

Voluntary Self-Disclosure Form Instructions

June 2016

Manual 013: Compliance and Enforcement Program outlines the Alberta Energy Regulator's (AER's) voluntary self-disclosure (VSD) process. This document provides instructions on how to complete the VSD form that is submitted to the following AER groups:

- Enforcement and Surveillance (field centres, regional offices, Emergency Management), and
- Infrastructure Authorizations (Oil & Gas) (for licensing matters under *Directive 056: Energy Development Applications and Schedules*).

Note: Most VSD submissions regarding in situ operations may be directed to the local AER field centre or regional office. This does not apply to *Directive 056*-related submissions, which are to be directed to Infrastructure Authorizations. Consult with your local AER field centre or regional office for more information about in situ VSD submissions.

For more information on the VSD process, see *Frequently Asked Questions: Voluntary Self-Disclosure Process, Enforcement & Surveillance and Infrastructure Authorizations*, available on the AER website Data & Publication > AER Forms > Miscellaneous Forms > Voluntary Self-Disclosure Form.

All white fields in the VSD form must be filled out by the regulated party¹ unless otherwise indicated. Incomplete forms will be returned.

Detailed Instructions

Email to: Select from the dropdown list the appropriate AER email address (e.g., edmonton.fieldcentre@aer.ca). In the subject line of the email, indicate that it is a VSD request and include the name of the regulated party.

Date AER Notified: Enter the date of original notification. This is the date that the AER was first contacted about the VSD, which may be by phone, email, or other means. If the VSD form is the original notification, enter the form's submission date.

AER Group: Select the intended AER addressee (e.g., Edmonton Field Centre) from the dropdown list.

Regulated Party: Enter the name of the regulated party.

Contact Name: Enter a contact name for the regulated party. The AER will accept VSDs from representatives designated by the regulatory party, including third parties formally designated through an agreement or contract.

¹ The regulated party is the responsible duty holder (i.e., licensee, operator, company, applicant, approval holder, or permit holder) specified in the applicable legislation.

Phone Number: Enter the contact's phone number.

Fax Number: Enter the contact's fax number (optional field if not submitting by fax).

Email Address: Enter the contact's email address.

Business Associate Code: Enter the four-digit business associate (BA) code issued to the regulated party. Refer to the AER website, www.aer.ca, under Data & Publications > Statistical Reports (ST) > [ST 104A](#) for BA codes for all registered licensees and agents.

Licence/Approval Type: Select appropriate licence or approval type for the item that is noncompliant. "ERP" refers to the emergency response plan reference number (after the plan has been approved), and "WM" refers to the waste management facility approval number.

If the VSD concerns a well, facility, or pipeline that does not hold a licence under *Directive 056*, select "NULL" from the dropdown list.

Licensed Substance: If **Licence/Approval Type** is "Well" or "Facility," select "Oil" or "Gas" from the dropdown list. For pipelines, waste management facilities, emergency response plans, and unlicensed wells, facilities, or pipelines, select "N/A."

Licence or Approval No. or ERP Ref. No.: Enter the specific licence number, ERP reference number, or WM approval number for the noncompliant item.

If the VSD concerns a well, facility, or pipeline that does not hold a licence under *Directive 056*, enter "NO LICENCE".

Pipeline/Installation: If **Licence/Approval Type** is "Pipeline," from the dropdown list select "Line" for a pipeline segment or "Installation" for a pipeline installation. Otherwise, select "N/A."

Line No. or Installation No.: If **Licence/Approval Type** is "Pipeline," enter the pipeline line number or installation number. Otherwise, select "N/A."

Location: Enter the legal survey location of the noncompliance. Specifically, provide the legal subdivision, section, township, range, and meridian (e.g., 15-14-078-07W6M). This not needed for provincial VSDs unless the noncompliances are risk rated as "high" by the AER.

Noncompliance: Enter a description of the noncompliance as written in applicable manuals and the Table of Noncompliant Events and Associated Risk Rating of AER Requirements, available on the AER website. For questions about the noncompliance, send an email to the appropriate AER group.

Actions to Correct or Address the Noncompliance: Describe the actions taken or to be taken to address the noncompliance (e.g., clean up with vacuum truck). This information is not considered the action plan, if one is requested by the AER.

If the cell cannot hold all of the information, populate the next cell below. If substantial information needs to be provided, contact the appropriate AER group for further direction.

Requested Deadline Date: Enter a deadline to correct or address the noncompliance. The requested deadline should take into account the actual risk of the noncompliance and the AER's expectation that the regulated party act as if the AER identified the noncompliance.