

ONLINE REPORTING SYSTEM GUIDANCE

ENVIRONMENTAL EMERGENCY REGULATIONS, 2019



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada

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The purpose of this guide is to provide users with information about logging into Environment and Climate Change Canada's (ECCC) Single Window Information Manager (SWIM) with the goal of setting up a profile to register an organization and facility under ECCC's *Environmental Emergency Regulations*, 2019 (Regulations).

Additionally, this document serves to provide users with guidance about navigating and performing functions within the Environmental Emergency Regulations Reporting System. This web-based application has been developed by ECCC to facilitate the reporting of information as required under the Regulations.

1.1. PROJECT BACKGROUND

1.1.1. Single Window Information Manager (SWIM)

ECCC's Single Window was initiated to reduce the administrative cost and paperwork burden of regulatory compliance. It was developed in response to industry requests to streamline and simplify environmental reporting requirements.

SWIM is used by ECCC, provincial and municipal governments and private sector organizations to collect environmental data from industry. A number of programs are currently utilizing this solution for their regulatory reporting needs.

1.1.2. Environmental Emergency Regulations

The objectives of the *Environmental Emergency Regulations* under the *Canadian Environmental Protection Act, 1999* ([CEPA, 1999](#)) are to reduce the frequency and consequences of uncontrolled, unplanned or accidental releases of hazardous substances into the environment. The objective is obtained through proper environmental emergency planning so that companies are able to prevent, prepare for, respond to, and recover from an environmental emergency.

On March 6, 2019, the Minister of the Environment and Climate Change published in the Canada Gazette, Part II, the [Environmental Emergency Regulations, 2019](#) (Regulations). The Regulations repealed and replaced the *Environmental Emergency Regulations*.

Schedule 1 of the Regulations contains a [list of substances](#) that, if they enter the environment as a result of an environmental emergency:

- (i) Have or may have an immediate or long-term harmful effect on the environment or its biological diversity;
- (ii) Constitute or may constitute a danger to the environment on which human life depends; or
- (iii) Constitute or may constitute a danger in Canada to human life or health. The substances that are listed have been identified as having at least one emergency hazard characteristic. These substances have been determined to pose a credible risk to the environment and human health if stored or handled on facilities at or above the regulated threshold quantities.

The Regulations may require people who own or manage specified toxic and hazardous substances at or above the specified thresholds to provide required information on the

substance(s) and their quantities and to prepare and implement environmental emergency plans (E2 Plans) in documents referred to as Schedule(s).

In order to help regulatees with the reporting under Regulations, ECCC has developed the Environmental Emergency Regulations Reporting System. This reporting system will eliminate the need to submit reports on paper and assist with monitoring, compliance, and enforcement activities. The system represents a modern and convenient way to submit information related to regulated facilities, hazardous substance(s) and environmental emergency planning. The system also acts as a mechanism for regulatees to submit electronic written reports in cases of Environmental Emergency occurrences, as required under the Regulations. The system includes features such as:

- Complete Schedules
- Edit Schedules
- Submit Schedules
- Track the status of Schedules
- Obtain electronic copies of Schedules
- Search completed Schedules.

1.2. ADDITIONAL RESOURCES AND ASSISTANCE

This guide contains helpful instructions about logging into a regulatory program via SWIM as well as on the use of the Environmental Emergency Regulations Reporting System. Much of the SWIM material presented in this document originated from the SWIM user guide entitled [How to report using the Single Window Information Manager: guidance](#). Please refer to that document should you require additional details about using SWIM.

Should you require additional information or assistance with GC Key, SWIM or the Regulations, please refer to "[Appendix A - Contact Us](#)" for the contact information.

Chapter 2 GETTING STARTED IN SWIM

SWIM serves as the “front door” to many reporting programs and provides a way of connecting individual users to these programs. SWIM allows you to:

- Enter, edit or update information regarding your profile, organizations (i.e. head offices), facilities, etc.;
- Manage roles for other users;
- Access program-specific reporting tools;
- and more

2.1. ACCESS TO SWIM

The Government of Canada (GC) uses electronic credentials to allow users to communicate securely with online-enabled Government of Canada services. Credentials in information systems are widely used to control an individual's access to information or services (e.g. either a card number or a user name/identification (ID), combined with a password is a typical example of a credential).

If you do not already have an account in SWIM, you must first create one in order to access SWIM. The GC recognizes two equally secure options in order to create (i.e.: register) an account or to login via your account in order to enter SWIM.

- The GC itself via its new government-issued credential called GC Key.
- Commercial credential service called SecureKey Concierge (i.e.: via your online banking service if it is one of the partners).

After logging in via GC Key or SecureKey Concierge, a user will be linked to SWIM. Within SWIM, a user can then create their user profile if they do not already have one. As well, they can create or update information pertaining to their organization and facility and then connect to the Environmental Emergency Regulations Reporting System.

2.2. OVERVIEW OF THE PROCESS TO REPORT USING SWIM:

1. Go to the [SWIM Home Page](#) and **select** the language you wish to use.
2. Register for GC Key or use your existing SecureKey Concierge or GC Key service if you are already registered with either one ([Chapter 3](#)).
 - a. Note that the Access Key login option is no longer available. If you have accessed SWIM previously with Access Key, you will need to create a GC Key and use the Recover Account feature in SWIM.
3. Verify or create your SWIM Profile ([Chapter 4](#))
4. Select or create your organization ([Chapter 5](#))
5. Review or create your facility ([Chapter 6](#))
6. Manage access for your organization ([Chapter 7](#))
7. Follow the link to Environmental Emergency Regulations Reporting System once you have access to the SWIM home page, complete, and submit the necessary schedule ([Chapter 8](#)).

This section covers how to log into ECCC's SWIM and create a profile. Note that returning reporters do not need to sign up unless you cannot remember your user ID and password since the last time you logged in.

1. **Go** to the [SWIM Welcome Page](#).
2. **Select** the language you wish to use (English or French).
3. **Select** whether you want to login using the **Sign-In Partner** option (your bank account credentials) or by using **GC Key**.

Figure 3.0-1 Sign-in Partner vs. GC Key

Choose a secure Sign-In Method

You must sign in to access the Environment and Climate Change Canada ("ECCC") service you requested.

Continue to Sign-In Partner

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with ECCC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the ECCC web site to use your Sign-In Partner.

[View the full list of Sign-In Partners](#)

Continue to GCKey

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.

4. Proceed to the desired login section.
 - a. If you chose the Sign-In Partner option, you will be transferred to the SecureKey Concierge service and prompted to select the sign-in partner you wish to use.
 - i. **Select** the desired option and follow the on-screen instructions to log in.

Figure 3.0-2 SecureKey Concierge

- b. If you chose the “GC Key” option, you will be transferred to the GC Key service window.
 - i. If you already have a GC Key User ID and Password, **enter** it now.
 - ii. If you do not have a GC Key, click **Sign Up** to create an account as follows.

Figure 3.0-3 GC Key Account Sign In and Sign Up

5. To begin creating an account, you must accept the terms of use of GC Key by clicking I **accept**.

Figure 3.0-4 Accepting the Terms and Conditions of Use

Home > GCKey Sign Up Step 1 of 4

Terms and Conditions Username Password

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKey Username, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new Username and Password.
- You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our [Disclaimers](#).

By selecting the **I accept** button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

I accept **I decline**

- a. You will be prompted to create your username.
 - i. There is a checklist box on the right side of the screen. These are requirements your username must satisfy to be valid and for your submission to work. If a requirement is not met, the system will display a bullet beside it instead of a green checkmark.
- b. **Create** your username
- c. **Click “Continue”** to proceed.

Figure 3.0-5 GC Key Create Your Username

Personal Information Collection Statement.' Below the main heading, there is a text input field labeled 'Create Your Username: (required)'. To the right of this field is a 'Username Checklist' box with three bullet points: '8-16 Characters', 'No Special Character(s)', and 'No more than 7 digits'. At the bottom, there are three buttons: 'Continue', 'Clear All', and 'Cancel'. The 'Continue' button is highlighted with a red rectangle."/>

Home > GCKey Sign Up Step 2 of 4

Terms and Conditions Username Password Questions and Answers

Create Your Username

Your Username must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

Create Your Username: (required)

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue **Clear All** **Cancel**

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Username Checklist

- 8-16 Characters
- No Special Character(s)
- No more than 7 digits

- d. You will be prompted to create your password.
 - i. There is a checklist box on the right side of the screen. These are requirements your password must satisfy to be valid and for your submission to work. If a requirement is not met, the system will display a bullet beside it instead of a green checkmark.
 - ii. **Create** your password.
 - iii. **Click “Continue”** to proceed.

Figure 3.0-6 GC Key Create Your Password

Home → GCKey Sign Up Step 3 of 4

Terms and Conditions Username Password Questions and Answers

Create Your Password

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue Clear All Cancel

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Password Checklist

- 8-16 Characters
- Does not contain 3 consecutive characters from Username
- Valid characters
- Lower case letter(s)
- Upper case letter(s)
- Digit(s)
- Passwords match

- e. **Select a Recovery Question** from the drop-down list provided.
- f. **Enter** a Recovery Answer.
- g. **Enter** a Memorable Person.
- h. **Enter** a Memorable Person Hint.
- i. **Enter** a Memorable Date.
- j. **Enter** a Memorable Date Hint.
- k. **Click “Continue”** to proceed.

Figure 3.0-7 GC Key Choose Recovery Question, Answers and Hints

Home → GCKey Sign Up Step 4 of 4

Terms and Conditions Username Password Questions and Answers

Create Your Recovery Questions, Answers and Hints

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: **(required)**

Please select a question...

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue Clear All Cancel

Privacy

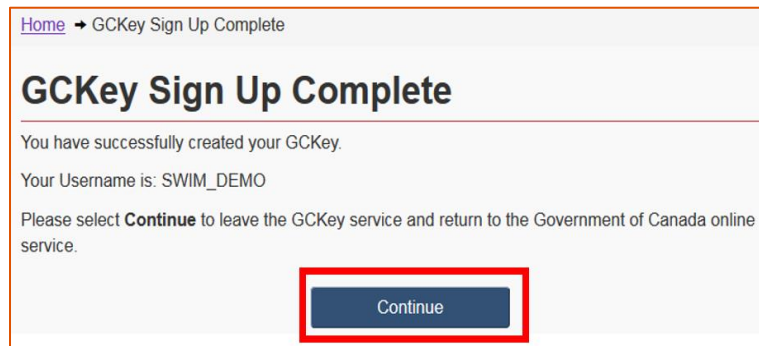
Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

i

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

6. **Click “Continue”** to leave the GC Key service.

Figure 3.0-8 GC Key Sign Up Complete



[Home](#) → GCKey Sign Up Complete

GCKey Sign Up Complete

You have successfully created your GCKey.

Your Username is: SWIM_DEMO

Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.

[Continue](#)

Chapter 4 VERIFY OR CREATE YOUR SWIM PROFILE

This section describes how to ensure that your profile is set up in SWIM. This needs to be done before being able to go into the Environmental Emergency Regulations Reporting System.

If you already had a SWIM account and were able to login via a GC Key, chances are that you already have a profile that is associated with your account. You can search for, review, and even update your profile if necessary.

If you did not already have a profile (e.g., you are a new user of SWIM and had to create a SWIM account by registering your GC Key as described in Chapter 3), ensure that you create your profile by following the steps below.

1. Upon registration of your GC Key, you are logged into the system as a new user.
2. You will be presented with the SWIM—New User screen.
3. Enter your email address and **click “Search”**.
 - a. Unless you have created a profile previously with the same email address using a different login User ID and password, your email address will not be found.
 - b. If your email address is found, see Chapter 7 for more information about Account Recovery.

Figure 4.0-1 Email Search

The screenshot shows a web interface for a 'Single Window Information Manager'. On the left is a navigation menu with links: Home, My Profile, Redeem ECCC Key, Guidance, and Logout. The main content area is titled 'Single Window Information Manager - New User'. It contains a message: 'We have not found an account in our database that matches your log in information. Please enter your email address below. If we find your email address in our database we will send you a code (ECCC Key) that when you redeem it you will be reconnected to your old account. If we do not find an email match you will have to create a new account.' Below this message is a form with a label '* Email address' and an input field. A red box highlights the input field and the 'Search' button below it. A note states: 'Required fields are marked with an asterisk (*).' The 'Search' button is a blue rectangle with the word 'Search' in white text.

4. Click **“Continue” to My Profile** to set up your profile.
 - a. Before continuing to edit your profile, you might want to print the page you see on your screen. This will allow you to have a reminder of the steps to do since the page is only visible once.

Figure 4.0-2 SWIM—New User

This screenshot shows the same web interface as Figure 4.0-1, but with different content. The message now says: 'Your email address was not found in our database. You will need to create an account to continue by following these steps;'. Below this is a red note: 'Note: You may want to print out this page prior to clicking on the button below as this page is only visible once.' This is followed by a numbered list: 1. Create a user profile, 2. Connect/add your organization, 3. Connect/add your facilities, 4. Add any additional information required by the reporting program you are filing a report for. Below the list is a line of text: 'For detailed instructions please email SS_Admin@ec.gc.ca for a copy of our guidance document.' At the bottom is a blue button with the text 'Continue to "My Profile"'. A red box highlights this button, and a large red arrow points to it from the right side of the page.

5. A My Profile page will appear. All fields marked with a red asterisk must be completed. However, it is recommended that you **enter** as many fields as possible that pertain to you.
 - a. Some of this information will be used in the Environmental Emergency Regulations Reporting System and you will not have to enter it twice if it is entered in your profile.
6. Click **“Save”** once you have completed your profile information.

Figure 4.0-3 Entering the Information in My Profile

Single Window Information Manager

My Profile

Required fields are marked with an asterisk (*).

* Given name Initials * Family name

Telephone Ext. Fax

* Email address

Position

Language of correspondence
English

Mailing Address Physical Address

Delivery Mode PO Box Rural Route Number

Unit Street Number Street Name

Street Type Street Direction City

Prov/Terr/State Postal Code / Zip Code

Country

Additional Information

Copy To Physical

Save

Chapter 5 SELECT OR CREATE YOUR ORGANIZATION (I.E. HEAD OFFICE)

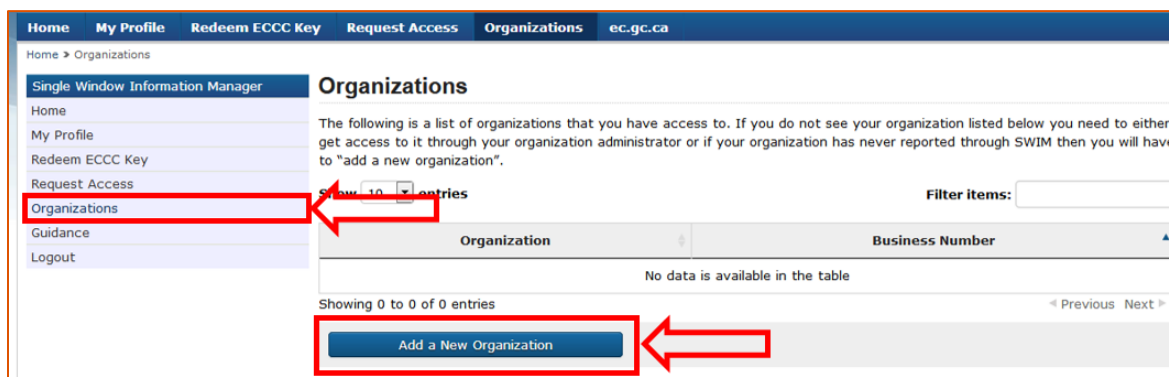
After logging into SWIM and verifying or setting up your profile, most reporting programs (including the Environmental Emergency Regulations Reporting System) require you to be connected to an organization in order to be able to report to the system.

5.1. CONNECT TO AN ORGANIZATION

To connect to an organization or to ensure you are connected to the proper organization, please follow these steps (This step is not required for returning users unless you have lost access to your organization from a previous year.)

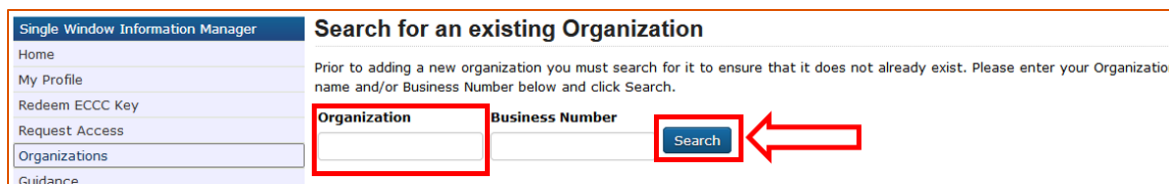
1. After logging in to SWIM and setting up or verifying your profile, **click “Organizations”** in the left-hand menu. The name(s) and business number(s) of the organization(s) you are connected to will be displayed.
 - a. If your organization is not listed here, you will need to establish a link to it.
 - b. If you are a new user there will be no organizations/head offices listed on the page
2. Determine whether the organization already exists or not by performing a search.
3. Click **Add a New Organization** to determine whether the organization already exists or not.

Figure 5.1-1 View Organizations—No Organization Listed



4. **Enter** your organization name and/or business number. **Click “Search”**.
 - a. If the organization is found, you will need to link your profile to it.
 - b. If the organization is not found, you will need to create it.

Figure 5.1-2 Searching for an Organization



5.1.1. Linking to an existing Organization

Once you have found the organization to which you need access, you need to get access to it through your organization administrator. This is called linking the organization to your profile.

To get access, you can either redeem an ECCC Key or request access to the organization leader:

1. Redeem an ECCC Key

- a. The preferred way to link to an organization is to obtain an ECCC Key from an Organization Lead within the organization and redeeming it on the Redeem ECCC Key screen. ECCC keys are alphanumeric codes that are used by the system to establish connections. ECCC Keys can be created by individuals with the SWIM Organization Lead role, and by administrators at ECCC.
 - i. If you receive the ECCC Key by email, **highlight** the key and copy it.
 - ii. **Click** “Redeem ECCC Key” in the left-hand menu.
 - iii. In SWIM, **paste** the key into the field on the Redeem ECCC Key screen.
 - iv. **Click** “Activate Key”

Figure 5.1-3 ECCC Key Received in Email

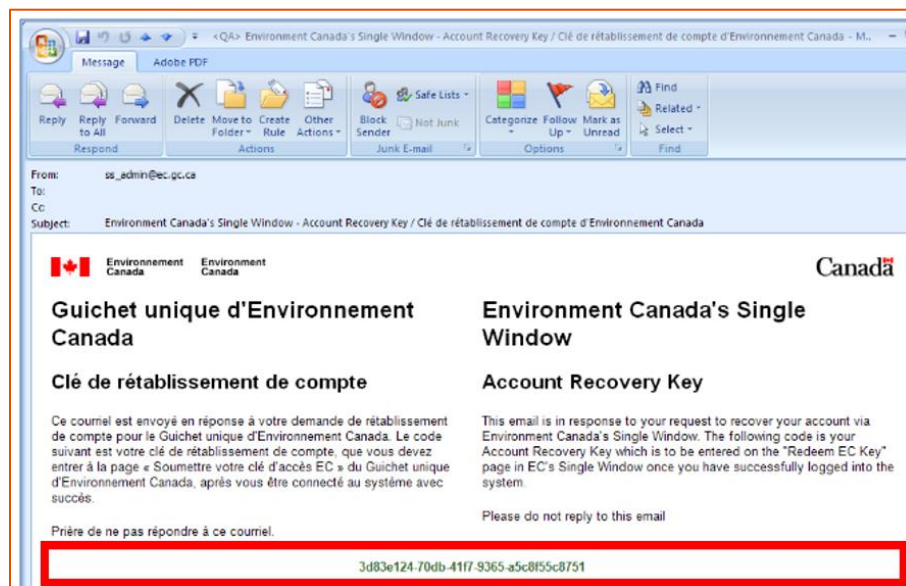


Figure 5.1-4 Redeem ECCC Key for an Existing Organization



2. Request access

- a. If you are unable to obtain an ECCC Key from someone within your organization and you wish to link to an organization already present in the database, you will need to request access to the organization.
 - i. **Select the organization** you require access from the search you performed.
 - ii. You will then need to **click** on the reporting program that you want to report to for that organization. For the Environmental Emergency Regulations Reporting System, you should **click** on “Environmental Emergency Regulations Reporting System”.

Figure 5.1-5 Request Access to a Reporting Program for an Existing Organization

Request Access

In order to report using SWIM, you need access to the reporting program(s) and your organization(s).

There are two ways to gain this access:

1. Ask your organization administrator for access, OR
2. Request access by clicking on the reporting program below to begin the request process.

Please remember that if requesting access through the system it can take up to 3 business days during peak times.

[Chemicals Management Plan](#)
Jointly delivered by Environment Canada and Health Canada, the Chemicals Management Plan identifies and addresses environmental and health risks under various federal laws.

[Environmental Emergency Regulations Reporting System](#) ←

Environment and Climate Change Canada's system for submitting company information, hazardous substance and environmental emergency plan information, and written reports on substance releases.

[ePCB](#)
This database allows regulatees to submit their PCB reports online as required by the PCB Regulations.

- b. Once the program is selected, you will then need to select the reporting role that you need for that organization.
 - i. Roles grant access to individuals so they can access reporting programs as required. Users can hold one or more different roles within SWIM and the reporting programs. For the Environmental Emergency Regulations Reporting System, the available roles are:
 - i. Environmental Emergency Regulations Regulatee and Contractor—Enter reporting data into Schedules and submit the Schedules
 - ii. Environmental Emergency Regulations PSA—View limited information for Public Safety Authorities

Figure 5.1-6 Request Access to a Role for an Existing Organization

Single Window Information Manager
 Home
 My Profile
 Redeem ECCC Key
 Request Access
 Organizations
 Guidance
 Logout

Request Access

Select the role that you require.

[E2 Regulations Regulatee and Contractor](#) Enter reporting data into Schedules and submit the Schedules.

Figure 5.1-7 Request Access Sent

Request Access

Your request has been sent to the applicable reporting program. The program processes requests on a first-come, first-served basis. You will receive a confirmation email shortly and then once the request has been processed you will receive another email. If approved, the email will contain a code (ECCC Key) that you will redeem to complete this process.

Role	Reporting Lead - All Facilities
Program	BC Greenhouse Gas
Organization	Interstate Batteries

- c. This will result in a request being submitted to ECCC staff. If your request is approved, an ECCC Key will be sent by email. You will then be able to redeem the key following the above steps.

5.2. CREATE AN ORGANIZATION AND LINKING TO PROFILE

If you are having difficulty finding the company you are looking for, enter fewer characters and try searching again. After confirming your organization is not already in the database (i.e.: your organization is not displayed in search results list), you can create it:

1. **Click “Add a New Organization”** again. You will be presented with a new screen to enter organization details.

Figure 5.2-1 Add a New Organization

The screenshot shows a 'Search Results' page. At the top, there's a search bar with 'Organization' and 'Business Number' fields. Below it, a table header shows 'Business Legal Name', 'Business Number', and 'Physical Address'. The table is empty, with a message 'No data is available in the table'. At the bottom, there's a button labeled 'Add a New Organization' which is highlighted with a red box and an arrow pointing to it.

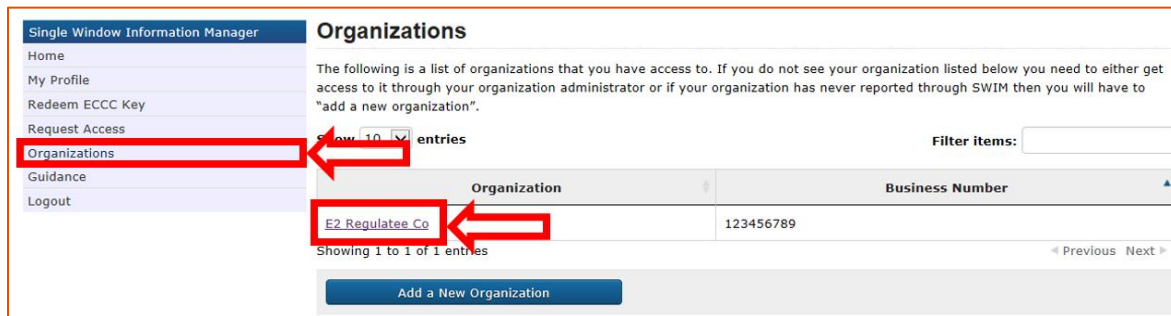
2. **Complete** the organizational information
3. **Click “Save”** to create the organization.

Figure 5.2-2 Complete Organization Information

The screenshot shows the 'Organization' form. It has a sidebar with navigation links: Home, My Profile, Redeem ECCC Key, Request Access, Organizations (selected), Guidance, and Logout. The main form area contains several fields: 'Business Legal Name' (required, marked with an asterisk), 'English Trade Name', 'French Trade Name', 'Business Number' (required, marked with an asterisk), 'DUNS Number', 'Web Site', 'Mailing Address', 'Physical Address', 'Delivery Mode', 'PO Box', 'Rural Route Number', 'Unit', 'Street Number', 'Street Name', 'Street Type', 'Street Direction', 'City', 'Prov/Terr/State', 'Postal Code / Zip Code', 'Country', and 'Additional Information'. A 'Copy To Physical' button is located below the 'Additional Information' field. At the bottom, there is a 'Save' button highlighted with a red box.

4. As the creator of this organization, you (i.e. your profile) will automatically be designated as the “Organization Lead” in SWIM but you will still require user roles in order to perform the various specific tasks in the Environmental Emergency Regulations Reporting System.
 - a. As the Organization Lead, you can **grant access (roles) to yourself** or to others (refer to [Chapter 7](#))
5. After you have created your organization, **click “Organizations”** on the left-hand menu. The organization should now be displayed on the screen.

Figure 5.2-3 Newly Added Organization is Displayed



Once you have added/created your organization, you can then create facilities that are associated to the organization as described in the next chapter.

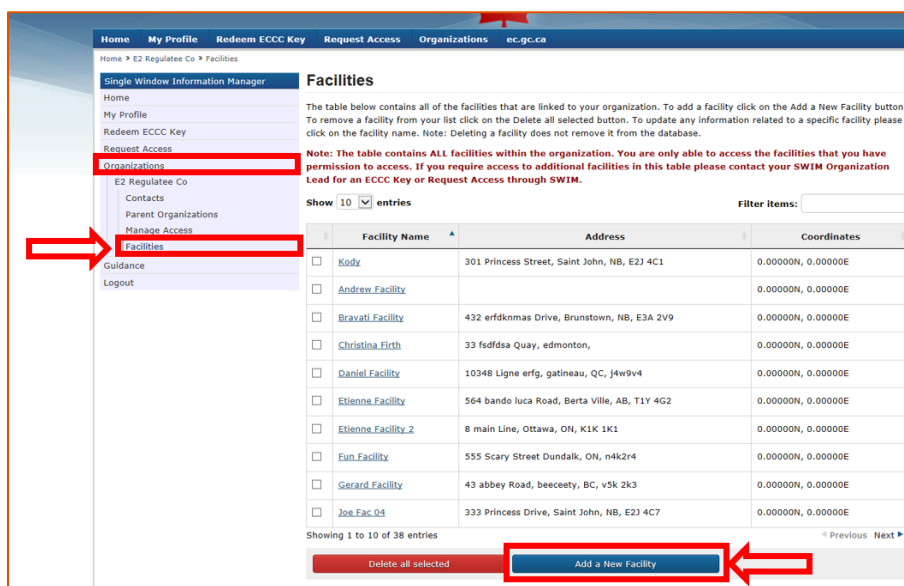
Chapter 6 REVIEWING OR CREATING FACILITIES FOR YOUR ORGANIZATION

Once you have access to an organization in your profile, you will need to review (or create) the information for the facilities under that organization.

To add a facility to an organization:

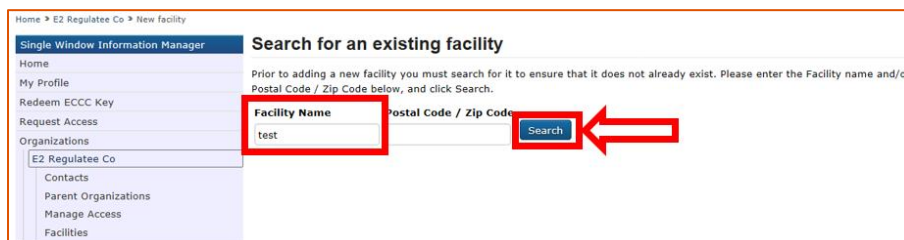
1. Click **“Organizations”** in the left-hand menu.
2. Select the organization from the list to which you wish to add a facility by clicking on the organization's name.
3. Click **“Facilities”** in the left-hand menu.
4. The list of facilities currently connected to the organization (if any) is displayed. To add a new facility, click **“Add a New Facility”**.

Figure 6.0-1 Add a New Facility to an Organization



5. You will be prompted to search the database first to be sure the facility does not already exist in the system. You may search by Facility Name, Postal Code/Zip Code, or both.
6. Enter the information and then click **“Search”**.

Figure 6.0-2 Search Facility within an Organization



7. If the facility is not found (i.e.: your facility is not displayed in search results list) then click **“Add a New Facility”** again.

Figure 6.0-3 Select “Add a New Facility”

Home > E2 Regulatee Co > New facility

Single Window Information Manager

Home

My Profile

Redeem ECCC Key

Request Access

Organizations

E2 Regulatee Co

Contacts

Parent Organizations

Manage Access

Facilities

Guidance

Logout

Search Results

The table below contains the facility names that match your search results. If your facility is below, please click the "Add this Facility" link to the right of the facility name. If your facility has not been found please click the "Add a new Facility" button at the bottom of the page.

Note:
If your facility is underlined it is already connected to another organization in our database. Click on the name of the facility to see who owns it. This situation occurs for two reasons:

1. You have created a duplicate organization and are now trying to add the facility to the duplicate. Delete your duplicate organization instead and get access to the already created organization.
2. The facility was sold to your organization but the old owner still has not deleted the facility from their account. If you have contact with the other organization, the best practice is to have them delete the facility and then you can add it to your organization.

Facility Name: Postal Code / Zip Code:

Show 10 entries Filter items:

Facility Name	Physical Address	Add
No data is available in the table		

Showing 0 to 0 of 0 entries < Previous Next >

8. **Enter** all required information related to the Facility. At least all mandatory information such as Name, Ownership Type, etc. (i.e. all fields marked with an asterisk below) must be populated.
 - a. Ideally, the name that you give to the facility should be the common name for the business or the registered company name that may be used in any list or database.
 - i. If the facility has a name that is shared with other facilities (e.g. Shell), you should add qualifiers to the name to help differentiate between other locations. Examples would be:
 1. Shell–King Edward Station;
 2. Husky Energy - 09-07-067-08-W6 Padsite;
 3. Irving Oil - Charlottetown Marine Terminal;
 4. Autogas Propane–Castlegar;
 5. Canwest Propane - Bella Coola;
 6. Etc.
 - b. It is not mandatory to enter the physical (civic) address of the facility. However, this information will be requested in the Environmental Emergency Regulations Reporting System. If the information is entered in SWIM, it will be carried from SWIM to the Environmental Emergency Regulations Reporting System.
9. **Click “Save”** to create your new facility.

Figure 6.0-4 Save New Facility

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
E2 Regulatee Co
Contacts
Parent Organizations
Manage Access
Facilities
Guidance
Logout

Facility

Required fields are marked with an asterisk (*).

*** Name** *** Ownership type**
[Text Field] [Dropdown: Owned]

☐ If this is a portable facility, please check here

Mailing Address **Physical Address** **Geographical Address**

Delivery Mode **PO Box** **Rural Route Number**
[Dropdown] [Text Field] [Text Field]

Unit **Street Number** **Street Name**
[Text Field] [Text Field] [Text Field]

Street Type **Street Direction** **City**
[Dropdown] [Dropdown] [Text Field]

Prov/Terr/State **Postal Code / Zip Code**
[Dropdown] [Text Field]

Country
[Dropdown]

Additional Information
[Text Field]

[Copy To Physical](#)

[Save](#)

10. At this point, as the Organization Lead, ensure you grant access as a Regulatee to yourself or any other person who should be tasked with these roles.
11. See Chapter 7 regarding how to Manage Access.

7.1. SWIM ROLES

The roles in SWIM determine how a user can interact with the SWIM data (organization, facility, contacts, etc.) and regulatory reports in the Environmental Emergency Regulations Reporting System. Users can hold one of a number of different roles within SWIM and the reporting programs (there are SWIM roles and Environmental Emergency Regulations Reporting System Roles). A user that is granted permission to a program also is automatically given the appropriate SWIM role but having a SWIM role only doesn't mean you have access to the Environmental Emergency Regulations Reporting System.

The user who creates a new organization (i.e. head office) is automatically assigned the SWIM role of Organization Lead for that organization. As the SWIM Organization Lead, that person has the ability to grant access to the Environmental Emergency Regulations Reporting System to any individual who has a role in the regulatory reporting of regulated facility associated to that organization.

However, that person (Organization lead) must still grant themselves access to the Environmental Emergency Regulations Reporting System in order to be able to access it. Being the lead does not grant access to the Environmental Emergency Regulations Reporting System automatically.

As well, if there is someone who no longer works for that organization, or no longer requires access (i.e.: consultants), the Organization Lead can remove their permission from the organization.

7.1.1. Roles Available in Environmental Emergency Regulations Reporting System

Environmental Emergency Regulations Reporting System roles are different from SWIM roles. The user roles that are available for the Environmental Emergency Regulations Reporting System are:

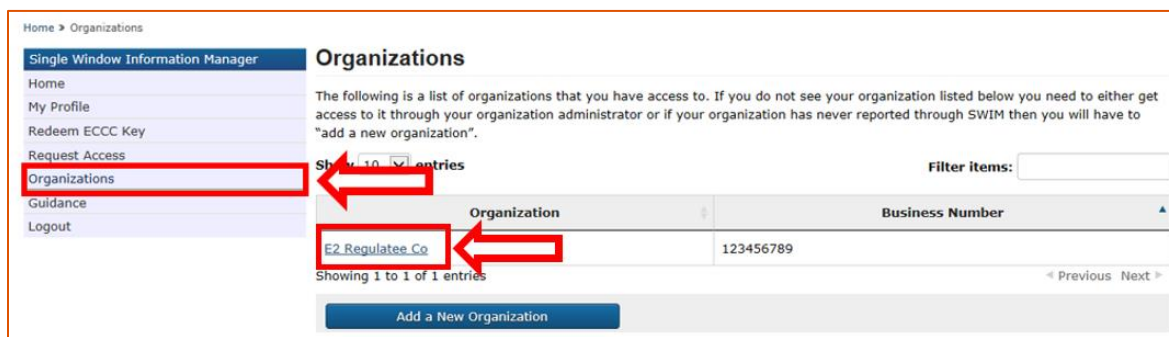
- **Regulatee and contractor**—this role is used to enter data and approve reports submitted in the system. This role is used for both people working at the facility (responsible persons) and for people hired to fill out and submit the report on behalf of the responsible person at the facility. The organization lead can grant this role to people.
- **Public Safety Authority**—this role is used to enter data and approve reports submitted in the system. These people will have a restricted access to the reporting system and will only see the data that applies to them. Only ECCC employees can grant this role to people.

7.2. GRANT ACCESS

Assuming you are the SWIM Organization Lead for your organization, you will be able to grant access to yourself and anyone else in your organization (i.e. head office) as per the following steps.

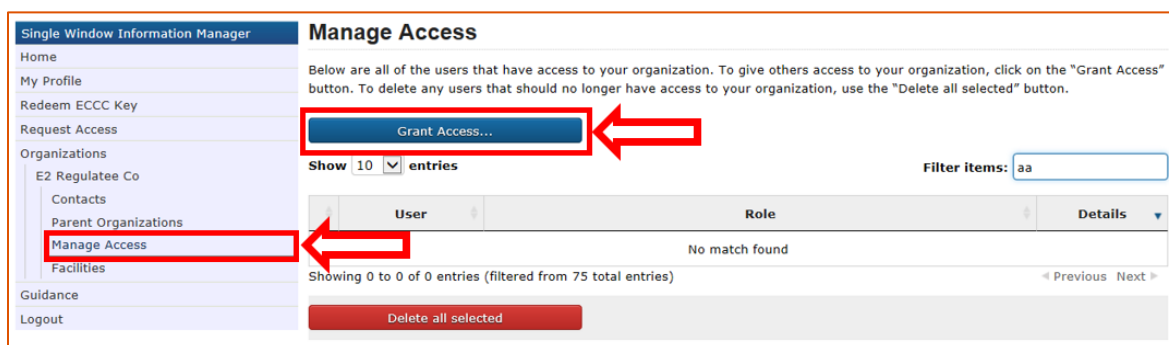
1. **Click “Organizations”** in the left-hand menu.
2. From the list provided, **select** the organization you will be granting access.

Figure 7.2-1 List Organizations Prior to Granting Access



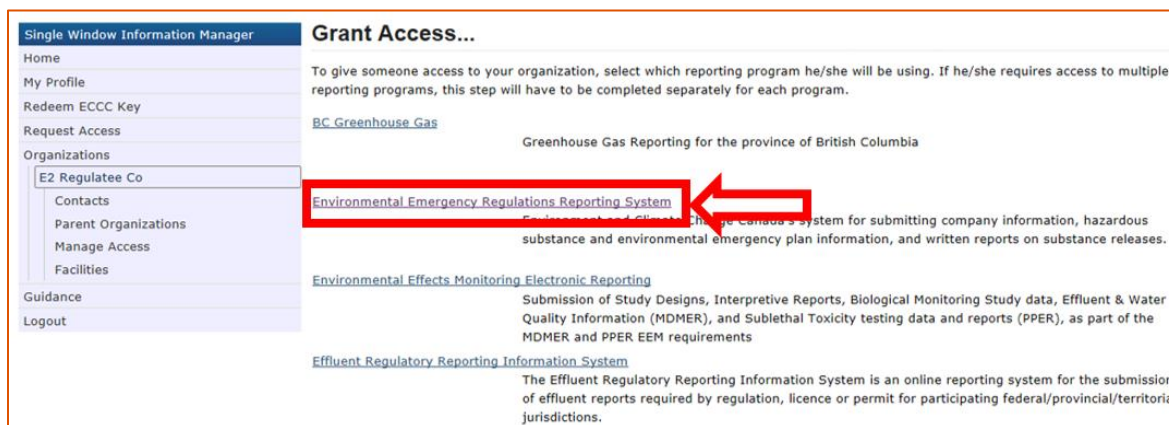
3. Click “Manage Access” in the left-hand menu.
4. Click “Grant Access”.

Figure 7.2-2 Manage Access to one of your organizations



5. Select the reporting program you need to grant access. In this case, you should select “Environmental Emergency Regulations Reporting System”.

Figure 7.2-3 Grant Access to a Reporting Program for one of your Organizations



6. Select the reporting role that you need to grant to the person for that organization. You should be able to grant only one type of role to someone for the Environmental Emergency Regulations Reporting System: “E2 Regulations Regulatee and Contractor”.

Figure 7.2-4 Grant Access to a Role for one of your organizations

Home » E2 Regulatee Co » Grant Access » E2

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
E2 Regulatee Co
Contacts
Parent Organizations
Manage Access
Facilities

Grant Access...

Select which role the user requires.

E2 Regulations Regulatee and Contractor Enter reporting data into Schedules and submit the Schedules.

7. **Select** the checkbox beside the facility (ies) that you wish the person to have access. If the facility does not exist, you as the Organization Lead will need to create the facility before granting access to it. (Refer to [Chapter 6](#)).
8. **Click “Continue”**.

Figure 7.2-5 Select Facility & Continue

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
E2 Regulatee Co
Contacts
Parent Organizations
Manage Access
Facilities

Grant Access...

Select which facilities he/she will need access to.

Show 10 entries Filter items:

	Facility Name	Address	Coordinates
<input type="checkbox"/>	Steve Facility	91782 Alaska Highway, Whitehorse, YT, Y1A 5B7	60.74161N, -135.11111E
<input checked="" type="checkbox"/>	Karolanne Facility 2	911 Place fast, Quebec, QC, J1J 1J1	0.00000N, 0.00000E
<input type="checkbox"/>	Etienne Facility 2	8 main Line, Ottawa, ON, K1K 1K1	0.00000N, 0.00000E
<input type="checkbox"/>	Etienne Facility	564 bando luca Road, Berta Ville, AB, T1Y 4G2	0.00000N, 0.00000E

9. You will then be asked how many keys you wish to generate. **Enter** the number ECCC Key(s) you need (one ECCC Key per person). Each person who requires an ECCC Key in order to access the Environmental Emergency Regulations Reporting System will get an individual key in the next steps.
10. **Click “Generate”**.

Figure 7.2-6 Generate ECCC Key(s)

Home » E2 Regulatee Co » Grant Access » E2

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
E2 Regulatee Co
Contacts
Parent Organizations
Manage Access
Facilities

Grant Access...

Generate as many “keys” as you need for the role and reporting program listed below. Enter the number of keys you would like and click “Generate”.

Required fields are marked with an asterisk (*).

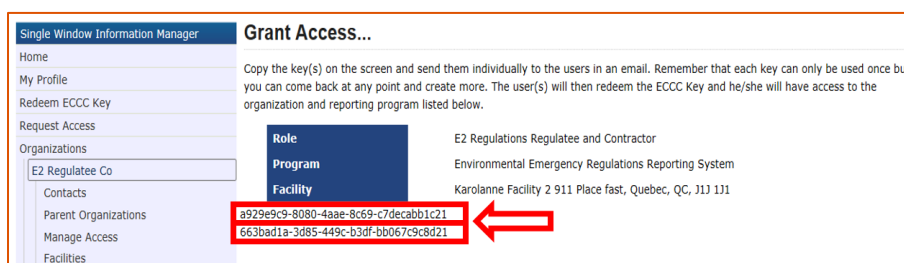
Role: E2 Regulations Regulatee and Contractor
Program: Environmental Emergency Regulations Reporting System
Facility: Karolanne Facility 2 911 Place fast, Quebec, QC, J1J 1J1

* Number of keys: 2

Generate

11. The number of keys you requested will appear on the screen. Each key is for one person only.

Figure 7.2-7 ECCC Key Generated



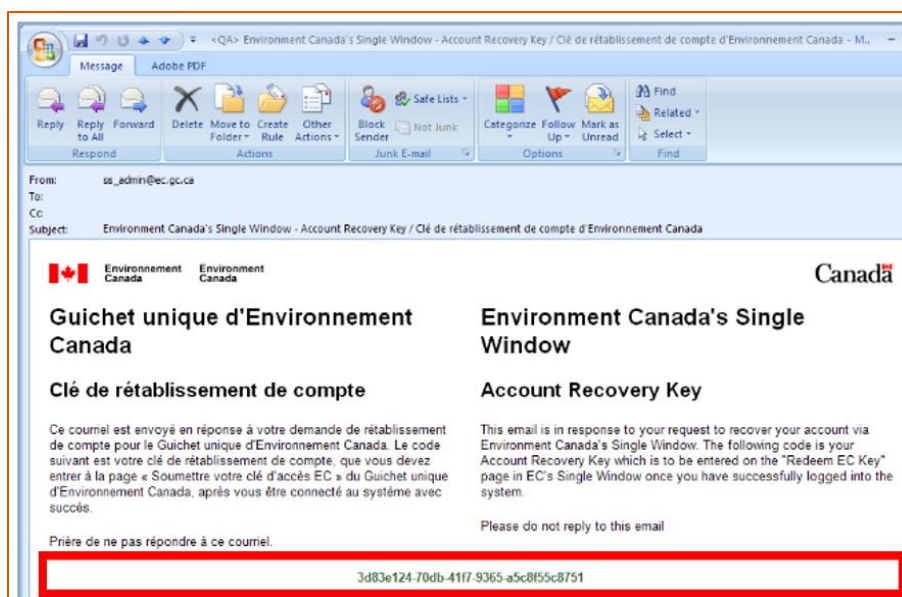
12. **Copy** each key on the screen individually and send them individually to the users in an email. Remember that each key can only be used once but you can come back at any point and create more. The person who receives the key will then need to Redeem the ECCC Key in order to gain access to the Environmental Emergency Regulations Reporting System (see the following section for instructions on how to redeem an ECCC Key).

7.3. REDEEM AN ECCC KEY

ECCC Keys can be created by the SWIM Organization Lead, and by administrators at ECCC. The following steps will show you how to redeem your key:

1. Once you receive the key by email, highlight the ECCC key, and **copy** it.

Figure 7.3-1 ECCC Key Received in Email



2. **Click "Redeem ECCC Key"** in the left-hand menu.
3. **Paste** the key into the field on the Redeem ECCC Key screen.
 - a. Make sure there are no spaces before the key. Otherwise, the box may cut-off a character at the end of the key. If you see a message indicating an invalid key, try copying and pasting again. If the entered key is correct, the system will activate it.

Figure 7.3-2 Redeem ECCC Key for an Existing Organization

Single Window Information Manager **Redeem ECCC Key**

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
Guidance
Logout

Copy and paste the code (ECCC Key) that you have received through an email in the box below and click activate. The ECCC Keys can only be used once.
ECCC Keys marked with an asterisk (*).

Please input your ECCC Key

Activate Key

Figure 7.3-3 ECCC Key Activation Confirmation

Single Window Information Manager **Redeem ECCC Key**

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
Guidance
Logout

Your key has been redeemed successfully.

7.4. REMOVE ACCESS

Users with the SWIM Organization Lead role can remove access from others within their organization as needed. If you wish to remove access people have to SWIM or to the organization, you can do so as follows:

1. **Click “Organizations”** in the left-hand menu.
2. **Select** an organization.

Figure 7.4-1 Select Organizations

Home > Organizations

Single Window Information Manager **Organizations**

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
Guidance
Logout

The following is a list of organizations that you have access to. If you do not see your organization listed below you need to either get access to it through your organization administrator or if your organization has never reported through SWIM then you will have to “add a new organization”.

Show 10 of 1 entries

Filter items:

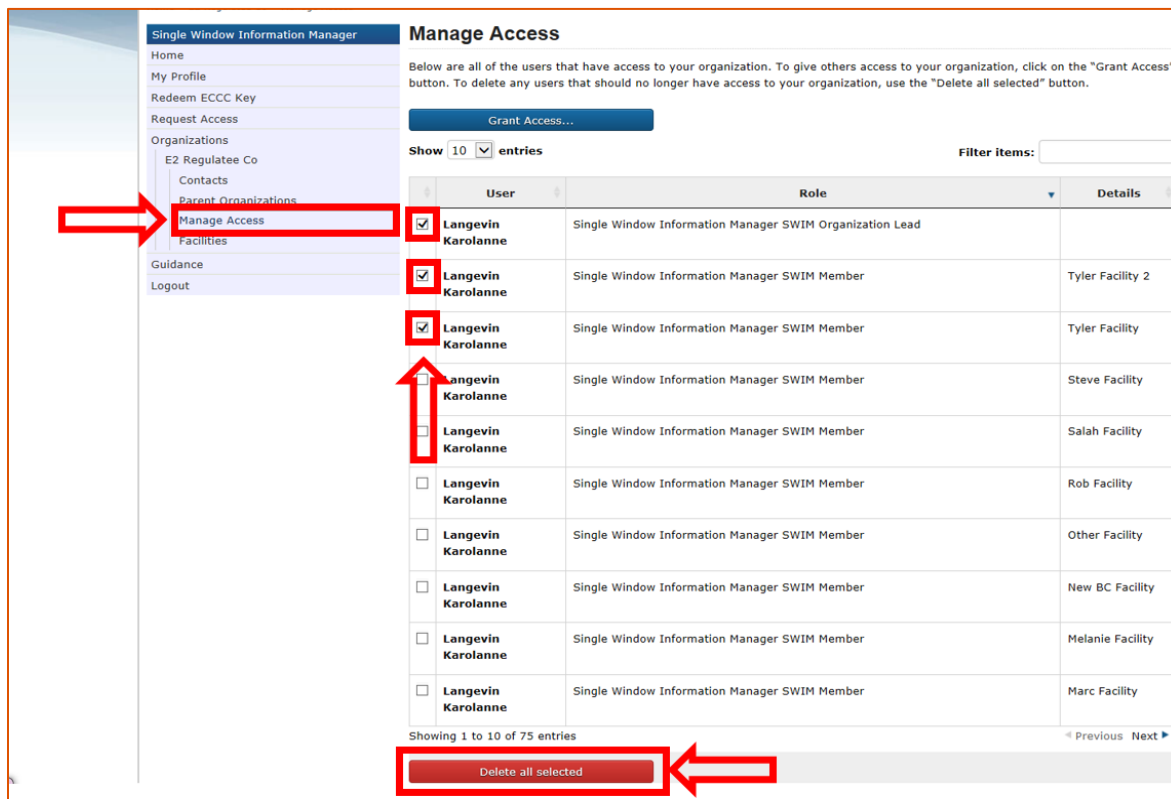
Organization	Business Number
E2 Regulatee Co	123456789

Showing 1 to 1 of 1 entries

[Add a New Organization](#)

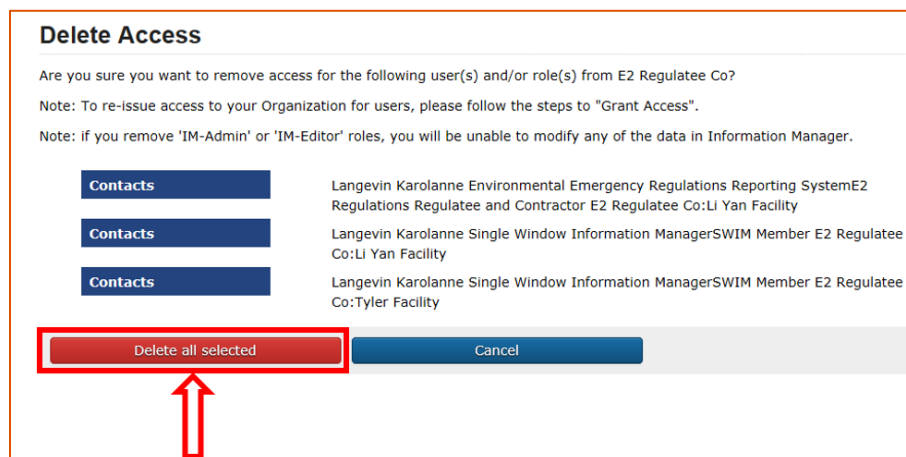
3. **Click “Manage Access”** in the left-hand menu.
4. **Select** the users/roles you wish to delete. You can see the facility associated with each role on the right.
5. **Click “Delete all”** selected.

Figure 7.4-2 Select Manage Access



- A confirmation window will appear and ask the following: "Are you sure you want to remove access for the following user(s) and/or role(s) from (Organization)?"
6. To proceed with removal, click **"Delete all selected"**.

Figure 7.4-3 Confirm Removal



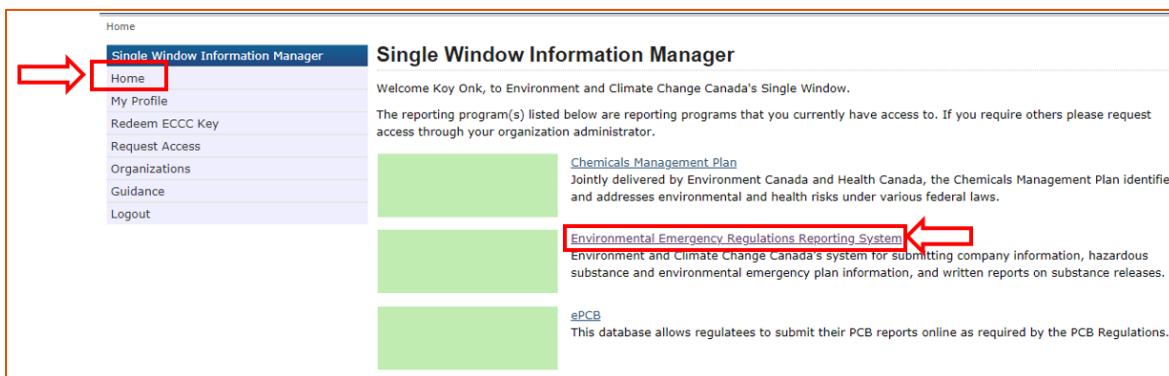
7. The Manage Access window is then re-displayed with the user/role removed.

8.1. LOGIN INTO THE ENVIRONMENTAL EMERGENCY REGULATIONS REPORTING SYSTEM

Once you have a SWIM account and have done all the steps mentioned in previous chapters (e.g. setting up your profile, adding organizations, facilities, etc.), you can login into the Environmental Emergency Regulations Reporting System:

1. Go to the “Home” page of your SWIM account by **clicking “Home”** from any page. This will allow you to see the list of reporting programs that you currently have access to.
2. **Select Environmental Emergency Regulations Reporting System** from the list of ECCC applications from SWIM.

Figure 8.1-1 - Selecting the Environmental Emergency Regulations Reporting System from SWIM



Once you have an account and have logged into Environmental Emergency Regulations Reporting System via SWIM, you can create and submit regulatory reports pertaining to the Regulations. The Environmental Emergency Regulations Reporting System Home page is the initial page displayed when you select Environmental Emergency Regulations Reporting System from the list of ECCC applications from SWIM. If you do not see the Environmental Emergency Regulations Reporting System in the list that means you don't have the Regulatee and contractor role and you need to request access to the system. Refer to [section 5.1.1](#) for details on how to request access.

The system has a “**Time-out**” function, which means that after 20 minutes of inactivity, the system will warn you that your session is about to expire. You have one minute to extend your session otherwise it will end and any information not yet saved will be lost. In order for the system to monitor activity, you need to be active on the page (clicking, entering information, etc.). Just keeping the page open or scrolling won't register as active.

8.2. HOME PAGE

The Environmental Emergency Regulations Reporting System Home page is the initial page displayed when you select Environmental Emergency Regulations Reporting System from SWIM. From this welcome page, a user can navigate the system, fill, edit, submit, and track the status of Schedules, obtain electronic copies of Schedules, and search completed Schedules.

Before continuing, **read all the information** on the welcome page. Once you are done reading, proceed by **clicking “Continue”** at the bottom of the page.

Figure 8.2-1 Environmental Emergency Regulations, 2019 Reporting System Welcome Page

Environmental Emergency Regulations, 2019 (E2 Regulations, 2019) Online Reporting System

Welcome to the Online Reporting System under the Environmental Emergency Regulations (E2 Regulations), 2019. The system provides a secure and convenient way of submitting information related to the facility, hazardous substance(s) located at the facility, environmental emergency plan, and written report(s). With this online system, you can complete, edit, submit, and track the status of Schedules, obtain electronic copies of Schedules, and search completed Schedules.

Instructions for Completing a Schedule

For step-by-step instructions on how to use this system and fill out schedules that are applicable to your facility, refer to the guidance document (add links to training and guidance documents). All mandatory fields, which are marked with an * are required under the E2 Regulations, 2019. Some fields are "conditionally required" and will only need to be answered based on your answers to the previous questions. Read all questions carefully in order to provide all necessary information. Throughout the reporting system, additional useful information is available in blue boxes. Please read carefully all the information provided to help you fill out the requested fields. There is also a Help button (at the top right corner of each page), which provides more information relevant to a field. It is important to save each page before navigating to the next page otherwise any unsaved information will be lost.

Automated Emails

In order to help you keep track of deadlines, the reporting system will send automated reminders a month prior to, one week prior to and the same day that Schedules 2, 3, 4, and 5 are due for submission. Note that these reminders will be based on the information provided in the schedules and may vary depending on one or more factors, which may affect the calculations. Therefore, it is recommended that you visit your dashboard regularly in order to see all the deadlines that apply to your facility and to report any mistake to the compliance promotion officer for your region.

Disclaimer

Environment and Climate Change Canada is committed to upholding its obligations with respect to confidentiality in accordance with the *Access to Information and Privacy Act*. Therefore, the information submitted by a regulatee will be kept confidential to the extent permitted under the Act. Information collected under the E2 Regulations, 2019 may be released to public safety authorities, other federal departments, and levels of government. Additionally, facility names and location(s) (city) may be made available to the public, if required, through the open data government portal. For more information, please visit the *Access to Information and Privacy Act* and the *Canadian Environmental Protection Act* websites.

Questions

For questions regarding the E2 online reporting system, please contact your regional compliance promotion officer identified here. Additional information can also be found in the Implementation Guidelines for the E2 Regulations, 2019. All other enquiries regarding the E2 Regulations, 2019 may be addressed to the Environmental Emergency generic email: ec-ue-e2.ec@canada.ca.

You can also refer to the "Online Reporting System Guidance - Environmental Emergency Regulations, 2019" for detailed instructions on how to use this reporting system.

8.3. DASHBOARD

The Reporting Dashboard allows you to add, view, edit, or delete schedules. To return to the Dashboard at any time, **click "Dashboard"** at the bottom of the screen.

You can **search** for information about your facility and the schedules using any of the search criteria on the dashboard. Note that you will only have access to those schedules for the facility(ies) to which you have access.

1. To add a new schedule, **click "+ Create Schedule"** at the bottom right corner of the page.
2. To complete a schedule that is in progress or edit a schedule that was already submitted, **click** on the pencil icon () on the corresponding line and **click "Edit"**.
3. To view, print or see the history of a schedule, **click the downward arrow icon ()** on the corresponding line.

Figure 8.3-1 Editing, History, and Deleting Schedules

Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Is the Schedule Overdue?	Schedule Progress	Facility Status	Actions
	4014	E2 Regulatee Co	Karolanne Facility	Schedule 2	15	2023-10-04	No	(0/4)	Active	
	4014	E2 Regulatee Co	Karolanne Facility	Schedule 3	7	2018-01-19	Yes	(1/4)		Edit History / Print Preview Delete
	4046	E2 Regulatee Co	Other Facility	Schedule 7	2	N/A	N/A	Submitted (04/09/2018 1:54:59 PM)		

It is important to "Save" each page before navigating to the next page otherwise any unsaved information will be lost.

Figure 8.3-2 Environmental Emergency Regulations Reporting System Dashboard

Environmental Emergency Regulations Reporting Dashboard

Welcome to the CEPA Environmental Emergency Regulations (E2 Regulations) Reporting Tool under the Canadian Environmental Protection Act (1999) [CEPA]. The Reporting Dashboard allows you to add, view, edit, or delete schedules. To return to the Dashboard at any time, click on the "Dashboard" button at the bottom of the screen.

Throughout the Reporting Tool, useful information will be presented to you in these blue boxes. Please read carefully the information presented since it will help you fill out the requested fields. It is also possible to obtain more information on specific sections by clicking the Help button (?) at the top right of the screen.

Note that some fields will be validated to ensure the quality of the data submitted. If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.

At any time, you can save your progress and come back later to continue. Note that a schedule needs to be "submitted" (?) in order for Environment and Climate Change Canada to receive it.

It is important to "save" each page before navigating to the next page otherwise any unsaved information will be lost.

Search

E2 Regulations ID Number (E2ID#): Head Office Name:

Facility Name: Facility City:

Facility Province / State: Substance:

Schedule: Schedule Status:

Search Result(s) - Available Schedule(s)

To add a new schedule, click the «Create Schedule» button (?) at the bottom right corner of the page.
 To complete a schedule that is in progress, click on the pencil icon () on the corresponding line and click edit.
 To view, print or see the history of a schedule, click the downward arrow icon () on the corresponding line.
 To edit a schedule that has already been submitted, click on the pencil icon () on the corresponding line and click edit.

Note for editing Schedules: you will need to confirm the information provided on each page (including the sections that open in a new window) before being able to re-submit the schedule.

Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
	4014	E2 Regulatee Co	Karolanne Facility	Schedule 4	3	2018-07-19	Yes	(1/5)	
	4014	E2 Regulatee Co	Karolanne Facility	Schedule 2	11	2023-07-24	No	Submitted (24/07/2018 10:10:55 AM)	
	4014	E2 Regulatee Co	Karolanne Facility	Schedule 4	6	2018-01-02	No	Submitted (24/07/2018 10:10:55 AM)	

On your main dashboard, you will find information about your Schedules including their status/progress:

4. A blue icon () indicates a new schedule that needs to be filled out.
5. An orange icon () indicates a schedule that is in progress.
6. A purple icon () indicates a schedule that is ready to be submitted.
7. A green icon () indicates a schedule that has been submitted.

You can also **sort** the list of your Schedules by each column **by clicking** on the column title.

One important main column is the **"Submission Deadline"**, which indicates to you when the Schedule should be submitted by. This is automatically calculated based on the information submitted in your first Schedule 2 (if submitted).

You can also use the column **"Schedule Overdue"** to find the Schedules that are considered "late" based on the calculations of the system.

8.4. SCHEDULE 2—NOTICE REGARDING SUBSTANCES LOCATED AT A PLACE

The responsible person is required to submit a Schedule 2 within 90 days after the day on which either of the following situations occurs for each facility at which the substance is located:

1. the total quantity of the substance, whether it is in a container system or not, reaches or exceeds the quantity set out in column 4 of Schedule 1 for that substance; or
2. A quantity of the substance is placed in a container system that has a maximum capacity that is equal to or greater than the quantity set out in column 4 of Schedule 1 for that substance.

8.4.1. To submit a Schedule 2:

1. To add a Schedule 2 from the dashboard, **click “+ Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”
2. From that page, you will need **to select** the head office representing the facility (ies) for which you are submitting information. To select a head office, you can either directly select it from the list or you can search for it. The head office, also called the headquarters, is usually the hub of the company, and often serves as the central location where top decisions are made. The head office is generally where the executives of the company, including the CEO, maintain their offices.
 - To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the head office, **click “Select”** on the corresponding line.

Figure 8.4-1 Select the Head Office for New Schedule

Submit a Schedule

Select Head Office

! To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name

Head Office List

Name	Actions
E2 Regulatee Co	<input type="button" value="Select"/>

3. Once the head office is selected, you need to select the facility for which you need to submit a Schedule 2. To select a facility, you can either directly **select** it from the list or you can search for it.
 - To search for a facility, **type** in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the facility, **click “Select”** on the corresponding line.

Figure 8.4-2 Select the Facility for New Schedule

Select Facility

To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWM) (<https://ec.ss.ec.gc.ca/en/c/s>) to request access or to create the facility.

Facility Name

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karolanne Facility	<input type="button" value="Select"/>
New BC Facility	<input type="button" value="Select"/>
Other Facility	<input type="button" value="Select"/>
Tyler Facility	<input type="button" value="Select"/>

- Once the facility is selected, you will see the Schedules that are available for submission. Schedule 2 and Schedule 8 should initially appear for any “blank” facility. If Schedule 2 does not appear, it is possible someone else already started filling it out (go back to the dashboard and search for it).
- Select** the Schedule 2 by clicking on “**Select**” on the corresponding line. This will open the Schedule 2 that you will need to fill out.

Figure 8.4-3 Select Schedule 2 to create it

Select Schedule

For the chosen facility, **select the schedule** you are required to fill out.

If you do not find the schedule you are required to fill out and submit, it is possible it has already been submitted in which case you will need to go back to your dashboard and edit the schedule.

It is also possible that a schedule doesn't appear in the list below if the previous required schedule(s) have not been submitted.

Schedule(s) Available for Submission

Schedule	Actions
Schedule 2 (Notice Regarding Substances Located at a Place)	<input type="button" value="Select"/>
Schedule 8 (Written Report of Environmental Emergency)	<input type="button" value="Select"/>

- Schedule 2 is separated in four sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - Facility Information
 - Head Office Information
 - Substance(s) Information
 - Certification

Figure 8.4-4 Schedule 2—Sections

8.4.2. Schedule 2—Facility Information

The information requested in this section pertains to the place where the substance(s) is located (the facility).

- **Head Office Name and Facility Name:** The name provided for the head-office and the facility are cannot be modified. If you need to edit the name, you will need to go back to Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>).
- **Corporate Name:** Provide the legal name of your company that identifies it in contracts and invoices. The corporate name can be the same or different from the name you use to operate your business (the facility name). In both cases, **type** the name in the box provided.

Figure 8.4-5 Schedule 2—Facility Information

- **Does the facility have a postal code? :** This question is needed since some facilities are located in remote places and are not assigned a postal code.
 - If your facility has a specific postal code, **select “Yes”**.
 - If your facility does not have a specific postal code, **select “No”**.

Figure 8.4-6 Schedule 2—Facility Information when no Postal Code

- **Provide the information of the civic address:**
 - If a postal code for the facility is available (you selected “Yes”), **click on the map icon (📍)** on the right to enter the civic address. This will open a new window where you will be able to enter the required information.

- **Enter** information in all fields for the main entrance or an equivalent to your facility.

Figure 8.4-7 Schedule 2—Facility Information when there is a Postal Code available

The screenshot shows a web form for entering facility information. Red boxes and arrows highlight the following elements:

- A red box around the question *** Does the facility have a postal code? (required)** with an arrow pointing to the **Yes** dropdown menu.
- A red box around the question *** Provide the complete civic address (or only the province if a description was provided above): (required)** with an arrow pointing to the **(Quebec), Canada** text field and a map icon on the right.
- A large red box around the **Provide the civic address information:** section, which includes:
 - Unit Number (xxx)
 - ** Street Number (conditionally required) (xxx)
 - ** Street Name (conditionally required) (empty field)
 - Street Type (Select an option)
 - Street Direction (Select an option)
 - For the city/township, if in Canada, please enter the name exactly as written in this list: <http://www.canada-city.ca/all-cities-in-canada.php>
 - ** City (conditionally required) (empty field)
 - * Province/Territory of the facility: (required) (Quebec)
 - ** Postal Code (conditionally required) (empty field)
 - * Country (required) (Canada)
- A red box around the **Ok** button at the bottom right of the form, with an arrow pointing to it.



- If your facility does not have a postal code (you selected “No”), you still need to provide description of the location and the province for the facility **by clicking on the map icon** () on the right hand side of the address field. This will open a new window where you will be able to enter information in the required fields.
 - In the comment box, **enter** a description that includes the necessary details to locate the facility, including rural route identifier, land marker, etc.
 - Select the province in which the facility is located.

Figure 8.4-8 Schedule 2—Civic Address—Enter the description and the Province only

The screenshot shows a web form for entering civic address information. Red boxes and arrows highlight the following elements:

- A red box around the question: *** Does the facility have a postal code? (required)**. An arrow points to the dropdown menu which is currently set to **No**.
- A red box around the question: *** Provide the complete civic address (or only the province if a description was provided above): (required)**. An arrow points to the text input field containing **(Quebec), Canada**. To the right of this field is a map icon.
- A large red box around the section titled **Provide the civic address information:**. Inside this box:
 - An arrow points to a text area with the instruction: **** Since you have indicated that your facility doesn't have a postal code, provide a description of the location: (conditionally required)**.
 - An arrow points to the dropdown menu for *** Province/Territory of the facility: (required)**, which currently shows **Select an option**.
 - The dropdown menu for *** Country (required)** is set to **Canada**.
- At the bottom right of the form are **Cancel** and **Ok** buttons.

- **Is the mailing address the same as the civic address?**
 - If the mailing address for the facility is the same as the civic address you just entered, **select “Yes”**.
 - This will automatically populate the information for the mailing address using the information provided for the civic address. Note that the address field will remain greyed out and empty—the information will only appear once you **Click “Save”** at the bottom of the page.
 - If the mailing address for the facility is different from the civic address you just entered, **select “No”**.
 - Note that if you only provided the province (meaning there is no civic postal code), you can’t **select “Yes”**.
 - **If mailing address is different than civic address, provide the mailing address for your facility:**
 - If your facility does not have a postal code or if you indicated that the mailing address for the facility is different from the civic address (you selected No at the previous question), **click** on the map icon () on the right to enter the mailing address. This will open a new window where you will be able to enter the required information.
 - **Enter** all required information.
- **Latitude and Longitude:** **Enter** the coordinates (decimal format, to a precision of five decimal places) for the main entrance or an equivalent to your facility. In the case of multiple entrances, please choose the entrance where first responders will have access to entry. To determine the coordinates of the facility, we encourage the use of two tools (NRCAN Toporama Tool or the Google Maps Coordinates Tool).
- Instructions for NRCAN Toporama tool:
 1. **Follow** the link for the NRCAN Toporama Tool:
<http://atlas.gc.ca/toporama/en/index.html>
 2. Once you have opened the navigation tool, **click** on the drop-down menu on the left and **click “Search” and Map Information**.
 3. In the “Find a Location” field, **type** the address or the postal code.
 4. **Select** the address once it appears. If you cannot find your address, you can also zoom in to your location on the map.


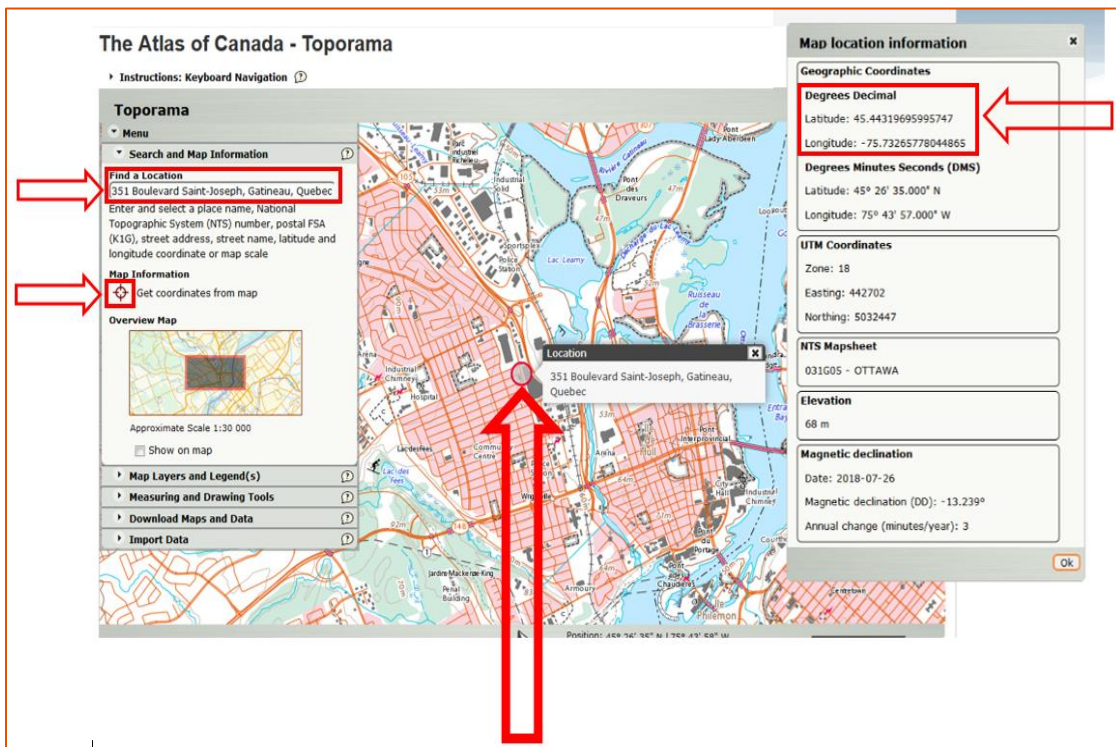
5. If you selected your address, the map will zoom automatically to the region.
6. **Click** on the red target icon () beside the “Get coordinates from map” and place it on the desired location on the map (it should already be circled in red on the map).
7. A pop-up box will appear called “Map location information.” That box contains the coordinates information.
8. **Copy** the coordinates under the “Degrees Decimal” type with five decimals.

Figure 8.4-9 Finding coordinates with Toporama Tool



- Instructions for Google Maps Coordinate Tool:
 1. **Follow** the link to the Google Maps Tool: <https://www.gps-coordinates.net/>
 2. In the “Address” field, start **typing** the address.
 3. **Select the address** once it appears in the drop-down of potential addresses. If you cannot find your address, you can also zoom in to your location on the map and **click on it**.
 4. **Click “Get GPS Coordinates”**
 5. **Copy** the coordinate under the “DD (decimal degrees)” title with five decimals.

Figure 8.4-10 Schedule 2—Finding coordinates with Google Maps Coordinate Tool

Figure 8.4-11 Schedule 2—Coordinates

– Coordinates

i To determine the coordinates of the facility, we encourage the use of two tools (NRCAN Toporama Tool or the Google Maps Coordinates Tool).

The coordinates should be submitted, in a **decimal format**, to a precision of **5 decimal places**.

Please **submit the coordinates for the main entrance or an equivalent** to your facility. In the case of multiple entrances, please choose the entrance where first responders will have access to entry. Precise and accurate coordinates will allow the program and the first responders to accurately determine and map the position of the regulated facility.

* Latitude (required)

* Longitude (required)

- **Select the range that represents the maximum number of employees at the facility:** you need to **select** the range that best represents the average maximum number of employees at the facility.
- **Provide the NAICS code that describes the operations at the facility:** you need to **type** the NAICS code to at least four numbers.
 - If you do not know the NAICS code associated with the fixed facility, refer to the link: <https://www.naics.com/search/>

Figure 8.4-12 Schedule 2—Additional Information

* Select the range that represents the maximum number of employees at the facility: (required)

* Provide the NAICS code that describe the operations at the facility (minimum of 4 digits): (required)

- **Facility Contacts and Responsible Person:** For the facility, you need to enter at one main contact, one alternate contact, and the person that is ultimately responsible for the facility.
 - The people designated as primary and alternate contacts should have knowledge of the facility as well as of the Regulations requirements.
 - The responsible person should be the person that is ultimately responsible for the facility. This person can be the chief executive officer (CEO), the director, etc.

- Add a contact **by clicking** on “**+Add Contacts and Responsible Person**”. This will open a new window where you will be able to enter the required information.
- Enter the required information and **click “Ok”** to save.
- Once completed, you will be brought back here where you will be able to add more contacts (you will need to do this three times to enter all three contacts).

Figure 8.4-13 Schedule 2—Facility Contacts

Facility Contacts and Responsible Person (required)

i Enter at least one **main** contact, one **alternate** contact, and the person that is ultimately **responsible** for the facility.

The persons designated as **primary and alternate contacts** should have knowledge of the facility as well as of the E2 Regulations requirements.

The **responsible person** should be the person that is ultimately responsible for the facility. This person can be the chief executive officer (CEO), the director, etc.

+ Add Contacts and Responsible Person

Name	Position Title	Phone	Email	Contact	Actions
This table is empty.					

Figure 8.4-14 Schedule 2—Add Facility Contacts

Facility Contacts and Responsible Person

* First name (required)

* Last name (required)

* Position (required)

* Phone (required)

Phone Extension

* Email (required)

Fax

* Contact type (required)

Cancel **Ok**

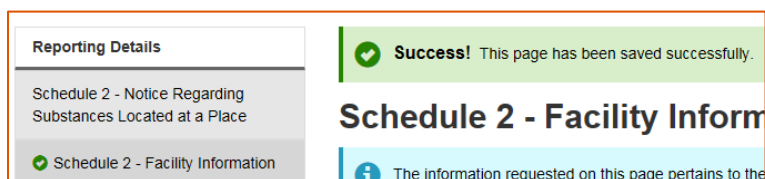
Once you are done entering all the information on the “Facility Information” section of Schedule 2, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 2.
- You can now **click “Next”** and proceed to the next section of the Schedule.

Figure 8.4-15 Schedule 2—Save the Information for a Section of a Schedule



Figure 8.4-16 Schedule 2—Page saved successfully



8.4.3. Schedule 2—Head Office Information

Once you are on the Head Office tab, you will need to provide the location and contacts.


- Is the civic address of the head office the same as the civic address provided for the facility?
 - If the civic address for the head office is the same as the civic address you entered for the facility, **select “Yes”**.
 - This will automatically populate the information for the mailing address using the information provided for the civic address. Note that the address field will remain greyed out an empty—the information will only appear once you **click “Save”** at the bottom of the page.
 - If the mailing address for the facility is not the same as the civic address you entered for the facility or if the facility does not have a postal code, **select “No”**.
- If the civic address of the head office is different from the civic address of the facility, indicate the civic address of the head office:
 - **Click** on the map icon () on the right to enter the civic address. This will open a new window where you will be able to enter the required information.
 - **Enter** all necessary information.

Figure 8.4-17 Schedule 2—Head Office Information

- Is the mailing address of the head office the same as the mailing address provided for the facility?
 - If the mailing address for the facility is the same as the mailing address you entered for the facility, **select “Yes”**. This will automatically populate the information for the mailing address using the information provided for the civic address.
 - Note that the address field will remain greyed out an empty—the information will only appear once you **click “Save”** at the bottom of the page.
 - If the mailing address for the head office is different from the civic address you entered for the facility, **select “No”**.
- If mailing address of the head office is different than mailing address provided for the facility, provide the mailing address for the head office:


- **Click** on the map icon () on the right to enter the mailing address. This will open a new window where you will be able to enter the required information.
 - **Enter** all necessary information.

Figure 8.4-18 Schedule 2—Head Office Information



* Is the mailing address of the head office the same as the mailing address provided for the facility? (required)

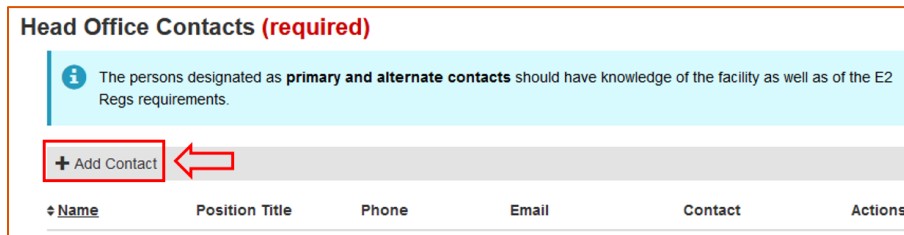
No

** If the mailing address of the head office is different from the mailing address of the facility, indicate the mailing address of the head office: (conditionally required)

1234 aaa, aa (Quebec), j8t4s4, Canada

- **Head Office Contacts:** For the head office, you need to enter at one main contact and one alternate contact.
 - The people designated as primary and alternate contacts should have knowledge of the facility as well as of the requirements of the Regulations.
 - Add a contact **by clicking** on “**+Add Contacts and Responsible Person**”. This will open a new window where you will be able to enter the required information. Once completed, you will be brought back here where you will be able to add more contacts (you will need to do this twice to enter the two contacts).

Figure 8.4-19 Schedule 2—Head Office Contacts



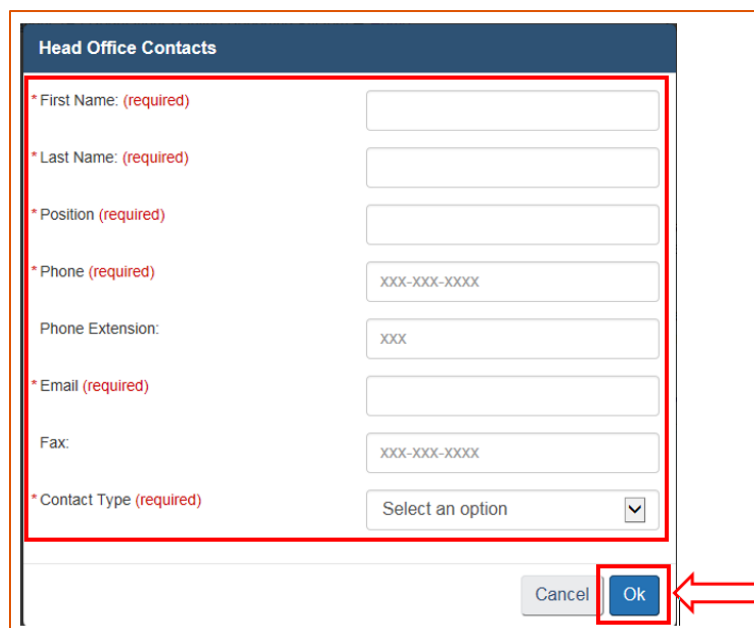
Head Office Contacts (required)

The persons designated as **primary and alternate contacts** should have knowledge of the facility as well as of the E2 Regs requirements.

+ Add Contact

Name	Position Title	Phone	Email	Contact	Actions
------	----------------	-------	-------	---------	---------

Figure 8.4-20 Schedule 2—Add Head Office Contacts



Head Office Contacts

* First Name: (required)

* Last Name: (required)

* Position: (required)

* Phone: (required)

Phone Extension:

* Email: (required)

Fax:

* Contact Type: (required)

Select an option

Cancel Ok

Once you are done entering all the information on the “Head Office Information” section of the Schedule, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 2.
- You can now **click “Next”** and proceed to the next section of the Schedule.

8.4.4. Schedule 2—Substance(s) Information

The information regarding the substances located on site is entered in this section.

- **Is there a safety management system in force at the facility?** A safety management system is a comprehensive management system designed to manage safety elements in the workplace. Examples of safety management systems include, but are not limited to: Process Safety Management System, ISO 14001 EMS, etc.
 - If there is such a system in place, **select “Yes”**.
 - If there is not, **select “No”**.
- **If there is a safety management system in force at the facility, which standard(s) or guideline(s) were followed to develop the system?**
 - If you selected “Yes” at the previous question meaning there is a safety management system at the facility, **provide** the standard(s) or guideline(s) that were used to develop the system.
 - If you selected “No” at the previous question, there is no need to answer this question.
- **Is the facility (or the responsible person) a member of an industry association(s)?** An industry association is an organization founded and funded by businesses that operate in a specific industry.
 - If the facility is part of such an association, **select “Yes”**.
 - If the facility is not part of such an association, **select “No”**.
- **If the facility (or the responsible person) is a member of an industry association, provide the name of the association:**
 - If you selected “Yes” at the previous question meaning that the facility is part of an association, **provide** the name of the association.
 - If you selected “No” at the previous question, there is no need to enter anything in this field.

Figure 8.4-21 Schedule 2 - Substance(s) Information

The screenshot shows a form titled "Facility Safety Information". It contains four questions with corresponding input fields. The first question, "Is there a safety management system in force at the facility?", has a dropdown menu with "Yes" selected. The second question, "If there is a safety management system in force at the facility, which standard(s) or guideline(s) were followed to develop the system? (conditionally required)", has a text input field with a green checkmark icon. The third question, "Is the facility (or the responsible person) a member of an industry association(s)?", has a dropdown menu with "Yes" selected. The fourth question, "If the facility (or the responsible person) is a member of an industry association, provide the name of the association: (conditionally required)", has a text input field. Red boxes and arrows highlight the dropdown menus for the first and third questions.

The next step is to add the substances that are located at the facility and are regulated under the Regulations. The list of substances regulated under the Regulations consists of the substances having a CAS registry number set out in column 1 of Schedule 1.

8.4.5. Schedule 2—Substance(s) Information—Adding Substances to the Schedule

Before adding substance(s) to this report, it is important to note that some substances are excluded from the list of substances in Schedule 1 of the Regulations (subsection 2(2)).

You can only enter a substance once even if the properties, containment, etc. are different. That means that if you have a substance that is contained in containers in some place at the facility and that you also have that same substance in stock pile, you need to add the quantities together and report it once. The same applies if you have a substance that is diluted in different concentrations in multiple containers—you will need to report that substance once and add those quantities together.

1. To add a substance, click **“+Add Substance”**. This will bring you to a new page where you can choose the substance.

Figure 8.4-22 Schedule 2—Substances List

Substance(s) List (required)

Before adding substance(s) to this report, it is important to note that **some substances are excluded** from the list of substances in Schedule 1 of the *Environmental Emergency Regulations, 2018* and should not be declared. Refer to **subsection 2(2)** in the *Environmental Emergency Regulations, 2018* for more details on substances not regulated under these regulations.

+ Add Substance

+/-	Name	CAS Number	Threshold (metric tonnes)	Maximum Expected Quantity (tonnes)	Largest Container Capacity (tonnes)	Is concentration equal or above the threshold?	Is an E2 Plan required?	Actions
-----	------	------------	---------------------------	------------------------------------	-------------------------------------	--	-------------------------	---------

2. **Search** for the substance either by entering the CAS#, the name, or by sorting the list.
3. **Select** the substance **by clicking “Select”** on the corresponding line.
4. This will bring you to a new page where you can enter all relevant information

Figure 8.4-23 Schedule 2—Add a substance

Schedule 2 - Add Substance Help

Substance Name

CAS Registry Number

Search

Available Substance(s)

To add a substance to this Schedule, click the select button on the right. This will bring you to another page where you will enter all relevant information. You can only select one substance at a time. Once you finish entering the information for one substance, you can repeat the process to add as many substances as needed.

Name	CAS #	Concentration (% mass/mass)	Threshold (metric tonnes)	Actions
1,1-difluoroethylene (vinylidene fluoride)	75-38-7	1	4.5	Select
1,1-dimethylhydrazine	57-14-7	10	6.8	Select
1,2-benzenediol (catechol)	120-80-9	1	4.5	Select

- **Is the substance in a mixture?:** your substance would be considered a mixture if it is mixed with another substance whether this other substance is regulated under the Regulations or not. Note that the substances set out in Part I and Part II of Schedule 1 are not considered mixture. For example, hydrochloric acid (which is in Part II) is not considered a mixture under these regulations even though it is composed of two components (water and acid). It would be considered a mixture if you mix hydrochloric acid with another substance no matter if this other substance is regulated under the Regulations or not.
 - If your substance is a mixture, **select "Mixture"**.
 - If your substance is not a mixture, **select "Not a Mixture"**
 - If some quantities of the selected substance are mixed while other quantities are not mixed, select the choice that represents the majority of the substance on site (i.e. if it's mainly mixed, **select "Mixture"** and if it's mainly not mixed, **select "Not a mixture"**.
- **Is the substance stored in a container system (contained) or uncontained?**
 - In the case of a substance that has to be contained (liquid or gas), you don't need to enter anything. The system will have selected "Contained" for you.
 - In the case where the substance can be both contained and uncontained (applies mostly to solids), you will need to **select** the storage form:
 - If at least some part of the quantity of the substance on site is not contained in a container system, you need to select "Uncontained". In other words, the moment you have even the smallest amount of that substance that is not contained, you need to select "Uncontained".
 - If the whole quantity on site is contained in a container system, you need to **select "Contained"**.

Figure 8.4-24 Schedule 2—Storage Information

Substance and Storage Information

1

Mixture Information

Mixture: your substance would be considered a mixture if it is mixed with another substance whether this other substance is regulated under the E2 Regulations or not. If some quantities of the selected substance are mixed while other quantities are not mixed, select the choice that represents the majority of the substance on site (i.e. if it's mainly mixed, select "**Mixture**" and if it's mainly not mixed, select "**Not a mixture**".

Note that the substances set out in Part 2 of Schedule 1 are not considered mixture. For example, hydrochloric acid is not considered a mixture under these regulations even though it is composed of two components. It would be considered a mixture if you mix hydrochloric acid with another substance no matter if this other substance is regulated under the E2 Regulations, 2019 or not.

Storage information

Uncontained: if the selected substance can be both contained and uncontained, select the storage form. If some or all of the substance is not contained in a container system, you need to select "**Uncontained**". Uncontained substances are usually in the form of "bulk material" that is loose, kept in piles, or otherwise uncontained or unpackaged.

Contained: If the substance is entirely contained in a container system, you need to select "**Contained**".

For some substances, you will not be able to select the storage information since it can only be contained.

*Is the substance in a mixture? (required)

Select an option

Is any quantity of the substance on site uncontained?

No - All quantities are contained

Provide more details on the substance type (mixture and/or not a mixture) and on the containment type (contained and/or uncontained). This can include the number of containers, their capacity, how the substance is "uncontained", and any other useful detail.

- **Provide the maximum expected quantity (contained and uncontained) of the substance:**
The maximum expected quantity is the quantity of a substance that is both contained and uncontained found during the calendar year in all storage places and processes, including pipes, that are within the borders of the facility. You need to include all the quantities of the substance—no matter how it's stored or diluted—into this calculation. Below, we provide generic instructions on how to calculate the total expected quantity on site for one substance. For more details, refer to subsections 3(3) and 3(4) of the Regulations.

$$\text{Maximum expected quantity} = \text{Quantity 1} + \text{Quantity 2} + \text{Quantity 3} + \text{Quantity}_n$$

Part 1 substances, in a mixture (subsection 3(3))

$$\text{Total Quantity} = \text{quantity of mixture in tonnes} \\ \times \text{concentration in percentage (m/m) of the substance in the mixture}$$

Part 2 solutions, not in a mixture (paragraph 3(4)(a))

$$\text{Total Quantity} = \text{quantity of the solution in tonnes} \\ \times \text{concentration in percentage (m/m) of the solute in the solution}$$

Part 2 solutions, in a mixture, concentration of the solute in the solution is available (paragraph 3(4)(b) (i))

$$\text{Total Quantity} = \text{quantity of the mixture in tonnes} \times \text{concentration in percentage (m/m) of the solute in the solution} \times \text{concentration in percentage (m/m) of the solution in the mixture}$$

Part 2 solutions, in a mixture, the concentration of the solute in the solution is not available (paragraph 3(4)(b)(ii))

$$\text{Total Quantity} = \text{quantity of the mixture in tonnes} \\ \times \text{concentration in percentage (m/m) of the solution in the mixture}$$

- **If the substance is contained in a container system ("No—All quantities are contained" is selected in the previous section of this page), provide the maximum capacity of the largest container containing the substance:**
 - In the case of a substance that has to be contained (liquid or gas), you need to **enter** the maximum container system capacity (the full physical capacity of the container system, including any capacity that is beyond the safe-fill limit set by the manufacturer of the receptacles that comprise the network).
 - In the case of a substance that can be both contained and uncontained and that some part of it is uncontained on site, **enter** the maximum container system capacity (the full physical capacity of the container system, including any capacity that is beyond the safe-fill limit set by the manufacturer of the receptacles that comprise the network).
 - In the case of a substance that can be both contained and uncontained and that all of it is uncontained on site, you do not need to enter a capacity since there is no container storing the substance.

Figure 8.4-25 Schedule 2—Quantity and Container System Information

Quantity and Container System Information

Maximum expected quantity: the maximum expected quantity of a substance that is both contained and uncontained found during the one year period beginning on the day on which the quantity or capacity criteria under subsection 3(1) are met. The quantity includes the substance located in all storage places and processes, including pipes, that are within the borders of the facility. You must take into account the dilution of the substance in accordance with the calculations established in subsections 3(3) of the E2 Regulations, 2019.

Calculation of quantity (the calculations below provide general details on calculations. See subsections 3(3) and (4) for more details):
Total quantity = Sum of all quantities of one substance at the facility
Note: you need to include all quantities including contained, uncontained, mixed, and not mixed quantities of the substance.

Part 1 substances, in a mixture
Total Quantity = quantity of mixture in tonnes X concentration expressed in percentage (m/m) of the substance in the mixture

Part 2 solutions, not in a mixture
Total Quantity = quantity of the solution in tonnes X concentration expressed in percentage (m/m) of the solute in the solution

Part 2 solutions, in a mixture, the concentration of the solute in the solution is available
Total Quantity = quantity of the mixture in tonnes X concentration expressed in percentage (m/m) of the solute in the solution X concentration expressed in percentage (m/m) of the solution in the mixture

Part 2 solutions, in a mixture, the concentration of the solute in the solution is not available
Total Quantity = quantity of the mixture in tonnes X concentration expressed in percentage (m/m) of the solution in the mixture

Maximum container system capacity: the full physical capacity of the container system, including any capacity that is beyond the safe-fill limit set by the manufacturer of the receptacles that comprise the container system.

Note: If the total quantity or capacity increases by at least 10% or increases to above the threshold, you must submit updated information using Schedule 2. If the quantity or capacity has decreased below the threshold for a period of one year, you must submit updated information using Schedule 6.

* Provide the maximum expected quantity (contained and uncontained) of the substance (metric tonnes) (required)

xxxxxx.xx

** If the substance is contained in a container system ("No - All quantities are contained" is selected in the previous section of this page), provide the maximum capacity of the largest container containing the substance (metric tonnes) (conditionally required)

xxxxxx.xx

- Confirm that the concentration is equal to or above the threshold listed in Schedule 1:** In order for a substance to be regulated under the Regulations, it needs to meet some requirements. One of them is the minimum concentration of the substance. If the concentration is not above the threshold, a Schedule 2 is not needed for this substance and therefore it is not necessary to add that substance here.

 - Confirm** that the substance you are reporting has a concentration that is equal or higher than the concentration threshold **by clicking "Yes"**.
 - If it does not, the system will let you submit but be advised that a Schedule 2 for that substance is not required.

Figure 8.4-26 Schedule 2—Confirming the Concentration

Concentration

i In order for a substance to be regulated under the *Environmental Emergency Regulations, 2018*, the concentration needs to be equal or higher than the concentration threshold set out in column 3 of Schedule 1.

Confirm below if the concentration of the substance being reported is equal to or higher than its threshold.

* Confirm that the concentration is equal to or above the threshold listed in Schedule 1 (required)

Select an option

- Dates for requirements** (day on which the total maximum expected quantity of the substance reached or exceeded the threshold and the day on which the maximum capacity of the largest container system reached or exceeded the threshold):

 - For the maximum container capacity, this field is only needed if the substance is contained and the threshold was reached or exceeded. **Enter** the date.
 - For the total quantity, this field is only needed if the quantity threshold was reached or exceeded. **Enter** the date.
 - The Regulations came into force 180 days after the day they were registered in Canada Gazette, Part II (March 6, 2019). Therefore, if the substance met the

requirements before the Regulations came into force, you should enter August 24, 2019 as the date(s) that you met the requirement(s) i.e. you were not a regulatee under the Regulations before they came into force and the earliest date you can enter is August 24, 2019.

- If you became subject to the Regulations after August 24, 2019, then you should enter the date when the requirement(s) was met.
- Note that for compliance issues, once the schedule has been submitted to ECCC, the date(s) can't be changed through this reporting system. If you need to change the date(s), you have to contact your [regional compliance promotion officer](#) to request the change.

Figure 8.4-27 Schedule 2—Dates for requirements

Date(s) on which a substance meets the criteria of the E2 Regulations, 2019



i The E2 Regulations, 2019 came into force 180 days after the day they were registered in the Canada Gazette, Part II (July XX, 2019). Therefore, if you met the requirements **before** the E2 Regulations, 2019 came into force, you should enter **July XX, 2019 as the date(s) that you met the requirement(s)**.

If you became subject to the E2 Regulations, 2019 **after** DAY/06/2019, then you should enter the date when the requirement(s) was met.



This is important since the date(s) entered below will be used by the reporting system to calculate deadlines. For help with determining the dates, please contact your regional compliance promotion officer identified [here](#).

Note that for compliance issues, once the schedule has been submitted to Environment and Climate Change Canada the **date(s) can't be changed** through this reporting system. If you need to change the date(s), you have to contact your regional compliance promotion officer to request the change.

**** If the total maximum expected quantity (contained and uncontained) of the substance reached or exceeded the threshold, select the date on which it happened: (conditionally required)**

**** If the substance is contained in a container system ("No - All quantities are contained" is selected in the first section of this page), and if the maximum capacity of the largest container system reached or exceeded the threshold, select the date on which it happened: (conditionally required)**

Once you are done entering all the information on the “Substance(s) Information” section of the Schedule 2, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 2.
- You can now **click “Next”** and proceed to the certification page.

8.4.6. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, **enter** the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.

- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person of the substance?**
 - If you were employed by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- **If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf:** If you were employed by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- **If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf:** If you were employed by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- **If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf:** If you were employed by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.
- **Update my profile in SWIM:** if you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** will be populated with today's date.
- **I hereby certify that the information provided in this Schedule is true, accurate, and complete:** in order to submit the schedule, you need to **check** this box.

Figure 8.4-28 Schedule 2—Authorized Person

Authorized Person

Are you submitting on behalf of the responsible person?

Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.

* First name: (required)

Enter your first name

* Last name: (required)

Enter your last name

* Position Title: (required)

Enter your position title

* Mailing address: (required)

345 Fake Street Road Southeast, Gatineau (I

* Company name of authorized person: (required)

Enter the company name of authorized person

* Phone number: (required)

XXX-XXX-XXXX

Extension:

XXX

* Email: (required)

enter.youremail@email.ca

* Are you submitting on behalf of the responsible person? (required)

Yes

** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required)

enter the name of who authorized you

** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required)

enter the name of who authorized you

** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required)

enter the position of who authorized you

Update my profile in SWIM:

☒

Date of submission:

2018-10-16

* I hereby certify that the information provided in this Schedule is true, accurate and complete: (required)

☐

Dashboard

Previous Page

Save

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 2 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. However, note that some information can only be edited by your regional compliance promotion officer. Therefore, please ensure that the information entered is accurate before submitting.

Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.4-29 Schedule 2—Submit Schedule 2

Reporting Details

Schedule 2 - Notice Regarding Substances Located at a Facility

- ✔ Schedule 2 - Facility Information
- ✔ Schedule 2 - Head Office Information
- ✔ Schedule 2 - Substance(s) Information
- ✔ Certification

Success! This page has been saved successfully.

Certification

All parts of the Schedule must be completed and assigned with a green checkmark (✔) prior to submitting to Environment and Climate Change Canada. This can be done by clicking "Save" at the bottom of each page once the information has been entered.

Once each page, including this Certification Page, have saved correctly, the "Submit" button will appear at the bottom of the page. **Click "Submit"** in order to submit the Schedule to ECCC.

Once you have submitted this completed Schedule, you can still modify the information at any time by **editing** your Schedule from your dashboard. However, note that some information can only be edited by compliance promotion officer for your region. Therefore, please **ensure that the information entered is accurate before submitting**.

Additionally, you will receive an **automated confirmation email** with other relevant information. If you do not receive an automated email, please contact the compliance promotion officer for your region identified [here](#).

Facility

Schedule being submitted: Schedule 2 - Notice Regarding Substances Located at a Facility

Facility name: Karolanne Facility

E2 ID #: 2-4014

Authorized Person

Dashboard Previous Page Save **Submit**

8.4.7. Editing your Schedule 2

Edits to Schedule 2 can be done for many reasons:

- Increase(s) of 10% or more of quantity or capacity;
- Increase(s) of quantity or capacity to above the threshold;
- Adding substance(s);
- Editing the Facility or Head Office information.

1. Locate the Schedule 2 on your Dashboard
2. **Click “Edit”** using the pencil icon
3. **Select** the main reason why you are editing this schedule from the drop-down. It is important to select the right reason since this will affect the system.

Figure 8.4-30 Schedule 2 -Editing Reason

Schedule Update

Indicate the main reason why you are editing this schedule.

Schedule 2 updates
Please select the main reason why you are submitting this schedule again from the list below.

Important note regarding a decrease in quantity and/or container capacity to below the threshold: if you want to edit Schedule 2 for a decrease in quantity and/or container capacity to below the threshold, you will need to submit **Schedule 6** instead. Schedule 2 edits to quantity or capacity should only be done for increases of 10% or more. Note that the **5-years review** options will only appear below once you get close to the 5-year deadline (approximately 12 months before the deadline).

Schedule Update Reason (required)

Select an option

- Select an option
- Year 5 Review - No Change(s)
- Year 5 Review - Change(s) to Substance(s) - Not for decreases to below threshold
- Year 5 Review - Change(s) to Facility Information (Address, Contact Information)
- Year 5 Review - Change(s) to Head Office Information (Address, Contact Information)
- Amendment - Add Substance(s)
- Amendment - Update Substance(s) Information including 10% (or more) increases in quantity or capacity
- Amendment - Facility Information (Address, Contact Information)
- Amendment - Head Office Information (Address, Contact Information)

Cancel Continue

4. Confirm or edit the information in the “Facility Information” Tab
5. Confirm or edit the information in the “Head Office Information” Tab
6. Confirm or edit the information in the “Substance(s) Information” Tab
7. Certify the information in the “Certification” tab and **click “Submit”**

For the edits noted below, you will need to contact your [compliance promotion officer](#) so they can perform the change on your behalf:

- Remove substance(s) from Schedule 2;
- Change the dates when requirement(s) for a substance was met; or
- Reactivate a facility that is now “Not-active”

8.4.8. Five-Year Review of your Schedule 2

The responsible person is required to confirm (or edit, if necessary) the information contained in your Schedule 2 at least once every five years even if you do not need to edit any information.

1. Locate the Schedule 2 on your main Dashboard
2. **Click “Edit”** using the pencil icon
3. **Select** the reason why you are editing this schedule from the drop-down. The reason should start with “5-year review - ...” **Select** the most appropriate one. It is important to select a reason that starts with “5-year review...” since this will affect the system and the deadlines.

Figure 8.4-31 Schedule 2 -5-Year Review Editing Reason

Schedule Update

Indicate the main reason why you are editing this schedule.

Schedule 2 updates
Please select the main reason why you are submitting this schedule again from the list below.

Important note regarding a decrease in quantity and/or container capacity to below the threshold: if you want to edit Schedule 2 for a decrease in quantity and/or container capacity to below the threshold, you will need to submit **Schedule 6** instead. Schedule 2 edits to quantity or capacity should only be done for increases of 10% or more. Note that the **5-years review** options will only appear below once you get close to the 5-year deadline (approximately 12 months before the deadline).

Schedule Update Reason (required)

Select an option

- Select an option
- Year 5 Review - No Change(s)
- Year 5 Review - Change(s) to Substance(s) - Not for decreases to below threshold
- Year 5 Review - Change(s) to Facility Information (Address, Contact Information)
- Year 5 Review - Change(s) to Head Office Information (Address, Contact Information)
- Amendment - Add Substance(s)
- Amendment - Update Substance(s) Information including 10% (or more) increases in quantity or capacity
- Amendment - Facility Information (Address, Contact Information)
- Amendment - Head Office Information (Address, Contact Information)

Cancel Continue

4. Confirm or edit the information in the “Facility Information” Tab
5. Confirm or edit the information in the “Head Office Information” Tab
6. Confirm or edit the information in the “Substance(s) Information” Tab

7. Certify the information in the “Certification” tab and **click “Submit”**

8.5. SCHEDULE 3 - NOTICE REGARDING THE PREPARATION OF AN ENVIRONMENTAL EMERGENCY PLAN

The responsible person is required to submit a Schedule 3 within six months after the day on which an Environmental Emergency Plan (E2 Plan) is required to be prepared if:

1. The substance is not in a container system, a responsible person has reported a maximum expected quantity under paragraph 3(d) of Schedule 2 that is equal to or greater than the quantity set out in column 4 of Schedule 1 for that substance; or
2. The substance is in a container system, a responsible person has reported
 - a. under paragraph 3(d) of Schedule 2, a maximum expected quantity that is equal to or greater than the quantity set out in column 4 of Schedule 1 for that substance, and
 - b. Under paragraph 3(f) of Schedule 2, a maximum capacity of the largest container system in which a quantity of the substance is contained that is equal to or greater than the quantity set out in column 4 of Schedule 1 for that substance.

8.5.1. To submit a Schedule 3:

The responsible person is required to prepare an E2 Plan according to the requirements in subsection 4(1) of the Regulations. The Notice for the preparation of the E2 Plan (Schedule 3) must be submitted within six months of the day an E2 Plan is to be prepared under subsection 4(1).







1. After submitting a Schedule 2, if the system determines that your facility requires a Schedule 3, a blank Schedule 3 will be created automatically and added to your dashboard (indicated by a blue icon).
 - a. In order to start filling the Schedule 3, **click** on the pencil icon () on the corresponding line and **click “Edit”**.
2. In the rare case that the system did not automatically create a blank Schedule 3, you will need to create it.
3. To add a Schedule 3 from the dashboard, **click “+ Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”

Figure 8.5-1 Schedule 3—Create a Schedule 3

Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
	4001	E2 Regulatee Co	Karolanne Facility	Schedule 3	1	2019-01-11	No	New	 

+ Create Schedule

4. From that page, you will need to **select** the head office representing the facility (ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.

- To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
- To select the head office, **click “Select”** on the corresponding line.

Figure 8.5-2 Schedule 3—Select Head Office to Submit Schedule 3

Submit a Schedule
Select Head Office

1 To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name:

Head Office List

Name	Actions
E2 Regulatee Co	<input type="button" value="Select"/>

Once the head office is selected, you need to select the facility for which you need to submit a Schedule 3. To select a facility, you can either directly **select** it from the list or you can search for it.

- To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
- To select the facility, **click “Select”** on the corresponding line.

Figure 8.5-3 Schedule 3—Select Facility to Submit Schedule 3

Select Facility

1 To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the facility.

Facility Name:

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karolanne Facility	<input type="button" value="Select"/>
New BC Facility	<input type="button" value="Select"/>

- Once the facility is selected, you will see the Schedules that are available for submission. Schedule 3 should appear as a choice.
- Select** the Schedule 3 **by clicking “Select”** on the corresponding line. This will open the Schedule 3 that you will need to fill out.
- Schedule 3 is separated in four sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - Facility Information
 - Environmental Emergency Plan—Generic Information
 - Environmental Emergency Plan — Substance(s) Information
 - Certification

Figure 8.5-4 Schedule 3 — Sections

8.5.2. Schedule 3—Facility Information

The information displayed on this page can't be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 3, you will need to confirm the information presented on this page **by clicking “Confirm”** at the bottom of the page.

If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.5-5 Schedule 3—Confirm the Facility Information

- Click “Next” and proceed to the next section of the Schedule.

8.5.3. Schedule 3 - Environmental Emergency Plan - Generic Information

The information requested in this section pertains to the generic information regarding the E2 Plan. The information applies to all substances, which require an E2 Plan. Specific information regarding each substance will be requested in the next section of the Schedule.

- Was the E2 Plan that was prepared with respect to this facility based on an existing plan? Regulatees may satisfy plan requirements by using an existing E2 Plan that has been prepared on a voluntary basis, either for another government or under another act of

Parliament as long as the plan is amended to meet all the Regulations requirements (Subsection 4(3)).

- If the E2 Plan was prepared based on an existing plan, **select “Yes”**.
- If the E2 Plan was not prepared based on an existing plan, **select “No”**.
- If the E2 Plan was prepared based on an existing plan, indicate whether the existing plan was:
 - If you selected “Yes” at the previous question, you need to indicate (**check the box**) why the existing plan was prepared. You can **select** more than one reason:
 - Prepared on a voluntary basis
 - Prepared for another government (Provincial, Municipal etc.)
 - Prepared under another Act of Parliament
 - If you selected “No” at the previous question, there is no need to answer this question.
- If prepared for another government or Act of Parliament, identify the government and/or the Act of Parliament for which the existing plan was prepared for:
 - If you selected “Prepared under another Act of Parliament” and/or “Prepared for another government” at the previous question, **indicate** the government and/or the Act of Parliament for which the existing plan was prepared for.
 - If you selected “Prepared on a voluntary basis,” at the previous question, there is no need to answer this question.

Figure 8.5-6 Schedule 3—Existing Plan Information

Existing Plan

* Was the E2 Plan that was prepared with respect to this facility based on an existing plan? (required)

Yes

** If the E2 Plan was prepared based on an existing plan, indicate whether the existing plan was (you can select more than once choice): (conditionally required)

☒ prepared on a voluntary basis

☒ prepared for another government

☒ prepared under another Act of Parliament

** If prepared for another government or Act of Parliament, identify the government and/or the Act of Parliament for which the existing plan was prepared for: (conditionally required)

If prepared for another government or Act of Parliament, identify the government and/or the Act of Parliament for which the existing plan was prepared for

- Have local authorities, local communities, and/or interest groups been involved in the E2 Plan’s development? You are allowed to ask local authorities such as the police department, fire fighters, etc. To help you create your E2 Plan.
 - If local authorities such as the police department, fire fighters, etc. helped you create your E2 Plan, **select “Yes”**.
 - If local authorities such as the police department, fire fighters, etc. did not help you create your E2 Plan, **select “No”**.
- If local authorities, local communities and/or interest groups been involved in the E2 Plan’s development, provide their name(s):
 - If you selected “Yes” at the previous question, **indicate** which local authorities, local community and/or interest groups been involved in the E2 Plan’s development. You can simply state, for example, Municipal Police Department, municipal firefighters Department, etc.
 - If you selected “No” at the previous question, there is no need to answer this question.
- Was the E2 Plan or its relevant parts made available to the appropriate local authorities that may be involved in an emergency response? In order to help the local authorities be better prepared in the case of an environmental emergency at your facility, you can share your E2 Plan with them.

- If the E2 Plan or its relevant parts were made available to the appropriate local authorities that may be involved in an emergency response, **select “Yes”**.
 - If the E2 Plan or its relevant parts were not made available, **select “No”**.
- If the E2 Plan or its relevant parts made available to the appropriate local authorities, specify the local authorities to whom the E2 Plan was made available:
 - If you selected “Yes” at the previous question, you need to **indicate** which local authorities received your E2 Plan, or parts of it. You can simply state, for example, municipal Police Department, municipal firefighters Department, etc.
 - If you selected “No” at the previous question, there is no need to answer this question.

Figure 8.5-7 Schedule 3—Involvement of Local Authorities or Groups

Involvement of Local Authorities or Groups

* Have local authorities, local communities and/or interest groups been involved in the E2 Plan's development? (required)

Yes

** If local authorities, local communities and/or interest groups been involved in the E2 Plan's development, provide their name(s): (conditionally required)

If local authorities, local communities and/or interest groups been involved in the E2 Plan's development, provide their name(s):

- names

- names

-

* Was the E2 Plan or its relevant parts made available to the appropriate local authorities that may be involved in an emergency response? (required)

Yes

** If the E2 Plan or its relevant parts were made available to the appropriate local authorities, specify the local authorities to whom the E2 Plan was made available: (conditionally required)

If the E2 Plan or its relevant parts were made available to the appropriate local authorities, specify the local authorities to whom the E2 Plan was made available:

- names

- names

-

Once you are done entering all the information on the “Environmental Emergency Plan—Generic Information” section of Schedule 3, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 3.
- You can now **click “Next”** and proceed to the next section of the Schedule.

8.5.4. Schedule 3 - Environmental Emergency Plan - Substance(s) Information

- **Substance(s) Identified at the Facility:** The table summarizes the information for each substance(s) that were indicated in your latest Schedule 2 for this facility. There is nothing to do for that section. However, if you notice a mistake, edit your Schedule 2 before continuing filling out Schedule 3.
- **E2 Plan—Substance Specific Information:** The substance(s) listed under that section require an E2 Plan because they meet the requirements presented in subsection 4(1) of the Regulations.
 - For each substance, the first step will be to indicate if the E2 Plan for that specific substance has been prepared or not. It is possible that the E2 Plan is done for some substances before others.
 - If an E2 Plan has been prepared for a substance, you will need **to select “Yes”** in the table for that substance in order to indicate that the E2 Plan has been prepared. This will allow you to enter the information for that substance.
 - If an E2 Plan has not been prepared yet for a substance that requires an E2 Plan, you will need **to select “No”** in the table for that substance in order to indicate that the E2 Plan has not been prepared. This will allow you to save and submit this schedule without providing the information for that substance.
 - For the substances for which an E2 Plan was prepared and you selected “Yes”, you will need to enter the information **by clicking** on the pencil icon (✎) on the corresponding line. This will bring you to another page where you will enter all relevant information.

Figure 8.5-8 Schedule 3—Indicating if the E2 Plan was completed or not

75-09-2 - dichloromethane (methylene chloride)	2018-11-16	Yes	2018-05-01	No	Yes	alternative	✎
75-29-6 - 2-chloropropane (isopropyl chloride)	2018-11-07	Yes					✎
75-37-6 - difluoroethane (1,1-difluoroethane)	2018-11-18	Yes	2018-06-06	Yes	Yes	worst-case	✎
75-01-4 - vinyl chloride	2018-11-01	No					✎

- Provide the nature of the operations at the facility that involves the substance: in the description box, **explain** how the substance is used at the facility.
- **Date of completion of preparation of E2 Plan:** **Select** the date on which the E2 Plan was completed for that specific substance.
- Are any sensitive receptors located the area surrounding the facility that may be affected by the most significant alternative scenario 4(2)(e)? Sensitive receptors include, but are not limited to health care facilities, educational facilities, highways, forests, wildlife habitats, etc. They are areas where human and environmental health are more susceptible to the adverse effects of exposure to chemicals. When creating your E2 Plan, the responsible person is required to find the potential environmental emergencies that could happen including one called the “alternative scenario.”
 - If sensitive receptors are located within the impact distance of that scenario, you need to **select “Yes”**.

- If no sensitive receptors are located within the impact distance of that scenario, you need to **select “No”**.
- **Select all applicable sensitive receptors:**
 - If you selected “Yes” at the previous question, you need to indicate all sensitive receptors that are located within the impact distance of the alternative scenario **by clicking** on the checkbox beside each receptor. You can **select** more than one.
 - If you selected “No” at the previous question, there is no need to answer this question.

Figure 8.5-9 Schedule 3—Sensitive Receptors

** Are any sensitive receptors located the area surrounding the facility that may be affected by the most significant alternative scenario 4(2)(e)?
(conditionally required)

Yes

** Select all applicable sensitive receptors:
(conditionally required)

- ☒ Child care and educational facility(ies)
- ☒ Health care facility(ies)
- ☒ Senior citizen's and long-term care facility(ies)
- ☐ Residential building(s) or Commercial building(s) (e.g. shopping malls, restaurants)

- Provide the estimated longest distance (km) from the facility to the furthest point that would be affected in the event of the environmental emergency that could reasonably be expected to occur at the facility (paragraph 4(2)(d)): You need to **indicate** the estimated maximum impact distance (in km) for the environmental emergency that could reasonably be expected to occur at the facility (paragraph 4(2)(d)) and that would likely cause harm to the environment or constitute a danger to human life or health. There are multiple ways to calculate/determine the impact distance including modelling software, using data for similar substances that were published in books or on the internet, using knowledge of similar accidents in the past, etc.
- Provide the estimated longest distance (km) from the facility to the furthest point that would be affected in the event of the environmental emergency involving the release of the maximum quantity (paragraph 4(2)(e)): You need to **indicate** the estimated maximum impact distance (in km) for the environmental emergency involving the release of the maximum quantity (paragraph 4(2)(e) for this substance. There are multiple ways to calculate/determine the impact distance including modelling software, using data for similar substances that were published in books or on the internet, using knowledge of similar accidents in the past, etc.
- Choose the informational and/or data source(s) used to determine the estimated maximum impact distance: there are multiple ways to calculate/determine the impact distance including modelling softwares, using data for similar substances that were published in books or on the internet, using knowledge of similar accidents in the past, etc. **Select** the method(s) you used to determine your impact distances.
- If “other” was selected for the previous question, provide more details on how the estimated maximum impact distances were determined:
 - If you selected “Other” in the previous question, **provide** more details on the method you used to determine the impact distances.

Figure 8.5-10 Schedule 3—Impact Distances

E2 Plan - Substance Specific Information

maximum quantity (paragraph 4(2)(e)).

**** Provide the estimated longest distance (km) from the facility to the furthest point that would be affected in the event of the environmental emergency that could reasonably be expected to occur at the facility (paragraph 4(2)(d)): (conditionally required)**

444

←

**** Provide the estimated longest distance (km) from the facility to the furthest point that would be affected in the event of the environmental emergency involving the release of the maximum quantity (paragraph 4(2)(e)). (conditionally required)**

22

←

**** Choose the information and/or data source(s) used to determine the estimated longest impact distance: (conditionally required)**

→

☐ Modelling
☐ Published impact tables
☒ Historical accidents at the facility
☐ Historical accidents elsewhere
☐ Professional judgement
☐ Accident statistics
☐ Other

**** If "other" was selected for the previous question, provide more details on how the estimated longest impact distance was determined: (conditionally required)**

If "other" was selected for the previous question, provide more details on how the estimated longest impact distance was determined:

←

Once you are done entering all the information on the “Environmental Emergency Plan—Substance(s) Information” section of the Schedule 3, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 3.
- You can now **click “Next”** and proceed to the certification page.

8.5.5. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.

- If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.
- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person?**
 - If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- **If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- **If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- **If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.
- **Update my profile in SWIM:** If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** Will be populated with today’s date.
- **I hereby certify that the information provided in this Schedule is true, accurate, and complete:** In order to submit the schedule, you need to **check** this box.

Figure 8.5-11 Schedule 3—Authorized Person

Authorized Person

Are you submitting on behalf of the responsible person?

Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.

* First name (required)

* Last name (required)

* Position Title (required)

* Mailing address (required)

* Company name of authorized person: (required) ←

* Phone number: (required)

Extension:

* Email: (required)

* Are you submitting on behalf of the responsible person? (required) ←

** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required)

Update my profile in SWIM: ☒

Date of submission: 2018-10-16

* I hereby certify that the information provided in this Schedule is true, accurate and complete: (required) ☐

[Dashboard](#) [Previous Page](#) **Save** ←

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 3 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Important note: The responsible person is responsible for determining what is appropriate for their site-specific conditions and prepare the appropriate Schedules, Environmental Emergency Plan, and other documents according to the requirements of the Regulations. Submitting this Schedule through the reporting system does not constitute an approval from ECCC of the information or of related documents (i.e. Environmental Emergency Plan).

Figure 8.5-12 Schedule 3—Submit Schedule 3

8.5.6. Editing your Schedule 3

Edits to Schedule 3 can be done for to:

- Add missing information for substance(s);
- Add information for substance(s) that now need an E2 Plan;
- Edit information regarding the E2 Plans

1. Locate the Schedule 3 on your Dashboard
2. **Click “Edit”** using the pencil icon
3. **Describe** the main reason why you are editing this schedule from the drop-down. You can enter your reason(s) in the comment box.

Figure 8.5-13 Schedule 3 -Editing Reason

4. **Confirm** the information in the “Facility Information” Tab
5. **Confirm or edit** the information in the “Environmental Emergency Plan - Generic Information” Tab
6. **Confirm or edit** the information in the “Schedule 3 - Environmental Emergency Plan—Substance(s) Information” Tab
7. **Certify** the information in the “Certification” tab
8. **Click “Submit”**

8.6. SCHEDULE 4 - NOTICE REGARDING THE BRINGING INTO EFFECT OF AN ENVIRONMENTAL EMERGENCY PLAN

The responsible person is required to submit Schedule 4 and bring into effect the E2 Plan for a substance within 12 months of the facility meeting the regulatory requirements of creating an E2 Plan for that substance (Section 6 of the Regulations).

8.6.1. To submit a Schedule 4:


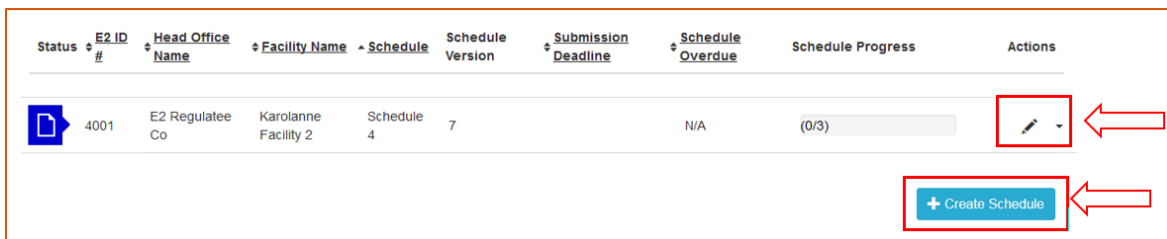


1. After submitting a Schedule 3, a blank Schedule 4 will be created automatically and added to your dashboard (indicated by a blue icon).
 - a. In order to start filling the Schedule 4, **click** on the pencil icon () on the corresponding line and **click “Edit”**.
2. If the system did not automatically create a blank Schedule 4, you will need to create it.
3. To add a Schedule 4 from the dashboard, **click “+Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”

Figure 8.6-1 Schedule 4—Create a Schedule

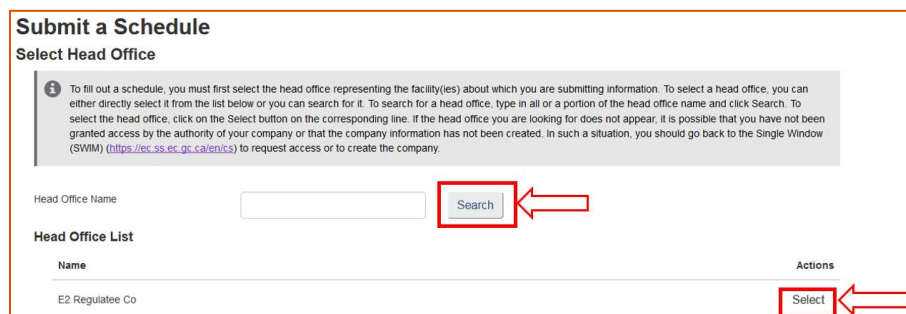


Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
	4001	E2 Regulatee Co	Karolanne Facility 2	Schedule 4	7		N/A	(0/3)	

[+ Create Schedule](#)

4. From that page, you will need to **select** the head office representing the facility (ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.
 - To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the head office, **click “Select”** on the corresponding line.

Figure 8.6-2 Schedule 4—Select Head Office to Submit Schedule 4



Submit a Schedule

Select Head Office

To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name

Head Office List

Name	Actions
E2 Regulatee Co	<input type="button" value="Select"/>

5. Once the head office is selected, you need to select the facility for which you need to submit a Schedule 4. To select a facility, you can either directly **select** it from the list or you can search for it.

- a. To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - o To select the facility, **click “Select”** on the corresponding line.

Figure 8.6-3 Schedule 3—Select Facility to Submit Schedule 3

Select Facility

To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.as.ec.gc.ca/enics>) to request access or to create the facility.

Facility Name

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karloanne Facility	<input type="button" value="Select"/>
New BC Facility	<input type="button" value="Select"/>

6. Once the facility is selected, you will see the Schedules that are available for submission. Schedule 4 should appear as a choice.
7. **Select** the Schedule 4 **by clicking** “Select” on the corresponding line. This will open the Schedule 4 that you will need to fill out.
8. Schedule 4 is separated in three sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - o Facility Information
 - o Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)
 - o Certification

Figure 8.6-4 Schedule 4—Sections

Reporting Details

Schedule 4 - Notice Regarding the Bringing Into Effect of an Environmental Emergency Plan

- Facility Information
- Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)
- Certification

8.6.2. Schedule 4—Facility Information

The information displayed on this page can’t be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 4, you will need to confirm the information presented on this page **by clicking** “Confirm” at the bottom of the page.

If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.6-5 Schedule 4 - Confirming Facility Information

Reporting Details

Schedule 4 - Notice Regarding the Bringing Into Effect of an Environmental Emergency Plan


Facility Information

Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)

Certification

Schedule 4 - Facility Information

The information displayed on this page is **non-editable**. If the information below needs to be edited, please edit the Schedule 2.

Click the ? Help () button on any page for more information.

It is important to save each page before navigating to the next page otherwise any unsaved information will be lost.

Facility Information

Head office name:	E2 Regulatee Co
Facility name:	Karolanne Facility 2
E2 ID #	4-4000
Description of the location (if no civic address provided):	in a galaxy very far away
Civic address (if provided):	<input type="text" value="(Quebec), Canada"/>
Mailing address:	<input type="text" value="1232132132 test"/>
Latitude:	72.45484
Longitude:	-60.00004

Dashboards

Next

Confirm


Once confirmed, **click “Next”** to proceed to the next section of the Schedule.

8.6.3. Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)

- **Substance(s) Identified at the Facility:** The table summarizes the information for each substance(s) that were indicated in your latest Schedules 2 and 3 for this facility. There is nothing to do for that section. However, if you notice a mistake, edit your Schedule 2 before continuing filling out schedule 4.
- **Substance Specific Information:** The substance(s) listed under that section require an E2 Plan because they meet the requirements presented in subsection 4(1) of the Regulations. Whether the E2 Plan has been prepared or not already (according to Schedule 3), all substances that need an E2 Plan brought into effect will appear here.
 - a. For each substance, the first step will be to indicate if the E2 Plan for that specific substance has been brought into effect or not. It is possible that the E2 Plan is brought into effect for some substances before others.
 - If an E2 Plan has been brought into effect for a substance, you will need **to select “Yes”** in the table for that substance in order to indicate that the E2 Plan has been brought into effect. This will allow you to enter the information for that substance.
 - If an E2 Plan has not been brought into effect yet for a substance that requires an E2 Plan, you will need **to select “No”** in the table for that substance in order to indicate that the E2 Plan has not been brought into effect. This will allow you to save and submit this schedule without providing the information for that substance.

Figure 8.6-6 Schedule 4—Indicating if an E2 Plan was brought into effect or not

+/-	Substance name	Has the E2 Plan been prepared?	Date of preparation of E2 Plan:	Deadline to bring into effect E2 Plan:	Has the E2 Plan been brought into effect?	Date of E2 Plan implementation:	Actions
➤	1306-23-6 - cadmium sulphide	Yes	2018-07-20	2019-07-02	<div>Yes</div>	2018-07-21	<div></div>
➤	7723-14-0 - phosphorus, white	Yes	2018-07-18	2019-07-13	<div>No</div>		<div></div>

b. For the substances for which an E2 Plan was prepared and you selected “Yes”, you will need to enter the information **by clicking** on the pencil icon () on the corresponding line. This will bring you to another page where you will enter all relevant information.

- **Date of E2 Plan implementation:** **Select** the date on which the E2 Plan has been brought into effect.
- Does your E2 Plan describe the measures to be taken to prevent and prepare for environmental emergencies and the measures that will be taken to respond to and recover from such emergencies (Paragraph 4(2)(g))?: **Select “Yes” or “No”**.
- Does your E2 Plan list the position titles of the persons who will make decisions and take a leadership role in the event of an environmental emergency and the training that has been or will be provided to prepare personnel at the facility who will respond in the event of an environmental emergency (Paragraph 4(2)(h) and 4(2)(i))?: **Select “Yes” or “No”**.
- Does your E2 Plan list the emergency response equipment that is necessary to respond to and recover from an environmental emergency as well as the equipment's location at the facility (Paragraph 4(2)(j))?: **Select “Yes” or “No”**.
- Does your E2 Plan describe the measures that will be taken to communicate with the members of the public who may be adversely affected by the environmental emergency before, during and after the environmental emergency (Paragraph 4(2)(k) and 4(2)(l))?: **Select “Yes” or “No”**.

Figure 8.6-7 Schedule 4—Substance Specific Information

The screenshot shows a web form titled "Substance Specific Information". It contains several questions with dropdown menus for answers. Red boxes and arrows highlight specific elements: the first dropdown menu, the date input field (labeled "YYYY-MM-DD"), the second dropdown menu, the third dropdown menu, the fourth dropdown menu, the fifth dropdown menu, and the "Ok" button at the bottom right. The questions are:

- ** Has the E2 Plan been brought into effect? (conditionally required)
- ** Date that the E2 Plan was brought into effect: (conditionally required)
- Does your E2 Plan describe the measures to be taken to prevent and prepare for environmental emergencies and the measures that will be taken to respond to and recover from such emergencies (Par.4(2)g)?
- Does your E2 Plan list the position titles of the persons who will make decisions and take a leadership role in the event of an environmental emergency and the training that has been or will be provided to prepare personnel at the facility who will respond in the event of an environmental emergency (Par.4(2)h) and 4(2)(i)?
- Does your E2 Plan list the emergency response equipment that is necessary to respond to and recover from an environmental emergency as well as the equipment's location at the facility (Par.4(2)j)?
- Does your E2 Plan describe the measures that will be taken to communicate with the members of the public who may be adversely affected by the environmental emergency before, during and after the environmental emergency (Par.4(2)k) and 4(2)(l)?

Once you are done entering all the information on the “Bringing into Effect of the Environmental Emergency Plan” section of the Schedule 4, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 4.
- You can now **click “Next”** and proceed to the certification page.

8.6.4. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.

- Phone number and extension: **enter** your phone number if not already populated from SWIM.
- Email: **enter** your email address if not already populated from SWIM.
- Are you submitting on behalf of the responsible person?
 - If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.
- Update my profile in SWIM: If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- Date of submission: Will be populated with today's date.
- I hereby certify that the information provided in this Schedule is true, accurate, and complete: In order to submit the schedule, you need to **check** this box.

Figure 8.6-8 Schedule 4—Authorized Person

Authorized Person

Are you submitting on behalf of the responsible person?

Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.

* First name (required)

* Last name (required)

* Position Title (required)

* Mailing address (required)

* Company name of authorized person: (required)

* Phone number: (required)

Extension:

* Email: (required)

* Are you submitting on behalf of the responsible person? (required)

** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required)

Update my profile in SWIM: ☒

Date of submission: 2018-10-16

* I hereby certify that the information provided in this Schedule is true, accurate and complete: (required) ☐

[Dashboard](#)
[Previous Page](#)
[Save](#)

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 4 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.6-9 Schedule 4—Submit Schedule 4

Reporting Details

Schedule 4 - Notice Regarding the Bringing Into Effect of an Environmental Emergency Plan

- Facility Information
- Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)
- Certification

Success! This page has been saved successfully.

Certification

All parts of the Schedule must be completed and have a green checkmark (✔) prior to submitting to Environment and Climate Change Canada.

Once submitted, you can still modify the information at any time by **editing** your schedule from your dashboard. However, note that some information can be edited only by your regional compliance promotion officer. Therefore, please **ensure that the information entered is accurate before submitting**.

Once you submit this schedule, you will receive an **automated confirmation email** with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Facility

Schedule being Submitted: Schedule 4 - Notice Regarding the Bringing Into Effect of an Environmental Emergency Plan

Facility name: Karolanne Facility 2

E2 ID #: 4-4015

Authorized Person

Company name of the authorized person: If you were hired by the person who owns, or has the charge, management or control of the substance, please provide the contracting company for which you work in the "Company Name" field.

If you work for the company for which this schedule is being submitted, enter the name of that company in the "Company Name" field.

Dashboard Previous Save **Submit**

8.6.5. Editing your Schedule 4

Edits to Schedule 4 can be done for to:

- Add missing information for substance(s);
- Add information for substance(s) that now need an E2 Plan;
- Edit information regarding the bringing into effect of E2 Plans

1. Locate the Schedule 4 on your Dashboard
2. **Click “Edit”** using the pencil icon
3. **Describe** the main reason why you are editing this schedule from the drop-down. You can enter your reason(s) in the comment box.

Figure 8.6-10 - Schedule 4 -Editing Reason

Schedule Update

Describe the reasons why you are editing this schedule in the text box below.

If you are editing a Schedule 2, please select the main reason why you are submitting this schedule again from the list below.

Important note regarding a decrease in quantity and/or container capacity to below the threshold: if you want to edit Schedule 2 for a decrease in quantity and/or container capacity to below the threshold, you will need to submit **Schedule 6** instead. Schedule 2 edits to quantity or capacity should only be done for increases of 10% or more. Note that the **5-years review** options will only appear below once you get close to the 5-year deadline (approximately 12 months before the deadline).

*Schedule Update - Comment(s) (required)

Describe the reasons why you are editing this schedule in the text box below.

Cancel Continue

4. **Confirm** the information in the “Facility Information” Tab
5. **Confirm or edit** the information in the “Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)” Tab
6. **Certify** the information in the “Certification” tab
7. **Click “Submit”.**

8.7. SCHEDULE 5 - NOTICE REGARDING CONDUCT OF EXERCISES OF AN ENVIRONMENTAL EMERGENCY PLAN

The responsible person is required to submit Schedule 5 at least once every 5 years beginning on the day on which the plan is brought into effect (Section 9 of the Regulations).

The responsible person must also conduct exercises in relation to each E2 Plan that is prepared as follows (Section 7 of the Regulations):

- **Each year**, beginning on the day on which the plan is brought into effect, **an exercise** in respect of one substance from each of the hazard categories using an environmental emergency identified under paragraph 4(2)(d); and
- **Every five years**, beginning on the day on which the plan is brought into effect, **a full-scale exercise** in respect of any one substance, using an environmental emergency referred to in paragraph 4(2)(e) or 4(2)(f).

8.7.1. To submit a Schedule 5:


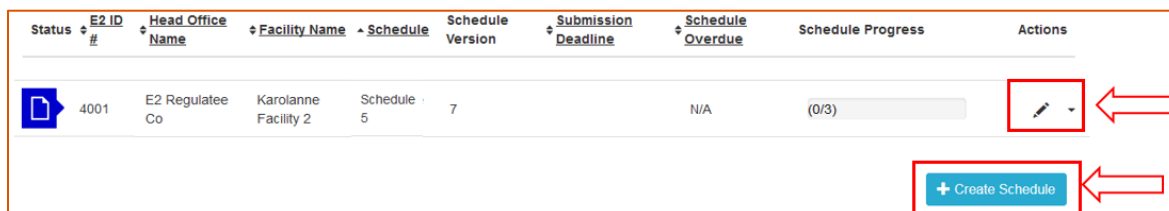




1. After submitting a Schedule 4, a blank Schedule 5 will be created automatically and added to your dashboard (indicated by a blue icon).
 - a. In order to start filling the Schedule 5, **click** on the pencil icon () on the corresponding line and **click “Edit”**.
2. If the system did not automatically create a blank Schedule 5, you will need to create it.
3. To add a Schedule 5 from the dashboard, **click “+Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”

Figure 8.7-1 Schedule 5—Create a Schedule 5



Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
	4001	E2 Regulatee Co	Karolanne Facility 2	Schedule 5	7		N/A	(0/3)	 
									

4. From that page, you will need **to select** the head office representing the facility(ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.
 - To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the head office, **click “Select”** on the corresponding line.

Figure 8.7-2 Schedule 5—Select Head Office to Submit Schedule 5

Submit a Schedule

Select Head Office

Information: To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name: **Search**

Head Office List

Name	Actions
E2 Regulatee Co	Select

5. Once the head office is selected, you need to select the facility for which you need to submit a Schedule. To select a facility, you can either directly **select** it from the list or you can search for it.
 - To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the facility, **click “Select”** on the corresponding line.

Figure 8.7-3 Schedule 5—Select Facility to Submit Schedule 5

Select Facility

Information: To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the facility.

Facility Name: **Search**

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karolanne Facility	Select
New BC Facility	Select

6. Once the facility is selected, you will see the Schedules that are available for submission. Schedule 5 should appear as a choice.
7. **Select** the Schedule 5 **by clicking “Select”** on the corresponding line. This will open the Schedule 5 that you will need to fill out.
8. Schedule 5 is separated in three sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - Facility Information
 - Conduct of Exercises Information
 - Certification

Figure 8.7-4 Schedule 5—Sections

8.7.2. Schedule 5—Facility Information

The information displayed on this page can't be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 5, you will need to confirm the information presented on this page **by clicking "Confirm"** at the bottom of the page.

If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.7-5 Schedule 5—Confirming the Facility Information

- Click “Next” and proceed to the next section of the Schedule.


8.7.3. Conduct of Exercises Information





- **Substance(s) Identified at the Facility:** The table below that section summarizes the information for each substance(s) that were indicated in your latest Schedules 2, 3, and 4 for this facility. There is nothing to do for that section. However, if you notice a mistake, edit your Schedule 2 before continuing filling out schedule 4.
- **Annual Exercises:** The responsible person is required to perform, at least once a year, beginning on the day on which the plan is brought into effect, an exercise in respect of one substance from each of the applicable hazard categories, using an environmental emergency identified under paragraph 4(2)(d) as the emergency being simulated.

- a. For each hazard category that appear in the table below that section, you need to indicate if at least one exercise of the E2 Plan was done at least once a year.
 - **Select “Yes”** from the drop-down menu on the corresponding line of each category at your facility for which annual tests were done.
 - **Select “No”** from the drop-down menu on the corresponding line of each category at your facility for which annual tests were not done.
- b. The comment box is not required but is there if you need to **add** more details about the annual exercises.

Figure 8.7-6 Schedule 5—Annual Exercises

– Annual Exercises


 For each hazard category below, indicate if the annual exercises referred to in paragraph 7(1)(a) of the Regulations were conducted.

Hazard Category	Were annual exercises done?	Comments
Aquatically toxic (A)	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Yes  </div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> provide more comments on the annual tests for this hazard category.  </div>
Inhalation hazard (I)	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Yes  </div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> provide more comments on the annual tests for this hazard category.  </div>

- **Full-Scale Exercise(s):** The category(ies) listed under that section require an E2 Plan because they meet the requirements presented in subsection 4(1) of the Regulations. Whether the E2 Plan has been brought into effect or not already (according to Schedule 4), all categories on site that need an E2 Plan brought into effect will appear here.
 - a. For each category, the first step will be to indicate if the E2 Plan for that specific category has been brought into effect or not. It is possible that the E2 Plan is brought into effect for some categories before others.
 - If an E2 Plan has been brought into effect for a category, you will need **to select “Yes”** in the table for that category in order to indicate that the E2 Plan has been brought into effect. This will allow you to enter the information for that category.
 - If an E2 Plan has not been brought into effect yet for a category that requires an E2 Plan, you will need **to select “No”** in the table for that category in order to indicate that the E2 Plan has not been brought into effect. This will allow you to save and submit this schedule without providing the information for that category.



Figure 8.7-7 Schedule 5—Full-Scale Exercise(s)


Full-Scale Exercise(s) (required)

i To **edit or delete a category** for which a full-scale test was done, click on the pencil icon () on the corresponding line. You can only select one category at a time. Once you finish entering the information for one category, you can repeat the process to edit as many categories as needed.

If an E2 Plan **has not been exercised (full-scale) for a category**, you **must select "no"** in the table below for that category in order to indicate that the E2 Plan has not been exercised. This will allow you to save and submit this schedule without providing the complete information for those categories for which the E2 Plan has not been exercised.

The list of hazard category (ies) are available below. If a category does not appear, you will first need to edit Schedules 2, 3, and 4 to add one substance from that category.

Hazard category for which a full-scale exercise was completed:	Was a full-scale test done for this hazard category?	Date of full-scale exercise:	Was the E2 Plan updated, if necessary, to incorporate lessons-learned from the emergency exercise scenario?	Actions
Aquatically toxic (A)	No			
Inhalation hazard (I)	Yes	2018-07-25	Yes	

b. For the category(ies) for which an E2 Plan was brought into effect, you will need to enter the information **by clicking** on the pencil icon () on the corresponding line. This will bring you to another page where you will enter all relevant information.

- **Date of full-scale exercise:** Select the date on which the full-scale exercise was done for this category.
- **Provide a description of the emergency exercise scenario(s) that was used for the full-scale exercise:** Describe the scenario (that should be described in your E2 Plan) that was used for this full-scale exercise.
- **Date of previous full-scale exercise (if any):** You do not need to enter anything in this field. The system will automatically enter the date of the latest full-scale test for this category once there is one.
- **Were local authorities, local communities, or interest groups involved in the full-scale exercise?**
 - If local authorities, local communities, or interest groups were involved in the full-scale exercise, **select "Yes"**.
 - If no local authorities, local community, or interest groups were involved in the full-scale exercise, **select "No"**.
- **If local authorities, local communities, or interest groups involved in the full-scale exercise, provide a list of those that were involved:**
 - If you selected "Yes" at the previous question to indicate that local authorities, local community, or interest groups were involved in the full-scale exercise, **provide** their names. This can be "municipal fire department" or "municipal police department" for example.
 - If you selected "No" at the previous question, there is no need to answer this question.

Figure 8.7-8 Schedule 5—Details on Full-scale Exercise

**** Date of full-scale exercise: (conditionally required)** 2018-07-25

**** Provide a description of the emergency exercise scenario(s) that was used for the full-scale exercise: (conditionally required)**

Provide a description of the emergency exercise scenario(s) that was used for the full-scale exercise

Date of previous full-scale exercise (if any): 2018-07-25

**** Were local authorities, local community, or interest groups involved in the full-scale exercise? (conditionally required)** Yes

**** If local authorities, local communities, or interest groups involved in the full-scale exercise, provide a list of those that were involved: (conditionally required)**

If local authorities, local communities, or interest groups involved in the full-scale exercise, provide a list of those that were involved

- **Name and position of the person responsible for running the full-scale exercise:**
 - **First name, Last name:** **Provide** the information of the main person responsible for running the full-scale exercise. If you hired a company that specializes in conducting exercises, provide the name of your contact in that company.
 - **Position:** **Provide** the position title of the main person responsible for running the full-scale exercise. If you hired a company that specializes in conducting exercises, **provide** the position title of your contact in that company.
 - **Company:** If the person works in the facility for which this report is being submitted, **provide** the facility name in the “Company” field. If the person was hired from a company that specializes in conduction exercises of the sort, **provide** the name of that company.
- **Was the E2 Plan updated, if necessary, to incorporate lessons-learned from the emergency exercise scenario?**
 - If the E2 Plan was updated, if necessary, to incorporate lessons-learned from the emergency exercise scenario, **select “Yes”**.
 - If the E2 Plan was not updated to incorporate lessons-learned from the emergency exercise scenario, **select “No”**.

Figure 8.7-9 Schedule 5—Details on Full-scale Exercise

Name and position of the person responsible for running the full-scale exercise:

**** First name (conditionally required)**

**** Last name (conditionally required)**

**** Position Title (conditionally required)**

**** Facility (conditionally required)**

**** Was the E2 Plan updated, if necessary, to incorporate lessons-learned from the emergency exercise scenario? (conditionally required)**

Comments

Provide more comments on the updates of the E2 Plan

Once you are done entering all the information on the “Conduct of Exercise” section of the Schedule 5, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 5.
- You can now **click “Next”** and proceed to the certification page.

8.7.4. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.
- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person?**
 - If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- **If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf:** If you were hired by the person who

owns, or has the charge, management, or control of the substance, **provide** the first name of that person.

- If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.
- **Update my profile in SWIM:** If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** Will be populated with today's date.
- I hereby certify that the information provided in this Schedule is true, accurate, and complete: In order to submit the schedule, you need to **check** this box.

Figure 8.7-10 Schedule 5—Authorized Person

Authorized Person

Are you submitting on behalf of the responsible person?

Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.

* First name (required)

* Last name (required)

* Position Title (required)

* Mailing address (required)

* Company name of authorized person: (required)

* Phone number: (required)

Extension:

* Email: (required)

* Are you submitting on behalf of the responsible person? (required)

** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required)

Update my profile in SWIM: ☒

Date of submission: 2015-10-16

* I hereby certify that the information provided in this Schedule is true, accurate and complete: (required) ☐

[Dashboard](#) [Previous Page](#) [Save](#)

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 5 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.7-11 Schedule 5—Submit Schedule 5

The screenshot shows a web interface for submitting Schedule 5. On the left is a sidebar titled 'Reporting Details' with a sub-header 'Schedule 5 - Notice Regarding the Exercising of an Environmental Emergency Plan'. It contains three items: 'Facility Information', 'Conduct of Exercises Information', and 'Certification', each with a green checkmark. The main content area has a green success banner at the top: 'Success! This page has been saved successfully.' Below this is the 'Certification' section with an information icon and text: 'All parts of the Schedule must be completed and have a green checkmark () prior to submitting to Environment and Climate Change Canada. Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. However, note that some information can be edited only by your regional compliance promotion officer. Therefore, please ensure that the information entered is accurate before submitting. Once you submit this schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).' The 'Facility' section contains a table with the following data:

Schedule being Submitted:	Schedule 5 - Notice Regarding the Exercising of an Environmental Emergency Plan
Facility name:	Karolanne Facility 2
E2 ID #:	5-4015

The 'Authorized Person' section has an information icon and text: 'Company name of the authorized person: If you were hired by the person who owns, or has the charge, management or control of the substance, please provide the contracting company for which you work in the "Company Name" field. If you work for the company for which this schedule is being submitted, enter the name of that company in the "Company Name" field.' At the bottom is a navigation bar with 'Dashboard', 'Previous', 'Save', and 'Submit' buttons. The 'Submit' button is highlighted with a red box and a red arrow points to it from the right.

8.7.5. Editing your Schedule 5

Edits to Schedule 5 can be done for to:

- Add missing information for substance(s);
- Add information for substance(s) that now need an E2 Plan; or
- Edit the information concerning the exercise(s)

1. Locate the Schedule 5 on your Dashboard
2. **Click “Edit”** using the pencil icon
3. **Select** and (if needed, **describe**) the main reason why you are editing this schedule from the drop-down. It is important to select the right reason since this will affect the system and deadlines.

Figure 8.7-12 - Schedule 5 -Editing Reason

Schedule Update

Describe the reasons why you are editing this schedule in the text box below.

If you are editing a **Schedule 2**, please select the main reason why you are submitting this schedule again from the list below.

Important note regarding a decrease in quantity and/or container capacity to below the threshold: if you want to edit Schedule 2 for a decrease in quantity and/or container capacity to below the threshold, you will need to submit **Schedule 6** instead. Schedule 2 edits to quantity or capacity should only be done for increases of 10% or more. Note that the **5-years review** options will only appear below once you get close to the 5-year deadline (approximately 12 months before the deadline).

* Schedule Update Reason (required)

Select an option

Select an option

Year 5 Review

Amendment

Schedule Update - Additional Comment(s)

Cancel Continue

4. **Confirm** the information in the “Facility Information” Tab
5. **Confirm or edit** the information in the “Exercises” Tab
6. **Certify** the information in the “Certification” tab
7. **Click “Submit”**.

8.8. SCHEDULE 6 – NOTICE REGARDING A CHANGE IN CIRCUMSTANCES

The responsible person is required to submit a Schedule 6 if:

- the total quantity of the substance decreases to below its threshold for a period of one year; or
- a quantity of the substance is, for a period of one year, no longer found in a container system that has a maximum capacity that is equal to or greater than its threshold

If you need to edit the quantity or the container capacity of the substance to indicate an increase of at least 10%, you need to edit Schedule 2.

Schedule 6 will be available once a Schedule 2, at least, is submitted. However, it will not be created automatically in your dashboard. To add a Schedule 6, you will need to create it:

1. To add a Schedule 6 from the dashboard, **click “+Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”

Figure 8.8-1 Create a New Schedule from Dashboard

Search Result(s) - Available Schedule(s)

To add a new schedule, click the **+Create Schedule** button () at the bottom right corner of the page.

To complete a schedule that is in progress, click on the pencil icon () on the corresponding line and click edit.

To view, print or see the history of a schedule, click the downward arrow icon () on the corresponding line.

To edit a schedule that has already been submitted, click on the pencil icon () on the corresponding line and click edit.

Note for editing Schedules: you will need to confirm the information provided on **each page** (including the sections that open in a new window) before being able to re-submit the schedule.

Status	E2 ID #	Head Office Name	Facility Name	Schedule	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
									+ Create Schedule

2. From that page, you will need **to select** the head office representing the facility(ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.

- To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
- To select the head office, **click “Select”** on the corresponding line.

Figure 8.8-2 Select the Head Office for New Schedule

Submit a Schedule

Select Head Office

To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name **Search**

Head Office List

Name	Actions
E2 Regulatee Co	Select

- Once the head office is selected, you need to select the facility for which you need to submit a Schedule 6. To select a facility, you can either directly **select** it from the list or you can search for it.
 - To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the facility, **click “Select”** on the corresponding line.

Figure 8.8-3 Schedule 6—Select Facility to Submit Schedule 6

Select Facility

To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the facility.

Facility Name **Search**

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karlanne Facility	Select
New BC Facility	Select

- Once the facility is selected, you will see the Schedules that are available for submission. Schedule 6 should appear as a choice.
- Select** the Schedule 6 **by clicking “Select”** on the corresponding line. This will open the Schedule 6 that you will need to fill out.

Figure 8.8-4 Schedule 6—Select Schedule 6

Select Schedule

*For the chosen facility, **select the schedule** you are required to fill out.*

If you do not find the schedule you are required to fill out and submit, it is possible it has already been submitted in which case you will need to go back to your dashboard and edit the schedule.

It is also possible that a schedule doesn't appear in the list below if the previous required schedule(s) have not been submitted.

Schedule(s) Available for Submission

Schedule	Actions
Schedule 6 (Notice Regarding a Change in Circumstances)	Select
Schedule 7 (Notice of Cessation of Operations or Transfer of Ownership or Charge, Management or Control)	Select
Schedule 8 (Written Report of Environmental Emergency)	Select

6. Schedule 6 is separated in three sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - Facility Information
 - Change in Circumstances
 - Certification

Figure 8.8-5 Schedule 6—Sections

8.8.1. Schedule 6—Facility Information

The information displayed on this page can't be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 6, you will need to confirm the information presented on this page **by clicking “Confirm”** at the bottom of the page.

If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.8-6 Schedule 6—Confirming the Facility Information

- You can now **Click “Next”** and proceed to the next section of the Schedule

8.8.2. Change in Circumstances

- **Substance(s) Identified at the Facility:** The table summarizes the information for each substance(s) that were indicated in your latest Schedule 2 for this facility. There is nothing

to do for that section. However, if you notice a mistake, edit your Schedule 2 before continuing filling out schedule 6.

- **Substance(s) to be Submitted:** The table summarizes the information for each substance(s) once added to this Schedule 6. This is the section where you can add substance(s) to this Schedule 6.
 - a. To modify the information for a substance at the facility (e.g. quantities, capacities), **click “+ Add Substance”**. This will allow you to add a substance to this Schedule.
 - b. This will open a new page where you will need to **select** the reason why you are submitting this substance in Schedule 6 and enter more information depending on the selected reason.

Figure 8.8-7 Schedule 6—Add a Substance

- Substance(s) to be Submitted (required)

i The table below summarizes the information for each substance(s) once added and completed. Only the substance(s) listed on your submitted Schedule 2 are available below.

To **add a substance**, click on the + Add Substance button.

Once you add a substance, you will need to **select the reason why you are submitting this schedule** for that substance out of three possible options: decrease in quantity due to an exemption under 3(2), substance no longer regulated due to an exclusion under 2(2), or another change in circumstance. Once selected, additional questions will be required based on your choice.

To **edit or delete a substance**, click on the pencil icon (✎) on the corresponding line. You can only select one substance at a time. Once you finish entering the information for one substance, you can repeat the process to edit as many substances as needed.

For **further information** on a substance, click the arrow (➡) on the corresponding line.

+ Add Substance

- c. **Select Substance:** **Select** your substance from the drop-down menu of available substances.
- d. **Date of Change:** **Select** the date on which the change in quantity and/or capacity took place.
- e. **Submission Reason:** **Select** the reason why you are submitting this schedule for that substance. Once selected, additional questions will be required based on your choice. There are three possible options:
 - Decrease in quantity due to an exemption under subsection 3(2);
 - Select this reason if the change was caused by a decrease in quantity due to an exclusion in quantity under subsection 3(2).
 - 3(2)(a) - quantities of the substance that are located at the facility for a period of 72 hours or less, unless the substance is loaded or unloaded at the facility
 - 3(2)(b) - quantities of the substance that are in a container system that has a maximum capacity of 30 kg or less
 - 3(2)(c) - Quantities of the substance that are found in slag, waste rock, tailings, solid residues, ores and ore concentrates
 - 3(2)(d) - Quantities of the substance set out in item 17 of Part 1 of Schedule 1 that are in a container system that has a maximum capacity of less than 10 t and is located at least 360 m from all points along the boundary of the facility
 - 3(2)(e) - Quantities of a substance set out in item 163 of Part 1 or item 5 of Part 2 of Schedule 1 that are located at a farming operation for on-site use as an agricultural nutrient
 - Substance no longer regulated due to an exclusion under subsection 2(2); and

- Select this reason if the substance is no longer regulated due to an exclusion under subsection 2(2).
 - 2(2)(a) - a substance that is identified in column 5 of Part 1 of Schedule 1 as combustible or likely to explode and
 - i) is in a mixture that has a flashpoint greater than 23 °C and a boiling point greater than 35 °C or
 - ii) is a component of natural gas in its gaseous form
 - 2(2)(b) - a substance that is identified in column 5 of Part 1 or 2 of Schedule 1 as an inhalation hazard and is in a mixture, in gaseous or liquid form, that has a total vapour pressure of less than 1.33 kPa
 - 2(2)(c) - a substance that is used to fuel a heating appliance or to generate power at the facility where it is located and is present in a quantity that is less than the quantity set out in column 4 of Part 1 of Schedule 1 for that substance
 - 2(2)(d) - a substance that is regulated under the *Transportation of Dangerous Goods Act, 1992* or the *Canada Shipping Act, 2001*
 - 2(2)(e) - a substance that is in a pipeline that is regulated under the *National Energy Board Onshore Pipeline Regulations* or in a processing plant that is regulated under the *National Energy Board Processing Plant Regulations*
 - 2(2)(f) - a substance that is in a pipeline located entirely within a province and that is on a property where there are no fixed onshore installations other than pipelines, compressors stations or pump stations
 - 2(2)(g) - a substance that is in a fuel tank that supplies the engine of a conveyance that is used for transportation
 - 2(2)(h) - the substance set out in item 57 of Part 1 of Schedule 1, if it is in a solid form
 - 2(2)(i) - the substance set out in item 143 of Part 1 of Schedule 1, if it is in the form of solid particles that measure more than 10 µm in diameter
- Another change in circumstances
 - Select this reason if the decrease in quantity, capacity, or concentration is due to another change not mentioned above.

Figure 8.8-8 Schedule 6—Select the substance and reason for Schedule 6

Edit Details Of Substance

Select Substance (required)

* Substance: (required)

106-99-0 - 1,3-butadiene

Date of change (required)

* Select the date of change: (required)

2018-07-10

Submission Reason (required)

* Select Submission Reason: (required)

Please select one of the following submission reasons

Select an option

Cancel

Continue

Option 1: Decrease in quantity due to a quantity exclusion under 3(2)

- **Select the applicable exclusion:** If you indicated that the change was caused by a decrease in quantity due to an exclusion in quantity under subsection 3(2), **select** the applicable exclusion from the options listed.

Figure 8.8-9 Schedule 6—Select the quantity

Decrease in quantity due to an exemption in quantity under paragraph 3(2)

i If you indicated that the change was caused by a decrease in quantity due to an exemption in quantity under paragraph 3(2), **select the applicable exemption** from the options below.

* Select the applicable exemption: (required)

- ☐ 3(2)(a) - quantities of the substance that are located at the facility for a period of 72 hours or less, unless the substance is loaded or unloaded at the facility
- ☐ 3(2)(b) - quantities of the substance that are in a container system that has a maximum capacity of 30 kg or less
- ☐ 3(2)(c) - Quantities of the substance that are found in slag, waste rock, tailings, solid residues, ores and ore concentrates
- ☐ 3(2)(d) - Quantities of a substance set out in item 163 of Part 1, 5 of Part 2 or 9 of Part 2 of Schedule 1 that are located at a farming operation for on-site use as an agricultural nutrient
- ☐ 3(2)(e) - Quantities of the substance set out in item 17 of Part 120 of Schedule 1 that are in a container system that has a maximum capacity of less than 10 t and is located at least 360 m from all points along the boundary of the facility

- **Indicate the new maximum expected quantity:** **Indicate** the new maximum expected quantity in metric tonnes.
- **Indicate the maximum capacity of the largest container system:** If the maximum capacity of the largest container system containing that substance has also decreased to below the threshold, **indicate** the new maximum capacity of the largest container system in metric tonnes. If the maximum capacity of the largest container system containing that substance has not changed, **indicate** the same capacity that was reported in your Schedule 2.
- **Click “Save”** to proceed.

Figure 8.8-10 Schedule 6—New quantity and/or capacity

i Provide some additional details with respect to the maximum quantity of the substance and the capacity of its largest container at the facility (if applicable). If the value is unchanged from the initial report, please enter the initial value. Initial value can be obtained in the “Selected Substance” section.

* Indicate the new maximum expected quantity (metric tonnes) (required) XXXXXXXX.XXX

* Indicate the new maximum capacity of the largest container system (metric tonnes) (required) XXXXXXXX.XXX


Cancel Save

Option 2: Substance no longer regulated due to a substance exclusion under 2(2)

- **Select the applicable exclusion:** If you indicated that the change was caused by a substance no longer regulated due to an exclusion under subsection 2(2), **select** the applicable exclusion from the options.
- **Click “Save”**.

Figure 8.8-11 Schedule 6—Select the exclusion

Substance no longer regulated due to an exclusion under paragraph 2(2)

 If you indicated that the change was caused by a substance no longer regulated due to an exclusion under paragraph 2(2), please **select the applicable exclusion** from the options below.

* Select the applicable exclusion: (required)


☐ 2(2)(a) - a substance that is identified in column 5 of Part 1 of Schedule 1 as combustible or likely to explode and i) is in a mixture that has a flashpoint greater than 23°C and a boiling point greater than 35°C or ii) is a component of natural gas in its gaseous form
☐ 2(2)(b) - a substance that is identified in column 5 of Part 1 or 2 of Schedule 1 as an inhalation hazard and is in a mixture, in gaseous or liquid form, that has a total vapour pressure of less than 1.33 kPa
☐ 2(2)(c) - a substance that is used to fuel a heating appliance or to generate power at the facility where it is located and is present in a quantity that is less than the quantity set out in column 4 of Part 1 of Schedule 1 for that substance
☐ 2(2)(d) - a substance that is regulated under the Transportation of Dangerous Goods Act, 1992 or the Canada Shipping Act, 2001
☐ 2(2)(e) - a substance that is in a pipeline that is regulated under the National Energy Board Onshore Pipeline Regulations or in a processing plant that is regulated under the National Energy Board Processing Plant Regulations
☐ 2(2)(f) - a substance that is in a pipeline located entirely within a province and that is on a property where there are no fixed onshore installations other than pipelines, compressors stations or pump stations
☐ 2(2)(g) - a substance that is in a fuel tank that supplies the engine of a conveyance that is used for transportation
☐ 2(2)(h) - the substance set out in item 57 of Part 1 of Schedule 1, if it is in a solid form
☐ 2(2)(i) - the substance set out in item 143 of Part 1 of Schedule 1, if it is in the form of solid particles that measure more than 10 µm in diameter

Option 3: Decrease in quantity, capacity, or concentration due to another change

- **Provide more details on the reason of the decrease in quantity, concentration, or capacity:** If you indicated that there was a decrease in quantity, concentration or capacity due to another change in circumstances, **provide** more details about the reason in the text box.

Figure 8.8-12 Schedule 6—More Details—Option 3

Decrease in quantity, concentration or capacity due to another change in circumstance,

 If you indicated that there was a decrease in quantity, concentration or capacity due to another change in circumstance, please provide more details about the reason below. Once completed, make sure to fill necessary information below.

* Provide more details on the reason of the decrease in quantity, concentration, or capacity: (required)

- **Indicate if the concentration is still equal or above its regulated threshold:**
 - If the concentration of the substance has decreased below the threshold, **select “No”**.
 - If the concentration of the substance has not decreased below the threshold, **select “Yes”**.
- **Indicate the new maximum expected quantity:** If your maximum expected quantity for that substance has decreased below the threshold, **provide** the new maximum expected quantity in metric tonnes. If the maximum quantity is unchanged from the initial report, please enter the initial value. The initial value can be obtained if you scroll-up to the “Selected Substance” section.
- **Indicate the maximum capacity of the largest container system:** If the maximum capacity of the largest container system containing that substance has decreased to below the threshold, **provide** the new maximum capacity of the largest container system in metric tonnes. If the maximum capacity is unchanged from the initial report, please enter the initial value. The initial value can be obtained if you scroll-up to the “Selected Substance” section.
- **Click “Save”.**

Figure 8.8-13 Schedule 6—Details—Option 3

Provide some additional details with respect to the concentration, maximum quantity of the substance and the capacity of its largest container at the facility. If the value is unchanged from the initial report, please enter the initial value. Initial value can be obtained in the "Selected Substance" section.

* Indicate if the concentration is still equal or above its regulated threshold: **(required)**

* Indicate the new maximum expected quantity (metric tonnes): **(conditionally required)**

* Indicate if the new maximum capacity of the largest container system (metric tonnes): **(conditionally required)**

Once you are done entering all the information on the “Change in Circumstances” section of the Schedule 6, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 6.
- You can now **click “Next”** and proceed to the certification page.

8.8.3. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.
- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person?**
 - If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- **If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- **If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- **If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf:** If you were hired by the person who

owns, or has the charge, management, or control of the substance, **provide** the position title of that person.

- **Update my profile in SWIM:** If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** Will be populated with today's date.
- **I hereby certify that the information provided in this Schedule is true, accurate, and complete:** In order to submit the schedule, you need to **check** this box.

Figure 8.8-14 Schedule 6—Authorized Person

The screenshot shows the 'Authorized Person' form. At the top, a light blue box contains an information icon and the text: 'Are you submitting on behalf of the responsible person? Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.'

Below this, the form has several fields with red asterisks indicating required fields:

- * First name (required): Enter your first name
- * Last name (required): Enter your last name
- * Position Title (required): Enter your position title
- * Mailing address (required): 345 Fake Street Road Southeast, Gatineau (i)
- * Company name of authorized person: (required): Enter the company name of authorized person (highlighted with a red box and arrow)
- * Phone number: (required): XXX-XXX-XXXX
- Extension: XXX
- * Email: (required): enter.youremail@email.ca
- * Are you submitting on behalf of the responsible person? (required): Yes (highlighted with a red box and arrow)
- ** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required): enter the name of who authorized you
- ** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required): enter the name of who authorized you
- ** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required): enter the position of who authorized you

At the bottom, there are three sections:

- Update my profile in SWIM: ☒
- Date of submission: 2018-10-16
- * I hereby certify that the information provided in this Schedule is true, accurate and complete: (required) ☐

At the very bottom, there are three buttons: 'Dashboard', 'Previous Page', and 'Save' (highlighted with a red box and arrow).

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 6 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.8-15 Schedule 6—Submit Schedule 6

Reporting Details

Schedule 6 - Notice Regarding a Decrease in Quantity, Capacity or Concentration

- Facility Information
- Change in Circumstances
- Certification**

Success! This page has been saved successfully.

Certification

i All parts of the Schedule must be completed and have a green checkmark (✔) prior to submitting to Environment and Climate Change Canada.

Once submitted, you can still modify the information at any time by **editing** your schedule from your dashboard. However, note that some information can be edited only by your regional compliance promotion officer. Therefore, please **ensure that the information entered is accurate before submitting**.

Once you submit this schedule, you will receive an **automated confirmation email** with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Previous Save **Submit**

Submitting Schedule 6 means that you have modified information regarding a substance(s). If the new maximum expected quantity and/or maximum capacity for the substance is lower than its associated threshold in Schedule 1, the requirements (E2 Plan and submitting a Schedule 2) will be affected. This reporting system will automatically update your previously submitted Schedule 2. However, you should look at other submitted Schedules in order to understand the changes. If you need any help, please contact your regional compliance promotion officer identified [here](#).

Figure 8.8-16 Schedule 6—Automated Updates to Schedule 2

Schedule 2 - Substance(s) Information			Help
Automatic Updates From Schedule 6			
Date	Substance Name	Details on update	
2018-07-10	1-chloropropene (1-chloropropylene)	The quantity decreased below threshold and this new quantity was automatically inserted in this Schedule 2; The capacity decreased below threshold and this new capacity was automatically inserted in this Schedule 2; The concentration decreased below threshold and this new concentration was automatically inserted in this Schedule 2.	

8.9. SCHEDULE 7 - NOTICE OF CESSATION OF OPERATIONS OR TRANSFER OF OWNERSHIP

The responsible person is required to submit a Schedule 7 if the operations at the facility cease for more than 12 months or if there is a change of responsible person.

- In the case of a cessation of operations, the Schedule must be submitted at least 30 days before the day on which operations are to cease (Section 16). This schedule does not have to be submitted in the case of a temporary closure of less than 12 months.
- In the case of a transfer of ownership, the Schedule must be submitted on or before the date of the transfer (Section 17).

Schedule 7 will be available once a Schedule 2, at least, is submitted. However, it will not be created automatically in your dashboard. To add a Schedule 7, you will need to create it:

1. To add a Schedule 7 from the dashboard, **click + Create Schedule** at the bottom right corner of the page. You will be directed to a page called "Submit a Schedule."

Figure 8.9-1 Create a New Schedule from Dashboard

Search Result(s) - Available Schedule(s)

Information:

- To add a new schedule, click the **+Create Schedule** button (**Create Schedule**) at the bottom right corner of the page.
- To complete a schedule that is in progress, click on the pencil icon () on the corresponding line and click edit.
- To view, print or see the history of a schedule, click the downward arrow icon () on the corresponding line.
- To edit a schedule that has already been submitted, click on the pencil icon () on the corresponding line and click edit.

Note for editing Schedules: you will need to confirm the information provided on **each page** (including the sections that open in a new window) before being able to re-submit the schedule.

Status	E2 ID #	Head Office Name	Facility Name	Schedule Version	Submission Deadline	Schedule Overdue	Schedule Progress	Actions
								+ Create Schedule

- From that page, you will **need to select** the head office representing the facility(ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.
 - To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the head office, **click “Select”** on the corresponding line.

Figure 8.9-2 Select the Head Office for New Schedule

Submit a Schedule

Select Head Office

Information:

To fill out a schedule, you must first select the head office representing the facility(ies) about which you are submitting information. To select a head office, you can either directly select it from the list below or you can search for it. To search for a head office, type in all or a portion of the head office name and click Search. To select the head office, click on the Select button on the corresponding line. If the head office you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the company.

Head Office Name: **Search**

Head Office List

Name	Actions
E2 Regulatee Co	Select

- Once the head office is selected, you need to select the facility for which you need to submit a Schedule 7. To select a facility, you can either directly **select** it from the list or you can search for it.
 - To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the facility, **click “Select”** on the corresponding line.

Figure 8.9-3 Schedule 7—Select Facility to Submit Schedule 7

Select Facility

Information:

To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the facility.

Facility Name: **Search**

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karlolanne Facility	Select
New BC Facility	Select

4. Once the facility is selected, you will see the Schedules that are available for submission. Schedule 7 should appear as a choice.
5. **Select** the Schedule 7 by **clicking “Select”** on the corresponding line. This will open the Schedule 7 that you will need to fill out.

Figure 8.9-4 Schedule 7—Select Schedule 7

Select Schedule

For the chosen facility, **select the schedule** you are required to fill out.

If you do not find the schedule you are required to fill out and submit, it is possible it has already been submitted in which case you will need to go back to your dashboard and edit the schedule

It is also possible that a schedule doesn't appear in the list below if the previous required schedule(s) have not been submitted.

Schedule	Actions
Schedule 7 - Notice of Cessation of Operations or Transfer of Ownership	Select
Schedule 8 (Written Report of Environmental Emergency)	Select

6. Schedule 7 is separated in three sections that all need to be completed, validated, and saved before the Schedule can be submitted.
 - Facility Information
 - Cessation of Operations or Change of Responsible Person
 - Certification

Figure 8.9-5 Schedule 7—Sections

Reporting Details

Schedule 7 - Notice of Cessation of Operations or Transfer of Ownership

- ✓ Facility Information
- ! Cessation of Operations or Transfer of Ownership
- ! Certification

8.9.1. Schedule 7—Facility Information

The information displayed on this page can't be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 6, you will need to confirm the information presented on this page by **clicking “Confirm”** at the bottom of the page. If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.9-6 Schedule 7—Confirm the Facility Information

- Click “Next” and proceed to the next section of the Schedule.

8.9.2. Change in Circumstances—Cessation of Operations or Transfer of Ownership

- **Substance(s) Identified at the Facility:** The table summarizes the information for each substance(s) that were indicated in your latest Schedule 2 for this facility. There is nothing to do for that section. However, if you notice a mistake, edit your Schedule 2 before continuing filling out schedule 7.
- **Select Submission Reason:** **Select** the reason why you are submitting this schedule for your facility. Once selected, additional questions will be required based on your choice. There are two options:
 - a. Change of responsible person: **Click “Select”** on the corresponding line if the ownership of the facility changed.
 - b. Cessation of Operations: **Click “Select”** on the corresponding line of the operations are ceasing at the facility for more than 12 months.

Figure 8.9-7 Schedule 7—Select Submission Reason

Change of Responsible Person

- Provide the name or corporate name of the entity that will be responsible for the substance as a result of the change: **Indicate** the company/entity/etc. that will now be the owner of the facility.
- Provide the name of the individual that will be responsible for the substance as a result of the change: Provide the name of the individual that will be responsible for the substance as a result of the transfer
- Date of change of responsible person: **Indicate** the date on which the transfer will take/took place. The Schedule 7 for a change of responsible person should be submitted within 30 days after the day on which the change takes place. Therefore, the date selected for the change of responsible person should ideally be in the last 30 days.

Figure 8.9-8 Schedule 7—Change of Responsible Person

The screenshot shows a web form titled "Change of Responsible Person". At the top, a light blue box contains the instruction: "The Schedule 7 for a change of responsible person should be submitted within 30 days after the day on which the change takes place. Therefore, the date selected for the change of responsible person should ideally be in the last 30 days." Below this, there are three required input fields, each preceded by an asterisk and a description: 1. "Provide the name or corporate name of the entity that will be responsible for the substance as a result of the change: (required)" with a large text area. 2. "Provide the name of the individual that will be responsible for the substance as a result of the change: (required)" with a large text area. 3. "Select the date of the change of responsible person: (required)" with a date picker showing "YYYY-MM-DD". At the bottom left is a "Dashboard" button. At the bottom right are "Previous", "Next", and "Save" buttons. Red arrows point to the right side of each of the three input fields and to the "Save" button.

Cessation of Operations:

Cessation of Operations section:

- Select the date on which the operations will cease: **Select the date** on which the cessations of operations should take place. The Schedule 7 should be submitted at least 30 days before the day on which operations are to cease (the date selected should ideally be at least a month from now).
- Expected date on which the substance will no longer be at the facility: Since the substance should no longer be in use, **select the date** when the substance should no longer be at the facility.
- Provide a description of the measures taken to prevent and prepare for the occurrence of an environmental emergency after operations cease at the facility and the measures that will be taken to respond to and recover from such an emergency if it were to occur: **Provide** a description of:
 - the measures taken to prevent and prepare for the occurrence of an environmental emergency after operations cease at the facility; and
 - the measures that will be taken to respond to and recover from such an emergency if it were to occur
 - The description for both these elements should be typed in the box.

Figure 8.9-9 Schedule 7—Cessation of Operations—Substance and Containers Information section

Information about the cessation of operations

i The Schedule 7 for a cessation of activities should be submitted at least 30 days before the day on which operations are to cease. Therefore, the date selected should ideally be at least a month from now.

* Select the date on which the operations will cease: (required)

YYYY-MM-DD

* Select the expected date on which the substance will no longer be at the facility: (required)

YYYY-MM-DD

* Provide a description of the measures taken to prevent and prepare for the occurrence of an environmental emergency after operations cease at the facility and the measures that will be taken to respond to and recover from such an emergency if it were to occur: (required)

- measures taken to prevent and prepare for the occurrence of an environmental emergency after operations cease at the facility

- measures that will be taken to respond to and recover from such an emergency if it were to occur.

Substance and Containers Information section:

For this section, you need to enter the information for each applicable substance directly into the fields under the questions (in the table format).

- **Quantity of the substance remaining at the facility:** In the empty box beside the substance and under this question, **enter** the quantity of the substance remaining at the facility in metric tonnes.
- **Number of containers systems remaining at the facility:** In the empty box beside the substance and under this question, **enter** the number of containers systems remaining at the facility.
- **Maximum capacity of the largest container system remaining at the facility:** In the empty box beside the substance and under this question, **enter** the maximum capacity of the largest container system remaining at the facility in metric tonnes.

Figure 8.9-10 Schedule 7—Substance and Container System Information

Substance and Container System Information (required)

i Enter the information below for each applicable substance. The information must be entered directly into the fields under the questions.


For more information about a substance, click on the arrow icon (➤) on the corresponding line.

+/-	Substance Name	Threshold (tonnes)	Quantity previously reported at the facility (tonnes):	* Indicate the quantity remaining at the facility (metric tonnes) (required)	* Indicate the number of container systems remaining at the facility: (required)	* Indicate the maximum capacity of the largest container system remaining at the facility (metric tonnes): (required)
➤	57-14-7 - 1,1-dimethylhydrazine	6.8	666	0	1	100
➤	75-38-7 - 1,1-difluoroethylene (vinylidene fluoride)	4.5	666	100	4	50
➤	101316-57-8 - distillates, petroleum, hydrosulphurized full-range middle	2500	1000	0	0	0
➤	7782-50-5 - chlorine	1.13	111	55	7	30
➤	1306-23-6 - cadmium sulphide	0.22	33	0	0	0

Cancel Save

If you need to edit the reason of the submission, **click “Edit”** on the “Cessation of Operations or Change of Responsible Person” page under the “Submission Reason” section.

Figure 8.9-11 Schedule 7—Edit the Submission Reason

Submission Reason (required)	
<div> <div>Selected Submission Reason</div> <div>Cessation of Operations</div> </div>	<div>Actions</div> <div> <div>Edit</div>  </div>

Once you are done entering all the information on the “Cessation of Operations or Change of Responsible Person” section of the Schedule 7, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 7.
- You can now **click “Next”** and proceed to the certification page.

8.9.3. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.
- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person?**
 - If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
 - If not, **select “No”**.
- **If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- **If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- **If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf:** If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.

- **Update my profile in SWIM:** If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** Will be populated with today's date.
- **I hereby certify that the information provided in this Schedule is true, accurate, and complete:** In order to submit the schedule, you need to **check** this box.

Figure 8.9-12 Schedule 7—Authorized Person

Authorized Person

Are you submitting on behalf of the responsible person?

Company name of the authorized person: If you were tasked by the person who owns, or has the charge, management or control of the substance (the responsible person), please provide the company for which you work in the "Company Name" field. This company can be the same as the facility for which you are submitting this Schedule. However, if you work for another company (e.g. a contracting company), you need to enter that information instead.

* First name (required)

* Last name (required)

* Position Title (required)

* Mailing address (required)

* Company name of authorized person: (required) ←

* Phone number: (required)

Extension:

* Email: (required)

* Are you submitting on behalf of the responsible person? (required) ←

** If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: (conditionally required)

** If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: (conditionally required)

Update my profile in SWIM: ☒

Date of submission: 2018-10-16

* I hereby certify that the information provided in this Schedule is true, accurate and complete: (required) ☐

[Dashboard](#) [Previous Page](#) **Save** ←

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 7 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.9-13 Schedule 7—Submit Schedule 7

Submitting Schedule 7 means that you have modified information regarding your facility and it is no longer considered Active in the system. This reporting system will automatically update your previously submitted Schedules and the status of the facility. If you need any help, please contact your regional compliance promotion officer identified [here](#).

8.10. SCHEDULE 8—WRITTEN REPORT OF AN ENVIRONMENTAL EMERGENCY

Environmental emergencies are uncontrolled, unplanned, or accidental releases of a substance set out in Schedule 1 of the Regulations into the environment.

8.10.1. Reporting Environmental Emergencies – Verbal Notification

Environmental emergencies must be reported verbally as soon as possible under Section 201 of the *Canadian Environmental Protection Act*. Refer to the following hyperlinks and select the 24-hour telephone number for the region where the environmental emergency occurred: [Release and Environmental Emergency Notification Regulations](#) or [Deposit Out of the Normal Course of Events Notification Regulations](#).

8.10.2. Reporting Environmental Emergencies – Written Report

In addition, a written report must also be provided to the person designated under the ECCC. Under the Regulations, a written report is only to be submitted if the environmental emergency:

- (a) has or may have an immediate or long-term harmful effect on the environment;
- (b) constitutes or may constitute a danger to the environment on which human life depends;
- or
- (c) Constitutes or may constitute a danger in Canada to human life or health.

Schedule 8 (Written Report of an Environmental Emergency) is for reporting environmental emergencies that occurred. It complies with the written reporting requirements under Section 201 of the *Canadian Environmental Protection Act* and Section 18 of the Regulations.

1. This written report can also be used voluntarily to report near-miss environmental emergencies.
2. The person who is designated to be provided with a written report respecting the occurrence of an environmental emergency involving a substance that is on the list referred to in section 2 is the Regional Director, Environmental Enforcement Directorate,

Enforcement Branch, Department of the Environment, in the region where the environmental emergency occurs.

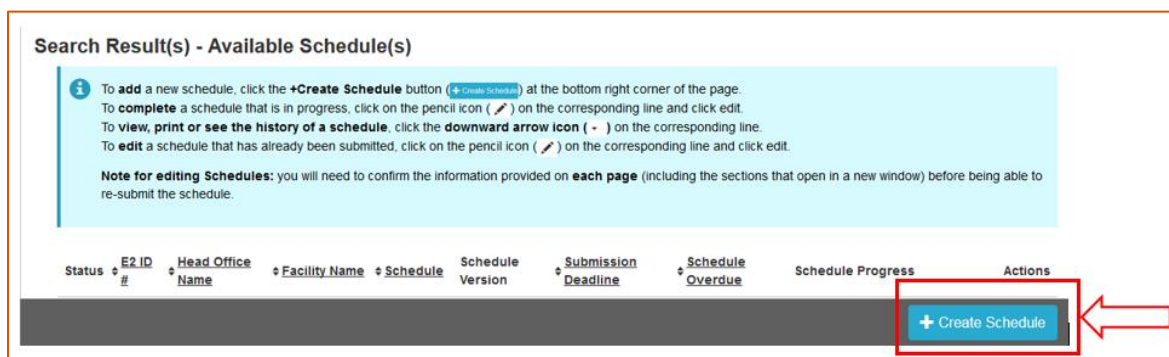
3. The written report must include the information referred to in Schedule 8 of the Regulations

8.10.3. Submit a Schedule 8

The responsible person is required to submit a Schedule 8 in the case of any environmental emergency occurrence. A Schedule 8 will be available once a facility, at minimum has been registered under the Regulations within SWIM. It will not be created automatically in your dashboard like other schedules. To add a schedule 8, you will need to create it:

1. To add a Schedule 8 from the dashboard, **click “+ Create Schedule”** at the bottom right corner of the page. You will be directed to a page called “Submit a Schedule.”

Figure 8.10-1 Create a New Schedule from Dashboard



2. From that page, you will need **to select** the head office representing the facility(ies) for which you are submitting information. To select a head office, you can either directly **select** it from the list or you can search for it.
3. To search for a head office, type in all or a portion of the head office name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
4. To select the head office, **click “Select”** on the corresponding line.

Figure 8.10-2 Select the Head Office for New Schedule

The screenshot shows the "Submit a Schedule" page. It has a section titled "Select Head Office" with an information box explaining the process. Below this is a "Head Office Name" input field with a "Search" button next to it. Below the search field is a "Head Office List" table with columns "Name" and "Actions". The first row in the list is "E2 Regulatee Co". In the "Actions" column of this row, there is a "Select" button. A red box highlights the "Search" button, and another red box highlights the "Select" button, with red arrows pointing to them from the right.

5. Once the head office is selected, you need to select the facility for which you need to submit a Schedule 8. To select a facility, you can either directly **select** it from the list or you can search for it.
 - To search for a facility, type in all or a portion of the facility name and **click “Search”**. The system will bring back the results that are a match for the text entered in the search box. Therefore, be careful with the spelling.
 - To select the facility, **click “Select”** on the corresponding line.

Figure 8.10-3 Schedule 8—Select Facility to Submit Schedule 8

Select Facility

To fill out a schedule, you must also select the facility for which you are submitting information. To select a facility, you can either directly select it from the list below or you can search for it. To search for a facility, type in all or a portion of the facility name and click Search. To select the facility, click on the Select button on the corresponding line. If the facility you are looking for does not appear, it is possible that you have not been granted access by the authority of your company or that the company information has not been created. In such a situation, you should go back to the Single Window (SWIM) (<https://ec.ss.ec.gc.ca/en/cs>) to request access or to create the facility.

Facility Name

Search Result(s) - Available Facility(ies)

Facility Name	Actions
Karoianne Facility	<input type="button" value="Select"/>
New BC Facility	<input type="button" value="Select"/>

- Once the facility is selected, you will see the Schedules that are available for submission. Schedule 8 should appear as a choice. **Select** the Schedule 8 by clicking **“Select”** on the corresponding line. This will open the Schedule 8 that you will need to fill out.

Figure 8.10-4 Schedule 8—Select Schedule 8

Select Schedule

For the chosen facility, **select the schedule** you are required to fill out.

If you do not find the schedule you are required to fill out and submit, it is possible it has already been submitted in which case you will need to go back to your dashboard and edit the schedule.

It is also possible that a schedule doesn't appear in the list below if the previous required schedule(s) have not been submitted.

Schedule(s) Available for Submission

Schedule	Actions
Schedule 7 - Notice of Cessation of Operations or Transfer of Ownership	<input type="button" value="Select"/>
Schedule 8 (Written Report of Environmental Emergency)	<input type="button" value="Select"/>

Schedule 8 is separated into three separate parts:

- Facility Information
- Spill Information
- Certification

Figure 8.10-5 Schedule 8—Sections

Reporting Details

Schedule 8 - Written Report of Environmental Emergency

- Facility Information
- Spill Information
- Certification

8.10.4. Schedule 8—Facility Information

The information displayed on this page can't be modified and represents the information for the facility and head office that was submitted in Schedule 2. Before filling out other sections of Schedule 8, you will need to confirm the information presented on this page **by clicking “Confirm”** at the bottom of the page.

If the information needs to be edited, you will need to edit the Schedule 2 first and resubmit it.

Figure 8.10-6 Schedule 8 - Confirming Facility Information

Reporting Details

- Schedule 8 - Written Report of Environmental Emergency
- Facility Information
- Spill Information
- Certification

Schedule 8 - Facility Information

The information requested on this page pertains to the place where the substance(s) is located (the **facility**). This information is pulled from your SWM account as well as from previously submitted schedules.

Click on the ? **Help** () button on any page for more information.

It is important to "save" each page before navigating to the next page, otherwise, all information that has not been saved will be lost.

Facility Information

Head office name:	E2 Regulatee Co
Facility name:	Karolanne Facility
E2 ID #	8-4001-1
Description of the location (if no civic address provided):	
Civic address (if provided):	aaa, aa (Quebec), j8t4s4, Canada
Mailing address:	aaa, aa (Quebec), j8t4s4, Canada
Latitude:	72.45484
Longitude:	-77.15454

Dashboard Next **Confirm**

- Click **"Next"** and proceed to the certification page.

8.10.5. Schedule 8—Spill Information

- Substance(s) Identified at the Facility:** the table summarizes the information for substance(s) that were indicated in Schedule 2 for this facility. Substance(s), listed in Schedule 1 of the Regulations that are present at your fixed facility in quantity and/or concentration lower than their respective thresholds and do not appear in this table are required to be provided in Schedule 8.
- Release Time:** **Select** the time on which the release or the near-miss occurred **by clicking** on the calendar icon next to the field.
- Release Date:** **Select** the date on which the release or the near-miss occurred **by clicking** on the calendar icon next to the field.

Figure 8.10-7 Schedule 8—Time of the Release

Time of the Release

Select the time and the date on which the release or a near-miss occurred by clicking on the icon () next to the boxes below.

* Release Time (required)

* Release Date (required)

- Released Substance(s):** Only the substance(s) listed in Schedule 1 of the Regulations are available to be added to the Schedule 8.
 - To add a substance, **click** on **"Add Substance"**. When you add a substance, a pop-up window will open to allow for detailed reporting on information regarding the spill. Once you finish entering the information for one substance, you can repeat the process to edit as many substances as needed.

Figure 8.10-8 Schedule 8—Add a Substance

Released Substance(s) (required)

Only the substance(s) listed in Schedule 1 of the Environment Emergency Regulations, 2018 are available below.

To **add a substance**, click on the + Add Substance button. You can only **select one substance at a time**. Once you finish entering the information for one substance, you can repeat the process to edit as many substances as needed.

To **edit or delete a substance**, click on the pencil icon (✎) on the corresponding line.

For **further information** on a substance, expand, by clicking the arrow (➤) on the corresponding line.

+ Add Substance

+/-	CAS #	Name of the released substance:	Hazard Category	NAICS Code	Are you reporting a near-miss accident or a real accident?	Actual, or estimated quantity of the released substance:	Are there any sensitive receptors located in the area or surrounding area that were or may be affected by the release?	Actions
This table is empty.								

- **Released Substance:** **Select the substance** that was released from the drop-down list. All the substances listed in Schedule 1 of the Regulations are available for submission.
- **NAICS Code:** **Enter** the NAICS code to at least four numbers.
 - If you do not know the NAICS code associated with the fixed facility, refer to the [NAICS Website](#).

Figure 8.10-9 Schedule 8—Released Substance Information

Released Substance(s)

* Released substance: (required)

NAICS Code

- **Are you reporting a near-miss accident or a real accident?** You can fill a Schedule 8 for an actual accident or for a near-miss. A near-miss is an event in which an accident (property damage, environmental impact, or human loss) or an operational interruption could have plausibly resulted if circumstances had been slightly different. An actual accident happened at the facility.
 - If you are filling out this Schedule 8 for a real accident, **select “An actual accident”**
 - If you are filling out this Schedule 8 for a near miss, **select “Near-miss”**. If you **select** near-miss, you will still need to answer all the questions that follow. Try to answer the questions with your knowledge of the potential consequences had the accident really happened.
- **Actual or estimated quantity of the released substance:** **Enter**, to the best of your knowledge, the quantity of the substance that was released. If it was a near-miss, you can either enter “0” of the quantity you think would have been released had the accident happened.
- **Select the units in which the released substance above was reported in:** **Select** the units in which the previously entered quantity is reported. If no quantity was reported (“0”), **select** any units.

Figure 8.10-10 Schedule 8—Released Substance Quantity Information

* Are you reporting a near-miss accident or a real accident? (required)

An Actual Accident

* Actual, or estimated quantity of the released substance: (required)

1542

* Select the units in which the released substance above was reported in: (required)

Liters

- Was the substance that was released contained in a container system?
 - If the substance that was released, or could have been released, contained in a container system, **select “Yes”**.
 - If the substance that was released, or could have been released, not contained in a container system (bulk form), **select “No”**.
- If the substance was contained, provide a description of the container system and a description of its condition:
 - If you selected “Yes” at the previous question, **enter** a description of the container system and **enter** a description of its condition in the comment box.
 - If you selected “No” at the previous question, there is no need to answer this question.

Figure 8.10-11 Schedule 8—Released Substance Containment Information

* Was the substance that was released contained in a container system? (required)

Yes

** If the substance was contained, provide a description of the container system and a description of its condition: (conditionally required)

If the substance was contained, provide a description of the container system and a description of its condition

- Are there any sensitive receptors located in the area or surrounding area that were or may be affected by the release? Sensitive receptors include, but are not limited to: health care facilities, educational facilities, highways, forests, wildlife habitats, etc. They are areas where human and environmental health is more susceptible to the adverse effects of exposure to chemicals. When creating your E2 Plan, The responsible person is required to find the potential environmental emergencies that could happen including one called the “alternative scenario.”
 - If sensitive receptors are located in the area or surrounding area that were or may be affected by the release (or potential release of the near-miss), **select “Yes”**.
 - If no sensitive receptors are located within the area, **select “No”**.
- If sensitive receptors are located in the affected area, **select** all applicable sensitive receptors:
 - If you selected “Yes” at the previous question, you need to indicate all sensitive receptors that are located within the area or surrounding area that were or may be affected by the release (or potential release of the near-miss) **clicking** on the checkbox beside each receptor. You can **select** more than one.
 - If you selected “No” at the previous question, there is no need to answer this question.
- If “other” was selected on the previous question, provide more details:

- If you selected “Other” at the previous question, you need to **provide** more comments on the additional sensitive receptors located within the area or surrounding area that was or may be affected by the release (or potential release of the near-miss).

Figure 8.10-12 Schedule 8—Released Substance Sensitive Receptors

Released Substance(s)

* Are there any sensitive receptors located in the area or surrounding area that were or may be affected by the release? (required) Yes

** If sensitive receptors are located in the affected area, select all applicable sensitive receptors: (conditionally required)

- ☒ Child care and educational facility(ies)
- ☒ Health care facility(ies)
- ☐ Senior citizen's and long-term care facility(ies)
- ☐ Residential building(s) or Commercial building(s) (e.g. shopping malls, restaurants)
- ☐ Industrial building(s)
- ☐ Highway(s)
- ☐ Airport(s)
- ☐ Fire station(s)
- ☐ Railway or bus station(s)
- ☐ Fish and wildlife habitat area(s)
- ☒ Park(s) or forest(s)
- ☐ Groundwater well(s) or intake(s) to drinking water systems
- ☐ Water body(ies) (e.g. rivers, lakes, and oceans)
- ☒ Other (e.g. campgrounds, etc.)

** If "other" was selected on previous question, provide more details: (conditionally required)

If "other" was selected on previous question, provide more details in this box.

- Enter the number of injuries caused by the release: Enter the number of injuries caused by the release. If the number is not known or there was none, enter “0.”
- Enter the number of fatalities caused by the release: Enter the number of fatalities caused by the release. If the number is not known or there was none, enter “0.”

Figure 8.10-13 Schedule 8—Released Substance Injuries and Fatalities Information

* Enter the number of injuries caused by the release (if none or near-miss, enter "0"): (required) xxx

* Enter the number of fatalities caused by the release (if none or near-miss, enter "0"): (required) xxx

- Is the main cause or contributing factor of the chemical accident known?
 - If the main cause or contributing factor of the chemical accident is known, select “Known”.

- If the main cause or contributing factor of the chemical accident is not known, **select “Unknown”**.
- **Provide the main cause or contributing factor of the release:**
 - If you selected “Known” at the previous question, **select** from the drop-down the main cause of the accident or near-miss.
 - If you selected “Unknown” at the previous question, there is no need to answer this question.
- **If “other” was selected for the previous question, provide more details:**
 - If you selected “Other” at the previous question, **provide** more details on the main cause of the accident or near-miss.
 - If you did not **select “Other”** at the previous question, there is no need to answer this question.

Figure 8.10-14 Schedule 8—Release Main Cause

* Is the main cause or contributing factor of the chemical accident known? (required)

Known

** Provide the main cause or contributing factor of the release: (conditionally required)

Collision on site

** If "other" was selected for the previous question, provide more details: (conditionally required)

If "other" was selected for the previous question, please provide more details

- **Enter a description of the measures taken to mitigate any harmful effects on the environment or on human life or health:** **Enter**, in the comment box, a description of the measures taken to mitigate any harmful effects of the accident (or the near-miss) on the environment or on human life or health.
- **Enter a description of all measures taken or planned to be taken to prevent similar releases from occurring:** **Enter** a description of all measures taken or planned to be taken to prevent similar releases (or near-missed) from occurring.

Figure 8.10-15 Schedule 8—Measures

Enter a description of the measures taken to mitigate any harmful effects on the environment or on human life or health

* Enter a description of all measures taken or planned to be taken to prevent similar releases from occurring (required)

- **Were the response measures referred to in your E2 Plan taken? In other words, was the E2 Plan activated?**

- If you activated your E2 Plan and used the response measures referred to in your E2 Plan in reaction to the accident, **select “Yes”**.
- If you did not activate your E2 Plan and used the response measures referred to in your E2 Plan in reaction to the accident, **select “No”**.
- If you are reporting a near-miss and therefore had no need to activate your E2 Plan, **select “No”**.
- **Provide more details on the activation of the response measures referred to in your E2 Plan:**
 - No matter your answer to the previous question, provide more details on the activation (or the non-activation) of your E2 Plan.
- **Click “Ok”** in order to save the information related to the substance being reported.

Figure 8.10-16 Schedule 8—Activation of E2 Plan

Once you are done entering all the information on the “Spill Information” section of the Schedule 8, you need to save the page before navigating to the next page otherwise any unsaved information will be lost. Once you **click “Save”**, the system will validate the answers provided.

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Success! This page has been saved successfully,” the page will be saved and a green checkmark will appear beside that section of the Schedule 8.
- You can now **click “Next”** and proceed to the certification page.

8.10.6. Certification

- **First name:** **enter** your first name if not already populated from SWIM.
- **Last name:** **enter** your last name if not already populated from SWIM.
- **Position title:** **enter** your position title if not already populated from SWIM.
- **Mailing address:** **enter** your mailing address if not already populated from SWIM.
- **Company name of authorized person:** **enter** the company for which you work.
 - If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the contracting company for which you work in the “Company Name” field.
 - If you work for the company for which this schedule is being submitted, enter the name of that company in the “Company Name” field.
- **Phone number and extension:** **enter** your phone number if not already populated from SWIM.
- **Email:** **enter** your email address if not already populated from SWIM.
- **Are you submitting on behalf of the responsible person?**

- If you were hired by the person who owns, or has the charge, management or control of the substance, **select “Yes”** and provide the information regarding that person below.
- If not, **select “No”**.
- If you are submitting on behalf of the responsible person, provide the first name of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the first name of that person.
- If you are submitting on behalf of the responsible person, provide the last name of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the last name of that person.
- If you are submitting on behalf of the responsible person, provide the position title of the person who authorized you to submit on their behalf: If you were hired by the person who owns, or has the charge, management, or control of the substance, **provide** the position title of that person.
- **Update my profile in SWIM:** If you entered new information in any fields on this page, you can choose to update your SWIM profile with that information. To do so, **check** the checkbox.
- **Date of submission:** Will be populated with today’s date.
- I hereby certify that the information provided in this Schedule is true, accurate, and complete: In order to submit the schedule, you need to **check** this box.

Once you are done entering all the information on the “Certification” section, you need to save the page before being able to submit. Once you **click “Save”**, the system will validate the answers provided. If all four sections of the Schedule 8 have a green checkmark, a “Submit” button will appear at the bottom of the screen and you can now submit the schedule to ECCC. To do so, **click “Submit”**.

Once submitted, you can still modify the information at any time by editing your schedule from your dashboard. Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

Figure 8.10-17 Schedule 8—Submit Schedule 8

Once you submit this Schedule, you will receive an automated confirmation email with other relevant information. If you do not receive an automated email, please contact your regional compliance promotion officer identified [here](#).

8.11. SUBMIT A SCHEDULE 8 WHEN YOU ARE NOT REGULATED UNDER THE ENVIRONMENTAL EMERGENCY REGULATIONS, 2019

Environmental emergencies are uncontrolled, unplanned, or accidental releases of a substance set out in Schedule 1 of the Regulations into the environment. In order to need to report an environmental emergency, you do not have to be regulated under the *Environmental Emergency Regulations, 2019*. Even if you are not regulated under the Regulations and you see an uncontrolled, unplanned, or accidental releases of a substance set out in Schedule 1 of the Regulations into the environment, you must report that emergency.

8.11.1. Reporting Environmental Emergencies – Verbal Notification

Environmental emergencies must be reported verbally as soon as possible under Section 201 of the *Canadian Environmental Protection Act*. Refer to the following hyperlinks and select the 24-hour telephone number for the region where the environmental emergency occurred: [Release and Environmental Emergency Notification Regulations](#) or [Deposit Out of the Normal Course of Events Notification Regulations](#).

8.11.2. Reporting Environmental Emergencies – Written Report

In addition, a written report must also be provided to the person designated under the ECCC. Under the Regulations, a written report is only to be submitted if the environmental emergency:

- (a) has or may have an immediate or long-term harmful effect on the environment;
- (b) constitutes or may constitute a danger to the environment on which human life depends;
- or
- (c) Constitutes or may constitute a danger in Canada to human life or health.

Schedule 8 (Written Report of an Environmental Emergency) is for reporting environmental emergencies that occurred. It complies with the written reporting requirements under Section 201 of the *Canadian Environmental Protection Act* and Section 18 of the Regulations.

1. This written report can also be used voluntarily to report near-miss environmental emergencies.
2. The person who is designated to be provided with a written report respecting the occurrence of an environmental emergency involving a substance that is on the list referred to in section 2 is the Regional Director, Environmental Enforcement Directorate, Enforcement Branch, Department of the Environment, in the region where the environmental emergency occurs.
3. The written report must include the information referred to in Schedule 8 of the Regulations.

8.11.3. Public Spill Reporting:

You can use the [Public Link](#) to submit a Schedule 8 to notify ECCC of an environmental emergency that occurred as well as near-misses if you:

1. Do not have a registered facility in the Environment and Climate Change Canada Single Window Environmental Emergency Regulations Reporting System; or
2. Have a registered facility but are not reporting for that facility (i.e. you do not meet the reporting requirements). This means you do not have to be regulated under the Regulations in order to be subject to the reporting requirements Section 201 of CEPA.

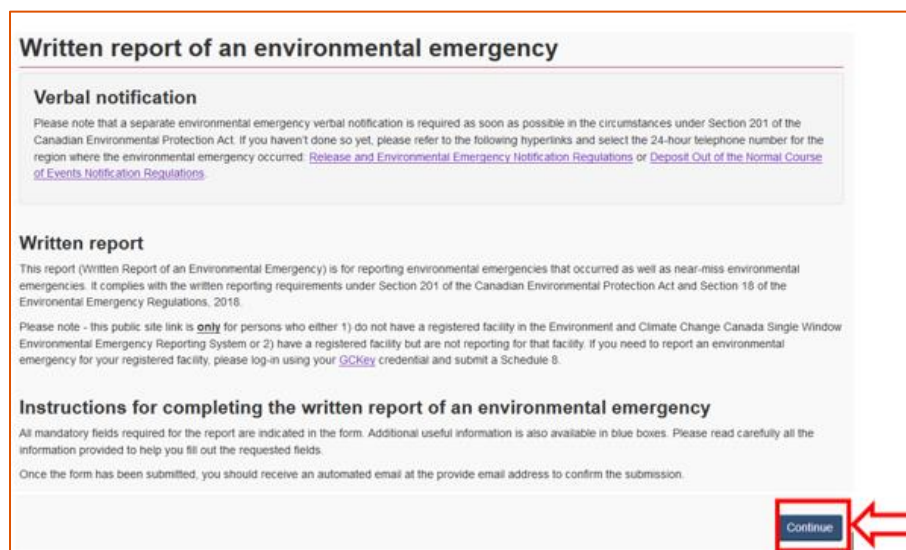
Schedule 8 complies with the written reporting requirements under Section 201 of CEPA and Section 18 of the Regulations. If you need to report an environmental emergency for your registered facility, please login using your [GCKey](#) credential and submit a Schedule 8 from your dashboard.

For assistance, please contact the regional office at ec.ue-e2.ec@canada.ca.

8.11.4. Submit a Written Report of an Environmental Emergency from the Public Site

1. **Click** on the link: <https://pollution-waste.canada.ca/spill-reporting>
2. **Read** carefully the information
3. **Click “Continue”** to proceed to the form.

Figure 8.11-1 Public Schedule 8—Welcome Page



Written report of an environmental emergency

Verbal notification

Please note that a separate environmental emergency verbal notification is required as soon as possible in the circumstances under Section 201 of the Canadian Environmental Protection Act. If you haven't done so yet, please refer to the following hyperlinks and select the 24-hour telephone number for the region where the environmental emergency occurred: [Release and Environmental Emergency Notification Regulations](#) or [Deposit Out of the Normal Course of Events Notification Regulations](#).

Written report

This report (Written Report of an Environmental Emergency) is for reporting environmental emergencies that occurred as well as near-miss environmental emergencies. It complies with the written reporting requirements under Section 201 of the Canadian Environmental Protection Act and Section 18 of the Environmental Emergency Regulations, 2016.

Please note - this public site link is **only** for persons who either 1) do not have a registered facility in the Environment and Climate Change Canada Single Window Environmental Emergency Reporting System or 2) have a registered facility but are not reporting for that facility. If you need to report an environmental emergency for your registered facility, please log-in using your [GCKey](#) credential and submit a Schedule 8.

Instructions for completing the written report of an environmental emergency

All mandatory fields required for the report are indicated in the form. Additional useful information is also available in blue boxes. Please read carefully all the information provided to help you fill out the requested fields.

Once the form has been submitted, you should receive an automated email at the provide email address to confirm the submission.

[Continue](#)

The Public Schedule 8 is separated into these parts:

- Contact Information
- Address
- Company/Facility Information
- Environmental Emergency Information
- Substance(s) Released
- Certification Information

8.11.5. Public Schedule 8—Contact Information

- **First Name:** enter your first name
- **Last Name:** enter your last name
- **Position Title:** enter your position title
- **Email:** enter your email
- **Phone:** enter your phone number. The format should be XXX-XXX-XXXX
- **Phone Extension:** enter the phone extension, if any

Figure 8.11-2 Public Schedule 8—Contact Information

Contact Information

First Name (required)

Last Name (required)

Position Title

Email (required)

Phone (required)

Phone Extension

First Name

Last Name

Position Title

email@email.ca

XXX-XXX-XXXX

XXXX

8.11.6. Public Schedule 8—Address

Enter the information regarding your address.

- **Unit Number:** enter your unit number
- **Street Number:** enter your street number
- **Street Name:** enter your street name
- **Street Type:** select your street type
- **Street Direction:** select your street direction
- **City:** enter your city
- **Province:** enter your province
- **Postal Code:** enter your postal code. The format should be X1X 1X1.
- **Country:** Canada has been pre-selected.

Figure 8.11-3 Public Schedule 8—Time of the Release

Address

Unit Number

Street Number

Street Name

Street Type

Street Direction

City (required)

Province (required)

Postal Code

Country

A

123

street name

Boulevard

Northeast

Gatineau

Quebec

J8T4S4

Canada

8.11.7. Public Schedule 8—Company/Facility Information

Provide the information about the company/facility where the environmental emergency occurred.

- **Company/Facility Name:** provide the name of the company/facility where the environmental emergency occurred. If the company/facility name is not known, please enter “Unknown” for the Company/Facility Name.
- **Latitude:** provide the latitude of the location where the environmental emergency occurred. This should be between 41.68138 and 83.11138.
- **Longitude:** provide the longitude of the location where the environmental emergency occurred. This should be between -141.00194 and -52.61944.
- **Company/Facility—Additional Information:** provide any additional information regarding the facility/company.
- **Unit Number:** enter the unit number of the location of the release
- **Street Number:** enter the street number of the location of the release

- **Street Name:** **enter** the street name of the location of the release
- **Street Type:** **select** the street type of the location of the release
- **Street Direction:** **select** the street direction of the location of the release
- **City:** **enter** the city of the location of the release
- **Province:** **enter** the province of the release
- **Postal Code:** **enter** the postal code of the location of the release. The format should be X1X 1X1.
- **Country:** Canada has been pre-selected.

Figure 8.11-4 Public Schedule 8—Company Information

Company / Facility Information

Please provide the information about the company / facility where the environmental emergency occurred. If the company / facility name is not known, please enter unknown for the Company / Facility Name.

Company / Facility Name (required)

Latitude
Between 41.68138 and 83.11138

Longitude
Between -141.00194 and -52.61944

Company / Facility - Additional Information

Unit Number

Street Number

Street Name

Street Type

Street Direction

City (required)

Province (required)

Postal Code
XXX OXO

Country

8.11.8. Public Schedule 8 - Environmental Emergency Information

- **Time of the Environmental Emergency:** **Enter** the time (approximate if unknown) of the emergency.
- **Date of the Environmental Emergency:** **Enter** the date of the emergency.
- **Environmental Emergency—Additional Information:** **Provide** any additional information regarding the environmental emergency date and time.

Figure 8.11-5 Public Schedule 8 - Environmental Emergency Information

Environmental Emergency Information

Time of the Environmental Emergency (required)
HH:MM

Date of the Environmental Emergency (required)
YYYY-MM-DD

Environmental Emergency - Additional Information

8.11.9. Public Schedule 8—Substance(s) Released

Only the substance(s) listed in Schedule 1 of the Regulations are available to be added to the Schedule 8.

To add a substance, **click** on “**+Add**”. When you add a substance, a pop-up window will open to allow for detailed reporting on information regarding the spill. Once you finish entering the information for one substance, you can repeat the process to edit as many substances as needed.

Figure 8.11-6 Public Schedule 8—Add a Substance

Substance(s) Released

Please provide the name(s) of the substance(s) that caused the environmental emergency or was/were released during the event.

Empty

Add

- **Substance:** **Select the substance** that was released from the drop-down list. All the substances listed in Schedule 1 of the Regulations are available for submission.
- **NAICS Code:** **Enter** the NAICS code to at least four numbers.
 - If you do not know the NAICS code associated with the fixed facility, refer to the [NAICS Website](#).

Figure 8.11-7 Public Schedule 8—Released Substance Information

Released Substance(s)

* Released substance: (required)

Select an option

NAICS Code

xxxxxx

- **Are you reporting a near-miss accident or a real accident?** You can fill a Public Schedule 8 for an actual accident or for a near-miss. A near-miss is an event in which an accident (property damage, environmental impact, or human loss) or an operational interruption could have plausibly resulted if circumstances had been slightly different. An actual accident happened at the facility.
 - If you are filling out this Public Schedule 8 for a real accident, **select “An actual accident”**
 - If you are filling out this Public Schedule 8 for a near-miss, **select “Near-miss”**. If you select near-miss, you will still need to answer all the questions that follow. Try to answer the questions with your knowledge of the potential consequences had the accident really happened.
- **Estimated quantity released:** **Enter**, to the best of your knowledge, the quantity of the substance that was released. If it was a near-miss, you can either enter “0” of the quantity you think would have been released had the accident happened.
- **Select the units in which the quantity above was reported in:** **Select** the units in which the previously entered quantity is reported. If no quantity was reported (“0”), **select** any units.

Figure 8.11-8 Public Schedule 8—Released Substance Quantity Information

* Are you reporting a near-miss accident or a real accident? (required)

An Actual Accident

* Actual, or estimated quantity of the released substance: (required)

1542

* Select the units in which the released substance above was reported in: (required)

Liters

- Was the substance that was released contained in a container system?
 - If the substance that was released, or could have been released, contained in a container system, **select “Yes”**.
 - If the substance that was released, or could have been released, not contained in a container system (bulk form), **select “No”**.
- If the substance was contained, provide a description of the container system and a description of its condition:
 - If you selected “Yes” at the previous question, **enter** a description of the container system and **enter** a description of its condition in the comment box.
 - If you selected “No” at the previous question, there is no need to answer this question.

Figure 8.11-9 Public Schedule 8—Released Substance Containment Information

* Was the substance that was released contained in a container system?
(required)

Yes

** If the substance was contained, provide a description of the container system and a description of its condition:
(conditionally required)

If the substance was contained, provide a description of the container system and a description of its condition

- Are there any sensitive receptors located in the area or surrounding area that were or may be affected by the release? Sensitive receptors include, but are not limited to: health care facilities, educational facilities, highways, forests, wildlife habitats, etc. They are areas where human and environmental health are more susceptible to the adverse effects of exposure to chemicals. When creating your E2 Plan, The responsible person is required to find the potential environmental emergencies that could happen including one called the “alternative scenario.”
 - If sensitive receptors are located in the area or surrounding area that were or may be affected by the release (or potential release of the near-miss), **select “Yes”**.
 - If no sensitive receptors are located within the area, **select “No”**.
- If sensitive receptors are located in the affected area, **select** all applicable sensitive receptors:
 - If you selected “Yes” at the previous question, you need to indicate all sensitive receptors that are located within the area or surrounding area that were or may be affected by the release (or potential release of the near-miss) **clicking** on the checkbox beside each receptor. You can **select** more than one.
 - If you selected “No” at the previous question, there is no need to answer this question.
- If “other” was selected on the previous question, provide more details:
 - If you selected “Other” at the previous question, you need to **provide** more comments on the additional sensitive receptors located within the area or surrounding area that was or may be affected by the release (or potential release of the near-miss)

Figure 8.11-10 Public Schedule 8—Released Substance Sensitive Receptors

Released Substance(s)

* Are there any sensitive receptors located in the area or surrounding area that were or may be affected by the release? (required)

Yes

** If sensitive receptors are located in the affected area, select all applicable sensitive receptors: (conditionally required)

- ☒ Child care and educational facility(ies)
- ☒ Health care facility(ies)
- ☐ Senior citizen's and long-term care facility(ies)
- ☐ Residential building(s) or Commercial building(s) (e.g. shopping malls, restaurants)
- ☐ Industrial building(s)
- ☐ Highway(s)
- ☐ Airport(s)
- ☐ Fire station(s)
- ☐ Railway or bus station(s)
- ☐ Fish and wildlife habitat area(s)
- ☒ Park(s) or forest(s)
- ☐ Groundwater well(s) or intake(s) to drinking water systems
- ☐ Water body(ies) (e.g. rivers, lakes, and oceans)
- ☒ Other (e.g. campgrounds, etc.)

** If "other" was selected on previous question, provide more details: (conditionally required)

If "other" was selected on previous question, provide more details in this box.

- Enter the number of injuries caused by the release: Enter the number of injuries caused by the release. If the number is not known or there was none, enter "0."
- Enter the number of fatalities caused by the release: Enter the number of fatalities caused by the release. If the number is not known or there was none, enter "0."

Figure 8.11-11 Public Schedule 8—Released Substance Injuries and Fatalities Information

* Enter the number of injuries caused by the release (if none or near-miss, enter "0"): (required)

xxx

* Enter the number of fatalities caused by the release (if none or near-miss, enter "0"): (required)

xxx

- Is the main cause or contributing factor of the chemical accident known?
 - If the main cause or contributing factor of the chemical accident is known, select "Known".
 - If the main cause or contributing factor of the chemical accident is not known, select "Unknown".
- Provide the main cause or contributing factor of the release:
 - If you selected Known at the previous question, select from the drop-down the main cause of the accident or near-miss.

- If you selected Unknown at the previous question, there is no need to answer this question.
- If “other” was selected for the previous question, provide more details:
 - If you selected “Other” at the previous question, **provide** more details on the main cause of the accident or near-miss.
 - If you did not **select “Other”** at the previous question, there is no need to answer this question.

Figure 8.11-12 Public Schedule 8—Release Main Cause

* Is the main cause or contributing factor of the chemical accident known? (required)

Known

** Provide the main cause or contributing factor of the release: (conditionally required)

Collision on site

** If "other" was selected for the previous question, provide more details: (conditionally required)

If "other" was selected for the previous question, please provide more details

- Enter a description of the measures taken to mitigate any harmful effects on the environment or on human life or health: **Enter**, in the comment box, a description of the measures taken to mitigate any harmful effects of the accident (or the near-miss) on the environment or on human life or health.
- Enter a description of all measures taken or planned to be taken to prevent similar releases from occurring: **Enter** a description of all measures taken or planned to be taken to prevent similar releases (or near-missed) from occurring.

Figure 8.11-13 Public Schedule 8—Measures

Enter a description of the measures taken to mitigate any harmful effects on the environment or on human life or health

* Enter a description of all measures taken or planned to be taken to prevent similar releases from occurring (required)

- Were the response measures referred to in your E2 Plan taken? In other words, was the E2 Plan activated?
 - If you activated your E2 Plan and used the response measures referred to in your E2 Plan in reaction to the accident, **select “Yes”**.
 - If you did not activate your E2 Plan and used the response measures referred to in your E2 Plan in reaction to the accident, **select “No”**.

- If you are reporting a near-miss and therefore had no need to activate your E2 Plan, **select “No”**.
- Provide more details on the activation of the response measures referred to in your E2 Plan:
 - No matter your answer to the previous question, **provide** more details on the activation (or the non-activation) of your E2 Plan.
- Click **“Save”** in order to save the information related to the substance being reported.

Figure 8.11-14 Public Schedule 8—Activation of E2 Plan

Once you save the information for one substance, it will appear under the title “Substance(s) Released.” If you need to add more substances to the report, you can repeat the previous steps in order to do so.

If you need to edit the information for a substance or to remove a substance, you can **click** on **“Edit”** or **“Remove”** to do so.

Figure 8.11-15 Public Schedule 8—Substance Added

8.11.10. Public Schedule 8 — Certification Information

Once you are done entering all the information on the Public Schedule 8 page, you need to certify that the information provided here is accurate and complete by **checking** the box beside the statement. You can then **Click “Submit”** in order to submit the report.

Figure 8.11-16 Public Schedule 8—Certification Information

- If the submitted information does not match our criteria, an error message will be displayed. Clicking on that error message will bring you to the section where you will need to correct any mistakes before being allowed to submit.
- If the data is validated correctly, a message will indicate: “Request submitted”. That means the report has been sent to ECCC.

Figure 8.11-17 Public Schedule 8—Request Submitted



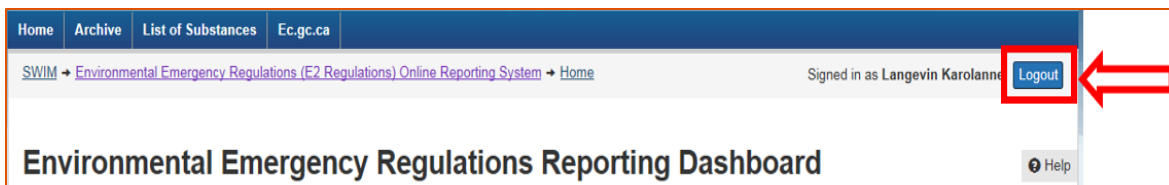
8.12. HOW TO END YOUR ENVIRONMENTAL EMERGENCY REGULATIONS/SWIM SESSION

Please ensure to logout once you have completed your Environmental Emergency Regulations Reporting System session to prevent unauthorized access to the system using your account.

To log out of the Environmental Emergency Regulations Reporting System:

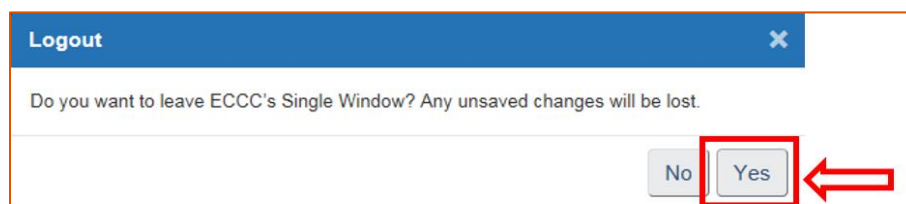
1. Click “Logout” from the Environmental Emergency Regulations Reporting System right-side of the screen (this can be done from anywhere within the reporting system). It is important to “Save” each page that you have worked on before navigating anywhere else or logging out or any unsaved information will be lost and can’t be retrieved.

Figure 8.122-1 Select Logout



- The **Logout** screen is displayed.

Figure 8.12-2 Confirm Logout



2. Depending on what screen you were on, you may need to click “Logout” a second time to exit completely.
 - The ECCC’s Single Window Welcome page is displayed.

Chapter 9 **CONTACT Us**

9.1. **GC KEY**

Any questions related to GC Key login and registration should be directed to the [GC Key Frequently Asked Questions page.](#)

9.2. **SWIM**

Any questions related to SWIM login and registration should be directed to ECCC's Information Manager at SS_Admin@ec.gc.ca.

9.3. **ENVIRONMENTAL EMERGENCY REGULATIONS REPORTING SYSTEM**

For any questions regarding the use of Environmental Emergency Regulations Reporting System, please visit ECCC's [Environmental Emergency Regulations, 2019 site](#) for more information or contact us at ec.ue_gigue2_swim.ec@canada.ca and include Environmental Emergency Regulations Reporting System in the subject line.

Term	Description
Contact	The person who prepared the report and who will be able to answer any questions pertaining to its content. Correspondence from Environment and Climate Change Canada regarding the <i>Environmental Emergency Regulations, 2019</i> will be sent to the contact identified.
ECCC	Environment and Climate Change Canada
GC Key	The Government of Canada's GC Key service. This service issues you a GC Key that allows you to securely conduct online transactions with multiple Government of Canada programs and services.
GC	Government of Canada
Regulatee	Regulatee is a user role in SWIM. The Regulatee represents a facility that is affected by the <i>Environmental Emergency Regulations, 2019</i> . This role is used to enter reporting data only.
Signing Authority	Signing Authority is a user role in SWIM. This role is used to enter data and approve reports submitted in the system.
SWIM	Single Window Information Manager is Environment and Climate Change Canada's initiative to streamline all environmental data reporting through a single window.

The following sections provide information about additional subsections not listed in the main body of this user guide for both SWIM and Environmental Emergency Regulations Reporting System sections:

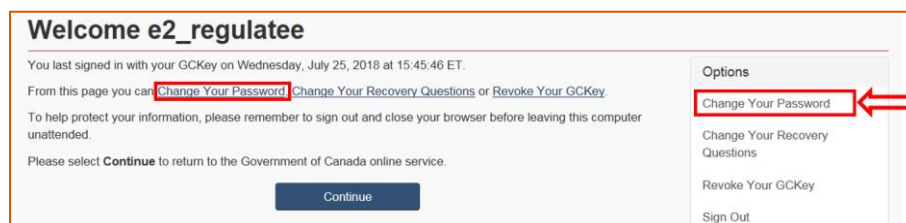
- How to Change your Password;
- How to Change your Recovery Questions;
- How to Revoke your GC Key;
- How to Log Out from SWIM; and
- How to Use the Recover Account Feature
- How to Avoid or Reactivate an Expired Session.

11.1. HOW TO CHANGE YOUR PASSWORD

The only time you can have access to the links to change your password is on the screen after you have logged into SWIM. After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. **Select** the **Change your Password** hyperlink or **click** on it from the right navigator.

Figure 11.1-1 Change Your GC Key Password



2. From the Change Your Password window, **Enter** your current password in the field provided.
3. **Enter** your new password.
 - a. There is a checklist box on the right side of the screen. These are requirements your password must satisfy to be valid and for your submission to work. If a requirement is not met, the system will display a bullet beside it instead of a green checkmark.
4. **Confirm** Your New Password.
5. **Click "Continue"** to proceed.

Figure 11.1-2 Create New GC Key Password

Change Your Password

In order to change your Password, you are required to enter your current Password and to create and confirm a new Password.

Enter Your Current Password: (required)

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your New Password: (required)

Confirm Your New Password: (required)

Please select **Continue** to proceed or **Cancel** to end this process.

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Password Checklist

- 8-16 Characters
- Does not contain 3 consecutive characters from Username
- Valid characters
- Lower case letter(s)
- Upper case letter(s)
- Digit(s)
- Passwords match

Continue **Cancel** **Enter All**

11.2. HOW TO CHANGE YOUR RECOVERY QUESTIONS

The only time you can have access to the links to change your recovery questions is on the screen after you have logged into SWIM. After you have successfully logged in, a **GC Key Welcome** window is displayed. After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. **Select** the **Change your Recovery Questions** hyperlink or **click** on it from the right navigator.

Figure 11.2-1 Change Your Recovery Questions

Welcome e2_regulatee

You last signed in with your GCKey on Wednesday, July 25, 2018 at 15:45:46 ET.

From this page you can [Change Your Password](#), [Change Your Recovery Questions](#) or [Revoke Your GCKey](#).

To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

Please select **Continue** to return to the Government of Canada online service.

Continue

Options

- [Change Your Password](#)
- [Change Your Recovery Questions](#)
- [Revoke Your GCKey](#)
- [Sign Out](#)

2. **Enter** your current password in the field provided.
3. **Select** a **Recovery Question** from the drop-down list provided.
4. Continue by entering a **Recovery Answer**.
5. **Enter** a Memorable Person.
6. **Enter** a Memorable Person Hint.
7. **Enter** a Memorable Date.
8. **Enter** a Memorable Date Hint.
9. **Click** "**Continue**" saves the changes and automatically returns to the **GC Key Welcome** window.

Figure 11.2-2 Change Your Recovery Questions

Change Your Recovery Questions

In order to change your Recovery Question, Answers and Hints, you are required to enter your current Password.

Enter Your Current Password: **(required)**

Your new Recovery Question, Answers and Hints should be easy for you to remember but hard for others to guess. You can optionally use hints to assist you with remembering your answers.

Select a Recovery Question: **(required)**

Please select a question...

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Please select **Continue** to proceed or select **Cancel** to end this process.

Continue **Clear All** **Cancel**

Privacy

Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

i

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

11.3. HOW TO REVOKE YOUR GC KEY

After you have successfully logged in, a **GC Key Welcome** window is displayed.

1. **Select the Revoke your GC Key hyperlink or click on it from the left navigator.**

Figure 11.3-1 Revoke Your GC Key

Welcome e2_regulatee

You last signed in with your GCKey on Wednesday, July 25, 2018 at 15:45:46 ET.

From this page you can [Change Your Password](#), [Change Your Recovery Questions](#) or [Revoke Your GCKey](#).

To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

Please select **Continue** to return to the Government of Canada online service.

Continue

Options

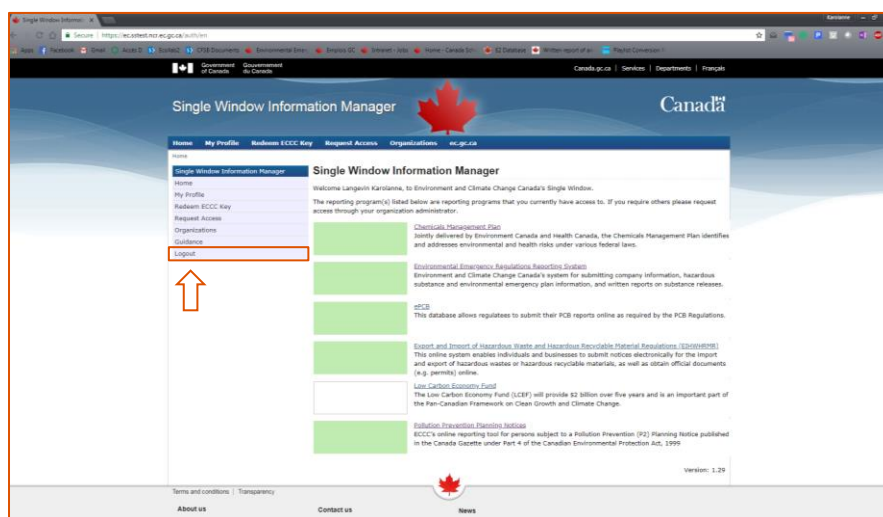
- Change Your Password
- Change Your Recovery Questions
- Revoke Your GCKey**
- Sign Out

2. **Enter Your Current Password**
3. **Click “Continue”**. The system revokes your **GC Key**
4. If you wish to create a new **GC Key**, **click “Continue”**. You will have to go through the registration process all over again (See Chapter 3).
5. If you do not, **close the Browser window** to end the session.

11.4. HOW TO LOG OUT FROM SWIM

1. From the SWIM and GC Key window, **click “Logout”** from the left navigator. The system automatically returns to ECCC’s Single Window.

Figure 11.4-1 Select Logout Option



11.5. HOW TO USE THE RECOVER ACCOUNT FEATURE

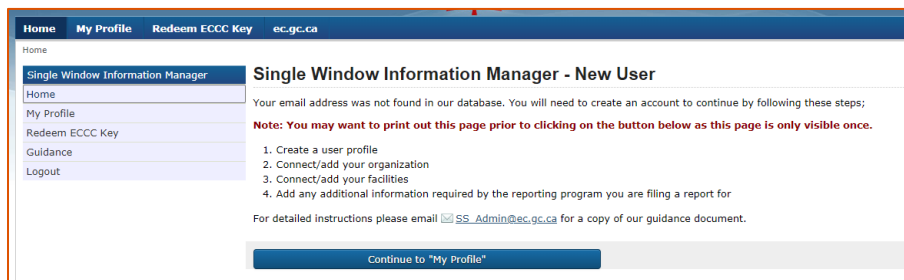
1. If you are a returning user but have forgotten your GC Key User ID and Password, return to the GC Key login page and create a new User ID and Password.
2. On the Single Window Information Manager—New User window, enter the Email Address you used for your previous account and **click “Search”**.

Figure 11.5-1 Entering a New User Email Address

- If your account is found, you will be sent an **Account Recovery Key** by email. At peak times, the email may take some time to reach you.
- If your session times out while waiting for the email, you can log back in when the email arrives and continue the process.

3. Click **“Continue to My Profile”** to go to your profile.

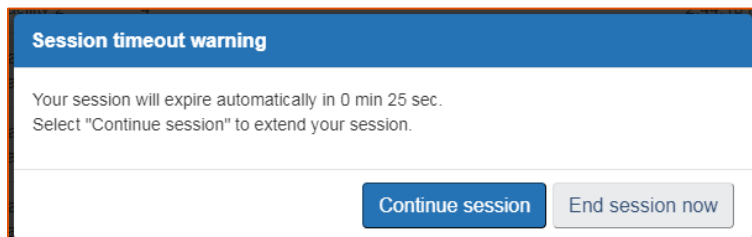
Figure 11.5-2 Continue to “My Profile”



11.6. HOW TO AVOID OR REACTIVATE AN EXPIRED SESSION

The system has a Time-out function in place for security reasons. Should you leave your workspace for any reason, this feature enacts automatically. After 19 minutes of inactivity, the system displays the following warning message stating the session is about to expire:

Figure 11.6-1 Session About to Expire Warning



You have one minute to extend your session. **Clicking “Continue session”** tells the system to resume. If **Continue session** is not selected, the session ends automatically after 20 minutes and you will be logged out. All unsaved information will be lost. If your session does time out, you will have to log back and re-enter any lost information.