



MINISTRY OF ENVIRONMENT REGIONAL OPERATIONS BRANCH

ROUTINE ENVIRONMENTAL REPORTING SUBMISSION MAILBOX FREQUENTLY ASKED QUESTIONS

1. What is the Routine Environmental Reporting Submission Mailbox (RERSM)?

The Routine Environmental Reporting Submission Mailbox (RERSM) is an email address and set of associated procedures that centralize the submission of routine reports that may be required as part of your authorization under the *Environmental Management Act*.

2. What is a routine report?

A routine report is a regularly scheduled report, the content and due dates for which may be specified in your authorization. This includes annual, quarterly, monthly, etc., reports that may include interpretive text with data, or only data. An immediate non-compliance report is an example of a non-routine report as it is not scheduled.

Some authorizations require multiple types of routine reports. Some authorizations do not require submission of routine reports. Please submit your routine reports to the RERSM as specified in your authorization.

3. Why is the ministry making these changes?

The ministry is simplifying our processes to make it easier for our authorization holders to submit routine reports. With this new process, you no longer need to determine where to submit these documents.

4. I have received multiple communications about changes to reporting at the ministry. I'm not sure how to respond.

The ministry has implemented several projects to streamline reporting requirements. For more information on the individual projects, please visit our website at <https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization/data-and-report-submissions>.

For each project, an email was sent to each authorization that may be impacted by the change. It is possible that you have multiple authorizations that are impacted in several ways. If this is the case, you will have received an email for all projects and each authorization.

The primary takeaway message is if you are an authorization holder with fees exceeding \$20,000 or securities exceeding \$100,000, you will be required to upload your effluent data to EMS. In addition, you will be required to complete an Annual Status Form. Finally, all routine reports are to be submitted to EnvAuthorizationsReporting@gov.bc.ca and all non-compliance reports are to be sent to EnvironmentalCompliance@gov.bc.ca.

5. What do I submit to the Routine Environmental Reporting Submission Mailbox?

The RERSM is designed to receive all routine monitoring data and routine reports via email. The email address is EnvAuthorizationsReporting@gov.bc.ca.

Ministry staff monitoring the EnvAuthorizationsReporting@gov.bc.ca email will *not* respond to non-compliance reports or other authorization related queries. Non-compliance reports should go to EnvironmentalCompliance@gov.bc.ca and for any other query related to your authorization, please contact your regional ministry office.

6. Can I email the Routine Environmental Reporting Submission Mailbox if I have questions about my authorization?

No. The RERSM is set up to receive routine data submissions and routine reports. If you have questions specific to your authorization, please contact your regional ministry office. Regional office contact information can be found at the following website: <http://www.env.gov.bc.ca/main/regions.html>

7. Where are the reporting requirements identified in my authorization?

It is necessary for you to review your current authorization(s) to ensure you are in compliance. Generally, the sections titled “*Reporting Requirements*” and “*Monitoring Requirements*” will indicate the specific reporting needs associated with your authorization. However, site-specific criteria may appear in other areas of your authorization.

If you are unable to determine your reporting requirements, or have questions about your specific authorization, please contact your regional ministry office.

8. My authorization does not have reporting requirements, how does this affect me?

The ministry sent this information to *all* our authorization holders, regardless of the requirements outlined in your current authorization. Please review your current authorization to ensure that all reporting requirements are being submitted. If you are not required to submit routine reports at this time, no further action is required. However, please be aware of the process should you be required to do so in the future.

9. I’ve always sent my annual report to my ministry contact. Do I still do this?

No. Sending your reports to the RERSM will ensure your information is received, processed and logged in within the timelines set in your authorization. What will happen if I don’t submit to the Routine Environmental Reporting Submission Mailbox?

Your report will not be logged and filed as received.

10. My ministry contact told me to send it to them. Do I still need to do that?

No. The only email address you are required to use is

EnvAuthorizationsReporting@gov.bc.ca.

11. How can I be sure my information has been received?

You will receive a confirmation email when your report has been received. After your confirmation email has been sent, your submission will be reviewed for completeness. After review, you will either receive an email stating your submission has been accepted or you will be asked to resubmit with corrections. Acceptance means that your submissions have met the ministry's naming conventions and format standards. This acceptance should not be interpreted as a statement regarding a determination of compliance findings.

12. I forgot to include the attachments, what do I do now?

Please resend your email.

13. What information do I put in the subject line of my email?

The ministry is requiring specific subject naming conventions to be followed. Please review the Naming Conventions Guidance Document for details and instructions. If naming conventions are not followed, we will not be able to link your submission with your specific authorization and you will be asked to resubmit.

14. How do I name the attachments I am sending in?

The Naming Conventions Guidance Document provides detailed instructions on how to properly name your files and what formats will be accepted. If naming conventions are not followed, you will be asked to resubmit your documents.

15. I already submit my annual report and routine monitoring data electronically, how does this affect me?

Your reporting requirements are **not** changing. The only major change being implemented is *where* you submit your routine monitoring data and routine reports. The specific naming conventions required are a minor change which allow for expedient processing.

16. What format do my documents need to be in?

PDF or Excel. Please refer to the Naming Conventions Guidance Document for detailed instructions.

17. I cannot send my report by email because the file size is too large for my server, can I submit via FTP or other file-sharing system?

Yes. The FTP or file sharing system can be used **ONLY** if there are no requirements for the ministry to create an account or otherwise log-in to a system. Please name your files as described in the procedures. Your email with the link to the files must have the subject line formatted according to the Naming Conventions Guidance Document.

18. I have multiple permits, some of which have more than one annual reporting requirement. Can I use a more descriptive file name than what has been outlined in the procedures?

No. Unfortunately more descriptive file names would exceed the character limit for the file path in the ministry filing system and/or create other problems.

19. Why does the annual status form have to be appended to the file name?

The requirement for an annual status form is only a requirement for a small subset of authorizations at this time. The ASF tag allows for ministry staff to quickly identify reports with this useful information.

20. How do I submit data?

Your data must be *attached* to an email as a PDF or Excel file. Do not include data or reports in the body of the email.

21. Where can I find more information online about this?

Please visit the following website for more information on the centralized receiving desk:

<https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization/data-and-report-submissions/routine-environmental-reporting-submission-mailbox>

22. If I have any more questions, who do I contact?

Please contact your regional ministry office. Regional office contact information can be found at the following website: <http://www.env.gov.bc.ca/main/regions.html>