



ENVIRONMENT CANADA

EFFLUENT REGULATORY REPORTING INFORMATION SYSTEM (ERRIS) COMBINED SEWER OVERFLOW REPORTING USER GUIDE

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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.

Fi	efox 🔻	welcome to ERRIS - ERRIS - Environmen +	
•) 🔒 https:/	/erris-sirre.ssqa. ec.gc.ca /en	۶ 🖡 🏠 🖸 🕈
	÷	Government Gouvernment Canada.gc.ca Services	Departments Français
2		ient Regulatory Reporting rmation System	Canadä
	Home	Reports Applications ec.gc.ca	
	Home	Identification Report	Name LastName Logout
		Monitoring Reports	
	Welc	Combined Sewer Overflow Reports	
	Effluent	uent Regulatory Reporting Information System (ERRIS) allows regulatees to submit various reports required under the Wastewater Systems Regulations (WSER). To complete and submit reports, select the "Reports" tab at the top of this page. The following provides the s for the various WSER reports and applications.	Ŧ
	Identifi	cation Report	
	The dea	dline for the identification report was May 15, 2013.	
	Monito	ring Reports	
		mpleting the required fields in the Identification Report, owners/operators of wastewater systems will be categorized as being either y or annual reporters.	
	<u>Quarter</u>	<u>y reporters</u>	
	For thos	se wastewater systems that are subject to quarterly reporting, the deadlines for each reporting period are as follows:	
	• Aj • Ju	nuary 1 to March 31 - May 15 oril 1 to June 30 - August 14 My 1 to September 30 - November 14 ctober 1 to December 31 - February 14	
	Annual I	reporters	
	For thos	e wastewater systems that are subject to annual reporting, the deadline for the annual report is:	
	• Ja	inuary 1 to December 31 - February 14	
	Combir	ed Sewer Overflow Reports	
	For thos	se wastewater systems with combined sewer overflows, the deadline for the annual combined sewer overflow report is:	
	• Ja	nuary 1 to December 31 - February 15	

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**.

Firefox 🔻 🛶 Combined Sewer	Overflow Reports - Sel +				×
+ https://erris-sirre.ssqa.ec.gc.ca	/en/Home/SelectFacility?prevController=CsoRepor	ts&prevAction=CsoReportList	☆ マ C Soogle	۶ 🖡 🏠	
Government Gou of Canada du C	vernement Canada		Canada.gc.ca Services	Departments Français	
Effluent Regu Information S	latory Reporting ystem	*		Canadä	
Home Reports App	lications ec.gc.ca				
Home > Select Wastewater Sy	stem		FirstN	lame LastName <u>Logout</u>	
Combined Source	r Overflow Reports - Sele	ot Wastowator System			
Combined Sewe	overnow Reports - Sele	ci wasiewaler System	I		
Choose an Owner	and a Wastewater System				
Selecting an Owner (if mor	re than one is available), will update the l	ist of Systems available for selection			
Owner: New Organiza	tion-Owner A Owner not found? Click	<u>k here to register Organization (in SV</u>	/IM).		
Wastewater System (re	quired):				
Select [•				
System not found? Click h	ere to register the Facility (in SWIM).				
Save and continue					
				Version: 4.0.0.1219	
Terms and conditions Trans	parency				
About us	News	Contact us	Stay connected	d	
HEALTH healthycanadians.gc.ca	TRAVEL SERVICE CAN travel.gc.ca servicecanada		ECONOMY actionplan.gc.ca	Canada.gc.ca	

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

Government Gouver of Canada du Cana	nement ada		Canada.gc.ca Services	Departments Français
Effluent Regula		*		Canadä
Home Reports Applica	itions -			
Home > Select Wastewater System	n		FirstN	lame LastName Logout
Choose an Owner	and a Wastewater System			
<u>A</u>				
Errors				
• Error 1: There is no app	proved Identification Report. Please ensure t	hat it is submitted and approved b	y your signing authority.	
Selecting an Owner (if more t	than one is available), will update the list of	Systems available for selection.		
Owner: New Organization	on-Owner A Owner not found? Click here	to register Organization (in SWIM)	<u>).</u>	
Wastewater System(requi	red):			
System not found? Click here	to register the Facility (in SWIM).			
Save and continue				
				Version: 2.0.1.821
Terms and conditions Transpar	епсу			
About us	News	Contact us	Stay connected	i
HEALTH healthycanadians.gc.ca	TRAVEL SERVICE CANADA travel.gc.ca servicecanada.gc.ca	JOBS jobbank.gc.ca	ECONOMY actionplan.gc.ca	Canada.gc.ca

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

Firefox Combined Sewer	Overflow Report L	ist +	_	_				×
https://erris-sirre.ssqa.ec.gc.c	a/en/CsoReports/(CsoReportList				😭 ⊽ 🕑 🚺 ∓ Google	۹ الج 🖉	
Government Gov of Canada du	uvernement Canada					Canada.gc.ca Service:	s Departments Français	
Effluent Regu		Reporting		Ŵ			Canadä	
Home Reports App	lications - e	c.gc.ca						
Home > Combined Sewer Ove		w Report	List			Firs	tName LastName Logout	
Owner Information	n: New Organ	ization-Owner A						
Wastewater System	1: New Wast	ewater System 1	L				Change System	
Reporting Year	From	То	Approval State	Status	Action			
2013	January	December	New	Available	<u>Select</u>			
							Version: 4.0.0.1219	
Terms and conditions Trans	sparency			-*-				
About us		News		Contac	t us	Stay connect	ed	
HEALTH healthycanadians.gc.ca	TRAVEL travel.gc.c		ERVICE CANADA arvicecanada.gc.ca	JOBS jobbank.gc.ca		ECONOMY actionplan.gc.ca	Canada.gc.ca	

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.

Firefox Y Combined Sewer	Overflow Report Li	st +		_				- 0 ×
+ https://erris-sirre.ssqa.ec.gc.c	a /en/CsoReports/C	soReportList				😭 ⊽ C Soogle	۹ م	
Government Gou of Canada du G	ivernement Canada					Canada.gc.ca Service	s Departments Fr	ançais
Effluent Regu		Reporting		Ŵ			Canad	dä
Home Reports App	lications e	c.gc.ca						
Home > Combined Sewer Ove		w Report	List			Firs	tName LastName Loc	jout
Owner Information		ization-Owner A						_
Wastewater System	5	water System 1					Change System	
Reporting Year	From	То	Approval State	Status	Action			
2013	January	December	New	Available	<u>Select</u>			
							Version: 4.0.0	0.1219
Terms and conditions Trans	parency							
About us		News		Contac	ct us	Stay connec	ted	
HEALTH healthycanadians.gc.ca	TRAVEL travel.gc.c		ERVICE CANADA Invicecanada.gc.ca	JOBS jobbank.gc.ca		ECONOMY actionplan.gc.ca	Canada.g	c.ca

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

Effluent Regul Information Sy	atory Reporting stem	- Nor	Canad
Home Reports Applic	ations ec.gc.ca		
	low Reports a Combined Sewer Overflow Repo	rt View	FirstName LastName
Combined Sewer	Overflow Report		
Wastewater Systen	1 Summary		
Owner:	New Organization-Owner A		
Wastewater System:	New Wastewater System 1		
Approval State:	New		
Reporting Year:	2013		
	Available		
		to check status, search, select and load p	cSO Summary List
Combined Sewer C	Verflow Details - Point Num		
	Latitude (N): 45.5676, Longitude (W): 62.67		
Latitude (N):	45.5676	Longitude (W): 62.6765	
Station ID:		Station Name:	
Was effluent deposited fro	m this CSO point in this calendar year	? Select	
Month/Year	Was effluent deposited?	Number of days effluent was deposited	Volume of effluent deposited (m³)
January 2013	Select 🛒		
February 2013	Select 🛒		
March 2013	Select 🐷		
April 2013	Select 🐷		
May 2013	Select 🕎		
June 2013	Select 🛒		
July 2013	Select 💌		
August 2013	Select 🛒		
September 2013	Select 🛒		
October 2013	Select		
November 2013	Select 🛒		
December 2013	Select 🕌		
Note: After data entry is c	omplete for all CSO points, save and a	pprove entire CSO Report.	
Save CSO Point - Select Next Point			Save CSO Report CSO Report
Report List			

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.

Effluent Regulatory Reporting Canadä Information System Home Reports Applications ec.gc.ca FirstName LastName Loqout **Combined Sewer Overflow Report** Wastewater System Summary Owner: New Organization-Owner A Wastewater System: New Wastewater System 1 Approval State: New Reporting Year: 2013 Status: Available Click the 'CSO Summary List' button to check status, search, select and load point details. Combined Sewer Overflow Details - Point Number: 1 Point: Latitude (N): 45.5676, Longitude (W): 62.6765 Select Latitude (N): 45.5676 Longitude (W): 62.6765 Station ID: Station Name: Was effluent deposited from this CSO point in this calendar year? Select Was effluent deposited? Month/Year Number of days effluent was Volume of effluent deposited (m³) deposited January 2013 Select 🖵 February 2013 Select 🐷 March 2013 Select 🖵 April 2013 Select 🔔 May 2013 Select 🖵 June 2013 Select 🕌 July 2013 Select 🕌 August 2013 Select 🚽 September 2013 Select 🚽 October 2013 Select 🚽 November 2013 Select 🕌 December 2013 Select 🖵 Note: After data entry is complete for all CSO points, save and approve entire CSO Report. Save and A Save CSO Point -Select Next Point Report List

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

	pplications ec.gc.ca		
Home > Combined Sewer	Overflow Reports > Combined Sewe	r Overflow Report View	FirstName LastName
Combined Se	wer Overflow Repo	rt	
Wastewater Sys	tem Summary		
Owner:	New Organization-Owner A		
Wastewater System:	New Wastewater System 1		
Approval State:	New		
Reporting Year:	2013		
Status:	Available		
	details.	tton to check status, search, select and l	load point CSO Summary List
Combined Sewe	er Overflow Details - Po	bint Number: 1	
Point:	Latitude (N): 45.5676, Longitude	9 (W): 62.6765 💌 Select	
Latitude (N):	45.5676	Longitude (W): 62.6765	
Station ID:		Station Name:	
Was effluent deposited	from this CSO point in this cale	ndar year? Select -	
Month/Year	Was effluent deposited?	Number of days effluent was deposited	Volume of effluent deposited (m ³)
January 2013	Select		

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

	1								
oint Number: atitude (N):		5676	Longit	ude (W):	62.6765				
tation ID:	101			n Name:	12.17 00				
Summary D	ata								
Point Number	Latitude (N)	Longitude (W)	Station ID	Station Name	Completed Months	Completion Status	Action		
1	45.5676	62.6765			0	Incomplete	Select		
							Delect		
2	45,5695	62.6765			0	Incomplete	_		
	45.5695	62.6/60			0	Incomplete	Select	\leftarrow	
2									
2									

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 dropdown 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.

	Applications ec.gc.ca		
iome > Combined Sewer	Overflow Reports > Combined Sewer	Overflow Report View	FirstName LastName
Combined Se	wer Overflow Report	t	
Nastewater Sys	stem Summary		
Owner:	New Organization-Owner A		
Wastewater System:	New Wastewater System 1		
Approval State:	New		
Reporting Year:	2013		
Status:	Available		
	er Overflow Details - Poi	on to check status, search, select and int Number: 1	load point CSO Summary List
	details. er Overflow Details - Poi Latitude (N): 45.5676, Longitude (N	int Number: 1 W): 62.6765 💌 Select	load point CSO Summary List
Combined Sewe	details. ar Overflow Details - Poi Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5678, Longitude (V	int Number: 1 W): 62.6765 Select	load point CSO Summary List
Combined Sewe	details. er Overflow Details - Poi Latitude (N): 45.5676, Longitude (N	Int Number: 1 W): 62.6765 Select V): 62.6765 62.6765 62.6765	load point CSO Summary List
Combined Sewe Point: Latitude (N): Station ID:	details. er Overflow Details - Poi Latitude (N): 45.5676, Longitude (Y Latitude (N): 45.5678, Longitude (Y Latitude (N): 45.5678, Longitude (Y	Select Select V): 02.0765 Select V): 02.0765 Select V): 02.0765 Select V): 02.0765 Select	load point CSO Summary List
Combined Sewe Point: Latitude (N): Station ID: Was effluent deposited	details. ar Overflow Details - Poi Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5767, Longitude (V Latitude (N): 45.5767, Longitude (V	Select Select V): 02.0765 Select V): 02.0765 Select V): 02.0765 Select V): 02.0765 Select	Volume of effluent deposited (m ²)
Combined Sewe Point: Latitude (N): Station ID: Was effluent deposited Month/Year	details. ar Overflow Details - Poi Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5767, Longitude (V Latitude (N): 45.5767, Longitude (V from this CSO point in this calend	Int Number: 1 W): 62.6765 • Select V): 62.6765 • 62.6765 V): 02.6886 62.6765 V): 02.6888 62.6765 dar year? Select • Number of days effluent was 84.845	Volume of effluent deposited
Combined Sewe Point: Latitude (N): Station ID: Was effluent deposited wonth/Year anuary 2013	details. TOVerflow Details - Poi Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5767, Longitude (V Latitude (N): 45.5767, Longitude (V 4 from this CSO point in this calend Was effluent deposited?	Int Number: 1 W): 62.6765 • Select V): 62.6765 • 62.6765 V): 02.6886 62.6765 V): 02.6888 62.6765 dar year? Select • Number of days effluent was 84.845	Volume of effluent deposited
Combined Sewe Point: Latitude (N): Station ID:	details. ar Overflow Details - Poi Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5676, Longitude (V Latitude (N): 45.5677, Longitude (V Latitude (N): 45.5767, Longitude (V Latitude (N): 45.5767, Longitude (V d from this CSO point in this calend Was effluent deposited? Select =	Int Number: 1 W): 62.6765 • Select V): 62.6765 • 62.6765 V): 02.6886 62.6765 V): 02.6888 62.6765 dar year? Select • Number of days effluent was 84.845	Volume of effluent deposited

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?

nformation Sy	atory Reporting /stem		Canadä
Home Reports Applic	ations ec.gc.ca		
	ow Reports a Combined Sewer Ove	rflow Report View	FirstName LastName Logout
Nastewater Systen	•		
Owner:	New Organization-Owner A	L	
Wastewater System: Approval State:	New Wastewater System 1		
Reporting Year:			
	Available		
	Click the 'CSO Summary Lis	t' button to check status, search, select and load ;	point details. CSO Summary List
Point:	Latitude (N): 45.5676, Longitude		
Latitude (N):	45.5676	Longitude (W): 62.6765	
Station ID:		Station Name:	
	m this CSO point in this cale		_
Ionth/Year	Was effluent deposited?	Number of days effluent was deposited	Volume of effluent deposited (m ³)
anuary 2013	Select 🐷		
ebruary 2013	Select w		
ebruary 2013 Aarch 2013			
ebruary 2013 March 2013 April 2013	Select 🐷		
ebruary 2013 March 2013 April 2013 May 2013	Select , Select , Select , Select ,		
February 2013 March 2013 April 2013 May 2013 June 2013	Select Select Select Select		
ebruary 2013 4arch 2013 April 2013 4ay 2013 uune 2013 uune 2013	Select w Select w Select w Select w Select w		
ebruary 2013 Aarch 2013 April 2013 Aay 2013 une 2013 uly 2013 August 2013	Select w Select w Select w Select w Select w Select w		
ebruary 2013 Aarch 2013 April 2013 Aay 2013 une 2013 uly 2013 uly 2013 eptember 2013	Select Select Select Select Select Select Select		
ebruary 2013 Aarch 2013 April 2013 Aay 2013 une 2013 uny 2013 Lugust 2013 September 2013 October 2013	Select w Select w Select w Select w Select w Select w Select w		
Enuary 2013 February 2013 Aarch 2013 Aarch 2013 Aay 2013 Une 2013 Uny 2013 Uny 2013 September 2013 Doctober 2013 November 2013 Docember 2013	Select w Select w Select w Select w Select w Select w Select w Select w		
rebruary 2013 Aarch 2013 April 2013 Asy 2013 Une 2013 Uny 2013 August 2013 September 2013 October 2013 Occober 2013 Occober 2013	Select w Select w	ave and approve entire CSO Report.	Save Save Save Save cS0 Report

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.

 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

Effluent Regul Information Sy	atory Reporting /stem		Canadä
Home Reports Applic	ations ec.gc.ca		
	low Reports a Combined Sewer Overflow Rep	port View	FirstName LastName
Combined Sewer	Overflow Report		
Wastewater System	n Summary		
Owner:	New Organization-Owner A		
Wastewater System:			
Approval State:	New		
Reporting Year:	2013		
Status:	Available		
	Click the 'CSO Summary List' button	n to check status, search, select and load p mber: 1	oint details. CSO Summary List
Point:	Latitude (N): 45.5676, Longitude (W): 62	6765 🜉 Select	
Latitude (N):	45.5676	Longitude (W): 62.6765	
Station ID:		Station Name:	
Was effluent deposited fro	m this CSO point in this calendar ye	ar? Select 🜉	
Month/Year	Was effluent deposited?	Number of days effluent was deposited	Volume of effluent deposited (m ³)
January 2013	Select 🛒		
February 2013	Select 🐷		
March 2013	Select 🐷		
April 2013	Select 🛒		
May 2013	Select 🛒		
June 2013	Select 🛒		
July 2013	Select 🛒		
August 2013	Select 🛒		
September 2013	Select 🚽		
October 2013 November 2013	Select 🚽		
November 2013	Select 🛒		
	Select 🐙		
	complete for all CSO points, save and	approve entire CSO Report.	
Save CSO Point - Select Next Point			Save Save and Approve CSO Report CSO Report
Report List			

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.

Combined Sewer Overfi		reportVear=2013&formStat	us-FSAvailable	☆ マ C 8	▼ Google	
 maps//emisinessqueegele 		//CsoReports/CsoReport?reportYear=2013&formStatus=FSAvailable			ents Frençals	
		atory Reporting	*		unadä	
	Home Reports Appl	ications = ec.gc.ca w Reports > Combined Sever Overflow R				
	Home a Combined Sewer Overfit	w Reports > Combined Sewer Overflow R	leport View	FirstName LastNam	e Logout	
	Combined Sewe	r Overflow Report				
	Wastewater System	Summary				
		New Organization-Owner A				
		New Wastewater System 1				
	Approval State: Reporting Year:	Pending Approval 2013				
		Available				
		Click the 'CSO Summary List' buttor	n to check status, search, select and load point	details. CSO Summary List		
		,		CSO Summary Lac		
	Combined Sewer Or	erflow Details - Point Nun	nber: 1			
	Point:	Latitude (N): 45.5676, Longitude (W): 6	2.6765 Select			
	Latitude (N):	45.5676	Longitude (W): 62.6765			
	Station ID:		Station Name:			
		this CSO point in this calendar yea				
	Month/Year	Was effluent deposited?	Number of days effluent was deposited	Volume of effluent deposited (m ²)		
	January 2013	Yes 🜉	31	248000		
	February 2013	Yes 😱	28	224000		
	March 2013	Yes 🜉	30	240000		
	April 2013	Yes 🜉	30	240000		
	May 2013	Yes 🜉	31	248000		
	June 2013	Yes 🜉	30	240000		
	July 2013	Ys 🜉	31	248000		
	August 2013	Yes	31	248000		
	September 2013	Yes	30	240000		
	October 2013					
	November 2013	Yes 😱	31	248000		
		Yes 😱	30	240000		
	December 2013	Yes 🜉	31	248000		
	Note: After data entry is co	mplete for all CSO points, save and	approve entire CSO Report.			
	Save CSO Point - Select Next Point			Save CSO Report CSO Report	←	
	Report List					
	Report List					

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.

Effluent Regulatory Reporting Information System					Canadä
Home Reports Applica	tions ec.gc.ca				
Home > Combined Sewer Overf	low Reports 3 Combined Se	wer Overflow Report View > Combine	d Sewer Overflow Approval	First	Name LastName
Combined Sewer	Overflow Appro	val			
Reporting Year: Reporting Period:	New Organization-Owner A New Wastewater System 1 2013 January To December Pending Approval Ibmission on behalf of New FirstName LastName		2014-01-08	Time:	17:26 (UTC) Approve Report Version: 4.0.1.103
Terms and conditions Transparen	News	2	Contact us	Stay connecte	ad .
HEALTH healthycanadians.gc.ca	TRAVEL S	ERVICE CANADA JOBS ervicecanada.gc.ca jobbani	ECONOM	r r	Canada.gc.ca

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

Effluent Regul Information Sy	atory Reporting vstem	Canadä
Home Reports Applic	ations 🐐 ec.gc.ca	
Home 3 Combined Sewer Ove	rflow Reports 3 Combined Sever Overflow Report View 3 Combined Sever Overflow Approval	FirstName LastName
Combined Sewer	Overflow Approval	
	approved the Combined Sewer Overflow Report	
Owner:	New Organization-Owner A	
Wastewater System:	New Wastewater System 1	
Reporting Year:	2013	
Reporting Period:	January To December	
Approval State:	Approved	
Approved By:	FirstName LastName	
Date:	2014-01-08	
Time:	17:28	
Report List		
		Version: 4.0.1.103

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.