

One Window GHG Reporting system: general overview

by Konstantin Zahariev

Feb 2, 2011

(minor updates Feb 25, 2011 to be consistent with Guidance documents)



Ministry of Environment



Environment
Canada

Environnement
Canada

A Little History

2004

- Environment Canada establishes GHG emission reporting under the authority of section 46 of CEPA 1999.

2005

- 1st EC reporting cycle (2004 GHG emissions data)
 - ✓ 100,000 tCO₂e threshold ~45 BC reporters

2009

- CCME approves direction towards a Single Window system for Canadian, Provincial and Territorial GHG reporting needs

2010

- BC-Canada One-Window Agreement is signed
 - ✓ development of the One-Window Reporting system

2011

- 1st BC reporting cycle (deadline: Mar 31)
 - ✓ 10,000 tCO₂e threshold ~140 BC R.Operations (reporting to BC)
- 6th EC reporting cycle (deadline: Jun 1)
 - ✓ 50,000 tCO₂e threshold ~80 BC R.Operations (reporting to EC)

BC reporting: administrative data

BC Reporting Regulation, section 9

Registration of reporting operations

9 (1) The operator of a single facility operation or linear facility operation that may become a reporting operation under this regulation in a reporting period, that did not submit

(3) The registration must be in the electronic or other form provided by the director, if any, and include the following information:

(a) the legal and trade name of the reporting operation;

(b) the name and head office mailing address of the operator;

(c) the street address and geographic coordinates of

(e) the name and business contact information, including business mailing address, business e-mail address and business telephone number, of

(i) the operation representative, and

(ii) the person primarily responsible for preparing and submitting the emissions report, if known;

(f) the legal names of parent companies of the operator, if any, their head office mailing addresses and their percentage of ownership of the operator.

(4) In addition to the information referred to in subsection (3), the registration must

(a) identify activities carried out by the operation that are listed in column 2 of Table 1 or Table 2 of Schedule A, and

BC reporting: emission-related data

BC Reporting Regulation, Schedule A

Table 1 – Single Facility Operations

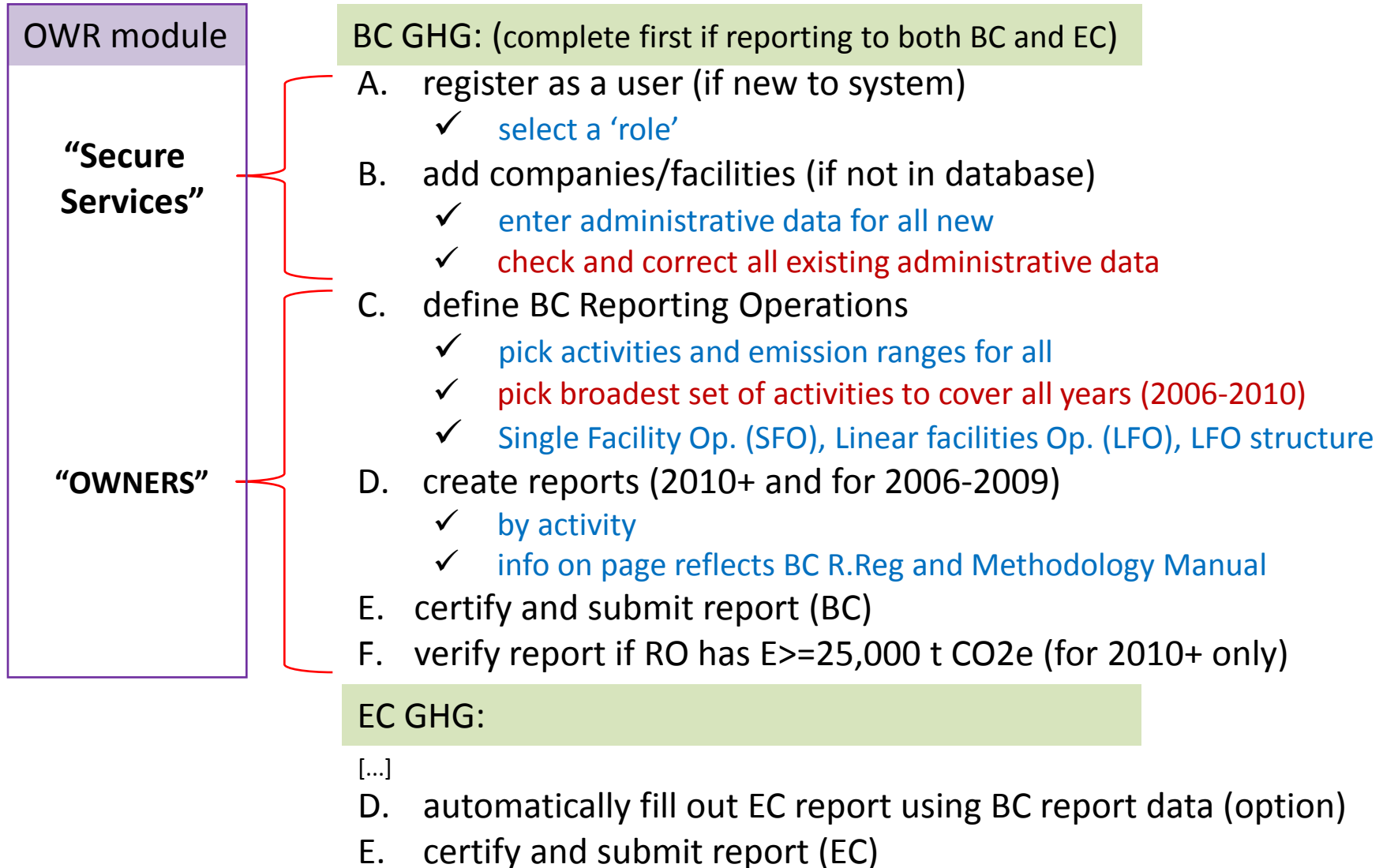
Column 1	Column 2	Column 3	Column 4	Column 5
Item	Activity	Source Type	Greenhouse Gas Type	Relevant Requirements
1	General Stationary Combustion excluding general stationary combustion referred to in column 2 of row 1 of Table 2	(a) Emissions from general stationary combustion of fuel or waste with production of useful energy at a single facility operation	Carbon dioxide from biomass listed in Schedule C Carbon dioxide from biomass not listed in Schedule C Carbon dioxide from non-biomass Methane Nitrous Oxide	WCI.020
		(b) Emissions from general stationary combustion of waste without production of useful energy	Carbon dioxide from biomass listed in Schedule C Carbon dioxide from biomass not listed in Schedule C Carbon dioxide from non-biomass Methane Nitrous Oxide	WCI.020 ⁴

.....

Table 2 – Linear Facilities Operations

.....

OWR system: general flow



OWR system: OWNERS start

Select the type of reporting that you would like to do today.

[? Help](#)

Check a single box to select the task you would like to accomplish.

Then press "Continue".

Report to:

- **NPRI** - National Pollutant Release Inventory
- **NERM** - Chemistry Industry Association of Canada for the National Emission Reduction Masterplan
- **ON MOE Reg.127/01** - Ontario Ministry of the Environment for the Airborne Contaminant Discharge Monitoring and Reporting Regulation
- **ON MOE TRA** - Ontario Ministry of the Environment for the Toxics Reduction Act
- **AENV** - Alberta Environment for the Environmental Protection and Enhancement Act
- **NFPRER** - National Framework for Petroleum Refinery Emission Reductions

Report to:

- **GHGRP** - Environment Canada's GHG Emissions Reporting Program
- **AENV** - Alberta Environment for the Specified Gas Reporting Regulation

Report to:

- **BCENV** - British Columbia Environment for the Reporting Regulation, B.C. Reg. 272/2009

Note: Due to the secure nature of our system, the use of your browser's [Bookmarks/Favorites], [Back] button and [Refresh/Reload] buttons are not supported.

Note: You will be automatically logged out if you are inactive for a period longer than 20 minutes.

OWR system: OWNERS Task Menu

OWR
module

Secure
Services

Role:None	Period:2010 - Annual	Company:None	Facility:None
Report Type:BC GHG	Substance:None		

OWNERS

- Secure Services
- Edit/Add Company
- Main Menu
- Task Menu
- Reporting Period
- Select Company
- Select Facility
- Facility Report
- Contacts
- Comments
- Confidentiality
- Report Submission
- Report End
- Error Check Report
- Maintain Reports
- Select Report Task
- Konstantin Zahariev

What would you like to do today?

[? Help](#)

Check a single box to select the task you would like to accomplish.

Then click "Continue".

- Define Reporting Operations**
 - Define Reporting Operation(s);
- Create a Report**
 - Report for BC's GHG Reporting Regulation (BC Reg 272/09);
 - Continuing to work on an in-progress report;
- Submit your Report**
 - Check a report for errors;
 - Certify, verify and submit a report;
- Report Maintenance**
 - Update a submitted report;
 - View / print a report or statement of certification;
- View / Edit Company and Facility Details**

C. Define Reporting Operations – **select company**

Role:Reporter Period:None Company:TestingA Facility:None
Report Type:BC GHG Substance:None

- Secure Services
- Edit/Add Company**
- Main Menu
- Task Menu
- Reporting Period
- Select Company
- Select Facility
- Facility Report
- Contacts
- Comments
- Confidentiality
- Report Submission
- Report End
- Error Check Report
- Maintain Reports
- Select Report Task
- Konstantin Zahariev

Define Reporting Operation(s) [? Help](#)

To complete the definition process, you are requested to select a company. A list of facilities that you are able to view or edit will be displayed on the following screen.

Select Company [? Help](#)

Select a single company from the list below and then press "Save/Continue". Press "?" Help" for more information.

	Company	Prov	City	Addr
<input type="checkbox"/>	tt2			
<input type="checkbox"/>	tt1			
<input type="checkbox"/>	TestingA			
<input checked="" type="checkbox"/>	KZTestOrg1			
<input type="checkbox"/>	TestingB			

[View Corporate Details](#)

Save/Validate

<< Undo/Return

Save/Continue >>

C. Define Reporting Operations – select facility

OWNERS II > Definition > Facility

DEF-02

Role:Reporter	Period:None	Company:KZTestOrg2	Facility:None
Report Type:BC GHG	Substance:None		

- Secure Services
- Edit/Add Company
- Main Menu
- Task Menu
- Reporting Period
- Select Company

Select Facility

[? Help](#)

Select a single facility from the list below and then press "Define" to identify the facility's Table 1 and/or Table 2 activities and emissions levels. The system will interpret a facility with only Table 1 activities as a Single Facility Operation (SFO). Facilities with at least one Table 2 activity will be interpreted as (part of) a Linear Facility Operation (LFO).

- Error Check Report
- Maintain Reports
- Select Report Task
- Konstantin Zahariev

Operation/Facility Type:

SFO: Single Facility Operation
 LFO: Linear Facility Operation
 IF_a: Individual facility within an LFO, with attributable emissions $E \geq 10,000$ tCO_{2e}
 IF_b: Individual facility within an LFO, with attributable emissions $1,000 < E < 10,000$ tCO_{2e}
 L_c: Aggregated group of individual facilities within an LFO, each with attributable emissions $E \leq 1,000$ tCO_{2e}

	Facility	Operation Type	Defined in LFO	Pr
<input type="checkbox"/>	f1	SFO	No	
<input checked="" type="checkbox"/>	f2		No	
<input type="checkbox"/>	f3		No	
<input type="checkbox"/>	f4		No	

Define/Edit

Define/Edit Reporting Operation(s) activities and Emission Levels

Assign as LFO

Designate the LFO from the list above (For Linear Facilities Operations only)

C. Define Reporting Operations – select activities and emissions range

Role:Reporter	Period:None	Company:KZTestOrg1	Facility:KZ-f1
Report Type:BC GHG	Substance:None		

Facility Activities

[? Help](#)

Please identify activities listed in Table 1 and 2 of Schedule A that are carried out at this facility by a Reporting Operation:

Row	Activity - Table 1
1	<input checked="" type="checkbox"/> General Stationary Combustion
2	<input type="checkbox"/> Mobile Combustion
3	<input checked="" type="checkbox"/> Aluminum or Alumina Production
4	<input type="checkbox"/> Ammonia Production
5	<input type="checkbox"/> Cement production



Please choose the range of GHG emissions E that would likely apply to your reporting operation:

E >= 10 000 tonnes CO2e

<< Undo/Return

Save/Continue >>

OWR system: OWNERS Task Menu

OWR
module

Secure
Services

Role:None	Period:2010 - Annual	Company:None	Facility:None
Report Type:BC GHG	Substance:None		

OWNERS

- Secure Services
- Edit/Add Company
- Main Menu
- Task Menu
- Reporting Period
- Select Company
- Select Facility
- Facility Report
- Contacts
- Comments
- Confidentiality
- Report Submission
- Report End
- Error Check Report
- Maintain Reports
- Select Report Task
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What would you like to do today?

[? Help](#)

Check a single box to select the task you would like to accomplish.

Then click "Continue".

- Define Reporting Operations**
 - Define Reporting Operation(s);
- Create a Report**
 - Report for BC's GHG Reporting Regulation (BC Reg 272/09);
 - Continuing to work on an in-progress report;
- Submit your Report**
 - Check a report for errors;
 - Certify, verify and submit a report;
- Report Maintenance**
 - Update a submitted report;
 - View / print a report or statement of certification;
- View / Edit Company and Facility Details**

D. Create a Report — select reporting year and company

- Secure Services
- Edit/Add Company
- Main Menu
- Task Menu
- Reporting Period
- Select Company
- Select Facility
- Facility Report
- Contacts
- Comments
- Confidentiality
- Report Submission
- Report End
- Error Check Report
- Maintain Reports
- Select Report Task
- Konstantin Zahariev

Welcome to GHG Reporting (BC)

[? Help](#)

To begin the reporting process, you are requested to select the reporting period of interest to you.

Once you select a company, a list of facilities that you are able to view or edit will be displayed on the following screen.

Select Reporting Period

[? Help](#)

Select Reporting Period (Year):

Select Company

[? Help](#)

Select a single company from the list below and then press "Save/Continue". Press "? Help" for more information.

Company List

<input type="checkbox"/>	Limited			
<input type="checkbox"/>	TestingA			
<input type="checkbox"/>	KZTestOrg1			
<input type="checkbox"/>	TestingB			
<input type="checkbox"/>	KZTestOrg2			
<input checked="" type="checkbox"/>	KZTestOrg3			

D. Create a Report – select facility

Secure Services

Edit/Add Company

Main Menu

Task Menu

Reporting Period

Select Company

Select Facility

Facility Report

Contacts

Comments

Confidentiality

Report Submission

Report End

Error Check Report

Maintain Reports

Select Report Task

Konstantin Zahariev

Select Facility

[? Help](#)

Select a single facility to report on from the list below and then press "Save/Continue".

Note: If you would like to report for multiple facilities, this tool requires that you fill out a report per facility and then, you can error check, certify and submit reports for multiple facilities in one step.

Facility Report List

SFO: Single Facility Operation

LFO: Linear Facility Operation

IF_a: Individual facility within an LFO, with attributable emissions $E \geq 10,000$ tCO₂e

IF_b: Individual facility within an LFO, with attributable emissions $1,000 < E < 10,000$ tCO₂e

L_c: Aggregated group of individual facilities within an LFO, each with attributable emissions $E \leq 1,000$ tCO₂e

Type	Status	-	Facility	Operation Type
Report	IP		KZ3_f1 (SFO)	SFO
Report	IP		KZ3_f2	LFO
Report	IP		KZ3_f3	IF_a
Report	IP		KZ3_f4	IF_b
Report	IP		KZ3_f5	L_c
Report	IP		KZ3_f6	SFO

D. Create a Report – sample activity page 1

Activity

Aluminum or Alumina Production

Source Type

(a) anode consumption, anode/cathode baking, green coke calcination

Calculate

Annual Aluminum
Production (t)

4 500.0000

N/A

Methodology

Emissions (t)

Emissions
(tCO2e)

CO2 nonbio

CO2: anode consur

100

CO2 nonbio

CO2: anode/cathod

100

CO2 nonbio

Alternative

100

Alternative Methodology description

something here

Summation of CO2
emissions for this
Source Type

CO2 from
non-biomass

CO2 from biomass not
listed in Schedule C

CO2 from biomass
listed in Schedule C

(tCO2e)

"CO2 nonbio"

"CO2 bio-nC"

"CO2 bio-C"

D. Create a Report – sample HELP file

Aluminum or Alumina Production

Under the activity Aluminum or Alumina Production there are three source types:

- a. Anode consumption, anode/cathode baking, green coke calcination
- b. Anode effects
- c. Cover gas from electrolysis cells

Source Type: (a) Anode consumption, anode/cathode baking, green coke calcination

1. Enter *Annual Aluminum Production* in tonnes. This field applies to the entire activity, not just to this source type.
2. For each GHG, choose the appropriate methodology from the **Methodology** drop-down menus. The choices in each menu reflect the information in the quantification method for that GHG, source type, and activity. Unless you choose 'Alternative', skip to Step 4 below.
3. If you choose 'Alternative' for one or more GHGs for that fuel, use the single text box **AlternativeMethodology Description** to enter information about all alternative methodologies used.

Please provide as much relevant information as possible, indicate if section 13(4) of the BC Reporting Regulation applies and/or an approval has been granted by the Director, and explain why no bias is introduced.

Note: The field **Alternative Methodology Description** is always present but only needs to be filled out if methodology 'Alternative' was selected for one or more GHGs for that fuel.

4. Once the methodologies have been selected, enter the emissions for each GHG, in tonnes (only CO₂ from non-biomass is attributable).

Note: If a certain GHG was not emitted at your facility during this activity and for this source type, please check the applicable N/A box and do not enter methodology and emission information on that row.

5. Press button **Calculate** and the system will calculate or update:
 - a. CO₂-equivalent emissions using the appropriate global warming potential (GWP) for each GHG, in tonnes CO₂e, and
 - b. The fields in **Summation of CO₂ emissions for this source type**, in tonnes CO₂e.

Note: Be sure to click button **Calculate** for each source type.

D. Create a Report – sample activity page 2 (2010 data)

Activity

General Stationary Combustion

Source Type

(a) general stationary combustion, useful energy

Calculate

Fuel

Anthracite Coal

Annual Fuel Amount

2 500.0000

N/A Methodology

- CO2 Methodology 1 (de
- CH4 Measured HHV/EFc
- N2O Default HHV/EFc

Emissions (t)

Emissions (tCO2e)

100	
100	
100	

Annual Steam Generation (kg)	
Average High Heating Value (GJ/unit fuel)	34.5000
Average Carbon Content (weight fraction)	

Other Fuel Type

Other Fuel description

Alternative Methodology description

Add Another Fuel

Summation of CO2 emissions for this Source Type

CO2 from non-biomass

CO2 from biomass not listed in Schedule C

CO2 from biomass listed in Schedule C

(tCO2e)

D. Create a Report – sample activity page 2 (2009 data)

Activity

General Stationary Combustion

Source Type

(a) general stationary combustion, useful energy

Calculate

	N/A	Emissions (t)	Emissions (tCO2e)
CO2 nonbio	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
CO2 bio-nC	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
CO2 bio-C	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
CH4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
N2O	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Activity

General Stationary Combustion

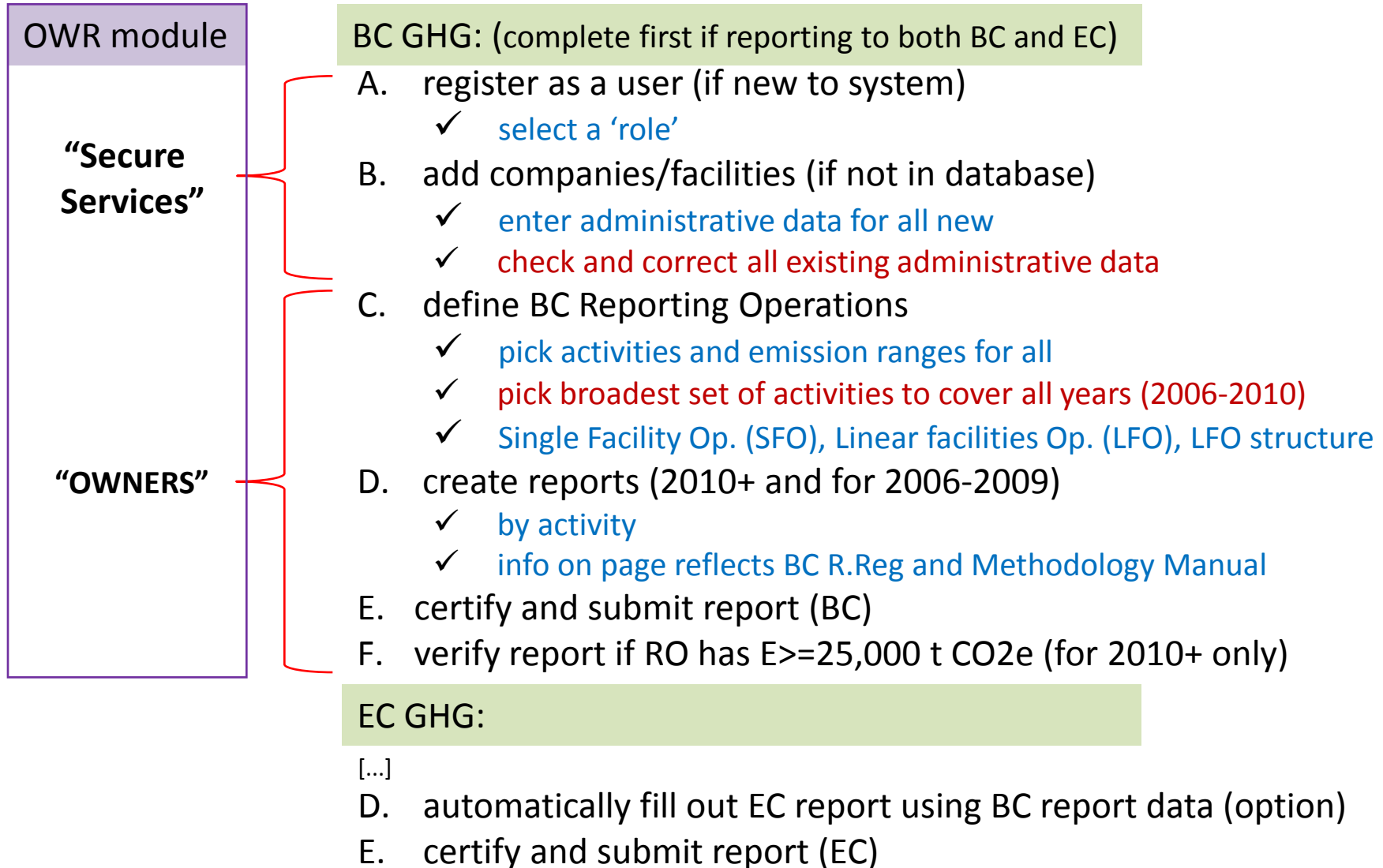
Source Type

(b) general stationary combustion, no useful energy

Calculate

	N/A	Emissions (t)	Emissions (tCO2e)
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OWR system: general flow



OWR system: Secure Services Menu

[Home](#)

My Services

My Profile

Request Access

Redeem EC Key

Organizations

Guidance

Logout

Secure Services

Welcome [Konstantin Zahariev](#) to Environment Canada Secure Services. Secure Services provides a common portal to facilitate reporting of administrative information to multiple programs.

This service allows you to manage information and user access for your organizations, facilities and contacts. Where possible, we have carried forward information from previous reporting years and past collection systems. It is important that you review this information for accuracy prior to launching one of the services below as this information will be submitted along with your report.

For help using Secure Services, please refer to [Guidance](#).

If your organization has previously reported to any of the programs listed below, you can gain access to your existing administrative information by requesting access or redeeming an EC key. Please click on the appropriate left menu item to continue.

Once you have created an organization or been granted access to an organization, verify that the administrative information is complete and accurate, and proceed by launching one of the services listed below to complete your reporting.

Services

Note: Prior to launching one of the services listed below, verify and update your organization, facility and contact information we have on file in EC Secure Services by clicking on the appropriate items on the left menu.



[OWNERS II](#) is an on-line reporting mechanism used by Environment Canada, provincial and municipal governments and private sector organizations to collect environmental data from industry.

B. Add Companies – “Organizations”



Environment Canada
www.ec.gc.ca

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [canada.gc.ca](#)

[Home](#) > Organizations

[My Services](#)

[My Profile](#)

[Request Access](#)

[Redeem EC Key](#)

[Organizations](#)

[Guidance](#)

[Logout](#)

Secure Services

Organization	Business Number	Number of Facilities
tt1	666437666	6
tt2	565654527	16
TestingA	123654798	6
TestingB	321456987	6
KZTestOrg1	234567890	4
KZTestOrg2	345678901	5
KZTestOrg3	456789012	6

[Add a New Organization](#)

B. Add Companies/Facilities– organizations **menu**

[Home](#) > [Organizations](#) > Facilities

[My Services](#)

[My Profile](#)

[Request Access](#)

[Redeem EC Key](#)

Organizations

[Edit / View](#)

[Contacts](#)

[Parent Organizations](#)

[Grant Access](#)

[Facilities](#)

[Guidance](#)

[Logout](#)

Secure Services

Organization: KZTestOrg1

Facilities

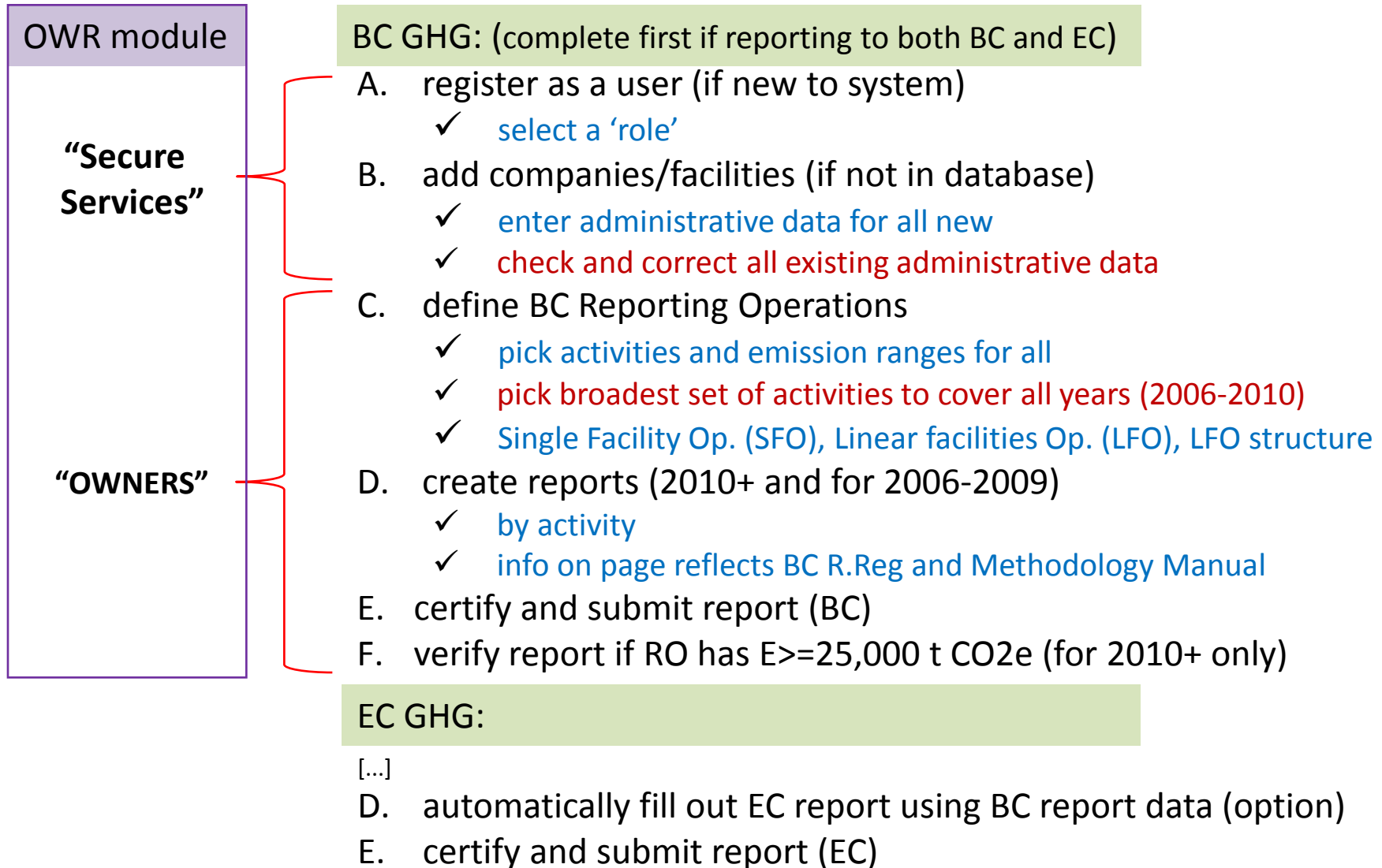
This page provides a list of the facilities linked to the organization that is required to report to Environment Canada and/or other jurisdictions under one or more reporting programs. For the definition of what is considered a facility and information on which facilities are required to report to a specific program, please refer to **Guidance** for additional support.

You can review and edit the information related to a facility by selecting a facility from the list below or you can add a new facility.

Facility Name	Status
KZ-f1	Active
KZ1 f2	Active
KZ1 f3	Active
KZ1 f4	Active

[Add a New Facility](#)

OWR system: general flow



A. Register if a New User



Environnement
Canada

Environment
Canada

Canada



Services Sécurisés - Secure Services

ec.ss.ec.gc.ca

**Bienvenue aux Services
Sécurisés d'Environnement
Canada!**

**Welcome to Environment Canada
Secure Services!**

Inscription

Ouvrir une session

Register

Login

A. Register if a New User – User ID and Access Key



[Home](#) > Register for an Access Key

Resource Centre

[About Access Key](#)

[Definitions](#)

[Frequently Asked Questions \(FAQs\)](#)

[Notifications](#)

[Proactive Disclosure](#)

Register for an Access Key

Registering for an Access Key requires that you:

- Create a User ID;
- Create and choose Recovery Questions, Answers and Hints; and
- Create and confirm a Password.

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

Your User ID must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits.

All fields marked with an asterisk (*) are required fields.

* Create Your User ID:

Recovery questions, answers and hints are used to help you if you forget your Password. Please complete all the questions below to continue the registration process.

User ID Checklist:

- 8 – 16 characters
- No special character(s)
- No more than 7 digits

A. Register if a New User – “My Profile”

[Home](#) > My Profile

[My Services](#)

[My Profile](#)

[Request Access](#)

[Redeem EC Key](#)

[Guidance](#)

[Logout](#)

Secure Services

My Profile

This page allows you to enter and edit your information as a user of the system (i.e. create a user profile). By completing this screen, your information will also be added as a contact for your organization(s).

Please enter your information in the fields below and then, click **Save**.

After you have saved your information, click on **Request Access** in the left menu bar.

Given Name

Konstantin

Initials

Family Name

Zahariev

Telephone

604-555-5555

Ext.

Fax

604-555-7777

Email

konstantin.zahariev@gov.bc.ca

Language of Correspondence

English

Mailing Address

A. Register if a New User – request access

[Home](#) >Request Access

[My Services](#)

[My Profile](#)

[Request Access](#)

[Redeem EC Key](#)

[Guidance](#)

[Logout](#)

Secure Services

Request Access

After you have created a profile, you need to Request Access to an Organization and its Facilities in order to be able to report on these entities. If you have created the Organization, you are still required to Request Access to the reporting Programs.

There are two ways to request access:

1. First you should request an EC key from your Organization's Administrator. You will need to communicate directly with this person to obtain your key.
2. If you are unable to obtain an EC key from your Organization's Administrator, please complete the steps below to obtain access from Environment Canada directly.

To Request Access:

1. Select the Program you will be reporting to. Please note you can only select one Program at a time.
2. Select your Role within the Organization.
3. Search for your Organization, and select it from the search results.

Select Program:

[Greenhouse Gas Reporting Program](#)

[National Pollutant Release Inventory](#)

[BC Greenhouse Gas](#)

A. Register if a New User – select a role

[Home](#) >Request Access

[My Services](#)

[My Profile](#)

[Request Access](#)

[Redeem EC Key](#)

[Guidance](#)

[Logout](#)

Secure Services

Program Name: BC Greenhouse Gas

Select Role:

[Organization Administrator](#)

Manage all organization information and may grant access to other users

[Facility Administrator](#)

Manage organization and selected facilities information and may grant access to other users

[Facility Data Entry](#)

Manage organization and selected facilities information (cannot grant access)

[Signing Authority](#)

View only access to organization and selected facilities information

[Read Only](#)

View only access to organization and selected facilities information

At the reporting company's discretion



However, please note that the Operation Representative retains ultimate responsibility for any and all data submitted into the System, including for certifying reports.

BC reporting roles	OWR System roles
Operator	Facility Admin OR Organization Admin
Operation Representative	Signing Authority
Person Primarily Responsible...	Facility Data Entry

One Window GHG Reporting system: general overview

Further details will be provided on the BC One Window webpage:

http://www.env.gov.bc.ca/cas/mitigation/ggrcta/reporting-regulation/one_window.html

Including:

- This presentation
- pdf files with all BC Activities screens and their help pages
- Guidance documents covering all aspects of reporting

Email: GHGReporting@gov.bc.ca

