

Industry Tip

Pipeline Segment Cancellation Functionality

Date	Module/Application/Functionality	Notes
May 12, 2020	Pipeline Module	

Background

Pipeline licence holders now have the ability to submit a Segment Cancellation Application within IRIS. This functionality is only available for pipeline segments which are licensed under multiple licences or are exempt from licensing.

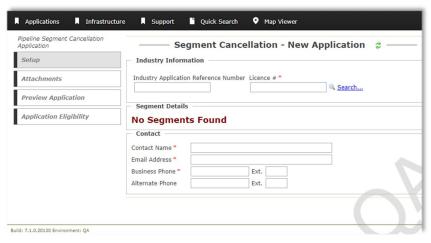
NOTE: IRIS will automatically cancel a pipeline segment with a status of "To be Constructed" that has not been constructed within 24 months of the segment approval date. As a result of this, the segment status will change to "Cancelled – Expired". The system will send notifications to the licence holder 30 days prior to cancelling the segment, as well as, upon cancellation of a segment.

Prior to Applying for a Segment Cancellation:

- All outstanding approvals or draft applications related to the segment must be complete.
 - This includes applications that are currently under review by an ER SME; and,
 - Approvals for which a Construction Completion Report has not been submitted (e.g. New Licence, New Segment, Liner Install, Liner Removal, Removal, Re-Route, Replacement, and Reactivation).
- Ensure the entire segment will be cancelled.
 - If the cancellation only applies to a portion of the segment, make the appropriate segments through the Segment Splitting process prior to initiating the Segment Cancellation application.

Submission Details

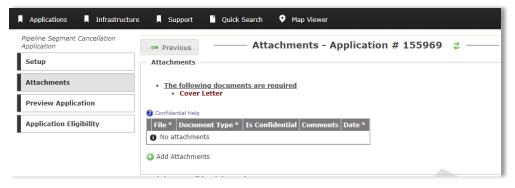
- 1. Log into IRIS
- 2. Select the 'Applications' tab, then click on 'Segment Cancellation'. This will open the 'Pipeline Segment Cancellation Application' screen.



3. Enter the applicable Licence #, then select the segment(s) which will be cancelled. The applicant will then be required to select the applicable 'Cancellation Type' for each applicable segment. A description of the available cancellation types is shown in the table below:

Status	Description	Situation where Status is Applicable
Cancelled – Duplicate Licenses	A segment is licensed under multiple licences, and therefore the duplicate segment is cancelled.	This cancellation type is applicable when the segment is licensed under multiple licence numbers.
Cancelled – Non- Regulatory	A segment has been issued a licence, but has since been exempt from licensing as per Clause 3(2) of <i>The Pipelines Act, 1998</i> .	This cancellation type is applicable when the licensed segment is exempt from licensing.
Cancelled – Not Constructed	A segment was issued a licence, however was never constructed.	This status is applicable when the licensee wants to notify ER that they will no longer be constructing a previously licensed segment.

- 4. Enter the required applicant contact information, then click 'Next'.
- 5. The applicant will then be required to attached a 'Cover Letter' to the application. The cover letter will need to entail an explanation of why the segment requires cancellation. Once the cover letter is attached, click 'Next'



- 6. Preview application to verify its accuracy.
- 7. Read and agree to eligibility statement, then click 'Submit'.

Post Approval

Once the Segment Cancellation has been approved, no further action is required. The segment(s) will now have a status of 'Cancelled – Non Regulatory' or 'Cancelled – Duplicate Licence'. This means that no further pipeline business processes can be initiated for the segments with a 'Cancelled' status.

Questions?

If you require more information related to segment cancellation applications, please refer to the <u>Pipeline Licensing User Manual</u> or contact the ER Service Desk at 1-855-219-9373 or <u>ER.Servicedesk@gov.sk.ca</u>.