

Bulletin 2009-43

December 2, 2009

Introduction of Voluntary Self-Disclosure Form for ERCB Field Operations Group and Emergency Planning and Assessment Section in Support of *Directive 019: Compliance Assurance—Enforcement*

Directive 019: ERCB Compliance Assurance—Enforcement outlines the Energy Resources Conservation Board's (ERCB's) voluntary self-disclosure process. To support this process, the Field Operations Group (formally known as the Field Surveillance Group) and the Emergency Planning and Assessment (EPA) Section have developed a voluntary self-disclosure form. This form is intended for all licensees to use during their submissions to the Field Centres and the EPA Section as part of the administration portion of the voluntary self-disclosure process. The Voluntary Self-Disclosure Form is designed to

- serve as a communication tool between the licensee and the Field Centre or the EPA Section,
- support the consistent management of voluntary self-disclosure information,
- capture the requisite information for appropriate decision-making, and
- provide the licensee with confirmation that the Field Centre or the EPA Section has received and accepted the voluntary self-disclosure submission.

This new process does not prevent licensees from self-disclosing by other means (e.g., phoning in a High Risk noncompliance event as the first party to contact the ERCB).

Accompanying documents containing instructions on how to complete and submit the form, as well as answers to frequently asked questions can be found on the ERCB Web site www.ercb.ca under Industry Zone : Rules, Regulations, and Requirements : ERCB Forms. Licensees are also encouraged to get in touch with one of the Field Centres or the EPA Section to discuss the new voluntary self-disclosure submission process.

The Field Centres are the main contacts for licensees when using the Voluntary Self-Disclosure Form and accompanying documents unless the self-disclosure is related to *Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry*. For licensees using the form to self-disclose noncompliances with *Directive 071*, contact the EPA Section by e-mail at EPAssessment@ercb.ca.

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