ENVIRONMENT CANADA

Effluent Regulatory Reporting Information System (ERRIS)

USER GUIDE

VERSION: 1.2

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1.0 INTRODUCTION

The purpose of this user guide is twofold. Firstly, it serves to provide users with information about logging into Environment Canada's Single Window Information Manager (otherwise referred to as SWIM) with the goal of setting up a profile about the wastewater organization and facility that are required to comply with the *Wastewater Systems Effluent Regulations* (WSER).

Additionally, this document serves to provide users with guidance about navigating and performing functions within the Effluent Regulatory Reporting Information System (ERRIS). This web based application has been developed by Environment Canada (EC) to facilitate the reporting of information as required under the WSER, as well as to allow establishing the environment for the future gathering of effluent related data and reports that may be required in other regulations or permits. The initial release of ERRIS will provide WSER Regulatees with the ability to submit the WSER Identification Report. Future releases will include additional functionality or enhancements including the submission of the on-going WSER effluent monitoring reports.

1.1 PROJECT BACKGROUND

Single Window Information Manager (SWIM)

Environment Canada's Single Window was initiated to reduce the administrative cost and paperwork burden of regulatory compliance. It was developed in response to industry requests to streamline and simplify environmental reporting requirements.

The Single Window Information Manager is used by Environment Canada, provincial and municipal governments and private sector organizations to collect environmental data from industry.

A number of programs are currently utilizing this solution for their regulatory reporting needs. Examples of supported programs include the National Pollutant Release Inventory (NPRI), Environment Canada's Greenhouse Gas Reporting (GHGRP), as well as several provincial agencies.

Access to SWIM

The Government of Canada (GC) uses electronic 'credentials' to allow users to communicate securely with online-enabled Government of Canada services. Credentials in information systems are widely used to control an individual's access to information or services (e.g. either a card number or a user name/identification (ID), combined with a password is a typical example of a credential).

If you do not already have an account, you must first create one in order to access SWIM. The GC recognizes two equally secure options in order to create (i.e.: register) an account or to login via your account in order to enter SWIM.

The Government of Canada itself via its new government-issued credential called GCKey. Released in the fall of 2012, GCKey replaces Access Key.

The Access Key log in option is no longer available. If you have accessed the system previously with Access Key, you will need to create a GCKey and use the Recover Account feature in SWIM.

Commercial credential service called SecureKey Concierge (i.e.: via your online banking service if it is one of the partners). Note that although only three financial institutions are amongst the initial credential service providers, it is expected that other commercial credential providers will be added in the future.

After logging in via GCKey or SecureKey Concierge, a user will be linked to SWIM. Within SWIM, a user can then create their user profile if they do not already have one. As well, they can create or update information pertaining to their organization and facility and then connect to ERRIS.

The first person who enters any organization and facility information in SWIM is considered the Organization Lead for that particular organization. This same person will be able to grant access (i.e.: or a user role) for any Regulatee to create and submit reports in ERRIS and to any Signing Authority to approve reports. This Organization Lead can grant access for themselves or other individuals who will assume either a Regulatee or Signing Authority role. Additional details are available in Section 7 (Manage Access).

Effluent Regulatory Reporting Information System

In 2009, the federal government represented by Environment Canada along with many provinces and the Yukon endorsed the Canadian Council of Ministers of the Environment (CCME) Canada-wide Strategy for the Management of Municipal Wastewater Effluent (CCME Strategy). Within this strategy, a commitment was made by Environment Canada to develop national effluent quality standards through regulations under the Fisheries Act. Additionally, Environment Canada made a commitment to develop a database to house regulatory reporting information.

In order to determine compliance with the national effluent quality standards, those owners and operators of wastewater systems that are subject to the WSER are required to submit reports on the concentrations of those deleterious substances that are defined in the WSER. Additionally, WSER regulatees are required to submit data on the volume of effluent deposited and, for certain wastewater systems, the results of acute lethality testing.

Environment Canada has developed the Effluent Regulatory Reporting Information System for the owners of affected wastewater systems to submit identification reports, on-going effluent monitoring reports, transitional and temporary authorization applications as well as other reports related to the WSER. This reporting system will eliminate the need to submit these reports on paper and assist Environment Canada and its partners with monitoring, compliance, and enforcement activities.

January 2013 marks the initial implementation of ERRIS by Environment Canada. The first phase of ERRIS permits wastewater facilities or regulatees to create and submit identification reports. Future phases of functionality will include such features as:

- Submit Effluent Monitoring Reports (ongoing basis)
- Upload Substance Data
- Enter Substance Data

- Apply for Transitional Authorization
- Apply for Temporary Authorization to Deposit Un-ionized Ammonia
- Apply for Temporary Bypass Authorization
- Combined Sewer Overflow Reporting

1.2 ADDITIONAL RESOURCES AND ASSISTANCE

This guide contains helpful instructions about logging into a regulatory program via SWIM as well as on the use of the ERRIS web based application. Much of the SWIM material presented in this document originated from the SWIM user guide entitled "A User's Guide to SWIM v10". Please refer to that document should you require additional details about using SWIM. Also, a glossary of terms for SWIM and ERRIS concepts is provided.

Should you require additional information or assistance with GCKey, SWIM or ERRIS, please refer to "Appendix A – Contact Us" for the EC contact information.

If you require additional information about WSER sampling and reporting requirements, please refer to the Department of Justice web site at:
http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-139/FullText.html

2.0 GETTING STARTED IN SWIM

SWIM is the acronym for Environment Canada's Single Window Information Manager which serves as the "front door" to many reporting programs and provides a way of connecting individual users to these programs. SWIM allows you to:

- Enter, edit or update information about your profile, organizations, facilities, etc.;
- Manage roles for other users;
- Access program-specific reporting tools.

You will find that the options on the left menu bar will expand and collapse as you move up and down the menu structure.

When you are entering or modifying data please ensure that you Save your work regularly. A warning message will be displayed after 19 minutes of inactivity, and after 20 minutes you will be logged out and any unsaved changes will be lost.

To get started:

1. Go to https://ec.ss.ec.gc.ca/ and select the language you wish to use.
2. Register for GCKey or use your existing SecureKey Concierge or GCKey service if you are already registered with either one *(per Section 3)*.
   a) Refer to section 3.0 Accessing Environment Canada's Single Window for information about logging in for the first time and Appendix C for assistance using Recover Account.
   b) The Access Key log in option is no longer available. If you have accessed SWIM previously with Access Key, you will need to create a GCKey and use the Recover Account feature in SWIM.
3. Verify or create your SWIM Profile *(per section 4.0)*
4. Select or create your organization* *(per section 5.0)*
5. Review or create your facility* *(per section 6.0)*.
6. Granting access to yourself and others as needed: WSER Signing Authority and WSER Regulatee roles *(per section 7.0)*.
7. Follow the link to ERRIS once you have access to the SWIM home page.
8. Navigate to the Identification (ID) Reporting function and then complete and submit the ID Report for your wastewater system *(per section 8.0)*.

* In some cases, your organization and/or facility will already be in the SWIM database and will not need to be re-created.

3.0 ACCESSING ENVIRONMENT CANADA'S SINGLE WINDOW

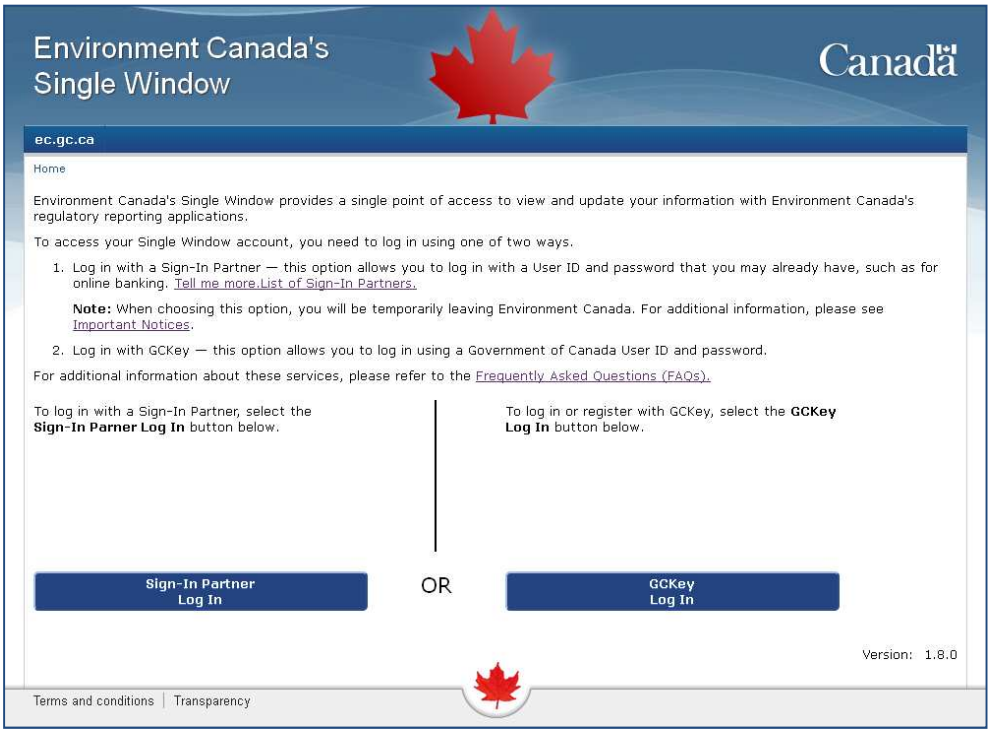
This section covers how to log in to Environment Canada's Single Window and create an account or credential if you do not already have one.

1. Go to https://ec.ss.ec.gc.ca/
2. Select the language you wish to use (English or French).

Figure 3-1: SWIM Welcome Page

3. Choose whether you want to login using the **Sign-In Partner** option (your bank account credentials) or by using **GCKey**.

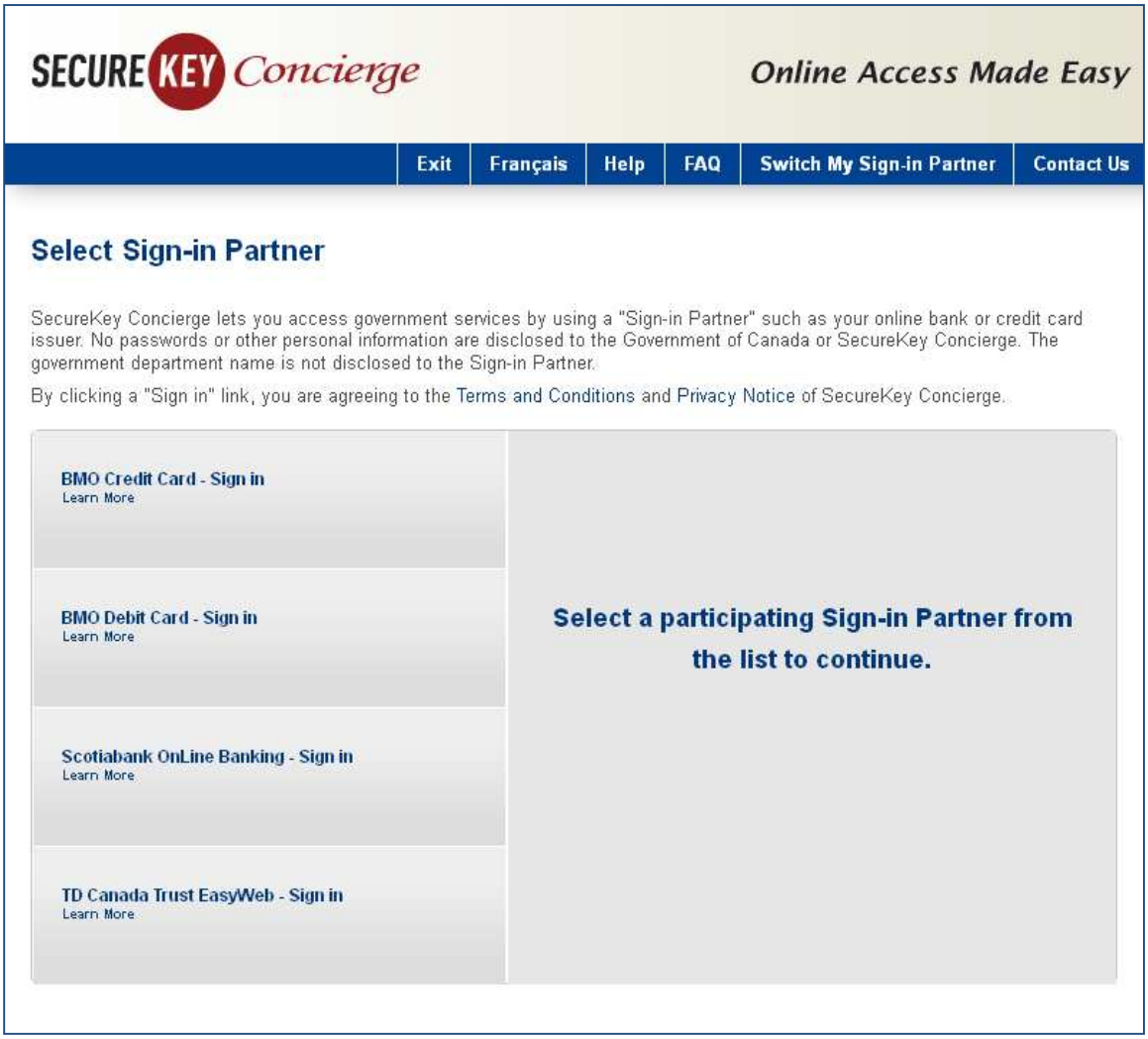
Figure 3-2: Sign-in Partner vs. GCKey



4. Proceed to the desired login section.

   i. If you choose the Sign-In Partner option, you will be transferred to the SecureKey Concierge service and prompted to select the sign-in partner you wish to use. Select the desired option and follow the on-screen instructions to log in.

Figure 3-3: SecureKey Concierge



   ii. If you select the "*GCKey*" option, you will be transferred to the **GCKey** service window. If you already have a **GCKey User ID** and **Password**, enter it now. Otherwise, click **Register** to create an account as follows.

Figure 3-4: Register Account

iii. To begin creating an account, you must accept the terms of use of **GCKey** by clicking **I accept**.

Figure 3-5: Terms and Conditions

iv. You will be prompted to **Create Your User ID**, answer the account recovery questions and **Create Your Password**.

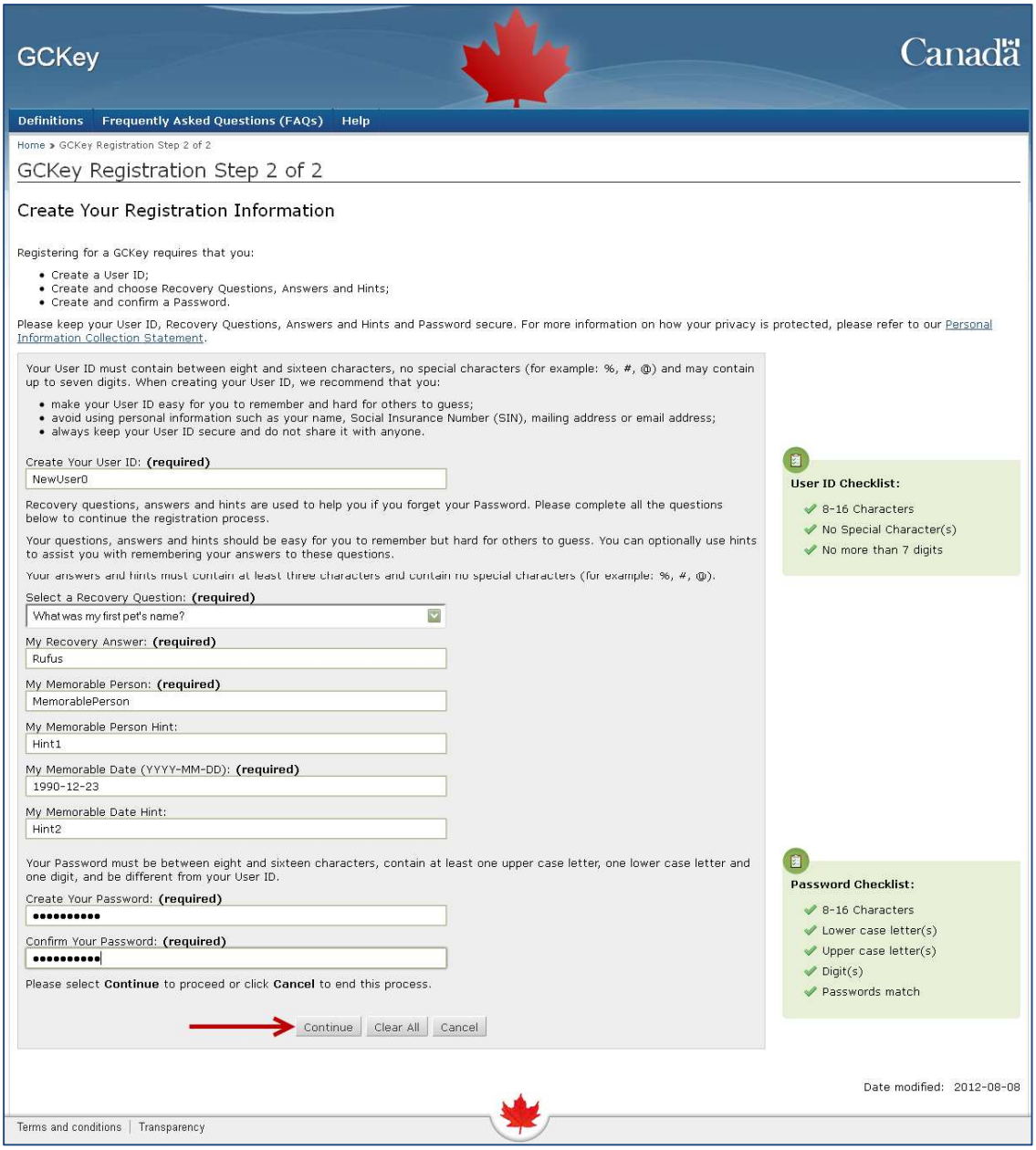
Your user ID cannot be your email address: special characters are not allowed.

You need to remember this user name to login next time you enter into SWIM.

There are 2 green boxes on the right side of the screen. One is titled "*User ID Checklist*", the other "*Password Checklist*". These are requirements your **User ID** and **Password** must satisfy to be valid and for your submission to work (otherwise errors will show when **Submit** is clicked). If a requirement is not met, the system will display a black bullet beside it instead of a green '✔'.

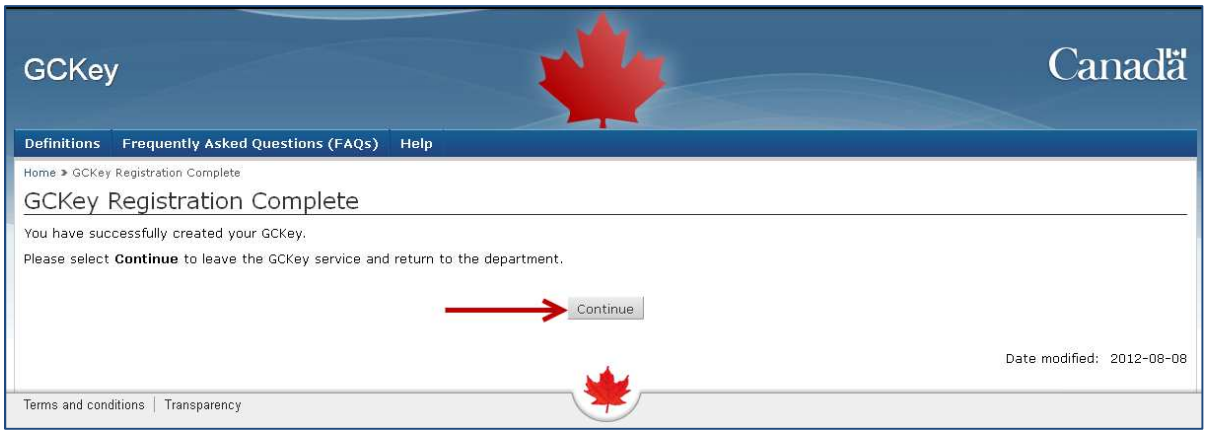
v. Click **Continue** to proceed.

Figure 3-6: Continue Registration



vi. After a confirmation message is displayed, click **Continue** again. You should now be logged into the system as a new user.

Figure 3-7: Completing Registration



4.0 VERIFY OR CREATE YOUR SWIM PROFILE

This section describes how to ensure that your profile is set up in SWIM.

If you already had a SWIM account and were able to login via a GCKey, chances are that you already have a profile that is associated with your account. You can search for, review and even update your profile if necessary.

If you did not already have a profile (e.g. you are a new user of SWIM and had to create a SWIM account by registering your GCKey as described in the previous section), ensure that you create your profile by following the steps below.

1. Upon registration of your **GCKey**, you are logged into the system as a new user.
2. You will be presented with the **Single Window Information Manager – New User** screen where you will be prompted to enter your email address.

Figure 4-1: Email Search

3. Enter your **Email Address** and click **Search**.
   - Unless you have created a profile previously with the same email address using a different log in User ID and password, your email address will not be found.

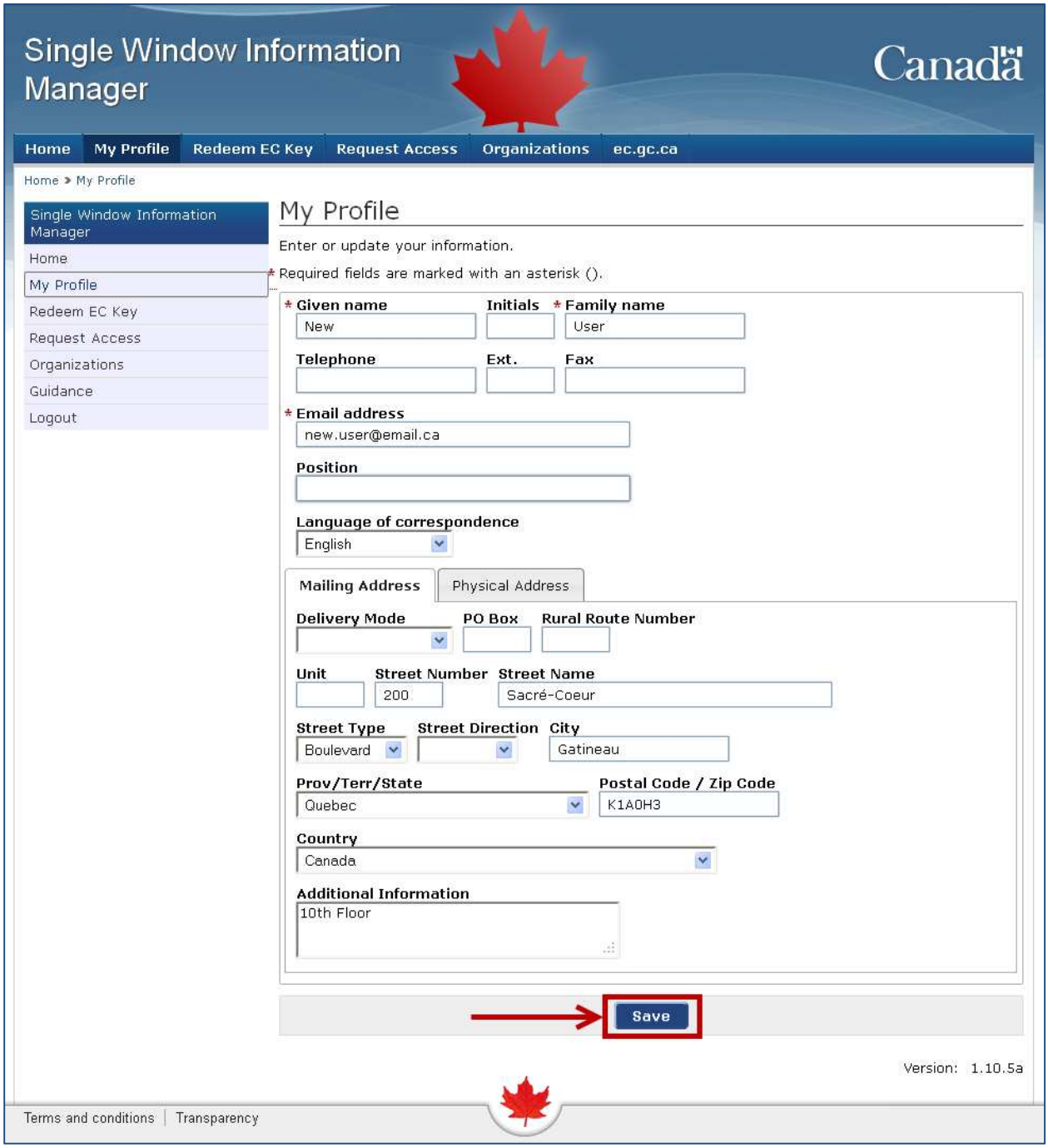
4. Next, click on the "*Continue to My Profile*" button to set up your profile.

If your email address is found, see section 7.0 Managing Access for your Organization/Facility for more information about **Account Recovery**.

Figure 4-2: Complete Profile

5. A **My Profile** page will appear. All fields marked with a red asterisk must be filled however it is recommended that you enter as many fields as possible that pertain to you.
6. Click **Save** once you've completed your profile information.

Figure 4-3: Save Profile



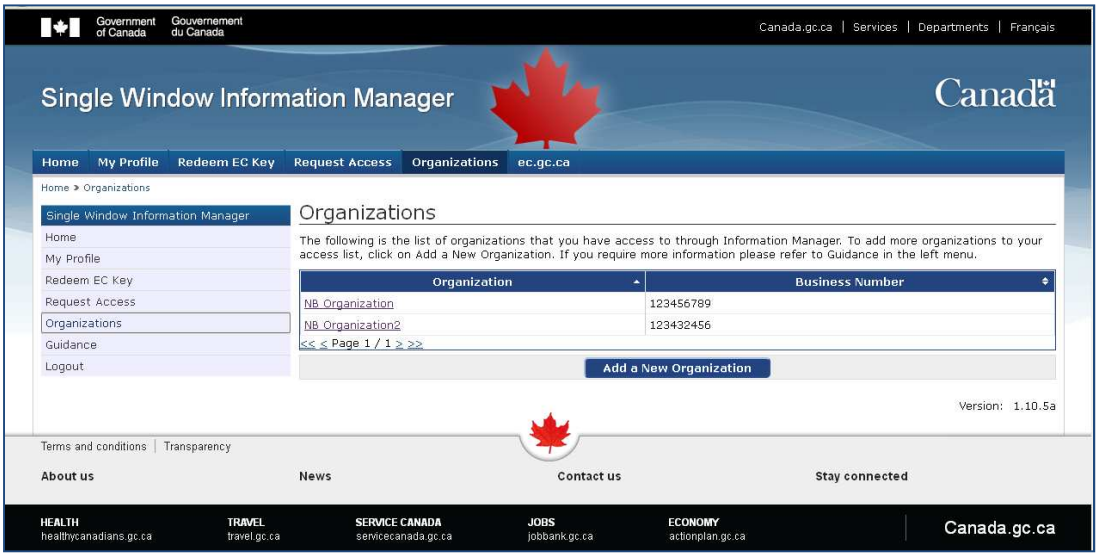
5.0 SELECT OR CREATE YOUR ORGANIZATION

After logging into SWIM and verifying or setting up your profile, you then need to either select or create your organization.

1. Click on **Organizations** in the left hand menu.
2. If your organization is already established in SWIM (i.e.: you are already reporting for EC programs other than ERRIS), the name and business number of each organization you are connected to will be displayed.

Select the organization of choice from the list provided to review and/or update as needed.

Figure 5-1: View Organizations



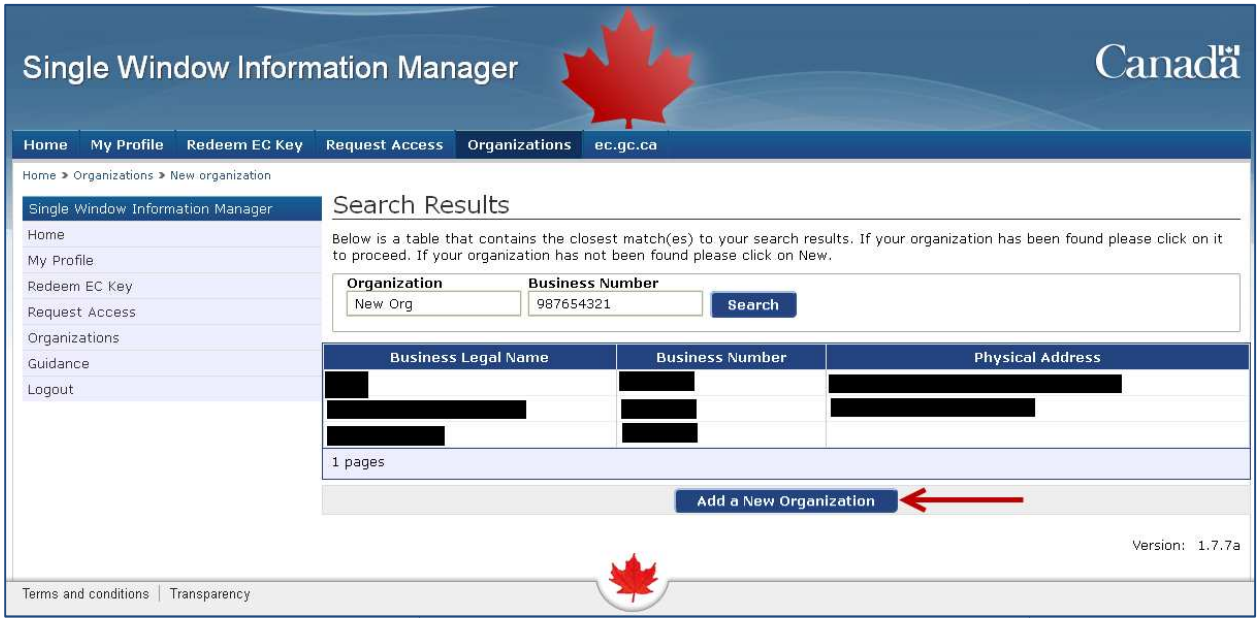
3. If you are a new user, there will be no organizations listed on the page. If your organization is not present in the database, you will need to add it.
   i. Select **Add a New Organization** on the **Organizations** page.
   ii. Enter your organization name and/or business number. Click **Search**.

Figure 5-2: Search Organization

If you are having difficulty finding the company you are looking for, specify fewer characters and try searching again.

iii. After confirming your organization is not already in the database (i.e.: your organization is not displayed in search results list), click **Add a New Organization** again.

Figure 5-3: Add Organization



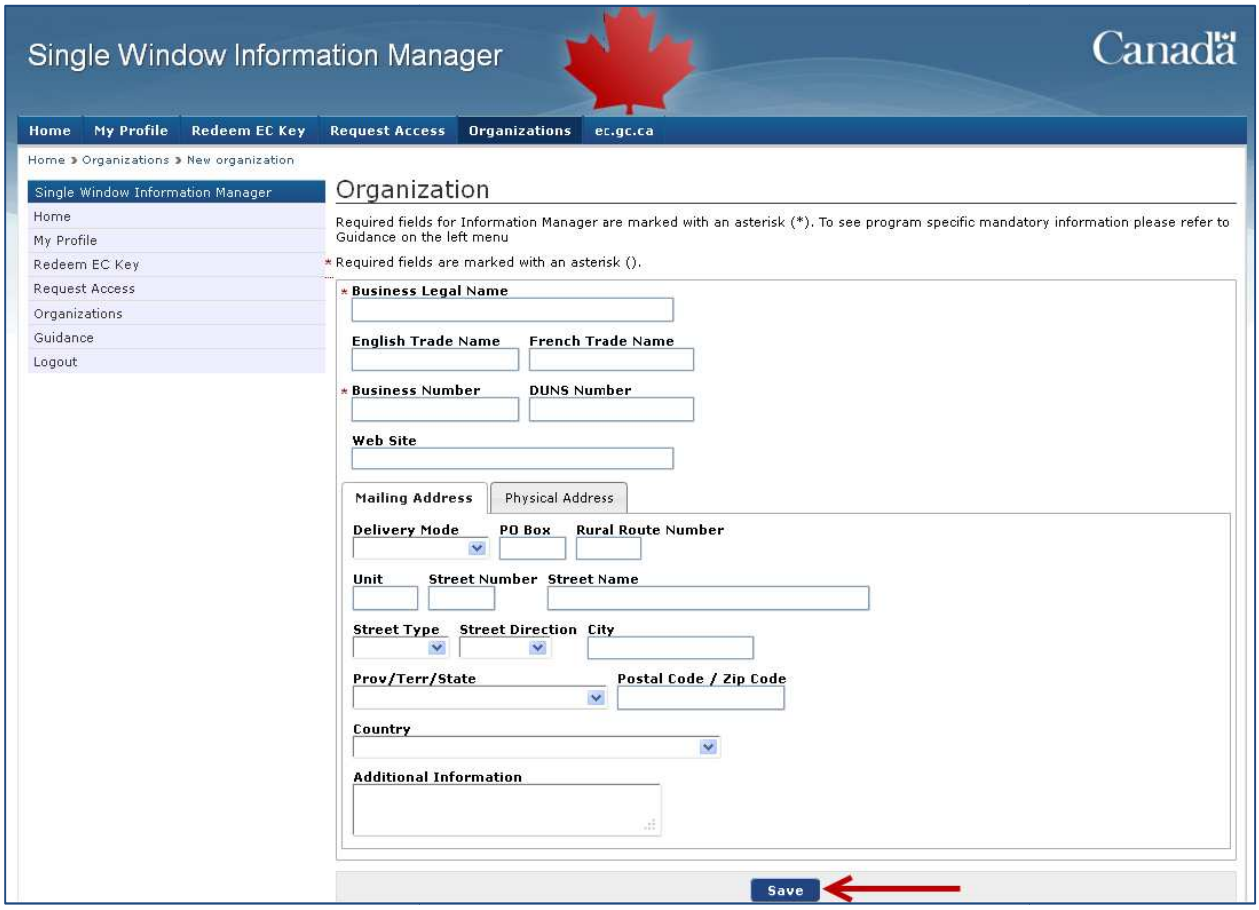
iv. On the following screen, enter all required information related to your Organization and then click **Save** to create this organization.

As creator of this organization, you (i.e. your profile) will automatically be designated as the 'Organization Lead' in SWIM but you will still require user roles in order to perform the various specific tasks in ERRIS.

As the **Organization Lead**, you can grant access to yourself or to others (refer to Section 7.0 Managing Access for your Organization/Facility)

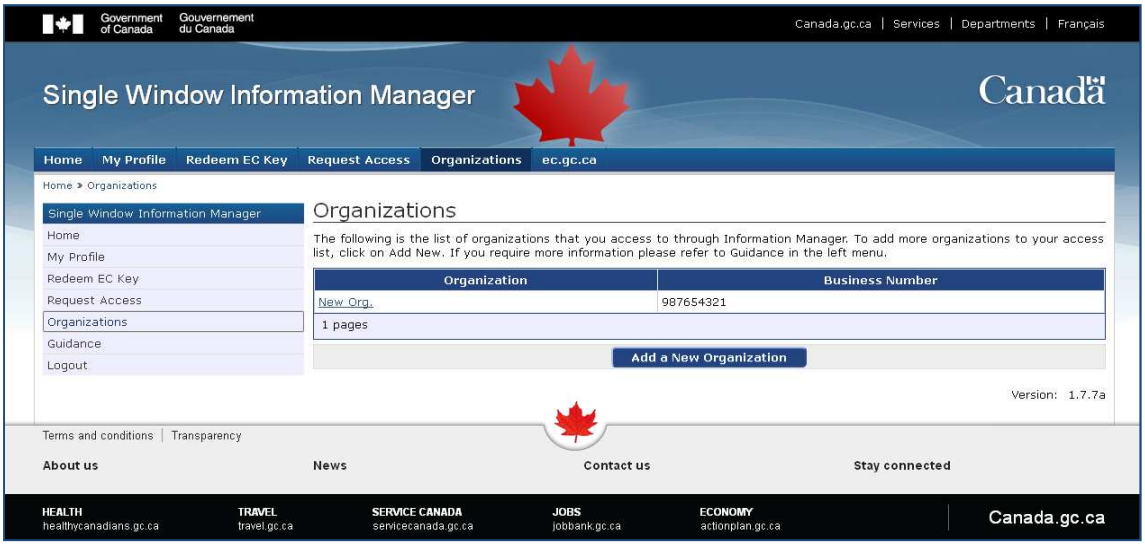
The **Organization Physical** and **Mailing Addresses** in SWIM are used to populate the **Owner Civic** and **Mailing Address**, respectively, in ERRIS.

Figure 5-4: Complete Organization Information



4. After you have created your organization, select the **Organizations** hyperlink from the left hand menu. The organization should now be displayed on the screen.

Figure 5-5: Organization is Displayed



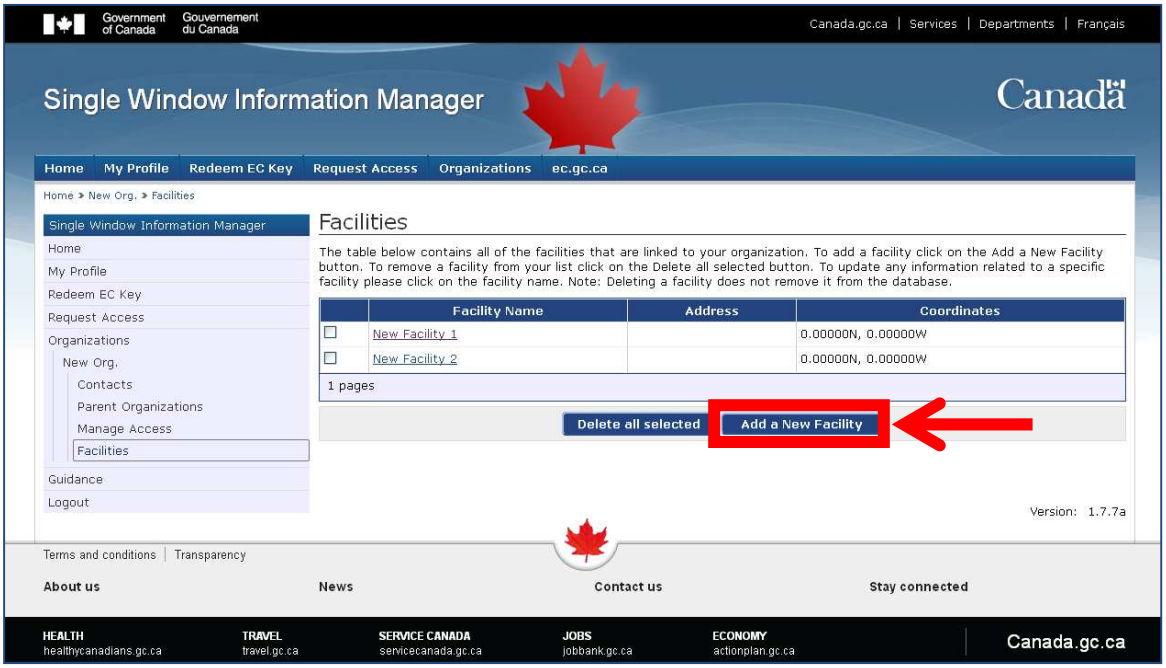
5. Once you have added/created your organization you can then create facilities that are associated to the organization as described in the next section.

6.0 REVIEWING OR CREATING FACILITIES FOR YOUR ORGANIZATION

As the **Organization Lead**, you can now add a facility to an organization as follows:

1. Click **Organizations** located in the left hand menu.
2. Select the organization from the list to which you wish to add a facility by clicking on the organization's name.
3. Click **Facilities** in the left hand menu.

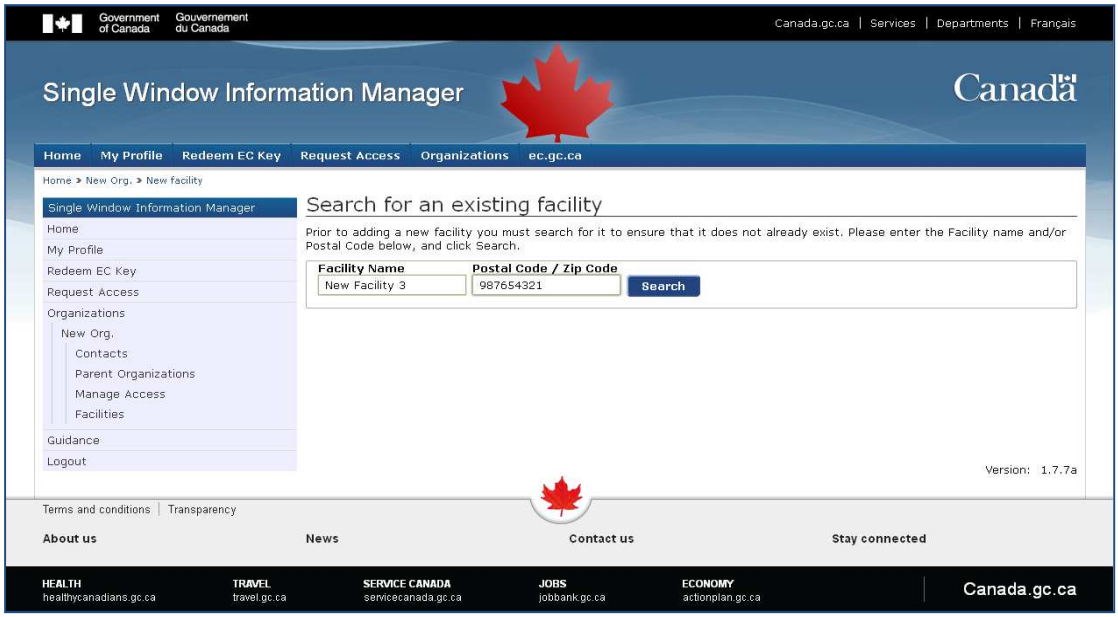
Figure 6-1: Add Facility



4. The list of facilities currently connected to the organization (if any) is displayed. To add a new facility, click **Add a New Facility** button.

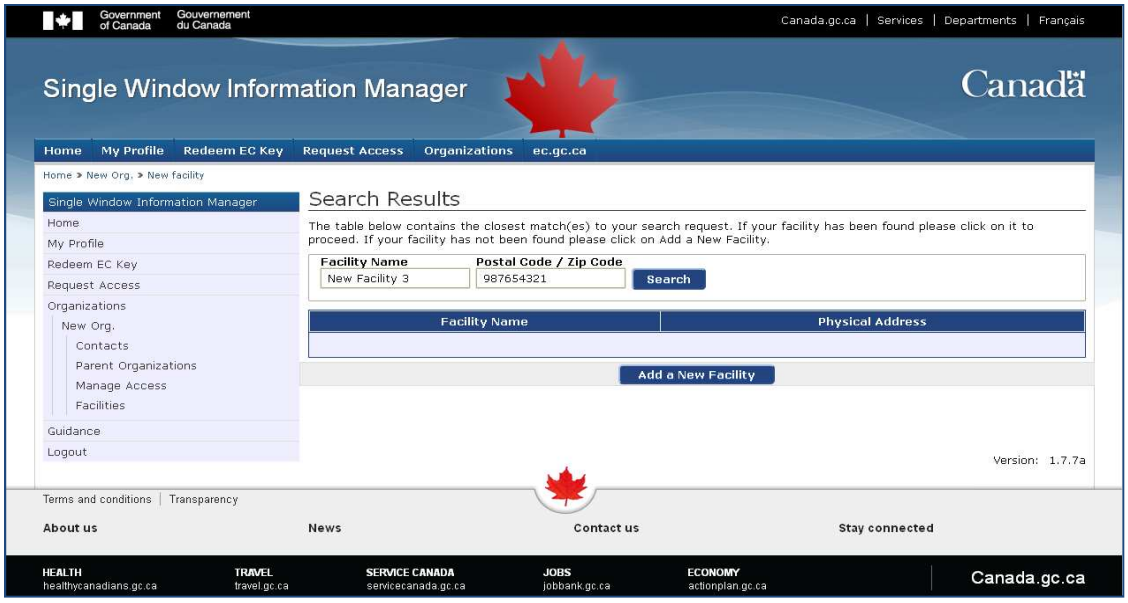
5. You will be prompted to search the database first to be sure the facility does not already exist in the system. You may search by Facility Name, Postal Code/Zip Code, or both. Enter the information and then click **Search**.

Figure 6-2: Search Facility



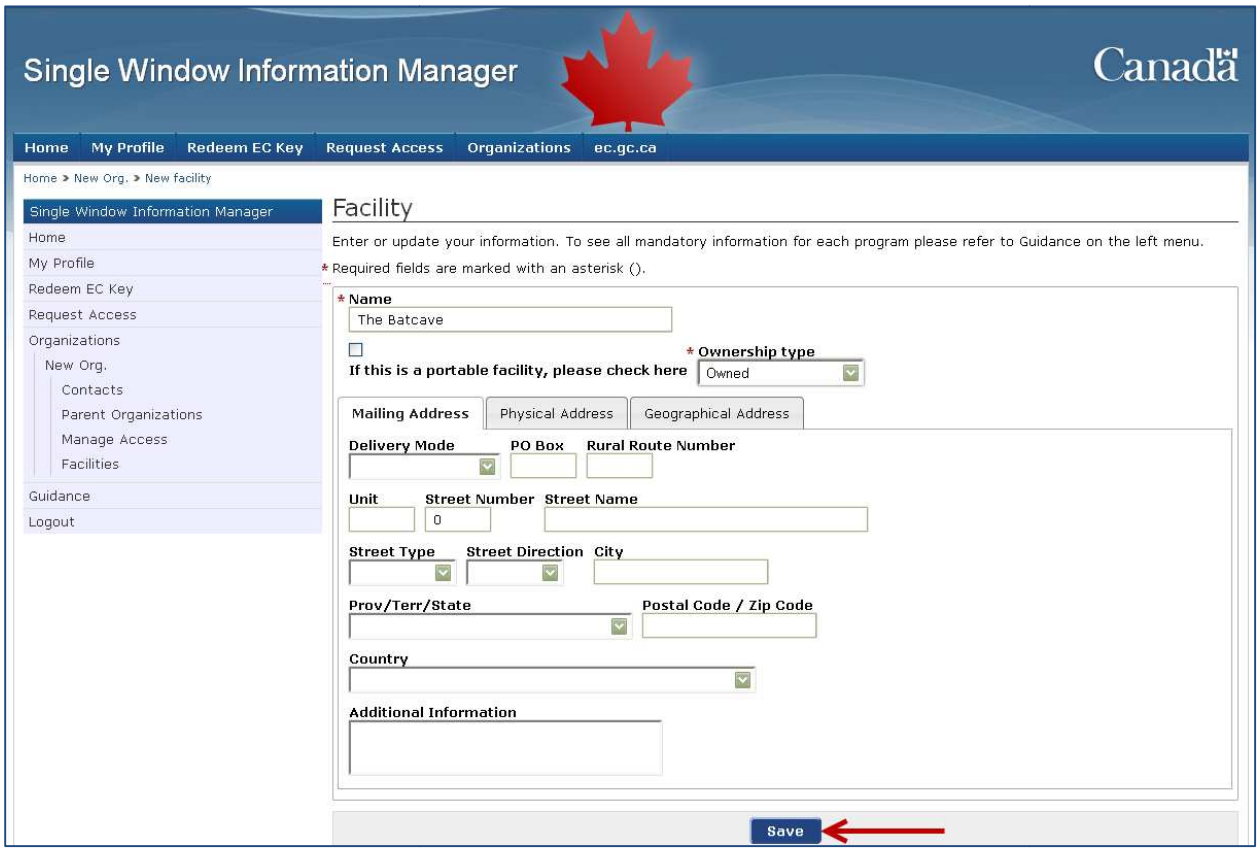
6. If the facility is not found (i.e.: your facility is not displayed in search results list) then click **Add a New Facility** again.

Figure 6-3: Select Add a New Facility Again



At least all mandatory information such as Name, Ownership Type, etc. (i.e. all fields marked with an asterisk below) must be populated.

Figure 6-4: Save New Facility Again



7. Enter all required information related to the Facility and then click **Save** to create your new facility.

The **Physical (Civic) Address** of the **Facility** will be carried forward from SWIM to the **Identification Report** "*Wastewater System Information"* section.

8. At this point, as the **Organization Lead**, ensure you grant access as a **Regulatee** or **Signing Authority** (to either enter and/or approve reports, respectively) to yourself or any other resource belonging to this facility who is tasked with these roles.

See section 7.0 Managing Access for your Organization/Facility regarding how to **Manage Access**.

7.0 MANAGING ACCESS FOR YOUR ORGANIZATION/FACILITY

7.1 SWIM ROLES

The roles in SWIM determine how a user can interact with the SWIM data (organization, facility, contacts, etc.) and a regulatory report such as the Identification Report in ERRIS.

Users can hold one of a number of different roles within SWIM and the reporting programs. A user that is granted permission to a program is also automatically given the appropriate SWIM role.

The user who creates a new organization is automatically assigned the role of SWIM Organization Lead for that organization.

As the SWIM Organization Lead, that person has the ability to grant access to any individual who has a role in the regulatory reporting of a wastewater system (i.e.: facility) associated to that organization. Refer to the next section which describes the two ERRIS user roles that can be granted to individuals.

As well, if there is someone who no longer works for that organization, or no longer requires access (i.e.: consultants), the Organization Lead can remove their permissions from the organization.

7.2 ROLES AVAILABLE IN ERRIS

The user roles that are available for the ERRIS program include:

- **WSER Signing Authority –** This role is used to enter data and approve reports submitted in the system.

- **WSER Regulatee** –This role is used to enter reporting data only.

7.3 GRANT ACCESS

Assuming you are SWIM **Organization Lead** for your organization, you will be able to grant access to yourself and anyone else in your organization as per the following steps.

1. Click on **Organizations** in the left hand menu.
2. From the list provided, select the organization to which the person that you will be granting access to is associated.

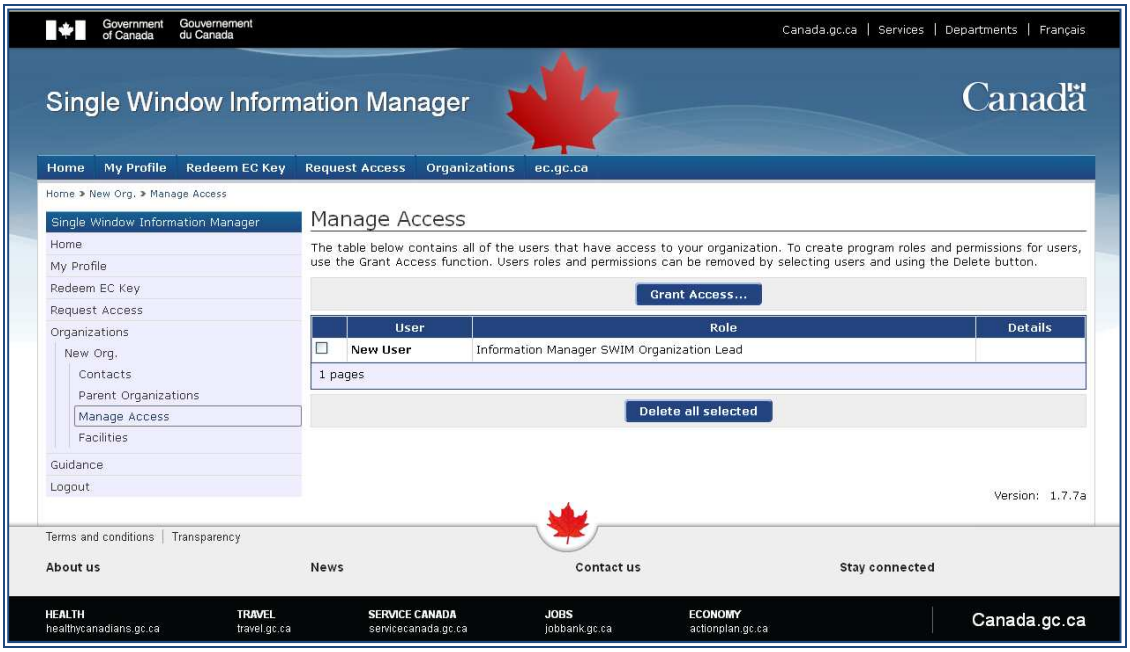
Figure 7-1: List Organizations Prior to Granting Access

3. Click on **Manage Access** in the left hand menu.

Figure 7-2: Manage Access

4. Click on the **Grant Access** button.

Figure 7-3: Grant Access



5. Select your reporting program (i.e.: ERRIS).

Figure 7-4: Select Reporting Program

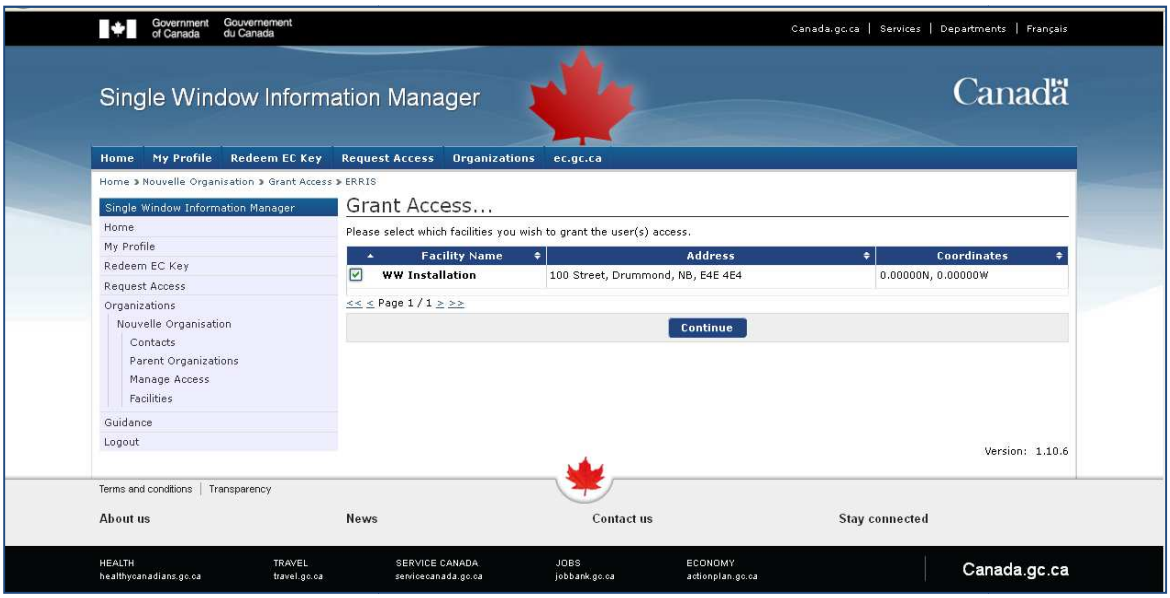
6. Select the user role for which you are granting access.

Figure 7-5: Select User Role

7. Select the check box beside the facility that you wish to grant access to and click **Continue**.

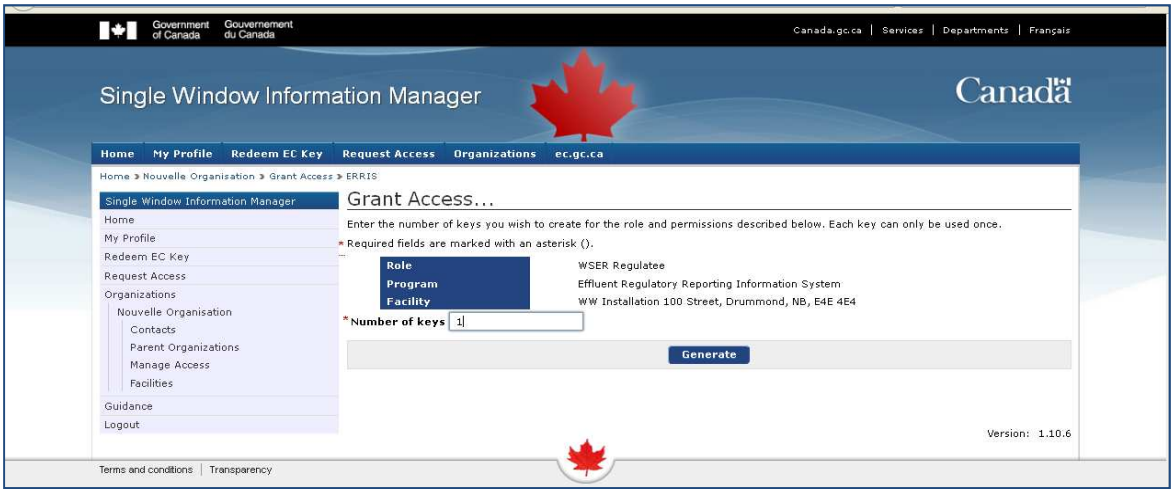
If the facility does not exist, you as the **Organization Lead** will need to create the facility. *(*Refer to section 6.0 Reviewing or Creating Facilities for your Organization*)*.

Figure 7-6: Select Facility & Continue



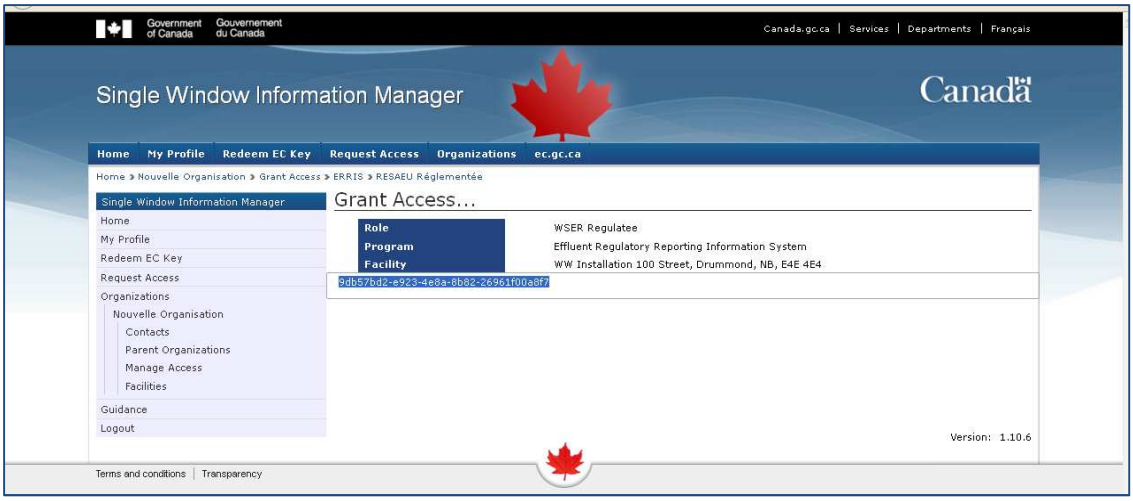
8. You will then be asked how many keys you wish to generate. Enter the number of people that you wish to grant this level of access to for your organization/facility. Click **Generate**.

Figure 7-7: Generate Key



- The number of keys you requested will appear on the screen.

Figure 7-8: Redeem Key



9. If you are redeeming the key for yourself, you will have to select the Redeem EC Key option. (See section 7.4 Redeem an EC Key)
   - If you are granting access for someone else, send a copy of the EC Key to the person who will have to redeem it. (See section 7.4 Redeem an EC Key)

7.4 REDEEM AN EC KEY

EC keys are alpha-numeric codes that are used by the system to establish connections. EC Keys can be created by individuals with the SWIM Organization Lead role, and by administrators at Environment Canada. The following steps will show you how to redeem your key for whichever situation you are in.

1. Click **Redeem Key** in the left hand menu.
2. Please input your **EC Key** into the field provided.

Figure 7-9: Redeeming EC Key

3. Click **Activate Key**.
   - If the entered key is correct, the system will activate it and then display the following:

Figure 7-10: EC Key Activation Confirmation

Make sure there are no spaces before the key or the box may chop off a character at the end of the key. If you see a message indicating an invalid key, try copying and pasting again.

Each key can be used only once. If you attempt to redeem the same key again, the system will display the corresponding error message.

4. Clicking Home will return you to the screen that displays the list of programs.

Figure 7-11: Program List

7.5 REQUEST ACCESS

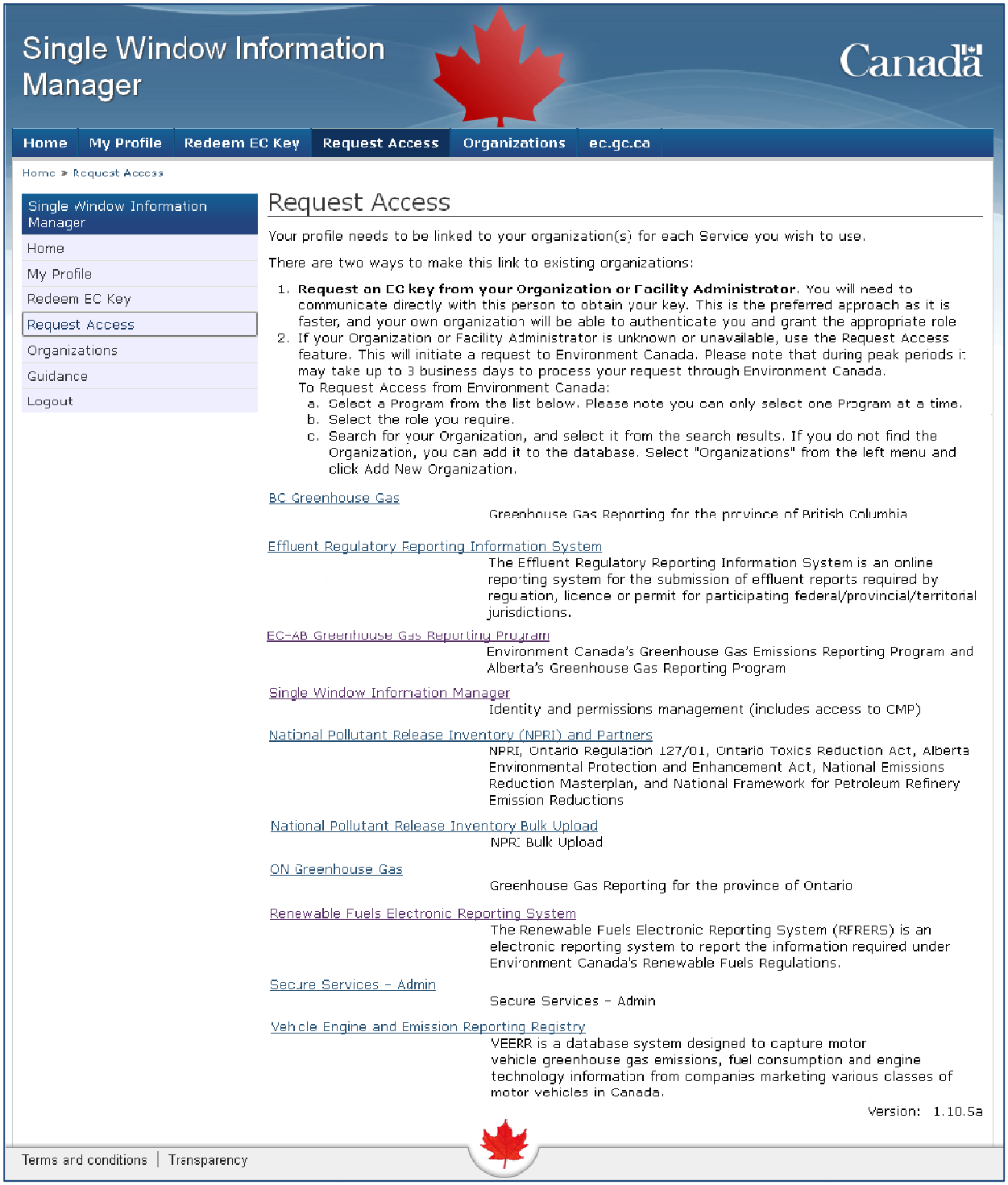
If you have not filed a report to Environment Canada in the past and are new to your current position and/or organization, the preferred method for gaining access to an organization is to redeem an **EC Key** (refer to section 7.3 Grant Access*)* obtained from the organization's SWIM Organization Lead (or Program Reporting Lead).

1. Where the EC Key method is not available, you can search the existing organization database by selecting Request Access from the left menu bar.

Figure 7-12: Request Access

2. Select the program you will need access to for reporting (i.e.: ERRIS).

Figure 7-13: Select Program for Access Request

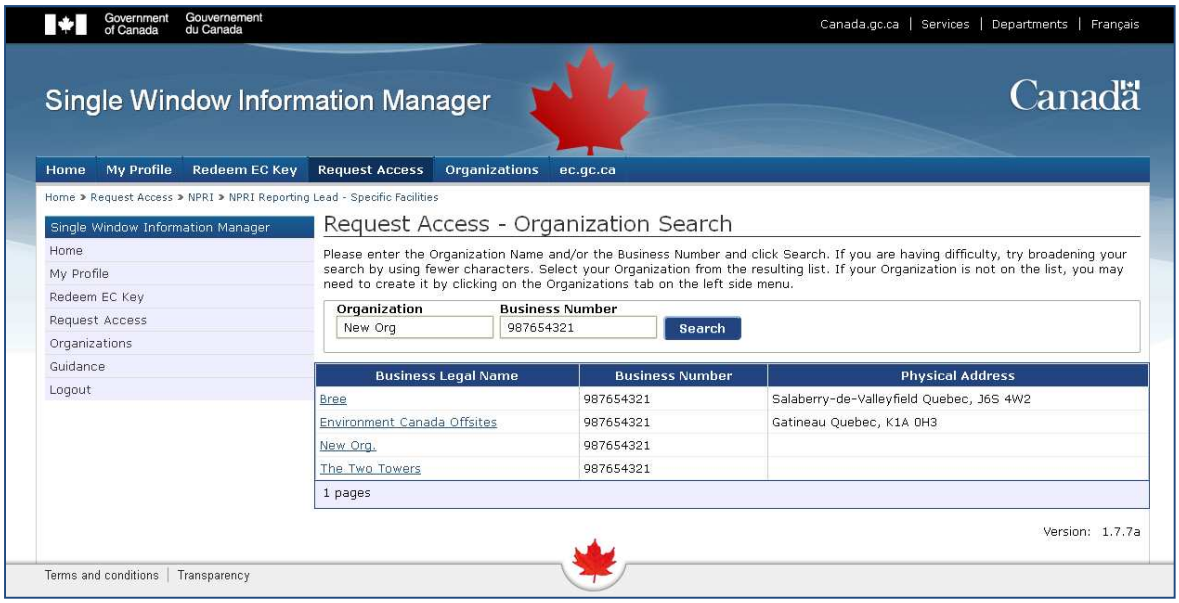


3. Select the level of access you need (see section 7.1 SWIM Roles) for a description of each role).

Figure 7-14: Select User Role during Access Request

4. Search for the organization you are trying to access by entering its name and business number, and then click **Search**.
5. Select the organization from the options that appear.

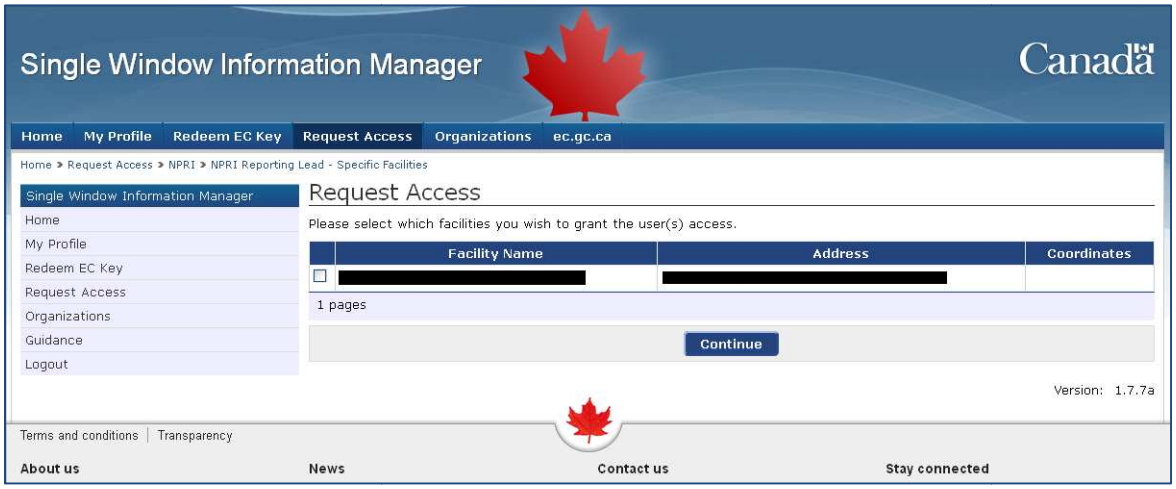
Figure 7-15: Search Organizations during Access Request



6. Select the facility for which is required. Select the check box for the facility and click **Continue**.

If no facilities exist for the organization, the system will display the following message: "**There are no Facilities"**. You will need to create a facility. (Refer to section 6.0 Reviewing or Creating Facilities for your Organization).

Figure 7-16: Select Facility during Access Request



7. A **Request Access Confirmation** screen will then be displayed indicating the details of the request.

Your request for access is sent to Environment Canada. You will receive an automated email at the email address entered in your profile confirming your request. During periods of high activity it may take up to 3 business days for your request to be processed.

Figure 7-17: Select Facility during Access Request

7.6 REMOVE ACCESS

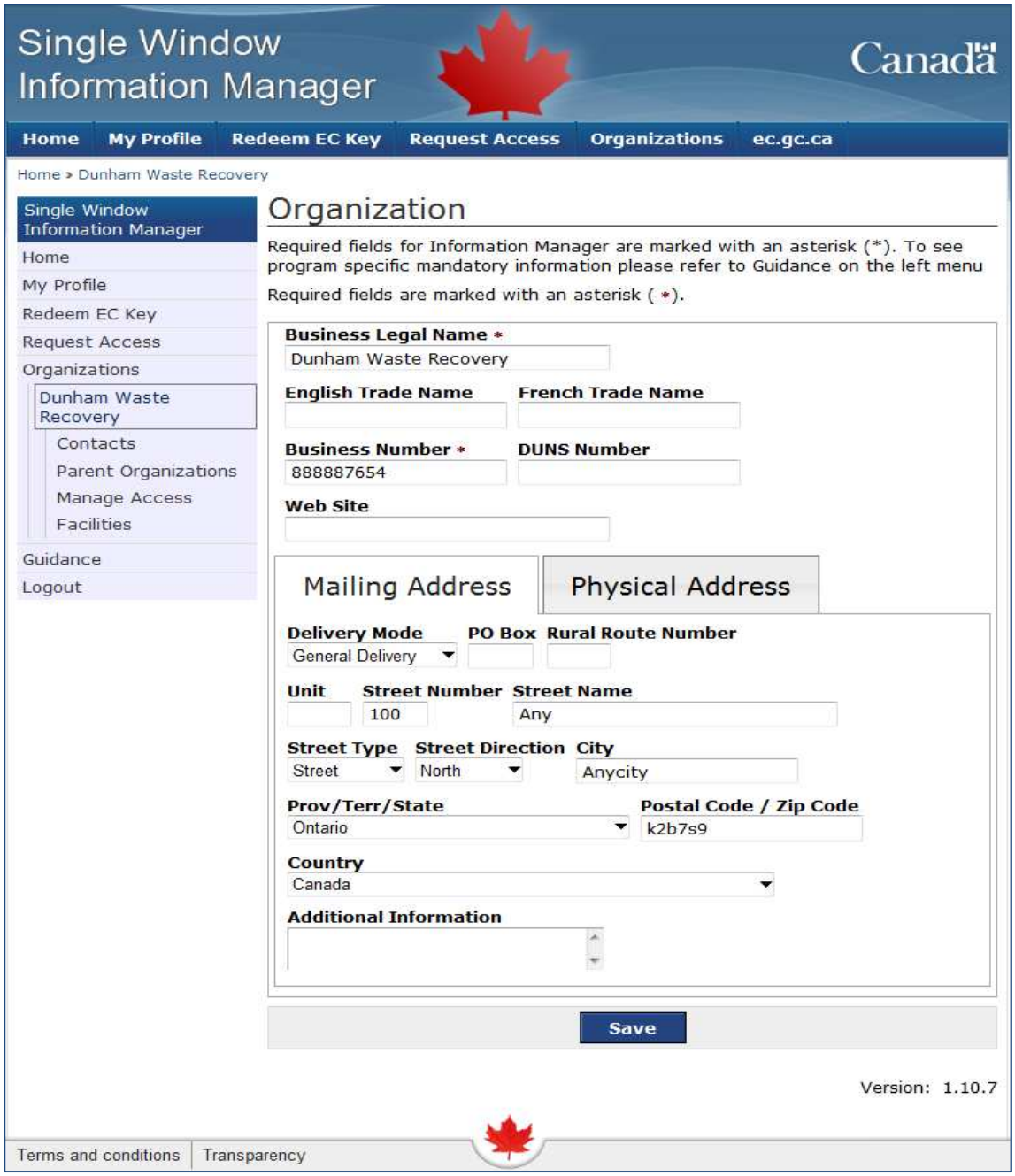
Users with the SWIM Organization Lead role can remove access from others within their organization as needed. If you wish to remove access people have to SWIM or to the organization you can do so as follows:

1. Click **Organizations** in the left hand menu.
2. Select an organization.

Figure 7-18: Select Organizations

3. Click on **Manage Access** in the left hand menu.

Figure 7-19: Select Manage Access



4. Select the roles you wish to delete and click **Delete all selected**.

Figure 7-20: Select User to be Deleted

- A confirmation window appears asking the following:

"Are you sure you want to remove access for the following user(s) and/or roles(s) from (organization)?"

5. To proceed with removal, click **Delete all Selected**.

Figure 7-21: Confirm Removal

- The **Manage Access** window is then re-displayed with the user/role removed.

8.0 ERRIS GUIDELINES

Once you have an account and have logged into ERRIS via SWIM, you can create and submit regulatory reports pertaining to the *Wastewater Systems Effluent Regulations*.

8.1 ERRIS HOME PAGE

The ERRIS Home page is the initial page displayed when you select Effluent Regulatory Reporting Information System from the list of EC applications. From this page, a user can navigate the system, and submit and approve electronic reports (e.g. Identification Reports). Proceed by selecting View/Edit Identification Report under the Reports tab at the top of the page.

Figure 8-1: ERRIS Welcome Page

The system has a "Time-out" function, which means that after 20 minutes of inactivity, the system will warn you that your session is about to terminate. You have one minute to extend your session otherwise it will end and any **information not yet saved will be lost.**

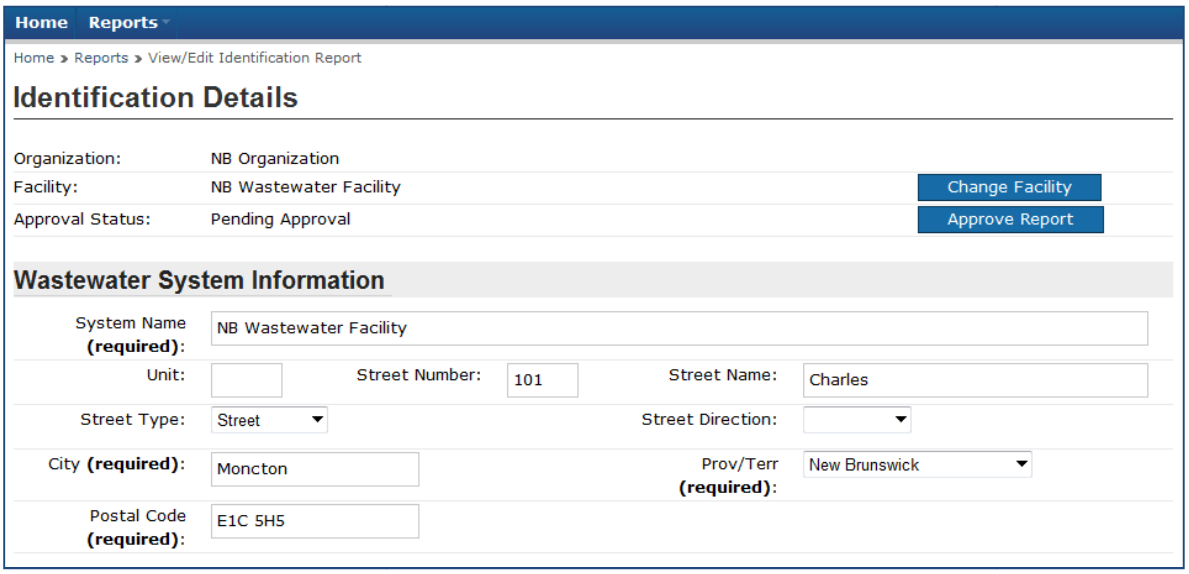
In order to save the identification report, all fields marked as **'(required)'** must be completed, as shown in Figure 8-2. Otherwise an error message will be displayed when you attempt to save the **Identification Report**.

8.2 WASTEWATER SYSTEM IDENTIFICATION DETAILS

1. Enter all known data fields identifying your wastewater system. At a minimum, you must complete all the mandatory fields marked as **'(required)'**.

When starting a new **Identification Report**, a number of the fields may be pre-populated based on the **Facility** information previously provided in SWIM.

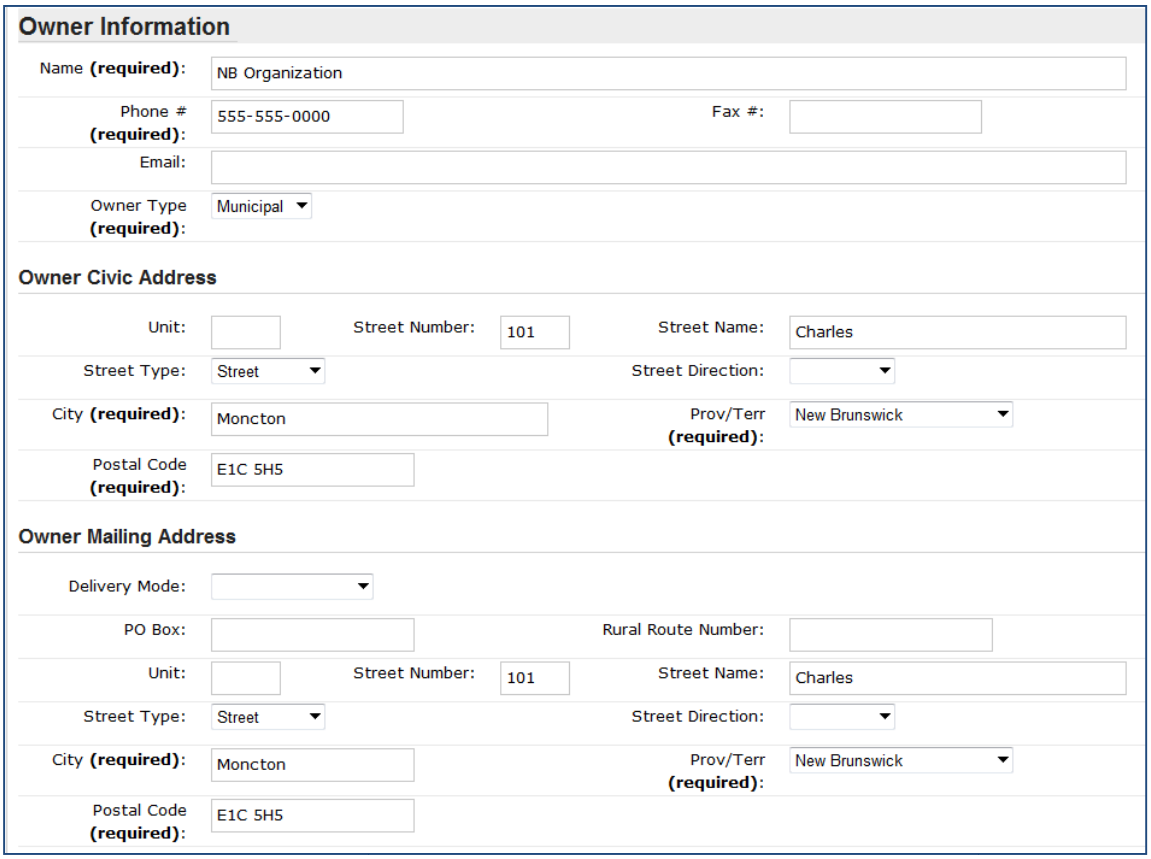
Figure 8-2: Wastewater System Identification



2. Enter **Owner Information**, including civic address and mailing address (i.e.: these addresses may or may not be the same).

When starting a new **Identification Report**, a number of fields may be pre-populated based on **Organization** information previously provided in SWIM.

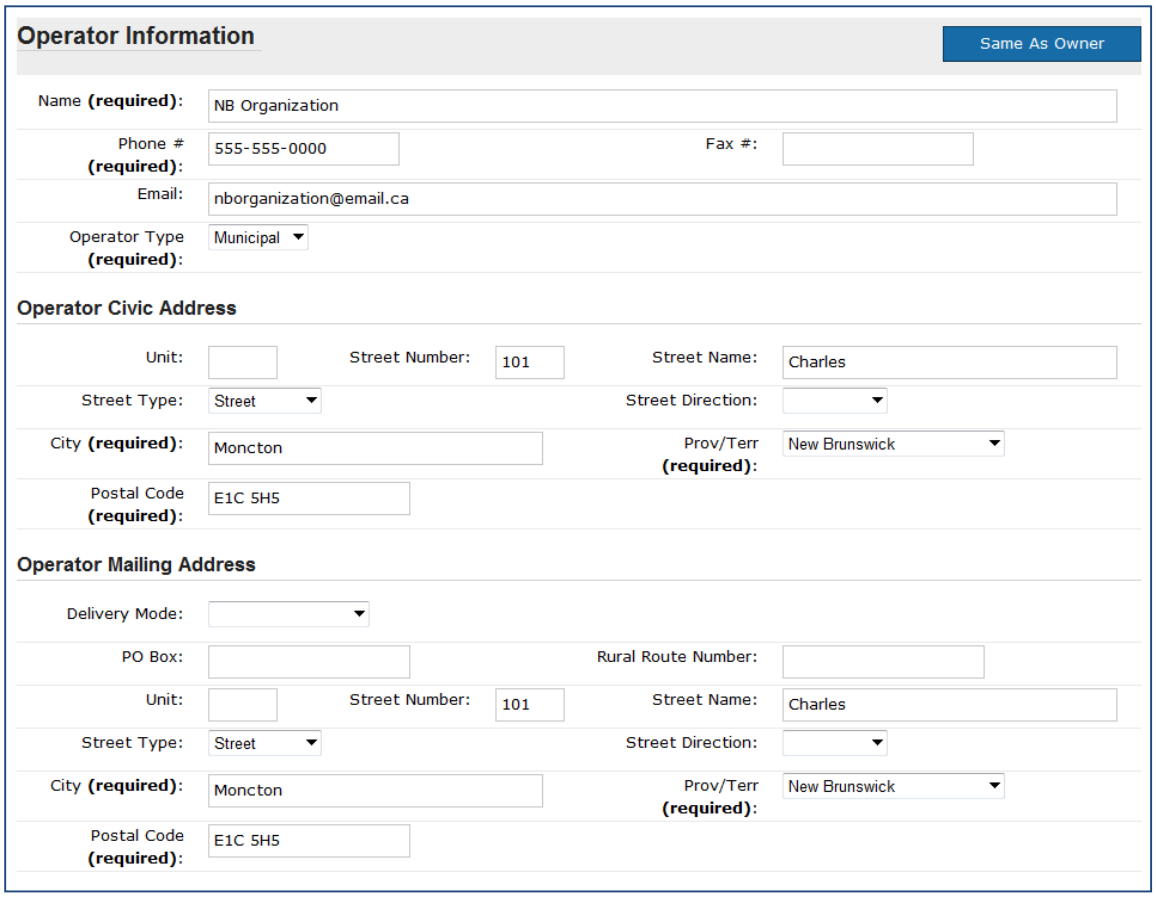
Figure 8-3: Wastewater System Identification



3. Complete the operator information fields. If Operator information is the same as the Owner, click the "Same as Owner" button in order to populate all Operator fields.

Verify that all information is correct before proceeding especially if you used the 'Same as Owner' option.

Figure 8-4: Operator Information



4. Enter **Contact Information** for the facility.

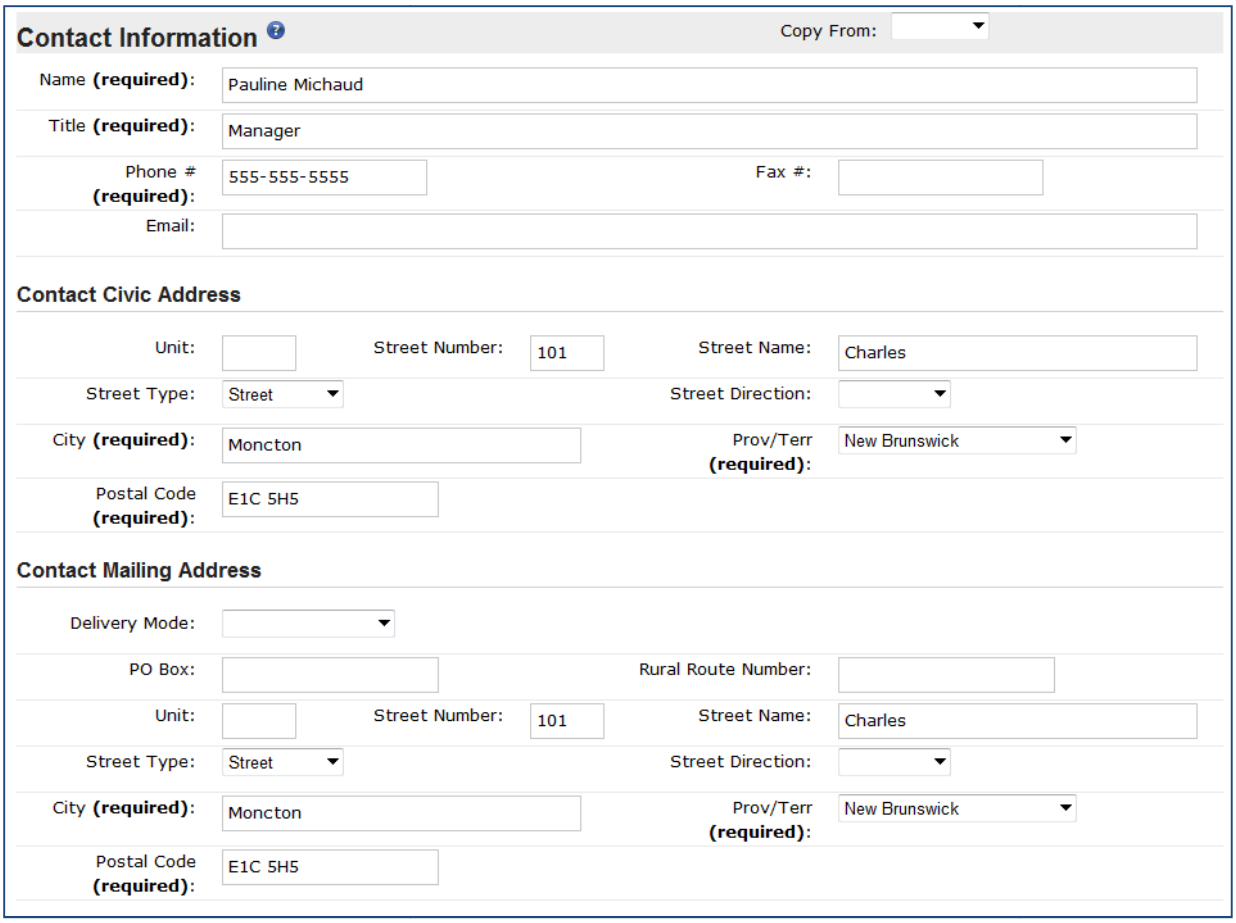
   Contact Definition: The person who prepared the report and who will be able to answer any questions pertaining to its content. Correspondence from Environment Canada regarding *Wastewater Systems Effluent Regulations* will be sent to the contact identified.

   Using the "Copy From" tab, you may select either Owner or Operator in order to copy the civic address and mailing address fields from one of these sources, if applicable. Otherwise, the Contact address fields will need to be entered manually.

The "*Copy From*" option only copies address related information. The **Contact Name**, **Title**, **Phone Number**, **Fax Number** and **Email** address must be entered manually.

It is recommended that you verify all information is correct before proceeding, especially if you used the "*Copy From*" option.

Figure 8-5: Contact Information



8.3 WASTEWATER SYSTEM OPERATIONAL DETAILS

This section describes how to enter **Operational Details** of your wastewater system.

The system determines the value of two fields on the **Identification Report** based on other fields you enter.

The system automatically determines the reporting frequency and averaging period based on values you enter for the following fields in the **Identification Report**:

a) **System Type** (Continuous or Intermittent);

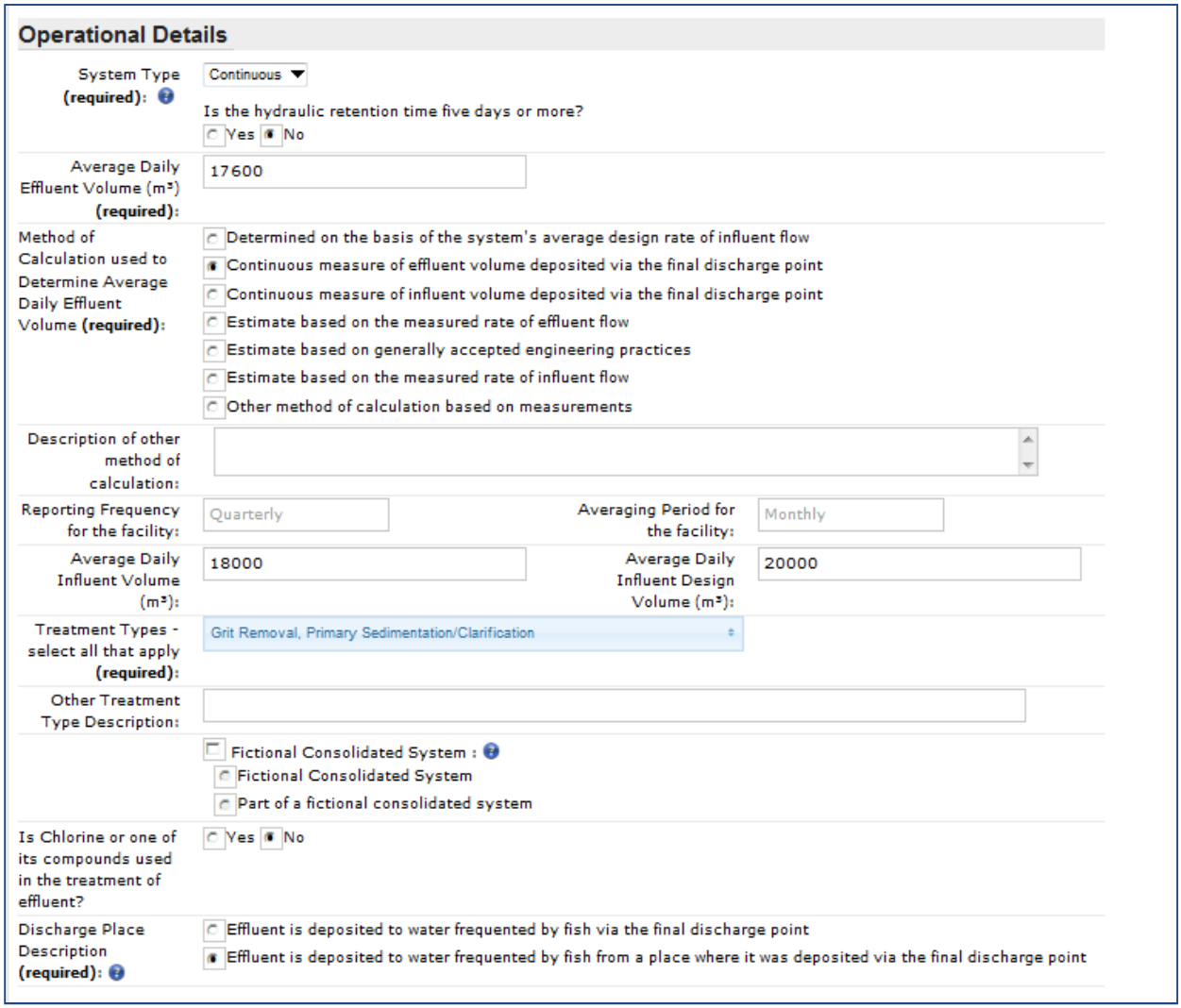
b) **Average Daily Effluent Volume** (i.e.: the average daily volume of effluent deposited via the wastewater system's final discharge point for the calendar year before the calendar year in which the Identification Report is sent);

c) If applicable, the **Average Daily Influent Volume** and/or **Average Daily Influent Design Volume**.

The fields *"Reporting Frequency for the Facility"* and *"Averaging Period for the Facility"* are displayed on the **Identification Report** for informational purposes only. These values represent the frequency of reporting for Effluent Monitoring and the averaging period used to calculate the averages for CBOD (carbonaceous biochemical oxygen demand) and suspended solids.

Please refer to Section 6 (2) Averaging Period of the "*Wastewater Systems Effluent Regulations Fisheries Act"* for more details on averaging periods.

Figure 8-6: Operational Details



1. Enter the **System Type** (i.e. continuous or intermittent).

Intermittent Wastewater System definition: A wastewater system with a hydraulic retention time of at least 90 days that deposits effluent via its final discharge point during at most four periods per calendar year, each of which is separated from every other period by at least seven clear days during which no deposit occurs.

Continuous Wastewater System definition: Any wastewater system other than an intermittent wastewater system.

2. If your **System Type** is **Continuous**, you must select either **Yes** or **No** to the question regarding hydraulic retention.

3. Enter the Average Daily Effluent Volume.

   Average Daily Effluent Volume Definition: The average daily volume, expressed in m^3, of effluent deposited via the wastewater system's final discharge point for the calendar year before the calendar year in which the identification report is sent.

4. Select the **Method of Calculation used to Determine Average Daily Volume** that applies to your wastewater system.

   If "Other method of calculation based on measurement" is selected, a description will need to be entered under "Description of Other Method of Calculation".

5. Reporting Frequency for the facility: This value is system generated based on System Type, Average Daily Effluent Volume and, if applicable, the Average Daily Influent Volume and/or Design Volume.

   The value describes the **Reporting Frequency** for this facility for the effluent monitoring reports required by the WSER.

6. Averaging Period for the facility: This value is system generated based on System Type, Average Daily Effluent Volume and, if applicable, the Average Daily Influent Volume and/or Design Volume.

   The value describes the **Averaging Period** for calculating average carbonaceous biochemical oxygen demand and average suspended solids that will be included in the effluent monitoring reports.

7. Enter the **Average Daily Influent Volume**, if available.

8. Enter the **Average Daily Influent Design Volume**, if available.

9. Select <u>all</u> **Treatment Types** that apply for the Wastewater System.

Treatment types could include:

Preliminary Treatment

- ☐ Grit Removal
- ☐ Screening

Physical/Chemical Primary Treatment

- ☐ Chemical Flocculation
- ☐ Primary Sedimentation/Clarification
- ☐ Skimming

Biological or Secondary Treatment

- ☐ Activated Sludge
- ☐ Extended Aeration Activated Sludge
- ☐ Lagoon – Aerated
- ☐ Lagoon – Aerobic
- ☐ Lagoon – Anaerobic
- ☐ Lagoon – Facultative
- ☐ Lagoon – Non-aerated
- ☐ Lagoon – Non-aerated Filtered
- ☐ Oxidation Ditch
- ☐ Pure Oxygen Activated Sludge
- ☐ Rotating Biological Contactor
- ☐ Storage Ponds
- ☐ Sequencing Batch Reactor
- ☐ Trickling Filter

Tertiary Treatment

- ☐ Biofiltration
- ☐ Biological Ammonia Removal – Nitrification Only
- ☐ Biological Nitrogen Removal – Nitrification and Denitrification
- ☐ Biological Nutrient Removal (Nitrogen and Phosphorus)
- ☐ Biological Phosphorus Removal
- ☐ Chemical Precipitation (Phosphorus)

- ☐ Filtration
- ☐ Peat Filter
- ☐ Polishing Ponds

Other

- ☐ Disinfection
- ☐ Other type(s) of treatment (describe below)
- ☐ No treatment

If you have a treatment type which is not included in this list, please describe it in the space given next to "*Other Treatment Type Description*".

10. If your wastewater system qualifies as a fictional consolidated system, check this box and either of the radio buttons below it.

    Fictional Consolidated System definition: An owner of at least 10 wastewater systems can plan to consolidate the wastewater systems into one or more wastewater systems.

    If this applies to your situation and you require further guidance, please contact the Environment Canada Wastewater Section at: ww-eu@ec.gc.ca.

11. Check whether or not chlorine is one of the compounds used in the treatment of effluent in your facility.

12. Check which most description most accurately characterizes the discharge place.

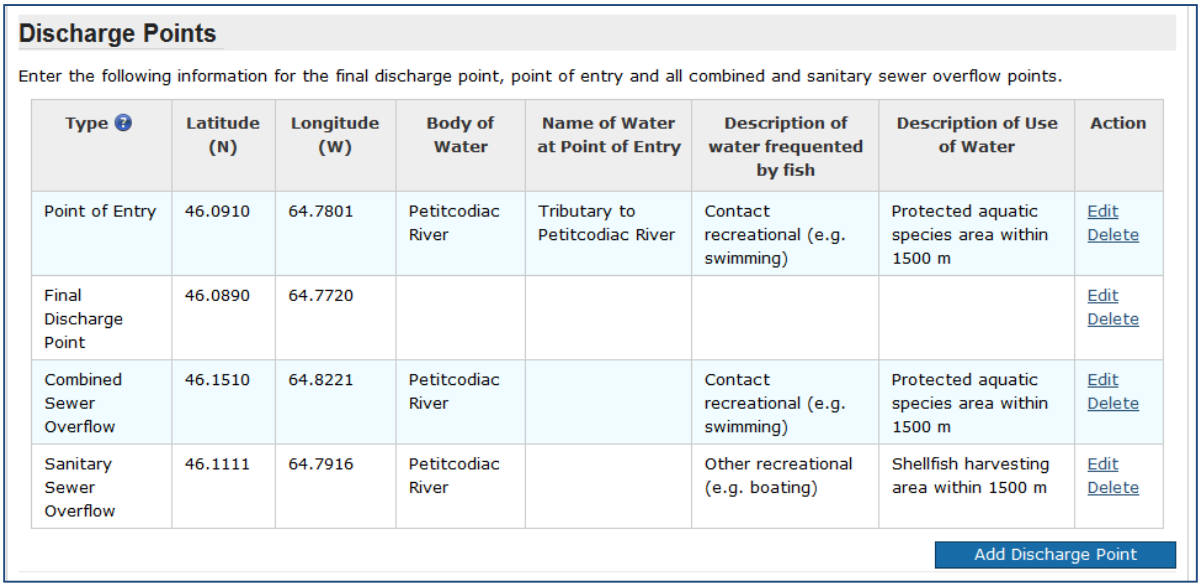
    Discharge Place Definition: The "*place where it is deposited*" can include but is not limited to: a dry ditch, wetland, drainage channel or conduit.

8.4 WASTEWATER SYSTEM DISCHARGE POINTS

In this section, enter the discharge points related to the wastewater system.

The **Point of Entry** (in relation to the **Final Discharge Point**) as well as the **Final Discharge Point** are both mandatory points. Upon initial display of the **ID Report**, the system presents a placeholder for each of these points in the **Discharge Point** grid.

Figure 8-7: Discharge Point Grid



Discharge Points

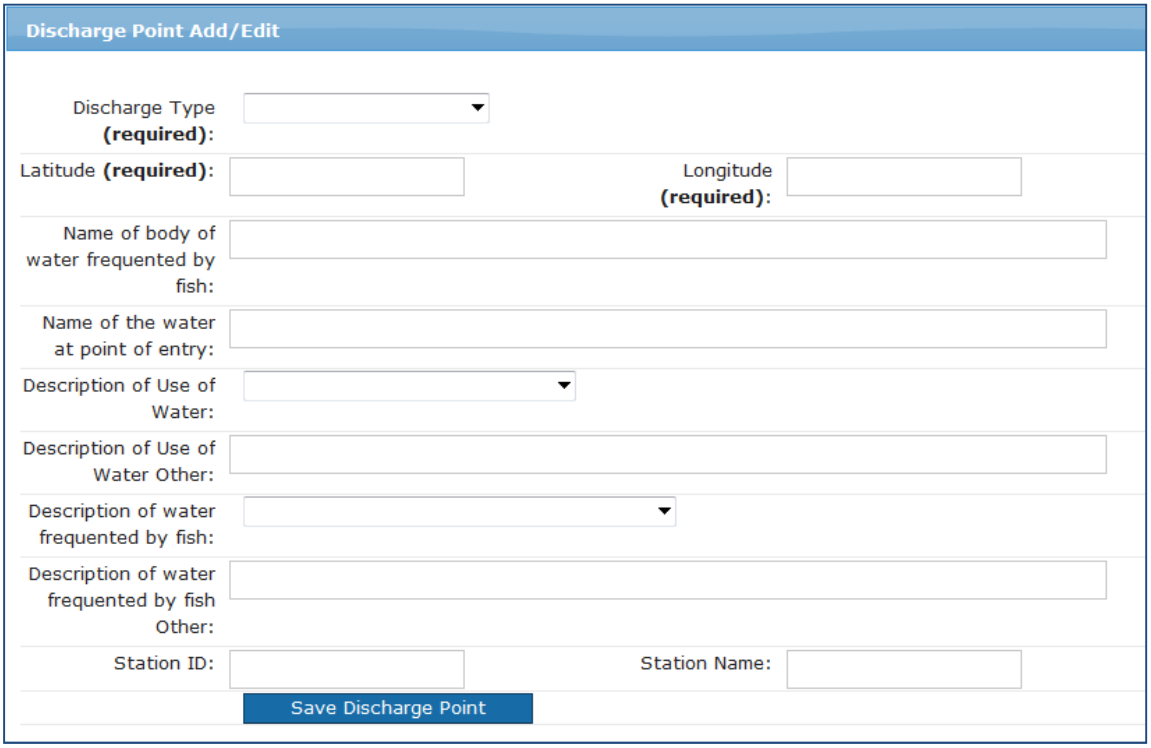
Enter the following information for the final discharge point, point of entry and all combined and sanitary sewer overflow points.

Type	Latitude (N)	Longitude (W)	Body of Water	Name of Water at Point of Entry	Description of water frequented by fish	Description of Use of Water	Action
Point of Entry	46.0910	64.7801	Petitcodiac River	Tributary to Petitcodiac River	Contact recreational (e.g. swimming)	Protected aquatic species area within 1500 m	Edit Delete
Final Discharge Point	46.0890	64.7720					Edit Delete
Combined Sewer Overflow	46.1510	64.8221	Petitcodiac River		Contact recreational (e.g. swimming)	Protected aquatic species area within 1500 m	Edit Delete
Sanitary Sewer Overflow	46.1111	64.7916	Petitcodiac River		Other recreational (e.g. boating)	Shellfish harvesting area within 1500 m	Edit Delete

Add Discharge Point

You will be presented the following screen when editing an existing discharge point or adding a new one. The following steps provide guidance on the fields to enter.

Figure 8-8: Discharge Add/Edit Form



Discharge Point Add/Edit

Discharge Type **(required)**:

Latitude **(required)**: Longitude **(required)**:

Name of body of water frequented by fish:

Name of the water at point of entry:

Description of Use of Water:

Description of Use of Water Other:

Description of water frequented by fish:

Description of water frequented by fish Other:

Station ID: Station Name:

Save Discharge Point

Point of Entry and Final Discharge Point

1. Enter the available information for the POE (in relation to the **Final Discharge Point**) as follows:
   a) Click the **Edit** button to the right of the POE in the **Discharge Point** grid.
   b) Enter the available information. Mandatory fields for the POE include:
      - Discharge Type;
      - Latitude (up to 4 decimal places);
      - Longitude (up to 4 decimal places);
      - Description of Use of Water*;
      - Description of Water Frequented by Fish*.

   * If you select **Other** as the value for either one or both of these fields, you must enter an actual description in the corresponding line reserved for that purpose (i.e.: immediately below the respective field populated with **Other**).

   c) Enter any available information for the optional fields including:
      - Name of body of water frequented by fish;
      - Name of water at point of entry;
      - Station ID;
      - Station Name.
   d) Click Save Discharge Point.
   e) If you need to change to any POE information, click **Edit** to the right side of the POE item in the discharge point grid, make the modification and then click **Save Discharge Point**.
2. Enter the available information for the **Final Discharge Point (FDP)** as follows:
   a) Click the **Edit** button to the right of the FDP in the **Discharge Point** grid
   b) Enter the available information. The mandatory fields for the FDP include:
      - Discharge Type;
      - Latitude (up to 4 decimal places);
      - Longitude (up to 4 decimal places);
   c) Enter any available information for the optional fields including:
      - Name of body of water frequented by fish;
      - Name of water at point of entry;
      - Description of Use of Water*;

- Description of Water Frequented by Fish*;
- Station ID;
- Station Name.

* If you select **Other** as the value for either one or both of these fields, you must enter an actual description in the corresponding line reserved for that purpose (i.e.: immediately below the respective field populated with **Other**).

d) Click **Save Discharge Point**.

e) If you need to change to any FDP information, click **Edit** to the right side of the FDP item in the discharge point grid, make the modification and then click **Save Discharge Point**.

3. Recommendation: Click **Save Identification Report** after entering the Point of Entry and Final Discharge Point.

   The reason for this is to save the information you entered thus far and to minimize the risk of your session timing out. This is especially important if you have several other discharge points to enter for your wastewater system which will require a significant amount of time.

   This is an opportunity to resolve errors, if any occurred, the system would have displayed at the top of the **Identification Report**.

Combined Sewer Overflow and Sanitary Sewer Overflow Discharge Points

4. For each **Combined Sewer Overflow** and **Sanitary Sewer Overflow** discharge point, that apply for your wastewater system, perform the following steps:

   a) Click **Add Discharge Point**.

Influent and **Other Sampling Point** discharge types are not required under the WSER. These discharge points could be used for future reporting.

   b) Select the **Type of Discharge Point***

   c) Enter the available information

The mandatory fields for Combined Sewer Overflow and Sanitary Sewer Overflow include Discharge Point, Latitude, Longitude, Description of Use of Water and Description of Water Frequented by Fish. The other fields are optional for these discharge points.

   d) Click **Save Discharge Point**.

e) If you need to change to any information you entered, click **Edit** on the right hand side of the grid (i.e.: corresponding to the discharge point just entered), make the modification and then click **Save Discharge Point**.

***Discharge Point Type** – The following is a list of definitions for each type:

Final Discharge Point: Final discharge point means the point, other than an overflow point, of a wastewater system beyond which its owner or operator no longer exercises control over the quality of the wastewater before it is deposited as effluent in water or a place.

Point of entry, in relation to the final discharge point of a wastewater system, means:

a) The point where effluent is deposited in water frequented by fish via the final discharge point; or

b) Any point where the effluent enters that water from the place where it was deposited via the final discharge point.

Combined sewer overflow point means a point, other than a final discharge point or a sanitary sewer overflow point, of a wastewater system via which excess wastewater may be deposited in water or a place and beyond which its owner or operator no longer exercises control over the quality of wastewater before it is deposited as effluent.

Point of entry, **in relation to a combined sewer overflow point of a wastewater system,** means:

a) The point where effluent is deposited in water frequented by fish via the combined sewer overflow point; or

b) Any point where the effluent enters that water from the place where it was deposited via the combined sewer overflow point.

Sanitary sewer overflow point means a point, other than a final discharge point or a combined sewer overflow point, of a wastewater system via which excess wastewater may be deposited in water or a place and beyond which its owner or operator no longer exercises control over the quality of wastewater before it is deposited as effluent.

Point of entry, in relation to a sanitary sewer overflow point of a wastewater system, means:

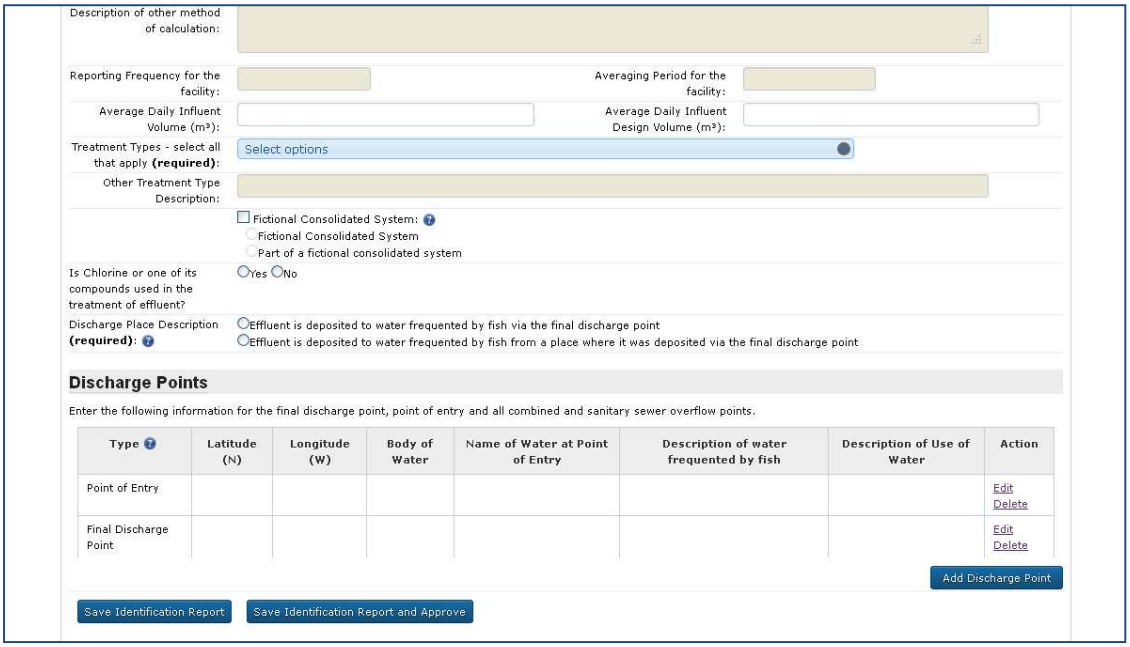
a) The point where effluent is deposited in water frequented by fish via the sanitary sewer overflow point; or

b) Any point where the effluent enters that water from the place where it was deposited via the sanitary sewer overflow point.

Save the Identification Report

1. After entering all the **Discharge Points**, verify all the information that you entered on the Identification Report and make any changes if deemed necessary.
2. Save the **Identification Report** as follows:
   a) If you are logged on as a Regulatee role for the wastewater system, click on **Save Identification Report** at the bottom of the page to validate and save the report.
   b) Otherwise, if you are the Signing Authority, click on **Save Identification Report and Approve** at the bottom of the page to validate and save the report. The system will then display the approval section.

Figure 8-9: Save Identification Report

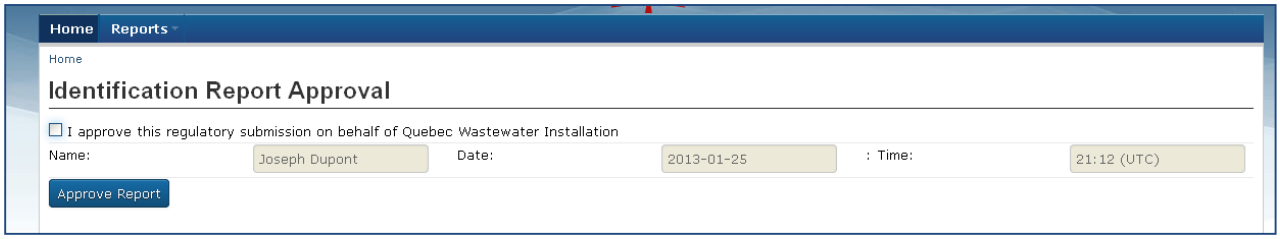


8.5 IDENTIFICATION REPORT APPROVAL

After the identification report is submitted, the Signing Authority needs to complete the **Identification Report Approval** section.

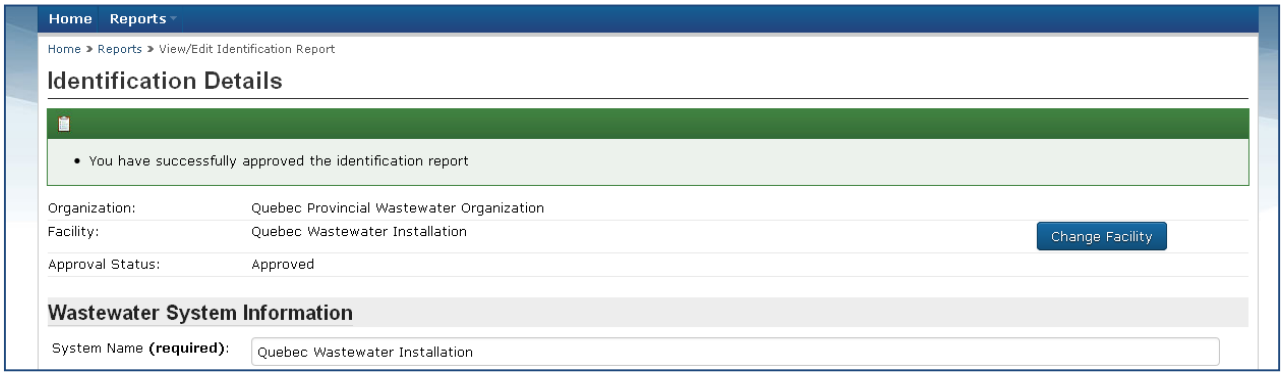
1. To approve that the information provided in the identification report is accurate and complete, check the box and verify that it is your name that is displayed.
2. Click the **Approve Report** button.

Figure 8-10: Approve Identification Report



3. The system will confirm that the **Identification Report** is approved at top of page.

Figure 8-11: Approve Confirmation



8.6 HOW TO END YOUR ERRIS/SWIM SESSION

Please ensure to logout once you have completed your ERRIS session to prevent unauthorized access to ERRIS using your account.

To log out of ERRIS:

1. Click **Logout** from the ERRIS right-side of screen.

Figure 8-12: Select Logout

- The **Logout** screen is displayed.

2. Depending on what screen you were on, you may need to click **Logout** a second time to exit completely.

Figure 8-13: Confirm Logout

- The Environment Canada's Single Window **Welcome** page is displayed.

Appendix A

CONTACT US

APPENDIX A – CONTACT US

GCKey

Any questions related to GCKey login and registration should be directed to the GCKey Frequently Asked Questions page.

The current location is:

https://clegc-gckey.gc.ca/j/eng/FQ-2?ReqID=_169b151c5b761e74e3676f26a958ea85

SWIM

Any questions related to SWIM login and registration should be directed to Environment Canada's Information Manager at:

Email: SS_Admin@ec.gc.ca

SWIM Link: https://ec.ss.ec.gc.ca

ERRIS

For any questions regarding the use of ERRIS, please visit Environment Canada's Wastewater Web site at http://www.ec.gc.ca/eu-ww for more information or contact us at ww-eu@ec.gc.ca and include ERRIS in the subject line.

Appendix B

GLOSSARY

APPENDIX B – GLOSSARY

Term	Description
Average Daily Effluent Volume	The average daily volume, expressed in m^3, of effluent deposited via the wastewater system's final discharge point for the calendar year before the calendar year in which the Identification Report is sent.
Averaging Period for the Facility	This value is system generated and appears on the Identification Report for informational purposes. The Averaging Period is based on the values entered for System Type, Average Daily Effluent Volume and, if applicable, the Average Daily Influent Volume and/or Design Volume.
Combined Sewer Overflow Point	Combined sewer overflow point means a point, other than a final discharge point or a sanitary sewer overflow point, of a wastewater system via which excess wastewater may be deposited in water or a place and beyond which its owner or operator no longer exercises control over the quality of wastewater before it is deposited as effluent. Point of entry, in relation to a combined sewer overflow point of a wastewater system, means the point where effluent is deposited in water frequented by fish via the combined sewer overflow point; or any point where the effluent enters that water from the place where it was deposited via the combined sewer overflow point.
Contact	The person who prepared the report and who will be able to answer any questions pertaining to its content. Correspondence from Environment Canada regarding the Wastewater Systems Effluent Regulations will be sent to the contact identified.
Continuous Wastewater System	Any wastewater system other than an intermittent wastewater system.
Discharge Place	The "place where it is deposited" can include but is not limited to: a dry ditch, wetland, drainage channel or conduit.
EC	Environment Canada
ERRIS	Effluent Regulatory Reporting Information System
Fictional Consolidated Wastewater System	An owner of at least 10 wastewater systems can plan to consolidate the wastewater systems into one or more wastewater systems. If this applies to your situation and you require further guidance, please contact the Environment Canada Wastewater Section at ww-eu@ec.gc.ca.
Final Discharge Point	Final discharge point means the point, other than an overflow point, of a wastewater system beyond which its owner or operator no longer exercises control over the quality of the wastewater before it is deposited as effluent in water or a place.
GCKey	The Government of Canada's GCKey service. This service issues you a GCKey that allows you to securely conduct online transactions with multiple Government of Canada programs and services.
GOC	Government of Canada

Term	Description
Intermittent System	An intermittent wastewater system is one with a hydraulic retention time of at least 90 days that deposits effluent via its final discharge point during at most four periods per calendar year, each of which is separated from every other period by at least seven clear days during which no deposit occurs.
Point of Entry	Point of entry, in relation to the final discharge point of a wastewater system, means the point where effluent is deposited in water frequented by fish via the final discharge point; or any point where the effluent enters that water from the place where it was deposited via the final discharge point.
Regulatee	Regulatee is a user role in SWIM. The Regulatee represents a wastewater facility that is affected by the WSER and/or a provincial wastewater permit. This role is used to enter reporting data only
Reporting Frequency	This value is system generated and appears on the Identification Report for informational purposes. The Reporting Frequency is system generated based on System Type, Average Daily Effluent Volume and, if applicable, the Average Daily Influent Volume and/or Design Volume
Sanitary Sewer Overflow Point	Sanitary sewer overflow point means a point, other than a final discharge point or a combined sewer overflow point, of a wastewater system via which excess wastewater may be deposited in water or a place and beyond which its owner or operator no longer exercises control over the quality of wastewater before it is deposited as effluent. Point of entry, in relation to a sanitary sewer overflow point of a wastewater system, means the point where effluent is deposited in water frequented by fish via the sanitary sewer overflow point; or any point where the effluent enters that water from the place where it was deposited via the sanitary sewer overflow point.
SEAS	Shared Enterprise Application Services (see also SWIM). Environment Canada initiative to streamline all environmental data reporting through a single window. Intended to provide a one-stop secure web portal for reporting, single identity management and support data management.
Signing Authority	Signing Authority is a user role in SWIM. This role is used to enter data and approve reports submitted in the system.
SWIM	Single Window Information Manager is Environment Canada's initiative to streamline all environmental data reporting through a single window.
WSER	*Wastewater Systems Effluent Regulations.*

Appendix C

SWIM & ERRIS ADDITIONAL INFORMATION

APPENDIX C – SWIM AND ERRIS ADDITIONAL INFORMATION

The following sections provide information about additional sub-sections not listed in the main body of this user guide for both SWIM and ERRIS sections.

Sections for SWIM include:

- How to Change your Password;
- How to Change your Recovery Questions;
- How to Revoke your GC Key;
- How to Log Out from SWIM; and
- How to Use the Recover Account Feature.

Sections for ERRIS include:

- How to Avoid or Re-Activate an Expired Session.

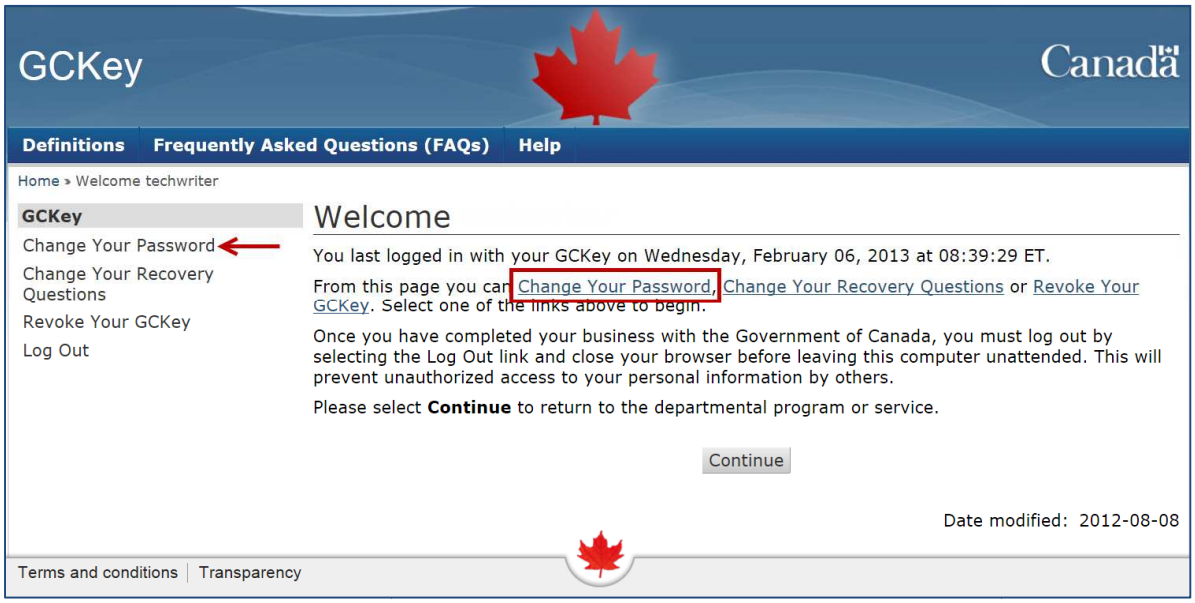
The first section covers SWIM features. The **How to Change your Password** feature begins on the next page.

How to Change your Password

After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. Select the **Change your Password** hyperlink or click on it from the left navigator.

Figure C-1: Change Your GC Key Password



2. From the Change Your Password window, Enter Your Current Password in the field provided.

3. Now Enter Your New Password.

4. The last step is to Confirm Your New Password.

Ensure you follow the **Password Checklist** guidelines listed on the right of the window when performing this task.

Figure C-2: Change Your Password Window

5. To enter these changes into the system, click **Continue**.

   - The system makes the changes and automatically returns to the **GC Key Welcome** window.

How to Change your Recovery Questions

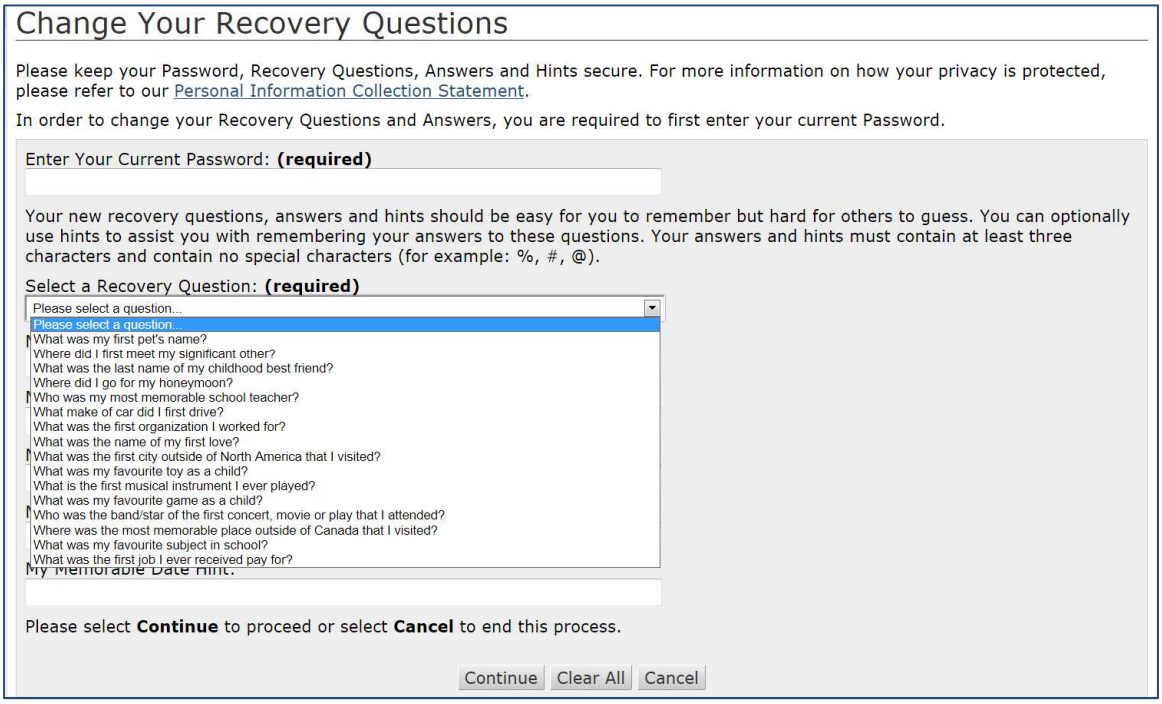
After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. Select the **Change your Recovery Questions** hyperlink or click on it from the left navigator.

Figure C-3: Change Your Recovery Option

2. From the Change Your Recovery Questions window, Enter Your Current Password in the field provided.
3. Select a **Recovery Question** from the drop down list provided.

Figure C-4: Change Your Recovery Questions Window Part 1



4. Continue by entering a **Recovery Answer**.

5. Enter a Memorable Person.

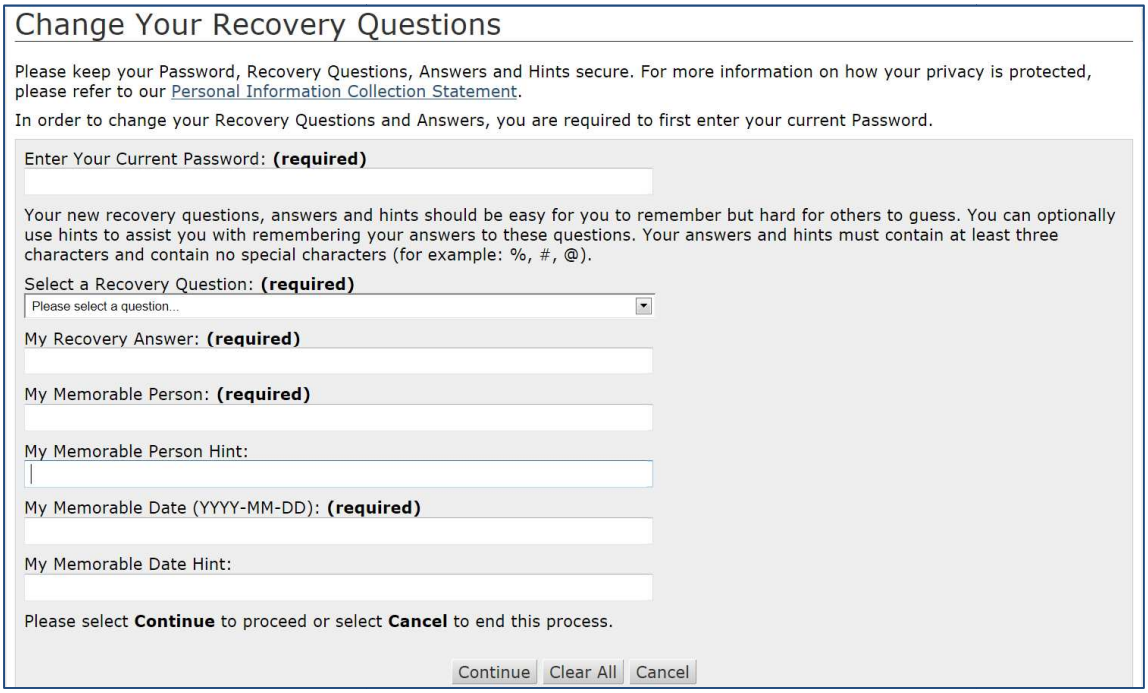
6. Enter a Memorable Person Hint.

7. Enter a Memorable Date.

8. Enter a Memorable Date Hint.

9. Clicking **Continue** saves the changes and automatically returns to the **GC Key Welcome** window.

Figure C-5: Change Your Recovery Questions Window Part 2



Write this information down and keep in a safe place for future reference, if required. **DO NOT** share this information with anyone.

How to Revoke your GC Key

After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. Select the **Revoke your GC Key** hyperlink or click on it from the left navigator.

FigureC-6: Revoke Your GC Key Option

2. From the **Revoke Your GC Key** window, **Enter Your Current Password** in the field provided and then click **Continue**.

Figure C-7: Enter Password to Revoke Your GC Key

- The system revokes your **GC Key** and displays the following confirmation window:

Figure C-8: Revoke GC Key Complete Window

3. If you wish to create a new **GC Key**, click **Continue**.
   - You will have to go through the registration process all over again. (See section 3.0 Accessing Environment Canada's Single Window)
4. If you do not, close the Browser window to end the session.

How to Log Out from SWIM

1. From the **Single Window Information Manager (SWIM)** and **GC Key** window, click **Logout** from the left navigator.
   - The system automatically returns to **Environment Canada's Single Window.**

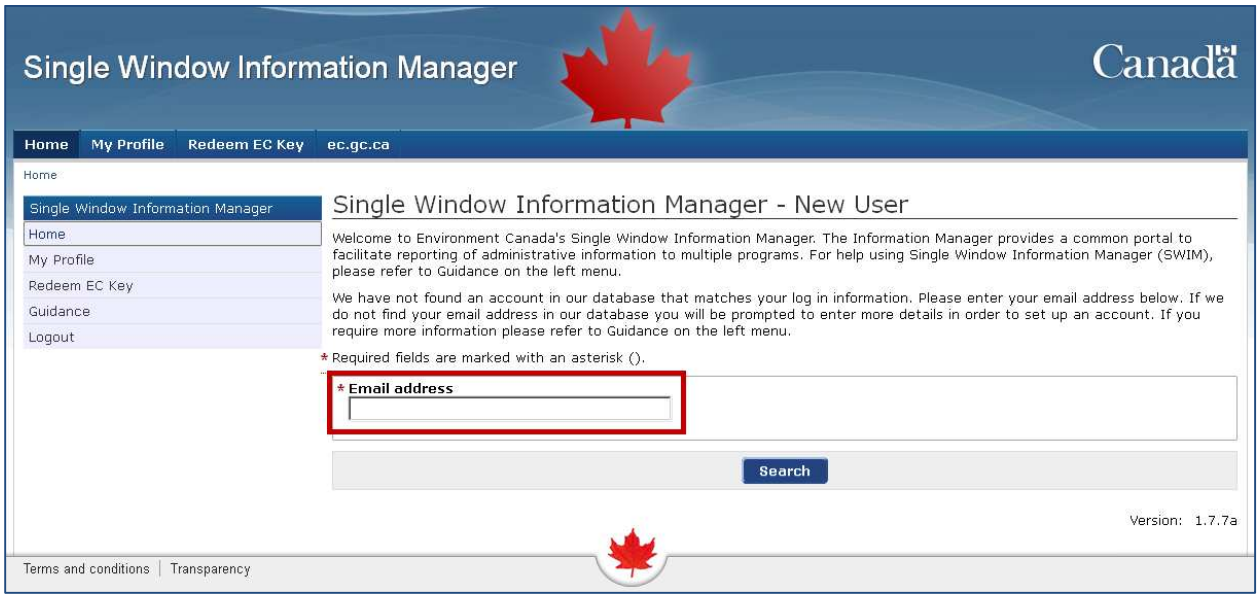
Figure C-9: Select Logout Option

How to Use the Recover Account Feature

1. If you are a returning user but have forgotten your **GCKey User ID** and **Password**, return to the **GCKey** login page and create a new **User ID** and **Password**.

2. On the **Single Window Information Manager** – **New User** window, enter the **Email Address** you used for your previous account and click **Search**.

Figure C-10: Entering a New User Email Address

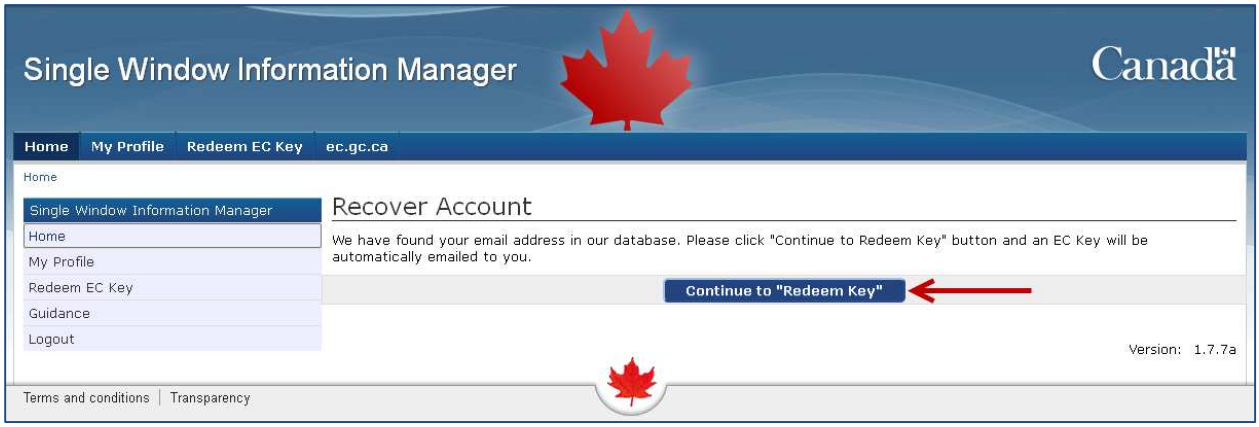


- If your account is found, you will be sent an **Account Recovery Key** by email. At peak times, the email may take some time to reach you.

- If your session times out while waiting for the email, you can log back in when the email arrives and continue the process.

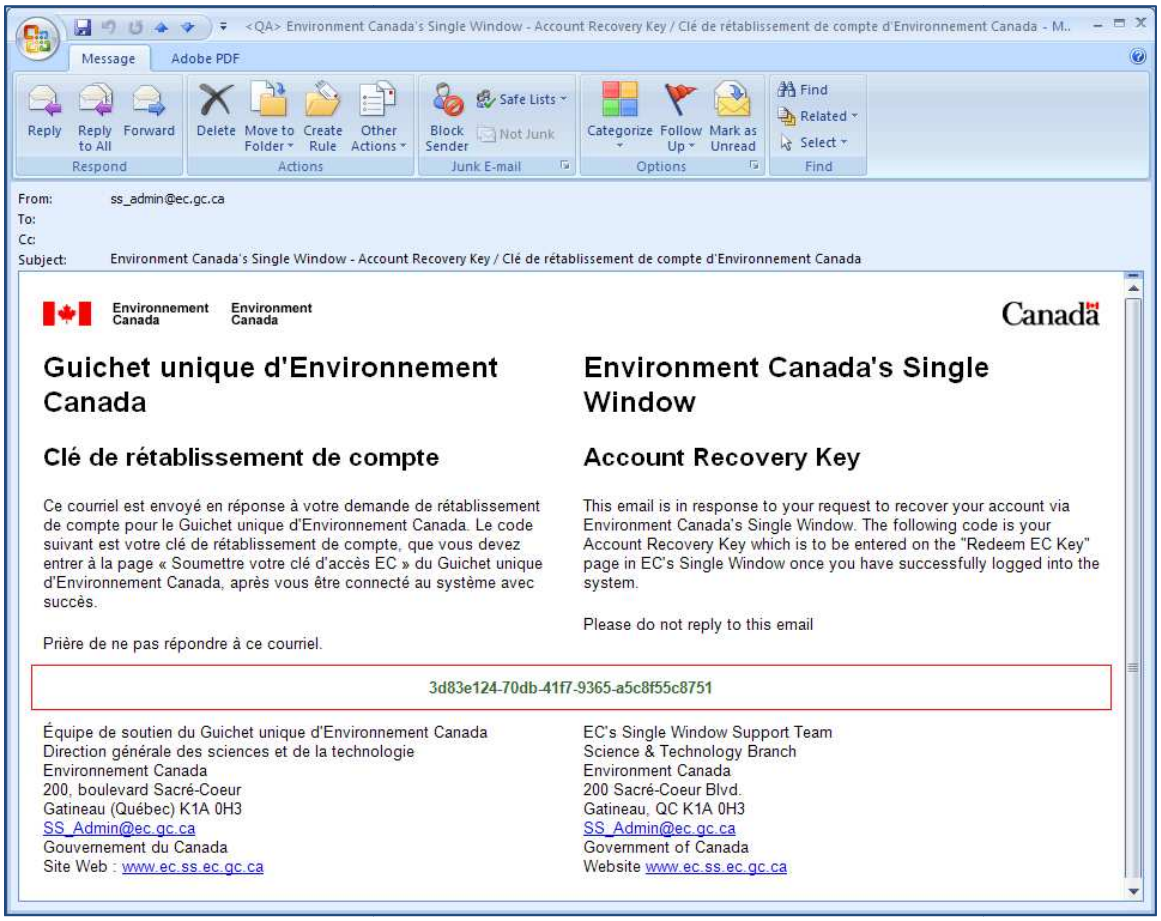
3. Click **Continue** to redeem your **ECKey**.

Figure C-11: Continue to "Redeem Key"



4. Select and copy the alpha-numeric key provided within the email.

Figure C-12: Retrieving and Using Account Recovery Key from Email



5. Paste the key into the box on the **Redeem EC Key** page and click **Activate Key.**

The key will work only once.

Figure C-13: Activating EC Key.

- The home page with your reporting program links will appear.
- Your old account is now linked to your new credentials.
- All of your organizations and facilities should still be the same.

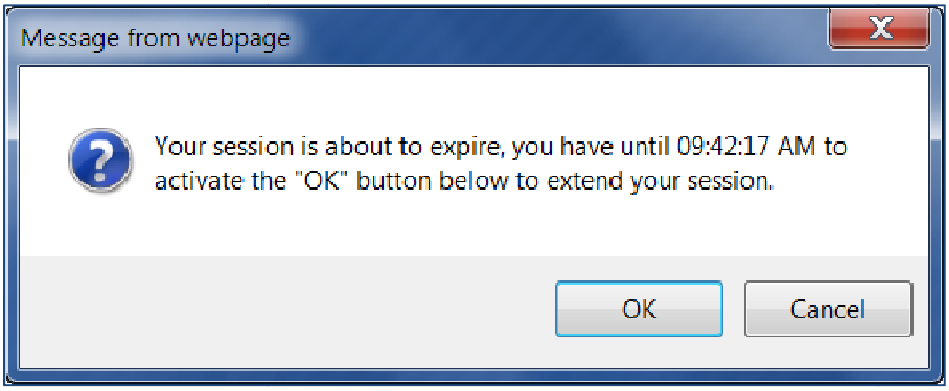
Figure C-14: ECKey Recuperated Successfully

How to Avoid or Re-Activate an Expired Session

The system has a **Time-out** function in place for security reasons. Should you leave your workspace for any reason, this feature enacts automatically.

After 19 minutes of inactivity, the system displays the following warning message stating the session is about to expire:

Figure C-15: Session About to Expire Warning



You have one minute to extend your session. Clicking **OK** tells the system to resume.

If **OK** is not selected, the session ends automatically after 20 minutes and you will be logged out. All unsaved information will be lost.

If your session does time out, you will have to log back and re-enter any lost information.