

# STEPS

to submitting your OBPS  
registration application  
or notice of change



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada 

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## Table of acronyms

CRA	Canada Revenue Agency
ECCC	Environment and Climate Change Canada
GHG	Greenhouse Gas
GHGRP	Greenhouse Gas Reporting Program
NAICS	North American Industry Classification System
NPRI	National Pollutant Release Inventory
OBPS	Output-Based Pricing System
SWIM	Single Window Information Manager

## Purpose of this guide

This guide explains:

- the steps required to submit an application to register a facility in the Output-Based Pricing System (OBPS), and
- the steps required to submit a notice of change related to a covered facility under the OBPS.

## General Information regarding the Registration and Notice of Change module

Some of the fields in this module will have been pre-filled using information from SWIM. If you need to make changes to the pre-filled information, edit the fields and click **Save to SWIM** on the bottom of the relevant screen to update your SWIM profile at the same time. If you need to make changes to fields that are not editable in this module (e.g. NAICS code), make the changes in SWIM and use the **Refresh from SWIM** button to update the information in this module.

Detailed guidance on completing each section follows.

After completing each section, click **Save** to save the section. Please note that the system will automatically time-out after 20 minutes of inactivity. Any information that was saved will be retained.

Navigate to the next section using the menu on the left. Use the **Back** button to return to the dashboard at any time.

Once you have submitted your application or notice of change, you cannot make changes to its contents until ECCC staff have processed the application. Should you need to make changes to a

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submitted application that has not yet been processed, contact ECCC at [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca).

## PART 1: APPLICATION FOR REGISTRATION

### Before you begin

Before you begin an application for registration, you will need to do the following.

1. Determine if your facility is a covered facility by reviewing [section 8 of the \*Output-Based Pricing System Regulations\*](#).

If the facility is a covered facility, the person responsible for the facility must apply to register the facility.

If the facility is not a covered facility, the person responsible for the facility may apply for designation of the facility as a covered facility under section 172 of the *Greenhouse Gas Pollution Pricing Act*. Before doing so, review [the Policy regarding voluntary participation in the output-based pricing system](#).

2. Identify one responsible person to submit the application on behalf of all responsible persons.

As per [section 10 of the \*Output-Based Pricing System Regulations\*](#) the responsible person is the person who owns or is otherwise responsible for the facility or covered facility, including the person who has the charge, management or control of the facility or covered facility, or who is the true decision maker with respect to the operations of the facility or covered facility.

A responsible person may be an individual or other entity. There may be more than one responsible person for a facility. When there is more than one responsible person for a facility, requirements of the *Greenhouse Gas Pollution Pricing Act* and its regulations apply to each responsible person. However, compliance by any one of the responsible persons will satisfy the obligations. As such, one responsible person must apply for registration on behalf of the others. Before applying to register, responsible persons must decide amongst themselves who will submit the application on behalf of all of them.

3. Identify the Authorized Official (AO) for the facility.

The AO is an individual with authority to act on behalf of the responsible person. They have specific roles under the *Output Based Pricing System Regulations*. In addition to their role in attesting to the accuracy of, and signing, the application for registration, the AO must also sign any notices of change to information in the registration system and is responsible for signing any other information that must be provided to the Minister of Environment and Climate Change under *Output Based Pricing System Regulations*. This includes the annual report due for each compliance period. Furthermore, the AO will be

responsible for opening and maintaining an account in ECCC's Credit and Tracking System (CATS) through which surplus credits owed to the responsible person will be issued, compensation will be remitted and tracked, and credits will be transferred and managed. All of these roles should be kept in mind when identifying the AO.

As per the *Output Based Pricing System Regulations*, Authorized Official means:

- (a) in respect of a person responsible for a covered facility who is an individual, that individual or another individual who is authorized to act on their behalf;
- (b) in respect of a person responsible for a covered facility that is a corporation, an officer of the corporation who is authorized to act on its behalf; and
- (c) in respect of a person responsible for a covered facility that is another entity, an individual who is authorized to act on its behalf.

If the responsible person is a corporation, the Authorized Official must be an officer of the corporation. This could be a senior officer such as the chair or vice-chair of the board of directors, the president, the vice-president, the chief financial officer or the general manager of the corporation, or the president of a division of the corporation.

If the responsible person is an individual or another entity, the Authorized Official can be that individual or another individual who is authorized to act on their behalf. In the latter case, ensure the third party is knowledgeable about the business operations.

4. Create an account in the Single Window Information Manager (SWIM) if you do not already have one. If you have submitted facility reports to the Environment and Climate Change Canada and Partners Greenhouse Gas Reporting module, you will already have a SWIM account. If you do not have a SWIM account, see [SWIM Tutorial 1: Connecting to Single Window for the first time](#) and [guidance](#).



## **Step 1: Start an application**

1. Log in to [SWIM](#)
2. Click on **ECCC and Partners Greenhouse Gas Reporting and ECCC Output-Based Pricing System (OBPS)**.

If you do not see this link, you do not have access. Refer to the [instructional videos](#) to learn how to gain access.

3. A welcome screen will give you the option to continue to **GHG Reporting** or to **OBPS Registration and Notice of Change**.

Click **OBPS Registration and Notice of Change** at the bottom right-hand corner of the page.

4. Click the + **Create New Application** button in the bottom right-hand corner.
5. On the **Create New Application** page, select the + button for the facility you are applying to register. You can apply to register only one facility at a time.

If you have already started a registration application for a facility, it will not be listed in the facility(ies) table. Click **Cancel** to go back to the dashboard to determine the status of the application.

If the status is **In Progress**, you can complete the registration application by clicking the downward arrow at the end of the row, and choosing **Edit** from the dropdown list.

## **Step 2: Verify and complete the Information regarding Responsible Person(s) section**

### **Responsible Person**

Enter the information requested in this section (or verify the pre-filled information) about the responsible person who is making the application on behalf of all responsible persons. See [link to above explanation] for more information about identifying responsible person.

#### **Legal Name**

Provide or verify the legal name of the responsible person making the application.

#### **Trade Name**

Provide, if applicable, the trade name of the responsible person making the application.

This is the name under which an individual, partnership or corporation chooses to operate. It is synonymous with "Operating Name". The operating name is the name by which the company may be known to its customers or clients. It may be the same as the Legal Name but this is not always the case.

### **Business Number (BN)**

Enter in this section the 9-digit Business Number issued by the Canada Revenue Agency (CRA) to the responsible person who is making the application.

The CRA issues these numbers to entities that register for one or more of the following:

- corporate income tax;
- importer/exporter account number;
- payroll (source) deductions (trust accounts); or
- goods and services tax.

You can find this number on any forms the CRA issues to a business. The first nine digits that appear on these forms is the Business Number. This registration number will stay the same no matter how many or what types of accounts a business has.

### **Is this Responsible Person an Owner or Operator?**

Choose the description from the drop-down list that applies to this responsible person.

Select “owner” if this responsible person owns the facility.

Select “operator” if this responsible person is otherwise responsible for the facility, including if they have the charge, management or control of the facility, or are the true decision maker with respect to the operations of the facility.

Select “owner and operator” if this responsible person carries out both roles.

NOTE: This application is designed to collect information about all responsible persons for the facility. If you select only “owner” or only “operator” in this section, you must add information about additional responsible person(s) below.

### **Business Structure**

Choose the correct business structure for this responsible person from the drop-down menu.

**Date on which the responsible person became responsible for the facility.**

Enter the date on which this responsible person became a responsible person.

**Additional responsible person(s)**

Enter the information requested in this section about *other* responsible persons (i.e: not the one identified above) by clicking the + **Add a Responsible Person** button.

Additional responsible persons include anyone who owns or is otherwise responsible for the facility, including the person who has the charge, management or control of the facility, or who is the true decision maker with respect to the operations of the facility. They may be individuals or other entities.

**Authorized official**

Enter the information requested in this section (or verify the pre-filled information) about the Authorized Official. By clicking on the icon beside greyed fields, you can choose individuals already associated with this facility in SWIM, or enter a new individual.

Choose the Authorized Official carefully. Review the roles and responsibilities of the described above under [Before you begin.](#)

**Physical address**

The physical address where the Authorized Official works will be pre-filled from SWIM.

If the field is blank or not correct, select the icon beside the field to edit.

**Mailing address**

The mailing address where the Authorized Official can receive correspondence will be pre-filled from SWIM.

If the field is blank or not correct, click the icon beside the field to edit.

**Position**

Enter the job title of the Authorized Official

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### **Responsible person for which they work**

Enter the responsible person for whom the Authorized Official works.

### **Email address**

The email address for the Authorized Official will be populated from SWIM.

If the field is blank, enter the email address at which the Authorized Official can be contacted.

**Note that all notifications related to this application will be sent to the email address identified here. Please ensure this email account is monitored and that emails from [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca) are not identified as junk mail.**

### **Telephone number**

The telephone number for the Authorized Official will be populated from SWIM.

If the field is blank, enter the telephone number at which the Authorized Official can be contacted. Staff of Environment and Climate Change Canada may use this number to contact the Authorized Official for information relating to this application.

### **Proof of authority to act on behalf of the responsible person**

Upload a document that clearly demonstrates the individual named as the Authorized Official has been granted authority by the responsible person to act on their behalf (for example, a signed copy of a decision of the Board of Directors, a letter on company letterhead signed by the Chief Executive Officer, etc.)

The letter must clearly demonstrate the individual has authority to make the application to register the facility on behalf of the responsible person as well as the authority to carry out other obligations of an authorized official under the *Output Based Pricing System Regulations* and in relation to the Credit and Tracking System (CATS).

### **Contact person**

Enter the information requested in this section (or verify the pre-filled information) about the Contact Person.

A contact person is a person the Authorized Official authorizes Environment and Climate Change Canada to contact for information related to the application. The person must be knowledgeable about the application and available to answer questions during the application review process.

It is not necessary to enter a contact person. If you prefer, select **Same as Authorized Official** by clicking in the box beside it. If you do not identify a contact person, all correspondence regarding the application will go only to the Authorized Official.

### **Name of the contact person**

Enter the name of an individual who ECCC can contact with questions or information about the application.

If the contact person is an existing contact linked to the responsible person in SWIM, click on the icon beside the field to select their name, and click Save. Information about the contact will be automatically populated in the remaining fields based on the information that has been entered for them in SWIM.

### **Physical address**

The physical address where the contact person works will be pre-filled from SWIM.

If the field is blank or not correct, select the icon beside the field to edit.

### **Mailing address**

The mailing address where the contact person can receive correspondence will be pre-filled from SWIM.

If the field is blank or not correct, click the icon beside the field to edit.

### **Position**

Enter the job title of the contact person.

### **Email address**

The email address for the contact person will be populated from SWIM.

If the field is blank, enter the email address at which the Authorized Official can be contacted.

**Note that all notifications related to this application will be sent to the email address identified here. Please ensure this email account is monitored and that emails from [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca) are not identified as junk mail.**

### **Telephone number**

The telephone number for the contact person will be populated from SWIM.

If the field is blank, enter the telephone number at which the Authorized Official can be contacted. Staff of Environment and Climate Change Canada may use this number to contact the contact person for information relating to this application.

## **Step 3: Verify and complete the Facility information section**

### **General Information**

Enter the information requested in this section (or verify the pre-filled information) about the facility you are applying to register.

### **Facility name**

The facility name will be pre-filled from SWIM.

### **Facility physical address**

The physical address for the facility you are applying to register will be pre-filled from SWIM.

If the field is blank or not correct, select the icon beside the field to edit.

If the facility occupies more than one civic address, include the address of the facility that emits the majority of the greenhouse gas emissions.

### **Facility boundaries map**

Upload an accurate, high resolution, and current map of the facility's location and boundaries. T

The map should indicate where, geographically, the facility is located by including its surroundings. To determine where the boundaries of the facility should be drawn, refer

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to [Section 1 of the Output Based Pricing System Regulations](#) for the definition of “facility” and provide on the map the boundaries of what you consider to be your facility according to that definition.

If the facility consists of multiple sites, the map must show the boundaries for each site. Public roads or railways should not be included within the boundary unless they are bordered by the facility on both sides and used to carry out the facility's industrial activities. Additionally, any part of a railway track that is used exclusively to carry out the facility's industrial activities is part of the facility.

The map must be a geospatial file (shp, gdb, kmz, or kml) that identifies the boundary as though it were a fence at ground level around the facility. The figures below show examples of facility boundary maps created using free Google Earth Pro software (kmz format). Figure 1 shows a single site facility and figure 2 shows a multi-site facility. If you have questions about the map requirement, please email us at [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca). (Maximum size 10 MB)

Figure 1: Sample facility boundary map for a single site

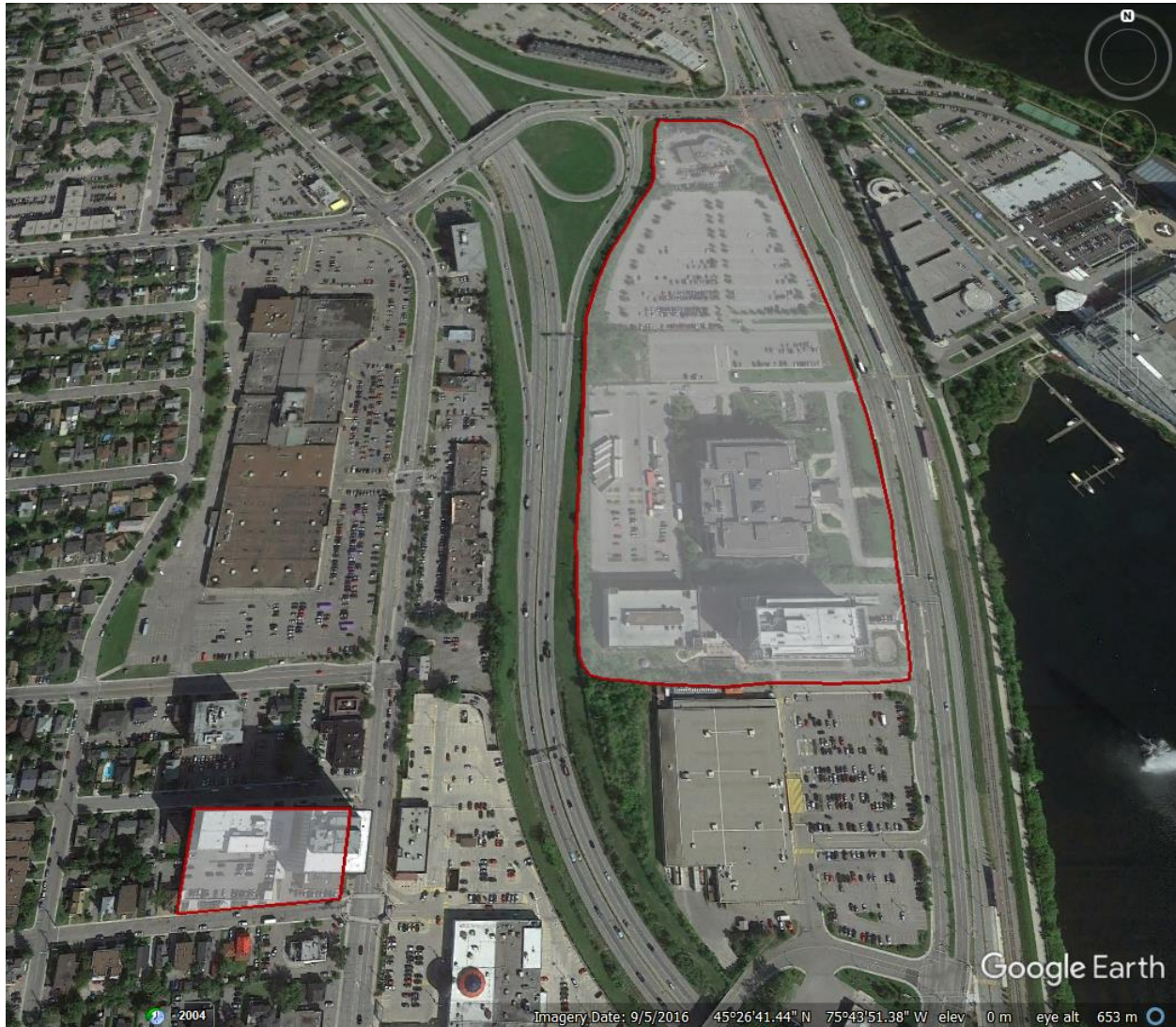




Figure 2: Sample facility boundary map for a multi-site facility

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## North American Industry Classification System (NAICS) Code

The primary NAICS code for the facility you are applying to register will be pre-filled from SWIM.

If the field is blank or not correct, return to SWIM and identify the NAICS code on the **NAICS, Identifiers and Permits** page for the facility, which is located below Organization/Facility. When you return to the application form, use the **Refresh from SWIM** button to bring the updated NAICS code into the registration form.

## GHGRP ID

The GHGRP ID will be pre-filled from SWIM.

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## **NPRI ID**

The NPRI ID will be pre-filled if the facility has an NPRI ID.

If the facility you are applying to register does not have an NPRI ID, leave this blank.

## **Province, territory or area**

Select the jurisdiction in which the facility you are applying to register is located from the drop-down menu.

A facility must be located in a province, territory or area that is set out in Part 2 of Schedule 1 of the *Greenhouse Gas Pollution Pricing Act* to be registered in the OBPS.

## **Date the facility began operating**

Enter the date on which the the facility began operating.

## **Is this a multi-site facility?**

Indicate whether the facility you are applying to register is located on more than one site (see [Section 1 of the \*Output-Based Pricing System Regulations\*](#) for the applicable definition of facility). If you answer YES, ensure that the map you uploaded above outlines the boundaries of all sites of the facility.

## **Natural gas pipeline transmission system**

If the facility you are applying to register is a natural gas transmission pipeline, you may have reported all parts of the pipeline operated by the same person in a province as one facility to the GHGRP.

Under the OBPS, if a responsible person has two or more pipelines in operation in one province, separate applications must be submitted for each individual pipeline. You may need to add each pipeline as a new facility in SWIM, and therefore will not have a GHGRP ID. In this case, you must upload a document that contains total annual GHG emissions for 2014, 2015, 2016 and 2017 that are attributable to the part(s) that you are applying for registration.

## **Multiple GHGRP IDs**

Upload a document that contains the names, GHGRP IDs and total annual reported GHG emissions for 2014 and after for each GHGRP facility that makes up the facility you are trying to

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register. Include in the document an explanation of why the separate entities are being combined and considered as one facility.

Because the definition of “facility” under the [\*Notices with respect to reporting of greenhouse gases for 2014, 2015, 2016 and 2017 pursuant to ss.46\(1\) of the Canadian Environmental Protection Act, 1999\*](#) (the GHGRP) differs from the definition of “facility” under [\*Section 1 of the Output Based Pricing System Regulations\*](#) the facility you are applying to register may have two or more GHGRP ID Numbers related to its component parts.

#### **Step 4: Verify and complete the Activities section**

##### **Registration type**

Choose the correct registration type from the drop-down menu.

For details on how to determine the registration type, select the “Help” button at the top right of the screen.

##### **Greenhouse gas (GHG) emissions requirement**

Identify the emissions requirement statement that applies to the facility by checking the box beside the appropriate statement.

For details on how to determine which statement should apply to your situation, select the **Help** button at the top right of the screen.

##### **Specified industrial activities**

Add details about the specified industrial activities engaged in at the facility by clicking the + **Add a Schedule 1 activity** or the + **Add an eligible activity**.

For details on determining whether to add a Schedule 1 activity or an eligible activity, select the **Help** button at the top right of the screen.

For a Schedule 1 activity, complete all questions in the pop-up.

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For an eligible activity under a Voluntary Part 2 registration, complete all questions in the pop-up. Also, confirm by ticking the appropriate check box that the primary activity of the facility is not a Schedule 1 activity.

## **Voluntary- Part 2 Registration Template**

If this is a Voluntary – Part 2 registration, open and complete the [Part 2 Voluntary registration template](#) from the link in the blue information box below the –Voluntary- Part 2 Registration Type title. Once complete, upload the document in this section.

### **Step 5: Application submission**

#### **Statement of certification**

Verify the name of the Authorized Official is correct. Reminder: See explanation of the role of the Authorized Official above in the “Before you begin” section for more information on the role of the Authorized Official.

Print the completed application for review and signature by the Authorized Official, using the **Print application for registration or NOC** button in the toolbar located at the bottom of the screen.

Attach a scanned copy of the signed application. Retain the original signed version.

The **Submit** button will appear. Click **Submit** to transmit the form to Environment and Climate Change Canada for review.

You cannot edit or delete an application until ECCC staff have processed the application. See Part 2 of this guide for information on how to change information in the application.

## **Other Registration Actions**

Before you submit an application for registration, from the Dashboard, you will be able to *edit, view, download, and delete* an OBPS application, as well as view any uploaded/related documents to an application, and the activity history for the application. These functions are available under the Actions column in the Result(s) table. Once an application has been submitted and is pending review, no changes will be permitted until the application has been processed by ECCC staff, and the status has changed to *Submitted (Processed)*, and the ECCC decision will indicate whether or not a certificate has been issued.

If you need to make changes to an application that has already been submitted, contact ECCC at [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca).

Once an application has been processed, some of the options in the Action column will change.

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- the Edit function will disappear, and Create a Notice of Change will be the function to make changes to the regulated parties, facility, activities and/or emissions information for your facility
- a button to view latest certificate function will be added to allow you to view, download, and print your covered facility certificate

## PART 2: NOTICE OF CHANGE

### Before you begin

Section 48 of the *Output Based Pricing System Regulations* requires persons responsible for a covered facility to notify the Minister, in writing, within 30 days after a change to the facility's permit or the information provided in your application to register.

To fulfil obligations under section 48, use the **Notice of Change** function in the **Registration and Notice of Change** module.

### Step 1: Initiate a Notice of Change

1. Log in to [SWIM](#)
2. Click on **Environment and Climate Change Canada (ECCC) and Partners Greenhouse Gas Reporting and ECCC Output-Based Pricing System (OBPS)**.

If you do not see this link, you do not have access. Refer to the [instructional videos](#) to learn how to gain access.

3. A welcome screen will give you the option to continue to **GHG Reporting** or to **OBPS Registration and Notice of Change**.

Click **OBPS Registration and Notice of Change** at the bottom right-hand corner of the page.

4. From the dashboard, click the drop-down menu in the actions column, and select **Notice of Change**

### Step 2: Complete notice of change

Provide the reason for the notice of change in the text box on the Notice of change screen.

Use the menu on the left to navigate to each section of the original application. If no changes are required in a section, simply click **Save** and navigate to the next section. Change the information in the appropriate field and **save** each section.

### **Step 3: Submit the notice of change**

Once each section is saved successfully, navigate to the **Application or Notice of change submission** section. Use the **Print application or NOC** button to print a copy of the updated application for the Authorized Official to sign.

Upload the signed updated application and click **Submit**.