



Info Source

*Sources of Federal Government and Employee Information -
Canada-Newfoundland and Labrador Offshore Petroleum Board*

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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 Federal Minister of Natural Resources Canada in Ottawa, Ontario, and the Provincial Legislature through the Minister of Natural Resources 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 exploration and production activities having regard for worker safety, environmental protection, and conservation of the hydrocarbon 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

Offshore Health and Safety Oversight

Offshore Safety Oversight Program

The Board monitors the safety of offshore petroleum exploration, development, and production activities to determine that risks have been reduced to a level that is as low as reasonably practical. The Board bases its safety policies and programs on a goal-oriented regulatory approach (where possible); a risk management approach; and workforce participation and co-operation among parties. The Board determines the adequacy of operators' safety management systems; conducts audits; confirms that installations have valid Certificates of Fitness; conducts investigations; and prosecutes violations of occupational health and safety legislation.

Offshore Work Authorization Activities

Description: The C-NLOPB has the responsibility under the [Drilling and Production regulations](#) 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 MODUs and standby vessels;

Document Types: Audits, Assessments and Inspections, Plans, Approvals and Authorizations, Certificates of Fitness, Investigations.

Format: Paper and Electronic

Record Number: C-NLOPB EAD 075

Certification of Diving Personnel

Description: This bank contains information received from divers and other diving personnel seeking certification by the Board, as well as information regarding such certification and related correspondence. Certain applications are supported by medical certificates.

The C-NLOPB has the responsibility under the [Newfoundland Offshore Area Petroleum Diving Regulations](#) pursuant to the [Accord Acts](#) respecting the diving operations conducted in the Newfoundland and Labrador Offshore Area in connection with the exploration or drilling for or the production, conservation, processing or transportation of petroleum activities by reviewing the qualifications of divers and issuing diving certificates and granting authorizations for diving programs.

The Diving Regulations require that Divers, Diving Supervisor and other specified personnel, engaged in petroleum diving operations must hold a valid certificate issued by the C-NLOPB Chief Safety Officer, who has jurisdiction pursuant to the regulations. The legislation provides for the Chief Safety Officer to authorize the use of equivalent measures and standards in lieu of any required by regulations. Thus diving personnel may alternatively hold a certificate issued on the basis of training and experience that is equivalent to that specified in the regulations.

Effective March 31, 2003 the Boards ceased issuing certificates pursuant to the diving regulations. In accordance with the legislation and with the terms of Memoranda of Understanding between the Boards and the Diver Certification Board of Canada (DCBC) the C-NLOPB accepted certificates issued by the DCBC. Valid certificates issued prior to March 31, 2003 are accepted by the Board.

Class of Individuals: Individuals seeking certification as divers or other diving personnel.

Purpose: To provide a record of the qualifications and experience of divers and other diving personnel for purposes of certification and to record such certifications.

Consistent Uses: Information may be shared with other agencies or authorities that certify diving personnel in other jurisdictions. The C-NLOPB has entered into a Memorandum of Understanding with the Diver Certification Board of Canada, in relation to the Certification of Commercial Divers.

Retention and Disposal Standards: Information is retained in an individual's file until he or she reaches the age of 70 and is thereafter destroyed, provided that at least two years have elapsed since the last administrative action.

Related Record Number: C-NLOPB EAD 075

TBS Registration: 004347

RDA: 2005/006

Bank Number: C-NLOPB PPU 020

Environmental Protection and Assessment

Offshore Environmental Protection and Assessment Program

The Board's environmental protection program has two aspects: protection of offshore operations from the environment; and protection of the environment. The Board confirms that Operators adhere to the Canadian Environmental Assessment Act; conducts strategic environmental assessments; enforces Operators' compliance with approved Environmental Protection Plans, promotes adoption of best available technologies to minimize environmental impacts; conducts investigations; and prosecutes violations of environmental protection legislation. To meet its mandate of protection from the environment, the Board confirms that Operators have considered the potential for extreme weather and environmental conditions which are possible in the Newfoundland and Labrador Offshore Area and incorporated the management of those risks in facility design and safety plans and procedures to protect their workers and equipment.

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: Environmental Audits, Oil Spills, Exercises and Drills, Contingency Planning, Annual Environmental Reports, Environmental Effects Monitoring Reports, Environmental Protection Plans, Daily Operations Reports.

Format: Paper and Electronic

Record Number: C-NLOPB EAD 076

Management and Conservation of Petroleum Resources

Hydrocarbon 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. This would include 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 of well evaluation programs, audits flow measurement systems and oversees the reporting of production volumes. Conducts an evaluation of enhanced recovery projects; monitoring of field performance; and conducts reservoir performance studies. The goal is to maximize recovery of the resource in accordance with approved plans and good oil field practice.

The Accord Acts require that Operators give geological samples and geo-scientific information gathered during offshore exploration and production to the Board for curation. The Board provides public access to non-privileged geo-scientific information through its Information Resources Centre to foster continuing exploration activity and research and to build a knowledge base for the offshore area.

Resource Assessment and Management Activities

Description: Information relating to the development activities of each of the producing fields. Annual production reports submitted by operators, production logs, and annual pressure surveys; auditing of flow meters used on offshore installations along with information relating to the results of geophysical and geological surveys and exploratory and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys and well histories. This data includes well materials (cuttings, cores, and fluids) sampled during the drilling. Information relating to discovered 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: Applications and Approvals, Audits, Reports, Well Logs, Samples, Maps and Charts, Well Logs, Samples, Navigation Data, Seismic Lines, Reservoir Simulation and Modeling Data.

Format: Paper, Electronic, Mylar, Microfilm

Record Number: C-NLOPB RED 080

Issuance of Offshore Licenses

Land Tenure Program

The Board manages the issuance of exploration rights through a call for bids; and administers exploration, significant discovery and production licenses. The Board 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 on offshore Newfoundland and Labrador, including the terms and conditions of exploration, significant discovery and production licences; 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 Board 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 approving 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 Operator's 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

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

Manuals Guidelines

[Administrative Monetary Penalty Guidelines](#)
[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 Plans](#)
[Draft Benefits Plan Guidelines](#)
[Drilling and Production Guidelines](#)
[Environmental Protection Plan Guidelines](#)
[Exploration Benefits Plan Guidance](#)
[Guidelines Respecting Financial Requirements](#)
[Geophysical, Geological, Environmental and Geotechnical Programs](#)
[Incident Reporting and Investigation Guideline](#)
[Measurement Under Drilling and Production Regulations](#)
[Monitoring and Reporting](#)
[Monthly Production Reporting for Producing Fields](#)
[Newfoundland and Labrador Offshore Area Registration System](#)
[Offshore Waste Treatment](#)
[Physical Environmental Programs](#)
[Reporting Lift Gas Volumes](#)
[Research and Development Expenditures](#)
[Safety Plan Guidelines](#)
[Selection of Chemicals](#)
[Transboundary Crewing](#)

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](#)

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*.

The following summarizes how to make a formal ATIP request.

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Access to Information and Privacy Coordinator

Trevor Bennett

Canada-Newfoundland and Labrador Offshore Petroleum Board
 The Tower Corporate Campus
 240 Waterford Bridge Road

Suite 7100, West Campus Hall
St. John's NL
A1E 1E2
Telephone: 709-778-1474
Facsimile: 709-778-1473
Email: tbennett@cnlopb.ca

Please note: Each request made to The Canada-Newfoundland and Labrador Offshore Petroleum Board under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Receiver General for Canada.

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Canada-Newfoundland and Labrador Offshore Petroleum Board's completed [Access to Information \(ATI\) summaries](#) posted on open.canada.ca

You may also make an informal request through the [open canada](http://open.canada.ca) website or by contacting:

Canada-Newfoundland and Labrador Offshore Petroleum Board

The Tower Corporate Campus
240 Waterford Bridge Road
Suite 7100, West Campus Hall
St. John's NL
A1E 1E2,
Email: information@cnlopb.ca

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;

Canada-Newfoundland and Labrador Offshore Petroleum Board

Information Resources Division

The Tower Corporate Campus
240 Waterford Bridge Road
Suite 7100, West Campus Hall
St. John's NL
A1E 1E2
Email: information@cnlopb.ca