'Event Types ✓', 'Company ✓', 'Circumstances ✓', 'Activity Plan ✓', 'Location ✗', 'Documents', 'Final Submission 🔒', 'Create a New Event', 'Send a Message to the NEB', and 'Help'. The main content area is titled 'Company' and contains an information icon, an 'Instructions' box with the text 'Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.', and a required field: 'Enter the name of the company that owns the facility or operates the pipeline where the event will occur *'. This field is a dropdown menu currently showing 'Seaview Energy Inc.'. At the bottom of the form are 'Previous' and 'Save and Next' buttons.

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. The header includes the National Energy Board logo and the word 'Canada'. A navigation menu on the left lists options: (New), Contact, Event Types, Company, Circumstances (selected), Activity Plan, Location, Documents, and Final Submission. Below the menu are buttons for 'Create a New Event', 'Send a Message to the NEB', and 'Help'. The main content area features a green success message 'Company saved.' followed by the 'Circumstances' section. This section contains an 'Instructions' box with the text: 'Please enter the requested information and click the Save and Next button at the bottom of this page to proceed to the next page.' Below the instructions are two text input fields: 'Provide a complete description of the planned activity or project' and 'What is the rationale for the activity or project?'. Both fields are currently empty.

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



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



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 temporary or permanent land is required that:
 - is within critical habitat for any Endangered or Threatened species listed on Schedule 1 of the federal Species at Risk Act; or
 - is to be acquired in accordance with sections 86 and 87 of the NEB Act.
- 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](#)[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 Land)

If you select the second circumstance “New land is required” a new section, is activated.

- New temporary or permanent land is required that:
- is within critical habitat for any Endangered or Threatened species listed on Schedule 1 of the federal Species at Risk Act; or
 - is to be acquired in accordance with sections 86 and 87 of the NEB Act.

A new item will appear on the left side menu, which will be completed after the “Location” section.

(New)

Contact ✓

Event Types ✓

Company ✓

Circumstances ✓

Activity Plan ✓

Location ✓

New Land ✓

Fish Habitat ✓

Documents

Final Submission

Create a New Event

Send a Message to the NEB

Help



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>>.

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

i

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

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

i

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? *

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.

**(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).

Location

[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.

Note that if the Onshore Pipeline Regulations (OPR) apply to this event, you are required to specify a pipeline. You must always specify at least one of pipeline or facility and you are always allowed to specify both a pipeline and a facility. However, if you specify a facility but not a pipeline, you may need to select it as "-- Not Listed --" as some facility names will not be available in the drop-down list because of limitations in our current data structures.

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.

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.

Event Location

Select the country where the event will occur *

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

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		



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, as you can include more than one activity site.

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



New Land

If you selected “New Land is required” on the Circumstances page, you will be required to provide more information. This screen will ask for information pertaining to the amount of new land needed, how much of that land is permanent, land ownership and species at risk.

New Land

[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.

How much new land (hectares) is needed in total? *

How much permanent (hectares) will be acquired? *

Is it private land? *

Is the land within critical habitat for any endangered or threatened species listed on Schedule 1 of the federal Species at Risk Act? *

If you select <<YES>> to private land, more information will be required:

Is it private land? *

Is the fee simple landowner in agreement? *

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

Is the land within critical habitat for any endangered or threatened species listed on Schedule 1 of the federal Species at Risk Act? *



If you select <<YES>> to land within critical habitat for any endangered or threatened species listed on Schedule 1 of the federal Species at Risk Act, more information will be required:

Is the land within critical habitat for any endangered or threatened species listed on Schedule 1 of the federal Species at Risk Act? *

Species at Risk Critical Habitat

Provide a list of the species at risk that may be affected: *

How much new permanent land (hectares) is needed? *

How much new temporary land (hectares) is needed? *

Have relevant provincial and federal authorities been consulted? *

Provide details of the consultation:



Instructions

It is 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:

- Site plans
- A description of the activities that will be conducted that are relevant to critical habitat and their potential impacts to species at risk
- All reasonable alternatives to the activity that would reduce the impact on the species that have been considered
- A description of all feasible measures that will be taken to minimise the impact of the activity on the species or its critical habitat or the residences of its individuals
- Details of monitoring that is proposed to avoid and lessen any adverse effects

Previous

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? *

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

Will there be any in-stream work? *

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

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

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 for either the access or the activity site, 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



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 X
Fish Habitat X
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.

Fish Habitat

[Return to Details](#)

i

Instructions

You have indicated that the proposed works will not be implementing all the applicable DFO Measures to Avoid Harm to Fish and Fish Habitat or a species listed under Schedule 1 of the Species at Risk Act is likely to be present within the Project Footprint. Therefore, the Board requires that a self-assessment of serious harm be completed and filed with the O/M Notification. Under the MOU between the NEB and DFO, the Board is responsible for reviewing all works, activities, or undertakings against the Fisheries Protection Provisions and to refer any such works, activities, or undertakings to DFO that would likely require an authorization under Paragraph 35(2)(b) of the Fisheries Act. The self-assessment of serious harm must include, but not be limited to:

- Fish and fish habitat information;
- Project planning, including site-specific mitigation and proposed reclamation measures;
- Photos upstream, downstream, and the Project Footprint;
- Design drawings;
- The amount of habitat (m2) that will be permanently altered or destroyed below the 2-year high water mark;
- The estimated amount of fish mortality;
- The amount of riparian habitat to be cleared (m2);
- Discussion on how any residual effects will impact localized commercial, recreational, and/or aboriginal fisheries or fish that support such a fishery;
- Discussion on if the proposed works are likely to require authorization under Paragraph 35(2)(b) of the Fisheries Act; and
- Discussion on requirements of any Species at Risk Act 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? *

 (YYYY-MM-DD)

When will the in-stream activities end? *

 (YYYY-MM-DD)

When does the provincial timing window (i.e., when in-stream activities should occur) start for the watercourse? *

 (YYYY-MM-DD)

When does the provincial timing window (i.e., when in-stream activities should occur) end for the watercourse? *

 (YYYY-MM-DD)

If there is no provincial timing window, or the timing window is not applicable to the proposed activities, please explain. *

What fish species are likely to be present at the proposed work location? *

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' section of the application. On the left is a navigation menu with options like '(New)', 'Contact', 'Event Types', 'Company', 'Circumstances', 'Activity Plan', 'Location', 'Documents', and 'Final Submission'. The main content area has a green header with 'Location saved.' and a blue header with 'Documents'. Below this is an 'Instructions' box with text explaining the purpose of the page and how to use the 'Add' and 'Edit' buttons. Below the instructions is a table with columns for 'Document title' and 'File Size (MB)'. The table is currently empty, with the message 'No data is available in the table'. At the bottom of the table area 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 title 'Add' and a 'Document title *' field. Below the title field is a 'Files' section with a 'Browse...' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows the same 'Documents' section as the previous screenshot, but with the 'Add' dialog box overlaid.

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	Edit Delete

Showing 1 to 1 of 1 entries

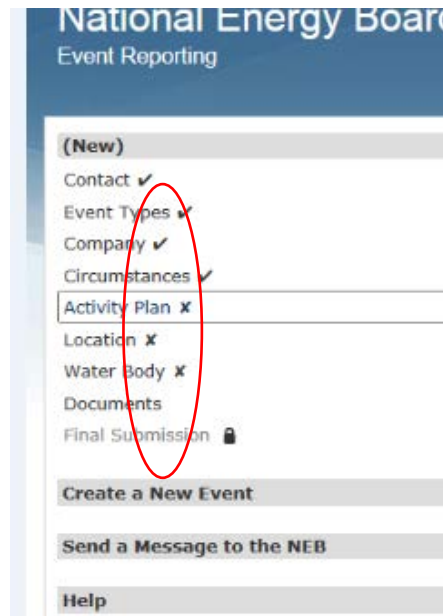
[◀ Previous](#) [Next ▶](#)[Previous](#) [Add](#) [Next](#)

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

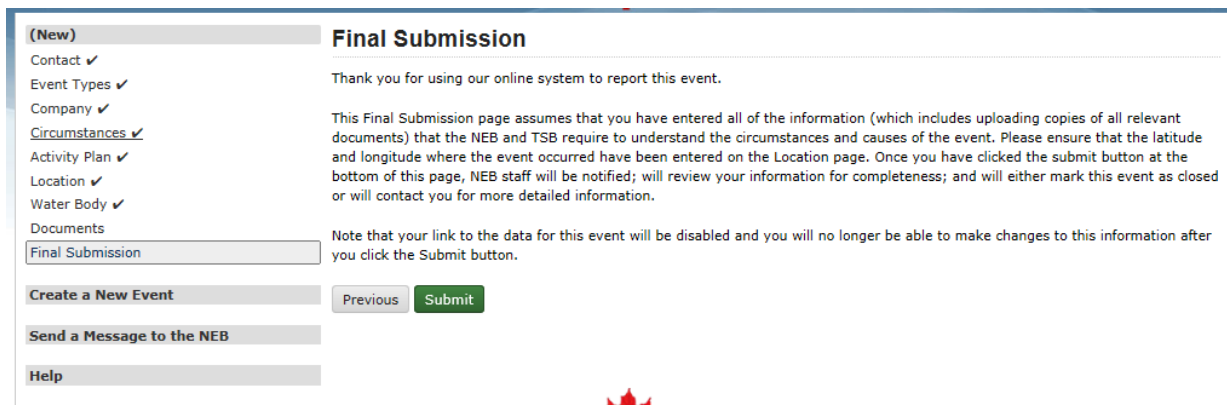


Final Submission

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.

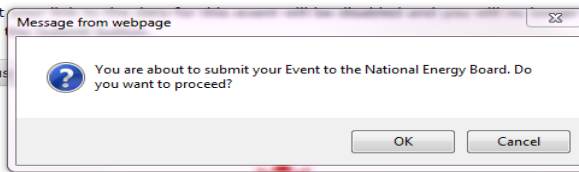
Final Submission

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 [Previous] you are able to ma

Previous



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 dilersupport@neb-one.gc.ca.

The filing now has an event number assigned to it (i.e. OM2018-025). 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 (OM2018-025) 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 - OM2018-025

Event Types

What are the event types that you are reporting?

Notification (check only one)

- Operations and Maintenance

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 (REGDOCS). 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 REGDOCS, 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. OM2018-025), as well as any relevant details.



(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 *

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. OM2018-025), 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.

Event Closed

Once the notification has been reviewed and deemed complete, you will receive an email indicating the notification is closed.

Thank you for reporting this event (OM2018-025) to the National Energy Board. This message confirms that the NEB has completed its review of all information for this event as listed below and the NEB has closed 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 - OM2018-025

Event Types

What are the event types that you are reporting?

Notification (check only one)

- Operations and Maintenance