

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'

The screenshot shows a web application interface for 'Pipeline Segment Cancellation Application'. The top navigation bar includes links for Applications, Infrastructure, Support, Quick Search, and Map Viewer. On the left, a sidebar menu has options: Setup, Attachments (selected), Preview Application, and Application Eligibility. The main content area is titled 'Attachments - Application # 155969'. It features a 'Previous' button and a list of required documents: 'The following documents are required' with a sub-item 'Cover Letter'. Below this is a 'Confidential Help' link and a table with columns: File *, Document Type *, Is Confidential, Comments, and Date *. The table currently shows 'No attachments'. At the bottom, there is an 'Add Attachments' button.

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 [Pipeline Licensing User Manual](#) or contact the ER Service Desk at 1-855-219-9373 or ER.ServiceDesk@gov.sk.ca.