

# One Window GHG Reporting system: overview and expanded functionality

<https://ec.ss.ec.gc.ca/>

1. Brief summary of initial functionality (Feb 16 launch)
2. Overview of expanded functionality (Mar 4 upgrade)
3. Updates

by Konstantin Zahariev

Mar 16, 2011



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<https://ec.ss.ec.gc.ca/>

## BC One Window Guidance webpage:

<http://www.env.gov.bc.ca/cas/mitigation/ggrcta/reporting-regulation/guidance/>

- Guidance documents covering all aspects of reporting
- pdf files with all BC Activity screens and their help pages
- 2010 versions of Reporting Regulation and Methodology Manual
- updates, known issues, and tips as they become available

## BC One Window announcements webpage:

[http://www.env.gov.bc.ca/cas/mitigation/ggrcta/reporting-regulation/one\\_window.html](http://www.env.gov.bc.ca/cas/mitigation/ggrcta/reporting-regulation/one_window.html)

Email: [GHGReporting@gov.bc.ca](mailto:GHGReporting@gov.bc.ca)



# One Window GHG Reporting system: overview and expanded functionality

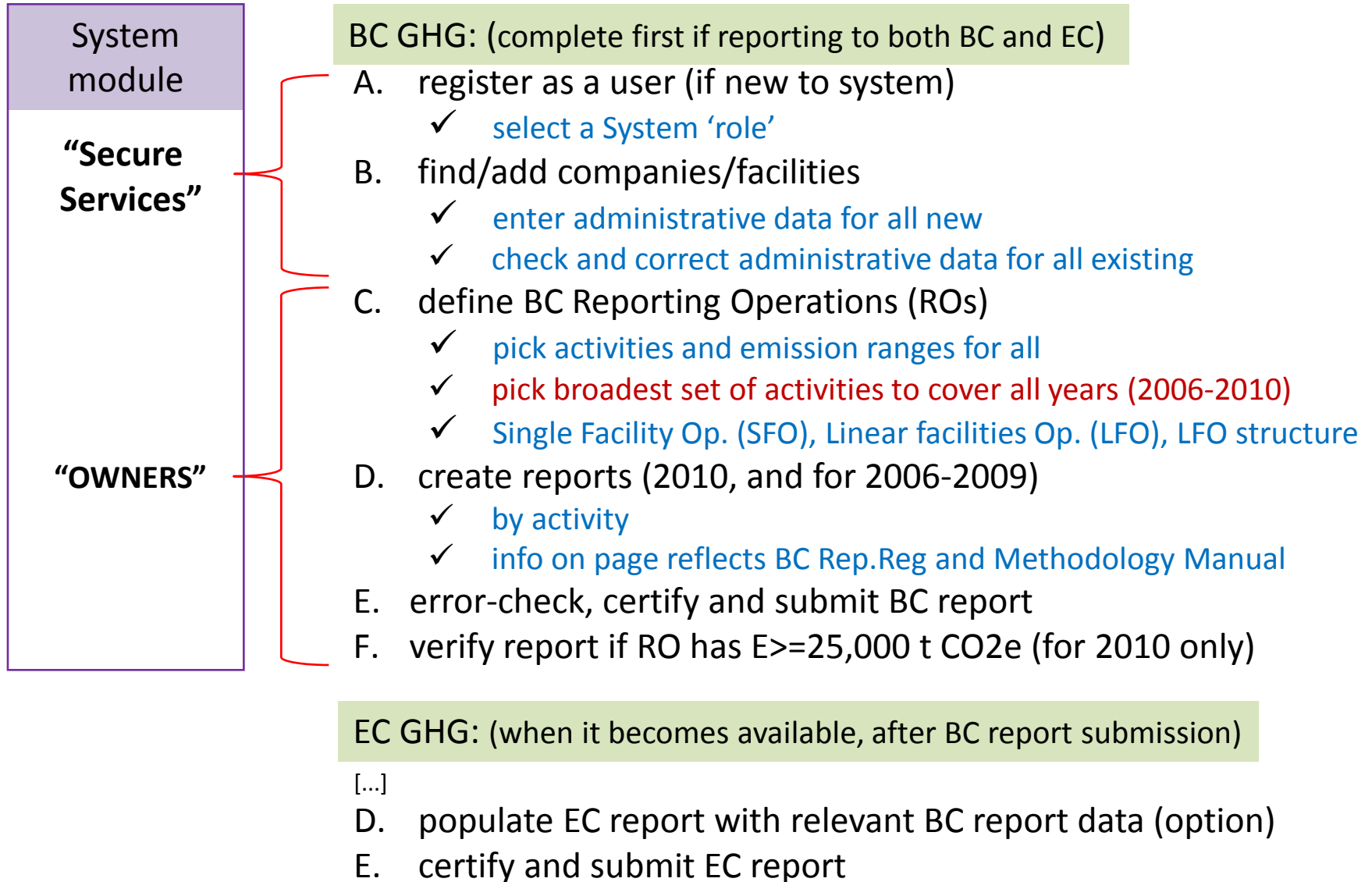
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# OWR system: general flow



# 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.

# 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

If your facility has to report to both BC and EC:

1. Report to BCENV by Mar 31, 2011 (i.e. submit BC report)
2. Report to GHGRP (after submitting BC report, when GHGRP becomes available)

# OWR system: OWNERS Task Menu

System module

Secure Services

OWNERS

Role:None      Period:2010 - Annual      Company:None      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

**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**

Available since Mar 4

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# Error-check, certify and submit a report

Role:None      Period:2010 - Annual      Company:None      Facility:None

Report Type:BC GHG      Substance:None

**Secure Services**      **Check Report for Errors**      [? Help](#)

**Edit/Add Company**

**Main Menu**      To begin this process, you are requested to select the reporting period of interest to you.

**Task Menu**

**Reporting Period**      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 Company

Select Facility

**Facility Report**      **Select Reporting Period**

Contacts      Select Reporting Period (Year): 2010 ▼

Comments

Confidentiality

**Report Submission**      **Select Company**

Report End      Select one company from the list below and press the "Save / Continue" button to retrieve a list of in-progress facility reports associated with the selected company.

Error Check Report

**Maintain Reports**

**Select Report Task**

**User Reports**

**Select Report**

**Konstantin Zahariev**

**Company List**

	Company	Prov	City	Addr
<input checked="" type="checkbox"/>	KZTestOrg1			
<input type="checkbox"/>	KZTestOrg2			
<input type="checkbox"/>	KZTestOrg3	British Columbia		
<input type="checkbox"/>	TestingAs			
<input type="checkbox"/>	TestingBc			

# Error-check, certify and submit a report

## Report Submission

Report End

## Error Check Report

## Maintain Reports

## Select Report Task

## User Reports

## Select Report

Konstantin Zahariev

## Facility Report List

SFO: Single Facility Operation

LFO: Linear Facilities Operation

IF\_a: Individual facility within an LFO, with attributable emissions  $E \geq 10,000$  tCO<sub>2</sub>e

IF\_b: Individual facility within an LFO, with attributable emissions  $1,000 < E < 10,000$  tCO<sub>2</sub>e

L\_c: Aggregated group of individual facilities within an LFO, each with attributable emissions  $E \leq 1,000$  tCO<sub>2</sub>e

	Period	Type	Status	-	Facility
<input checked="" type="checkbox"/>	2010	Report	IP		f10 (SFO)
<input type="checkbox"/>	2010	Report	Errors		f11 (IF_a)
<input type="checkbox"/>	2010	Report	IP		f12 (IF_a)
<input type="checkbox"/>	2010	Report	IP		f13 (IF_b)
<input type="checkbox"/>	2010	Report	IP		f14 (L_c)
<input type="checkbox"/>	2010	Report	IP		f20 (LFO)

View Facility Details

Filter list by:

All - A list of all assigned facilities.

Refresh List

Check for Errors

Check each selected Report for Errors.

View Error Report

View / Print the errors of a selected Report.

View Facility Report

View / Print an in progress facility report.

Certify / Submit

Proceed to the Report Submission and Electronic Certification screen.

<< Return

# Error-check, certify and submit a report

1 of 2 Acrobat (PDF) file Export

## OWNERS Error Report

Report Information

Print Date:	2011.03.15 02:08:59 PM EST
Errors Reported On:	2011.03.15 02:08:45 PM EST
Report Period:	2010
Report Type:	BC GHG

Facility Information:

Company Name:	KZTestOrg1
Facility Name:	f10 (SFO)
Address:	
City:	
Province:	

<< Return

# Error-check, certify and submit a report

1 of 3

Select a format

Select a format  
Acrobat (PDF) file

## BC GHG

Report Information

Submission Date:	2011-03-15 2:08 PM
Period	2010
Report Type:	Facility

Company Name: KZTestOrg1

Facility Name: f10 (SFO)

Facility Address

**Operator:**  
Konstantin Zahariev

**Operation Representative:**  
Konstantin Zahariev

**Person Primarily Responsible for Preparing the Report:**

<< Return

# Error-check, certify and submit a report

	Period	Type	Status	-	Facility
<input type="checkbox"/>	2010	Update	IP		f4
<input type="checkbox"/>	2010	Report	Valid		facility 55

[View Facility Details](#)

Filter list by:

All - A list of all assigned facilities.

[Refresh List](#)

[Check for Errors](#)

Check each selected Report for Errors.

[View Error Report](#)

View / Print the errors of a selected Report.

[View Facility Report](#)

View / Print an in progress facility report.

[Certify / Submit](#)

Proceed to the Report Submission and Electronic Certification screen.

[<< Return](#)

# Error-check, certify and submit a report

Role:Reporter      Period:2010 - Annual      Company:KZTestOrg2      Facility:facility 55

Report Type:BC GHG      Substance:None

Secure Services

## Report Submission and Electronic Certification

[? Help](#)

Edit/Add Company

Main Menu

Task Menu

### Electronic Statement of Certification

Reporting Period

Select Company

Note: Only the person identified as the Operation Representative should submit the report(s) identified below.

Select Facility

Facility Report

Company Name:

Contacts

KZTestOrg2

Comments

Operation Representative:

Confidentiality

Konstantin Zahariev

Report Submission

I hereby certify that:

Report End

I have examined these emission reports. The reports have been prepared in accordance with the BC Reporting Regulation. The emission amounts detailed in the reports are complete and accurate.

Error Check Report

Maintain Reports

Select Report Task

### List of Reports

User Reports

Select Report

Konstantin Zahariev

Period	Type	Status	-	Facility	Operatio
2010	Report	Valid		facility 55	LFO

Print a Certification Statement

Print a Statement of Certification for any of the above unsubmitted reports (optional).

Submit Report(s)

Submit all the above selected Valid reports.

Print Confirmation

Print this Confirmation for your records.

# Error-check, certify and submit a report

1 of 1

Select a format

Select a format  
Acrobat (PDF) file

**This statement of certification may be printed and used for internal purposes at your company. You are not required to mail or fax this statement to the programs you are reporting to. Instead you are required to electronically certify and submit the facility reports.**

I hereby certify that:

I have examined these emission reports. The reports have been prepared in accordance with the BC Reporting Regulation. The emission amounts detailed in the reports are complete and accurate.

Date/Time Generated: 2011.03.15 05:13:27 PM EST

Operation Representative  
Signature: \_\_\_\_\_

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

Operation Representative: Konstantin Zahariev

Position:

Phone: 604-555-5555

# OWR system: OWNERS Task Menu

System module

Secure Services

OWNERS

Role:None      Period:2010 - Annual      Company:None      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

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

Available since Mar 4

# Report Maintenance

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

User Reports

Select Report

Konstantin Zahariev

## Report Maintenance

[? Help](#)

As a reporter you now have the following options:

- Print a report, whether submitted or not;
- Delete a report that has not been submitted;
- Update a previously submitted report;
- Print a confirmation for a submitted report;
- View or Print a custom user report.

To begin, you are requested to select a reporting year and one company. Then click on the "Save / Continue" button, whereupon you will be presented with a list of facilities associated with that selected company.

### Select Reporting Period

Select Reporting Period (Year):

### Select Company

Select a single company from the list below and press "Save / Continue" to retrieve a list of facilities associated with that company.

### Company List

	Company	Prov	City	Addr
<input type="checkbox"/>	KZTestOrg1			
<input checked="" type="checkbox"/>	KZTestOrg2	British Columbia	victoria	123 street
<input type="checkbox"/>	KZTestOrg3	British Columbia		
<input type="checkbox"/>	TestingAs			

# Report Maintenance

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

## Report Maintenance

[? Help](#)

### Select Facility

Select one or more facilities from the list below and then click on the button / task that you would like to accomplish:

### Facility Report List

	Type	Status	-	Amendment #	Facility
<input type="checkbox"/>	Update	IP		1	f4
<input type="checkbox"/>	Report	Submitted		0	f5
<input checked="" type="checkbox"/>	Report	Valid		0	facility 55

View Facility Details

Filter list by:

All - A list of all assigned facilities.

Refresh List

View / Print Report

Select only one facility that is either In Progress or has been Submitted.

Delete a Report

You may only "delete" reports that have Not been Submitted.

Update a Report

You may only "update" a previously submitted report.

Print Confirmation

Print a Confirmation for a submitted report.

Verification

Upload verification statement for the selected report.

<< Return

# Report Maintenance

[OWNERS](#) > [Maintain](#) > **Verification**

**ECS-04**

**Role:**Reporter      **Period:**2010 - Annual      **Company:**KZTestOrg2      **Facility:**None

**Report Type:**BC GHG      **Substance:**None

## Report Verification

[? Help](#)

A verification statement is required if  $E \geq 25,000$  t CO<sub>2</sub>e or E has been larger than 25,000 t in the past 3 reporting periods. Click the "Browse button" to select the document to upload.

Comments: (max 4000 characters)

**Click on 'Browse' to upload your Report Verification**

**Upload File Name**

**Uploaded By**

**Date**

<< Undo/Return

Save/Continue >>

# OWR system: OWNERS Task Menu

System module

Secure Services

OWNERS

Role:None      Period:2010 - Annual      Company:None      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

**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;
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- Report Maintenance**
  - Update a submitted report;
  - View / print a report or statement of certification;
- View / Edit Company and Facility Details**

Available since Mar 4

# User Reports

## Select Facility

Facility Report

Contacts

Comments

Confidentiality

Report Submission

Report End

Error Check Report

Maintain Reports

Select Report Task

User Reports

Select Report

Konstantin Zahariev

## Select Reporting Period

Select Reporting Period (Year): 2010 ▾

## Select Company

Select a single company from the list below and the user report that you wish to generate. Then, press "Continue" .

### Company List

	Company	Prov	City	Addr
<input type="checkbox"/>	KZTestOrg1			
<input checked="" type="checkbox"/>	KZTestOrg2	British Columbia	victoria	123 street
<input type="checkbox"/>	KZTestOrg3	British Columbia		
<input type="checkbox"/>	TestingAs			

View Corporate Details

## Select the user report you wish to generate.

[? Help](#)

- Summary of Report Status
- Summary of Report Status
- Summary of Submitted Reports
- Summary of Reports with Verification

No  
TH  
The user. If you would like to provide suggestions on how these reports could be improved or suggest other reports that could be designed in the future, please contact the GHGRP at [E-mail: ges-ghg@ec.gc.ca](mailto:ges-ghg@ec.gc.ca).

<< Return

Continue >>

# User Reports

1 of 1 Export

Select a format  
Select a format  
Acrobat (PDF) file

ns	Operation Representative Name	Operation Representatvie Phone	Operation Representative Email	Report Type	Report Status	Amendment Number	Submission Date	Submitted by
00	Konstantin Zahariev	604-555-5555	konstantin.zahariev@gov.bc.ca	Report	Submitted	0	2011-03-01	Konstantin Zahariev
00	Konstantin Zahariev	604-555-5555	konstantin.zahariev@gov.bc.ca	Update	IP	1		Konstantin Zahariev
75	Konstantin Zahariev	604-555-5555	konstantin.zahariev@gov.bc.ca	Report	Submitted	0	2011-03-03	Konstantin Zahariev
00	Konstantin Zahariev	604-555-5555	konstantin.zahariev@gov.bc.ca	Report	Valid	0		Konstantin Zahariev

1/1

<< Return

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# Updates to Secure Services

<b>My Services</b>	<b>Secure Services</b>
<b>My Profile</b>	<b>Organization:</b> KZTestOrg3
<b>Request Access</b>	
<b>Redeem EC Key</b>	
<b>Organizations</b>	
Details	<b>Business Legal English Name</b> KZTestOrg3
Contacts	<b>Business Legal French Name</b> <input type="text"/>
Parent Organizations	<b>English Trade Name</b> KZTestOrg3
Grant Access	<b>French Trade Name</b> <input type="text"/>
Facilities	<b>Business Number</b> 456789012
	<b>DUNS Number</b> <input type="text"/>
	<b>Web Site</b> <input type="text"/>
<b>Guidance</b>	
<b>Logout</b>	<input type="button" value="Mailing Address"/> <input type="button" value="Physical Address"/>

# Updates to Secure Services

<b>My Services</b>	<b>Secure Services</b>
<b>My Profile</b>	<b>Organization:</b> KZTestOrg3
<b>Request Access</b>	<b>Facility Name:</b> KZ3_f1 (SFO)
<b>Redeem EC Key</b>	
<b>Organizations</b>	<b>English Name</b> <input type="text" value="KZ3_f1 (SFO)"/>
Details	<b>French Name</b> <input type="text"/>
Contacts	<b>If this is a portable facility, please check here</b> <input type="checkbox"/>
Parent Organizations	<b>Relationship Type</b> <input type="text" value="Operated"/>
Grant Access	
Facilities	
Details	<b>Mailing Address</b> <input type="text"/>
Identifiers	<b>Physical Address</b> <input type="text"/>
Stacks	<b>Geographical Address</b> <input type="text"/>
Operating Schedule	<b>Delivery Mode</b> <input type="text"/>
Facility Removal	<b>PO Box or Rural Route Number</b> <input type="text"/>
<b>Guidance</b>	<b>Unit</b> <input type="text"/>
<b>Logout</b>	<b>Street Number</b> <input type="text"/>
	<b>Street Name</b> <input type="text"/>
	<b>Street Type</b> <input type="text"/>
	<b>Street Direction</b> <input type="text"/>
	<b>City</b> <input type="text"/>
	<b>Prov/Terr/State</b> <input type="text" value="British Columbia"/>
	<b>Postal Code / Zip Code</b> <input type="text" value="V1v 1V1"/>
	<b>Country</b> <input type="text" value="Canada"/>

# Updates to OWNERS

## Section C - GHG Emissions (BC)

No input required - GHG totals are calculated automatically.

### Total GHG Emissions for the Facility

	<b>Tonnes</b>	<b>Tonnes (in CO2e)</b>
Carbon dioxide (CO2)	50.0000	50.0000
Methane(CH4)	50.0000	1 050.0000
Nitrous oxide (N2O)	20.0000	6 200.0000
Hydrofluorocarbons (HFCs)		0.0000
Perfluorocarbons (PFCs)		0.0000
Sulphur Hexafluoride (SF6)	0.0000	0.0000
CO2 emissions from biomass combustion	0.0000	0.0000

Note:

Captured CO2 and CO2 emissions from non-biomass, from biomass not listed in Schedule C and from biomass listed in Schedule C are reported separately to BC Environment.

### Additional Facility / Reporting Operation Totals reported to BC Environment:

CO2 from non-biomass	50.0000	
CO2 from biomass not listed in Schedule C	0.0000	
CO2 from biomass listed in Schedule C	0.0000	
		7 300.0000
Captured CO2	0.0000	0.0000

# Updates to OWNERS

## Section D - Comments

[? Help](#)

This section is optional.

- Enter any comments you wish to include related to the information you have reported.
- Comments provided are **not** published.
- You may provide additional comments related to the reported GHG emissions data to better explain your information. *(e.g. justification of any large changes in emissions from the previous year.)*
- Enter your company or facility website if you wish to provide more information. *(e.g. contextual information on environmental activities, etc.)*

Website:

Comments: (max 4000 characters)

**If you have more comments greater than 4000 characters you may upload it as a document**

**Upload File Name**

**Uploaded By**

**Date**

<< Undo/Return

Save/Continue >>

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Email: [GHGReporting@gov.bc.ca](mailto:GHGReporting@gov.bc.ca)

