Government of Saskatchewan

Integrated Resource Information System (IRIS)
Ministry of Energy and Resources

Industry Tip

Non-Routine Flaring and Venting

Date	Module/Application/Functionality	Notes
February, 2019	Flaring and Venting	5.18 Release

A licensee is required to minimize non-routine flaring and venting during upsets or outages at conserving facilities. At the present time, a licensee must notify the appropriate Ministry of Energy and Resources' Field Office by phone call, e-mail, or letter of planned non-routine flaring 48 hours prior to carrying out the activity. As well, the Ministry of Energy and Resources (ER) recommends that a licensee provide notice of unplanned non-routine flaring or venting activities that have the potential to go on for an extended period of time (greater than 4 hours).

ER has made an IRIS enhancement that now allows the licensee the ability to notify the respective ER Field Office through IRIS, of the aforementioned non-routine flaring and venting activities. When a licensee fills out the required information in IRIS, the ER Field Office will automatically be notified of the activity. This IRIS enhancement provides the licensee a central place for delivering notice that is recorded and searchable. For ER, this IRIS enhancement provides a consistent method of receiving and recording notifications and supports awareness of non-routine flaring and venting activities in the field. Anyone that has access to IRIS will have the ability to view the non-routine notifications.

To begin, access IRIS and navigate to the following page and select "Non-Routing Reporting".

On the “Initial Flaring/Venting Reporting” page, the Licensee will need to supply the following information for each tab on right side of the screen (* means optional, if initially unknown; ** means optional):

General Info Tab:

- respective ER Field Office
- notification type (planned or unplanned)
- start date
- start time*
- end date*
- end time*
- description of non-routine flaring or venting activity

Contact Info Tab:

- Relevant contact information

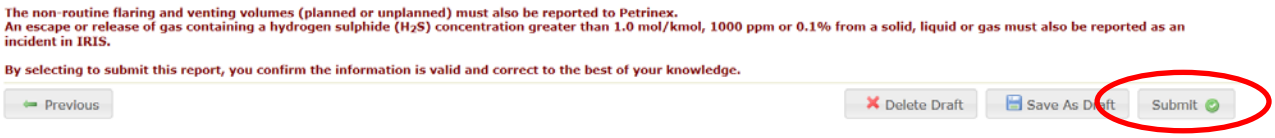
Surface Info Tab:

- surface location of well or facility
- activity type (flaring or venting)
- source (well or facility licence)
- average rate in 10^3m^3 per day
- total volume in 10^3m^3*
- proximity to nearest occupied dwelling within 500 metres
- H_2S content in mol/kmol

Attachments Tab**:

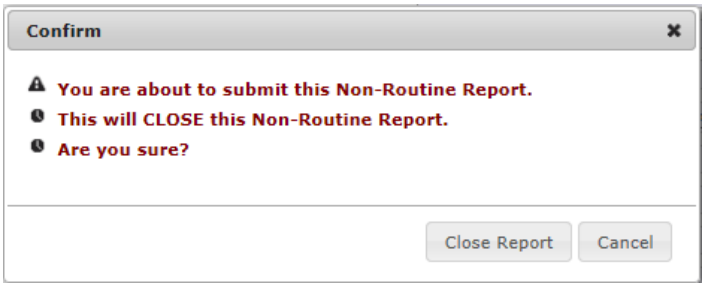
- Documents
- pictures

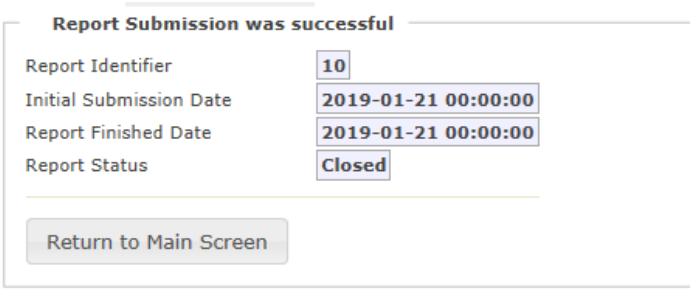
Once all the information above is filled out for each tab (in sequence top to bottom), the Licensee will able to reach and select the “Review and Submit Info” tab. The initial notification will be sent to the field office once the “Submit” button below is selected.



A licensee will be required to return to IRIS to finalize the notification, if the start time, end date, end time, or total volume is initially unknown. IRIS will send out a notification after seven days requesting that the licensee finish the non-routine flaring or venting notification with the missing information. The licensee will see the following screen after selecting the “Submit” button and the report status will be “open – pending detail”. This status also allows the Licensee to make changes to the notification before reaching a “closed” status.

If all fields are filled out and there is no need to make changes, then the Licensee can proceed to select "Continue to Finalized Non-Routine Report", then select the "Review and Submit Info" tab on the right side of the next screen and then select the "Submit" button located at the bottom of the screen. The below message will display and once the "Close Report" button is selected the Report Status will change to "Closed". Under a "Closed" status, the Licensee is not able to make changes to the notification, it is final.





Questions?

If you have any questions or concerns, contact ER Service Desk at 1-855-219-9373 or ER.servicedesk@gov.sk.ca