Environment and Climate Change Canada
Environnement et Changement climatique Canada

Canada

PRODUCTS CONTAINING MERCURY REGULATIONS ONLINE REPORTING SYSTEM

USER GUIDE

ISBN: 978-0-660-07190-9
Cat. No.: En14-265/2017E-PDF

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1.0 WELCOME

The purpose of this user guide is to provide users with guidance about navigating and using the different functions within the *Products Containing Mercury Regulations* (PCMR or the Regulations) online reporting system. This user guide will help regulated parties to create, edit, submit and view their reports in the PCMR online reporting system.

This web based reporting system has been developed by Environment and Climate Change Canada (ECCC) to enable individuals and organizations subject to the Regulations to complete their report electronically, as required by sections 12 and 13 of the Regulations. This online reporting system is intended to be used by the regulated community to report information on exempted[1] or permitted[2] products containing mercury. The objective is to use the data collected to monitor the trend in reduction of mercury in Canada.

As a reminder, the Regulations, made under the authority of the *Canadian Environmental Protection Act, 1999* (CEPA), prohibit the manufacture and import of products containing mercury or any of its compounds, with some exemptions for essential products which have no technically or economically viable alternatives. Other products containing mercury are prohibited.

Since the Regulations came into force on November 8, 2015, manufacturers and importers of exempted or permitted mercury containing products are required to report to ECCC every three years. The first report is to be submitted by March 31, 2017, on 2016 data. From then on, subsequent reports will follow the three year reporting cycle.

For additional information on the Regulations, including the legislative text and a compliance guidance document, you can visit the following website:
http://ec.gc.ca/lcpe-cepa/eng/regulations/detailReg.cfm?intReg=203

Note that the online reporting system is accessed through ECCC's Single Window Information Manager (SWIM). For additional information on SWIM, refer to section 2.0 of this guide.

To access SWIM, and subsequently access the PCMR online reporting system, please follow this link: https://ec.ss.ec.gc.ca/

We trust the following information will assist you in setting up your account(s) and accessing the PCMR online reporting system. **If you require further assistance or have any questions on the online reporting system or this user guide, please refer to section 7.0 of this guide to find an appropriate point of contact.**

Note that the information provided in this user guide should not be considered a legal opinion. In the event of an inconsistency between this information and the regulations under CEPA, 1999, the regulations and the statute prevail.

1.1 QUICK TIPS FOR USING THE ONLINE REPORTING SYSTEM

- Always save the page you are filling in before moving on to the next page of the report to avoid losing the information you entered. We also recommend you save the information as you go, even if the page is only partially filled, to avoid losing the progress you made.

[1] Exempted mercury containing products are listed in the Schedule of the Regulations
[2] Mercury containing products subject to a permit in accordance with section 5 of the Regulations

- At a minimum, all fields identified as "Required" must be correctly filled out in order for the report to be successfully saved and submitted.
- Errors will prevent the online reporting system from successfully saving and submitting a report. All errors identified in the red Error Summary box must be corrected first.

2.0 GETTING STARTED IN THE SINGLE WINDOW INFORMATION MANAGER (SWIM) SYSTEM

SWIM is used by ECCC to collect environmental data from industry. A number of programs are currently utilizing this solution for their regulatory reporting needs. As indicated in section 1 of this guide, you can access the *Products containing Mercury Regulations* (PCMR) online reporting system through SWIM.

SWIM manages the authentication and organization management for the PCMR online reporting system. If you report to ECCC for another program, you may already have a SWIM account. If you do not already have an account, you must first create one in order to access SWIM, and subsequently, the PCMR online reporting system. Note that some of the information you will enter in SWIM (e.g. name of organization, addresses, etc.) will be transferred in the PCMR online reporting system.

To access SWIM, please follow this link: https://ec.ss.ec.gc.ca/

For additional information on how to access SWIM and set up a profile, please refer to the SWIM user guide, available here: http://ec.gc.ca/gu-sw/default.asp?lang=En&n=18E16F61-1.

If you encounter any technical difficulties accessing or using SWIM, please contact ECCC's Single Window Help Desk by e-mail at: ec.gigu-swim.ec@canada.ca

2.1 SWIM ROLES

The roles in SWIM determine how users can interact with the SWIM data and the program reports. Users can hold one or more different roles within SWIM and the reporting programs they have access to. The PCMR online reporting system has two roles available in SWIM:

1) Data Entry – This role enable users to manage the organization's information, enter reporting data, and fill out the reports. However, with this role, users cannot submit a completed report to ECCC.
2) Authorized Submitter – This role enable users to manage the organization's information, enter reporting data, fill out reports and submit them to ECCC.

> **IMPORTANT!**
>
> Only an *Authorized Submitter* can submit the final report via the PCMR online reporting system. As such, ensure at least one person from your organization request access an as *Authorized submitter*.

For instructions on how to request access to the PCMR online reporting system and select your role, please refer to the "Tutorial 4: Managing Access for your Organization" of the SWIM user guide: http://ec.gc.ca/gu-sw/default.asp?lang=En&n=18E16F61-1&offset=7&toc=show

3.0 ACCESSING THE PCMR ONLINE REPORTING SYSTEM FROM SWIM

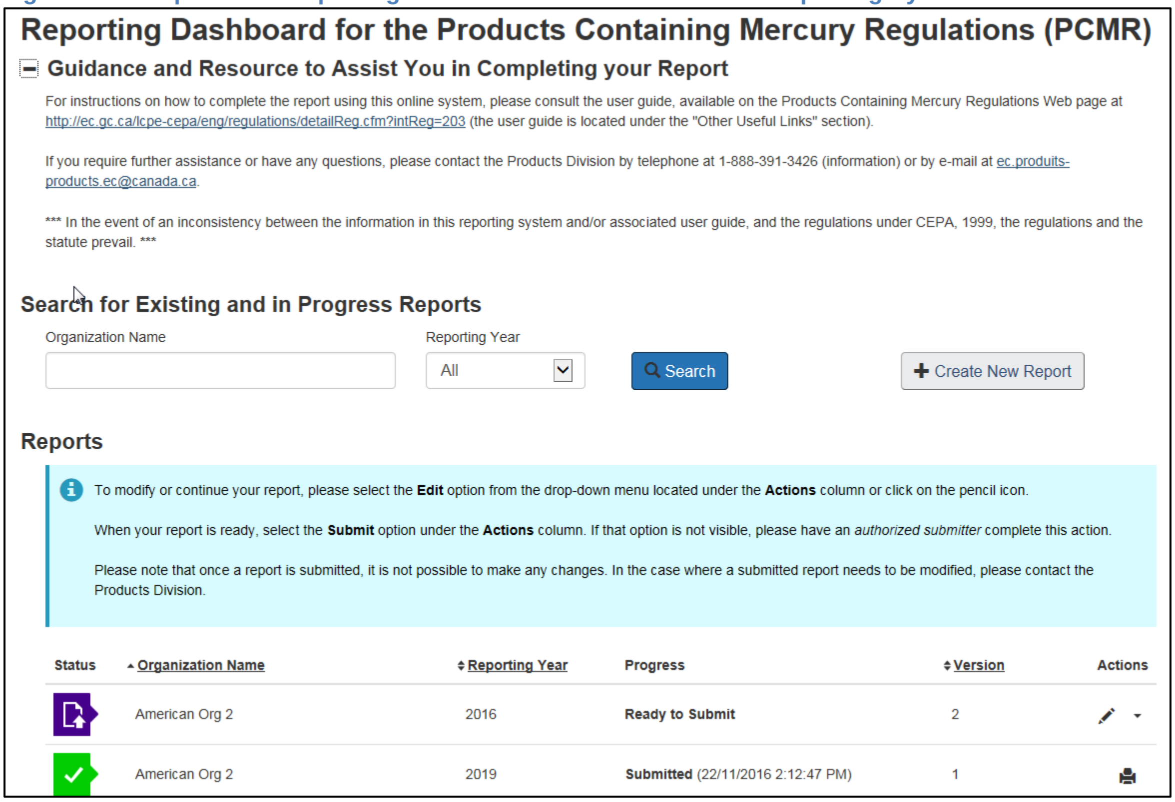
Once logged into your SWIM account, select the *Products Containing Mercury Regulations* from the list of ECCC programs you have access to (refer to Figure 1). The first page that will be displayed after selecting the PCMR program will be the home page of the online reporting system, which is the **Reporting Dashboard for the Products Containing Mercury Regulations (PCMR)**. The Reporting Dashboard page is your access to creating, editing and submitting reports.

Figure 1: Path to Access the PCMR Online Reporting System Home Page from SWIM

4.0 GETTING STARTED IN THE PCMR ONLINE REPORTING SYSTEM: REPORTING DASHBOARD

The following section provides guidance for navigating, tracking progress, and using the functions available in the Reporting Dashboard. The Reporting Dashboard is the central part of the online reporting system and allows you to create, view, edit, submit and print your report(s).

Figure 2: Example of the Reporting Dashboard of the PCMR Online Reporting System



Your reports will be listed under the **Reports** section. This section will provide you general information on your reports. For each report, you will be able to see its status, the name of the reporting organization, the reporting year, the report's progress and which version it is. The version number will change only if you unlock a report. You will also notice that the Status column shows different icons depending on what level of completion a report is at. Please refer to Table 1 below for the legend explaining the signification of each Status icon.

Table 1: Legend for the "Status" Icons

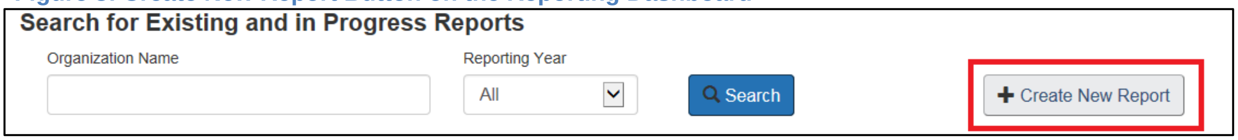
Status icon	Signification	Explanation
	In progress	The report is in the process of being completed. Some pages are either incomplete or errors need to be addressed. This status does not allow for a report to be submitted to ECCC.
	Ready to Submit	All pages of the report have been successfully completed and saved. The report is now ready to be submitted to ECCC.
	Submitted	The report has been successfully submitted to ECCC.

4.1 CREATING A NEW REPORT

To create a new report, go to the **Search for Existing and in Progress Reports** section and:

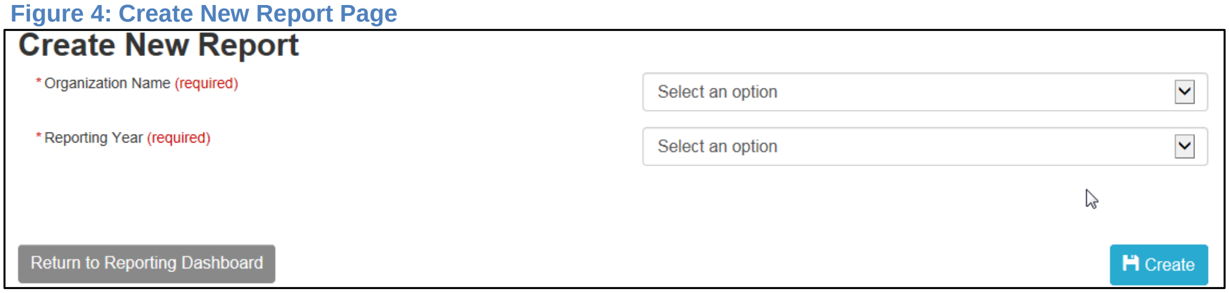
1. Click on the **Create New Report** button (Figure 3).

Figure 3: Create New Report Button on the Reporting Dashboard



2. Select the organization name and reporting year using the available drop-down menu options (Figure 4).

Figure 4: Create New Report Page



> **IMPORTANT!**
>
> - Only one report per organization per reporting year can be created.
> - The Reporting Year corresponds to the calendar year for which you are reporting imports and/or manufacturing of mercury containing products. It does not correspond to the year of the submission of the report. For example, in the case of a report containing data from the 2016 calendar year (i.e. from January 1st to December 31st, 2016) that has to be submitted by March 31st, 2017, the reporting year is 2016.
> - If the organization name in the drop-down menu is incorrect or missing, please update your profile in SWIM.

3. Click on **Create** button to start adding information in the new report (see Figure 4).

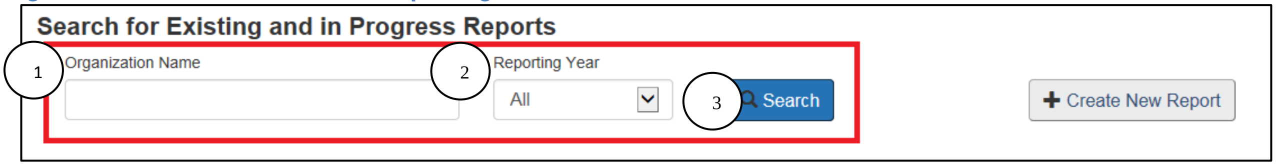
> **IMPORTANT!**
>
> After clicking on the **Create** button, if you see an error indicating that an identical report has already been created, double-check the information you have entered. If the information is correct, return to the home page by clicking on **Return to Reporting Dashboard** button and look for the existing report using the search function (refer to section 4.2).

4.2 SEARCHING FOR A SPECIFIC REPORT

To search for a specific report, go to the **Search for Existing and in Progress Reports** section and:

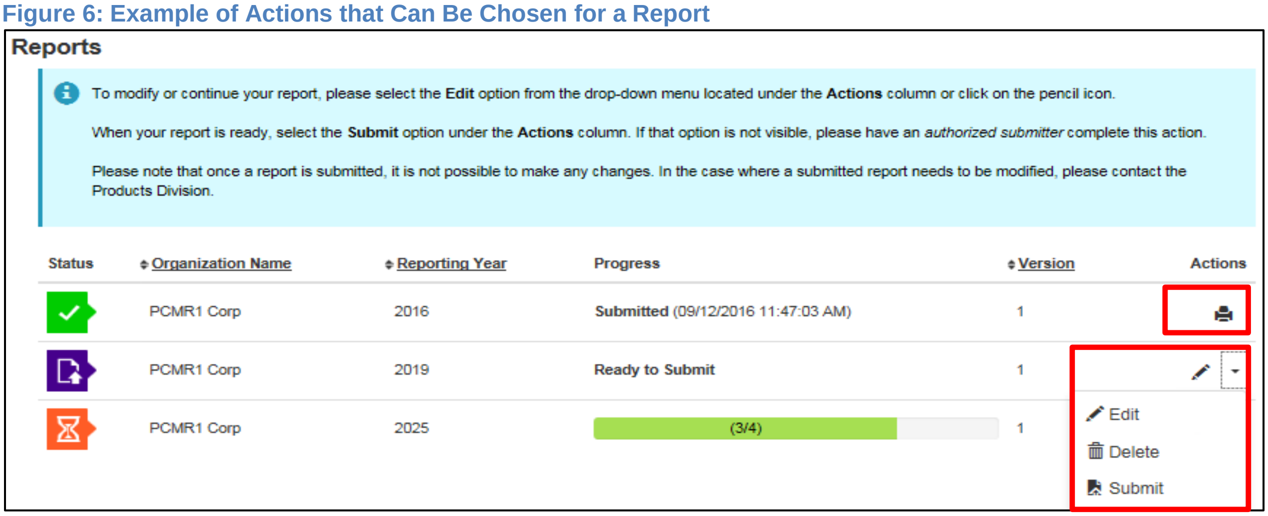
1. Specify the organization name for a targeted search or leave it blank to see all organizations associated with your SWIM account.
2. Select a specific reporting year or "All" to see every existing and in progress reports associated with your SWIM account.
3. Click on the **Search** button.

Figure 5: Search Function of the Reporting Dashboard



Once the search is completed, a list of reports which matches the search criteria will be displayed under the **Reports** section. For each of the reports listed, a choice of actions (edits, delete, submit or print preview) will be available on the far right of the row, under the Actions column.

Figure 6: Example of Actions that Can Be Chosen for a Report



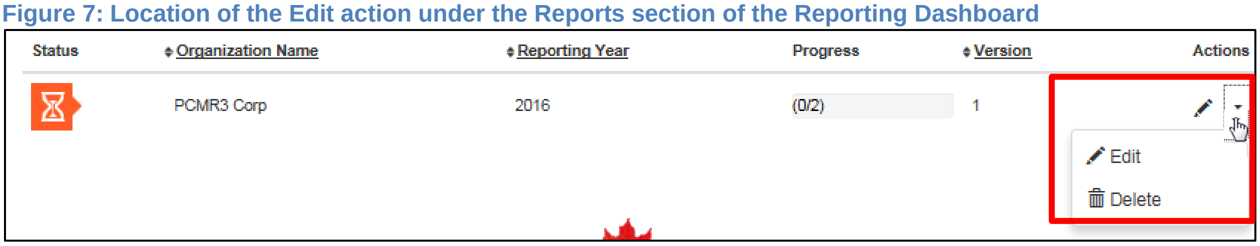
IMPORTANT!

- If the table is still empty after completing your search, this means that no match was found. Verify that the search criteria do not contain any mistakes and try the search function again. If no existing report shows up, please create a new report (refer to section 4.1).
- The Reporting Dashboard has been set up to show all existing and in progress reports associated with your SWIM account. Even if you search for a specific report, the search function will return to "All" by default every time the page is updated.
- When searching for report(s) from a specific organization, the organization's name must match exactly how it is registered in SWIM.

4.3 EDITING A REPORT

To edit or continue a report, go to the **Reports** section and select the **Edit** action from the drop-down menu or click on the pencil icon located under the Actions column (see Figure 7).

Figure 7: Location of the Edit action under the Reports section of the Reporting Dashboard



This will open the report and bring you to the first page, the **Person Information** page. From there, you will be able to edit or continue filling out the different pages of your report. For detailed instructions on how to fill out your report, please refer to section 5.0 of this guide.

4.4 DELETING A REPORT

Only reports that have not been submitted can be deleted. To delete a report:

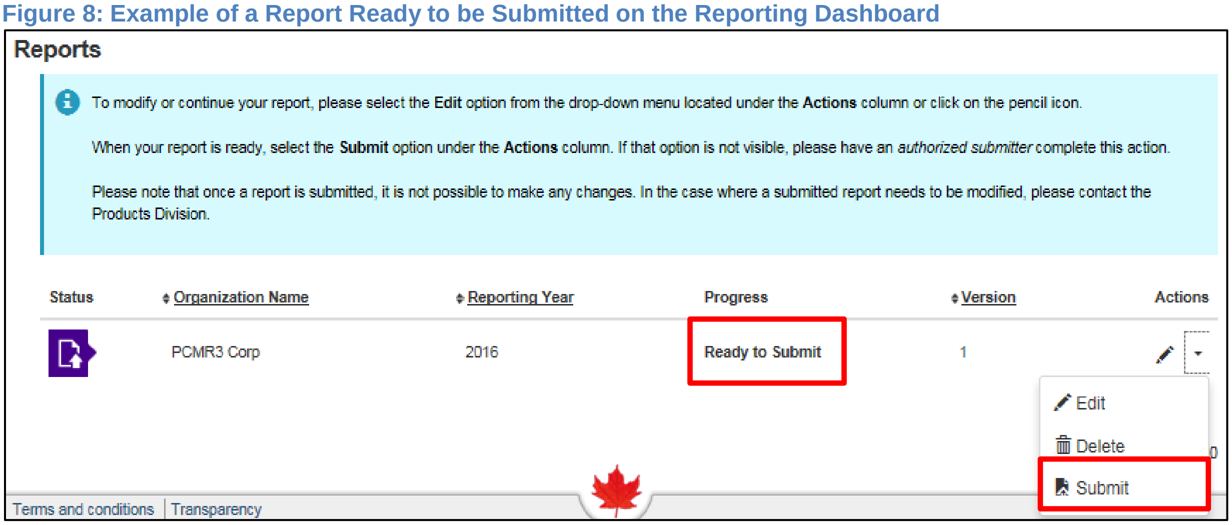
1. Go to the **Reports** section, and find the report you wish to delete. If the report is difficult to find, use the search function.
2. Under the **Actions** column, click on the drop-down menu associated with the report you wish to erase and select the **Delete** action (see Figure 8 for an example). A message will ask to confirm whether you really want to delete the report. Click on the **Yes** option to continue or **No** to cancel this action.

4.5 SUBMITTING A REPORT

A report can only be submitted once all the information requested in the report's pages has been entered and successfully saved. Furthermore, for a page to be successfully saved, all fields identified as "required" must be filled without errors.

Once all the pages have been completed and saved, the report will be displayed in the Reports section as being **Ready to Submit**. To submit the report, go under the **Actions** column of the **Reports** section, open the drop-down menu and select the **Submit** action. Note that only a person with an *Authorized Submitter* role will be able to see and complete this action.

Figure 8: Example of a Report Ready to be Submitted on the Reporting Dashboard



By clicking on the **Submit** action, you will be redirected to the **Submission of Report** page, where you will be requested to fill the submission contact information. For detailed instruction on how to complete the Submission of Report page, please refer to section 6.0 of this guide.

Once successfully submitted, you will automatically be brought back to the Reporting Dashboard. Under the **Reports** section, a green status icon will indicate that the report has been successfully submitted. Furthermore, the **Progress** column will indicate when the report was submitted.

Figure 9: Example of a Successfully Submitted Report on the Reporting Dashboard

Status	Organization Name	Reporting Year	Progress	Version	Actions
	PCMR1 Corp	2016	**Submitted** (22/12/2016 10:39:37 AM)	2	

4.6 AMENDING A SUBMITTED REPORT

Once a report is submitted, only the **Print Preview** action is available. **All submitted reports are "locked":** changes cannot be made, unless the report is unlocked by an ECCC official.

Please contact the Products Division for assistance in unlocking a report (contact information is available at section 7.0 of this guide). When contacting the Products Division, please ensure to specify which report (i.e. organization name and reporting year) needs to be unlocked and why.

Once a report is unlocked, please follow the usual steps for editing and submitting a report (please refer to sections 4.3 and 4.5 of this guide for more information).

4.7 VIEWING AND PRINTING A COPY OF A SUBMITTED REPORT

Once a report is submitted, the **Print Preview** action will be displayed under the **Actions** column of the **Reports** section. This function allows you to view and/or print the complete report, and enables you to keep a copy of the report you submitted for your records.

To open the **Print Preview** of a submitted report:

1. Go under the **Reports** section, and look for the report you wish to view, by going through the full list of reports, or by using the search function.
2. Under the **Actions** column of the Reports section, select the **Print Preview** action by clicking on the printer icon.

Figure 10: Print Preview Action on the Reporting Dashboard

Status	Organization Name	Reporting Year	Progress	Version	Actions
	PCMR2 Corp	2016	**Submitted** (28/11/2016 9:35:41 AM)	2	
	PCMR2 Corp	2019	**Ready to Submit**	1	
	PCMR2 Corp	2025	(2/3)	1	

REMINDER on record keeping requirements:

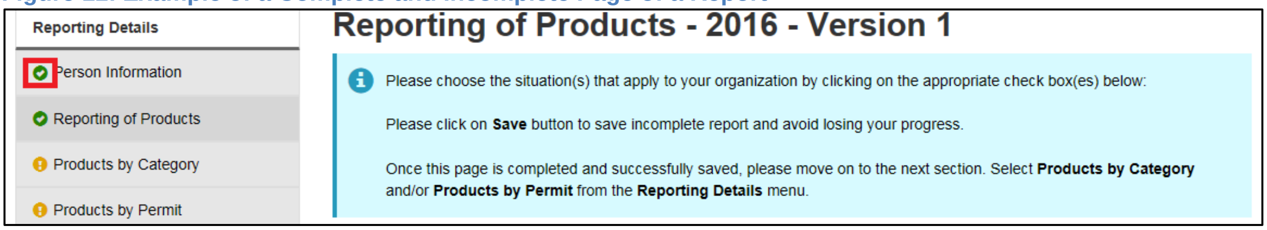
Subsection 16(1) of the *Products Containing Mercury Regulations* indicates that:
"The records, copies of information submitted to the Minister and supporting documents must be kept at the person's principal place of business in Canada or at any other place in Canada where they can be inspected. If they are kept at any place other than the person's principal place of business, the person must provide the Minister with the civic address of that place"

5.0 FILLING OUT THE REPORT

The following section of this guide provides information on how to fill out a report properly. This section explains the content that must be provided and details the format requirements pertaining to the online reporting system.

Once the report is open, you can track your progress in the reporting system by looking at the options under the **Reporting Details** menu. A yellow circle with an exclamation mark will appear next to a menu option when a page is not complete A green check mark will appear next to a menu option when a page is complete and successfully saved.

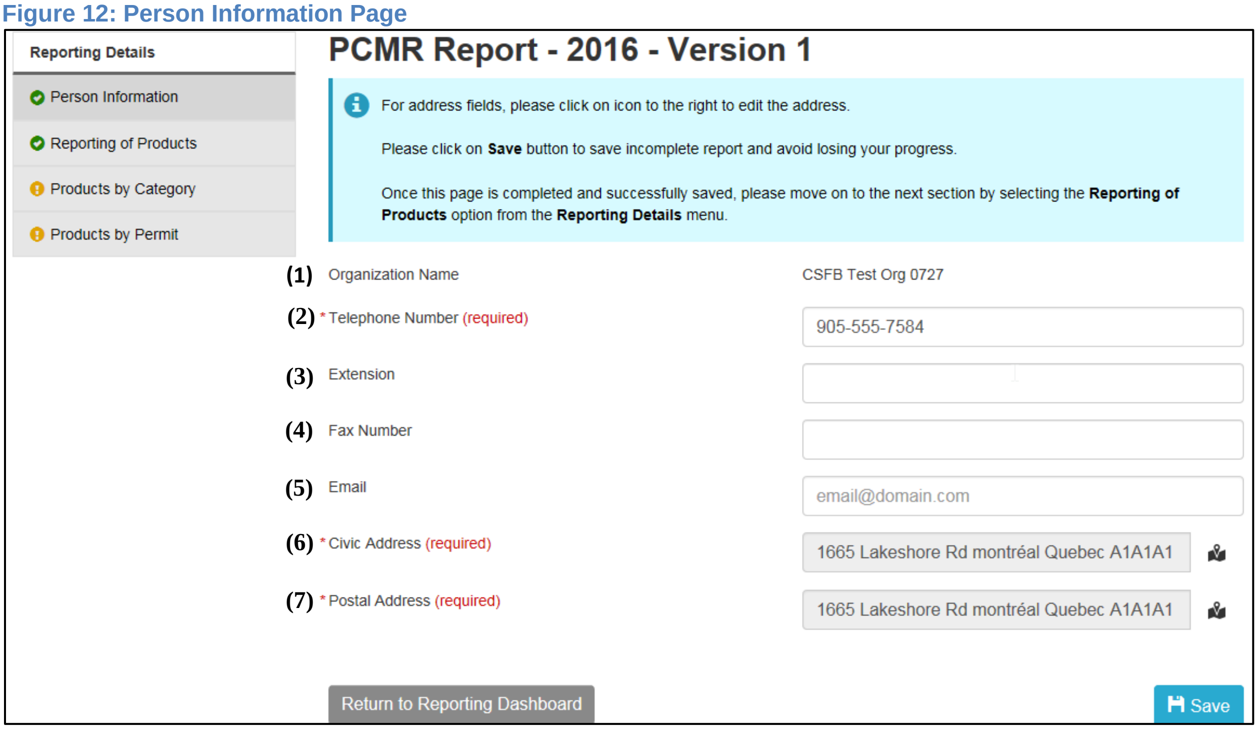
Figure 11: Example of a Complete and Incomplete Page of a Report



5.1 PERSON INFORMATION PAGE

The **Person Information** page is the first section of the report that needs to be completed. This page requires that you provide information on the regulated person. The term "person" includes organizations and individuals. All fields identified as "required" need to be completed in order for the page to be successfully saved. Detailed instructions and explanations are provided in section 5.1.1 for each of the fields shown in Figure 12.

Figure 12: Person Information Page



5.1.1. Instructions

Please refer to the following instructions to complete the Person Information page. The numbers below are associated with the numbers and fields shown on Figure 12 (see above). Note that all fields identified as "required" must be completed to successfully save the page.

(1)	**Organization Name**	This section will be pre-populated based on the information from your SWIM account. Your organization's name, or your name (if you are an individual person reporting), will be displayed in this field.
(2)	**Telephone number** *(required)*	Enter the telephone number at which ECCC will be able to reach your organization or yourself during your business hours.
(3)	**Extension**	If applicable, enter your telephone extension number.
(4)	**Fax Number**	Provide the fax number of your organization
(5)	**Email**	Provide the e-mail address of your organization or an individual within your organization. You need to use the following format in order for the page to be successfully saved: email@domain.com
(6)	**Civic Address** *(required)*	This section will be pre-populated based on the information from your SWIM account. The civic address corresponds to the physical address of the organization or an individual.
(7)	**Postal Address** *(required)*	This section will be pre-populated based on the information from your SWIM account. The postal address corresponds to the mailing address of the organization or an individual (i.e. its business place).

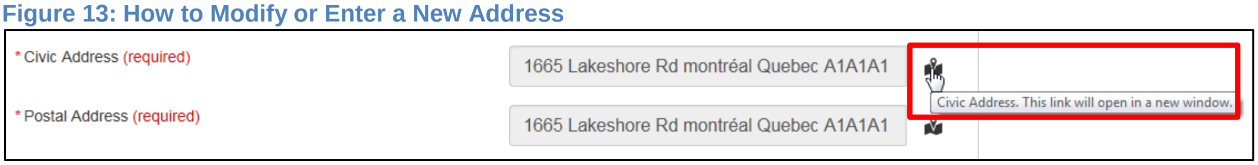
IMPORTANT!

- The civic and postal addresses may differ.
- If an organization has multiple addresses, it is recommended to submit one report for the organization.
- An address that is incorrect can be edited (see section 5.1.2)
- When modifying or entering a new address, the Address Line 1, City, Postal/Zip Code and Country are required fields
- For a Canadian or American address, the province or state must also be specified in order for the information to be successfully saved.

5.1.2. Modify or Enter New Address(es)

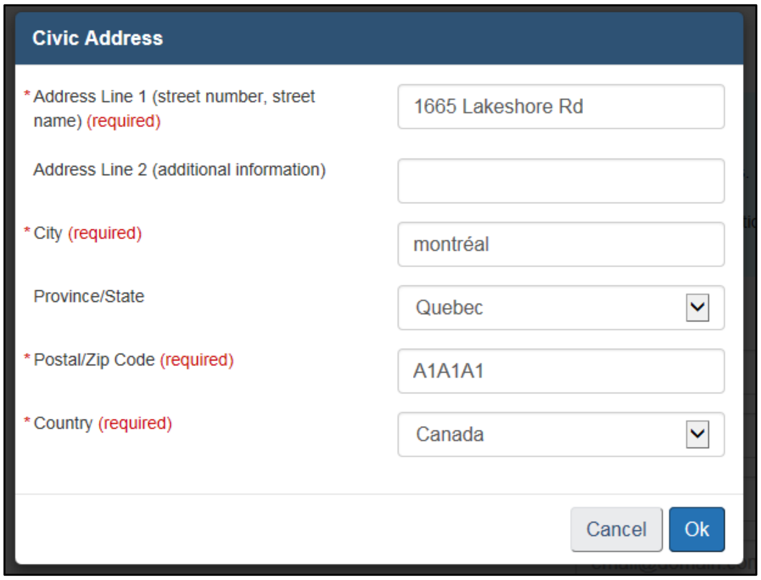
As indicated in the previous section, addresses will be pre-populated based on the information provided in SWIM. To modify or enter a new address, click the map icon next to the address field (Figure 13).

Figure 13: How to Modify or Enter a New Address



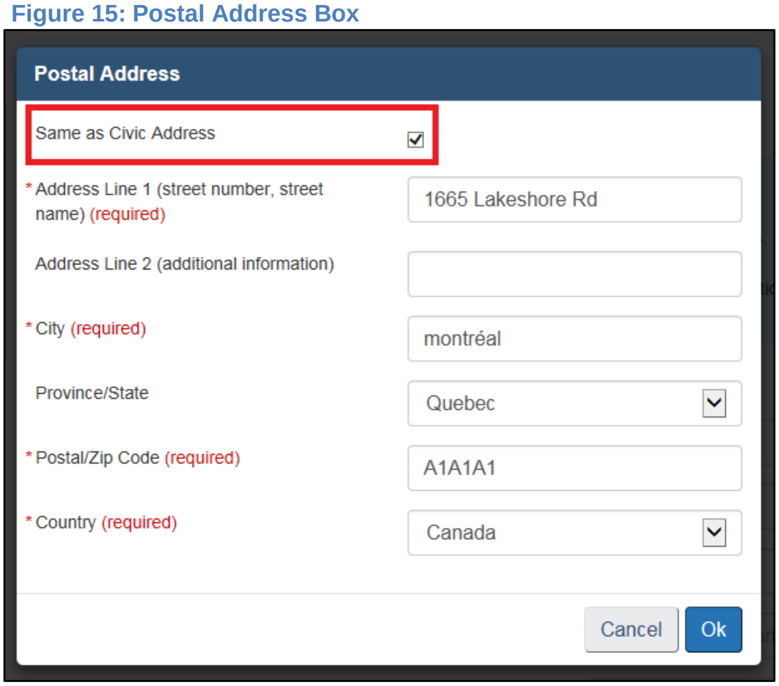
A separate dialogue box will open and allow you to modify or enter new information. At a minimum, all required fields must be filled out in order for the information to be saved. Click on the **Ok** button to save the information (the box will close automatically).

Figure 14: Civic Address Box



For the postal address, if it needs to be modified or new information needs to be entered, the same steps than for the civic address can be followed. However, if the postal address is the same as the civic address, you may simply select the **Same as Civic Address** checkbox (as shown in Figure 15), and click on the **Ok** button. Address information will be duplicated into these fields.

Figure 15: Postal Address Box

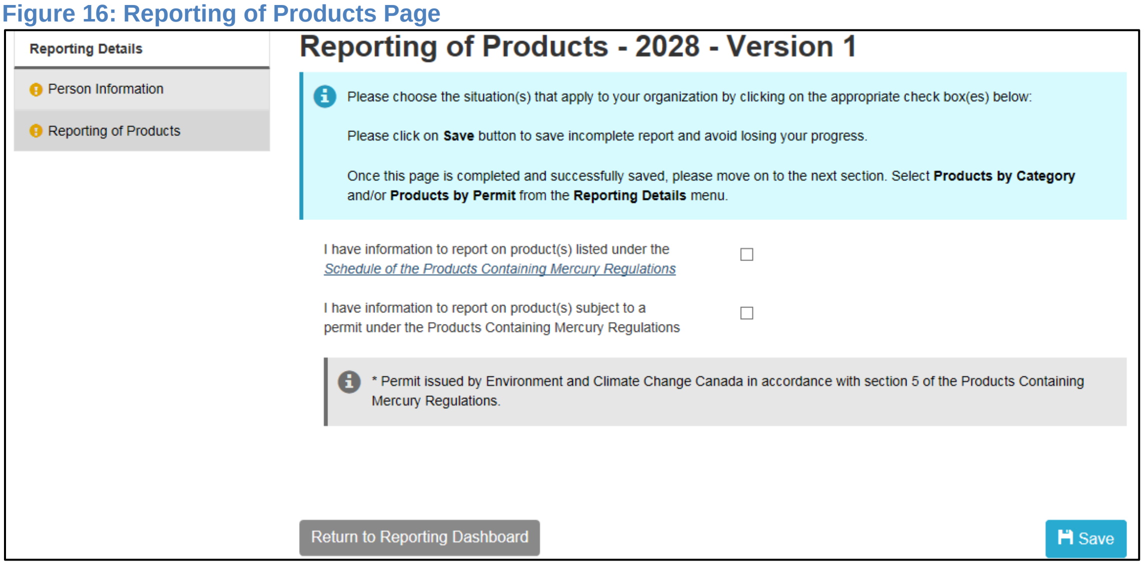


5.2 REPORTING OF PRODUCTS PAGE

The **Reporting of Products** page will direct you to the appropriate page(s) of the report, based on your situation. This page asks for you to select the situation(s) that apply to you or your organization, by specifying whether you have information to report on:

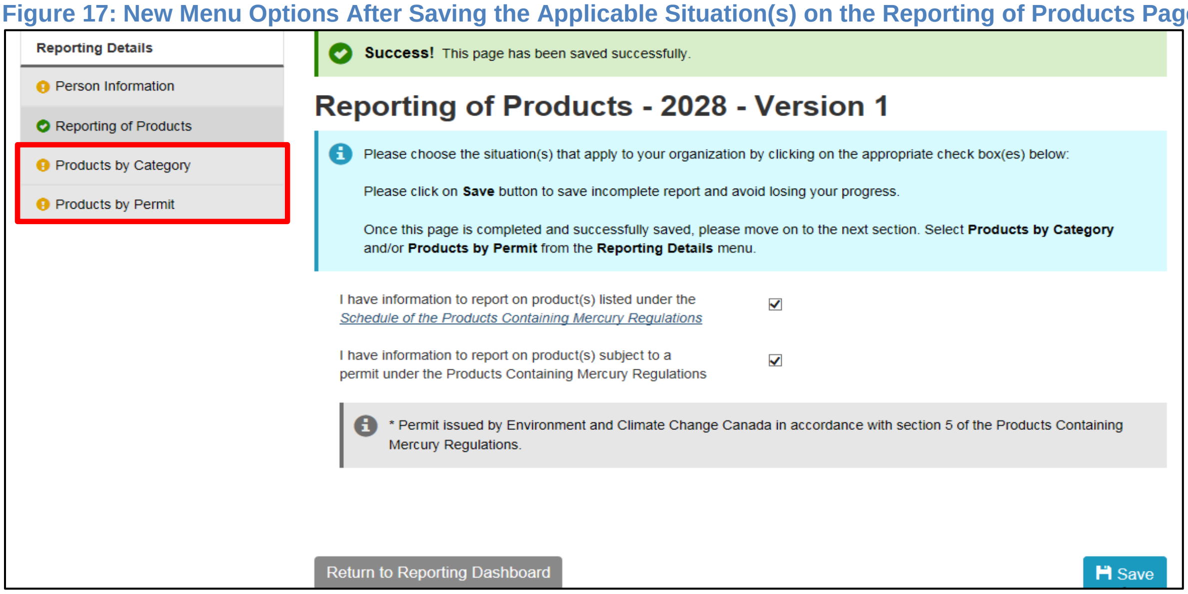
- Products listed under the Schedule of the *Products Containing Mercury Regulations* (i.e. exempted products); and/or
- Products subject to a permit in accordance with section 5 of the *Products Containing Mercury Regulations.*

Figure 16: Reporting of Products Page



You can select one or both of the situation(s), as it applies to you, and then click on the **Save** button. Once successfully saved, the next page(s) of the report that you need to fill will appear under the **Reporting Details** menu, as shown in Figure 17. Once the applicable menu option(s) is displayed, click on it to move to the next reporting page.

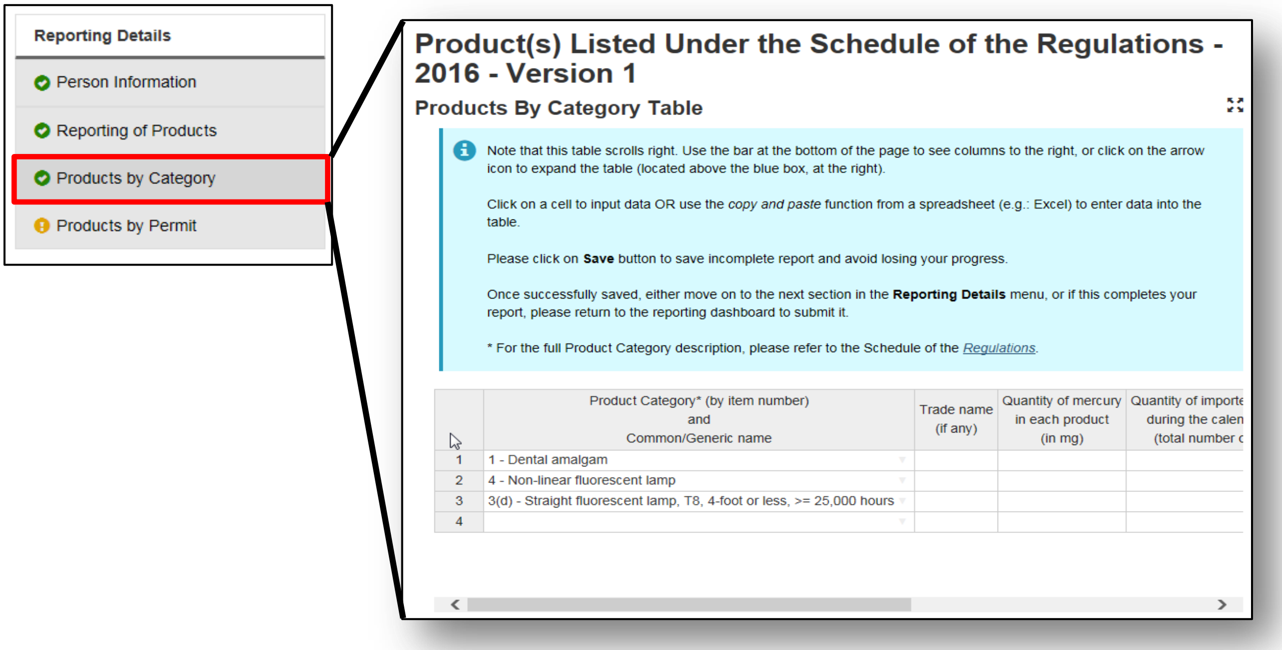
Figure 17: New Menu Options After Saving the Applicable Situation(s) on the Reporting of Products Page



5.3 PRODUCTS BY CATEGORY PAGE

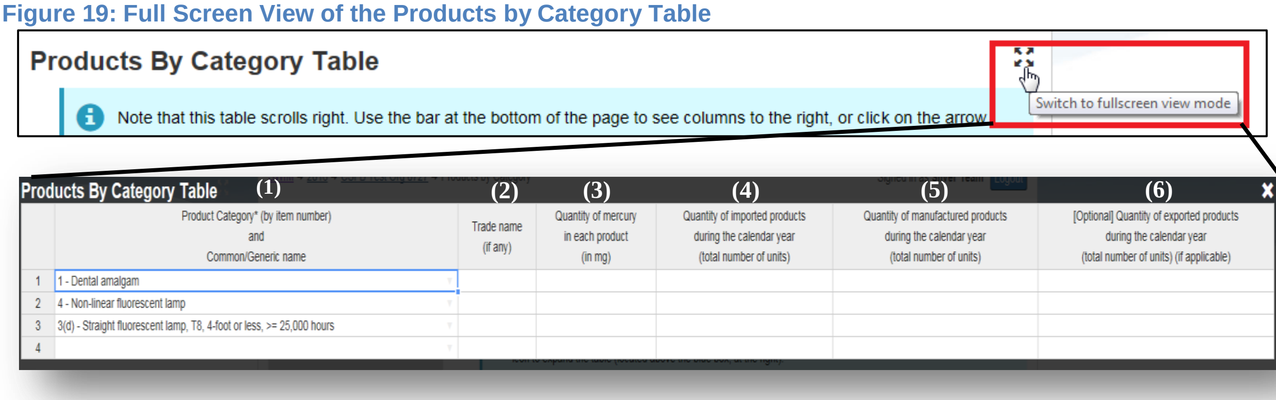
When selected in the Reporting of Products page, a **Products by Category** option will appear under the **Reporting Details** menu. Select this menu option to continue your report.

Figure 18: Products by Category Page



You can click on the **Full Screen** button (located at the top right of the blue box) to switch to full screen view. This function extends the table and enables you to view all columns that must be filled out.

Figure 19: Full Screen View of the Products by Category Table



To enter data in this table, click on a cell or use the copy and paste function from a spreadsheet (e.g. Excel) to add the data into the table.

To switch back to the regular view and save the page, click on the white "**X**" at the top right of the page. The information entered in the full screen view will remain in the regular view.

To save this page once it is completed, or to save your progress, click on the **Save** button located at the bottom of the page.

5.3.1. Instructions

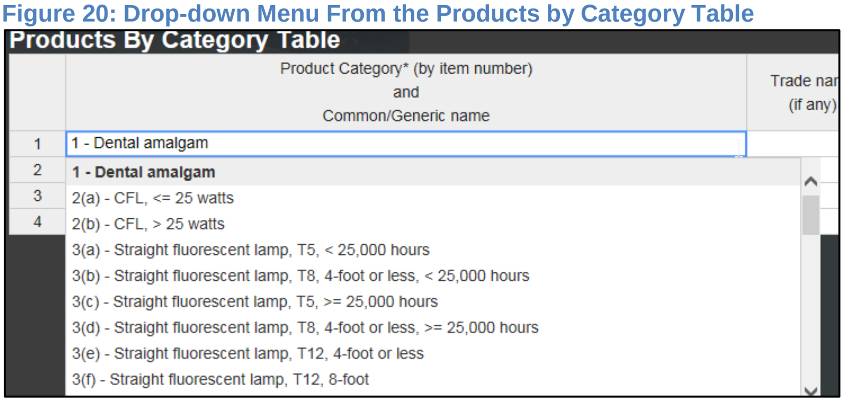
Please refer to the following instructions to correctly complete the table. The numbered items below refer to the columns numbered on Figure 19. Note that all fields identified as "required" must have data entered to successfully save the page.

(1) Product Category (by item number) and Common/ Generic name *(required)*

For each product you have to report, select the associated product category and common/generic name by clicking on the drop-down menu. This drop-down menu contains all product categories (by item number) currently exempted from the Regulations. To make the table easier to read, the product categories were summarized. For the full description of the product categories, please refer to the Schedule of the Regulations, available here: http://laws-lois.justice.gc.ca/eng/regulations/SOR-2014-254/

For each row, only one option can be chosen from the drop-down menu.

Figure 20: Drop-down Menu From the Products by Category Table



IMPORTANT!

- To reduce the reporting burden in this table, the Product Category also corresponds to the Common/Generic name of the product. As such, you do not need to enter the Common/Generic name manually; just select the appropriate Product Category from the drop-down menu.
- It is possible to include similar products in the same row, if they fall under the same Product Category and have similar mercury content (e.g., similar CFL lamps with same mercury content but different bases).

(2) Trade Name (if any)

Enter the trade name (i.e. commercial name) of each product category you are reporting, if any.

If, for a same product category, you have similar products with similar amount of mercury, you can enter multiple names on the same line.

(3) Quantity of mercury in each product (in mg) *(required)*

Enter the quantity of mercury contained in one product, in milligrams (mg).

The number entered in this column may contain a maximum of two decimals. In the English version of the reporting system, decimals must be separated from the whole number by a dot (.); not a comma (,).

<u>Reminder</u>
The maximum total quantity of mercury associated with

certain product categories is indicated in the Schedule of the Regulations. In the Products by Category table, the quantity of mercury in one product must be provided in:

- mg per lamp for items 2 to 6, and 8 to 11;
- mg per arc tube for item 7;
- mg per 2.44 m for item 12;
- mg per electrode for item 13;
- mg per bridge, switch or relay for item 15;
- **mg per weight*** for item 29.

IMPORTANT!

* Although the Schedule of the Regulations limits item 29 (Composite resins and adhesive resins used in the aerospace industry) to 2% per weight, for this item, the percentage (%) will have to be converted into milligrams (mg) in the table.

(4) Quantity of imported products during the calendar year (in total number of units) *(required)*

Enter, in total amount of units, the quantity of products that were imported into Canada during the period from January 1st to December 31st of the reporting year.

Note that only whole numbers are accepted by the system for this column.

This information is required, unless you only have manufactured products to report

(5) Quantity of manufactured products during the calendar year (in total number of units) *(required)*

Enter, in total amount of units, the quantity of products that were manufactured in Canada during the period from January 1st to December 31st of the reporting year.

Note that only whole numbers are accepted by the system for this column.

This information is required, unless you only have imported products to report

(6) Quantity of exported products during the calendar year (in total number of units)(if applicable)

OPTIONAL – Enter, in total amount of units, the quantity of products that you reported that were exported outside of Canada during the period from January 1st to December 31st of the reporting year.

Note that only whole numbers are accepted by the system for this column.

Note that this information is not required under the PCMR, and as such, is not mandatory to provide. However, the information collected under this column will help ECCC to have a better understanding of the quantity of mercury that actually remains in Canada.

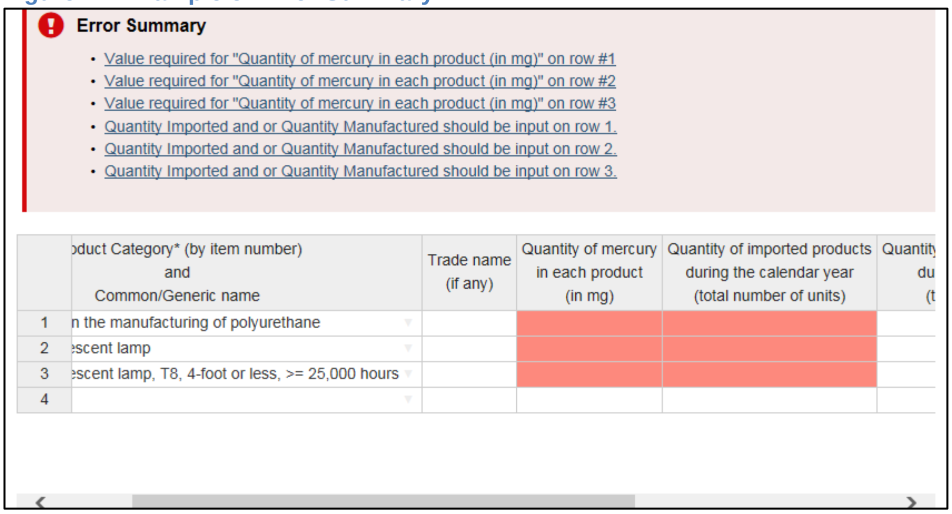
IMPORTANT!

- For columns (3), (4), (5) and (6), you must provide a number, not a range. In addition, you must only enter the quantity in numbers. Letters are not accepted in these cells.
- When entering numbers in the cell, do not add spaces or commas to separate thousands; this will create errors. For example, for 1 million, you will have to enter 1000000 and NOT 1 000 000.
- If a product is packaged in multiples, these have to be counted as separate individual items.

5.3.2. Error Messages

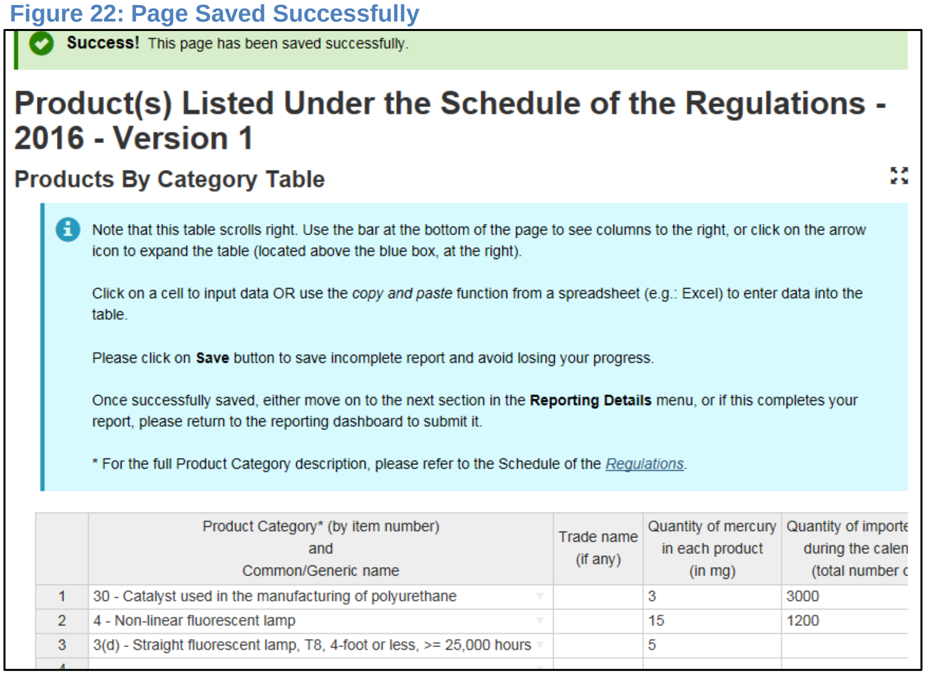
When saving the page, any missing or invalid field will be flagged and displayed in the **Error Summary** box. Each cell not properly filled out will be highlighted to indicate missing or invalid values. If you intend to finish filling out this page later, you can ignore the error message(s) by selecting the **Return to Reporting Dashboard** button. Although your entries will be saved, note that all errors will need to be addressed prior to submitting your report. Correct all missing or invalid fields by following the recommendation(s) in the error summary.

Figure 21: Example of Error Summary



Once the errors have been corrected, click on the **Save** button to validate the information again. A **Success!** message in a green box at the top of the screen will indicate that all cells have been filled.

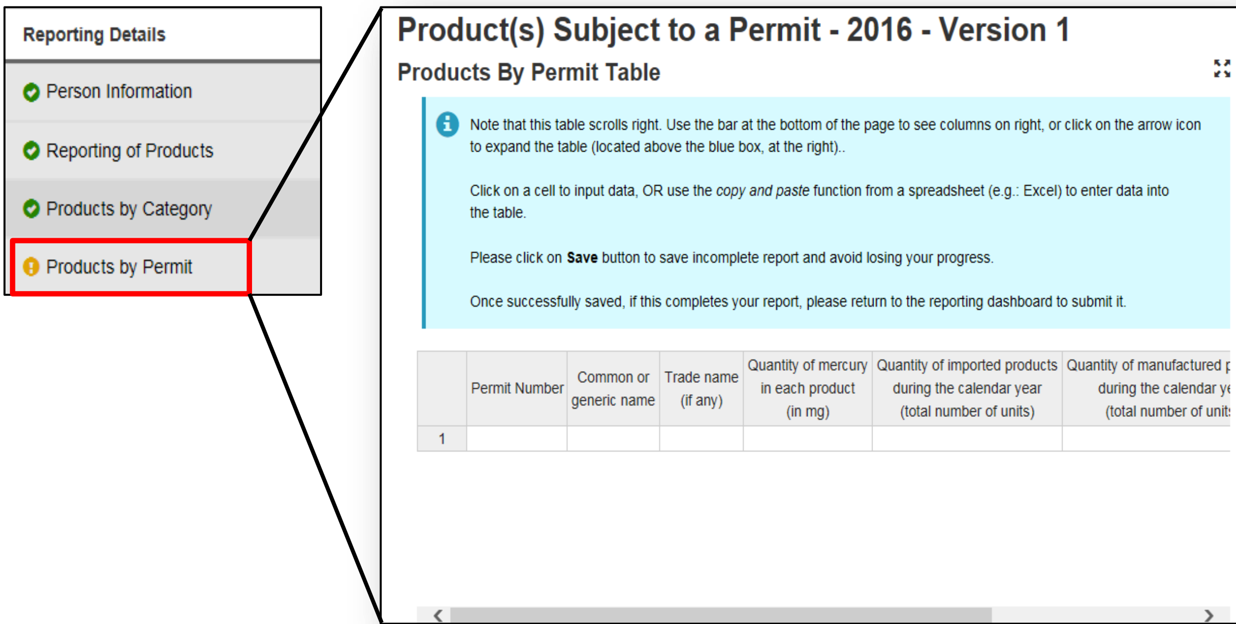
Figure 22: Page Saved Successfully



5.4 PRODUCTS BY PERMIT PAGE

When selected in the Reporting of Products page, a **Products by Permit** option will appear under the **Reporting Details** menu. Select this option to open the page.

Figure 23: Products by Permit Page

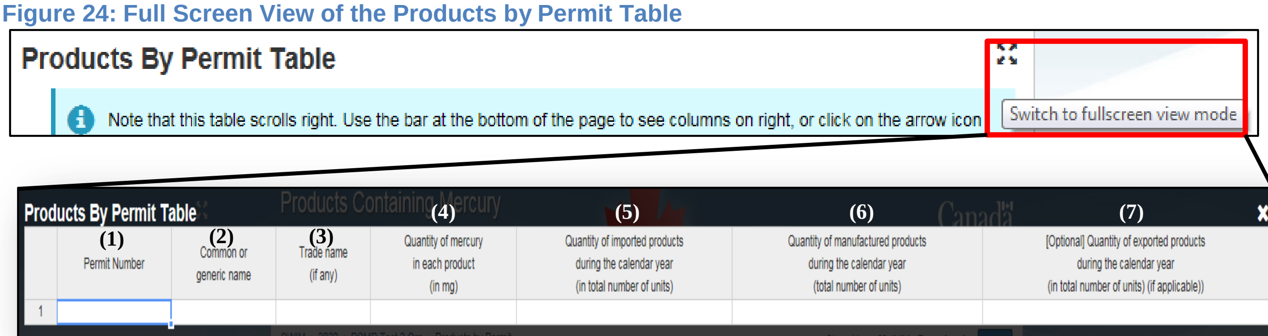


IMPORTANT!

To select the Products by Permit option under the Reporting Details menu, you must have received a permit number issued to you by ECCC, in accordance with section 5 of the Regulations (i.e. the permit requested was evaluated and approved by the Minister of the Environment).

You can click on the **Full Screen** button to switch to full screen view. This will extend the table and show all columns that must be filled out.

Figure 24: Full Screen View of the Products by Permit Table



To enter data in this table, click on a cell or use the copy and paste function from a spreadsheet (e.g. Excel) to add the data into the table.

To switch back to the regular view and save the page, click on the white "**X**" at the top right of the page. The information entered in the full screen view will remain in the regular view.

To save this page once it is completed, or to save your progress, click on the **Save** button located at the bottom of the page

5.4.1. Instructions

Please refer to the following instructions to correctly complete the table. The numbered items below refer to the columns numbered on Figure 24. Note that all fields identified as "required" must have data entered to successfully save the page.

(1) Permit Number *(required)*	In order to submit information on the Products by Permit page, you will need a valid permit number issued to you by ECCC, in accordance with section 5 of the Regulations. Please contact the Products Division if you do not have a permit number (see section 7.0 of this guide for contact information).
(2) Common or Generic Name *(required)*	Provide the common or generic name of the product(s) for which you have a permit. Common or generic name corresponds to the name by which your product is generally known. Note that it differs from the trade name.
(3) Trade Name (if any)	Enter the trade name (i.e. commercial name) of each product you are reporting, if any.
(4) Quantity of mercury in each product (in mg) *(required)*	Enter the quantity of mercury contained in one product, in milligrams (mg). The number entered in this column may contain a maximum of two decimals. In the English version of the reporting system, decimals must be separated from the whole number by a dot (.); not a comma (,).
(5) Quantity of imported products during the calendar year (in total number of units) *(required)*	Enter, in total amount of units, the quantity of products that were imported into Canada during the period from January 1^{st} to December 31^{st} of the reporting year. Note that only whole numbers are accepted by the system for this column. This information is required, unless you only have manufactured products to report.
(6) Quantity of manufactured products during the calendar year (in total number of units) *(required)*	Enter, in total amount of units, the quantity of products that were manufactured in Canada during the period from January 1^{st} to December 31^{st} of the reporting year. Note that only whole numbers are accepted by the system for this column. This information is required, unless you only have imported products to report.
(7) Quantity of exported products during the calendar year (in total number of units)(if applicable)	OPTIONAL – Enter, in total amount of units, the quantity of products that you reported that were exported during the period from January 1^{st} to December 31^{st} of the reporting year. Note that only whole numbers are accepted by the system

for this column.

Note that this information is not required under the PCMR, and as such, is not mandatory to provide. The information collected under this column will help ECCC to have a better understanding of the quantity of mercury that actually remains in Canada.

IMPORTANT!

- For columns (4), (5), (6) and (7), you must provide a number, not a range. In addition, you must only enter the quantity in numbers. Letters are not accepted in these cells.
- When inputting numbers in the cell, do not add spaces or commas to separate thousands; this will create errors. For example, for 1 million, you will have to enter 1000000 and NOT 1 000 000.
- If a product is packaged in multiples, these are required to be counted as separate individual items.

5.4.2. Error Messages

When saving the page, any missing or invalid field will be flagged and displayed in the **Error Summary** box (see Figure 21 for example). Each cell not properly filled out will be highlighted to indicate missing or invalid values. If you intend to finish filling out this page later, you can ignore the error message(s) by selecting the **Return to Reporting Dashboard** button. Although your entries will be saved, note that all errors will need to be addressed prior to submitting your report. Correct all missing or invalid fields by following the recommendation(s) in the error summary.

Once the errors have been corrected, click on the **Save** button to validate the information again. A **Success!** message in a green box at the top of the screen will indicate that all cells have been filled (see Figure 22 for example).

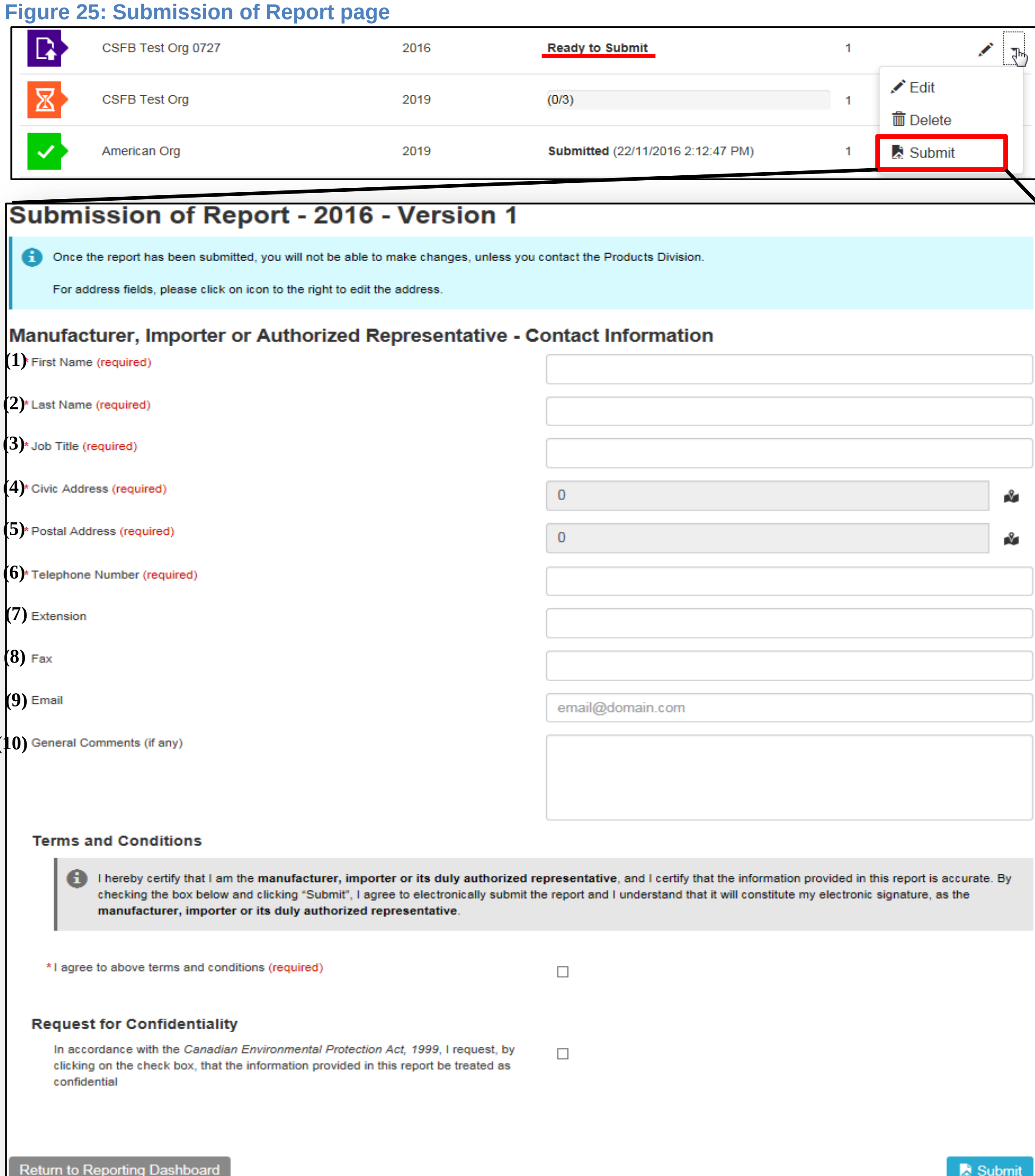
6.0 SUBMITTING A REPORT: SUBMISSION OF THE REPORT PAGE

Once all of the pages within the report have been completed and successfully saved, return to the Reporting Dashboard. In the **Reports** section, the report will be displayed as being **Ready to Submit**. The **Submission of Report** page can only be accessed through the Reporting Dashboard.

To open the Submission of Report page:

1. Go to the **Reports** sections, and open the drop-down menu available under the **Actions** column.
2. Click on the **Submit** action to bring up the Submission of Report page.

Figure 25: Submission of Report page



Reminder

Only users with the SWIM role *Authorized Submitter* can see the **Submit** action under the **Report** sections of the Reporting Dashboard and complete the submission of the report.

6.1 INSTRUCTIONS

Please refer to the following instructions to correctly complete the Submission of Report page. The items numbered refer to the numbered fields in Figure 25. At a minimum, all fields identified as required must be completed in order to successfully submit your report.

What is an Authorized Representative?

An authorized representative is a person designated and authorized by an organization to act on its behalf and submit the report in their name.

(1)	**First Name** *(required)*	Provide your given name
(2)	**Last Name** *(required)*	Provide your surname
(3)	**Job Title** *(required)*	Specify your position in the organization reporting (for example: Director of Regulatory Affairs, Vice-President, Environmental coordination, etc.).
(4)	**Civic Address** *(required)*	This section will be pre-populated based on the information from your SWIM account. The civic address corresponds to the physical address of the organization or an individual.
(5)	**Postal Address** *(required)*	This section will be pre-populated based on the information from your SWIM account. The postal address corresponds to the mailing address of the organization or an individual (i.e. its business place).
(6)	**Telephone Number** *(required)*	Enter the telephone number at which ECCC will be able to reach you during your business hours.
(7)	**Extension**	If applicable, enter your telephone extension number.
(8)	**Fax**	Provide your fax number.
(9)	**Email**	Provide the e-mail address at which ECCC will be able to reach you, within your organization. You need to use the following format in order for the page to be successfully saved: email@domain.com
(10)	**General Comments**	In this box, you are welcome to enter any comments you may have on your report or on the reporting system (maximum of 2000 characters).

IMPORTANT!

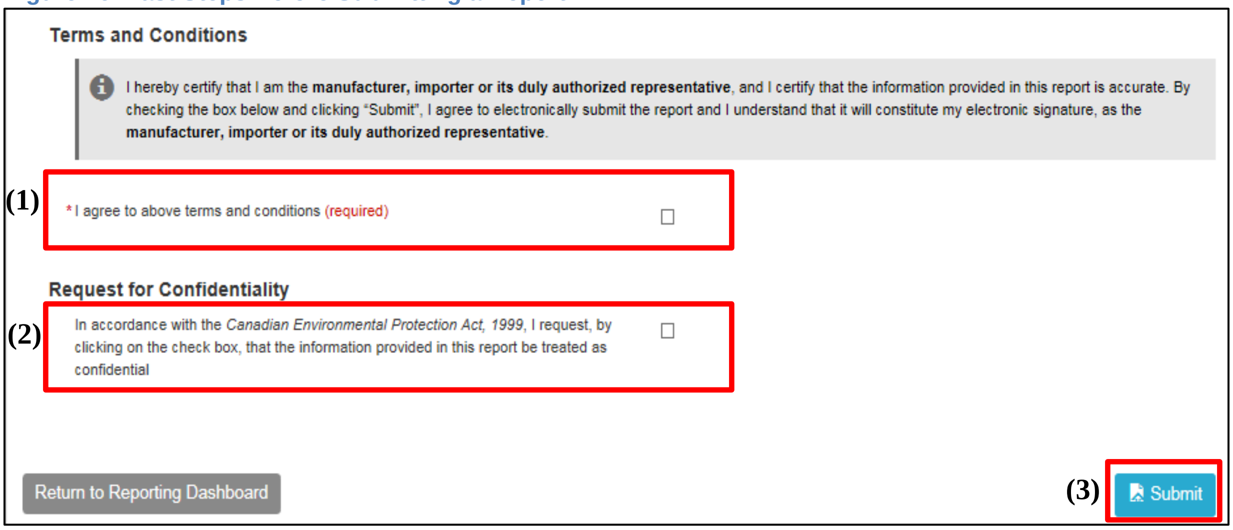
- The civic and postal addresses may differ.
- An address that is incorrect can be edited (see section 5.1.2)
- When modifying or entering a new address, the Address Line 1, City, Postal/Zip Code and Country are required fields
- For a Canadian or American address, the province or state must also be specified in order for the information to be successfully saved.

6.2 FINAL STEPS BEFORE SUBMITTING A REPORT

Once you have completed the Submission of Report page:

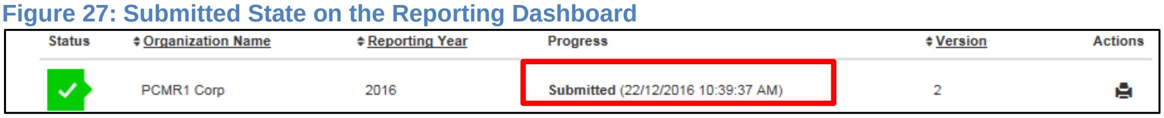
1. Confirm that you agree to the **Terms and Conditions** by checking the associated check-box;
2. If you want the information you provided in this report to be treated as confidential in accordance with the *Canadian Environmental Protection Act, 1999*, click on the check-box under the **Request for Confidentiality** section; and
3. Click on the **Submit** button at the bottom of the page to officially submit your report. Note that once a report is submitted, no more changes can be done. If you need to amend a submitted report, please refer to section 4.6 of this document.

Figure 26: Last Steps Before Submitting a Report



When successfully submitted, you will automatically be redirected to the Reporting Dashboard page. In the **Reports** section, the report will show a submitted state: a green icon will be visible under the **Status** column, and the **Progress** column will indicate when the report was submitted. In addition, note that the printer icon will be visible under the **Actions** columns (refer to section 4.5 of this guide).

Figure 27: Submitted State on the Reporting Dashboard



7.0 CONTACT

If you require further assistance or have any questions, please contact the **Products Division** of ECCC by telephone at 1-888-391-3426 or by e-mail at ec.produits-products.ec@canada.ca.

You can also contact your regional ECCC office:

Atlantic
Telephone: 902-426-8679
Email: ec.promoatlcompro.ec@canada.ca

Ontario
Tel.: 613-949-8278
Email: ec.promcon-on-compro.ec@canada.ca

Pacific and Yukon
Tel.: 604-664-9100
Email: ec.mercurerpy_mercurypyr.ec@canada.ca

Prairie and Northern
Tel.: 204-983-1906
Email: ec.promconrpn.pnrcompro.ec@canada.ca

Quebec
Tel.: 514-596-7396
Email: ec.mercureqc-mercuryqc.ec@canada.ca