

Appendix 1 Filing Manual Checklists

The filing requirements included in this manual have been summarized in the following checklists. The CER encourages applicants to complete all the relevant checklists and include them as part of the application. **Using these checklists alone does not constitute a complete application.**

Chapter 3 – Common Information Requirements

	Filing Requirements	In Application ? References	Not in Application ? Explanation
3.1 Action Sought by Applicant			
1.	Requirements of s.15 of the Rules.		
3.2 Application or Project Purpose			
1.	Purpose of the proposed project.		
3.3 Management Systems and Programs under the OPR			
1.	An overview of its management systems, including a description of: <ul style="list-style-type: none"> • how programs required under the OPR are coordinated within the management system to promote safety and environmental protection; and • the process for any necessary modifications to the management system. 		
3.4 Engagement			
3.4.1 Policies and Goals of Engagement			
1.	The corporate policy or vision.		
2.	The principles and goals of engagement for the project.		
3.	A copy of the Indigenous engagement policy and copies of policies and principles for collecting traditional use information, if available.		
3.4.2 Designing Project-specific Engagement Activities			
1.	The description of the engagement activities and the factors that influenced the design.		
3.4.3 Implementation and Outcomes of Project-specific Engagement Activities			
1.	The outcomes of the engagement activities for the project.		
3.4.4 Justification for Not Undertaking Engagement Activities			
1.	The application provides justification for why the applicant has determined that engagement activities were not required for the project.		
3.5 Notification of Commercial Third Parties			

	Filing Requirements	In Application ? References	Not in Application ? Explanation
1.	Confirm that third parties were notified.		
2.	Details regarding the concerns of third parties.		
3.	List the self-identified interested third parties and confirm they have been notified.		
4.	If notification of third parties is considered unnecessary, an explanation to this effect.		

Chapter 4 – Sections 4.1 and 4.2: Common Requirements for Physical Projects

	Filing Requirements	In Application? References	Not in Application? Explanation
4.1 Description of the Project			
1.	The project components, activities and related undertakings.		
2.	The project location and criteria used to determine the route or site.		
3.	How and when the project will be carried out.		
4.	Description of any facilities, to be constructed by others, required to accommodate the proposed facilities.		
5.	An estimate of the total capital costs and incremental operating costs, and changes to abandonment cost estimates.		
6.	The expected in-service date.		
4.2 Economic Feasibility, Alternatives and Justification			
4.2.1 Economic Feasibility			
1.	Describe the economic feasibility of the project.		
4.2.2 Alternatives			
1.	Describe the need for the project, other economically-feasible alternatives to the project examined, along with the rationale for selecting the applied for project over these other possible options.		
2.	Describe and justify the selection of the proposed route and site including a comparison of the options evaluated using appropriate selection criteria.		
3.	Describe the rationale for the chosen design and construction methods. Where appropriate, describe any alternative designs and methods evaluated and explain why these other options were eliminated.		
4.2.3 Justification			
1.	Provide a justification for the proposed project		

Guide A - A.1 Engineering

	Filing Requirements	In Application? References	Not in Application? Explanation
A.1.1 Engineering Design Details			
1.	Fluid type and chemical composition.		
2.	Line pipe specifications.		
3.	Pigging facilities specifications.		
4.	Compressor or pump facilities specifications.		
5.	Pressure regulating or metering facilities specifications.		
6.	Liquid tank specifications or other commodity storage facilities.		
7.	New control system facilities specifications.		
8.	Gas processing, sulphur or LNG plant facilities specifications.		
9.	Technical description of other facilities not mentioned above.		
10.	Building dimensions and uses.		
11.	If project is a new system that is a critical source of energy supply, a description of the impact to the new system capabilities following loss of critical component.		
A.1.2 Engineering Design Principles			
1.	Confirmation project activities will follow the requirements of the latest version of CSA Z662.		
2.	Provide a statement indicating which Annex is being used and for what purpose		
3.	Statement confirming compliance with OPR or PPR.		
4.	Listing of all primary codes and standards, including version and date of issue.		
5.	Confirmation that the project will comply with company manuals and confirm manuals comply with OPR/PPR and codes and standards.		
6.	Any portion of the project a non-hydrocarbon commodity pipeline system? Provide a QA program to ensure the materials are appropriate for their intended service.		

	Filing Requirements	In Application? References	Not in Application? Explanation
7.	If facility subject to conditions not addressed in CSA Z662: <ul style="list-style-type: none"> written statement by qualified professional engineer; and description of the designs and measures required to safeguard the pipeline. 		
8.	If directional drilling involved: <ul style="list-style-type: none"> preliminary feasibility report; and description of the contingency plan. 		
9.	If new materials are involved, provide material supply chain information, in tabular format.		
10.	If reuse of material is involved, provide an engineering assessment in accordance with CSA Z662 that indicates its suitability for the intended service.		
A.1.3 Canadian Energy Regulator Onshore Pipeline Regulations			
1.	Designs, specifications programs, manuals, procedures, measures or plans for which no standard is set out in the OPR or PPR.		
2.	A quality assurance program if project non-routine or incorporates unique challenges due to geographical location.		
3.	If welding performed on a liquid-filled pipeline that has a carbon equivalent of 0.50% or greater and is a permanent installation: <ul style="list-style-type: none"> welding specifications and procedures; and results of procedure qualification tests. 		

Guide A - A.2 Environment and Socio-economic Assessment

	Filing Requirements	In Application? References	Not in Application? Explanation
A.2.5 Description of the Environmental and Socio-economic Setting			
1.	Identify and describe the current biophysical and socio-economic setting of each element (<i>i.e.</i> , baseline information) in the area where the project is to be carried out.		
2.	Describe which biophysical or socio-economic elements in the study area are of ecological, economic or human importance and require more detailed analysis taking into account the results of engagement (see Table A-1 for examples). Where circumstances require more detailed information in an ESA, see: <ul style="list-style-type: none"> • Table A-2 – Filing Requirements for Biophysical Elements; or • Table A-3 – Filing Requirements for Socio-economic Elements. 		
3.	Provide supporting evidence (<i>e.g.</i> , references to scientific literature, field studies, local and Indigenous knowledge, previous environmental assessment and monitoring reports) for: <ul style="list-style-type: none"> • information and data collected; • analysis completed; • conclusions reached; and • the extent of professional judgment or experience relied upon in meeting these information requirements, and the rationale for that extent of reliance. 		
4.	Describe and substantiate the methods used for any surveys, such as those pertaining to wildlife, fisheries, plants, species at risk or species of special status, soils, heritage resources or traditional land use, and for establishing the baseline setting for the atmospheric and acoustic environment.		

	Filing Requirements	In Application? References	Not in Application? Explanation
5.	Applicants must consult with other expert federal, provincial or territorial departments and other relevant authorities on requirements for baseline information and methods.		
A.2.6 Effects Assessment			
Identification and Analysis of Effects			
1.	Describe the methods used to predict the effects of the project on the biophysical and socio-economic elements, and the effects of the environment on the project.		
2.	Predict the effects associated with the proposed project, including those that could be caused by construction, operations, decommissioning or abandonment, as well as accidents and malfunctions. Also include effects the environment could have on the project. For those biophysical and socio-economic elements or their valued components that require further analysis (see Table A-1), provide the detailed information outlined in Tables A-2 and A-3.		
Mitigation Measures for Effects			
1.	Describe the standard and project specific mitigation measures and their adequacy for addressing the project effects, or clearly reference specific sections of company manuals that provide mitigation measures. Ensure that referenced manuals are current and filed with the CER.		
2.	Ensure that commitments about mitigative measures will be communicated to field staff for implementation through an Environmental Protection Plan (EPP).		
3.	Describe plans and measures to address potential effects of accidents and malfunctions during construction and operation of the project.		
Evaluation of Significance			
1.	After taking into account any appropriate mitigation measures, identify any remaining residual effects from the project.		

	Filing Requirements	In Application? References	Not in Application? Explanation
2.	Describe the methods and criteria used to determine the significance of adverse effects, including defining the point at which any particular effect on a valued component is considered “significant”.		
3.	Evaluate the significance of residual adverse environmental and socio-economic effects against the defined criteria.		
4.	Evaluate the likelihood of significant residual adverse environmental and socio-economic effects occurring and substantiate the conclusions made.		
A.2.7 Cumulative Effects Assessment			
Scoping and Analysis of Cumulative Effects			
1.	Identify the valued components for which residual effects are predicted, and describe and justify the methods used to predict any residual effects.		
2.	For each valued component where residual effects have been identified, describe and justify the spatial and temporal boundaries used to assess the potential cumulative effects.		
3.	Identify other physical works or activities that have been or will be carried out within the identified spatial and temporal boundaries for the cumulative effects assessment.		
4.	Identify whether the effects of those physical works or activities that have been or will be carried out would be likely to produce effects on the valued components within the identified spatial and temporal boundaries.		

	Filing Requirements	In Application? References	Not in Application? Explanation
5.	<p>Where other physical works or activities may affect the valued components for which residual effects from the applicant's proposed project are predicted, continue the cumulative effects assessment, as follows:</p> <ul style="list-style-type: none"> • consider the various components, phases and activities associated with the applicant's project that could interact with other physical work or activities; • provide a description of the extent of the cumulative effects on valued components; and • where professional knowledge or experience is cited, explain the extent to which professional knowledge or experience was relied upon and justify how the resulting conclusions or decisions were reached. 		
Mitigation Measures for Cumulative Effects			
1.	Describe the general and specific mitigation measures, beyond project-specific mitigation already considered, that are technically and economically feasible to address any cumulative effects.		
Applicant's Evaluation of Significance of Cumulative Effects			

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	After taking into account any appropriate mitigation measures for cumulative effects, identify any remaining residual cumulative effects.		
2.	Describe the methods and criteria used to determine the significance of remaining adverse cumulative effects, including defining the point at which each identified cumulative effect on a valued component is considered “significant”.		
3.	Evaluate the significance of adverse residual cumulative effects against the defined criteria.		
4.	Evaluate the likelihood of significant, residual adverse cumulative environmental and socio-economic effects occurring and substantiate the conclusions made.		
A.2.8 Inspection, Monitoring and Follow-up			
1.	Describe inspections plans to ensure compliance with biophysical and socio-economic commitments, consistent with sections 48, 53, and 54 of the OPR.		
2.	Describe the surveillance and monitoring program for the protection of the pipeline, the public and the environment, as required by Section 39 of the OPR.		
3.	Consider any particular elements in the Application that are of greater concern and evaluate the need for a more in-depth monitoring program for those elements.		
Table A-1 Circumstances and Interactions Requiring Detailed Biophysical and Socio-economic Information			
Physical & meteorological environment			
Soil and soil productivity			
Vegetation			
Water quality and quantity			
Fish and fish habitat, including any <i>Fisheries Act</i> Authorization offsetting measures required			
Wetlands			
Wildlife and wildlife habitat			
Species at Risk or Species of Special Status and related habitat			
Air emissions			
Greenhouse gas (GHG) emissions and climate change			
Acoustic environment			

	Filing Requirements	In Application? References	Not in Application? Explanation
	Human occupancy and resource use		
	Heritage resources		
	Navigation and navigation safety		
	Traditional land and resource use		
	Social and cultural well-being		
	Human health and aesthetics		
	Infrastructure and services		
	Employment and economy		

Guide A - A.3 Economics and Financing

	Filing Requirements	In Application? References	Not in Application? Explanation
A.3.1 Supply			
1.	A description of each commodity.		
2.	A discussion of all potential supply sources.		
3.	Forecast of productive capacity over the economic life of the facility.		
4.	For pipelines with contracted capacity, a discussion of the contractual arrangements underpinning supply.		
A.3.2 Transportation Matters			
Pipeline Capacity			
1.	In the case of expansion provide: <ul style="list-style-type: none"> • pipeline capacity before and after and size of increment; and • justification that size of expansion is appropriate. 		
2.	In case of new pipeline, justification that size of expansion is appropriate given available supply.		
Throughput			
1.	For pipelines with contracted capacity, information on contractual arrangements.		
2.	For non-contract carrier pipelines, forecast of annual throughput volumes by commodity type, receipt location and delivery destination over facility life.		
3.	If project results in an increase in throughput: <ul style="list-style-type: none"> • theoretical and sustainable capabilities of the existing and proposed facilities versus the forecasted requirements; and • flow formulae and flow calculations used to determine the capabilities of the proposed facilities and the underlying assumptions and parameters. 		
4.	If more than one type of commodity transported, a discussion pertaining to segregation of commodities including potential contamination issues or cost impacts.		
A.3.3 Markets			

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Provide an analysis of the market in which each commodity is expected to be used or consumed.		
2.	Provide a discussion of the physical capability of upstream and downstream facilities to accept the incremental volumes that would be received and delivered.		
A.3.4 Financing and Financial Resources			
1.	Evidence that the applicant has the ability to finance the proposed facilities.		
2.	Evidence that the applicant can manage the potential costs associated with the risks and liabilities that arise during construction and operation, including an incident that harms people or the environment.		
3.	Estimated toll impact for the first full year that facilities are expected to be in service.		
4.	Confirmation that shippers have been apprised of the project and toll impact, their concerns and plans to address them.		
5.	Information on abandonment costs and the set-aside and collection of them.		
6.	Additional toll details for applications with significant toll impacts.		
A.3.5 Non-CER Regulatory Approvals			
1.	Confirm that all non-CER regulatory approvals required to allow the applicant to meet its construction schedule, planned in-service date and to allow the facilities to be used and useful are or will be in place.		
2.	If any of the approvals referred to in #1 may be delayed, describe the status of those approval(s) and provide an estimation of when the approval is anticipated.		

A.4 Lands Information

	Filing Requirements	In Application? References	Not in Application? Explanation
A.4.1 Land Areas			

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Width of right of way and locations of any changes to width		
2.	Locations and dimensions of known temporary work space and drawings of typical dimensions		
3.	Locations and dimensions of any new lands for facilities		
A.4.2 Land Rights			
1.	The type of lands rights proposed to be acquired for the project.		
2.	The relative proportions of land ownership along the route of the project.		
3.	Any existing land rights that will be required for the project.		
A.4.3 Lands Acquisition Process			
1.	The process for acquiring lands.		
2.	The timing of acquisition and current status.		
3.	The status of service of section 322 notices.		
A.4.4 Land Acquisition Agreements			
1.	A sample copy of each form of agreement proposed to be used pursuant to section 321(2) of the CER Act.		
2.	A sample copy of any proposed fee simple, work space, access or other land agreement.		
A.4.5 Section 322 Notices			
1.	A sample copy of the notice proposed to be served on all landowners pursuant to section 322(1) of the CER Act.		
A.4.6 Section 214 Application to Address a Complaint			
1.	The details of the complaint and describe how the proposed work will address the complaint.		

Guide B – Abandonment Funding and Applications to Abandon

	Filing Requirements	In Application? References	Not in Application? Explanation
B.1 Engineering			
1.	Confirm abandonment activities will follow the requirements of the latest version of CSA Z662.		
2.	<ul style="list-style-type: none"> • A complete description of facilities being abandoned. • An assessment of the potential safety hazards related to facility abandonment and mitigative actions planned to reduce such hazards • A plan outlining how the facility will be prepared for abandonment and how it will be monitored, if necessary 		
B.2 Environment and Socio-economic Assessment			
1.	ESA (or environmental and socio-economic assessment)		
2.	The different ecological settings found at the project location and different land uses in place.		
3.	Identify the ecological settings (identified in 1) in which each of the project components to be abandoned is located.		
4.	Methods to be used to cleanup any contamination found at the project component sites and: <ul style="list-style-type: none"> • the amount of contamination that exists; • special handling techniques that will be used; and • regulatory requirements to be followed for cleanup and disposal. 		
5.	For each project component: <ul style="list-style-type: none"> • how and when it will be abandoned; • how the environment will be reclaimed; and • how the abandonment is appropriate for the ecological setting where it is located. 		

6.	Use of appropriate level of detail to allow regulators, public and others to understand what is being proposed.		
7.	The regulatory requirements for reclamation and remediation and how these requirements will be met.		
8.	Identify historical spills and releases on the area to be abandoned.		
B.3 Economics and Finance			
1.	Details of the costs associated with proposed abandonment, including estimated costs for post-abandonment monitoring and contingency.		
2.	Confirmation that funding is and will be available to finance the proposed abandonment, and post-abandonment activities.		
3.	Original book cost and accumulated depreciation to retirement date.		
4.	Accounting details including details of whether retirement is ordinary or extraordinary.		
B.4 Lands Information			
1.	Describe the location and the dimensions of the existing RoW and facility lands that would be affected by the abandonment.		
2.	Map or site plan of the pipeline or facility.		
3.	Locations and dimensions of temporary workspace required.		
4.	Describe any easement proposed to be acquired for the abandonment, including the location and dimensions of the easement		
5.	Provide a record of public engagement activities that have been undertaken for the abandonment, including a description of: <ul style="list-style-type: none"> • all discussions with landowners regarding the easement; • summary of any issues or concerns identified by the landowner regarding the easement, surrendering of the easement, or the lands proposed to be acquired; and • how the applicant proposes to address any concerns or issues raised by potentially affected people or landowners, or an explanation as to why no further action is required. 		
6.	Provide the details of any reclamation plans developed through engagement with landowners affected by the proposed abandonment.		

7.	<p>In the event that any easement will be surrendered:</p> <ul style="list-style-type: none">• identify the lands where easement will be surrendered;• describe the contingency plans that will be put in place to protect the landowner should subsequent land issues arise following the abandonment of the facility and surrender of the easement; and• file evidence to demonstrate that affected landowners have been advised of the proposed abandonment.		
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Guide C – Protection of Pipelines from Ground Disturbance, Facility Construction, Crossings and Mining Operations (CER Act s. 335 and s. 338)

	Filing Requirements	In Application? References	Not in Application? Explanation
C.1 Ground Disturbance, Facility Construction and Crossings Near Pipelines (CER Act s. 335, <i>Canadian Energy Regulator Damage Prevention Regulations – Authorizations</i>)			
1.	For an application to construct a facility across, on, along or under a pipeline: <ul style="list-style-type: none"> • purpose and location of the proposed facility; • description of the proposed facility; and • rationale for seeking approval from the Commission. 		
2.	For an application to conduct an activity causing a ground disturbance in the prescribed area (a strip of land measured 30 m perpendicularly on each side from the centreline of the pipe): <ul style="list-style-type: none"> • purpose and location of the activity; • description of the activity(s) resulting in a ground disturbance; and • rationale for seeking approval from the Commission. 		
3.	ESA (environmental and socio-economic assessment)		
4.	For an application to operate a vehicle or mobile equipment across a pipeline: <ul style="list-style-type: none"> • purpose and location of the activity; • description of the vehicle and/or equipment; and • rationale for seeking approval from the Commission. 		
5.	For an application to direct the owner of a facility to reconstruct, alter or remove the facility: <ul style="list-style-type: none"> • purpose and location of the facility; • purpose for the reconstruction, alteration or removal of the facility; and • rationale for seeking approval from the Commission. 		
C.2 Protection of Pipelines from Mining Operations (CER Act s. 338)			

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Plan and profile for the portion of the pipeline affected.		
2.	ESA (or environmental and socio-economic assessment)		
3.	Information and details respecting proposed operations: <ul style="list-style-type: none"> • project title and contact information for company, contractors and subcontractors; • name and contact information of the pipeline company; • legal description of the lands to be affected; • map indicating the location of the pipeline; and • statement certifying that the pipeline company and the CER will be contacted at least 72 hours prior to conducting the project. 		
4.	If crossing a pipeline: <ul style="list-style-type: none"> • proposed crossing date; and • evidence that an approved crossing agreement is in place. 		
5.	If the application is for a seismic program or involves explosives: <ul style="list-style-type: none"> • type of seismic program; • plat of the seismic program; • identify the source; • size of the dynamite charge; and • confirmation that the program will be conducted in accordance with all applicable regulations. 		

Guide D – Deviations

	Filing Requirements	In Application? References	Not in Application? Explanation
D.1 Lands			
1.	Order number and date of the approval of original PPBoRs.		
2.	PPBoR drawing showing approved route and proposed deviation.		
3.	PPBoR drawing showing location of the proposed deviated, changed or altered route.		
4.	Starting and ending points of the deviation.		
5.	Map indicating location of deviation in relation to approved detailed route and certificated route.		
6.	Description of any new lands required including status of acquisition and service of section 322(1) notices.		
7.	Concerns expressed by landowners affected, how the company proposes to address concerns and date response provided or evidence that the affected landowners consent.		
8.	<p>For an exemption from the provisions of section 211:</p> <ul style="list-style-type: none"> • order number and date of the approval of original PPBoRs; • starting and ending points of the deviation; • maximum distance of deviation from centre line; • PPBoR drawing showing approved route and proposed deviation; • map indicating location of deviation in relation to approved detailed route and certificated route; • description of any new lands required; • concerns expressed by landowners affected, how the company proposes to address concerns and date response provided; and • evidence that the affected landowners consent. 		

D.2 Environment and Socio-economic Assessment

1.	How the effects have been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		

Guide E – Change in Class Locations

	Filing Requirements	In Application? References	Not in Application? Explanation
E.1 Primary Assessment			
Subject to the class location change to a higher designation, file with the CER a plan that includes a primary assessment of the pipeline segment that includes the following information:			
1.	<p>Identification of changes in circumstances that have occurred and resulted in the change of class location, including:</p> <ul style="list-style-type: none"> a) Maps of current and previous circumstances in a large enough scale to clearly indicate the following on the map: <ul style="list-style-type: none"> i. north arrow; ii. scale indicated and scale bar; iii. reasons for the change in class location; iv. location and type of any crossings; v. location and spacing of valves; vi. class location assessment area; vii. area of potential impact; b) Description of development within class location assessment area, including number and type of dwelling units, outside areas or buildings as described in CSA Z662 for class location designations; c) The date or, if not available, the most likely date of the class location change event; 		

	Filing Requirements	In Application? References	Not in Application? Explanation
2.	<p>Requirements of CSA Z662 for a change of class location, including, as applicable:</p> <ul style="list-style-type: none"> a) Design factor or location factor, as applicable: <ul style="list-style-type: none"> i. effect of the new location factor(s) on design pressure and hoop stress used in stress analyses for any location on the affected pipeline segment, including road and railway crossings; b) Valve spacing; c) Depth of cover (DOC) (comparison of minimum requirements versus actual DOC); <ul style="list-style-type: none"> i. results and source of most recent DOC measurements; d) Pressure testing; e) Evaluation and repair of imperfections as specified in CSA Z662: <ul style="list-style-type: none"> i. Report the presence of incomplete records or no records of assessed/repared imperfections on the affected segment of the pipeline; ii. Clarify if a pipeline segment has been inspected with in-line inspection (ILI) tools. Report the latest dates and types of in-line inspection tools used, if applicable; iii. Report integrity assessment methods other than in-line inspections (e.g., above-ground surveys, integrity excavations, etc.); iv. When pressure testing is performed as an integrity assessment, report the date of the final pressure test and the hoop stress at the test pressure as a percentage of the specified minimum yield strength; 		

	Filing Requirements	In Application? References	Not in Application? Explanation
3.	<p>Design and operating conditions of the pipeline system, including service fluid, design operating stress, maximum operating pressure (MOP), joint and temperature factors, and the presence of potential geohazards:</p> <p>a) Report if the pipeline segment is under a regulatory or self-imposed operating pressure restriction;</p>		
4.	<p>Material and pipeline properties, including in-service year, seam weld type, outside diameter, wall thickness, specified grade, yield strength, tensile strength, and toughness, and how the material properties were obtained;</p>		
5.	<p>Coating type and condition of the coating applied to the pipeline body, girth welds, and repairs:</p> <p>a) Report the source of the coating information, which may be inferred from specifications, construction records, and indirect inspection (e.g., ILI, electromagnetic acoustic transducer (EMAT) inspection, above-ground inspections (e.g., direct current voltage gradient (DCVG), alternating current voltage gradient (ACVG), alternating current coating attenuation (ACCA), etc.)), and excavation results;</p>		
6.	<p>Level of cathodic protection (CP):</p> <p>a) Report the date of the last potential survey (e.g., test lead survey, closed interval survey (CIS), etc.);</p>		

	Filing Requirements	In Application? References	Not in Application? Explanation
7.	Confirmation that girth welds of the affected segment of the pipeline were subjected to 100% Non-Destructive Examination (NDE);		
8.	The damage prevention activities at the location of the pipeline segment subject to the increase in class location (e.g., additional signage, slabs, patrol frequency, etc.);		
9.	The presence of a school, hospital, day home, assisted living facility, prison, or other facilities that may be difficult to rapidly evacuate and/or where evacuation from such facility can only be achieved by entering the areas of potential impact; and		
10.	Failure history of the valve section containing the affected segment of the pipeline.		
E.2 Determining the Suitability for Continued Service			
1.	<p>Filing Requirements for a Valve Spacing Analysis</p> <p>When the valve spacing requirement of CSA Z662-19 is not met for the higher class location designation, a valve spacing analysis following CSA Z662-19 Clause 4.4 is required to demonstrate the suitability of the valve spacing for the new class location. File this analysis and include the following information, as applicable:</p>		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<ol style="list-style-type: none"> 1. A listing of the upstream and downstream sectionalizing valves, including a map that shows the spacing of the valves; 2. A listing and a schematic of the current configuration of the branches, cross-overs, risers and other piping that feed service fluid between the two sectionalizing valves, including: <ol style="list-style-type: none"> a) Confirmation that the additional feed from each source is accounted for in the calculation of the blowdown volumes; b) Details on the cross-over valve assembly; c) Normal operating settings for each of the valves (e.g., normally closed or open); 3. Information on both 1 and 2, including: <ol style="list-style-type: none"> a) Valve mechanism (remote, automatic or manual); b) Clarification whether valves are equipped with emergency shutdown mechanisms; c) Valve maintenance frequency; 4. A risk analysis that demonstrates that the risks of the pipeline at the existing valve spacing are equal to or lower than the risks of the pipeline at a valve spacing that meets the requirement of CSA Z662-19 Clause 4.4 for the changed class location. 		

	Filing Requirements	In Application? References	Not in Application? Explanation
2.	<p>Filing Requirements for an Engineering Assessment</p> <p>When the requirements of CSA Z662-19, Clause 10.7.2 other than the valve spacing are not met for the higher class location designation, an EA is required that includes, as applicable:</p> <ol style="list-style-type: none"> 1. Primary assessment (as described in E.1); 2. The EA must meet CSA Z662 requirements for engineering assessments of existing pipelines, including, as applicable: <ol style="list-style-type: none"> a) Manufacturing process and installation method; b) Construction and testing specifications; c) The physical configuration and constraints of the affected section of the pipeline that is the subject of the engineering assessment; d) Condition of the piping, including types of imperfections, dimensions, and dimensional uncertainty; e) Mechanism or mode of imperfection formation, growth, and failure; f) Service, operating, failure, and maintenance history, including a CP effectiveness evaluation; g) Appropriateness of repair methods used; h) Consideration of combined stresses, for example: <ol style="list-style-type: none"> i. Where existing pipelines are crossed by roads or railways, upgrade the pipelines to meet the applicable design requirements for the new class location or perform a detailed analysis of all loads expected to be imposed on the pipeline during operation of the crossing. Consider the condition of the pipeline when determining the resulting combined stresses in the pipeline. 		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<p>Consider fatigue stress or fluctuating stress if heavy equipment crosses the pipeline at high frequencies.</p> <p>3. A comprehensive hazard identification and assessment is required with regard to the condition of the piping, performed by a professional engineer who is competent in assessing the hazard, considering as applicable:</p> <ul style="list-style-type: none"> a) Corrosion (e.g., external, internal, microbiologically influenced corrosion (MIC), alternating current induced corrosion, etc.): <ul style="list-style-type: none"> i. Apply additional coating inspection and testing if the information of the coating condition of the pipe body and girth weld is lacking; ii. Perform additional coating assessment or apply additional safety measures depending on how effectively the coating protects the pipe or depending on the probability that it may support the presence of a corrosive environment on the pipe; b) Cracking (e.g., environmentally-assisted, fatigue, etc.); c) Mechanical damage (e.g., dents, wrinkles, buckles, and gouges): <ul style="list-style-type: none"> i. Visually inspect all dents on the top half of the pipe (8 o'clock to 4 o'clock) and all dents with a length to depth ratio less than 20 for cracks, gouges, corrosion, and interaction with welds unless the company can demonstrate the absence of stress concentrators and interactions with welds; d) Geohazards (e.g., soil movement, seismically-triggered hazards, scour, erosion); e) Manufacturing and construction-related imperfections (e.g., imperfections in welds, in the pipe, or imperfections of pipeline components); f) Equipment malfunction (e.g., malfunction of control or relief equipment as a result of ice formation in cold weather); 		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<p>g) Incorrect operation (e.g., overpressure, incorrect operating procedures, introduction of out of specifications fluids);</p> <p>h) Potential stresses as a result of thermal expansion or contraction;</p> <p>i) Material-related issues (e.g., low toughness);</p> <p>j) Interaction of identified hazards.</p> <p>Include the tool performance specification and tool performance validation in a hazard assessment using in-line inspection (ILI) results. Include all excavation results on the pigged pipeline section and all false negatives in unity plots.</p> <p>Performance history alone is not an adequate hazard evaluation technique; the absence of a previous leak or rupture caused by a hazard on the pipeline is not proof of the absence or control of a hazard.</p> <p>Evaluate and repair all imperfections identified in the assessment of the condition as needed. The repair must meet the requirements of CSA Z662 Clause 10 and be scheduled appropriately, independent of the EA timeline.</p> <p>4. Consider the potential for collateral damage to pipelines or other buried facilities caused by the failure of adjacent pipelines (e.g., thermal radiation causing coating damage or reducing the strength of adjacent pipe).</p> <p>5. Submit a risk assessment that identifies and quantitatively demonstrates that the risks of the existing pipeline are equal to or lower than the risks of a pipeline that is at least at the DOC of the existing pipeline and meets all the requirements of the OPR and CSA Z662 (e.g., such a pipeline may have a heavier wall, be constructed of a higher grade, or may be operating at a lower pressure). Examples of</p>		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<p>quantitative risks for gas pipelines are individual and societal risks. Include the following information in the risk assessment:</p> <ul style="list-style-type: none"> a) A reliability or probability of failure (POF) assessment that includes: <ul style="list-style-type: none"> i. All identified hazards and potential interactions; ii. The source of failure probabilities (i.e., references) used in the assessment, where the methodology is representative and specified; iii. Long term plan on maintaining the reliability of the POF level; b) A consequence analysis and results: <ul style="list-style-type: none"> i. For HVP and sour service pipelines, consider the potential effects of fire and the potential effects of drifting hazardous gas mixtures beyond the area of potential impact prior to ignition; c) Identification of long term mitigative measures that the company identifies as necessary to achieve an acceptable risk level: <ul style="list-style-type: none"> i. Document the evidence supporting the effectiveness of the mitigation methods and measures considered and proposed, and provide this with the EA. 		

	Filing Requirements	In Application? References	Not in Application? Explanation
E.3 Long Term and Interim Corrective and Mitigative Measures			
1.	Provide a description of long term corrective and mitigative measures and an implementation plan with timeline for completion, where applicable, to address the identified potential concerns. Implement long term corrective and mitigative measures as soon as practicable.		
2.	<p>Provide a description of interim corrective and mitigative measures taken until the requirements of CSA Z662 are met, or long term mitigative measures are implemented. Implement interim corrective and mitigative measures as soon as practicable. Include:</p> <ul style="list-style-type: none"> a) Explanations as to why each interim measure was determined to be appropriate to ensure continued safe operation until the completion of the long term corrective and mitigative measures; b) Confirmation that each recommended interim measure was implemented, and will stay in place until the completion of the identified long term corrective and mitigative measures: <ul style="list-style-type: none"> i. If a recommended interim measure has not been implemented, provide a plan for implementation; c) Demonstration that the pipeline segments can be operated safely without any additional interim measures until the completion of the identified long term corrective and mitigative measures, if no interim measures are recommended. <p>Corrective and mitigative measures may include:</p>		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<ul style="list-style-type: none"> a) Modifications to the pipeline system, which may include consideration of pipeline replacement; b) Reduction of the operating pressure to that specified for the changed class location: <ul style="list-style-type: none"> i. Reduce the operating pressure as a corrective or mitigative measure as soon as practicable following its decision, with an explanation as to what was considered in assessing the timing of the practicability of implementation; ii. The approved MOP will be adjusted to the new reduced operating pressure, following CER approval of a long term corrective measure of a reduction in operating pressure as per the proposed plan pursuant to OPR S. 42; c) Increased public communications on the location of the pipeline; d) Installation of structures or materials (e.g., concrete slabs, steel plates) for mechanical damage protection or for protection against other external loads; e) Increased integrity assessments (e.g., in-line inspections), and repairs; f) Restricted access to the pipeline right of way; and g) Increased signage and right of way patrols frequency. 		

Guide F – Change of Service or Increase in Maximum Operating Pressure

	Filing Requirements	In Application? References	Not in Application? Explanation
F.1 Engineering			
1.	Confirm project activities will follow the requirements of the latest version of CSA Z662.		
2.	Provide details of the current and proposed state of service.		
3.	Provide an engineering assessment in accordance with CSA Z662 demonstrating the integrity of the pipeline system and its suitability for the proposed service, and identifying the updates and revisions which will be incorporated into the Integrity Management Program.		
F.2 Environment and Socio-economic Assessment			
1.	How the effects have already been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		
F.3 Economics			
1.	Necessary economic information in Guide A, section A.3.		

Guide G – Deactivation

	Filing Requirements	In Application? References	Not in Application? Explanation
G.1 Engineering			
1.	Describe the rationale for the deactivation and the measures to be or were employed for the deactivation to maintain the integrity of the pipeline and protect the public and the environment.		
2.	Provide a schedule for the deactivations.		
3.	Describe the activities associated with the deactivations.		
4.	Provide an estimate of the costs associated with the deactivation.		
5.	Confirm project activities will follow the requirements of the latest version of CSA Z662.		
6.	Provide details of the ongoing monitoring of the deactivated pipeline or a section of it to verify that the public and the environment are continually protected.		
G.2 Environment and Socio-economic Assessment			
1.	How the environmental and socio-economic effects have already been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		
G.3 Economics			
1.	Necessary economic information in Guide A, section A.3.		

Guide H – Reactivation

	Filing Requirements	In Application? References	Not in Application? Explanation
H.1 Engineering			
1.	Describe the rationale for the reactivation and the measures to be employed for the reactivation.		
2.	Provide a schedule for the reactivations.		
3.	Describe the activities associated with the reactivations.		
4.	Describe the operating conditions under which the reactivated facility will operate.		
5.	Provide an engineering assessment in accordance with CSA Z662 demonstrating the integrity of the pipeline system and its suitability for the proposed service, and identifying the updates and revisions which will be incorporated into the Integrity Management Program		
6.	Provide an estimate of the costs associated with the reactivations.		
7.	Confirm reactivation activities will follow the requirements of the latest version of CSA Z662.		
H.2 Environment and Socio-economic Assessment			
1.	How the effects have already been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		
H.3 Economics			
1.	Necessary economic information in Guide A, section A.3.		

Guide I – Processing Plants: Deactivation and Reactivation

	Filing Requirements	In Application? References	Not in Application? Explanation
I.1 Filing Requirements – Deactivation			
I.1.1 Engineering			
1.	Explain the reasons for the deactivation or the cessation of operations and the procedures used or to be used in the deactivation.		
2.	Provide the date the processing plant was or will be removed from service.		
3.	Describe the provisions for the management of change.		
4.	Describe the general condition of equipment to be deactivated.		
5.	Describe the means of isolation.		
6.	Describe the instrumentation status.		
7.	Provide the lay-up conditions.		
8.	Describe the inspection and testing requirements during deactivation.		
9.	Describe the intent of future equipment use, if any.		
I.1.2 Environment and Socio-economic Assessment			
1.	How the effects have already been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		
I.1.3 Economics			
1.	Necessary economic information in Guide A, section A.3.		
I.2 Filing Requirements – Reactivation			
I.2.1 Engineering			
1.	Explain the reasons for the reactivation or the resumption of operations and the procedures to be used in the reactivation.		
2.	Provide the date the processing plant will be returned to service.		

	Filing Requirements	In Application? References	Not in Application? Explanation
3.	Describe the provisions for the management of change.		
4.	Describe the general condition of equipment to be reactivated.		
5.	Describe the instrumentation status.		
6.	Provide the lay-up conditions.		
7	Describe the inspection and testing requirements prior to reactivation.		
I.2.2 Environment and Socio-economic Assessment			
1.	Describe how the effects have already been considered in an ESA by the Commission.		
2.	If the environmental and socio-economic effects have not been addressed, provide requirements in Guide A, section A.2.		
I.2.3 Economics			
1.	Necessary economic information in Guide A, section A.3.		

Guide K – Decommissioning

	Filing Requirements	In Application? References	Not in Application? Explanation
K.1 General Requirements			
1.	Provide a complete description of the facilities being decommissioned. This should include a description of any adjacent facilities that are impediments to allowing the facility to be abandoned.		
2.	An application for abandonment must be filed for all CER-regulated facilities when they have reached their end of life, including associated decommissioned facilities. Therefore companies should demonstrate that they are planning for eventual abandonment of decommissioned facilities by providing the anticipated timing of abandonment activities (as best known at this time) for each facility being decommissioned as well as any measures taken to prepare for this eventual abandonment.		
K.2 Engineering			
Pipeline:			
1.	Provide details to confirm the pipeline is going to be: <ul style="list-style-type: none"> • emptied of service fluids; • purged or appropriately cleaned or both in a manner that leaves no mobile materials remaining in the pipeline; • physically separated from any in-service piping; • capped, plugged, or otherwise effectively sealed; • left without any internal pressure; • left in a state where road, railway or utility crossings are not at risk of disturbance due to settlement; • equipped with signage; and • monitored as appropriate for subsidence and to maintain adequate cover for existing and future land use. 		

	Filing Requirements	In Application? References	Not in Application? Explanation
	Note: Pipelines containing liners or constructed of polymeric pipe may require repeat purging and maintenance to accommodate out gassing of hydrocarbon or H ₂ S. See CSA Z662 clause 13.2.8.6.		
Surface Equipment:			
2.	<ul style="list-style-type: none"> Provide details on the removal of pipeline related surface equipment: describe equipment to be removed to pipeline depth, except where surface equipment is within an existing surface facility that is in continuing operation, or is required for the operation of any other remaining pipelines (<i>examples of such equipment could be, but are not limited to: pipeline risers, liner vent piping, casing vents, underground vault vents or valve extenders, inspection bell holes, and cathodic protection rectifiers, test posts, or anode wiring, storage tanks and associated piping and equipment</i>); and describe how above ground pipelines and all related surface equipment are to be decommissioned except where they are part of or within an existing surface facility that is in continuing operation, or are required for the operation of any other remaining pipelines. 		
Facilities:			
3.	Provide details on decommissioning of pipeline related facilities such as compressors and pump stations unless they are still part of an operating site. Disposition of associated piping, supports and foundations shall also be described.		
Underground Components:			
4.	Provide details on the decommissioning of underground vaults and closed-top pits. Discuss the decommissioning of any underground tanks in relation to requirements in API 1604.		
Records:			

	Filing Requirements	In Application? References	Not in Application? Explanation
5.	Describe the records that are to be maintained of all pipeline components and facilities that are to be decommissioned.		
K.3 Environment and Socio-economic			
1.	Describe the ecological setting and current land use of the project footprint as well as adjacent areas.		
2.	Describe any known areas of contamination in the project areas as well as historical, ongoing or planned remediation activities associated with those sites. Describe any regulatory requirements for the reclamation and remediation of these sites and how these requirements will be met.		
3.	Provide an Environmental and Socio-economic Assessment.		
4.	<p>For decommissioning projects that are located outside of lands owned or leased by the applicant, provide a monitoring plan outlining how the decommissioned facility will be monitored for the period of time between decommissioning and abandonment. This plan should include:</p> <ul style="list-style-type: none"> • a description of the baseline data that has been collected or obtained for future monitoring results to be measured against. Baseline data should be of sufficient scale, scope and intensity to meet project monitoring requirements; • a description of how soils, vegetation establishment, invasive weeds, wetland hydrology and surface and ground water quality will be monitored; • contingency plans for the discovery of soil and water contamination, loss of depth of cover, or extreme weather events affecting the integrity of the decommissioned facilities; and • input from interested parties (<i>any comments from stakeholders should be considered and, where appropriate, incorporated into the plan</i>). 		
5.	For decommissioning projects that are located outside of lands owned or leased by the applicant, provide an explanation of how natural regeneration of the project		

	Filing Requirements	In Application? References	Not in Application? Explanation
	<p>footprint in forested areas or native prairie have been considered in the planning for decommissioning. This should include:</p> <ul style="list-style-type: none"> • a discussion of whether or not non-agricultural lands will be allowed to naturally re-vegetate while the facility is in a decommissioned state; and • a discussion of any limitations that this would have on the ability to monitor the facilities. A discussion of whether allowing re-vegetation of the project footprint would limit future physical abandonment choices) i.e., pipeline removal vs. abandonment in place). And if so, how that has been factored into decommissioning planning. 		
K.4 Economics			
1.	Provide details of the costs associated within the proposed decommissioning.		
2.	Confirm that funding is and will be available to finance the proposed decommissioning project.		
3.	<p>Where the pipeline has or is likely in future to have third party shippers, provide:</p> <ul style="list-style-type: none"> • information on the original book cost of the facilities and accumulated depreciation to the retirement date; and • explain any impact on remaining rate base, providing accounting details as outlined in the GPUAR or OPUAR, including details of whether the retirement is ordinary or extraordinary. 		
4.	<p>Explain the impact on the company's abandonment funding program or verify that the decommissioning does not impact it. For example, explain:</p> <ul style="list-style-type: none"> • any resulting changes to the abandonment cost estimate for the system, or to the estimated timing of abandonment for various segments; and • any resulting changes to the plans to fund future abandonment costs. 		
K.5 Lands Information			
1.	Describe the location and the dimensions of the existing RoW or facility lands that would be affected by the decommissioning activities.		
2.	Provide a map or site plan of the facilities to be decommissioned.		

	Filing Requirements	In Application? References	Not in Application? Explanation
3.	Identify the locations and dimensions of temporary workspace required for decommissioning activities.		
4.	Provide a record of public engagement activities that have been undertaken for the affected landowners, including a description of: <ul style="list-style-type: none"> • all discussions with landowners regarding the proposed decommissioning activities; • summary of any issues or concerns identified by the landowner; and • how the applicant proposes to address any concerns or issues raised by potentially affected people or landowners, or an explanation as to why no further action is required. 		
5.	Provide a plan for how engagement with affected people or landowners will be conducted during the period of time between decommissioning and abandonment.		
K.6 Engagement			
1.	The CER expects applicants will consider engagement for all projects. Please refer to Chapter 3.3 for additional information. Sharing contamination remediation plans, if any, with landowners, stakeholders – refer to Abandonment Guide B, Section B.2.		

Guide O – Review, Rehearing or Variance Applications

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Meet the requirements of section 44 of the Rules.		
2.	Where the application is to vary an order, certificate, licence or permit, include the reason the variation is required and all information necessary to support the change proposed, including the information required by the relevant <i>Filing Manual</i> Guide		

Guide P – Tolls and Tariffs

	Filing Requirements	In Application? References	Not in Application? Explanation
P.1 Cost of Service			
1.	Description of steps taken with parties to discuss issues and attempts to reach negotiated settlement.		
2.	Summary schedule of total cost of service, with amounts for the base, current and test years and year-to-year changes for following cost components: <ul style="list-style-type: none"> • operating, maintenance & administrative; • transmission by others; • depreciation and amortization of plant; • income taxes; • taxes other than income taxes; • miscellaneous revenues; • return on rate base; • deferred items; and • other items. 		
3.	Analysis of each cost component listed above, by major cost category, with explanations for significant year-to-year changes. Allocations between regulated and non-regulated entities must include gross costs, allocated costs, the methodology used and rationale.		
4.	Schedules to show derivation of monthly deferral account balances, including carrying charges and which amounts are actual and which are estimated.		
5.	Schedule reconciling additions to plant accounts with additions to income tax CCA for base, current and test years.		
6.	Schedule detailing changes in the deferred tax balance for base, current and test years.		

	Filing Requirements	In Application? References	Not in Application? Explanation
7.	Provide the estimated total cost to abandon, as well as the Collection Period over which revenue will be accumulated.		
P.2 Rate Base			
1.	Detailed schedules for rate base with assumptions and calculations for additions, retirements, cash working capital.		
P.3 Financial Statements			
1.	Current annual report to shareholders. Current corporate annual report of parent if applicable.		
2.	Financial statements for base year plus explanation of major assumptions used to prepare statements.		
P.4 Cost of Capital			
1.	Establish the applicant's sources of capital invested in rate base, construction work in progress and gas plant under construction, and the justification for the cost rates which the applicant is seeking to include in its cost of service.		
2.	A summary schedule for the current and test years, based on 13-point or 24-point averages, showing the applicant's projected outstanding common equity and rates of return thereon, projected outstanding balances and related projected weighted average cost for each other class of capital and derivation of the overall rates of return.		
3.	An analysis of the weighted average cost of debt capital for the test year showing the projected cost of each debt issue, including borrowings from financial institutions and a supporting schedule for each debt issue.		
4.	For any unfunded debt: <ul style="list-style-type: none"> • A description of the applicant's plans to finance it, including details of the timing, size and type of each issue • Evidence supporting the projected cost rate in the applicant's financing plan, the projected short-term debt rate and the spread implied in the applicant's projected unfunded debt rate. 		

	Filing Requirements	In Application? References	Not in Application? Explanation
5.	Independent forecasts for the test year of yields on 10 and 30 year long-term Government of Canada bonds and Treasury Bills with a detailed discussion of the degree of reliance the applicant has placed on them in making its forecasts.		
6.	Applicant's most recent bond rating reports issued by the Canadian Bond Rating Service, the Dominion Bond Rating Service, Standard and Poor's and Moody's for purposes of assessing the applicant's debt.		
7.	An analysis of the weighted average cost of preferred share capital for the test year showing the projected cost of each issue and a supporting schedule for each issue.		
8.	A detailed calculation of the 13-point or 24-point average amount of common equity projected for the test year.		
9.	A schedule in tabular form for each issue of common shares in the last five fiscal years.		
10.	A schedule in tabular form with respect to common equity of the applicant for each of the last five fiscal years.		
11.	Where an application is to establish or change capital structure, include a detailed discussion of business risks including market, supply, operating and physical and regulatory and political risks.		
12.	If a significant part of the applicant's capital is obtained from an affiliated company as defined in the Regulations, information with respect to the debt, preferred share and common share capital of that affiliated company, and <ul style="list-style-type: none"> • A copy of the latest prospectus issued by the affiliated company • A chart showing the relationship between the applicant and the affiliated company in terms of share ownership and financial obligations • Information in respect of the affiliated company as listed in requirement 10. 		
13.	Where applicable, a thorough discussion of the extent to which the consolidated capital structure is relevant to the determination of a deemed capital structure for the Board-regulated operations of the pipeline, including supporting information.		
P.5 Tolls and Tariffs			

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Concise description of pipeline system & operations, including system map showing toll zones and delivery areas.		
2.	Describe applied-for toll design, with rationale for any proposed changes.		
3.	Comparative schedule of test year revenues for each class/type of service under existing and proposed tolls.		
4.	Describe any tariff revisions with rationale for revisions and comparative schedules showing proposed changes to existing tariff sheets.		
P.7 Abandonment Costs			
1.	Description of any changes related to the total cost estimated for abandonment, the manner in which the funds will be set-aside, and how the funds are to be collected.		

Guide Q – Export and Import Authorizations

	Filing Requirements	In Application? References	Not in Application? Explanation
Natural Gas (including LNG) Export License Applications			
1.	The source and volume of gas proposed to be exported.		
2.	Description of gas supplies, including Canadian gas supply, expected to be available to the Canadian market (including underlying assumptions) over the requested licence term.		
3.	Description of expected gas requirements (demand) for Canada (including underlying assumptions) over the requested licence term.		
4.	Implications of the proposed export volumes on the ability of Canadians to meet their gas requirements.		

Guide R – Transfer of Ownership, Lease or Amalgamation

	Filing Requirements	In Application? References	Not in Application? Explanation
Company Divesting of the Facilities			
1.	The nature of the transaction.		
2.	A map of the pipeline and the relevant upstream and downstream facilities, identifying any facility that could become stranded.		
3.	Confirmation that a copy of the records have been provided to the new owners of the facility.		
4.	Estimated cost to abandon the facilities.		
5.	Proposal for the existing set-aside mechanism for abandonment funding which applies to the facilities.		
Company Acquiring the New Facilities			
1.	The new owner and operator of the pipeline including contact information.		
2.	The original cost of the asset, depreciation and net book value.		
3.	The purchase price of the asset.		
4.	The intended long-term use of the facilities.		
5.	Any changes in the conditions of service offered, including estimated toll impact.		
6.	A plan detailing how the applicant will acquire the information/records necessary to maintain and operate the facilities safely.		
7.	Draft copy of the proposed set-aside mechanism (If using trust, indicate proposed trustee.)		

Guide S – Access on a Pipeline

	Filing Requirements	In Application? References	Not in Application? Explanation
1.	Provide a detailed summary of the circumstances leading to the application.		
2.	Provide copies of all relevant correspondence between the applicant, the operator of the subject facility and any other parties that may be involved with the application.		
3.	For applications for an exemption from section 239(1) provide evidence that: <ul style="list-style-type: none"> • an open season was held offering all of the capacity to be contracted to anyone interested in shipping; and • allowing the exemption is in the public interest. 		
4.	In the case of an application pursuant to subsection 239(3), the applicant should provide a description of the facilities that the pipeline company would need to install, including a cost estimate		

Guide T – Leave to Open

	Filing Requirements	In Application? References	Not in Application? Explanation
For a Pipeline or a Pipeline Section:			
	<ul style="list-style-type: none"> • CER certificate or order under which work was carried out • List of standards, specifications and procedures • Description of the pressure tested facilities • Summary of continuous pressure and temperature readings • Summary of all piping, welds, and valves not subjected to a pressure test following installation, with justification for not pressure testing • Statement that all control and safety devices were or will be tested for functionality • Confirmation that: <ul style="list-style-type: none"> • required tests were taken and met requirements; and • all permits were acquired when necessary; • Test equipment calibration certificates • All logs, test charts, etc. are signed and dated by company representative • Details regarding unsuccessful pressure tests, including the cause of failure 		
For a Tank			
	<ul style="list-style-type: none"> • CER certificate or order under which work was carried out • Standards, specifications and procedures • Confirmation that: <ul style="list-style-type: none"> • required tests were taken and met requirements; and • all permits were acquired when necessary; • Statement that all control and safety devices were inspected and tested for functionality 		

Guide U – Information Filed Respecting Plan, Profile, Book of Reference (PPBoR) and Notices

	Filing Requirements	In Application? References	Not in Application? Explanation
U.1 Plan, Profile, Book of Reference (PPBoR)			
	PPBoR meets requirements of section 199 of the CER Act?		
	In addition, the plan and profile of the project drawn to a scale of 1:10 000 or larger, if appropriate, should show: <ul style="list-style-type: none"> • the proposed route of the pipeline; • property boundaries; and • the numbers of the parcels of land to be traversed (i.e., legal land descriptions). 		
U.2 Section 201 Notices			
1.	Requirements pursuant to section 201 of the CER Act.		
2.	Requirements pursuant to section 50 of the Rules.		
3.	File a copy of the notice that will be served on landowners.		
4.	Provide a copy of the notice that will be included in local publications.		
5.	File a list of the publications that will be used.		
6.	Where the applicant completes the service and publication of notice under section 201 of the CER Act, it shall forthwith notify the CER in writing of the dates of the last service and publication. The company shall file a tear sheet of the newspapers.		
U.3 Application to Correct a PPBoR Error			
1.	Pursuant to section 208(1) of the CER Act, application should include: <ul style="list-style-type: none"> • the Order number and date of the original PPBoR approval; • the nature and description of the error in the PPBoR; • the accurate information (i.e., related to the plan, profile or book of reference); and • confirmation that, pursuant to subsection 208(3), copies of the permit will be provided to the offices of the registrars or appropriate land title offices. 		

Guide V – Right of Entry Applications

	Filing Requirements	In Application? References	Not in Application? Explanation
	Requirements pursuant to section 324 of the CER Act.		
	Requirements pursuant to section 55 of the Rules.		
1.	A summary of the land negotiation process conducted between the applicant and the owner of the lands for which a right-of-entry order is sought.		
2.	The date of service of notice on the landowner pursuant to section 322(1) of the CER Act.		
3.	If applicable, the date of service of notice on the landowner pursuant to section 201 of the CER Act.		
4.	A discussion of outstanding issues and the reason(s) that a voluntary agreement could not be reached.		

Guide W – Requirements for Substituted Service Applications

	Filing Requirements	In Application? References	Not in Application? Explanation
	Requirements pursuant to sections 3, 4 and 5 of the <i>National Energy Board Substituted Service Regulations</i> .		