

## **ENVIRONMENT CANADA**

# **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 <u>Environment Canada Wastewater</u> web site.





### 2.0 ERRIS HOME PAGE

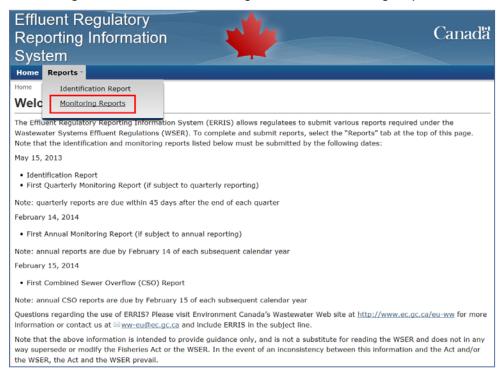
This section provides the steps necessary to access **Monitoring Reports** from the Effluent Regulatory Reporting Information System (ERRIS).

#### 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



- 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



#### 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







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

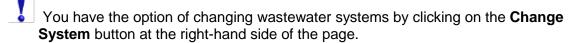
On the **Monitoring Report List**, there is only one link per calendar year. Any completed reports from previous years are shown in read-only mode.

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



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



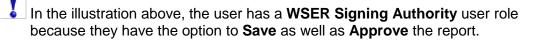
- 4. If 'No' is selected to the question "Was Effluent Deposited in this reporting Period?" ERRIS will automatically:
  - a) Notify the user that, if any data was entered previously, it will be lost;
  - b) Set all 'Yes/No' fields on the report to 'No';
  - c) Set all numerical fields in the bottom grid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

Effluent Regulatory Canadä Reporting Information System Home Reports **Monitoring Report** Wastewater System Summary Owner: New Organization-Owner A Wastewater System: New Wastewater System 1 Change System Approval State: New Reporting Period: January To December Reporting Year: 2013 System Type: Intermittent Average Daily 8000.000000 Effluent Volume (m3): Reporting Annually Averaging Period: Annually Frequency: **Effluent Monitoring Data** Was Effluent No ♥ Deposited in this reporting period? (required): For each month January: No 🔝 February: No 💟 March: No V indicated, was Effluent Deposited? (required): June: July: No 🗸 September: No 💟 ← August: November: No 🔽 December: No V Reporting Period Number of days Total volume of Average CBOD Average Maximum concentration of that effluent was effluent deposited (mg/L) concentration of deposited (m3) suspended solids un-ionized (mg/L) ammonia (mg/L) January To December Save Save And Approve

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

#### 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.



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 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".



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



- 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







## 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

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





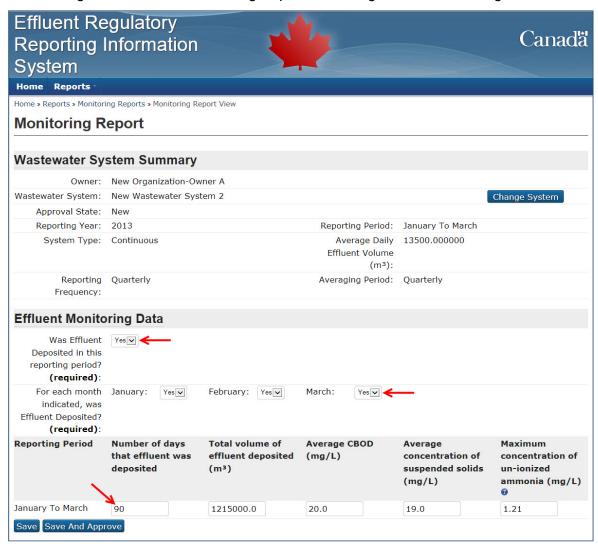
You have the option of changing wastewater systems by clicking on the **Change System** button at the right-hand side of the page.

- 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



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



- 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







### 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.

1

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

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

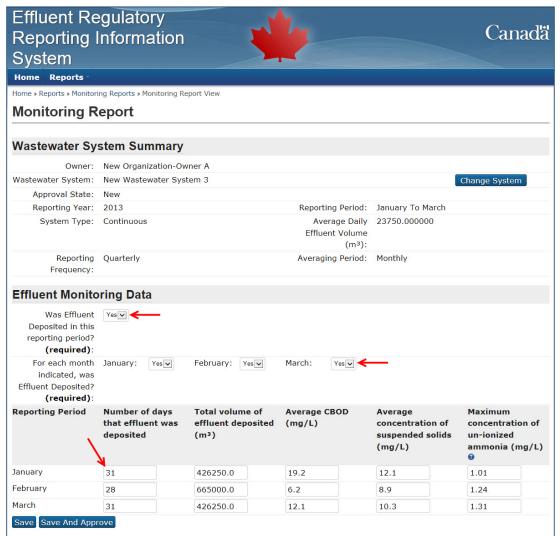


You have the option of changing wastewater systems by clicking on the **Change System** button at the right-hand side of the page.

- 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):
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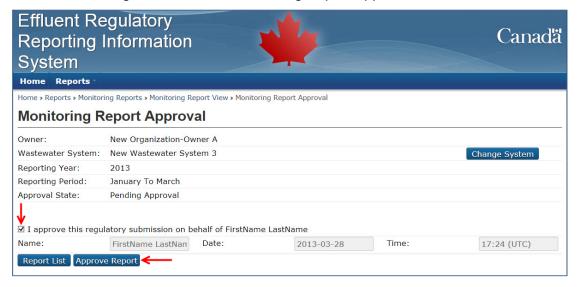




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