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ENVIRONMENT CANADA

EFFLUENT REGULATORY REPORTING INFORMATION SYSTEM (ERRIS)

COMBINED SEWER OVERFLOW REPORTING USER GUIDE

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TABLE OF CONTENTS

1.0 Who Should Submit a Combined Sewer Overflow Report?.....1

1.1 PURPOSE OF THIS DOCUMENT 1

2.0 Prerequisites for entering a CSO Report 2

3.0 How to access the Annual CSO Report.....3

3.1 HOW TO COMPLETE A COMBINED SEWER OVERFLOW REPORT 6

Step 1 – Select CSO Report for specific Calendar Year 7
Step 2 – Select or Navigate to another CSO Point 8
Step 3 – Enter and Save CSO Report 12
Step 4 – Approve CSO Report 16

TABLE OF FIGURES

Figure 3-1: ERRIS Home Page – Select CSO Reports....3
Figure 3-2: Select Wastewater System....4
Figure 3-3: Identification Report Error Page....5
Figure 3-4: Combined Sewer Overflow Report List....6
Figure 3-5: Select Combined Sewer Overflow Report....7
Figure 3-6: CSO Report Data Entry Form....8
Figure 3-7: Save and Select Next CSO Point....9
Figure 3-8: Access CSO Summary List....10
Figure 3-9: Select CSO Point via CSO Summary List....10
Figure 3-10: CSO Point Drop-Down List....12
Figure 3-11: Enter CSO Report Data....13
Figure 3-12: Save CSO Report....15
Figure 3-13: Save and Approve CSO Report....16
Figure 3-14: Approve CSO Report....17
Figure 3-15: Confirmation of CSO Report Approval....18

1.0 WHO SHOULD SUBMIT A COMBINED SEWER OVERFLOW REPORT?

Every wastewater system that is mandated to do regulatory effluent reporting under the Wastewater Systems Effluent Regulations (WSER) and that has one or more combined sewer overflow points must submit a Combined Sewer Overflow (CSO) Report. Every calendar year, each wastewater system for which CSO Reporting applies, must enter, save and approve their CSO Report by February 15 of the following calendar year.

1.1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to explain how to enter and submit a CSO Report in the Effluent Regulatory Reporting Information System (ERRIS). Additional 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 PREREQUISITES FOR ENTERING A CSO REPORT

In order to enter, save and approve a **Combined Sewer Overflow (CSO) Report**, your wastewater system must have at least one CSO point included in your approved **Identification Report**.

If required, consult the main ERRIS User Guide which contains information on completing the **Identification Report** for your wastewater system.

For a CSO Report, the following user role privileges apply:

- An account with the **WSER Regulatee** role can enter and save the report;
- Any account with the **WSER Signing Authority** role can approve the report, in addition to entering/saving it.

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

3.0 HOW TO ACCESS THE ANNUAL CSO REPORT

This section provides the steps necessary to access the **Combined Sewer Overflow Report** from the ERRIS home page.

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

1. Select the **Reports \ Combined Sewer Overflow Reports** option from the menu at the top of the ERRIS Welcome page.

Figure 3-1: ERRIS Home Page – Select CSO 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 **Combined Sewer Overflow Report List**.

Figure 3-2: Select Wastewater System

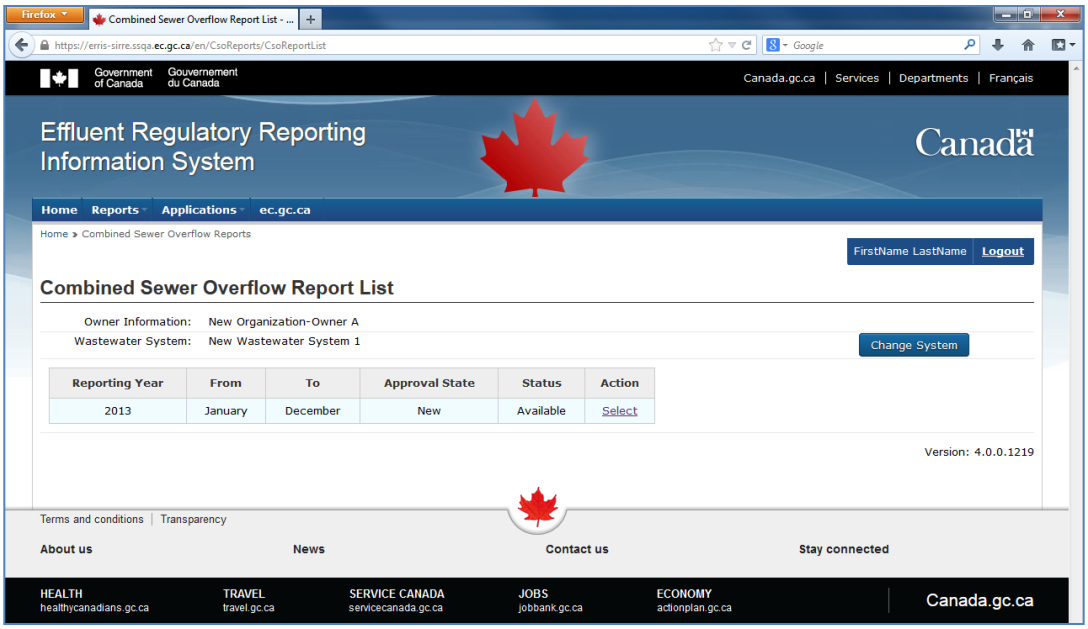
3. Click **Save** and **Continue**.

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 message** is displayed:

Figure 3-3: Identification Report Error Page

4. If you have an approved **Identification Report**, the **Combined Sewer Overflow Report List** is displayed.

Figure 3-4: Combined Sewer Overflow Report List



3.1 HOW TO COMPLETE A COMBINED SEWER OVERFLOW REPORT

As of January 1st of each calendar year, the **CSO Report** becomes available and can be viewed and selected from the **CSO Report List**.

You have the option of saving a **CSO Report** in **Draft** mode which allows you to save a **CSO Report** that is only partially completed. This is especially useful if your wastewater system has numerous CSO Points and you would prefer entering the data for some or all of the points one month at a time.

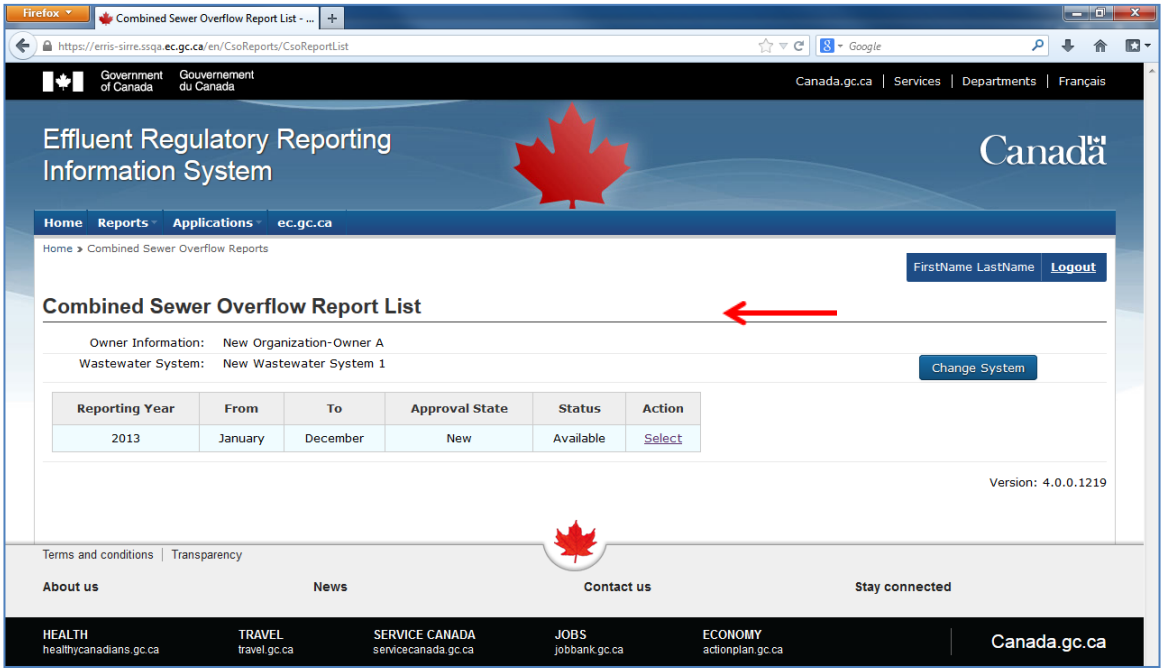
If CSO reporting applies to your wastewater system, you are required to complete and approve a CSO Report for each calendar year by February 15th of the following calendar year.

In this example, the CSO Report for 2013 must be completed and approved by February 15th, 2014 otherwise its Status will become ‘Overdue’.

Step 1 – Select CSO Report for specific Calendar Year

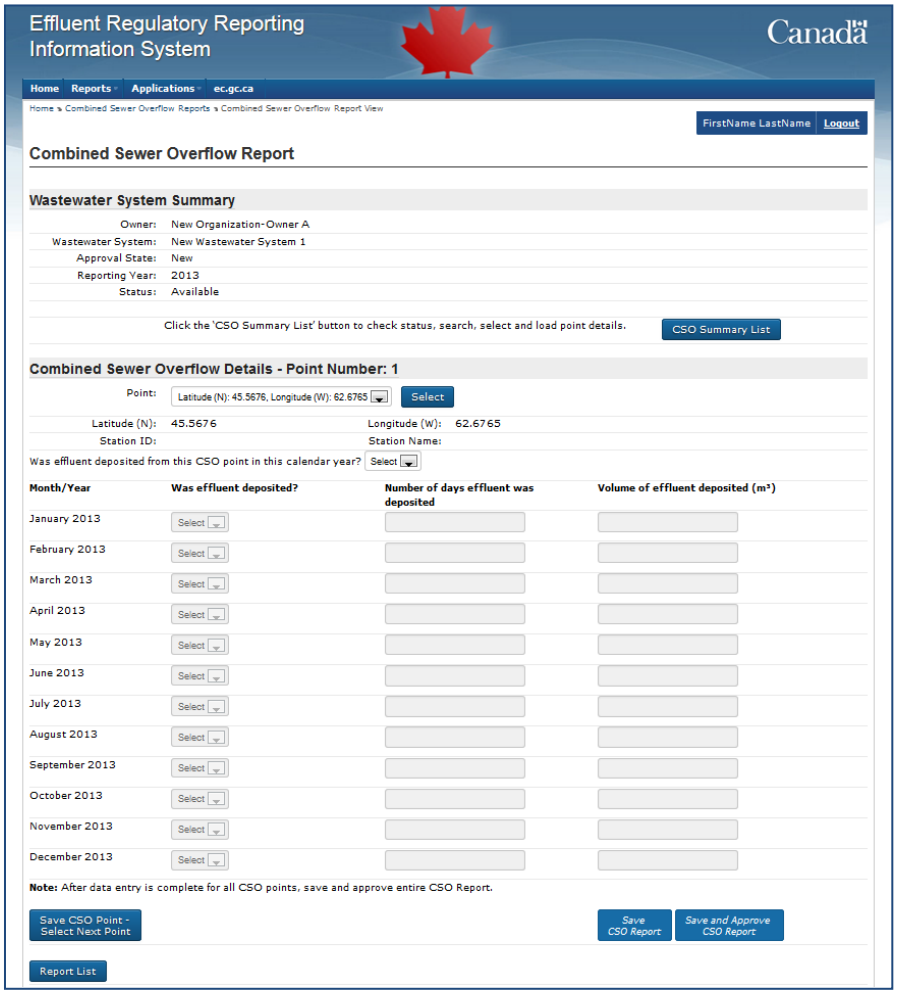
1. Click the **Select** link on the Combined Sewer Overflow Report List for the year you wish to enter CSO Report data.

Figure 3-5: Select Combined Sewer Overflow Report



2. The system displays the CSO Report data entry form.

Figure 3-6: CSO Report Data Entry Form



Step 2 – Select or Navigate to another CSO Point

By default the 1st CSO Point will be displayed when the report data entry form is first displayed.

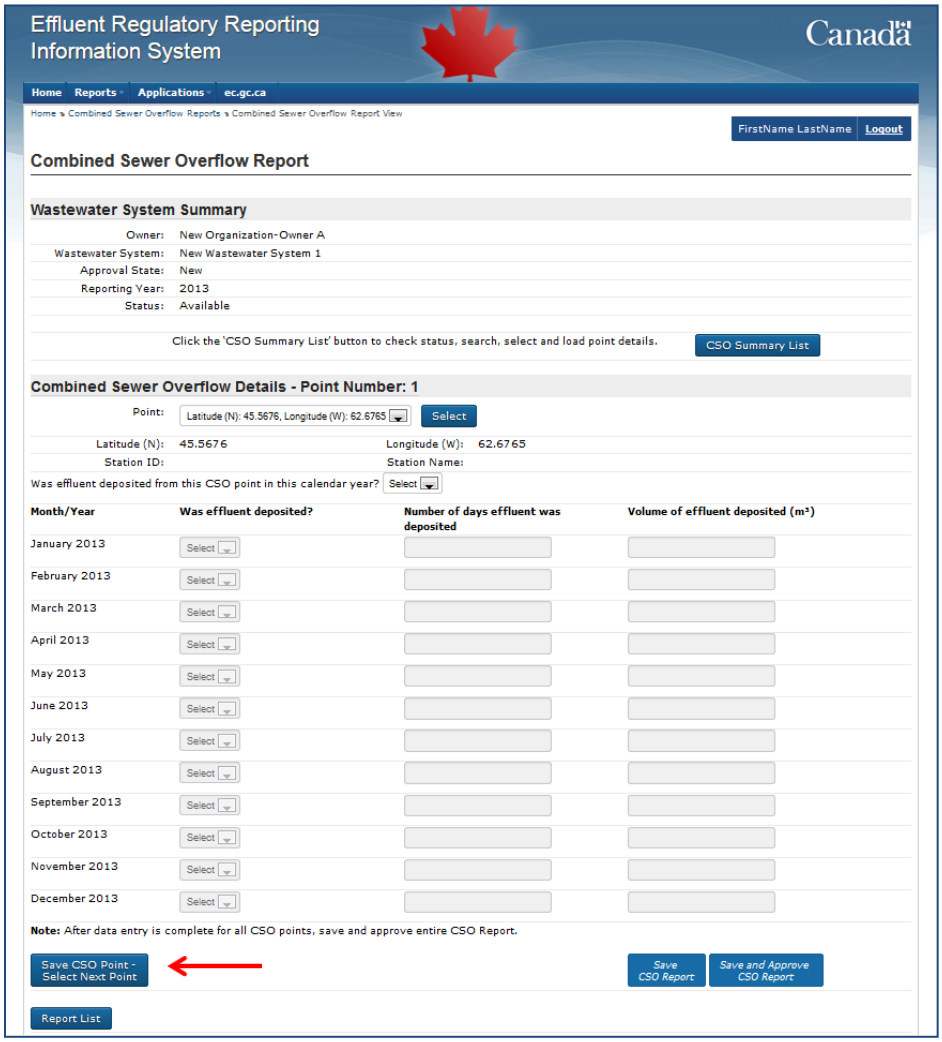
The CSO points are numbered sequentially to provide a convenient way of referencing them. The CSO points are listed or sorted in ascending order by Latitude and then Longitude value.

You can proceed to enter CSO data for this first point and/or you can select another point via one of the following three means:

1. Save CSO Point – Select Next Point

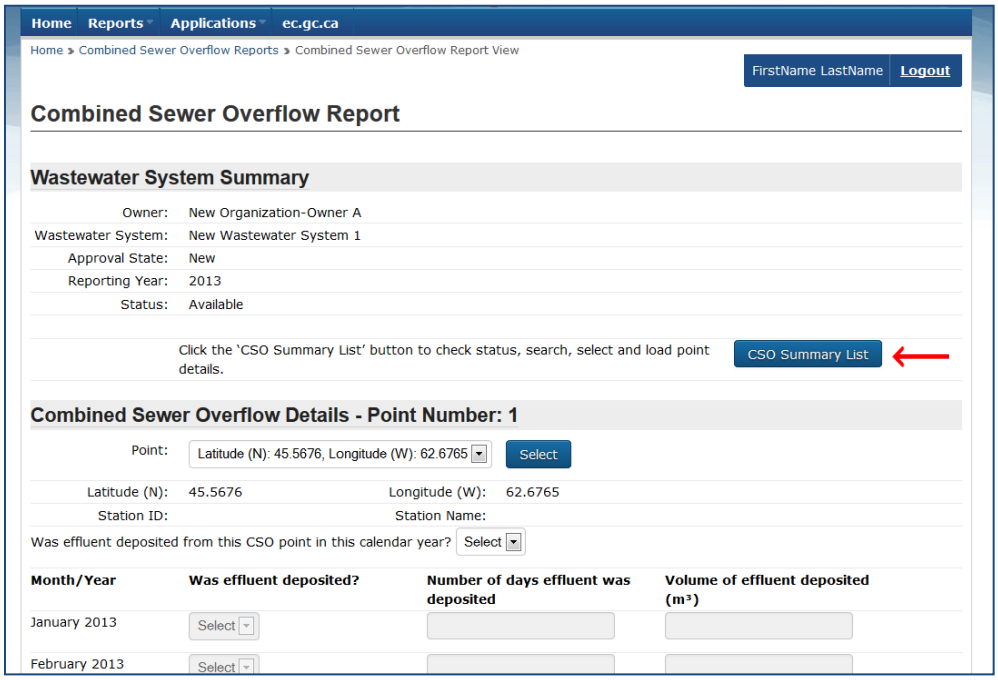
   Clicking **Save CSO Point – Select Next Point** will allow you to navigate to the next CSO point. After data is entered for at least one point, the option **Save CSO Point – Select Previous Point** will appear, allowing you to navigate back to the previous point.

Figure 3-7: Save and Select Next CSO Point



2. Another way to navigate is to click the button **CSO Summary List** from the Combined Sewer Overflow Report page.

Figure 3-8: Access CSO Summary List

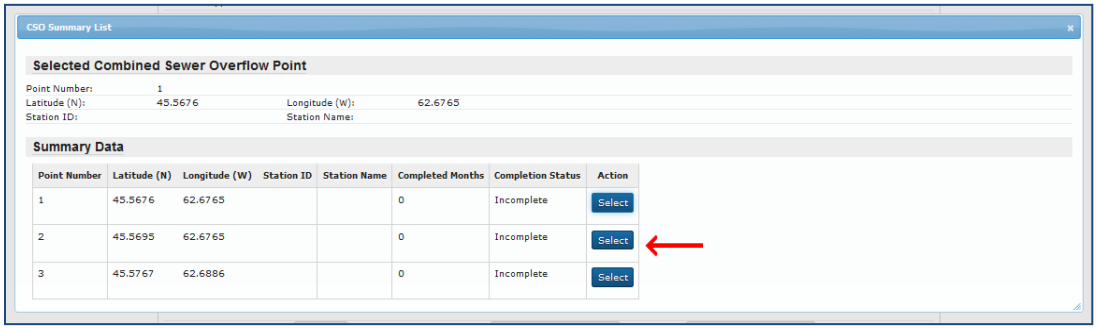


The CSO Summary List page will actually allow you to view the status of each CSO Point of your wastewater system for the selected reporting year.

Reference information about the CSO Point that is currently displayed on the CSO Report page appears at the top of this screen.

In order to select another CSO Point, click on the **Select** link associated with it as shown below and ERRIS will navigate you to that point's data entry form.

Figure 3-9: Select CSO Point via CSO Summary List



Searching for a specific CSO point on the CSO Summary List

If you have numerous CSO points, you can search for a specific point based on some known attribute. Use Ctrl+F on your keyboard and then enter the specific string of characters that you are searching for.

For example, if you select Ctrl+F and enter 45.5767 as the value to search for, ERRIS will highlight the latitude of the third CSO point listed as illustrated in Figure 3-9.

Another example is if Station ID or Station Name is used to identify your CSO point (i.e. either or both of these were entered in the CSO point description in your wastewater system's Identification Report). You could then search on either known value to quickly find that particular CSO point instead of scrolling through the entire CSO Summary List.

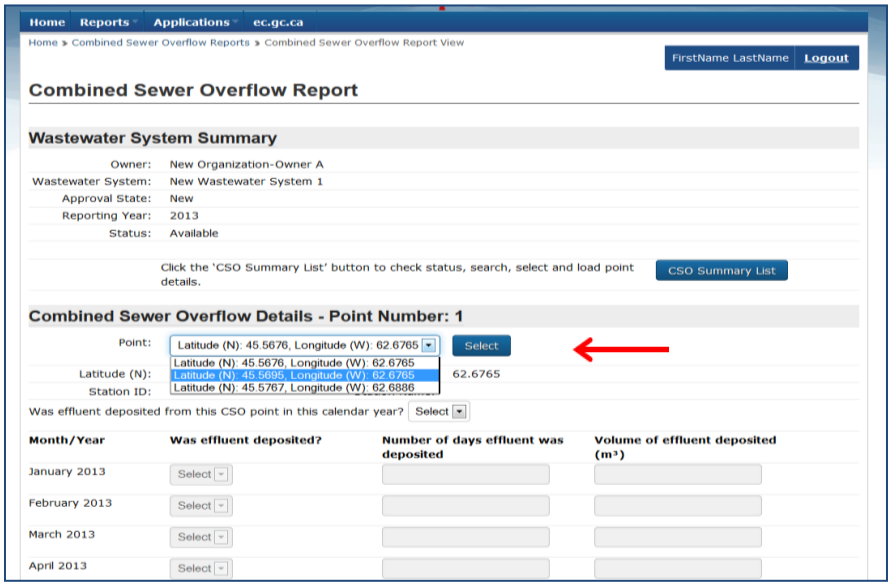
! Note that any change to a CSO Point's attributes (e.g. Station ID and/or Station Name and/or its latitude/longitude coordinates) on the Identification Report, will not be reflected in a CSO Report that has already been started and saved or a CSO report that has already been approved. The changed attributes will only be reflected in the next calendar year's CSO Report.

3. Lastly, you can also select another CSO Point by using the drop-down list located in the centre of the CSO Report data entry form.

   Simply click on the drop-down arrow to display the list of all CSO Points (i.e. which are sorted in ascending order by Latitude and then Longitude value), select the desired CSO point and then click the **Select** button.

   ! Do not forget to click the **Select** button in order for the data associated with the selected CSO Point to be displayed.

Figure 3-10: CSO Point Drop-Down List



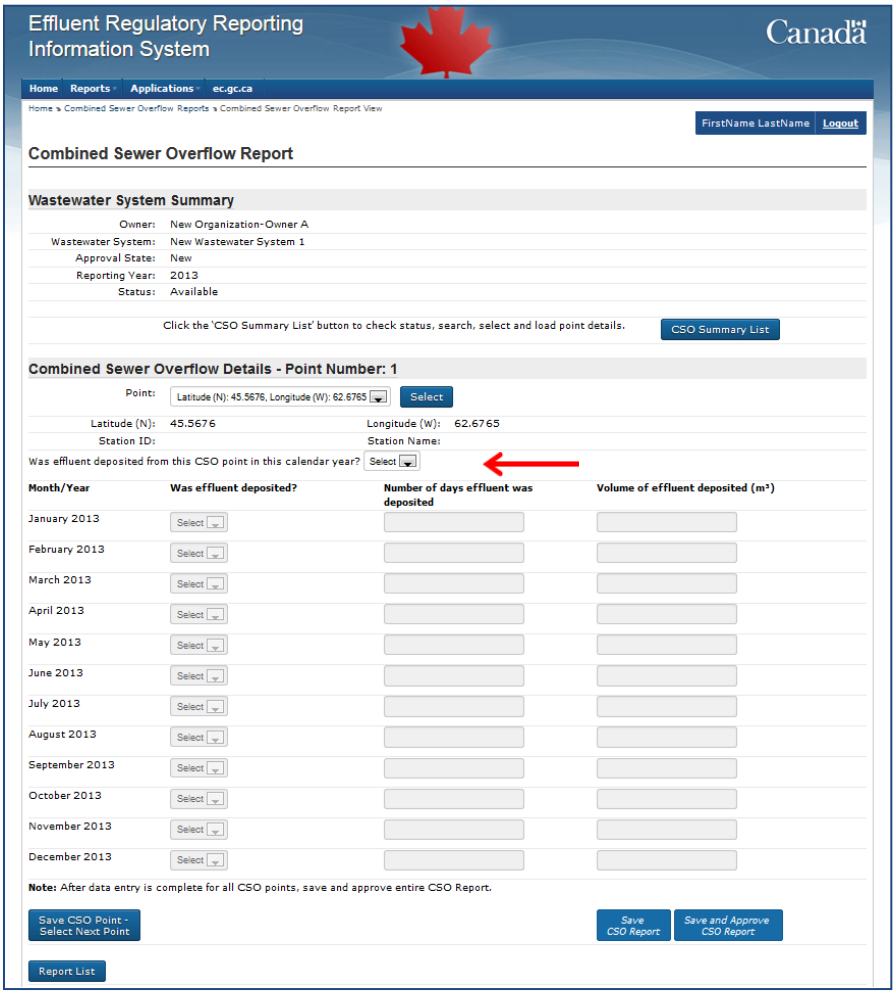
If any CSO points are added or deleted from the Identification Report after a given calendar year's CSO Report is saved, the changes will not be reflected in that year's CSO Report but will appear in the subsequent year's CSO Report.

Step 3 – Enter and Save CSO Report

At the top of the data entry screen, information about your wastewater system is displayed followed by information to identify CSO Point Number 1 which is displayed first by default. Each subsequent CSO Point is numbered in ascending, sequential order, sorted by Latitude and then Longitude value. The Station ID and Station Name are also displayed if these attributes were provided on the Identification Report.

1. Respond **Yes** or **No** to the question: Was effluent deposited from this discharge point in this calendar year?

Figure 3-11: Enter CSO Report Data



If no effluent was discharged from this CSO point during the entire calendar year, select **No** as your response. ERRIS will automatically populate the number of days and volume columns with zeros for each month of the year.

2. Respond **Yes** or **No** against each month to the question: Was effluent deposited?

   For each month during which effluent was deposited from the CSO point, respond **Yes** and enter both mandatory fields (a) the number of days effluent was deposited and (b) the volume of effluent deposited (m^3).

   Otherwise, if no effluent was deposited during a given month, select **No** to the question and ERRIS will populate the number of days

effluent was deposited and the volume of effluent deposited with zeros.

If you have numerous CSO points, you may choose to report CSO data only one month at a time for your CSO point(s), instead of waiting till year-end to enter CSO data for all 12 months.

3. If CSO data for only one or a limited number of months are available for the selected point (i.e. CSO point is partially complete), you can save the CSO Report in **Draft** mode by clicking **Save CSO Point – Select Next Point**.

   Alternately, navigating to any other CSO Point either by using the drop-down list or by accessing the CSO Summary List, while at least one CSO is incomplete, will also cause ERRIS to save the CSO Report (i.e. Approval State is Draft).

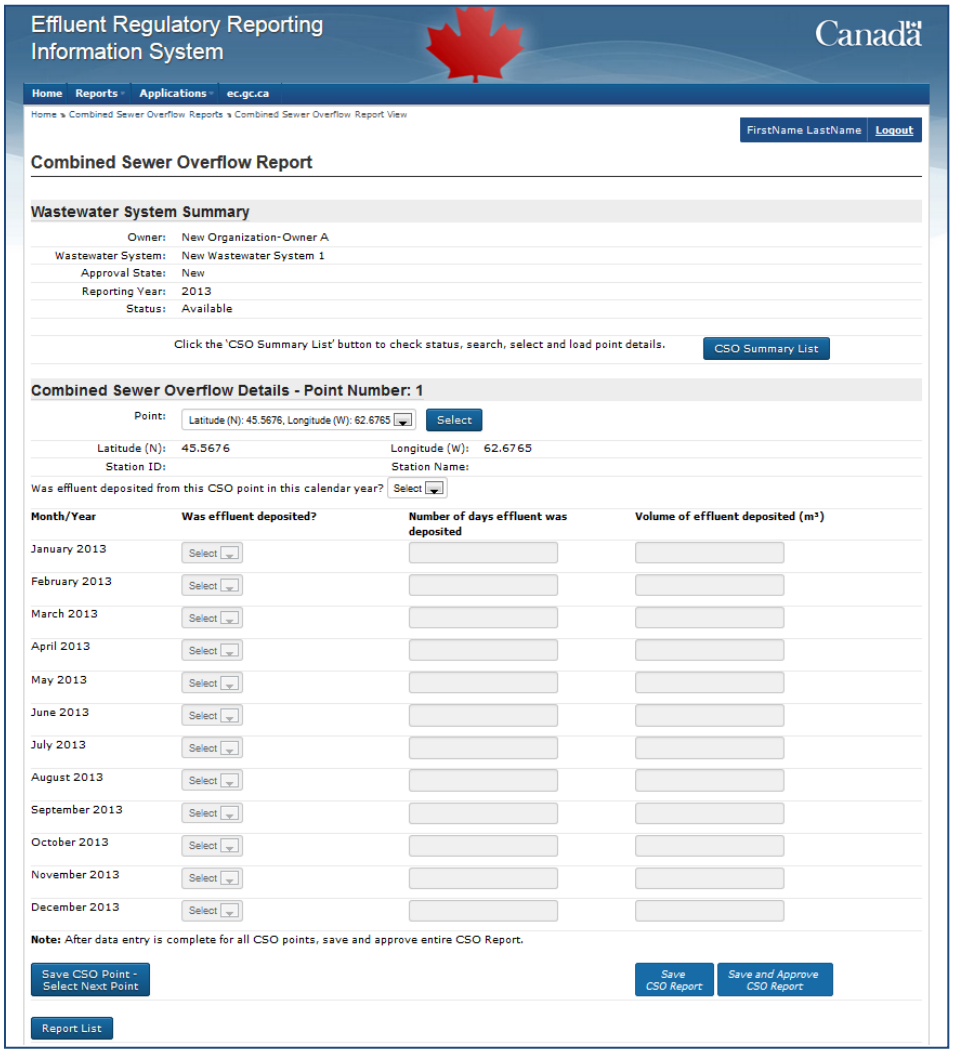
4. For the selected CSO Point, ERRIS validates that all the mandatory fields are entered properly for any months having a **Yes** response to the question 'Was effluent deposited'?

   All errors are displayed and must be resolved before ERRIS can save the CSO report.

5. Proceed to enter the CSO data for all remaining CSO Points (if applicable) using one of the three ways to navigate to another CSO point which was described earlier.

6. Once CSO data is entered for all months, and for all CSO Points, the **Save CSO Report** button will be enabled (i.e. if you have the ERRIS Regulatee role).
7. Click **Save CSO Report** to validate and save the entire CSO Report.

Figure 3-12: Save CSO Report



If you have the ERRIS Signing Authority role, both the **Save CSO Report** and **Save and Approve CSO Report** buttons will be available to you (see Step 4 regarding the approval process of a CSO Report).

As a Signing Authority you can choose to save the CSO Report and then approve it later, if you think more changes may still be required. As long as the report is in the Approval State of **Saved**, Edits can still be made to it. Once the CSO Report is approved though, no further changes are allowed.

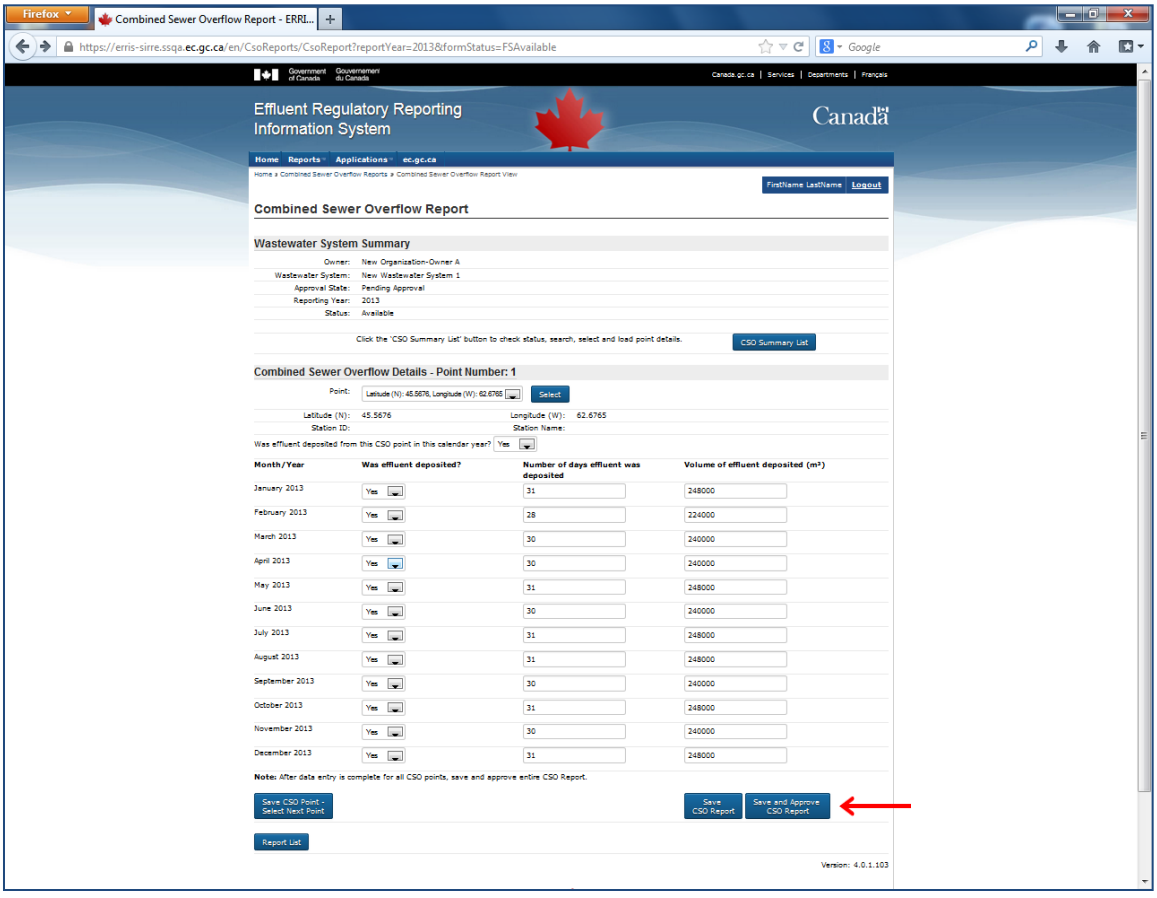
8. ERRIS validates to ensure that all data for every CSO Point was entered properly and proceeds to save the entire report. ERRIS will display error messages for any outstanding errors. The Approval State becomes **Saved**.

Step 4 – Approve CSO Report

Once the CSO Report is completed (or saved) it must be approved by the Signing Authority for your wastewater system.

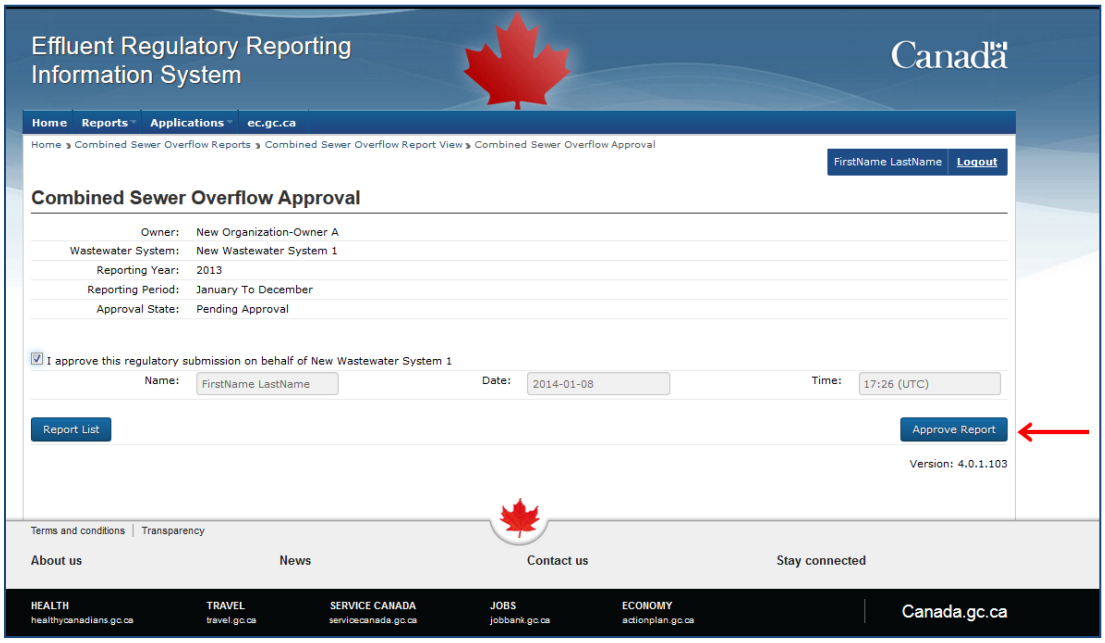
1. The WSER Signing Authority clicks the **Save and Approve CSO Report** button located at the bottom right of the CSO Report page.

Figure 3-13: Save and Approve CSO Report



2. The **WSER Signing Authority** selects the checkbox beside “I approve this regulatory submission on behalf of ….” and then clicks on **Save and Approve CSO Report** at the lower right corner of the approval screen**.**

Figure 3-14: Approve CSO Report



3. The system will provide a message indicating that you have successfully approved and submitted the **CSO Report** along with the date and time stamp. ERRIS updates the Approval State to **Approved**.

Figure 3-15: Confirmation of CSO Report Approval

Once a **CSO Report** has been approved, you will not be able to make any any other edits to it. If you need to make a change to the report, you must contact the Authorization Officer for further instructions.