



Info-Source

Sources of Federal Government
and Employee Information

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INTRODUCTION TO INFO SOURCE

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the [Privacy Act](#) and to exercise their rights under the [Privacy Act](#).

The [Introduction](#) and an [index of institutions](#) subject to the [Access to Information Act](#) and the [Privacy Act](#) are available centrally.

The [Access to Information Act](#) and the [Privacy Act](#) assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

BACKGROUND

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) was created and given authority to regulate the Newfoundland and Labrador Offshore oil and gas industry in 1985 as a result of the signing of the [Canada-Newfoundland and Labrador Atlantic Accord Implementation Act](#), between the federal and provincial governments. The C-NLOPB oversees Operator activity for legislative and regulatory compliance in areas of offshore safety, environmental protection, resource management and industrial benefits.

For more information please visit the [About Us](#) section of the [C-NLOPB website](#).

The authority for the C-NLOPB is derived from the [Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act, R.S.N.L. 1990, c. C-2](#) and the [Canada-Newfoundland and Labrador Atlantic Accord Implementation Act, S.C. 1987, c.3 \(Accord Acts\)](#) The [Legislation and Guidance](#) section of the Boards website provides access to the Regulations and Guidelines relevant to the C-NLOPB.

The C-NLOPB reports to Parliament through the Minister of Energy and Natural Resources Government of Canada in Ottawa, Ontario, and the Provincial Legislature through the Minister of Industry Energy & Technology, Government of Newfoundland & Labrador in St. John's, Newfoundland and Labrador. The C-NLOPB prepares an [Annual Report](#) which is presented to each minister and parliament annually.

The C-NLOPB Offices are located in St. John's, Newfoundland and Labrador.

RESPONSIBILITIES

Through the implementation of its [mandate](#), the [role](#) of the C-NLOPB is to facilitate the exploration for and development of the hydrocarbon resources in the Newfoundland and Labrador Offshore Area.

The C-NLOPB is responsible for regulation of offshore petroleum exploration and production activities having regard for safety, protection of the environmental, and conservation of petroleum resources in accordance with good oilfield practice; management of offshore land rights; assessment of the resource potential of the offshore area; and regulation of operators' statutory obligations and agreements with governments to provide economic and social benefits to Canada, and in particular to Newfoundland and Labrador.

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Safety Oversight

Offshore Safety Oversight Program

The C-NLOPB monitors the safety of offshore petroleum exploration and production activities to determine if risks have been reduced to a level that is as low as reasonably practicable. The C-NLOPB bases its safety oversight on a goal-oriented regulatory approach; a risk management approach; and workforce participation and co-operation among parties. The C-NLOPB assesses the adequacy of the operators' management system as it relates to safety; conducts compliance monitoring and verification activities; issues enforcement actions; conducts enquiries; and prosecutes violations of safety legislation.

Offshore Work Authorization Activities

Description: The C-NLOPB has the responsibility pursuant to the [Accord Acts](#) to authorize work activities in the Newfoundland and Labrador Offshore Area. This bank contains information relating to development and production activities including: operating licenses; engineering research, feasibility studies or experimental projects; development applications for offshore petroleum projects; status of development or production operation activities; diving program approvals; production operation authorization; certificates of fitness; and letters of compliance. Information relating to exploration and development drilling activities including: drilling authorizations and approvals, final well reports (well history documents), and daily and weekly status of drilling

operation activities. Information relating to the occupational health and safety of workers employed in the exploration, production, conservation, processing or transportation of petroleum, including procedures, training requirements and safety equipment; operations, inspections and audits on offshore installations.

Document Types: Authorizations or Approvals, Safety Assessments, Safety Plans, Contingency Plans, Compliance Monitoring Activities, Compliance Verification Activities, Certificates of Fitness, Enquiries.

Format: Paper and Electronic

Record Number: C-NLOPB EAD 075

Environmental Protection and Assessment

Offshore Environmental Protection and Assessment Program

The C-NLOPB's environmental protection program has two aspects: protection of offshore operations from the environment; and protection of the environment. The C-NLOPB confirms that Operators adhere to the Canadian Environmental Assessment Act or the Impact Assessment Act, as the case may be; conducts strategic environmental assessments; and promotes adoption of best available technologies to minimize environmental impacts. The C-NLOPB assesses the adequacy of the operators' management system as it relates to protection of the environment; conducts compliance monitoring and verification activities; issues enforcement actions; conducts enquiries; and prosecutes violations of environmental legislation.

Contingency Planning and Investigation activities

Description: Information relating to accident/incident reports, investigations and analysis; contingency plans arising as a result of exploration, development and production activities; safety committee meetings; and exercises and drills. Information relating to the protection of offshore operations from physical environmental risks, and to the protection of the environment from the effects of offshore oil and gas activities, including: offshore environmental assessments and reviews; environmental contingency planning; physical environmental data; environmental protection exercises; marine pollution incidents; and environmental research and development projects.

Document Types: : Authorizations or Approvals, Environmental or Impact Assessments, Environmental Protection Plans, Contingency Plans, Compliance Monitoring Activities, Compliance Verification Activities, Oil Spills, Exercises and Drills, Environmental Programs

Format: Paper and Electronic

Record Number: C-NLOPB EAD 076

Management and Conservation of Petroleum Resources

Petroleum Resource Assessment and Management Program

This program deals with all aspects of oil and gas exploration and development in the Newfoundland and Labrador Offshore Area. It includes the evaluation of undiscovered resource potential of the area, determining the significant and commercial discovery areas; and evaluation of prospective areas for inclusion in the Land Tenure Program (Call for Bids).

Staff assess and approve operators' proposed exploitation schemes for depletion of oil and gas pools, approve Development Plans and rates of oil and gas production; review well evaluation programs, compliance verification of flow measurement systems and reporting of production volumes; evaluation of enhanced recovery projects; monitoring of field performance; and conducting reservoir performance studies. The goal is to maximize recovery of resources in accordance with approved plans and good oil field practice.

The [Accord Acts](#) require that Operators provide geoscientific information and materials gathered during offshore exploration and production to the C-NLOPB for curation. The C-NLOPB provides public access to non-privileged geoscientific information through its Information Resources Centre to foster continuing exploration activity and research and to build a knowledge base for the offshore area.

Petroleum Resource Assessment and Management Program Activities

Description Information relating to the development activities of each of the producing fields including compliance verification of flow meters used on offshore installations along with information relating to the results of geoscientific and geotechnical programs and exploratory, delineation and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys; annual production reports submitted by operators and well histories. This data includes materials (cuttings, cores, and fluids) obtained from wells. Information relating to oil and gas resource estimates; results of well evaluation programs, including core analysis, well logs,

fluid analysis and well test data; conservation and enhanced recovery projects, reservoir performance and productive capacity.

Document Types: Authorizations or Approvals, Data Acquisition Programs (field, well, seismic, etc.), Contingency Plans, Compliance Monitoring Activities, Compliance Verification Activities, Reservoir Simulation and Modeling Data.

Format: Paper, Electronic, Mylar, Microfilm

Record Number: C-NLOPB RED 080

Issuance of Offshore Licenses

Land Tenure Program

The C-NLOPB manages the issuance of exploration rights through a [land tenure process](#); and administers exploration, significant discovery and production licenses. The C-NLOPB maintains a [public registry](#) of documents relating to license interests and related financial instruments.

Land Registry Activities

Description: Information relating to the issuance and administration of oil and gas exploration and production rights in the Newfoundland and Labrador Offshore Area, including the terms and conditions of exploration, significant discovery and production licenses; registration of interests held and transferred; calls for nominations; calls for bids; security and bid deposits and allowable expenditure schedules; work expenditure reports; rental reports; and significant discovery declarations and areas.

Document Types: Applications, Documents, Approvals, Navigation Data, Seismic Lines, Land Holdings, Maps and Charts.

Format: Paper, Electronic, Mylar, Microfilm

Record Number: C-NLOPB EXD 055

Canada-Newfoundland and Labrador Employment and Benefits

Industrial Benefits Oversight Program

The C-NLOPB ensures that operators have approved Benefits Plan (as defined in the [Accord Acts](#)) in place and are adhering to their Plans. This is accomplished by reviewing and approving of Canada-Newfoundland and Labrador Benefits Plans for exploration, development and production activities and monitoring operators' compliance with specific requirements such as: the level of decision-making resident in the operators' office in the Province; giving first consideration to residents of the Province for training and employment opportunities; expending funds in the Province for research and development and education and training; providing full and fair opportunity and first consideration to goods and services provided from within Newfoundland and Labrador within a competitive framework; and access to employment and business opportunities for disadvantaged individuals (women, aboriginal groups, persons with disabilities and members of visible minorities).

Benefits Plan Review Activities

Description: Information relating to the review, approval and implementation of Canada-Newfoundland and Labrador benefit plans submitted by oil and gas operators.

Document Types: Plans, Contracts, Employment Summaries, Benefits and supplemental reports

Format: Paper, Electronic

Record Number: C-NLOPB CBD 030

INTERNAL SERVICES

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: [Acquisitions](#); [Communications Services](#); [Financial Management](#); [Human Resources Management](#); [Information Management](#); [Information Technology](#); [Legal Services](#); [Management and Oversight Services](#); [Material](#); [Real Property](#); [Travel and Other Administrative Services](#). Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisitions

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

[Procurement and Contracting Class of Record](#)

[Professional Services Contracts Personal Information Bank](#) – C-NLOPB PSU 912

Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

[Communications Class of Record](#)

[Internal Communications Personal Information Bank](#) – C-NLOPB PSU 915

[Public Communications Personal Information Bank](#) – C-NLOPB PSU 914

Financial Management

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

[Financial Management Class of Record](#)

[Accounts Payable Personal Information Bank](#) – C-NLOPB PSU 931

[Accounts Receivable Personal Information Bank](#) – C-NLOPB PSU 932

[Acquisition Cards Personal Information Bank](#) – C-NLOPB PSU 940

Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

[Awards \(Pride and Recognition\) Class of Record](#)

[Recognition Program Personal Information Bank](#) – PSE 920

[Classification of Positions Class of Record](#)

[Staffing Personal Information Bank](#) – C-NLOPB PSE 902

[Compensation and Benefits Class of Record](#)

[Attendance and Leave Personal Information Bank](#) – C-NLOPB PSE 903

[Pay and Benefits Personal Information Bank](#) – C-NLOPB PSE 904

[Employment Equity and Diversity Class of Record](#)

[Employment Equity and Diversity Personal Information Bank](#) – C-NLOPB PSE 901

[Hospitality Class of Record](#)

[Hospitality Personal Information Bank](#) – C-NLOPB PSU 908

[Human Resources Planning Class of Record](#)

[Human Resources Planning Personal Information Bank](#) – PSU 935

[Workplace Day Care Personal Information Bank](#) – PSE 930

[Labour Relations Class of Record](#)

[Canadian Human Rights Act – Complaints Personal Information Bank](#) – PSU 933

[Discipline Personal Information Bank](#) – C-NLOPB PSE 911

[Grievances Personal Information Bank](#) – C-NLOPB PSE 910

[Harassment Personal Information Bank](#) – PSE 919

[Disclosure of Wrongdoing in the Workplace Personal Information Bank](#) – C-NLOPB PSU 906

[Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#) – PSE 915

[Occupational Health and Safety Class of Record](#)

[Employee Assistance Personal Information Bank](#) – C-NLOPB PSE 916

[Harassment Personal Information Bank](#) – PSE 919

[Occupational Health and Safety Personal Information Bank](#) – C-NLOPB PSE 907

[Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#) – PSE 908

[Official Languages Class of Record](#)

[Official Languages Personal Information Bank](#) – PSE 906

[Performance Management Reviews Class of Record](#)

[Discipline Personal Information Bank](#) – C-NLOPB PSE 911

[Performance Management Reviews Personal Information Bank](#) – C-NLOPB PSE 912

[Recruitment and Staffing Class of Record](#)

[Applications for Employment Personal Information Bank](#) – C-NLOPB PSU 911

[Employee Personnel Record Personal Information Bank](#) – C-NLOPB PSE 901

[EX Talent Management Personal Information Bank](#) – PSU 934

[Personnel Security Screening Personal Information Bank](#) – C-NLOPB PSU 917

[Staffing Personal Information Bank](#) – C-NLOPB PSE 902

[Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#) – PSE 915

[Relocation Class of Record](#)

[Relocation Personal Information Bank](#) – C-NLOPB PSU 910

[Training and Development Class of Record](#)

[Training and Development Personal Information Bank](#) – C-NLOPB PSE 905

Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

[Access to Information and Privacy Class of Record](#)

[Access to Information Act and Privacy Act Requests Personal Information Bank](#) – C-NLOPB PSU 901

[Information Management Class of Record](#)

[Library Services Personal Information Bank](#) – PSU 936

Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

[Information Technology Class of Record](#)

[Electronic Network Monitoring Personal Information Bank](#) – C-NLOPB PSU 905

Legal Services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

[Legal services Class of Record](#)

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

[Cooperation and Liaison Class of Record](#)

[Lobbying Act Requirements Personal Information Bank](#) – PSU 937

[Outreach Activities Personal Information Bank](#) – PSU 938

[Executive Services Class of Record](#)

[Executive Correspondence Personal Information Bank](#) – PSU 902

[Internal Audit and Evaluation Class of Record](#)

[Evaluation Personal Information Bank](#) – PSU 942

[Internal Audit Personal Information Bank](#) – PSU 941

[Planning and Reporting Class of Record](#)

Material

Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

[Material Management Class of Record](#)

[Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#) – PSE 908

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

[Real Property Management Class of Record](#)

[Real Property Management Personal Information Bank](#) – PSU 948

Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

[Administrative Services Class of Record](#)

[Parking Personal Information Bank](#) – PSE 914

[Boards, Committees and Council Class of Record](#)

[Governor in Council Appointments Personal Information Bank](#) – C-NLOPB PSU 918

[Members of Boards, Committees and Councils Personal Information Bank](#) – C-NLOPB PSU 919

[Business Continuity Planning Class of Record](#)

[Business Continuity Planning Personal Information Bank](#) – PSU 903

[Disclosure to Investigative Bodies Class of Record](#)

[Disclosure to Investigative Bodies Personal Information Bank](#) – C-NLOPB PSU 913

[Proactive Disclosure Class of Record](#)

[Hospitality Personal Information Bank](#) – C-NLOPB PSU 908

[Travel Personal Information Bank](#) – C-NLOPB PSU 909

[Security Class of Record](#)

[Identification Cards and Access Badges Personal Information Bank](#) – C-NLOPB PSE 917

[Disclosure of Wrongdoing in the Workplace Personal Information Bank](#) – C-NLOPB PSU 906

[Personnel Security Screening Personal Information Bank](#) – C-NLOPB PSU 917

[Security Incidents and Privacy Breaches Personal Information Bank](#) – PSU 939

[Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank](#) – C-NLOPB PSU 907

[Travel Class of Record](#)

[Travel Personal Information Bank](#) – C-NLOPB PSU 909

Regulatory Aids

Guidelines

[Administrative Monetary Penalty Guidelines](#)

[Allowable Expenditure Credit Guideline](#)

[Applications for Significant or Commercial Discovery Declarations](#)

[Asset Design Life Extension Program Guideline](#)

[Atlantic Canada Standby Vessel Guidelines](#)

[Benefits Plan Guidelines](#)

[Compensation Guidelines Respecting Damages Relating to Offshore Petroleum Activity](#)

[Cost Recovery Guidelines](#)

[Data Acquisition and Reporting Guidelines](#)

[Development Plan Guideline](#)

[Drilling and Production Guidelines](#)

[Environmental Protection Plan Guidelines](#)

[Guidelines Respecting Financial Requirements](#)

[Geophysical, Geological, Environmental and Geotechnical Programs](#)

[Incident Reporting and Investigation Guideline](#)

[Measurement Under Drilling and Production Regulations](#)

[Monthly Production Reporting for Producing Fields](#)

[Occupational Health and Safety Regulation Guideline](#)

[Offshore Chemical Selection Guidelines](#)

[Offshore Waste Treatment Guidelines](#)

[Physical Environmental Programs](#)

[Remotely Piloted Aircraft Systems](#)

[Reporting Lift Gas Volumes](#)

[Safety Plan Guidelines](#)

Interpretation Notes

[Interpretation Note 17-01 – Construction and Support Activity in the definition of “Marine Installation or Structure”](#)

[Interpretation Note 14-01 – Hot Work and/or Unprotected Flame or Sources of Ignition on Petroleum Installations](#)

[Interpretation Note 13-02 – Naming Convention for Wells Drilled from a “Common Surface Location”](#)

[Interpretation Note 12-04 – Dual Validation for Exploration Wells](#)

[Interpretation Note 12-02 – Lifeboat Release Systems](#)

[Interpretation Note 12-01 – Flame Resistant and High Visibility Work Wear](#)

[Interpretation Note 11-01 – Supplementary Guidance](#)

[Interpretation Bulletin 09-1 – Well Classifications for Data Release](#)

Codes of Practice

[Atlantic Canada Offshore Petroleum Industry Safe Lifting Practice Respecting the Design, Operation and Maintenance of Materials Handling Equipment, 2023](#)

[Atlantic Canada Offshore Petroleum Code of Practice for the Training and Qualifications of Offshore Personnel, September 2023](#)

[Code of Practice for Newfoundland and Labrador – Offshore Adverse Weather Communications Protocol, August 2022](#)

[Code of Practice for Transportation of Employees by Helicopter to or From a Workplace in the Offshore Petroleum Industry – East Coast Canada, June 2022](#)

[Code of Practice for Transportation of Employees via Vessel to or from a Workplace, June 2022](#)

[Fatigue Management in the Canada-Newfoundland and Labrador Offshore Petroleum Industry, November 2022](#)

Joint Industry Practices

[Atlantic Canada Offshore Petroleum Industry Escape, Evacuation and Rescue](#)

Safety Notices

[Helicopter Operations # 2016.03](#)

[Aviation Occurrence – Risk of Collision # 2016.02](#)

[Pressure Safety Valves # 2016.01](#)

[CSB Investigation Report Refinery Explosion & Fire # 2007.01](#)

[Night Launches and Recovery of Fast Rescue Crafts # 2010.28](#)

[Diverter Valve Failure # 2023.01](#)

[Use of Hydraulic Jacks #2023.02](#)

ADDITIONAL INFORMATION

Please see the [Instructions](#) provided by the Treasury Board Secretariat for information on formal Access to Information procedures under the provisions of the *Access to Information Act* and the *Privacy Act*.

To make a formal ATIP request, logon to the [Access to Information and Privacy Online Request](#) website, and follow the prompts.

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the C-NLOPB's completed [Access to Information \(ATI\) summaries](#) posted on [open Canada](#)

You may also make an informal request through the [open Canada](#) website or by contacting:

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READING ROOM

In accordance with the Access to Information Act and Privacy Act, an area on the premises will be made available should the applicant wish to review materials on site. Please contact us;

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