

**CNSOPB**



CANADA-NOVA SCOTIA  
OFFSHORE PETROLEUM BOARD

# **RECORDS MANAGEMENT GUIDANCE**

## **Submission of Documents**

### **For more information, Contact**

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**TABLE OF CONTENTS**

1.0 PURPOSE ..... 3

2.0 RESPONSIBILITY..... 3

3.0 DEFINITIONS & ACRONYMS ..... 3

4.0 INFORMATION MANAGEMENT PROGRAM ..... 3

5.0 DOCUMENT SUBMISSION GUIDELINES..... 4

6.0 INFORMATION MANAGEMENT SUPPORT AND CONTACT..... 5

## 1.0 PURPOSE

The Canada-Nova Scotia Offshore Petroleum Board's (CNSOPB) Information Management department has developed this guidance document to assist stakeholders and their staff when organizing and transmitting required documentation to the CNSOPB.

## 2.0 RESPONSIBILITY

The Analyst, Records Management is responsible to put into effect and maintain this guidance document under the direction of the Director, Information Services.

## 3.0 DEFINITIONS & ACRONYMS

**"Accord Acts"** means the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act (S.C 1988, c.28)* and the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act (S.N.S. 1987, c.3)*.

**"Canada-Nova Scotia Offshore Petroleum Board"** (CNSOPB) means the legal entity established by the joint operation of the Accord Acts.

**"Information Management System"** (IMS) is a general term for software designed to facilitate the storage, organization and retrieval of information; for the CNSOPB this means both corporate records and informal documents.

**"Stakeholders"** means any company or entity that interacts with the CNSOPB as a regulatory authority. Operators, license holders, interest owner, federal and provincial government departments, industry committees and environmental groups/committees.

## 4.0 INFORMATION MANAGEMENT PROGRAM

The CNSOPB recognizes the importance of documents and records used in regulating offshore Nova Scotia in accordance to the Acts. Records maintained by the CNSOPB are subject to an internal retention schedule, and policies and procedures, as approved by the Management Team.

With the increased growth of electronic information, the CNSOPB recognizes the need for stakeholder guidance in regards to submitting information. This document will assist the CNSOPB in managing the volume of information received from stakeholders in the course of our regulatory processes.

The CNSOPB has developed an information management system (IMS) to assist with managing documents and records. The IMS is searchable and contains all CNSOPB's documents and records. This allows the CNSOPB to quickly, efficiently track information submitted to the CNSOPB.

**Specific instruction from a CNSOPB department regarding document submission takes precedence over this guidance document.**

## 5.0 DOCUMENT SUBMISSION GUIDELINES

### 5.1. Format of Documents

Submit documents in Adobe PDF format and text searchable.

Word and Excel documents are acceptable when requested by staff. In some cases, staff may request both an editable document and Adobe PDF.

Documents that are scanned and transmitted to the CNSOPB must be in Optical Character Recognition (OCR) format or otherwise text searchable.

#### 5.1.1. CNSOPB Provided Forms

Do not modify forms provided by the CNSOPB; submit information on the form specified.

#### 5.1.2. Size of Document

Documents in excess of 250 pages, with drawings/schematics, color, or unique page sizes will be provided to the CNSOPB in print and electronic versions.

#### 5.1.3. Transmittal or Cover Letters

Transmittals or cover letters should clearly identify the documents submitted to the CNSOPB. If submitting partial sections of a larger document, information should identify the document to which it belongs including version number if applicable. In addition, identify the tab, chapter, or section in which it belongs

#### 5.1.4. Zip Files

The CNSOPB's mail system does not permit attached files with zip extensions. If documents are larger than 15MB in size, submit utilizing a file sharing site, or mail/courier utilizing a Compact Disk, or USB memory stick.

### 5.2. Document Transmission Methods

The following transmission methods of documents to the CNSOPB are acceptable:

Email	File sharing sites
Regular Mail	USB
Courier	Compact Disc

*Note: Faxes are not an acceptable means of transmission.*

### 5.3. Document Submission

#### 5.3.1. Email

All email submissions to the CNSOPB should cc [im@cnsopb.ns.ca](mailto:im@cnsopb.ns.ca).

Documents submitted for two (2) or more subjects should be submitted by separate email transmission. This pertains particularly to incident notifications, reports, and updates.

Please advise when submitting multiple documents for the same subject via email or other means, when able transmit all content via one email

When submitting information that is contained in a table or spreadsheet it is preferable to send this information as an attachment rather than contained in the body of the email.

The subject line on e-mail correspondence should be relevant to the document or information being transmitted to the CNSOPB. Using key words as descriptors to facilitate ease of recognition by CNSOPB staff.

Examples of email subject lines:

- Name of Operator\_March 31, 2017\_Incident #XX51,300XX\_operator # if relevant.
- Using the name of the stakeholder name of the document and DD/MM/YY and version # are always good descriptors.

### 5.3.2. *File Sharing Sites*

Please provide all login and password credentials to all CNSOPB staff who require access when sharing documents using *File Sharing Sites*. Some sites will not allow access to emails accessed by multiple individuals or IP addresses.

### 5.3.3. *Submission of Documents Related to Incidents*

The CNSOPB assigns a unique file number to all Incident notifications. The operators unique incident number and/or the CNSOPB's file number should be quoted on all correspondence (i.e. be provided in the subject line) to the CNSOPB.

### 5.3.4 *Submission of Regulatory Queries*

The CNSOPB assigns a unique file number to Regulatory Queries (RQ's), when available use this number on correspondence to CNSOPB that relates to a specific RQ.

## 6.0 INFORMATION MANAGEMENT SUPPORT AND CONTACT

For additional support and information contact Information Management staff at [im@cnsopb.ns.ca](mailto:im@cnsopb.ns.ca) or call 902-422-5588.