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EFFLUENT REGULATORY REPORTING INFORMATION SYSTEM (ERRIS)

MONITORING REPORTS

USER GUIDE

VERSION: 1.0
APRIL 22, 2013



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1.0 INTRODUCTION

The purpose of this document is to explain how to submit and approve **Monitoring Reports** in Effluent Regulatory Reporting Information System (ERRIS).

In order to submit **Monitoring Reports**, an **Identification Report** must be submitted and approved for your wastewater system. If required, consult the Single Window / Identification Report User Guide

More information about the monitoring, record-keeping and reporting requirements for the *Wastewater Systems Effluent Regulations* (WSER) can be found on the [Environment Canada Wastewater](#) web site.



2.0 ERRIS HOME PAGE

This section provides the steps necessary to access **Monitoring Reports** from the Effluent Regulatory Reporting Information System (ERRIS).

2.1 HOW TO ACCESS MONITORING REPORTS

Once you have logged into ERRIS via SWIM, the ERRIS home page is displayed.

1. Select the **Monitoring Reports** option from the **Reports** menu at the top of the ERRIS Welcome page.

Figure 2-1: ERRIS Home Page – Select Monitoring Reports



2. If you have access to more than one wastewater system (i.e. more than one **Facility** was entered in SWIM), ERRIS will automatically display the **Choose an Owner and a Wastewater System** page so that you can select the desired wastewater system.
 - If you are associated with more than one Owner in ERRIS (i.e. your account has access to more than one Organization in SWIM), select the **Owner** from the drop-down menu;
 - Select the **Wastewater System** from the second drop-down menu.



If only one facility is associated with the Owner, you will automatically be taken to the **Monitoring Report** List page.

Figure 2-2: Select Wastewater System

Effluent Regulatory Reporting Information System

Home Reports

Home > Select Wastewater System

Choose an Owner and a Wastewater System

Selecting an Owner (if more than one is available), will update the list of Systems available for selection.

Owner: New Organization-Owner A [Owner not found? Click here to register Organization \(in SWIM\).](#)

Wastewater System(required):  

[System not found? Click here to register the Facility \(in SWIM\).](#)

[Save and continue](#)

3. Click **Save** and **Continue**.



Before you can continue, there must already be an approved **Identification Report** in ERRIS for your wastewater system. If there is not, the following **Error** is displayed:


Figure 2-3: Monitoring Reports List Error Page

Effluent Regulatory Reporting Information System

Home Reports

Home > Reports > Monitoring Reports

Monitoring Report List

 **Errors**

- Error 1: There is no approved Identification Report. Please ensure that it is submitted and approved by your signing authority.

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 5 [Change System](#)

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If there is an approved **Identification Report**, you will see the **Monitoring Report List**.

For any given calendar year, you will be required to complete one of the following three types of **Monitoring Reports**, depending on a number of key criteria such as your type of wastewater system and its average daily volume from the previous calendar year.

- **Annual Monitoring Report** (see Section 3.0);
- **Quarterly Monitoring Report with Quarterly Averaging** (see Section 4.0; and
- **Quarterly Monitoring Report with Monthly Averaging** (see Section 5.0).

For any of these report types, the following user role privileges apply:

- An account with the **WSER Regulatee** role can submit (i.e. enter and save) reports;
- Any account with the **WSER Signing Authority** role can approve reports, in addition to submitting them.



Ensure that each wastewater system has at least one account with the **Signing Authority** user role associated to it.



3.0 ANNUAL MONITORING REPORT

If your wastewater system is required to provide annual reports, this section provides the steps necessary to complete the **Monitoring Report** for a selected calendar year.



It is assumed you have already selected the **Monitoring Reports** option from the **Reports** menu at the top of the ERRIS Welcome page.

3.1 HOW TO CREATE AN ANNUAL MONITORING REPORT

On the **Monitoring Report List**, there is only one link per calendar year. Any completed reports from previous years are shown in read-only mode.

1. Select the **Monitoring Report** with a Status of “Available” or “Overdue” (if the report deadline has elapsed) by clicking on the **Select** button.

Figure 3-1: ERRIS Monitoring Report List – Annual

The screenshot shows the 'Effluent Regulatory Reporting Information System' header with a Canadian flag. Below the header, there's a navigation bar with 'Home' and 'Reports'. The main content area is titled 'Monitoring Report List'. It displays facility details: Owner (New Organization-Owner A), Wastewater System (New Wastewater System 1), Current Reporting Frequency (Annually), and Current Averaging Period (Annually). A 'Change System' button is next to the system name. Below this is a table with columns: Reporting Year, From, To, Approval State, Status, and an action column. The table has one row for the year 2013, with 'From' as January, 'To' as December, 'Approval State' as New, and 'Status' as Available. The action column contains a 'Select' link, which is highlighted by a red arrow.

Reporting Year	From	To	Approval State	Status	
2013	January	December	New	Available	Select

The facility’s details are displayed at the top of the page under the **Wastewater System Summary** section, for information only.



You have the option of changing wastewater systems by clicking on the **Change System** button at the right-hand side of the page.

2. Under the **Effluent Monitoring Data** heading, use the drop-down menu to select ‘Yes’ or ‘No’ to answer the question “Was Effluent Deposited in this reporting Period?”



3. If you answer 'Yes':

- a) Then answer 'Yes' or 'No' for each month beside the question: "For each month indicated, was Effluent Deposited?"
- b) Enter values in the key monitoring fields at the bottom of the report (i.e. the values entered cover the entire reporting period):
 - Number of days that effluent was deposited;
 - Total volume of effluent deposited (in cubic meters m³);
 - Average CBOD (mg/L); (CBOD = Carbonaceous Biochemical Oxygen Demand);
 - Average concentration of suspended solids (mg/L); and
 - Maximum concentration of un-ionized ammonia (mg/L) (to 2 decimal places).


 The un-ionized ammonia field must be reported for samples taken until June 30, 2014, inclusively.



Figure 3-2: ERRIS Monitoring Report Window – Entering Effluent Monitoring Data

Effluent Regulatory Reporting Information System

Canada

[Home](#)
[Reports](#)

Home > Reports > Monitoring Reports > Monitoring Report View

Monitoring Report

Wastewater System Summary

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 1 [Change System](#)

Approval State: New

Reporting Year: 2013

System Type: Intermittent

Reporting Frequency: Annually

Reporting Period: January To December

Average Daily Effluent Volume (m³): 8000.000000

Averaging Period: Annually

Effluent Monitoring Data

Was Effluent Deposited in this reporting period? (required): ☒ Yes

For each month indicated, was Effluent Deposited? (required):

January: ☐ No

February: ☐ No

March: ☐ No

April: ☒ Yes

May: ☒ Yes

June: ☒ Yes

July: ☒ Yes

August: ☒ Yes

September: ☒ Yes

October: ☐ No

November: ☐ No

December: ☐ No

Reporting Period	Number of days that effluent was deposited	Total volume of effluent deposited (m³)	Average CBOD (mg/L)	Average concentration of suspended solids (mg/L)	Maximum concentration of un-ionized ammonia (mg/L)
January To December	160	10800000.0	21.2	18.2	1.19

[Save](#)
[Save And Approve](#)

4. If 'No' is selected to the question "Was Effluent Deposited in this reporting Period?" ERRIS will automatically:
 - a) Notify the user that, if any data was entered previously, it will be lost;
 - b) Set all 'Yes/No' fields on the report to 'No';
 - c) Set all numerical fields in the bottom grid to '0' and gray them out.



Figure 3-3: ERRIS Monitoring Report Window – No Effluent Monitoring Data

The screenshot displays the 'Monitoring Report' window in the ERRIS system. The header includes the 'Effluent Regulatory Reporting Information System' title and the 'Canada' logo. The navigation bar shows 'Home' and 'Reports'. The breadcrumb trail is 'Home > Reports > Monitoring Reports > Monitoring Report View'.

Monitoring Report

Wastewater System Summary

Owner: New Organization-Owner A
Wastewater System: New Wastewater System 1 [Change System](#)
Approval State: New
Reporting Year: 2013
System Type: Intermittent
Reporting Period: January To December
Average Daily Effluent Volume (m³): 8000.000000
Reporting Frequency: Annually
Averaging Period: Annually

Effluent Monitoring Data

Was Effluent Deposited in this reporting period? (required): ☒ No

For each month indicated, was Effluent Deposited? (required):

January:	<input checked="" type="checkbox"/> No	February:	<input checked="" type="checkbox"/> No	March:	<input checked="" type="checkbox"/> No
April:	<input checked="" type="checkbox"/> No	May:	<input checked="" type="checkbox"/> No	June:	<input checked="" type="checkbox"/> No
July:	<input checked="" type="checkbox"/> No	August:	<input checked="" type="checkbox"/> No	September:	<input checked="" type="checkbox"/> No
October:	<input checked="" type="checkbox"/> No	November:	<input checked="" type="checkbox"/> No	December:	<input checked="" type="checkbox"/> No

Reporting Period	Number of days that effluent was deposited	Total volume of effluent deposited (m³)	Average CBOD (mg/L)	Average concentration of suspended solids (mg/L)	Maximum concentration of un-ionized ammonia (mg/L)
January To December	0	0	0	0	0

[Save](#) [Save And Approve](#)

5. Save the **Monitoring Report** as follows:

- As the WSER Signing Authority user role, you can either click on the Save button to validate and save the data, or click Save and Approve to validate and save the report. The system will then automatically proceed to the Approval page.



In the illustration above, the user has a **WSER Signing Authority** user role because they have the option to **Save** as well as **Approve** the report.

- If you are logged on as a WSER Regulatee for the wastewater system, you will only see and need to click on the Save button to validate and save the report data. As a Regulatee, after you save a Monitoring Report, you will then have to inform the Signing Authority for your organization that the report is available for their approval.



In either of the above cases, the report data is validated to verify that all information has been entered correctly. The report is then saved and made available for approval.

6. On the **Monitoring Report** approval page, the **WSER Signing Authority** selects the “I approve this regulatory submission on behalf of...” checkbox.

Figure 3-4: ERRIS Monitoring Report Approval Window

7. Next, the **WSER Signing Authority** clicks the **Approve Report** button.
 - The following **Monitoring Report Approval** page is displayed with the statement: “You have successfully approved the Monitoring Report”.



Figure 3-5: ERRIS Monitoring Report – Confirmed Approval Window

Effluent Regulatory Reporting Information System

Home Reports

Home > Reports > Monitoring Reports > Monitoring Report View > Monitoring Report Approval

Monitoring Report Approval

You have successfully approved the Monitoring Report

Owner: New Organization-Owner A
Wastewater System: New Wastewater System 1 [Change System](#)
Reporting Year: 2013
Reporting Period: January To December
Approval State: Approved

Approved By: FirstName LastName
Date: 2013-03-28
Time: 16:31

[Report List](#)

8. Click the **Report List** button to return to the page listing all monitoring reports for the selected wastewater system.
 - The report is shown as “Approved” under the **Approval State** heading and “Completed” under the **Status** heading.

Figure 3-6: ERRIS Monitoring Report List Window – Approval Status

Effluent Regulatory Reporting Information System

Home Reports

Home > Reports > Monitoring Reports

Monitoring Report List

Owner: New Organization-Owner A
Wastewater System: New Wastewater System 1 [Change System](#)
Current Reporting Frequency: Annually
Current Averaging Period: Annually

Reporting Year	From	To	Approval State	Status	
2013	January	December	Approved	Completed	Select

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4.0 QUARTERLY MONITORING REPORT WITH QUARTERLY AVERAGING

If your wastewater system is required to provide quarterly reports with quarterly averaging, this section provides the steps necessary to submit the **Monitoring Reports** for a selected calendar year.



It is assumed you have already selected the **Monitoring Reports** option from the **Reports** menu at the top of the ERRIS Welcome page and selected your wastewater system if your account is associated with more than one.

4.1 HOW TO CREATE A QUARTERLY/QUARTERLY MONITORING REPORT

On the **Monitoring Report List**, there are four links per calendar year. Any completed reports from previous years are shown in read-only mode.

1. Select the **Monitoring Report** with a **Status** of “Available” or “Overdue” (if the report deadline has elapsed) by clicking on the **Select** button.

Figure 4-1: ERRIS Quarterly/Quarterly Monitoring Report List

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home » Reports » Monitoring Reports

Monitoring Report List

Owner: New Organization-Owner A
Wastewater System: New Wastewater System 2 [Change System](#)
Current Reporting Frequency: Quarterly
Current Averaging Period: Quarterly

Reporting Year	From	To	Approval State	Status	
2013	January	March	New	Available	Select
2013	April	June	New	Available	
2013	July	September	New	Future	
2013	October	December	New	Future	

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- The facility's details are displayed at the top of the page under the **Wastewater System Summary** section, for informational purposes only.



You have the option of changing wastewater systems by clicking on the **Change System** button at the right-hand side of the page.

2. Under the **Effluent Monitoring Data** heading, use the drop-down menu to select 'Yes' or 'No' to answer the question "Was Effluent Deposited in this reporting Period?"
3. If you answer 'Yes':
 - a) Then answer 'Yes' or 'No' for each month beside the question: "For each month indicated, was Effluent Deposited?"
 - b) Enter values in the key monitoring fields at the bottom of the report (i.e. the values entered cover the entire reporting period):
 - Number of days that effluent was deposited;
 - Total volume of effluent deposited (in cubic meters m³);
 - Average CBOD (mg/L); (CBOD = Carbonaceous Biochemical Oxygen Demand);
 - Average concentration of suspended solids (mg/L); and
 - Maximum concentration of un-ionized ammonia (mg/L) (to 2 decimal places).



The un-ionized ammonia field must be reported for samples taken until June 30, 2014, inclusively.



Figure 4-2: ERRIS Monitoring Report – Entering Effluent Monitoring Data

Effluent Regulatory
Reporting Information
System

Home Reports

Home > Reports > Monitoring Reports > Monitoring Report View

Monitoring Report

Wastewater System Summary

Owner:	New Organization-Owner A		
Wastewater System:	New Wastewater System 2	Change System	
Approval State:	New		
Reporting Year:	2013	Reporting Period:	January To March
System Type:	Continuous	Average Daily Effluent Volume (m³):	13500.000000
Reporting Frequency:	Quarterly	Averaging Period:	Quarterly

Effluent Monitoring Data

Was Effluent Deposited in this reporting period? (required):

For each month indicated, was Effluent Deposited? (required):

January: February: March:

Reporting Period	Number of days that effluent was deposited	Total volume of effluent deposited (m³)	Average CBOD (mg/L)	Average concentration of suspended solids (mg/L)	Maximum concentration of un-ionized ammonia (mg/L)
January To March	<input type="text" value="90"/>	<input type="text" value="1215000.0"/>	<input type="text" value="20.0"/>	<input type="text" value="19.0"/>	<input type="text" value="1.21"/>

[Save](#) [Save And Approve](#)

4. If 'No' is selected to the question "Was Effluent Deposited in this reporting Period?", ERRIS will automatically:
 - a) Notify the user that, if any data was entered previously, it will be lost;
 - b) Set all 'Yes/No' fields on the report to 'No';
 - c) Set all numerical fields in the bottom grid to '0' and gray them out.
5. Save the **Monitoring Report** as follows:
 - a) As the **WSER Signing Authority** user role, you can either click on the Save button to validate and save the data, or click Save and Approve to validate and save the report. The system will then automatically proceed to the Approval page.



In the illustration above, the user has a **WSER Signing Authority** user role because they have the option to **Save** as well as **Approve** the report.

- b) If you are logged on as a **WSER Regulatee** for the wastewater system, you will only see and need to click on the Save button to validate and save the report data. As a Regulatee, after you save a Monitoring Report, you will then have to inform the **WSER Signing Authority** for your organization that the report is available for their approval.



In either of the above cases, the report data is validated to verify that all information has been entered correctly. The report is then saved and made available for approval.

6. On the **Monitoring Report** approval page, the **WSER Signing Authority** selects the “I approve this regulatory submission on behalf of...” checkbox.

Figure 4-3: ERRIS Monitoring Report – Approving Report

7. Next, the **WSER Signing Authority** clicks the **Approve Report** button.
- The following **Monitoring Report Approval** page is displayed with the statement: “You have successfully approved the Monitoring Report”.



Figure 4-4: ERRIS Monitoring Report – Confirmed Approval Window

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home > Reports > Monitoring Reports > Monitoring Report View > Monitoring Report Approval

Monitoring Report Approval

You have successfully approved the Monitoring Report

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 2 [Change System](#)

Reporting Year: 2013

Reporting Period: January To March

Approval State: Approved

Approved By: FirstName LastName

Date: 2013-03-28

Time: 17:20

[Report List](#)

8. Click the **Report List** button to return to the page listing all monitoring reports for the selected wastewater system.
 - The report is shown as “Approved” under the **Approval State** heading and “Completed” under the **Status** heading.

Figure 4-5: ERRIS Monitoring Report List Window – Approval Status

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home > Reports > Monitoring Reports

Monitoring Report List

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 2 [Change System](#)

Current Reporting Frequency: Quarterly

Current Averaging Period: Quarterly

Reporting Year	From	To	Approval State	Status	
2013	January	March	Approved	Completed	Select
2013	April	June	New	Available	Select
2013	July	September	New	Future	
2013	October	December	New	Future	

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5.0 QUARTERLY MONITORING REPORT WITH MONTHLY AVERAGING

If your wastewater system is required to provide quarterly reports with monthly averaging, this section will provide the steps necessary to submit the **Monitoring Report** for a specified reporting period.



It is assumed you have already selected the **Monitoring Reports** option from the **Reports** menu at the top of the ERRIS Welcome page and selected your wastewater system if your account is associated with more than one.

5.1 HOW TO CREATE A QUARTERLY/MONTHLY MONITORING REPORT

On the **Monitoring Report List**, there are four links per calendar year. Any completed reports from previous years are shown in read-only mode.

1. Select the Monitoring Report with a Status of “Available” or “Overdue” (if the report deadline has elapsed) by clicking on the Select button.

Figure 5-1: ERRIS Quarterly/Monthly Monitoring Report List

Effluent Regulatory Reporting Information System

Home Reports

Home » Reports » Monitoring Reports

Monitoring Report List

Owner: New Organization-Owner A
Wastewater System: New Wastewater System 3 [Change System](#)
Current Reporting Frequency: Quarterly
Current Averaging Period: Monthly

Reporting Year	From	To	Approval State	Status	
2013	January	March	New	Available	Select
2013	April	June	New	Available	
2013	July	September	New	Future	
2013	October	December	New	Future	

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- The facility's details are displayed at the top of the page under the **Wastewater System Summary** section, for informational purposes only.



You have the option of changing wastewater systems by clicking on the **Change System** button at the right-hand side of the page.

2. Under the **Effluent Monitoring Data** heading, use the drop-down menu to select 'Yes' or 'No' to answer the question "Was Effluent Deposited in this reporting Period?"
3. If you answer 'Yes':
 - a. Then answer '**Yes**' or '**No**' for each month beside the question: "For each month indicated, was Effluent Deposited?"

If 'No' is selected for any specific month then that row is grayed out in the monitoring section at the bottom of the report.
 - b. Enter values in the key monitoring fields at the bottom of the report for each month indicated:
 - Number of days that effluent was deposited;
 - Total volume of effluent deposited (in cubic meters m³);
 - Average CBOD (mg/L); (CBOD = Carbonaceous Biochemical Oxygen Demand);
 - Average concentration of suspended solids (mg/L); and
 - Maximum concentration of un-ionized ammonia (mg/L) (to 2 decimal places).



The un-ionized ammonia field must be reported for samples taken until June 30, 2014, inclusively.



In the illustration above, the user has a **WSER Signing Authority** user role because they have the option to **Save** as well as **Approve** the report.

- b) If you are logged on as a **WSER Regulatee** for the wastewater system, you will only see and need to click on the **Save** button to validate and save the report data. As a **Regulatee**, after you save a **Monitoring Report**, you will then have to inform the **Signing Authority** for your organization that the report is available for their approval.



In either of the above cases, the report data is validated to verify all information has been entered correctly. The report is then saved and made available for approval.

6. On the **Monitoring Report** approval page, the **WSER Signing Authority** selects the “I approve this regulatory submission on behalf of...” checkbox.

Figure 5-3: ERRIS Monitoring Report Approval Window

7. Next, the **WSER Signing Authority** clicks the **Approve Report** button.
- The following **Monitoring Report Approval** page is displayed with the statement: “You have successfully approved the Monitoring Report”.



Figure 5-4: ERRIS Monitoring Report – Confirmed Approval Window

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home > Reports > Monitoring Reports > Monitoring Report View > Monitoring Report Approval

Monitoring Report Approval

- You have successfully approved the Monitoring Report

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 3 [Change System](#)

Reporting Year: 2013

Reporting Period: January To March

Approval State: Approved

Approved By: FirstName LastName

Date: 2013-03-28

Time: 17:24

[Report List](#)

- Click the **Report List** button to return to the page listing all monitoring reports for the selected wastewater system.
 - The report is shown as “Approved” under the **Approval State** heading and “Completed” under the **Status** heading.

Figure 5-5: ERRIS Monitoring Report List Window – Approval Status

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home > Reports > Monitoring Reports

Monitoring Report List

Owner: New Organization-Owner A

Wastewater System: New Wastewater System 3 [Change System](#)

Current Reporting Frequency: Quarterly

Current Averaging Period: Monthly

Reporting Year	From	To	Approval State	Status	
2013	January	March	Approved	Completed	Select
2013	April	June	New	Available	Select
2013	July	September	New	Future	
2013	October	December	New	Future	

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