



# ENVIRONMENTAL EMERGENCY REGULATIONS, 2019

## Reporting System – Quick Reference Guide

### Log-in to Single Window Information Manager

#### *New SWIM users*

1. Go to the [SWIM Home Page](#)
2. Login using the Sign-In Partner option (your bank account credentials) or by using GC Key. You will need to use the same log in each time you enter SWIM. Follow the on screen instructions to create an account
3. Click continue to enter the Single Window system
4. Enter your email address on SWIM's New User screen when prompted and select Search. As a new registrant, you won't appear in the system so click on Continue to navigate to My Profile
5. Complete the My Profile page and click save
6. You now have a SWIM account but still need to connect to your organization, facility and the E2 reporting application

To connect to your organization and facilities please refer to the SWIM guidance:

- [How to connect to your organization](#)
- [How to manage your facilities](#)

#### *Returning SWIM users*

1. Go to the [SWIM Home Page](#)
2. Login using the same log in option you used the last time you logged in: either Sign-In Partner option or GC Key
3. Verify your profile information by clicking on the My Profile tab on the left hand menu
4. Verify your organization(s) information by clicking on the organization tab on the left hand menu
5. Verify your facility(ies) information found under your organization
6. Get access to E2 reporting application

### Access E2 Regulations reporting system

#### *Get access to the E2 reporting application*

If this is your first report to E2 you must get access to the E2 reporting platform from your organization's SWIM Organization Lead or from the E2 Program. To find your SWIM Organization Lead navigate to the manage access section in SWIM by following these steps:

1. Click on the organization tab on the left hand menu
2. Click on the name of your organization
3. Click on manage access

This table displays everyone who has access to the organization. Look for the people who have SWIM org lead roles and contact them for access to E2.

They must follow the "How to give colleagues access to the E2 reporting application".

#### *How to give colleagues access to the E2 reporting application*

If you are the SWIM Organization Lead, you can grant access to others in the organization immediately by completing the following steps:

1. Go to the Organizations tab on the left menu
2. Select the name of the organization to which you are granting access
3. Go to the Manage Access tab on the left menu
4. Click on the Grant Access button at the top of the page
5. Select the required reporting program
6. Choose the role you wish to assign
7. Select the applicable facilities if the role requires it
8. Enter the number of keys you wish to create – one per person – and click the Generate button
9. You will receive automatically generated codes – one for each person
10. Copy the codes and send the key(s) to the team member who requires access
11. Team members will redeem their keys in the Redeem ECCC Key section of the left menu

### **Submit Schedule 2**

1. From the main Dashboard, click + Create Schedule
2. Select the head office and facility for which you are submitting Schedule 2
3. Select Schedule 2 as the schedule you want to submit
4. Fill out the facility information in the *Facility Information* Tab
5. Fill out the head office information in the *Head Office Information* Tab
6. Fill out the substance(s) information in the *Substance(s) Information* Tab
7. Certify the information in the Certification tab and click "Submit"

### **Submit Schedule 3**

1. If at least one substance needs an E2 Plan, the system will automatically create a blank Schedule 3
2. Locate the blank Schedule 3 on your main Dashboard
3. Click "Edit" using the pencil icon
4. Confirm the Facility Information
5. Fill out the information in the *Environmental Emergency Plan—Generic Information* Tab
6. Fill out the information in the *Environmental Emergency Plan — Substance(s) Information* Tab
7. Certify the information in the Certification tab and click "Submit"

### **Submit Schedule 4**

1. If at least one substance needs an E2 Plan, the system will automatically create a blank Schedule 4
2. Locate the blank Schedule 4 on your main Dashboard
3. Click "Edit" using the pencil icon
4. Confirm the Facility Information
5. Fill out the information in the *Bringing Into Effect of the Environmental Emergency Plan (E2 Plan)* Tab
6. Certify the information in the Certification tab and click "Submit"

### **Submit Schedule 5**

1. If at least one substance needs an E2 Plan, the system will automatically create a blank Schedule 5
2. Locate the blank Schedule 5 on your main Dashboard
3. Click "Edit" using the pencil icon
4. Confirm the Facility Information
5. Fill out the information in the *Conduct of Exercises Information* Tab
6. Certify the information in the Certification tab and click "Submit"

### **Submit Schedule 6**

1. From the main Dashboard, click + Create Schedule
2. Select the head office and facility for which you are submitting Schedule 6
3. Select Schedule 6
4. Confirm the Facility Information
5. Select the reason of submission in the *Change in Circumstances* Tab
  - Decrease in quantity due to an exemption under paragraph 3(2);
  - Substance no longer regulated due to an exclusion under paragraph 2(2); or
  - Another change in circumstances.
6. Fill out the information associated to the chosen reason in the *Change in Circumstances* Tab
7. Certify the information in the Certification tab and click "Submit"

### Submit Schedule 7

1. From the main Dashboard, click + Create Schedule
2. Select the head office and facility for which you are submitting Schedule 7
3. Select Schedule 7
4. Confirm the Facility Information
5. Select the reason of submission in the *Cessation of Operations or Change of Responsible Person* Tab
  - Cessation of Operations; or
  - Transfer of Ownership
6. Fill out the information associated to the chosen reason in the *Cessation of Operations or Change of Responsible Person* Tab
7. Certify the information in the Certification tab and click "Submit"

### Environmental Emergency

Environmental emergencies are uncontrolled, unplanned, or accidental releases of a substance set out in Schedule 1 of the *Environmental Emergency Regulations, 2019* into the environment. Under the *Regulations*, you are required to report in writing, the occurrence of any environmental emergency that

- (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.

A separate environmental emergency verbal notification is required as soon as possible in the circumstances 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](#).

### Near-Miss

"Near-miss accidents" are events in which an accident or an operational interruption could have plausibly resulted if circumstances had been slightly different. You are strongly encouraged to voluntarily report near-misses to ECCC using Schedule 8.

### Submit a Written Report of an Environmental Emergency

1. Use the SWIM Environmental Emergency Reporting System if you:
  - (a) Have a registered facility in SWIM Environmental Emergency Reporting System; and
  - (b) Are reporting an environmental emergency for the registered facility
2. Use the Public Spill Reporting if you either:
  - (a) Do not have a registered facility in SWIM Environmental Emergency Reporting System; or
  - (b) Have a registered facility but are not reporting for the registered facility

### Submit a Written Report of an Environmental Emergency

#### **SWIM Environmental Emergency Reporting System**

1. From the main Dashboard, click + Create Schedule
2. Select the head office and facility for which you are submitting Schedule 8
3. Select Schedule 8
4. Confirm the Facility Information
5. Fill out the in the *Spill Information* Tab
6. Certify the information on the Certification tab
7. Submit the report

#### **Public Spill Reporting**

1. Follow the link to the [Public Spill Reporting](#) site
2. Click Continue to proceed to the form.
3. Fill out the Contact Information
4. Provide the information regarding your address in the Address Section
5. Provide the information about the facility where the environmental emergency occurred in the Company/Facility Information Section
6. Fill out the Environmental Emergency Information
7. Fill out the Substance(s) Released Information
8. Certify the information

### Editing your Schedule 2

Edits to Schedule 2 can be done for many reasons:

- Increase(s) of 10% or more of quantity or capacity should;
  - Adding substance(s);
  - Editing the Facility or Head Office information.
1. Locate Schedule 2 on your main Dashboard
  2. Click "Edit" using the pencil icon
  3. Select the main reason why you are editing Schedule 2 from the drop-down.
  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"

### Edits that only your regional compliance officer can do:

For the edits noted below, you will need to contact the compliance promotion officer of your region identified [here](#) who can perform the change on your behalf:

- Remove substance(s) from your Schedule 2
- Change the dates when requirement(s) for a substance was met
- Reactivate a facility that is now "not-active"

### 5-Year Review of Schedule 2

You are required to confirm (or edit, if necessary) the information provided in Schedule 2 at least once every five years even if none of the information has changed.

1. Locate 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.
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"

Note that the 5-year review options will only appear below once you get close to the 5-year deadline (approximately 12 months before the deadline).

### Editing Schedules 3, 4, 5, and 6

1. Locate the appropriate Schedule on your main Dashboard
2. Click "Edit" using the pencil icon
3. Indicate the reason for which you are editing a schedule in the comment box
4. Confirm or edit the information in each tab
5. Certify the information in the Certification tab and click "Submit"

Note that for Schedule 6, you cannot create a new Schedule for each situation. Simply edit Schedule 6 from the dashboard to submit a "new" one.

### Important points

- Save each page in order to avoid lost information due to an expired session
- Read carefully all information provided in blue and orange boxes
- Your dashboard indicates the deadline(s) to submit your Schedule(s) – be sure to follow-them

## Contact

GCKey: [GC Key Frequently Asked Questions page](#)

SWIM: Any questions related to SWIM login and registration should be directed to ECCC's Information Manager at [SS\\_Admin@ec.gc.ca](mailto:SS_Admin@ec.gc.ca).

Environmental Emergency Regulations Reporting System

Any questions related to the Environmental Emergency Regulations Reporting System and your facility(ies) should be directed to the regional compliance promotion officer of your region:

- E2 National Office: [ec.ue\\_gigue2\\_swim.ec@canada.ca](mailto:ec.ue_gigue2_swim.ec@canada.ca)
- Quebec Region: [ec.ue-qc-e2.ec@canada.ca](mailto:ec.ue-qc-e2.ec@canada.ca)
- Ontario Region: [ec.ue-on-e2.ec@canada.ca](mailto:ec.ue-on-e2.ec@canada.ca)
- British Columbia and Yukon: [ec.ue-py-e2.ec@canada.ca](mailto:ec.ue-py-e2.ec@canada.ca)
- Alberta, Saskatchewan, Manitoba, Northwest Territories, Nunavut: [ec.ue-pn-e2.ec@canada.ca](mailto:ec.ue-pn-e2.ec@canada.ca)
- Nova Scotia, New Brunswick, Newfoundland and Labrador, Prince Edward Island: [ec.ue-atl-e2.ec@canada.ca](mailto:ec.ue-atl-e2.ec@canada.ca)

*Disclosure: this material has been prepared for convenience of reference and accessibility and does not have an official character. It is of a general nature only. For all purposes of interpreting and applying the Regulations, users must consult the official version of the Environmental Emergency Regulations, 2019 and seek their own legal advice as appropriate.*

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