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**ENVIRONMENT CANADA**

**EFFLUENT REGULATORY REPORTING INFORMATION SYSTEM  
(ERRIS)**

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**TRANSITIONAL AUTHORIZATIONS APPLICATION  
USER GUIDE**

**VERSION: 1.0  
OCTOBER 23, 2013**

**Canada** 

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## **1.0 WHO SHOULD APPLY FOR A TRANSITIONAL AUTHORIZATION?**

If a wastewater system is not designed to achieve a secondary level of treatment, the wastewater system owner or operator may apply to the authorization officer to request a transitional authorization (WSER subsection 24(1)). A transitional authorization establishes the conditions under which such a system may continue to operate and sets the timeline to meet the effluent quality standards. If the owner or operator of a wastewater system that does not meet the effluent quality standards for CBOD and/or suspended solids (i.e. is not at secondary level of wastewater treatment) chooses not to apply for a TA, the deposit of effluent from the final discharge point of the wastewater system would not be authorized and the owner or operator would be in contravention of subsection 36(3) of the Fisheries Act.

### **1.1 PURPOSE OF THIS DOCUMENT**

The purpose of this document is to explain how to enter and submit a Transitional Authorization Application in the Effluent Regulatory Reporting Information System (ERRIS). Please consult the document “***How to Apply for a Transitional Authorization***” for a more detailed explanation of the transitional authorization requirements and duration. This document is available upon request at [ww-eu@ec.gc.ca](mailto:ww-eu@ec.gc.ca).


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 APPLYING FOR A TRANSITIONAL AUTHORIZATION

In order to apply for a **Transitional Authorization**, an **Identification Report** must be submitted and approved for your wastewater system. If required, consult the main ERRIS User Guide which contains information on SWIM as well as completing the Identification Report for your wastewater system.

For a Transitional Authorization Application the following user role privileges apply:

- An account with the **WSER Regulatee** role can enter and save the application;
- Any account with the **WSER Signing Authority** role can submit an application, in addition to entering/saving them.

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

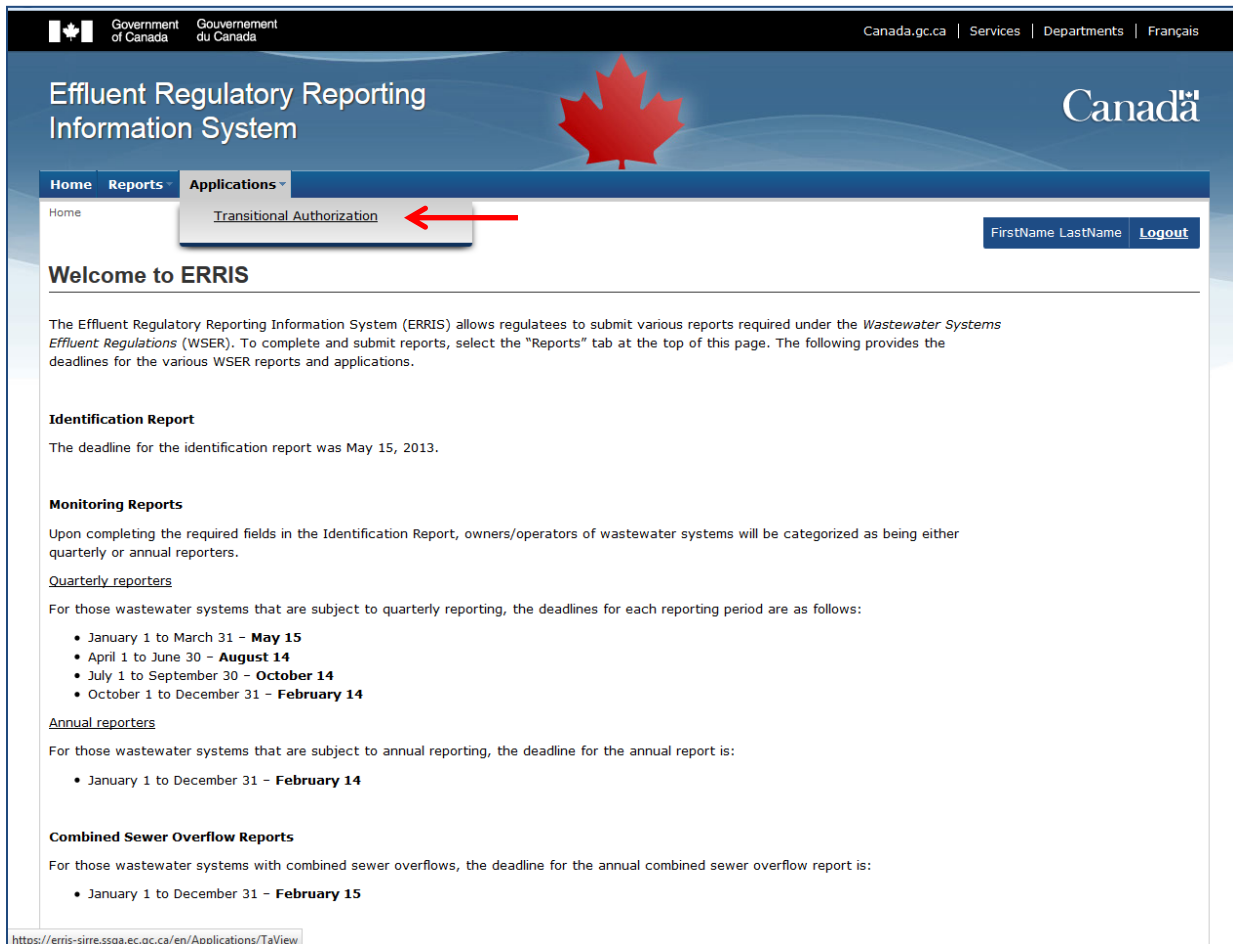
### 3.0 HOW TO ACCESS THE TRANSITIONAL AUTHORIZATION APPLICATION

This section provides the steps necessary to access a Transitional **Authorization** application form from the Effluent Regulatory Reporting Information System (ERRIS) home page.

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

1. Select the **Applications \ Transitional Authorization** option from the menu at the top of the ERRIS Welcome page.

Figure 3-1: ERRIS Home Page – Select Applications



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 **Transitional Authorization** application form.

Figure 3-2: Select Wastewater System

Effluent Regulatory Reporting Information System

Canada

Home Reports

Home > Select Wastewater System

### Choose an Owner and a Wastewater System

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

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

**Wastewater System(required):** 

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

[Save and continue](#)

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



Figure 3-3: Identification Report Error Page

The screenshot shows the 'Identification Report Error Page' within the 'Effluent Regulatory Reporting Information System'. The page features a dark blue header with the system title and the Canada logo. A navigation menu includes 'Home', 'Reports', and 'Applications'. The main content area is titled 'Choose an Owner and a Wastewater System' and contains a yellow error message box. The error message states: 'Error 1: There is no approved Identification Report. Please ensure that it is submitted and approved by your signing authority.' Below the error message, there is a section for selecting an owner and a wastewater system, with a 'Save and continue' button. The footer contains various links and the Canada.gc.ca logo.

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# Effluent Regulatory Reporting Information System

Canada

Home Reports Applications

Home > Select Wastewater System

FirstName LastName Logout

## Choose an Owner and a Wastewater System

**Errors**

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

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

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

**Wastewater System(required):**

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

Save and continue

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### **3.1 HOW TO COMPLETE A TRANSITIONAL AUTHORIZATION APPLICATION**

After you have selected the **Applications \ Transitional Authorization** option from the menu, you will be presented with the Application for Transitional Authorization page. The application form is broken down into steps, each one representing a different category of information that is required for the Transitional Authorization application.

#### **Step 1 – Required Information**

1. The contact and system information previously entered in the Identification Report is presented in the first part of Step 1 (see Figure 3-4).


 If any changes are to the contact or system information, those changes must be made in the Identification Report. The Identification Report must then be re-approved by the Signing Authority for your wastewater system. It is preferable to enter and approve any Identification Report updates prior to completing this application form for a transitional authorization.

Figure 3-4: Wastewater System Information

Effluent Regulatory Reporting  
Information System

Home Reports Applications

Home > Transitional Authorization

FirstName LastName Logout

### Application for Transitional Authorization

---

#### Wastewater System Summary

Owner:	New Organization-Owner A	
Wastewater System:	New Wastewater System 1	<a href="#" style="border: 1px solid #004a87; padding: 2px 5px;">Change System</a>
Approval State:	New	
Duration:		

Step 1: Required Info > Step 2: Final Discharge Point > Step 3: Combined Sewer Overflow > Step 4: Result

#### Wastewater System Information

System Name: New Wastewater System 1			
Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Owner Information

Name: New Organization-Owner A		
Phone #: 555-666-7575		Fax #:
Email:		
Operator Type: Municipal		

#### Owner Civic Address

Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Owner Mailing Address

Delivery Mode: 0			
PO Box: 0		Rural Route Number: 0	
Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Operator Information

Name: New Organization-Owner A		
Phone #: 555-666-7575		Fax #:
Email:		
Operator Type: Operator		

#### Operator Civic Address

Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Operator Mailing Address

Delivery Mode: 0			
PO Box: 0		Rural Route Number: 0	
Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Contact Information

Name: Mr. Dupont		
Title: Manager/Gérant		
Phone #: 555-666-9090		Fax #:
Email:		

#### Contact Civic Address

Unit:	Street Number: 100	Street Name: 100	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			

#### Contact Mailing Address

Delivery Mode: 0			
PO Box: 0		Rural Route Number: 0	
Unit:	Street Number: 100	Street Name: Test	
Street Type: Road		Street Direction:	
City: Ottawa		Prov/Terr: Ontario	
Postal Code: K1T 1Z1			



All of the following data requirements in Step 1 are mandatory fields.

2. In the section **Required Information**, the “**Start Date**” for the period of 12 consecutive months upon which the application is based is required. Select the start month and year from the pick list provided. The “**End Date**” is automatically calculated based on the Start Date.



Both Start and End dates need to be prior to the current month.

3. In the **Need for Transitional Authorization** section, select the appropriate checkboxes if the average of 25 mg/L was exceeded for carbonaceous biochemical oxygen demand (CBOD) and/or suspended solids (SS).
4. The following question requires information that establishes that the average(s) of 25 mg/L or less of CBOD and/or SS was/were not met because of the design characteristics of the wastewater system.
5. Enter information that establishes that it was not technically or economically feasible before submitting the application to have modified the wastewater system, including its processes, in order to meet CBOD and SS averages of 25 mg/L or less.

Figure 3-5: Required Information for Transitional Authorization

**Required Information**

Period of 12 consecutive months upon which application is based ⓘ

Start Date: 1 2013 End Date: 12-2013

**Need for Transitional Authorization** ⓘ

The following has an average that exceeded 25 mg/L in the effluents:

Carbonaceous Biochemical oxygen demand due to CBOD matter quantity

Suspended Solids (SS)

Information that establishes that the average(s) of 25 mg/L or less of CBOD and/or SS was/were not met because of the design characteristics of the wastewater system.

Information that establishes that it was not technically or economically feasible before submitting the application to have modified the wastewater system, including its processes, in order to meet CBOD and SS averages of 25 mg/L or less.

6. The next section asks you to either upload, mail or email a **Wastewater System Modification Plan**. A plan for the modifications is needed in order to bring the wastewater system to a secondary level of treatment. The plan must include a description of the changes that will be made to the system’s processes so that the effluent is not acutely lethal and the averages for CBOD and SS do not exceed 25 mg/L. These changes

may include adding new treatment processes to the existing system or building a new facility to achieve the required effluent quality. The plan must include a schedule with a timeline indicating when the changes will be made.

7. The Wastewater System Modification Plan can be uploaded as part of the application by clicking the “Browse” link and then selecting the file from your computer. The valid upload formats are MS-Word, RTF or PDF. The maximum file upload size is 30 MB.

Figure 3-6: Wastewater System Modification Plan

The screenshot shows a web form titled "Wastewater System Modification Plan". It contains a text input field for "Modification Plan:" with a "Browse..." button to its right. Below this is a checkbox labeled "Required documents will be or have been submitted separately". A horizontal line separates this from the next section, which asks: "Did your wastewater system deposit during the previous calendar year an average daily volume of effluent via its final discharge point of:". This is followed by two bullet points: "Less than or equal to 17,500 m3 for an intermittent wastewater system, OR" and "Less than or equal to 2,500 m3 for a continuous wastewater system with a hydraulic retention time of 5 or more days?". At the bottom of this section are two radio buttons labeled "Yes" and "No". A blue "Go to next" button is located at the bottom left of the form.

! If you cannot upload your Wastewater System Modification Plan, you must email the plan or forward it by regular mail to the Authorization Officer.

8. The final question of **Step 1** asks you to respond “Yes” or “No” to the question:

Did your wastewater system deposit during the previous calendar year an average daily volume of effluent via its final discharge point of:

- Less than or equal to 17,500 m<sup>3</sup> for an intermittent wastewater system, OR
- Less than or equal to 2,500 m<sup>3</sup> for a continuous wastewater system with a hydraulic retention time of 5 or more days?

! If your wastewater system is a continuously discharging wastewater system without a hydraulic retention time of 5 days or more, please ensure that you select “No” as your response.

9. Click on “Go to Next” to proceed to **Step 2**. An error message will appear if any required data is missing.

## Step 2 – Final Discharge Point

The duration of a transitional authorization based on the final discharge point is determined by a System of Points that is set out in Schedule 2 of the WSER. The following will describe the various questions asked to determine the points associated with a Final Discharge Point.

1. The Final Discharge Point latitude and longitude for the wastewater system is displayed. This information is obtained from the Identification Report.  
Enter the average daily volume of effluent, expressed in cubic metres, deposited for the period of 12 consecutive months upon which the application is based. The number of points assigned for this question will be displayed by the system and the corresponding range of effluent volumes will be highlighted.
2. Enter the **average daily volume of influent**, expressed in cubic metres.
3. For an **intermittent wastewater system** or a **continuous wastewater system with HRT  $\geq$  5 days** (if you responded “Yes” to the final question in Step 1), the average CBOD and average SS concentration determined over the 12-months upon which the application is based must be provided. For these systems, the exception for SS during the summer months applies for the application (refer to WSER Subsections 6(2) to (6) regarding calculating the averages). The number of points allotted based on the **average CBOD** and **average SS** concentration in the effluent will be calculated automatically and displayed in the “Points” section on the right side of the page, using the following formula:  $(\text{CBOD}_A + \text{SS}_A)/5 = \# \text{ of Points}$ .

Figure 3-7: Final Discharge Point page for an intermittent wastewater system or a continuous wastewater system with HRT ≥ 5 days

Step 1: Required Info > **Step 2: Final Discharge Point** > Step 3: Combined Sewer Overflow > Step 4: Result

### System of Points - Final Discharge Point

Final Discharge Point

Latitude (N): 42.1234 Longitude (W): 62.4567

**Average Daily Volume** Points 0

Average daily volume of effluent, expressed in m<sup>3</sup> deposited for the period of 12 consecutive months upon which the application is based

Average Daily Volume (m<sup>3</sup>)

≥ 100 and ≤ 500 (5 points)  
 > 500 and ≤ 2500 (10 points)  
 > 2500 and ≤ 17500 (15 points)  
 > 17500 and ≤ 50000 (25 points)  
 > 50000 (35 points)

Average design rate of influent, expressed in m<sup>3</sup>

### Average Carbonaceous Biochemical Oxygen Demand (CBOD) and Suspended Solids (SS)

Average CBOD (mg/L)

Average SS (mg/L)

**Determine CBOD and SS Points** Points 0

Average CBOD and SS values applied in the formula:  $(CBOD_A + SS_A)/5 = \text{Points}$

### Un-ionized Ammonia

Maximum concentration of NH<sub>3</sub> in the effluent during the 12 month period  mg/L

**Determine un-ionized ammonia points** Points

Maximum concentration of un-ionized ammonia ≥ 1.25 mg/L - 20 Points

### Description of water where effluent is deposited (select the highest value that applies)

Points

Water where effluent is deposited, or may enter from the place where the effluent is deposited

Watercourse with bulk flow ratio < 10 (25 points)  
 Watercourse with bulk flow ratio ≥ 10 and ≤ 100 (20 points)  
 Watercourse with bulk flow ratio > 100 (15 points)  
 Shellfish harvesting area within 500m of the point of entry where effluent is deposited in the water via the final discharge point (20 points)  
 Lake, Natural wetland, Reservoir, Estuary, or Enclosed bay (20 points)  
 Marine Port Waters (10 points)  
 Open Marine Waters (5 points)

### Chlorine

Points

If chlorine, or one of its compounds, was used in the treatment of wastewater, select all that apply:

Wastewater system's effluent is not dechlorinated before it is deposited  
 Average concentration of total chlorine in the effluent exceeded 0.02 mg/L

**Total number of points from final discharge point** Points 0

Sum of all the points from above

[Go to previous](#) [Go to next](#)

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- For a continuous wastewater system (If you responded “No” to the final question in Step 1), the average CBOD and average SS concentration must be provided for **each month** during the 12-month period upon which the application is based. The page will display each Month/Year of the period of the application. The number of points allotted based on the average CBOD and average SS concentration in the effluent will be calculated automatically and displayed in the “Points” section on the right side of the page, using the following formula:  $(CBOD_A + SS_A)/5 = \# \text{ of Points}$ .

Figure 3-8: Final Discharge Point page for continuous wastewater system

Step 1: Required Info > **Step 2: Final Discharge Point** > Step 3: Combined Sewer Overflow > Step 4: Result

### System of Points - Final Discharge Point

Final Discharge Point  
 Latitude (N): 42.1234 Longitude (W): 62.4567 Points: 0

**Average Daily Volume**

Average daily volume of effluent, expressed in m<sup>3</sup> deposited for the period of 12 consecutive months upon which the application is based

Average Daily Volume (m<sup>3</sup>)

≥ 100 and ≤ 500 (5 points)  
 > 500 and ≤ 2500 (10 points)  
 > 2500 and ≤ 17500 (15 points)  
 > 17500 and ≤ 50000 (25 points)  
 > 50000 (35 points)

Average design rate of influent, expressed in m<sup>3</sup>

---

**Average Carbonaceous Biochemical Oxygen Demand (CBOD) and Suspended Solids (SS)**

Month/Year	Average CBOD (mg/L)	Average SS (mg/L)
January 2012	<input type="text"/>	<input type="text"/>
February 2012	<input type="text"/>	<input type="text"/>
March 2012	<input type="text"/>	<input type="text"/>
April 2012	<input type="text"/>	<input type="text"/>
May 2012	<input type="text"/>	<input type="text"/>
June 2012	<input type="text"/>	<input type="text"/>
July 2012	<input type="text"/>	<input type="text"/>
August 2012	<input type="text"/>	<input type="text"/>
September 2012	<input type="text"/>	<input type="text"/>
October 2012	<input type="text"/>	<input type="text"/>
November 2012	<input type="text"/>	<input type="text"/>
December 2012	<input type="text"/>	<input type="text"/>
<b>Sum of the averages / 12</b>	0 mg/L (CBOD)	0 mg/L (SS)

**Determine CBOD and SS Points** Points: 0  
 Average CBOD and SS values applied in the formula:  $(CBOD_A + SS_A)/5 = 0$  Points

---

**Un-ionized Ammonia**

Month/Year	Max concentration of un-ionized ammonia (mg/L)
January 2012	<input type="text"/>
February 2012	<input type="text"/>
March 2012	<input type="text"/>
April 2012	<input type="text"/>
May 2012	<input type="text"/>
June 2012	<input type="text"/>
July 2012	<input type="text"/>
August 2012	<input type="text"/>
September 2012	<input type="text"/>
October 2012	<input type="text"/>
November 2012	<input type="text"/>
December 2012	<input type="text"/>

**Determine un-ionized ammonia points** Points: 0  
 Maximum concentration of un-ionized ammonia ≥ 1.25 mg/L - 20 Points

**Description of water where effluent is deposited (select the highest value that applies)** Points: 0

Water where effluent is deposited, or may enter from the place where the effluent is deposited

Watercourse with bulk flow ratio < 10 (25 points)  
 Watercourse with bulk flow ratio ≥ 10 and ≤ 100 (20 points)  
 Watercourse with bulk flow ratio > 100 (15 points)  
 Shellfish harvesting area within 500m of the point of entry where effluent is deposited in the water via the final discharge point (20 points)  
 Lake, Natural wetland, Reservoir, Estuary, or Enclosed bay (20 points)  
 Marine Port Waters (10 points)  
 Open Marine Waters (5 points)

**Chlorine** Points: 0

If chlorine, or one of its compounds, was used in the treatment of wastewater, select all that apply:

Wastewater system's effluent is not dechlorinated before it is deposited  
 Average concentration of total chlorine in the effluent exceeded 0.02 mg/L

**Total number of points from final discharge point** Points: 0  
 Sum of all the points from above

[Go to previous](#) [Go to next](#)



5. The maximum concentration of un-ionized ammonia must be entered in the next section. For an **intermittent wastewater system** with an annual average daily volume of  $\leq 17\,500\text{ m}^3$  or a **continuous wastewater system with HRT  $\geq 5$  days** with an annual average daily volume of  $\leq 2\,500\text{ m}^3$ , the maximum concentration of  $\text{NH}_3$  determined during the 12-month period must be provided. For a **continuous wastewater system**, the maximum concentration of  $\text{NH}_3$  in each month during the 12-month period upon which the application is based must be provided.


ERRIS will determine the number of points automatically based on the maximum concentration(s) of  $\text{NH}_3$  entered. If the maximum concentration of  $\text{NH}_3$  during the 12-month period, or any of the monthly maximum concentrations during the 12-month period, as applicable, is equal to or greater than 1.25 mg/L, then 20 points will be allocated. Otherwise, 0 points will be allocated.

6. The next question requires the applicant to select a **description of the water where effluent is deposited**. Several options are provided. All the descriptions of the water that apply should be considered, and the description with the highest point value should be selected.
7. The final question in Step 2 asks if chlorine, or one its compounds, was used in the treatment of wastewater. If one or both of the options provided is/are selected then 10 points are allocated. Even if both options are selected, the number of points is 10. If neither option is selected, no points are allocated for this question.

### Step 3 – Combined Sewer Overflow

 **This section of the application is optional.**

Points can also be allocated for any Combined Sewer Overflow (CSO) point in a wastewater system according to the system of points described in Schedule 3 of the WSER. If the number of points allocated for a CSO point is greater than or equal to the number of points for the final discharge point and the final discharge point has more than or equal to 50 points, then the points allocated for the CSO point can be used to apply for a TA that would expire on December 31, 2040.

 This section of the application should only be completed if the duration of the transitional authorization sought relies on points due to a CSO point.

The information used to fill out this section of the application must be the 12-month period upon which the application is based.

1. Select the combined sewer point from the pick list that will be used as the basis of the CSO portion of the transitional authorization application. The list is derived from the latitudes and longitudes of the combined sewer overflow points entered in the Identification Report.
2. The first item asks for the **Dry Weather Flow Ratio**. This ratio is calculated by dividing the estimated average dry weather flow that circulates in the combined sewer at the overflow point by the estimated average dry weather flow of effluent that is deposited via the final discharge point.
3. The next item requires the **number of deposits** made via the CSO point during the 12-month period based on the ranges provided.
4. The final item asks for information on the water where where effluent is deposited. Applicants can select one or both of the first two options and the the number of points that corresponds to the selected options will be automatically calculated. For the final component of this question, the user **must** select one of the following options: lake, natural wetland, reservoir, estuary, enclosed bay or other.
5. Click on “**Go to Next**” to continue to the “**Result**” section

Figure 3-9: Combined Sewer Overflow page (optional)

### System of Points - Combined Sewer Overflow

*This section is optional. Select a CSO point and respond to all questions if the duration of the transitional authorization you seek depends on the points related to the Combined Sewer Overflow point selected.*


Combined Sewer Overflow Point

---

**Latitude and Longitude of the selected combined sewer overflow point**

Latitude(N)	45.2343	Longitude(W)	80.2143
-------------	---------	--------------	---------

---

**Dry weather flow ratio ** Points

≥ 50% (35 Points)  
 ≥ 25% and < 50% (25 Points)  
 ≥ 10% and < 25% (15 Points)  
 < 10% (10 Points)

---

**Number of deposits in the 12-month period** Points


> 25 deposits (35 points)  
 > 15 deposits and ≤ 25 deposits (25 points)  
 > 5 deposits and ≤ 15 deposits (15 points)  
 5 deposits or less (5 points)

---

**Water where effluent is deposited** Points

Select all that apply from the 2 options below:

Shellfish harvesting area within 500 m of any point of entry where effluent is deposited in the water via the overflow point (20 Points)  
 Area where an aquatic species that is a protected species frequents or is found, or that is a fish spawning area, either of which is within 500 m of any point of entry where effluent is deposited in the water via the overflow point (10 Points)

Select the option below that applies (10 points): 

Lake  
 Natural Wetland  
 Reservoir  
 Estuary  
 Enclosed Bay

If none of the above 5 options apply, select Other (0 points):  
 Other

---

**Total Points** Points

Sum of all the points from above

**Combined Sewer Overflow Modification Plan**

Modification Plan:

Required documents will be or have been submitted separately

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 If a wastewater system does not have combined sewer overflow points, the system will provide the message, “There is no Combined Sewer Overflow” point for your wastewater system. Click **“Go to next”** to proceed.

Figure 3-10: No Combined Sewer Overflow points message

**Application for Transitional Authorization**

---

**Wastewater System Summary**

Owner: Test P2-Minor Org  
Wastewater System: Test P2-Minor Facility [Change System](#)  
Approval State: New  
Duration:

Step 1: Required Info > Step 2: Final Discharge Point > **Step 3: Combined Sewer Overflow** > Step 4: Result

**System of Points - Combined Sewer Overflow**

There is no Combined Sewer Overflow point for your wastewater system. Click 'Go to next' to proceed.

[Go to previous](#) [Go to next](#)

### Step 4 – Result

The final step of the transitional authorization process summarizes the Total Points from the Final Discharge Point section and if applicable, the Total Combined Sewer Overflow Points. This page also presents, if and only once issued, the duration of the Transitional Authorization for your wastewater system.

Figure 3-11: Total Points summary

Effluent Regulatory Reporting Information System

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Home Reports Applications
Len Belanger [Logout](#)

Home > Transitional Authorization

**Application for Transitional Authorization**

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**Wastewater System Summary**

Owner: Test P2-Minor Org  
Wastewater System: Test P2-Minor Facility [Change System](#)  
Approval State: New  
Duration:

Step 1: Required Info > Step 2: Final Discharge Point > Step 3: Combined Sewer Overflow > **Step 4: Result**

**Total Points**

Total number of points for the Final Discharge Point	60 Points
Total number of points from the Combined Sewer Overflow Point (if applicable)	35 Points

If issued, the duration of the Transitional Authorization for your wastewater system would be: [?](#)

- From January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2020
- From January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2030
- From January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2040

[Go to previous](#) [Save](#) [Save and Submit](#)

The duration of the transitional authorization is based on the number of points as described in the table below.

Table 3-1: Duration of Transtion authorization

Total for Final Discharge Point	Duration
Greater than or equal to 70 points	January 1, 2015, to December 31, 2020
Greater than or equal to 50 points but less than 70	January 1, 2015, to December 31, 2030
Less than 50 points	January 1, 2015, to December 31, 2040

! If your application also includes points for a Combined Sewer Overflow point, a Transitional Authorization will be issued with the duration of **January 1, 2015 to December 31, 2040** if:

- a) The number of points for a CSO point is greater than or equal to the number of points for the final discharge point and
- b) The number of points for the final discharge point is greater than or equal to 50 points.

1. At this point, you can **“Save”** or **“Save and Submit”** the application. If you **“Save”** the application, the **“Approval State”** will switch to **“Pending”**. The Transitional Authorization is yet submitted to the Authorization Officer, but you will be able to go back and make edits to the application if required.

If you **“Save and Submit”**, you will be directed to the **“Submit Application”** page to complete the application process.

2. In order to submit the application, the **WSER Signing Authority** must select the checkbox beside **“I approve this regulatory submission on behalf of ...”** And then click on **Submit Form in the lower right of the page.**

Figure 3-12: Submit the application page

3. The system will provide a message indicating that you have successfully submitted the Transitional Authorization application along with the date and time stamp. The approval state will also be switched to **“Submitted”**.

Figure 3-13: Confirmation message

### Application for Transitional Authorization

• You have successfully submitted the Transitional Authorization Application

Owner Information:	New Organization-Owner A
Wastewater System:	New Wastewater System 1
Approval State:	Submitted

Submitted By:	FirstName LastName
Date:	2013-09-20
Time:	15:57

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- ! Once a transitional authorization application has been submitted, you will not be able to update the content of the application. If you need to make a change to the application, you must contact the Authorization Officer for further instructions.

#### **4.0 TRANSITIONAL AUTHORIZATION APPROVAL PROCESS**

1. Once the transitional authorization application is submitted to the *Wastewater Systems Effluent Regulations* Authorization Officer, it will be reviewed to ensure all of the required information was submitted and the modification plans can reasonably be regarded as feasible for the purpose of meeting the requirements of the WSER (see Section 26(1)). The Authorization Officer may contact the applicant for clarification of the information submitted in the application.
2. If the Authorization Officer is satisfied that the application meets the criteria set out in Section 26 of the WSER, then a transitional authorization will be issued based on Schedule 4 of the WSER and include the duration of the transitional authorization and the site-specific conditions the applicant must meet (see the document “**How to Apply for a Transitional Authorization**” for details on how the site-specific conditions are determined).
3. The applicant will receive a signed and dated original of the transitional authorization from the Authorization Officer by mail.