

GUIDANCE

REGIONAL OPERATIONS BRANCH | May 2022

ENV Authorizations Submission Mailbox Naming Conventions Guidance

A. INTRODUCTION

The ENV Authorizations Submission Mailbox (EASM), formerly the Routine Environmental Reporting Submission Mailbox (RERSM), is where you can submit all of your routine reports, monitoring data, plans, studies, assessments, and other documents required by your waste discharge authorization. The EASM e-mail address is shown below:

Ministry of Environment and Climate Change Strategy (ENV)

Environmental Protection Division, Regional Operations

BranchENV Authorization Submission Mailbox,

EnvAuthorizationsReporting@gov.bc.ca

You may submit *all* of the following report types to the EASM:

1. Routine monitoring data – typically collected from authorized discharges.
2. Routine reports – annual reports but other frequencies may be specified in an authorization
3. Annual Status Form – appended to the annual report as applicable.
4. Receiving environment reports – Includes but is not limited to air quality monitoring reports or aquatic effects monitoring reports. Typically submitted every 3-5 years or as specified.
5. Management and operational plans – typically submission dates or instructions for updating plans are specified within an authorization. Plans typically include but are not limited to management, monitoring, operations, fugitive emissions, closure, and trigger response plans.
6. Required authorization documents – typically range from studies, assessments or any other documents required by an authorization to be submitted to the director.

When sending information to the EASM, it is important to ensure your items are named correctly. Correct naming conventions will allow ENV to process submissions efficiently. We appreciate your cooperation with this important step.

Please do not submit reports, monitoring data and/or authorizations required plans/documents together in one email. Each submission type should have its own individual email.

Note: all notifications, including but not limited to bypass requests, process notifications and others specified by an authorization must be submitted to the director and Environmental Protection Officer assigned to the file and should not be submitted to the EASM.

B. NAMING CONVENTIONS

Generally, each type of submission has a requisite subject line and document naming convention. All examples provided below use a fictitious authorization number, 12345. Please ensure the correct three-to-six-digit authorization number is included in the subject line of each submission.

C. SUBJECT LINE NAMING

The subject line must indicate the authorization number, the time period for which the data or report applies, or due date (if applicable) and the submission label specified. This information will allow ENV to correctly link your submission to your authorization. Examples are provided below.

Note: If an authorization number is not provided in the subject line, the submission will not be processed.

D. DOCUMENT NAMING

The document name is a duplicate of the subject line – without the authorization number.

E. ADDITIONAL NOTES

1. Message Body

Data, reports plans, and all other authorizations required documents should be submitted as separate attachments in either PDF or Excel format. The body of the message acts as a traditional transmittal letter and should include a statement that indicates any attachments. Data and images should not be submitted within the body of an email.

Example message body:

Please find attached the following reports for authorization 12345:

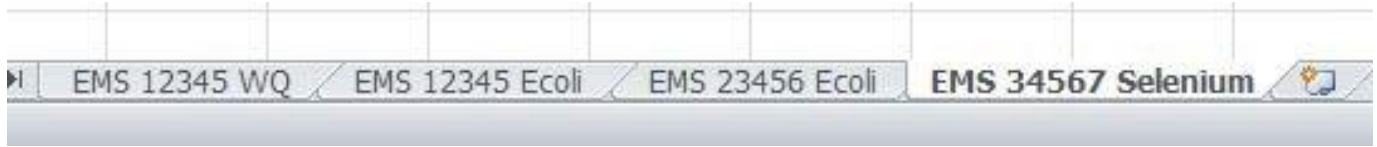
- 2022 Annual Report
- 4th Quarter monitoring data

2. Notes on Excel

The goal is to ensure ENV can readily identify the different pieces of information you may be submitting. Each separate report should be given a new tab within the same workbook when submitting your data results. For example, a weekly monitoring data submissions workbook would have 52 tabs with each tab labeled by week. If this is not possible, please ensure the tab

is labeled with the correct reporting frequency or any other information needed to differentiate data sets.

If there are multiple EMS sites within one Excel workbook, please indicate the specific EMS site number AND parameter on the worksheet tab. An example has been provided below.



A. MONITORING DATA SUBMISSIONS – SUBJECT LINES – DATA

When submitting data please show your authorization number, reporting frequency (if applicable), and an appropriate label in the subject line.

DATA			
Mandatory Subject Line Naming for Data			
Authorization Number	Reporting Frequency	Label	Example
##### 3-6 digit number If an authorization number is not provided in the subject line, the submission will not be processed.	YYYY SA1 or YYYY SA2 Semi-Annual	%%DATA WQ = water/effluent quality AQ = air/stack quality Sed = Sediment/Soil Sld = solid waste/refuse Tox = Toxicity Mx = Mixed/many data types	12345 2022 SA1 Sld DATA
	YYYY Annual		12345 2022 Mx DATA 12345 2022 AQ DATA
	YYYY Q# Quarterly Indicate quarter using Q1; Q2; Q3; Q4 Q1(Jan-Mar) Q2(Apr-Jun) Q3(Jul-Sep) Q4(Oct-Dec)		12345 2022 Q1 Sed DATA
	YYYY M## Monthly Indicate month using 2 digits 01-12		12345 2022 M01 Sed DATA
	YYYY WK## Weekly Indicate week using 2 digits 01-52		12345 2022 WK01 Tox DATA
	YYYY-MM-DD Daily		12345 2022-01-03 AQ DATA

DOCUMENT NAMING - DATA

DATA**Mandatory Document Naming Standards for Data Submissions**

Report Frequency Name	Label	Example
YYYYMMDDHHMM One-off event	DATA WQ = water/effluent quality AQ = air/stack quality Sed = Sediment/Soil Sld = solid waste/refuse Tox = Toxicity Mx = Mixed/many data types	201512151129 Mx DATA <i>December 15, 2015 11:29 am (24 hrs)</i>
YYYY SA1 or YYYY SA2 Semi-Annual		2022 SA2 Sld DATA
YYYY Q# Quarterly Indicate quarter using Q1; Q2; Q3; Q4 Q1(Jan-Mar) Q2(Apr-Jun) Q3(Jul-Sep) Q4(Oct-Dec)		2022 Q1 WQ DATA
YYYY M## Monthly Indicate month using 2 digits 01-12		2022 M01 Sed DATA
YYYY WK## Weekly Indicate week using 2 digits 01-52		2022 WK01 Tox DATA
YYYYMMDD Daily		20220103 AQ DATA

B. Plans and Authorization SUBMISSIONS – SUBJECT LINES – Plan / Doc

When submitting authorization required management plans and other documents, please show your authorization number, and an appropriate label in the subject line.

PLANS and AUTHORIZATION REQUIRED DOCUMENTS			
Mandatory Subject Line Naming for Plans and Other Authorization Required Submissions			
Authorization Number	Required Submission Date	Label	Example
<p>#####</p> <p>3–6 digit number</p> <p>If an authorization number is not provided in the subject line, the submission will not be processed.</p>	<p>YYYY-MM-DD</p>	<p>%%PLAN/DOC</p> <p>MP = Management plan NMP = Nitrogen management plan SAMP = Sulphate adaptive management plan AEMP = Aquatic effects reporting plan CP = Closure plan MnP = Monitoring plan TRP = Trigger response plan St = Study AsT = Assessment Ot = Other authorization required submission</p>	<p>12345 2022-01-03 NMP PLAN</p> <p>Example: subject line naming convention for a Nitrogen Management Plan with a required submission date of January 3, 2022.</p> <p>12345 2022-01-03 CWI AsT DOC</p> <p>Example: subject line naming convention for a Contact Water Infrastructure Assessment with a required submission date of January 3, 2022.</p>

DOCUMENT NAMING – Plans and Authorization Required Documents

PLANS and AUTHORIZATION REQUIRED DOCUMENTS		
Mandatory Document Naming Standards for Plan/Doc Submissions		
Required Submission Date	Label	Example
YYYY-MM-DD	<p>%%PLAN/DOC</p> <p>MP = Management plan NMP = Nitrogen management plan SAMP = Sulphate adaptive management plan AEMP = Aquatic effects reporting plan CP = Closure plan MnP = Monitoring plan TRP = Trigger response plan St = Study AsT = Assessment Ot = Other authorization required submission</p>	<p>2022-01-03 NMP PLAN</p> <p>Example: document naming convention for a Nitrogen Management Plan with a required submission date of January 3, 2022.</p> <p>2022-01-03 CWI AsT DOC</p> <p>Example: document naming convention for a Contact Water Infrastructure Assessment with a required submission date of January 3, 2022.</p>

C. ROUTINE AND RECEIVING ENVIRONMENT REPORT SUBMISSIONS – SUBJECT LINE NAMING - REPORTS

When submitting reports, please show your authorization number, the frequency of your report and a report label in your subject.

REPORTS

Mandatory Subject Line Naming for Report Submissions

Authorization Number	Reporting Frequency Name	Label	Examples
##### 3-6 digit number If an authorization number is not provided in the subject line, the submission will not be processed	YYYY Annual Report One year only	AnnRpt	12345 2022 AnnRpt
	YYYY Semi-Annual Report	SA1 or SA2	12345 2022 SA1
	YYYY Annual Report with Annual Status Form One year only	AnnRpt-ASF	12345 2022 AnnRpt-ASF
	YYYY-YYYY Receiving Environment Report Start and ending year	RcvEnvRpt	2010-2015 RcvEnvRpt

DOCUMENT NAMING - REPORTS

REPORTS

Mandatory Document Naming Standards for Report Submissions

Report Frequency	Label	Example
YYYY Annual Report	AnnRpt	2022 AnnRpt
YYYY Semi-Annual Report	SA1 or SA2	2022 SA1
YYYY Annual Report with Annual Status Form	AnnRpt-ASF	2022 AnnRpt-ASF
YYYY-YYYY Receiving Environment Report	RcvEnvRpt	2010-2013 RcvEnvRpt

D. SUBMITTING – MULTIPLE ITEMS OF THE SAME TYPE

When submitting batches of data or reports, please show your authorization number, the frequency of your reporting and a label in your subject.

BATCH

Mandatory Subject Line Naming for Report and Data Batch Submissions

Authorization Number	Reporting Frequency	Label	Examples
##### 3-6 digit number If an authorization number is not provided in the subject line, the submission will not be processed	YYYY-YYYY Batch annual report submission	AnnRpts	12345 2022-2017 AnnRpts
	YYYY-YYYY YYYY Q#-Q# YYYY M##-M## YYYY WK##-WK## YYYYMMDD-YYYYMMDD Batch data submissions	DATA	12345 2022-2017 DATA 12345 2022 Q1-Q4 DATA 12345 2022 M01-M12 DATA 12345 2022 WK01-WK52 DATA 12345 20220101-20221231 DATA

****PLEASE DO NOT SUBMIT BOTH ANNUAL REPORTS, ROUTINE DATA REPORTS, PLANS OR AUTHORIZATION REQUIRED DOCUMENTS SIMULTANEOUSLY****

REVISION HISTORY			
Approval Date	Effective Date	Document Version	Notes
June 16, 2020	June 16, 2020	Ver. 1	Document created
April 29, 2022	May 2022	Ver. 2	