



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Steps to

# **SUBMITTING YOUR OBPS REGISTRATION APPLICATION**



Cat. No.: En4-349/2019E-PDF  
ISBN: 978-0-660-30073-3

Unless otherwise specified, you may not reproduce materials in this publication, in whole or in part, for the purposes of commercial redistribution without prior written permission from Environment and Climate Change Canada's copyright administrator. To obtain permission to reproduce Government of Canada materials for commercial purposes, apply for Crown Copyright Clearance by contacting:

Environment and Climate Change Canada  
Public Inquiries Centre  
12<sup>th</sup> Floor, Fontaine Building  
200 Sacré-Coeur Boulevard  
Gatineau QC K1A 0H3  
Telephone: 819-938-3860  
Toll Free: 1-800-668-6767 (in Canada only)  
Email: [ec.enviroinfo.ec@canada.ca](mailto:ec.enviroinfo.ec@canada.ca)

Photos: © Environment and Climate Change Canada

© Her Majesty the Queen in Right of Canada, represented by  
the Minister of Environment and Climate Change, 2019

Aussi disponible en français

---

## **Contents**

Table of acronyms.....	2
Purpose of this guide.....	2
Step 1: Log in to Single Window and update your profile .....	2
Step 2: Establish/verify a link between your profile and your organization .....	4
Step 3: Add access, facility and contact information .....	4
Step 4: Access the ECCC and Partners Greenhouse Gas Reporting and the OBPS registration module .....	5
Step 5: Start the OBPS registration process in SWIM .....	5
Step 6: Start a registration application .....	6
Step 7: Enter information related to responsible person .....	10
Additional responsible person(s) .....	11
Authorized official .....	12
Contact person .....	14
Step 8: Enter facility information.....	16
Step 9: Identify the covered activities.....	23
Step 10: GHG emissions screen.....	25
Step 11: Submit a registration application .....	27
Other Registration Actions .....	29
Delete an application.....	30
Initiate a Notice of change .....	31
GLOSSARY .....	33
Authorized Official .....	33
Contact Person .....	33
Covered facility.....	33
Facility .....	33
Facility Physical Address.....	33
Operator .....	33
Responsible Person .....	34

## Table of acronyms

AO	Authorized Official
CO <sub>2</sub> e	Carbon dioxide equivalent
CRA	Canada Revenue Agency
ECCC	Environment and Climate Change Canada
GHG	Greenhouse Gas
GHGRP	Greenhouse Gas Reporting Program
NAICS	North American Industry Classification System
NPRI	National Pollutant Release Inventory
OBPS	Output-Based Pricing System
SWIM	Single Window Information Manager

## Purpose of this guide

This guide explains the steps required to submit an application to register a facility with Environment and Climate Change Canada (ECCC) in the Output-Based Pricing System (OBPS). The guide applies to applications from both mandatory and voluntary participants.

Before you begin, you will need to:

1. Determine if your facility meets the criteria for a [covered facility](#) set out in the [Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures](#) or if you are eligible to apply for designation of your facility as a covered facility
2. Review the Policy regarding [voluntary participation in the output-based pricing system](#) if you are a voluntary participant to determine if your facility meets the criteria for designation
3. Identify one [responsible person](#) to submit the application on behalf of all responsible persons
4. Create an account in the Single Window Information Manager (SWIM) to access the OBPS Registration system.
  - If you have submitted facility reports to the Environment and Climate Change Canada and Partners Greenhouse Gas Reporting module, you will already have a SWIM account. To create a SWIM account, see [SWIM Tutorial 1: Accessing Environment and Climate Change Canada's Single Window for the First Time](#).

## **Step 1: Log in to Single Window and update your profile**

Navigate to the SWIM landing page: <https://ec.ss.ec.gc.ca/>



## First time users

If this is your first time accessing the SWIM, refer to [SWIM Tutorial 1: Accessing Environment and Climate Change Canada's Single Window for the First Time](#).

## Returning users

If you are a returning user, select your language of choice and log in using a Sign-In Partner (your bank account credentials) or GCKey.

### 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

BMO Financial Group

CIBC Banking that fits your life.

NATIONAL BANK

RBC

Scotiabank

TD

Desjardins

ATB Financial

Affinity

Chase Rewards

Tangerine

uni

CASSES POPULAIRES

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.

If you are logging in with a new GCKey or Sign-In partner, you can use SWIM's Recover Account feature to restore your profile by providing the email address that was associated with your original profile. Refer to [SWIM Tutorial 5: Using the Recover Account Feature](#).

Select **My Profile** from the left-hand menu, and add or update your information as required.

The application will be made through the SWIM and will be automatically pre-filled with information linked to the [responsible person's](#) information completing the application in SWIM. Information related to all responsible persons who have submitted reports to the ECCC and Partners Greenhouse Gas Reporting module will also already be in SWIM. Therefore, it will be simplest to submit the application to register or application for designation from a responsible person who has been identified in SWIM.

## **Step 2: Establish/verify a link between your profile and your organization**

Click on **Organizations** from the left-hand menu to display a list of the organizations to which your profile is linked. From the list, choose the name of the [responsible person](#) for the facility that you are applying to register under the OBPS from the list.

**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 entries Filter items:

Organization	Business Number
<a href="#">OBPS Test - Michael</a>	999999999

Showing 1 to 1 of 1 entries Previous Next

If the responsible person is not in the list, you will need to add them. Refer to [SWIM Tutorial 2: Connecting Your Profile to an Organization](#).

Select the responsible person (organization) by clicking on the name and verify or update the information as required.

**Tip:** Ensure both the mailing and physical address of the organization are populated. If only one of these is populated, you can use the "Copy To" button to populate the other.

## **Step 3: Add access, facility and contact information**

After clicking on **Organizations**, click the name of the organization to view details.

The left-hand menu will expand to show more options.

- select **Facilities** to view, add or edit facilities
- select **Contacts** to add or edit information for individuals who don't have a SWIM profile and need to be referenced in the OBPS registration application
- select **Parent Organizations** to add or edit parent organizations
- select **Manage Access** to manage all program/facility roles for users within the organization
  - select **Grant Access** to generate ECCC Keys



## Manage and grant access

Click on **Manage Access** to check your permissions. The following roles will have full access to prepare and submit the registration form, as well as download the registration form and the covered facility certificate:

- Reporting Lead – All Facilities
- Reporting Lead – Specific Facilities
- Signing Authority

If your profile does not have the level of access you need, refer to [SWIM Tutorial 2: Connecting Your Profile to an Organization](#). To grant access to other users, refer to [SWIM Tutorial 4: Managing Access for Your Organization](#).

Ensure information is up to date and that the facility has a primary NAICS code identified. This is an important step as key information in this profile will be automatically entered in your application for registration to the OBPS.

An [authorized official](#) must be identified in your application for registration. We recommend that you add the authorized official's contact information in SWIM so that it is available to be loaded into the OBPS registration application form, and for other Single Window reporting.

## **Step 4: Access the ECCC and Partners Greenhouse Gas Reporting and the OBPS registration module**

Click on **Home** from the left-hand menu to see the modules available to you.

Click on **Environment and Climate Change Canada (ECCC) and Partners Greenhouse Gas Reporting and ECCC Output-Based Pricing System (OBPS)** to enter the module. A welcome screen will give you the option to continue to GHG Reporting (for annual GHG reporting to ECCC and Partners), or OBPS Registration. Click on **OBPS Registration** from the bottom right-hand corner of the page to begin the application for registration of a covered facility or application for designation.

**Tip:** If you do not see the link to the ECCC and Partners Greenhouse Gas Reporting and OBPS Registration module, you do not have access.. Refer to [Step 3](#) to verify your access.

## **Step 5: Start the OBPS registration process in SWIM**

You can complete your application in multiple sessions. To continue your application in separate sessions, click save. Your application will be stored and accessible through the dashboard.

The registration form will be pre-filled with some fields from SWIM. For this reason, it is important your SWIM profile, and the details of the organizations on behalf of which you are applying, are up to date. To update the information, click back to the SWIM **Home** screen, select **Organizations** from the left-hand menu, and select the organization(s), facilities, contacts, etc. you wish to update (see [Step 3](#)).

If the pre-filled information does not reflect changes recently made in your SWIM profile, click **Refresh from SWIM** in the menu bar at the bottom of the page.

Changes made within the OBPS Registration Module to pre-filled fields will only affect this registration application. Click **Save to SWIM** in the menu bar at the bottom of the page to save updates back to SWIM.

Once you have updated the information, click **Save** in the menu bar at the bottom of the page to proceed.

### **Step 6: Start a registration application**

From the drop-down menu, select the [responsible person](#) for the facility you are applying to register. If the responsible person is not in the list, go back to [Step 2](#).

All owners and [operators](#) of the facility are responsible persons. They may be individuals or organizations. There may be more than one responsible person per facility. Only one application per [covered facility](#) may be submitted, even when there are multiple responsible persons.

Before applying for registration or applying for designation, owners and operators of a facility must decide amongst themselves who will submit the application on behalf of all responsible persons.

If the application is approved, a covered facility certificate will be issued to the responsible person that submits the application. Only this responsible person can seek registered emitter status with the CRA. This status is required to obtain an exemption certificate and to be eligible to obtain fuel on a charge out basis.

If the OBPS application is related to a single facility that has reported as more than one facility under the GHGRP in past years, we recommended that you prepare the application using the facility that has reported the greatest amount of CO<sub>2</sub>e. You can see the GHGRP identification (GHGRP ID) numbers for the other facility(ies) from the Facility Information page (see [Step 8](#)).

If the OBPS facility is a natural gas transmission pipeline system, one application per pipeline must be submitted, identifying the portion of a pipeline system within a province.

If a responsible person has two or more pipelines in operation in one province, separate applications must be submitted for each individual pipeline. You may need to add each pipeline as a facility in SWIM. See [Step 3](#) for how to add facilities to your profile.

If the pipeline is a contiguous system that crosses over a provincial boundary, you must submit a separate application for the portion in the other province(s), if located within a province, territory or area that is set out in Part 2 of Schedule 1 of the Act.



# Dashboard

Welcome to the Output-based Pricing System (OBPS) online registration module. To start a new application to register a facility, identify the Responsible Person (owner or operator from whom the application will be submitted) below, and select the "Create new application" button located in the lower right-hand corner of the page. See [Steps to submitting your OBPS registration application](#) for details about choosing a Responsible Person on this screen.

Once you begin a new application, the system will navigate you through the application process for your facility.

**IMPORTANT:** As you add data to each section, click "Save" before leaving the page to ensure the data is saved. Clicking on the "Back" button will bring you back to the dashboard and unsaved changes will be lost.

## Responsible Person

\* Responsible Person (required)

OBPS Demo

Reload

## Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
This table is empty.							

+ Create new application

Click the + **Create New Application** button in the bottom right-hand corner to begin a new application. You will be directed to the **Create New Application** page, which displays the facilities linked to the responsible person you have selected. You can apply to register only one facility at a time.

Identify the facility you are applying to register from the list of facilities in the **Facility(ies)** table, and select the + button at the end of the row to begin a registration application.

## Create new application

### Criteria

Responsible person

OBPS Demo

Facility name

Search

### Facility(ies)



Select the + icon to for a facility to begin the application process.

If a registration application has already been started for a facility, it will not be listed in the table below. Click "Cancel" to go back to the Dashboard and determine the status of the application.


Facility name	Facility address	Actions
OBPS Demo Facility A	5 Pine Street, Ottawa, ON, K4K 4K4	
OBPS Demo Facility B	1 Brook Street, Nepean, ON, K5K 5K5	+

Cancel

If you have already started a registration application for a facility, it will not be listed in the facility(ies) table. Click “Cancel” to go back to the Dashboard to determine the status of the application.

If the status is “In Progress”, you can complete the registration application by clicking the downward arrow at the end of the row, and choose “Edit” from the dropdown list.

## Dashboard

 Welcome to the Output-based Pricing System (OBPS) online registration module. To start a new application to register a facility, identify the Responsible Person (owner or operator from whom the application will be submitted) below, and select the "Create new application" button located in the lower right-hand corner of the page. See [Steps to submitting your OBPS registration application](#) for details about choosing a Responsible Person on this screen.

Once you begin a new application, the system will navigate you through the application process for your facility.

**IMPORTANT:** As you add data to each section, click "Save" before leaving the page to ensure the data is saved. Clicking on the "Back" button will bring you back to the dashboard and unsaved changes will be lost.



### Responsible Person

\* Responsible Person (required)

OBPS Demo

 Reload

### Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
OBPS Demo Facility B	In progress	N/A	N/A	N/A	N/A	N/A	 

 Create new application

## **Step 7: Enter information related to responsible person**

In this part of the application, identify and enter information related to the [responsible person\(s\)](#), the [authorized official](#), and the [contact person](#) for the facility.

### **– Responsible Person**



Enter the name and details for the Responsible Person (owner and/or operator from whom the application is being submitted). Where possible, data will be pre-filled using information from SWIM. Changes can be saved back to SWIM if needed.

Please refer to "Steps to submitting your OBPS registration" for guidance on how to complete this section.

Legal name	OBPS Demo
English trade name	OBPS Demo
French trade name	Demo pour OBPS
* Business Number (BN) (required)	934123412
* Physical address of the Responsible Person (required)	1 Main Street, Ottawa (Ontario), K3K 3K3, Cæ
* Is this Responsible Person an owner or operator? (required)	Select an option
* What is the business structure of this Responsible Person? (required)	Select an option
* Date you started being a Responsible Person for this facility (required)	YYYY-MM-DD

### **Legal Name**

Provide the legal name of the responsible person

### **Trade Name**

This is the name under which an individual, partnership or corporation chooses to operate. It is synonymous with "Operating Name". The operating name is the name by which the company may be known to its customers or clients. It may be the same as the Legal Name but this is not always the case.

## **Business Number (BN)**

A nine-digit registration number issued by the Canada Revenue Agency (CRA) to Canadian businesses that register for one or more of the following:

- corporate income tax;
- importer/exporter account number;
- payroll (source) deductions (trust accounts); or
- goods and services tax.

You can find this number on any forms the CRA issues to a business. The first nine digits that appear on these forms is the Business Number. This registration number will stay the same no matter how many or what types of accounts a business has.

## **Business Structure**

Choose the correct business structure for this responsible person from the drop-down menu.

## **Date on which the responsible person became responsible for the facility.**

Enter the date from which this [responsible person](#) became an owner or [operator](#) of the facility.

**Tip:** This application is designed to collect information about both the owner(s) and operator(s) of the facility. If you have selected a single role (i.e. owner) for the responsible person in this section, you must add information about additional responsible person(s) below.

To correct this, enter information related to both the owner(s) and operator(s). If the owner and operator are the same person, change the information in the owner/operator field in the initial responsible person page to both owner and operator.

## **Additional responsible person(s)**

All owners and operators of a facility are [responsible person\(s\)](#). Enter the required information for each additional responsible person in this section.

The table in this section will display the additional responsible person(s), once they have been successfully added.

## – Additional Responsible Person(s)



Please refer to "Steps to submitting your OBPS registration" for guidance on how to complete this section.

+ Add a new additional Responsible Person

Legal name	Is this Responsible Person an owner or operator?	Start date	Address	Actions
------------	--	------------	---------	---------

This table is empty.

### Additional Responsible Person(s)

* Legal name (required)	<input type="text"/>
English trade name	<input type="text"/>
French trade name	<input type="text"/>
* Business Number (BN) (required)	<input type="text" value="xxxxxxxx"/>
* Is this Responsible Person an owner or operator? (required)	<input type="text" value="Select an option"/>
* What is the business structure of this Responsible Person? (required)	<input type="text" value="Select an option"/>
* Date you started being responsible for this facility (required)	<input type="text" value="YYYY-MM-DD"/>
<div><div></div><div>Please enter the physical address</div></div>	
Unit	<input type="text" value="xxx"/>
* Street number (required)	<input type="text" value="xxx"/>
* Street name (required)	<input type="text"/>
* Street type (required)	<input type="text" value="Select an option"/>
Street direction	<input type="text" value="Select an option"/>

Cancel

Ok

## Authorized official

The [authorized official](#) is an individual with authority to act on behalf of the responsible person and must sign the application form and attest to its accuracy.



If the [responsible person](#) is a corporation, the authorized official must be an officer of the corporation who is authorized to act on its behalf. In this case, the officer could be a senior officer such as:

- the chair or vice-chair of the board of directors,
- the president,
- the vice-president,
- the chief financial officer or the general manager of the corporation, or
- the president of a division of the corporation.

If the responsible person is an individual, the authorized official can be that individual or another individual who is authorized to act on their behalf. In the latter case, ensure the third party is knowledgeable about the business operations.

If the responsible person is another entity, the authorized official can be an individual who is authorized to act on its behalf. Again, ensure the authorized official is knowledgeable about the business operations.

## – Authorized Official



Please refer to "Steps to submitting your OBPS registration" for guidance on how to complete this section.

\* Name of the Authorized Official (required)



\* Physical address (required)



\* Mailing address (required)



\* Position (required)

\* Responsible Person for which they work (required)

\* Email address (required)

\* Telephone number (required)

Telephone number extension

\* Proof of authority to act on behalf of the responsible person  
(accepted file extension = pdf, jpeg, gif, png, doc, docx)  
(required)



If once the [authorized official](#) is identified, complete the following fields if they are not pre-filled:

**Physical address:** The physical address where the authorized official works will be pre-filled from SWIM. If the field is blank or not correct, select the icon beside the field to edit.

**Mailing address:** The mailing address where the authorized official can receive correspondence will be pre-filled from SWIM. If the field is blank or not correct, click the icon beside the field to edit.

**Job title and responsible person for which they work:** Enter the job title of the authorized official and the responsible person they are acting on behalf of.

**Email address:** The email address for the authorized official will be populated from SWIM. If the field is blank, enter the email address at which the authorized official can be contacted. Note that all notifications related to this application will be sent to the email address identified here. Please ensure this email account is monitored and that emails from [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca) are not identified as junk mail.

**Telephone number:** The telephone number for the authorized official will be populated from SWIM. If the field is blank, enter the telephone number at which the authorized official can be contacted. Staff of Environment and Climate Change Canada may use this number to contact the authorized official for information relating to this application.

**Proof of authority to act on behalf of the responsible person**

Upload a document that clearly demonstrates the individual named as the authorized official has been granted authority by the responsible person to act on their behalf (for example, a signed copy of a decision of the Board of Directors, a letter on company letterhead signed by the Chief Executive Officer, etc.)

**Contact person**

A [contact person](#) is a person the authorized official authorizes Environment and Climate Change Canada to contact for information related to the application. The person must be knowledgeable about the application and available to answer questions during the application review process.

It is not necessary to enter a contact person. If you do not identify a contact person, all correspondence regarding the application will go to the authorized official.

## – Contact person (if different from Authorized Official)

**i** If different than the Authorized Official, identify a Contact Person that ECCC can contact for further information about the application to register the facility.

Select the Contact Person from SWIM using the drop-down list or enter the Contact Person's name in the textbox fields below.

Same as Authorized Official

☐

**\*\* Name of the contact person (conditionally required)**



**\*\* Physical address (conditionally required)**



**\*\* Mailing address (conditionally required)**



Position

Email address

Telephone number

Telephone number extension

---

Complete the following fields if the contact person is not the authorized official:

**Name of the [contact person](#):** Enter the name of an individual who ECCC can contact with questions or information about the application.

If the contact person is an existing contact linked to the responsible person in SWIM, click on the icon beside the field to select their name, and click Save. Information about the contact will be automatically populated in the remaining fields based on the information that has been entered for them in SWIM.

**Tip:** If the fields are not populated or contain incorrect information, you can:

- manually correct the information and click **Save to SWIM** or **Save**; or
- return to SWIM to edit/update the contact information (see [Step 3](#))

If the contact person is not already an existing contact in SWIM, enter their name manually or update your SWIM profile and refresh this page from SWIM. For help updating contacts, refer to [SWIM Tutorial 6: Managing Contacts](#).


**Tip:** If you are a responsible person for multiple facilities, it is recommended you first enter all contact information into your organization's SWIM account. This will allow you to use

the drop-down list to select the contact person for each facility's registration application (see [Step 3](#) above).

### **Step 8: Enter facility information**

The **facility information** screen is where you will identify details about the facility you are applying to register.

## Facility information

 Click **Save** to check for completeness and save the page.


Once the message: "Success! This page has been saved successfully" appears, please move to the next item located on the left menu (Activities).

### – General information

Facility name

OBPS Demo Facility B

\*\* Facility physical address (conditionally required)


1 Brook Street , Nepean (Ontario), K5K 5K5, 

\*\* Latitude (N) (conditionally required)

44.12345

\*\* Longitude (E) (conditionally required)

-72.12345

 Please refer to [Steps to submitting your OBPS registration application](#) for guidance on how to prepare the facility boundaries map.

\* Facility boundaries map. (Accepted file extensions = shp, gdb, zip, kmz, kml). (Maximum size 10 MB) (required)

OBPS Facility Boundary Example - Parl



NAICS Code (required)

221111

NAICS Description

Hydro-Electric Power Generation

GHGRP ID

NPRI ID

\* Province, territory or area (required)

Select an option

Other jurisdictions: If the facility you are applying to register straddles a provincial, territorial, or national border, indicate in this field in what other jurisdiction it is located. Note that only the portion of the facility within the province, territory, or area that is set out in Part 2 of the Schedule 1 of the Act can be registered as a covered facility with the OBPS.

Select an option

\* Date the facility began operating (required)

YYYY-MM-DD



\* Is this a multi-site facility? (required)

Select an option

### Facility Name:

The name of the facility and/or any additional information that, in addition to the [responsible person](#) name, completely identifies the facility.

### Facility Physical Address:

The civic address of the facility for which the registration application is being completed. If the facility occupies more than one civic address, include the address of the facility that emits the majority of the greenhouse gas emissions.

### **Facility Location Map**

You must provide an accurate, high resolution, and current map of the [covered facility](#)'s location and boundaries. The map should indicate where, geographically, the facility is located by including its surroundings.

To determine where the boundaries of the facility should be drawn, refer to the [Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures](#) for the applicable definition of “facility” and provide on the map the boundaries of what you consider to be your facility according to that definition.

If the facility consists of multiple sites, the map must show the boundaries for each site. Public roads or railways should not be included within the boundary unless they are bordered by the facility on both sides and used to carry out the facility's industrial activities. Additionally, any part of a railway track that is used exclusively to carry out the facility's industrial activities is part of the facility.

The map must be a geospatial file (shp, gdb, kmz, or kml) that uses a polygon to describe the boundary as though it were a fence at ground level around the facility. The figures below show examples of facility boundary maps created using free Google Earth Pro software (kmz format). Figure 1 shows a single site facility and figure 2 shows a multi-site facility.



Figure 1: Sample facility boundary map for a single site





Figure 2: Sample facility boundary map for a multi-site facility



If you have questions about the map requirement, please email us at [ec.stfr-obps.ec@canada.ca](mailto:ec.stfr-obps.ec@canada.ca). (Maximum size 10 MB)

### North American Industry Classification System (NAICS) Code

The primary six-digit North American Industrial Classification System (NAICS) code for the facility must be included in the application for registration. If you have started a registration application and do not already have a NAICS code assigned for the facility, you will need to return to SWIM and identify the code on the **NAICS, Identifiers and Permits** page for the facility, which is located below Organization/Facility. When you return to the application form, use the **Refresh from SWIM** button to bring the updated NAICS code into the registration form.

## **GHGRP ID**

If this is a mandatory application to register a covered facility (i.e. you are required to apply to register because the facility is subject to [\*Notice with respect to reporting of greenhouse gases pursuant to subsection 46\(1\) of the Canadian Environment Protection Act, 1999\*](#)), this field will be pre-filled with the facility identifier assigned by the Greenhouse Gas Reporting Program.

## **NPRI ID**

This will be pre-filled if the facility has an NPRI ID. If the facility you are applying to register does not have an NPRI ID, leave this blank.

## **Jurisdiction**

A facility must be located in a province, territory or area that is set out in Part 2 of Schedule 1 of the *Greenhouse Gas Pollution Pricing Act* to be registered in the OBPS. Select the jurisdiction in which the facility is located.

## **Other Jurisdiction**

If the industrial facility you are applying to register straddles a provincial or territorial border or area, or a national border, indicate in this field in what other jurisdiction it is located. Note that only the portion of the facility within the province, territory or area that is set out in Part 2 of Schedule 1 of the Act can be registered as a covered facility with the OBPS.

## **Date the facility began operating**

The date on which the facility began operating.

## **Is this a multi-site facility?**

You must indicate whether the facility you are applying to register is located on more than one site (see the [\*Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures\*](#) for the applicable definition of facility). If you answer in the affirmative, please ensure that the map you

uploaded above outlines the boundaries of all sites of the facility.

### – Natural gas pipeline transmission system

\* Is this facility a natural gas pipeline transmission system?  
(required)

Select an option

If the pipeline to which this application applies forms part of a larger pipeline in relation to which a report was made pursuant to the requirements of a Notice with respect to reporting of greenhouse gases pursuant to subsection 46(1) of the Canadian Environmental Protection Act, 1999, upload a document that contains the total annual GHG emissions for 2014, 2015, 2016 and 2017 that are attributable to this part. (Accepted file extensions = doc, docx, pdf, xls, xlsx) (Maximum size 10 MB)



### – Multiple GHGRP IDs

If the facility to which this application applies is made up of 2 or more entities for which a report was made pursuant to the requirements of a Notice with respect to reporting of greenhouse gases pursuant to subsection 46(1) of the Canadian Environmental Protection Act, 1999, upload a document that contains the names, GHGRP IDs, and total annual reported GHG emissions for 2014, 2015, 2016 and 2017 for each facility. (Accepted file extensions = doc, docx, pdf, xls, xlsx) (Maximum size 10 MB)



## Natural Gas Transmission Pipeline System

If the facility you are applying to register is a natural gas transmission pipeline, you may have reported all parts of the pipeline operated by the same person in a province as one facility to the GHGRP.

Under the OBPS, if a responsible person has two or more pipelines in operation in one province, separate applications must be submitted for each individual pipeline. You may need to add each pipeline as a new facility in SWIM, and therefore will not have a GHGRP ID. In this case, you must upload a document that contains total annual GHG emissions for 2014, 2015, 2016 and 2017 that are attributable to the part(s) that you are applying for registration.

## Multiple GHGRP Identification Numbers

Because the definition of “facility” under the [Notices with respect to reporting of greenhouse gases for 2014, 2015, 2016 and 2017 pursuant to ss.46\(1\) of the Canadian Environmental Protection Act, 1999](#) (the GHGRP) differs from the definition of “facility” under the [Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures](#), the facility you are applying to register may have two or more GHGRP ID Numbers related to its component parts.

In this field, upload a document identifying the name(s) and GHGRP ID number(s) of the components of the facility you are applying to register. Include in the document an explanation of why the separate entities are being combined and considered as one facility.

**Step 9: Identify the covered activities**

- 1) On the **Activities** screen, you must identify whether this is a mandatory or voluntary application before identifying your facility's covered activity(ies).
- 2) To add an activity, click + **Add a covered activity** function in the **Covered activities** table.

## Activities



Click **Save** to check for completeness and save the page.

Once the message: "Success! This page has been saved successfully" appears, please move to the next item located on the left menu (GHG emissions).

### – Registration type

\* Identify the type of registration (required)

Select an option

### – Covered activities

Covered activities and technologies (required)

+ Add a covered activity

Covered activity	Primary activity	Start date	Actions
------------------	------------------	------------	---------

This table is empty.

#### Covered activities and technologies

- ☐ The production of mineral wool insulation
- ☐ The production of hydrocarbons by using alkane hydrocarbon reforming or partial oxidation of hydrocarbons
- ☐ The production of resins or fibres of Nylon 6 or Nylon 6,6
- ☐ The production of carbon black pellets, powders or other products, using thermal oxidation or thermal decomposition of hydrocarbon feedstock
- ☐ The production of citric acid
- ☐ The production of 2-methylpentamethylacetone
- ☐ The production of petrochemicals from feedstocks derived from petroleum or from petroleum and liquefied natural gas, including high-value chemicals, aromatic cyclic hydrocarbons, higher olefins, hydrocarbon solvents, ethylbenzene, styrene, polyethylene, ethylene oxide and ethylene glycols, but excludes the production of petrochemicals from biomass feedstocks or as a byproduct
- ☐ The production of vaccines for human or animal use
- ☐ The production of refined sugar from cane cane sugar
- ☐ The processing of corn through wet milling
- ☐ The assembly of four-wheeled self-propelled vehicles that are designed for use on a highway and that have a gross vehicle weight rating of less than 4,536 kg (10,000 pounds)

☐ This is the primary activity undertaken at the facility

\* Date you started the covered activity (required)

YYYY-MM-DD

\* Please provide the details of the main technology used to produce the your product (required)

Cancel Ok

- 3) Select the covered activity(ies) in which the facility you are applying to register is engaged.
- 4) Identify if the activity is the primary activity carried out at the facility.



- 5) Identify the date on which the covered activity was started. If the activity was stopped, please identify the date.
- 6) Provide details on the main technology used to produce the covered activity's product, and the date on which you started the covered activity.

### **Step 10: GHG emissions screen**

The **GHG emissions** screen has two sections: mandatory participant and voluntary participant. Complete the section that corresponds to your situation.

Mandatory participants must confirm that the facility has met the GHG reporting requirement. Voluntary participants are not required to complete this section.


Voluntary participants should refer to the policy regarding [voluntary participation in the output-based pricing system](#) for considerations the Minister would take into account when designating a facility as a covered facility under section 172 of the Greenhouse Gas Pollution Pricing Act (GGPPA). It also outlines the procedures that the person responsible for such facilities is to follow when requesting such a designation.

If your facility is an existing facility for which a report was made, in accordance with a [Notices with respect to reporting of greenhouse gases for 2014, 2015, 2016 and 2017 pursuant to ss.46\(1\) of the Canadian Environmental Protection Act, 1999](#), in respect of that facility indicating that that facility emitted a quantity of greenhouse gases equal to 10 kt of CO<sub>2</sub>e or more, as one or more facilities as defined in such a notice, during the 2017 calendar years or after, please proceed to [Step 11](#).

If your facility meets the definition of a new, retrofitted or expanded facility, as defined in the [policy regarding voluntary participation in the output-based pricing system](#), you are required to submit, as part of its application for registration in the Output-based Pricing System estimates, bearing a valid engineering stamp in accordance with the law of a province or territory that governs the practice of professional engineering, that demonstrate the facility is projected to emit 10 kt CO<sub>2</sub>e or more per year within 3 years from the date of commissioning. Such estimates should be consistent with currently recognized industry practices for the quantification of emissions.


A registrant will be able to upload this report in the Voluntary participant section. Please note that accepted file extensions are: doc, docx, pdf, xls, xlsx and the files must meet a maximum file size of 10MB.

## GHG emissions

 Click **Save** to check for completeness and save the page.


Once the message: "Success! This page has been saved successfully" appears, please move to the next item located on the left menu (Application submission).

### Mandatory participant

 Check the box to confirm that the GHG data reporting requirement has been met for the facility. Environment and Climate Change Canada will verify the historical emissions using the GHGRP ID associated with the facility as displayed on the "Facility information" screen unless alternate information was provided under either the "Natural gas pipeline transmission system" section or the "Multiple GHGRP IDs" section.

☒ \*\* A report was made, in accordance with a Notice with respect to reporting of greenhouse gases (GHGs) published under section 46 of the Canadian Environmental Protection Act, 1999, in respect of the facility indicating that the facility emitted a quantity of GHGs equal to 50kt or more of CO<sub>2</sub>e, as one or more facilities as defined in such a notice, during any of the 2014, 2015, 2016 or 2017 calendar years. (conditionally required)

### Voluntary participant


 Please refer to [Steps to submitting your OBPS registration application](#) and the [Policy Regarding Voluntary Participation in the Output-Based Pricing System](#) for guidance on how to complete this section.

Upload any supporting information required for your application for voluntary participation in the OBPS. Refer to the policy regarding voluntary participation for further details.  
(Accepted file extensions = doc, docx, pdf, xls, xlsx)  
(Maximum size 10 MB)



## Step 11: Submit a registration application

### Application submission and electronic certification

 Use the **Print application for registration** button to print a complete copy of the registration application for the Authorized Official to review and sign.

Attach a scanned copy of the signed statement below.

The **Submit** button will appear once the signed statement has been attached. After clicking **Submit**, the form will be transmitted to ECCC for review.

#### – Statement of certification

Name of authorized official

I authorize the use of my contact information by Environment and Climate Change Canada for matters related to the implementation of the Output Based Pricing System.

I further authorize Environment and Climate Change Canada officials to communicate with the person named as Contact Person for clarification or further information related to this application for registration.

I hereby certify that I have examined and am familiar with the information submitted in the application for registration, including all attachments. Based on my inquiry of those individuals who have produced the information, I certify that, to the best of my knowledge and belief, the information submitted in the application is true and complete. I am aware that there are significant penalties for submitting false or misleading information, including the possibility of fines or imprisonment. I am fully authorized to provide the information submitted in the application for registration to Environment and Climate Change Canada on behalf of the owners and operators of the facility to which this application pertains.

This application for registration of the facility is hereby submitted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Attach signed statement of certification (Accepted file extensions = doc, docx, pdf, gif, jpeg, png) (Maximum size 10 MB) (required)



Back

 Print application for registration

Cancel

Save

- 1) Print the completed application for review and signature by the [authorized official](#), using the **"Print application for registration"** button in the toolbar located at the bottom of the **Application Submission and electronic certification** page.

REMINDER – See [authorized official](#) for more information on the role of the authorized official.


- 2) Attach a scanned copy of the signed application. Retain the original signed version for production should it be requested.

\* Attach signed statement of certification (accepted file extension = doc, docx, pdf, gif, jpeg, png) **(required)**

OBPS Sample Signed Application.docx



Back

 Print application for registration

Cancel

Save

Submit

- 3) The **Submit** button will appear. After you click **Submit**, the form will be transmitted to ECCC for review.

You cannot edit or delete an application until ECCC staff have processed the application, and determined whether or not to issue a certificate.

## Other Registration Actions

From the Registration Dashboard, you will be able to *edit, view, download, and delete* an OBPS application, as well as view any uploaded/related documents to an application, and the activity history for the application. These functions are available under the Actions column in the Result(s) table.

### Responsible Person

\* Responsible Person (required)

OBPS demo

Reload

### Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
OBPS - Facility B	In progress	N/A	N/A	N/A	N/A	N/A	<div><div>Edit</div><div>Download application (PDF)</div><div>Download application (HTML)</div><div>View uploaded documents</div><div>History</div><div>Delete</div></div>

- select Edit to add information or make any changes to the application. You will only be able to edit an application if the application status is In Progress.
- select Download application (PDF) to download a printable PDF version of the registration application
- select Download application (HTML) to download a printable HTML version of the registration application
- select View uploaded documents to view the uploaded documents in the application (i.e. Proof of Authority, Maps, Engineering Schematics, etc.)
- select History to view a list of all reports for this facility for the current reporting year, in chronological order
- select Delete to delete an application permanently. This option is not available once an application has been submitted.

**TIP:** Once an application has been submitted and is pending review, no changes will be permitted until the application has been processed by ECCC staff, and the status has changed to *Submitted (Processed)*, and the ECCC decision will indicate whether or not a certificate has been issued.

Once an application has been processed, some of the options in the Action column will change.

- the Edit function will disappear, and Create a Notice of Change will be the function to make changes to the regulated parties, facility, activities and/or emissions information for your facility
- a button to view latest certificate function will be added to allow you to view, download, and print your covered facility certificate



## Responsible Person







\* Responsible Person (required)

STFR démo

Reload

## Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
STFR- installation A	Submitted (Processed)	New certificate issued	Active	NB-0013-02	2019-01-28	N/A	 

-  Create a notice of change
-  Download application (PDF)
-  Download application (HTML)
-  View latest certificate
-  View uploaded documents
-  History

[Terms and conditions](#) | [Transparency](#)

## Delete an application

To delete an application that is *In Progress*, click on the drop-down arrow under Actions and select Delete. You will be prompted to confirm that you wish to delete the application. Select Yes, and the application will be deleted.

TIP: Once an application has been deleted, it cannot be recovered.



## Responsible Person







\* Responsible Person (required)

OBPS demo

Reload

## Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
OBPS - Facility B	In progress	N/A	N/A	N/A	N/A	N/A	 

-  Edit
-  Download application (PDF)
-  Download application (HTML)
-  View uploaded documents
-  History
-  Delete

[Terms and conditions](#) | [Transparency](#)



## Initiate a Notice of change

The Notice of change form will allow you to make changes to your registration application once it has been processed by ECCC staff. This includes uploading new documents, such as a revised facility boundary map, or the ability to make changes to the responsible person, authorized official or contact person.

**Note:** If the responsible person and/or the covered activity for the registered covered facility changes, ECCC will revoke the certificate in the system upon notification. A new registration application under the new responsible person including the covered activity must be submitted through SWIM.

To initiate a Notice of change, from the result(s) section of the dashboard, click the drop-down menu function in the actions column, and select notice of change.

**Application details**

OBPS application

Notice of change

Responsible Person(s)

Facility information

Activities

GHG emissions

Application submission

### Notice of change

Responsible person: STFR démo

Facility name: STFR- installation A

\* Please explain the reason(s) for submitting a notice of change (required)

Back Save

Once you start a Notice of change for a covered facility, some of the information displayed in the result(s) section of the dashboard will change:

- The status of the application will switch back to *In Progress*, and;
- The ECCC decision back to N/A

Tip: The certificate status will remain active, and the certificate number will still be visible.

### Application(s) for registration as a covered facility


Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
OBPS - Facility B	In progress	N/A	Active	ON-0014-01	2019-01-28	N/A	

Once you have completed the Notice of change form, submit it with a signed statement of certification (See Step 11).

Once the Notice of change has been submitted to ECCC for review, the Status of the application in the Result(s) section of the Dashboard will change to *Submitted (pending review)*.

Should the Notice of change be approved by ECCC, the last two digits of the Certificate number will change (for example, ON-0014-01 will be changed to ON-0014-02).

#### Application(s) for registration as a covered facility

Facility name	Registration application status	Determination	Certificate status	Certificate number	Date issued	Date cancelled	Actions
OBPS - Facility B	Submitted (Processed)	New certificate issued	Active	ON-0014-02	2019-01-28	N/A	 ▼

## **GLOSSARY**

### **Authorized Official**

Authorized official means:

- a) in respect of a responsible person who is an individual, that individual or another individual who is authorized to act on their behalf;
- b) in respect of a responsible person that is a corporation, an officer of the corporation who is authorized to act on its behalf; and
- c) in respect of a responsible person that is another entity, an individual who is authorized to act on its behalf.

### **Contact Person**

A contact person is a person the Authorized Official authorizes Environment and Climate Change Canada to contact for information related to this application. The person must be knowledgeable about the application and available to answer questions during the application review process.

It is not necessary to enter a contact person. If no contact person is identified, all correspondence regarding this application will go to the Authorized Official.

### **Covered facility**

A facility that meets the criteria set out in the [\*Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures\*](#)

### **Facility**

See definition in the [\*Notice Establishing Criteria Respecting Facilities and Persons and Publishing Measures\*](#)

### **Facility Physical Address**

The civic address of the facility under which the registration application is being completed.

### **Operator**

A person who has the charge, management or control of a facility.

**Responsible Person**

Owners and operators of facilities are responsible persons. They may be individuals or other entities. There may be more than one responsible person per facility.