

PSCIS User Guide

Provincial Stream Crossing Information System

Version 2

Updated January, 2017

This document outlines the procedures involved with submitting data to the Provincial Stream Crossing Information System (PSCIS). This database is the centralized repository for all data collected in conjunction with road/ stream crossings and how they affect fish passage in BC.

Contents

Introduction	2
Section A – Collection and Submission of Assessment data through the Excel Template and ESF (Electronic Submission Framework)	3
A1.0 Overview	3
Warning.....	3
A2.0 Work Flow	4
A2.1 Setting up your PSCIS work area	4
A2.2 Entering Raw Data	5
A2.3 Preparing Support Data (typically photos)	6
A2.4 Validating Data.....	7
A2.5 Making a submission.....	8
A2.6 Submission validation and completion	16
A2.7 Reassessments	18
Section B – Collection and Submission of Habitat Confirmation, Design and Remediation Data data through the Web-based portal	20
B1.0 Overview	20
B2.0 Work Flow	20
B2.1 My Projects Screen	20
B2.2 Initiating a New Habitat Confirmation Project	21
B2.3 Initiating a Design Project	29
B2.4 Initiating a Remediation Project	34

Introduction

The Provincial Stream Crossing Information System (PSCIS) is the repository for all data related to road stream crossings and fish passage at these crossings in the province of BC. There are 4 different types of PSCIS Data, which align with the four steps in the Fish Passage Workflow. The four stages in the Fish Passage Workflow are as follows:

- [Phase 1: Fish Passage Assessment](#) - Conduct field assessments to identify sites that impede fish passage
- [Phase 2: Habitat Confirmation](#) - Confirm quantity and quality of habitat to be gained at the site through office and field investigations
- [Phase 3: Design](#) - Commission a site plan and design
- [Phase 4: Remediation](#) - Carry out construction to remediate stream crossing and reconnect fish habitat

Assessment Data (Phase 1) was the primary type of data to be collected when PSCIS was being built in 2007. The province was attempting to develop a better understanding of the size and scope of the fish passage problem in BC and performing assessments was the best way to do this. The original data collection and submission process for PSCIS at this stage was through an excel template with built-in macros to help with enforcing data quality and integrity. Assessment data is still collected and submitted using this approach. The steps involved in the collection and submission of Assessment data can be found in **Section A**. This is effectively the same as the original PSCIS User Guide which was originally produced in 2011.

As the program has evolved, the subsequent three phases of the workflow ([Phase 2: Habitat Confirmation](#), [Phase 3: Design](#) and [Phase 4: Remediation](#)) have become more important and now make up a larger portion of the Fish Passage work being funded. Because the data submission tools for these phases were developed at a later stage, a different approach was utilized. Furthermore, this type of data involved fewer records being submitted and required that the information closely adhere to the data model so it was decided that a web-based data submission interface would be more suitable. The steps involved in the collection and submission of [Habitat Confirmation](#), [Design](#) and [Remediation](#) data can be found in **Section B**.

Section A – Collection and Submission of Assessment data through the Excel Template and ESF (Electronic Submission Framework)

A1.0 Overview

The PSCIS Assessment data submission process works as follows:

- User ensures they have been granted the PSCIS_Submitter Role which will allow them to use their BCEID or IDIR credentials to make a data submission. This can be done by providing your IDIR ID or BCEID to [Craig Mount](#) or [Matt Brandwood](#) with the BC Ministry of Environment.
- User sets up their 'PSCIS work area'
 - User downloads and saves a copy of the excel data capture template ([Version 2 – Updated 2015](#)) into the root of their 'PSCIS work area'.
 - Data is entered into the spreadsheet template
 - Users adds supporting data (i.e. report, overview maps) into this parent folder
 - User creates 'sub folders' within work area for each crossing – the photos for that crossing go in this subfolder
- Data is uploaded into the PSCIS system by completing the submission process, including:
 - Submission validation and completion
 - Uploading spreadsheet data (XML)
 - Uploading supporting data (typically photos)

Warning

It should be noted that the excel spreadsheet contains various **macros and code** that rely on the spreadsheet being setup in a certain way. Macros must be turned on in order for the built-in data validation to work. It is recognised that despite best efforts, spreadsheets can be manipulated in a number of ways such as renaming and reordering and even inserting fields amongst other things. We would request that you not tamper with the spreadsheet at a structural level and not seek to 'customize' it in any way and simply use it for data entry / submission purposes in the manner described below.

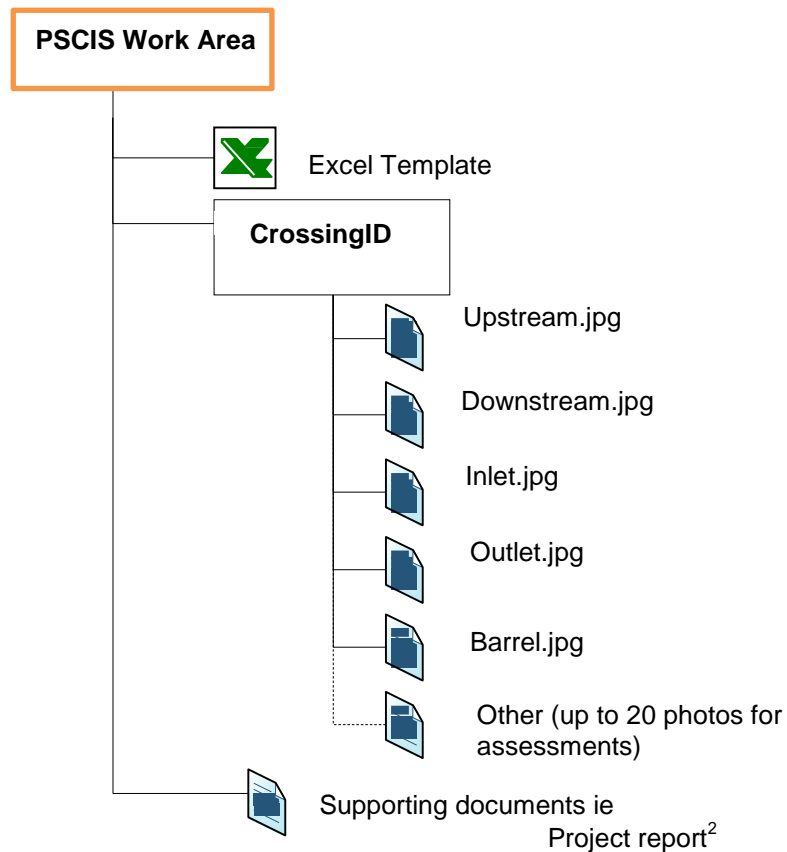
Users may make multiple submissions using multiple spreadsheets – all of the data for a project does not have to be entered at once. In fact, if your project contains more than 200 records, you should break it up into more manageable chunks so as not to overload the system. The database will be able to summarize all of the data for a given Project ID.

A2.0 Work Flow

A2.1 Setting up your PSCIS work area

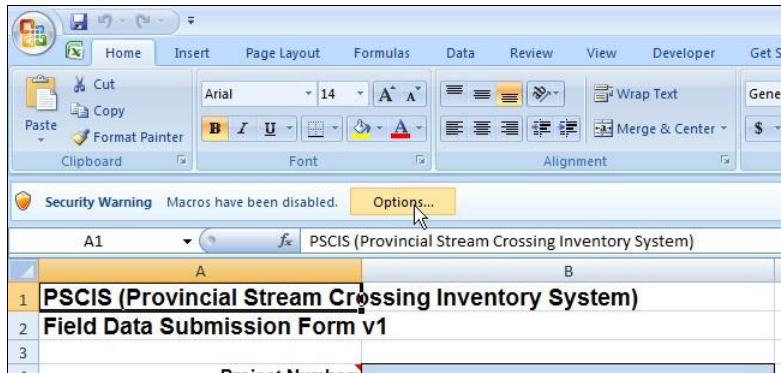
Your PSCIS work area can be anywhere on your PC. Avoid using a networked drive - zipping files can be sluggish over a network.

The work area should contain files and folders in a specific way and to meet specific naming standards in order to pass 'validation', specifically:



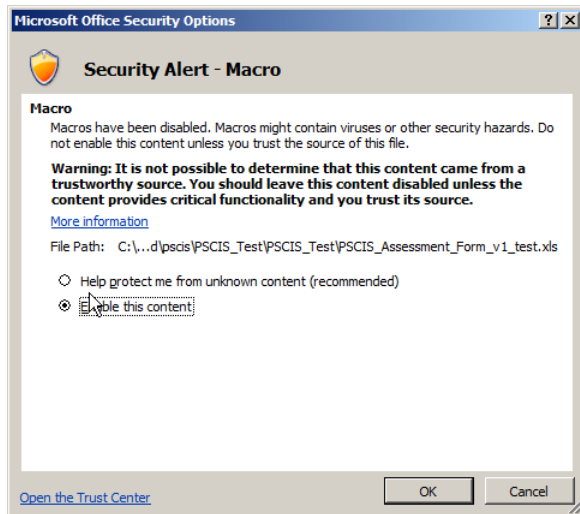
A2.2 Entering Raw Data

1. Open the Excel template that you've copied into your PSCIS working directory



If prompted, be sure to **ENABLE MACROS** by clicking [Options]

2. Select [Enable Content] Click [OK]



3. Complete the [Cover Page]

For more information about what is required in each field, hover the mouse over the cell.

4. Open the [PSCIS Assessment Worksheet Tab]

For each assessment, enter the data in a separate row.

Do not skip any rows. Any data entered below a skipped row will not be validated or submitted. Cells which are greyed out are automatically calculated by the program. Some cells may become greyed out, based on the answers provided for adjacent cells. This is by design.

A2.3 Preparing Support Data (typically photos)

5. Once completed, the spreadsheet should contain a number of rows, each representing the assessment of a different stream crossing.

As described previously, each row / assessment / stream crossing should have a corresponding sub folder within the PSCIS working folder- with precisely the same name as the matching [My Crossing Reference] field.

This sub folder should contain mandatory as well as any additional supporting data for the given row / assessment – typically photos.

This can be seen in the example below where:

- An assessment of [Crossing 3] has been carried out
- The location of the PSCIS working Directory can be seen – [c:\users\matbrand\PSCSWorkingDir]
- The PSCIS working directory contains sub folders that contain supporting data for each of the assessments documented in the excel file – in this case for Crossing 1, Crossing 2, Crossing 3 and Crossing 4.
- In the example below, the [Crossing 3] sub folder has been opened to show that it contains the minimum 5 photos – [Barrel], [Downstream], [Inlet], [Outlet], [Upstream].

The screenshot displays the 'PSCIS Assessment Worksheet' in Microsoft Excel. The spreadsheet has columns for 'Date of Assessment', 'PSCIS Crossing ID', 'My Crossing Reference', 'Crew Members', 'UTM Zone', 'Easting', 'Northing', 'Stream Name', and 'Road Name'. The 'My Crossing Reference' column lists 'Crossing 1', 'Crossing 2', 'Crossing 3', and 'Crossing 4'. The 'Stream Crossing' column is highlighted in pink. A file explorer window is open, showing the 'PSCISWorkingDir' folder, which contains subfolders for 'Crossing 1', 'Crossing 2', 'Crossing 3', and 'Crossing 4'. The 'Crossing 3' subfolder is selected, showing five mandatory photos: 'Barrel.JPG', 'Downstream.JPG', 'Inlet.JPG', 'Outlet.JPG', and 'Upstream.JPG'. Annotations with pink boxes and arrows point to the 'Crossing 3' row in the spreadsheet, the 'Crossing 3' subfolder, and the mandatory photos.

Date of Assessment	PSCIS Crossing ID	My Crossing Reference	Crew Members	UTM Zone	Easting	Northing	Stream Name	Road Name
2011-01-01		Crossing 1	Boh				7862 Rhbs Sream	Rhbs Road
2011-01-01		Crossing 2	Bo					
2011-01-01		Crossing 3	Bo					
2011-01-01		Crossing 4	Bo					

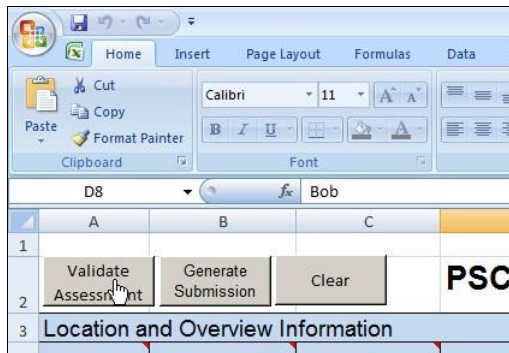
Name	Date modified	Type	Size	Tags
PSCIS_Assessment Form_97.xls	2011-06-20 4:05...	Microsoft Office ...	2,026 KB	
Crossing 4	2011-06-20 4:06	File Folder		
Crossing 3				
Crossing 2				
Crossing 1				

Name	Date taken	Tags	Size	Rating
Barrel.JPG	2008-12-18 10:4...		412 KB	☆☆☆☆☆
Downstream.JPG	2008-12-18 10:3...		353 KB	☆☆☆☆☆
Inlet.JPG	2008-12-18 10:4...		633 KB	☆☆☆☆☆
Outlet.JPG	2008-12-18 10:4...		553 KB	☆☆☆☆☆
Upstream.JPG	2008-12-18 10:4...		507 KB	☆☆☆☆☆

A2.4 Validating Data

6. When you are happy that you have completed the excel template and that the required supporting sub folders are in place within the working folder , the next step is to use the functionality built in to the spreadsheet to validate your data prior to submission.

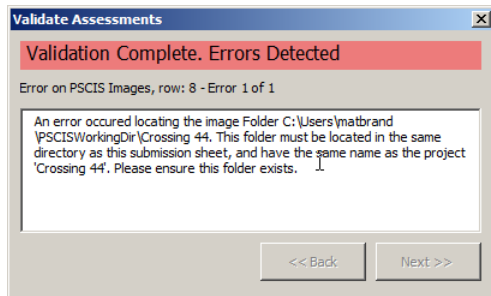
7. Click [Validate Assessment] as shown below



8. The data entered into the [Cover Page] worksheet will be summarised in a form where it can be checked and corrected / edited if required. When you are happy to proceed, click [Start]

A screenshot of a 'Validate Assessments' dialog box. The dialog box has a title bar with 'Validate Assessments' and a close button. It contains several input fields with labels and values: 'FIA Project Number: UTMTEST001', 'Project Name: UTM Test', 'Responsible Client Number: 00001644', 'Responsible Client Contact Name: David Ash', 'Responsible Client Contact Phone #: 250-385-1234', 'Responsible Client Contact Email: dash@vividolutions.com', 'Consultant Client Number: 00001645', 'Consultant Client Contact Name: Bob Smith', 'Consultant Client Contact Phone #: 250-123-4567', 'Consultant Client Contact Email: dash@vividolutions.com', 'Project Budget: 99.99', and 'Funding Source: FIA'. At the bottom right is a 'Start >>' button.

9. Once the validation is complete, you will be presented with one of two scenarios:
- All data were successfully validated. Simply click [OK] on the dialog below and proceed to **[Generate Submission]** when ready.
 - If validation is not passed, you will see something like:



The issue will be summarized for you.

If there are multiple issues, they can be 'navigated' by clicking [back] or [next]. To correct any mistakes, click [x] to go back to the spreadsheet and make changes as required.

All the issues captured by the validation process are also summarized in the [errors] worksheet

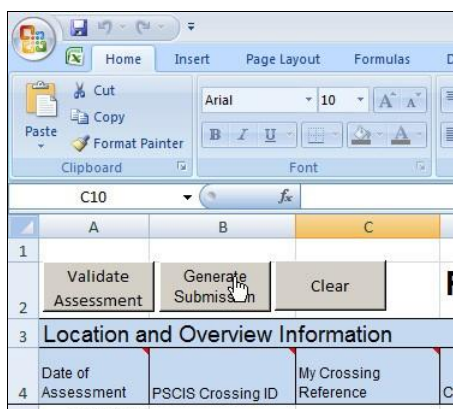
Once corrections have been made, click [validate assessment] again and ensure that all issues are resolved prior to proceeding to [Generate Submission]

A2.5 Making a submission

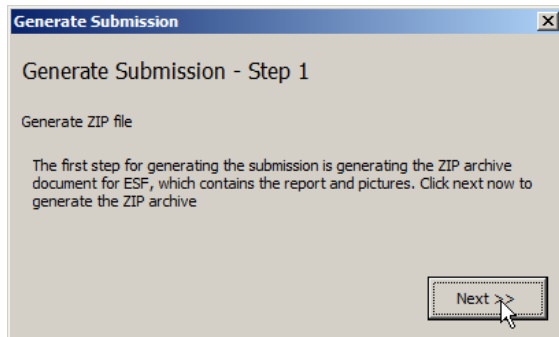
10. Once you have successfully validated your excel workbook, you can proceed to submit the data into the PSCIS system.

This requires the completion of a number of steps whereby the system will 'package' up (zip up) the contents of your PSCIS working directory and will then walk you through a series of steps that will require you to identify where certain files are - much like when you complete a tax return.

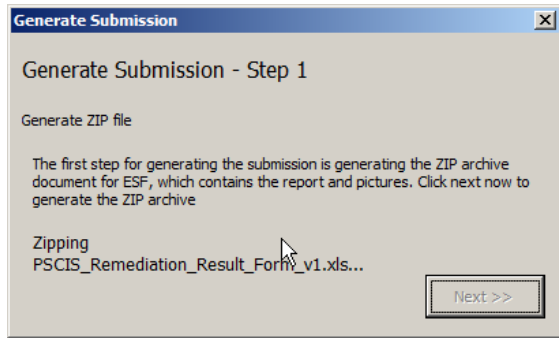
11. Begin by clicking [Generate Submission]



12. Click [next]



13. The system will then begin the process of preparing your submission for loading

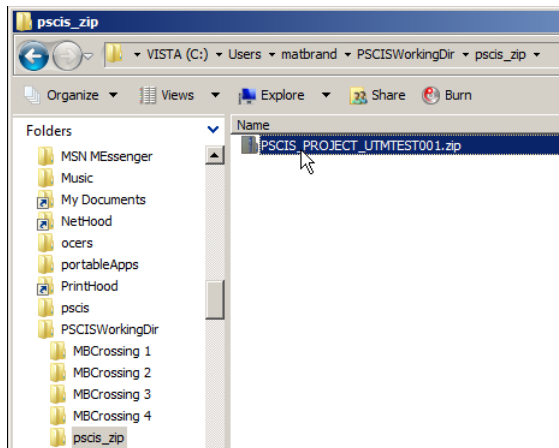


14. Once completed, a new folder inside of your [PSCIS working folder] will have been created called [pscis_zip]. Within [pscis_zip] will be a zip file named to match your [project number] as defined on your [cover page] worksheet.

In the example below the newly created pscis_zip folder is located at:

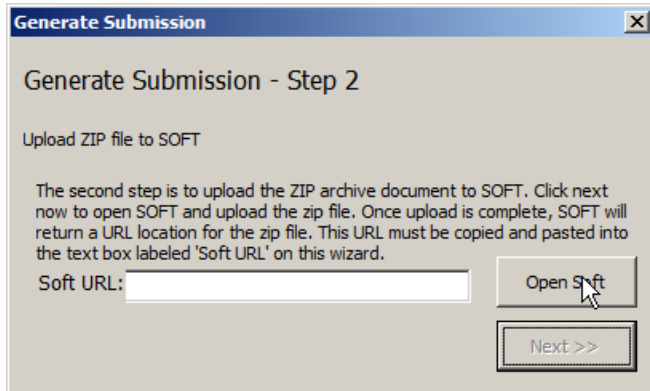
C:\Users\matbrand\PSCISWorkingDir\pscis_zip

The zip file within the pscis_zip folder is called PSCIS_PROJECT_UTMTEST001.zip, the [project number] being UTMTEST001- as defined on the [cover page]



15. You are now required to upload the zip file into the PSCIS system using the SOFT tool.

Once the zip process is complete, you will be presented with the dialogue below. Click [Open Soft] to open SOFT tool within your default web browser.



Generate Submission

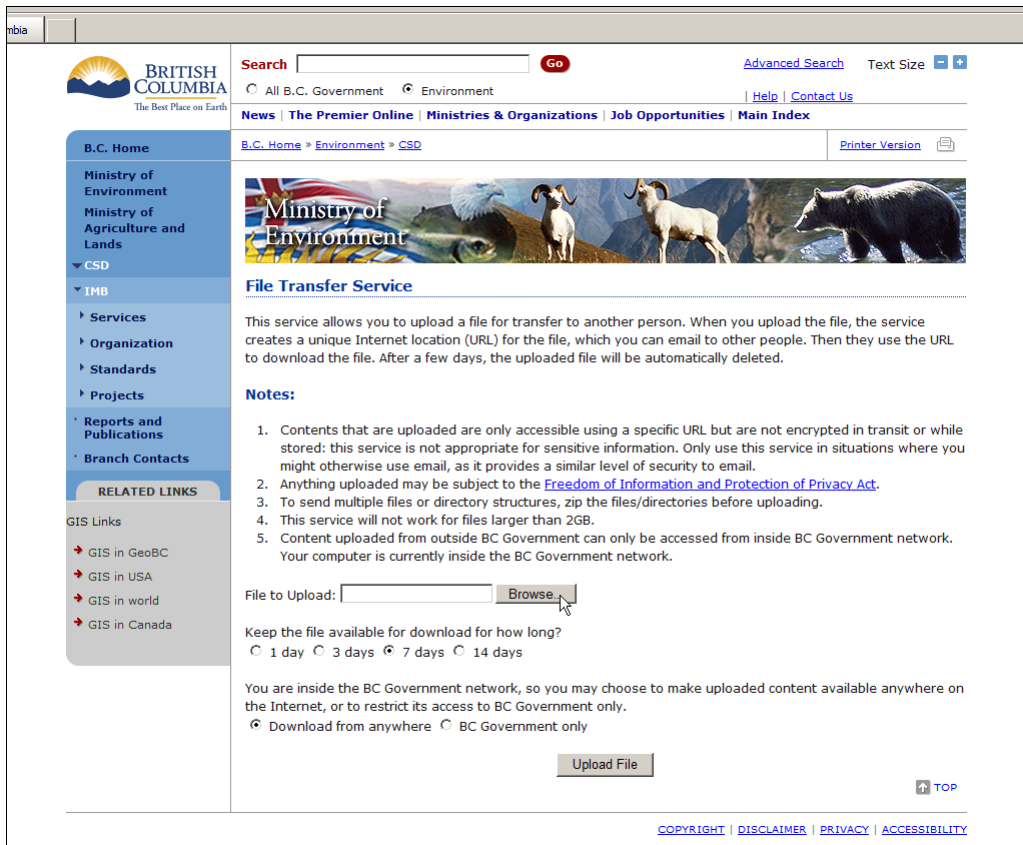
Generate Submission - Step 2

Upload ZIP file to SOFT

The second step is to upload the ZIP archive document to SOFT. Click next now to open SOFT and upload the zip file. Once upload is complete, SOFT will return a URL location for the zip file. This URL must be copied and pasted into the text box labeled 'Soft URL' on this wizard.

Soft URL:

16. Click [Browse] when you see the SOFT web page



British Columbia
The Best Place on Earth

Search

☐ All B.C. Government ☒ Environment

[Advanced Search](#) [Text Size](#) [Help](#) [Contact Us](#)

[News](#) | [The Premier Online](#) | [Ministries & Organizations](#) | [Job Opportunities](#) | [Main Index](#)

[B.C. Home](#) > [Environment](#) > [CSD](#) [Printer Version](#)

Ministry of Environment

File Transfer Service

This service allows you to upload a file for transfer to another person. When you upload the file, the service creates a unique Internet location (URL) for the file, which you can email to other people. Then they use the URL to download the file. After a few days, the uploaded file will be automatically deleted.

Notes:

1. Contents that are uploaded are only accessible using a specific URL but are not encrypted in transit or while stored: this service is not appropriate for sensitive information. Only use this service in situations where you might otherwise use email, as it provides a similar level of security to email.
2. Anything uploaded may be subject to the [Freedom of Information and Protection of Privacy Act](#).
3. To send multiple files or directory structures, zip the files/directories before uploading.
4. This service will not work for files larger than 2GB.
5. Content uploaded from outside BC Government can only be accessed from inside BC Government network. Your computer is currently inside the BC Government network.

File to Upload:

Keep the file available for download for how long?

☐ 1 day ☐ 3 days ☒ 7 days ☐ 14 days

You are inside the BC Government network, so you may choose to make uploaded content available anywhere on the Internet, or to restrict its access to BC Government only.

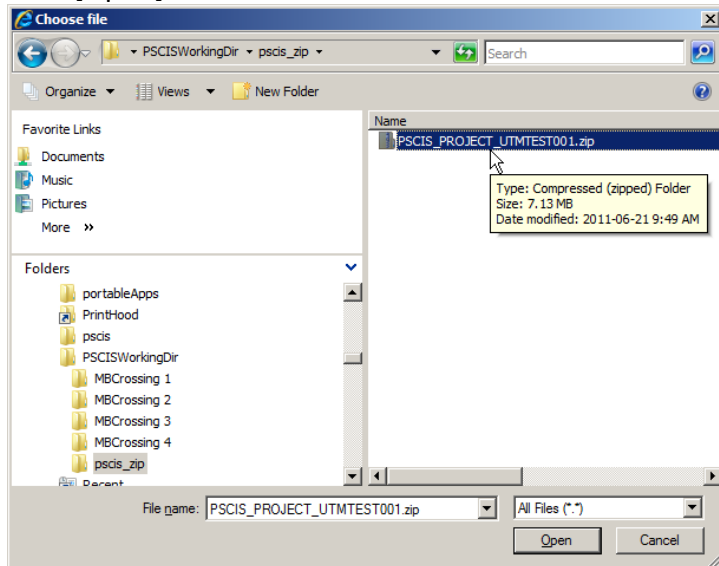
☒ Download from anywhere ☐ BC Government only

[COPYRIGHT](#) | [DISCLAIMER](#) | [PRIVACY](#) | [ACCESSIBILITY](#)

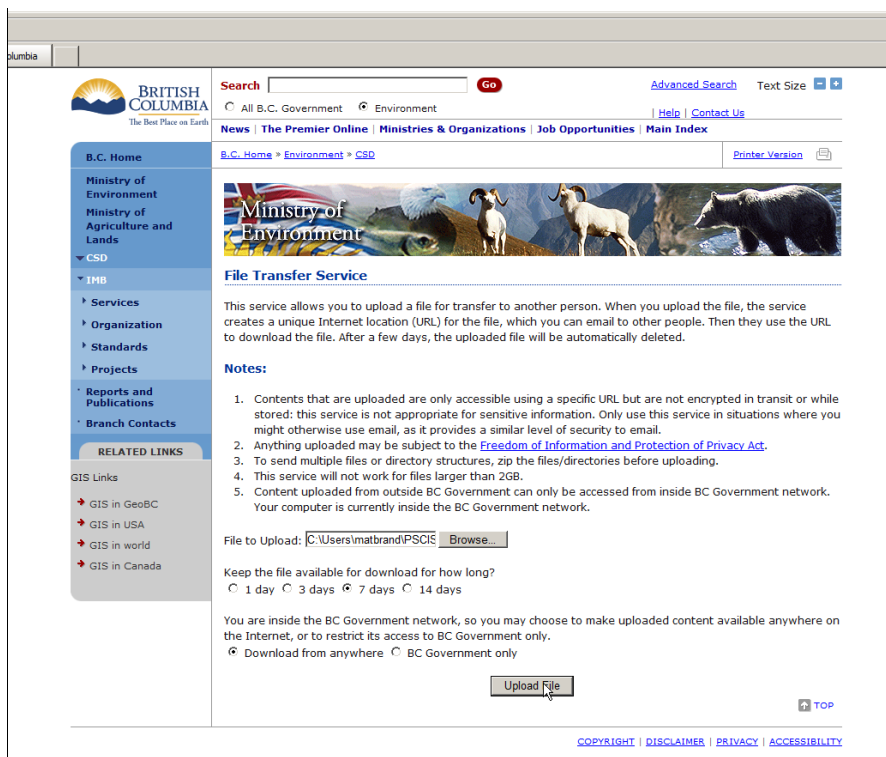
17. Navigate to the location of your zip file and select the zip file itself.
In the previous example

C:\Users\matbrand\PSCISWorkingDir\pscis_zip\ PSCIS_PROJECT_UTMTEST001.zip

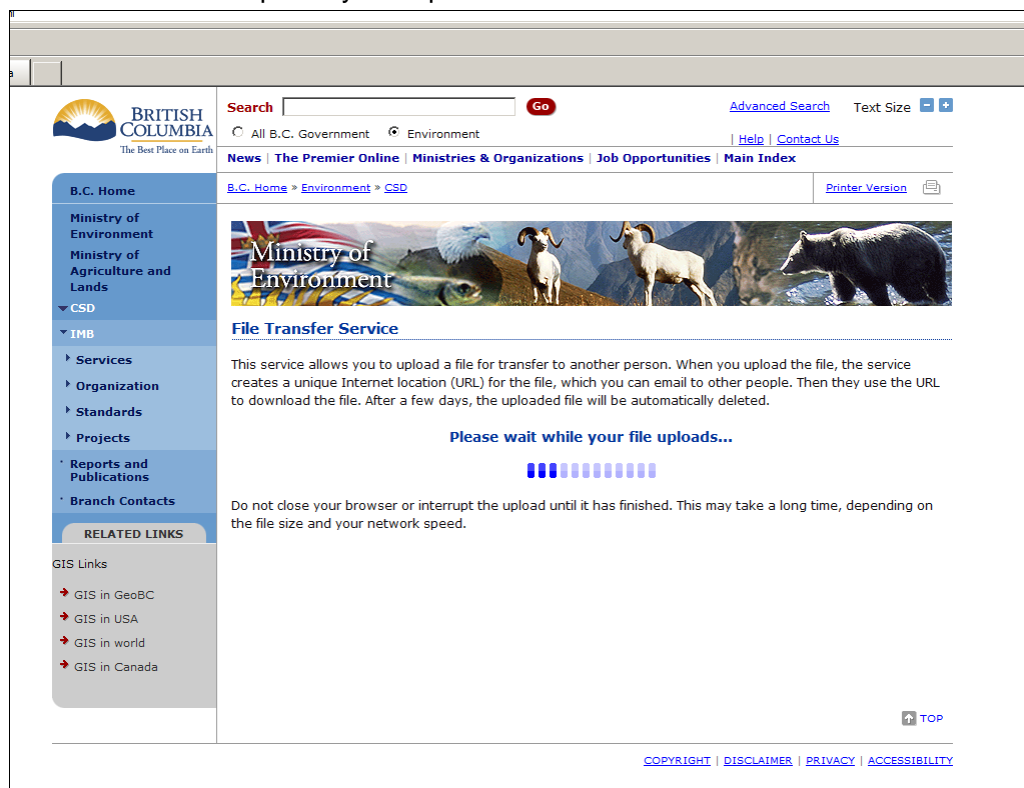
Click [Open]



18. The path of the zip file will be returned into the [File to Upload] field
Click [Upload File]

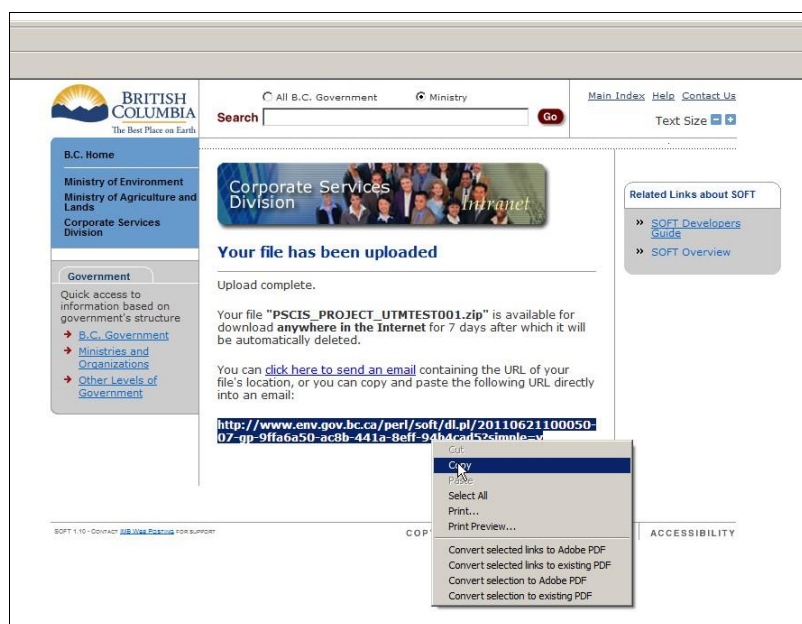


19. SOFT will then upload your zip file



20. Once the upload is complete (may take some time for larger zip files), you will be presented with a confirmation screen similar to the below.

Select the path (location) of the newly uploaded zip file by selecting the path and right clicking and selecting [copy], or pressing [ctrl & c]



21. Return to your excel spreadsheet and in the [Soft URL] field paste the path that you copied from SOFT by:

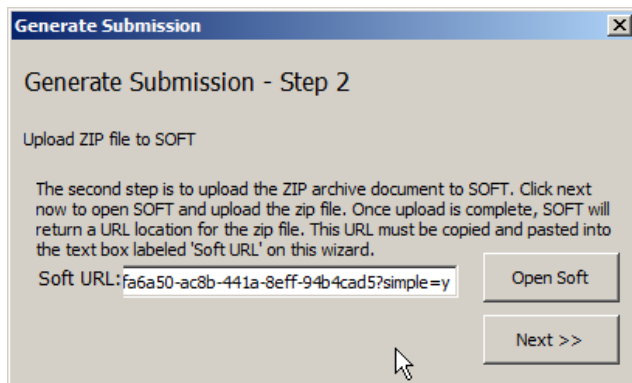
Placing the cursor in the [Soft URL] text box

Press [ctrl & V] or Right Click and select [paste]

In the example below, the path has been pasted in:

<http://www.env.gov.bc.ca/perl/soft/dl.pl/20110621100050-07-gp-9ffa6a50-ac8b-441a-8eff-94b4cad5?simple=y>

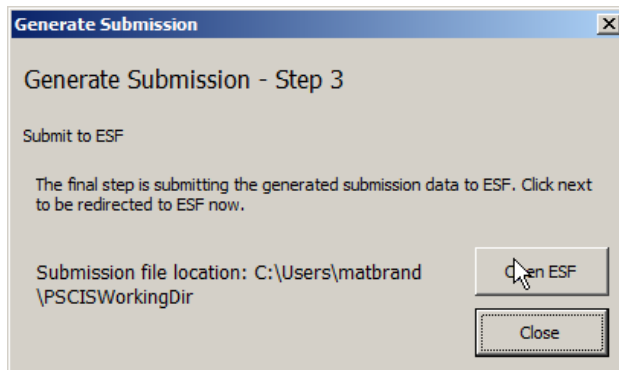
Click [Next]



At this point, you have successfully uploaded your data sheet and supporting files (photos, report, overview maps) into the PSCIS system. The final step is to submit the data entered into the spreadsheet in XML format.

The XML conversion is handled automatically by the functionality coded into the spreadsheet and simply requires you to work through the balance of the [Generate Submission] steps as described below

22. To finalize your submission, click [Open ESF]



23. If required, login using your IDIR or BCEID credentials

You will need to have been granted '**PSCIS_Submitter**' privileges by a PSCIS Administrator in order to be able to log in to the system. This can be done by providing your IDIR ID or BCEID to [Craig Mount](#) or [Matt Brandwood](#) with the BC Ministry of Environment.

BRITISH COLUMBIA

Help ?

Lagon

testapps18.for.gov.bc.ca requires you to logon.

» Contact Us

Internal Government User (IDIR) BCEID User

Username: matbrand

Password:

Next

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

COPYRIGHT DISCLAIMER PRIVACY ACCESSIBILITY

24. Click [Upload submission]

BRITISH COLUMBIA

Search By Submission Id By User Reference

Advanced Search Main Index Contact Us Help ?

B.C. HOME

Ministry of Forests and Range

Ministry of Agriculture and Lands

Electronic Submissions

Welcome

Upload Submission

Search

View Types

Related Links

- Business Application Support Center @ 250-387-8888
- ESP Information Web Site

Electronic Submission - Welcome

Organization: BC Government

User: Matt Brandwood

Welcome to the MoFR Electronic Submission Site

From this site you will be able to "Make a New Submission", "Search for information about your submissions" or "View and download files to support Submission Types".

Upload Submission: Upload a new document for processing by the government.

Search: Search for a submission you have already made, and check the status of it. Some submissions may take some time to be accepted. You may also be notified via email as to the status of the submission.

View Types: View the types of submissions currently supported by this website. From here you can download the schema's that are used to validate a submission.

ESP001 (v02.05.00) - on BRANDY in TEST - 2011-06-22 09:51

COPYRIGHT DISCLAIMER PRIVACY ACCESSIBILITY

25. From the [Choose submission type] dropdown menu, select the [PSCIS – Provincial Stream Crossing] option

The screenshot shows the 'Electronic Submission - Upload Submission' page. The page header includes the British Columbia logo and navigation links. The main content area displays the 'Upload Submission' form. The 'Choose Submission Type' dropdown menu is open, showing a list of submission types, with 'PSCIS - Provincial Stream Crossing Submission' selected. The form also includes fields for 'User Reference' and 'Browse or Enter Submission File', and a 'Browse...' button. The sidebar on the left contains links to 'Electronic Submissions' and 'Related Links'.

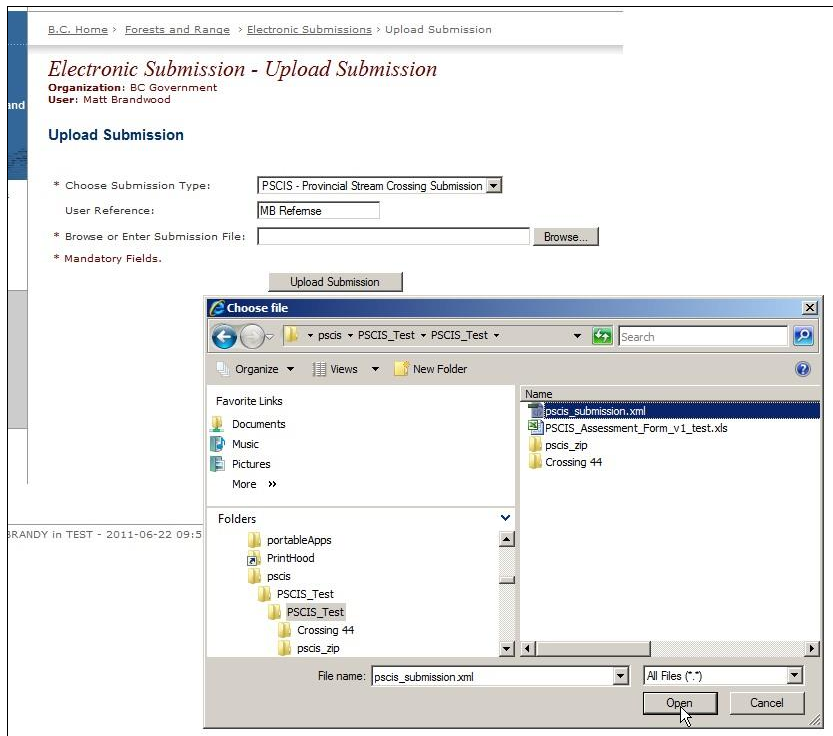
26. Enter a meaningful user reference that will help you identify which submission this is, should you need to track it within the system.

Click [Browse] to indicate the location of your XML file.

The screenshot shows the 'Electronic Submission - Upload Submission' page with the 'PSCIS - Provincial Stream Crossing Submission' selected in the 'Choose Submission Type' dropdown. The 'User Reference' field contains the text 'MB Refemse'. The 'Browse or Enter Submission File' field is empty, and the 'Browse...' button is highlighted with a mouse cursor. The 'Upload Submission' button is also visible at the bottom of the form.

27. Note: The XML file is created automatically by the [Generate Submission] process and resides in the same directory as the excel spreadsheet / the PSCIS working folder as can be seen below.

Select the [pscis_submission.xml] file and click [open].



28. Click [Upload submission]



A2.6 Submission validation and completion

29. The submission will first be validated by the system.

In the event of any errors they will be displayed similar to the below.

To correct issues, return to the excel spreadsheet and make amendments as required before returning to step 6.

B.C. Home > Forests and Range > Electronic Submissions > Upload Submission

Electronic Submission - Validation Error

Organization: BC Government
User: Matt Brandwood

Submission Summary: Validation Failure

File Submission Type:	PSCIS
File Name:	pccis_submission.xml
File Size:	5.331KB
Submission Timestamp:	2011-06-22 09:57:14
User Reference:	MB Refersse

The following errors were received during the validation of your submission:

[Error]47173.xml:5:64: cvc-pattern-valid: Value '250 123 4567' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 5 Column: 64: Value '250 123 4567' is not one of the valid values for type 'esf:telephoneNumber'.
[Error]47173.xml:20:113: cvc-pattern-valid: Value '250 3851234' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 20 Column: 113: Value '250 3851234' is not one of the valid values for type 'pccis:responsiblePartyContactPhoneNumber'.
[Error]47173.xml:24:102: cvc-pattern-valid: Value '250 123 4567' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 24 Column: 102: Value '250 123 4567' is not one of the valid values for type 'pccis:consultantContactPhoneNumber'.

[Submit Another](#)

30. Upon successful validation you will receive the following message.

British Columbia

By Submission Id By User Reference

Search [Go](#) [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

B.C. HOME

Ministry of Forests and Range
Ministry of Agriculture and Lands

[Electronic Submissions](#)

- ☐ Welcome
- ☒ Upload Submission
- ☐ Search
- ☐ View Types

Electronic Submission - Confirm Submission

Organization: BC Government
User: Matt Brandwood

Submission Summary: Submission Validated

File Submission Type:	PSCIS - Provincial Stream Crossing Submission
File Name:	pccis_submission.xml
File Size:	5KB
Submission Timestamp:	2011-06-22 10:09:15
User Reference:	mbref

We have received the following in your submission:

Submission Validated

Which email address would you like the Submission Status Messages to be sent to?

There can be no notification if the email is undeliverable. Please ensure the address is correct and come back to this site if notification has not been received within a day.

What would you like to do now?

[Finalize Submission](#) Finalize the submission for processing by the ministry.

[Cancel Submission](#) Cancel the submission process and do not send to the ministry.

ESF003 (v02.05.00) - on BRANDY in TEST - 2011-06-22 10:09 [COPYRIGHT](#) [DISCLAIMER](#) [PRIVACY](#) [ACCESSIBILITY](#)

To complete the submission, simply click [Finalize Submission]. Make sure you select the email address that you would like notifications to go to.

31. You will then receive the following confirmation message at which point your submission will begin working its way through the system. It is still possible for a submission error to occur at

this point. Because the system says that it has been *'Successfully Queued'* does not mean that it has successfully been accepted. To confirm this, leave the window open for a few minutes, then refresh the window to confirm that the submission has been successful. Once it has successfully been submitted, your data should be viewable within PSCIS (viewable through iMap) a day after the submission processing is completed.

The screenshot displays the PSCIS web application interface. At the top, there is a search bar with a 'Go' button and links for 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. The left sidebar contains the 'B.C. HOME' logo and navigation links for 'Ministry of Forests and Range' and 'Ministry of Agriculture and Lands'. Below these are links for 'Electronic Submissions', 'Welcome', 'Upload Submission', 'Search', and 'View Types'. The main content area is titled 'Electronic Submission - Complete Submission' and shows the following details: Organization: BC Government, User: Matt Brandwood, Submission ID: 47180, File Submission Type: PSCIS - Provincial Stream Crossing Submission, File Name: pscis_submission.xml, File Size: 5KB, Submission Timestamp: 2011-06-22 10:09:15, and User Reference: mbref. A message states: 'The file has been successfully submitted and queued for processing. You may receive courtesy e-mails throughout the approval process.' Below this, it says: 'Please periodically check the status of your submission by visiting the [Search Page](#).' The footer contains the text 'ESF004 (v02.05.00) - on BRANDY in TEST - 2011-06-22 10:17' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

A2.7 Reassessments

Reassessments are carried out on sites where a crossing has been selected to move ahead in the workflow process. The reassessment of a site is the first step in the Habitat Confirmation stage. It confirms that the crossing is still a BARRIER to fish passage and has not been repaired or naturally blown out and no longer an issue.

The reassessment of a site is performed exactly the same as the initial assessment with a few notable exceptions:

- A reassessment project should be submitted separately from sites which are being assessed and submitted for the first time. As such, they have their own **UNIQUE project number** (separate and distinct from the Project number under which the Initial assessments were carried out)
- As part of this new project, only include as many assessment records as you intend to take forward into the Habitat Confirmation stage – typically only a handful (less than 10).
- Since the site(s) has already been assessed, it will have already have been assigned a **PSCIS Crossing ID** when the original assessment was submitted to PSCIS. Therefore, the reassessment spreadsheet should **NOT** contain any values for the **“My Crossing Reference”** field. As the crossing already exists within the system, you should already have / should obtain the **“PSCIS Crossing ID”** which was generated by the system when the initial assessment was submitted and use that ID to populate the **PSCIS Crossing ID** field instead of the **My Crossing Reference** field.

○

and Overview Information	
PSCIS Crossing ID	My Crossing Reference
1246	

○

- If you don't know what the **PSCIS Crossing ID** (sometimes also called the Stream Crossing ID) is, this can be obtained from iMap. Add the PSCIS Assessment layer to the map and then zoom in to the crossing in question. If you click on the point with the identify tool, it will give you the attributes for that crossing, including the system generated **PSCIS Crossing ID**.

Section B – Collection and Submission of Habitat Confirmation, Design and Remediation Data through the Web-based portal

B1.0 Overview

As mentioned in the Introduction, there are 4 different types of PSCIS Data, which align with the four steps in the Fish Passage Workflow. The Habitat Confirmations, Design and Remediation data are submitted through a web based interface, which can be found at <https://a100.gov.bc.ca/ext/pscis-ui>. As with the submission of Assessment data, people submitting data need to have been granted 'PSCIS_Submitter' privileges by a PSCIS Administrator in order to be able to log in to the system. This can be done by providing your IDIR ID or BCEID to [Craig Mount](#) or [Matt Brandwood](#) with the BC Ministry of Environment.

B2.0 Work Flow

B2.1 My Projects Screen

Having logged into the web application, you are first presented with the My Projects screen. Projects are of a single type- Habitat Confirmations, Design or Remediation – there are no 'mixed' projects. Projects have a status of unlocked (in progress) or locked (complete).

00.gov.bc.ca/ext/pscis-ui/main?execution=e1s1

BRITISH COLUMBIA

All B.C. Government Environment

Search Go

Main Index Help Contact Us

B.C. Home > Environment > Ecosystems Branch > PSCIS IDIR/MATBRAND

My Projects

Show 10 entries Filter:

Project Date	Funding Project Number	Project Name	Project Type	Project Status	Contact Name	
2015-11-02	7198L08_RE	2012 Fish Passage Assessments in Fort St. James District_RE	Habitat Confirmation	Unlocked	Larry Davis	View
2014-07-14	MJBFPN001	Matt Final Test	Design	Unlocked	Matt Brandwood	View
2014-07-09	12345	testing	Design	Unlocked	Geoff	View
2014-06-25	987	Andrew project 1	Design	Unlocked	AW	View
2014-05-08	MBFno1	MB REmed	Remediation	Unlocked	MB	View
2014-04-25	MBPN2D	Matt Project	Design	Unlocked	Thomas Brandwood	View
2014-04-25	MBPN2R	MBPN2R	Remediation	Locked	M Reded	View
2014-04-24	MBPN2	MB Project 2	Habitat Confirmation	Locked	Matt Consultant	View
2014-04-23	20140423	TestReassessment	Habitat Confirmation	Unlocked	Jane	View
2014-04-23	666999888	newbridge	Design	Unlocked	Joe	View

Showing 1 to 10 of 189 entries

Other Links

- [BC Online](#)
- [Protected Areas System Overview](#)
- [Tantalis Gator](#)
- [GeoBC](#)
- [Aboriginal Relations Resource Centre](#)
- [BC Geographic Name Search](#)
- [UTM - Lat/Long Conversion](#)
- [QP LegalEze](#)
- [Integrated Land and Resource Registry](#)
- [Mineral Titles Online](#)
- [Land Based Investment - Fish Passage Category](#)
- [Fish Passage Technical Working Group](#)
- [Checklist for Fish Habitat Confirmation](#)
- [Fish Passage Coordinator](#)

From the My Project Screen there are essentially 4 options:

- Initiate New Habitat Confirmation Project
- Initiate new Design Project
- Initiate new Remediation Project
- Resume working on a project (if unlocked)

Corresponding with the workflow, Projects and the crossings therein can only pass from one 'stage' to the next once they have been completed and locked which requires all data be entered for the crossings within them.

B2.2 Initiating a New Habitat Confirmation Project

In order to initiate a new Habitat Confirmation Project, the following preconditions are required:

Crossings to be contained in the Habitat Confirmation project should first have been reassessed as outlined in **Section A2.7**. The following example illustrates the steps required:

- In this example, an original assessment project (PROJECT Number "MJB001Project") including 3 crossing assessments was submitted using the excel template:

Location and Overview Information						
Date of Assessment (YYYY-MM-DD)	PSCIS Crossing ID	My Crossing Reference	Crew Members	UTM Zone	Easting	Northing
2016-02-01		MJBXing1	MB, LS	10	306160.00	5455639.91
2016-02-01		MJBXing2	MB, LS	10	306094.00	5457495.01
2016-02-01		MJBXing3	MB, LS	10	305692.60	5457495.01

- Once that submission had been successfully received and loaded into PSCIS, those 3 crossings would be assigned a PSCIS Crossing ID by the system. As described, we can look these up on iMap. We are then able to create a new **re**-assessment project (PROJECT NUMBER "MJB001Project_RA") and include the single crossing that was proposed to be taken forward into the Habitat Confirmation phase
- Note that while the initial submission (above) used an external crossing reference of "MJBXing2", when doing the re-assessment we were provided (or looked up) the corresponding PSCIS Crossing ID [= 123421] and entered that into the PSCIS Crossing ID field instead. Those two distinct assessments of the same crossing are thereby linked together:

Location and Overview Information						
Date of Assessment (YYYY-MM-DD)	PSCIS Crossing ID	My Crossing Reference	Crew Members	UTM Zone	Easting	Northing
2016-02-01	123421		MB, LS	10	306094.00	5457495.01

Once the re-assessment has been submitted and appears in PSCIS, we are now able to initiate a new Habitat Confirmation Project on the website:

1. Click [New Habitat Confirmation Project]

- At this point, you need to 'find' the Reassessment Project and it's associated crossings in order to bring them forward into the Habitat Confirmation Project you are wanting to create.
To do this, you can search using a variety of different identifiers – be it a Funding Project Number, Client Number, Project Name or Client Name for the reassessment project. Enter it on the screen provided and click [Search]

Prospective Habitat Confirmation Projects

Search Criteria

Funding Project Number : **Project Name :**

Client Number : **Client Name :**

- Based on the above example, we found the Prospective Habitat Confirmation Project by entering a search value of "MJB001Project_RA" for [Funding Project Number]
To then start the Habitat Confirmation, click [Start Habitat Confirmation] on the row in question (in this case there is only one row)

Prospective Habitat Confirmation Projects

Search Criteria

Funding Project Number : **Project Name :**

Client Number : **Client Name :**

Show entries

Project Date	Funding Project Number	Project Name	Client Number / Name	Contact Name	Number of Assessments	
2016-02-13	MJB001Project_RA	Matt Test Project RA	00162157 / M.C. WRIGHT AND ASSOCIATES LTD.	Matt Brandwood	1	Start Habitat Confirmation

Showing 1 to 1 of 1 entries

- You will first be presented with a screen similar to the below
In short, you are required to edit and ultimately complete all details pertaining to the crossings that you did Habitat Confirmations for (in this case there is only one).

To enter the Habitat details for a crossing, click the relevant [edit details] link.

Habitat Confirmation Project Overview

Project Status: Incomplete, Unlocked

Project Setup ([Edit](#))

Project Definition

Project Number: MJB001Project_RA
Project Name: Matt Test Project RA
Project Budget: \$100,000.00
Funding Source: Land Based Investment Strategy

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.
Contact Name: Matt Brandwood
Contact Phone: 778-767-0596
Contact Email: mike.wright@mcwrightonline.com

Habitat Confirmations

Show **10** entries Filter:

Status	Crossing ID	Stream Name	Road Name	Assessment
Incomplete	123421	Unknown Tributary to Tranquil Creek	Kinver St	Barrier Edit Details

Showing 1 to 1 of 1 entries

Mandatory Attachments

Project Report: [Choose File](#) No file chosen

5. At a minimum you are required to complete two questions
- Connection to Downstream Habitat Confirmed?
 - Comments

Step 1 of 2: Habitat Confirmation Details

Context

Project Number: MJB001Project_RA **Project Name:** Matt Test Project RA
Crossing ID: 123421 **Stream Name:** Unknown Tributary to Tranquil Creek

Details

Connection to Downstream Habitat Confirmed?: ☐

Comments:

Note: Fields marked with ★ are required.

[« Back \(Overview\)](#) [Next »](#)

Note that if you check the [Connection to Downstream Habitat Confirmed?] option, you are

then required to answer additional questions

Step 1 of 2: Habitat Confirmation Details

Context

Project Number:	MJB001Project_RA	Project Name:	Matt Test Project RA
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Details

Connection to Downstream Habitat Confirmed?: ☒

Recommendation:

Upstream Habitat Length (m):

Species Present:

Habitat Value:

Habitat Value Rationale:

Comments:

Note: Fields marked with ★ are required.

[« Back \(Overview\)](#) [Next »](#)

Populate all of the answer fields and click [next]. Each field has a tool tip which tells you what type of data is expected for that question. Note that some fields such as [Species Present] have tools built in to support you readily finding / entering different species i.e. enter “Sa” and you’ll be presented a list of various Salmon species from which to choose.

6. Much like assessments, you now need to upload photos for the crossing as well as a map.
 - Choose a file to upload by clicking the relevant [Chose File] button. You are required to enter a description / comment for each photo.
 - There is also the option to upload / attach files beyond the mandatory 5 + map by using the [Optional Attachments Pane]. Simply select the optional attachment [type] and click [add attachment]Once you are done uploading your attachments, click [Next (overview)]

Step 2 of 2: Habitat Confirmation Attachments

Context

Project Number: MJB001Project_RA **Project Name:** Matt Test Project RA

Crossing ID: 123421 **Stream Name:** Unknown Tributary to Tranquil Creek

Mandatory Attachments

Type	Description
★ Map:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
★ Photo 1:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
★ Photo 2:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
★ Photo 3:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
★ Photo 4:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
★ Photo 5:	<input type="text"/> <input type="button" value="Choose File"/> No file chosen

Optional Attachments

★ Type	Description
Photograph ▼	<input type="button" value="Add Attachment"/>

Note: Fields marked with ★ are required.

7. You will be returned to the project summary screen where you should now see the crossing flagged “complete”.

Habitat Confirmation Project Overview

Project Status: Incomplete, Unlocked

[Project Setup \(Edit\)](#)

Project Definition

Project Number: MJB001Project_RA
Project Name: Matt Test Project RA
Project Budget: \$100,000.00
Funding Source: Land Based Investment Strategy

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.
Contact Name: Matt Brandwood
Contact Phone: 778-767-0596
Contact Email: mike.wright@mcwrightonline.com

Habitat Confirmations

Show 10 ▼ entries Filter:

Status ▲	Crossing ID	Stream Name	Road Name	Assessment
Complete	123421	Unknown Tributary to Tranquil Creek	Kinver St	Barrier Edit Details

Showing 1 to 1 of 1 entries

Mandatory Attachments

Project Report: No file chosen

8. Note that you can press [Save] and still make changes to the crossing / review the details of the crossing by clicking [Edit details] where you will essentially see the same screens as before albeit filled with the data you entered.

For as long as the PROJECT remains UNLOCKED, you can edit / update this data as you see fit.

Step 1 of 2: Habitat Confirmation Details

Context

Project Number: MJB001Project_RA

Project Name: Matt Test Project RA

Crossing ID: 123421

Stream Name: Unknown Tributary to Tranquil Creek

Details

Connection to Downstream Habitat Confirmed?: ☒

Recommendation: Proceed to Design

Upstream Habitat Length (m):

Species Present:

Arctic Lamprey (Lampetra ?)

Atlantic Salmon (Salmo salar)

Habitat Value: High habitat value

Habitat Value Rationale:

looks great

Comments:

love it

Note: Fields marked with ★ are required.

« Back (Overview)

Next »

Step 2 of 2: Habitat Confirmation Attachments

Context

Project Number:	MJB001Project_RA	Project Name:	Matt Test Project RA
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Mandatory Attachments

Type	Description		
★ Map:	<input type="text" value="my map"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>
★ Photo 1:	<input type="text" value="My barrel photo"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>
★ Photo 2:	<input type="text" value="My downstream photo"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>
★ Photo 3:	<input type="text" value="My inlet photo"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>
★ Photo 4:	<input type="text" value="My outlet photo"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>
★ Photo 5:	<input type="text" value="my upstream photo"/>	<input type="button" value="View"/>	<input type="button" value="Clear"/>

Optional Attachments

★ Type	Description
<input type="text" value="Photograph"/>	<input type="button" value="Add Attachment"/>

Note: Fields marked with ★ are required.

- Having returned to the Project Summary screen and with all crossing(s) being flagged as “complete”, the final step ahead of finalizing and locking the project is to upload the project report . Click [chose file] and navigate to the project report file you wish to upload. Enter a comment / label for the project file. At this point, you have the option to either:
 - click [save] in which case the project remains unlocked and you can continue to make edits if you see fit, or
 - click [finalize] meaning the project will be locked and, if you flagged it as [Recommendation= Proceed to Design], it will be available to as a Prospective Design Project (see below)

Habitat Confirmation Project Overview

Project Status: Incomplete, Unlocked

Project Setup ([Edit](#))

Project Definition

Project Number: MJB001Project_RA
Project Name: Matt Test Project RA
Project Budget: \$100,000.00
Funding Source: Land Based Investment Strategy

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.
Contact Name: Matt Brandwood
Contact Phone: 778-767-0596
Contact Email: mike.wright@mcwrightonline.com

Habitat Confirmations

Show entries Filter:

Status	Crossing ID	Stream Name	Road Name	Assessment
Complete	123421	Unknown Tributary to Tranquil Creek	Kinver St	Barrier Edit Details

Showing 1 to 1 of 1 entries

Mandatory Attachments

Project Report: project_rep.pdf

Once you have clicked finalize, your project is now complete

- If you subsequently wish to unlock your project to make a correction (only possible BEFORE it proceeds to design), please contact [Craig Mount](#) or [Matt Brandwood](#) with the BC Ministry of Environment.

B2.3 Initiating a Design Project

In order to initiate a new Design Project, the following preconditions are required:

- All pre-conditions associated with creating a Habitat Confirmation project (see Section B2.2)
- Crossings to be contained in the Design project should be part of a finalized (locked) Habitat Confirmation Project which has NOT YET had a Design project attached to it.

Once those conditions are completed, to initiate a new Design Project :

Navigate to the “My Projects” screen

Having completed the example above, the LOCKED Habitat Confirmation Project can be seen as the first row in the table below. Clicking [VIEW] will result in the ability to review (but not change) the data previously entered.

[Filter] Option: Note also, that when trying to ‘find’ a project in the “My Projects” screen, you can use the [Filter] option in the top right. Entering any filter criteria will filter the list of projects displayed based on the criteria you provide.

1. To create a New Design Project, click [New Design Project] on the left hand side

Environment

Ecosystems Branch

PSCIS

→ My Projects

→ New Habitat Confirmation Project

→ New Design Project

→ New Remedation Project

Other Links

→ BC Online

→ Protected Areas System Overview

→ Tantalus Gator

→ GeoBC

→ Aboriginal Relations Resource Centre

→ BC Geographic Name Search

→ UTM - Lat/Long Conversion

→ QP LegalEze

→ Integrated Land and Resource Registry

→ Mineral Titles Online

My Projects

Show 10 entries

Filter:

Project Date	Funding Project Number	Project Name	Project Type	Project Status	Contact Name		
2016-02-13	MJB001	Project_RA	Matt Test Project RA	Habitat Confirmation	Locked	Matt Brandwood	View
2015-11-02	7198L08_RE	2012 Fish Passage Assessments in Fort St. James District_RE	Habitat Confirmation	Unlocked	Larry Davis		View
2014-07-14	MJBFPN001	Matt Final Test	Design	Unlocked	Matt Brandwood		View
2014-07-09	12345	testing	Design	Unlocked	Geoff		View
2014-06-25	987	Andrew project 1	Design	Unlocked	AW		View
2014-05-08	MBFno1	MB REmed	Remediation	Unlocked	MB		View
2014-04-25	MBPN2D	Matt Project	Design	Unlocked	Thomas Brandwood		View
2014-04-25	MBPN2R	MBPN2R	Remediation	Locked	M Reded		View
2014-04-24	MBPN2	MB Project 2	Habitat Confirmation	Locked	Matt Consultant		View
2014-04-23	20140423	TestReassessment	Habitat Confirmation	Unlocked	Jane		View

Showing 1 to 10 of 190 entries

2. Much like the Habitat Confirmation Project, enter the details of the new project as required and click [next]

Create Project

Project Details

★ ⓘ Funding Project Number: MJD001Project_DES

★ ⓘ Project Name: Design Project from TEST HC

★ ⓘ Project Type: Design

★ ⓘ Project Budget: 10000

★ ⓘ Funding Source: British Columbia Hydro Power Authority

Responsible Party

★ ⓘ Client Number: 00162157
Validate

★ ⓘ Client Name: M.C. WRIGHT AND ASSOCIATES LTD.

★ ⓘ Contact Name: Matt Brandwood

★ ⓘ Contact Phone: 778-767-0596
(xxx-xxx-xxxx)

★ ⓘ Contact Email: matt.brandwood@gov.bc.ca

Consultant Information

★ ⓘ Client Number: 00162157
Validate

★ ⓘ Client Name: M.C. WRIGHT AND ASSOCIATES LTD.

★ ⓘ Contact Name: Matthew Brandwood

★ ⓘ Contact Phone: 778-676-0596
(xxx-xxx-xxxx)

★ ⓘ Contact Email: matt.brandwood@gov.bc.ca

3. At this point, you have essentially created a Design project 'shell'. You now need to add a crossing(s) into the project. To do so, click [Add design]

Design Project Overview

Project Status: Incomplete, Unlocked

Project Setup ([Edit](#))

Project Definition

Project Number: MJD001Project_DES

Project Name: Design Project from TEST HC

Project Budget: \$10,000.00

Funding Source: British Columbia Hydro Power Authority

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.

Contact Name: Matthew Brandwood

Contact Phone: 778-676-0596

Contact Email: matt.brandwood@gov.bc.ca

Designs

[Add Design](#)

Show 10 entries Filter:

Status	Crossing ID	Stream Name	Road Name
No data available in table			

Showing 0 to 0 of 0 entries

[Finalize](#)

4. In order to bring a crossing / design into the project, you need to find the crossing by entering either:
 - [(PSCIS) Crossing ID] – should be available from contract administrator based on what was used for the Re-assessment and Habitat Confirmation

- [External Crossing Reference (My Crossing Reference)] based on what was used for the initial assessment
 - [Stream Name] based on what was used for the Re-assessment and Habitat Confirmation
- Once you have entered a search criteria (in this case [Crossing ID]=123421), click [next]

Step 1 of 3: Select Design Crossing

Context

Project Number: MJB001Project_DES **Project Name:** Design Project from TEST HC

Crossing Selector

Please select the crossing which has had a design created for it. Only crossings with a completed and locked Habitat Confirmation will be searchable.

Search Criteria

Crossing ID: **External Crossing Reference Name (My Crossing Reference):**

Stream Name:

Results

Show **10** entries Filter:

Crossing ID	Name	Stream Name	Road Name	Road km Mark
No data available in table				

Showing 0 to 0 of 0 entries

5. The system will then return details of any crossing(s) that match your search criteria. Check the one you wish to add the project and click [Next]

Step 1 of 3: Select Design Crossing

Context

Project Number: MJB001Project_DES **Project Name:** Design Project from TEST HC

Crossing Selector

Please select the crossing which has had a design created for it. Only crossings with a completed and locked Habitat Confirmation will be searchable.

Search Criteria

Crossing ID: **External Crossing Reference Name (My Crossing Reference):**

Stream Name:

Results

Show **10** entries Filter:

Crossing ID	Name	Stream Name	Road Name	Road km Mark
<input checked="" type="radio"/> 123421	MJBXing2	Unknown Tributary to Tranquil Creek	Kinver St	

Showing 1 to 1 of 1 entries

6. Enter the details of the design and click [Next]

Step 2 of 3: Design Details

Context

Project Number:	MJBD001Project_DES	Project Name:	Design Project from TEST HC
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Details

Proposal Date: 2016-02-17

Expiry Date: 2016-02-10

Crossing Fix: Replace with new open bottom structure ▼

Crossing Type: Open Bottom Structure ▼

Crossing Subtype: Bridge ▼

Diameter or Span (m): 10

Length or Width (m): 100

Estimated Cost: 1000000

Designer's Comments:

Note: Fields marked with ★ are required.

« Back Next »

Again, use the mouse-overs (the blue question mark icons) to fully understand what is expected for each field.

7. The final step is to upload / attach a design document / general arrangement drawing along with any other options documents. To upload the design document:

- click [choose file] and navigate to the design document.
- Enter a user friendly description
- Proceed to upload any optional attachments

Click [Next (Overview)] to return you to the Project Overview screen

Step 3 of 3: Design Attachments

Context

Project Number:	MJBD001Project_DES	Project Name:	Design Project from TEST HC
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Mandatory Attachments

Type	Description
★ General Arrangement Drawing:	<input type="text" value="Design Drawing"/> <input type="button" value="Choose File"/> general_arrangement.pdf

Optional Attachments

★ Type	★ Description
Photograph ▼	<input type="button" value="Add Attachment"/>

Note: Fields marked with ★ are required.

« Back Next (Overview) »

8. At this point, you can review any of the information you have entered and if need be, add additional crossings to your Design project.

Once you are happy that the Design Project is complete, click [Finalize]

Design Project Overview
Project Status: Complete, Unlocked
[Project Setup \(Edit\)](#)

Project Definition
Project Number: MJB001Project_DES
Project Name: Design Project from TEST HC
Project Budget: \$10,000.00
Funding Source: British Columbia Hydro Power Authority

Consultant Info
Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.
Contact Name: Matthew Brandwood
Contact Phone: 778-676-0596
Contact Email: matt.brandwood@gov.bc.ca

Designs
[Add Design](#)
Show entries Filter:

Status	Crossing ID	Stream Name	Road Name	
Complete	123421	MJBXing2	Kinver St	Edit Details Remove

Showing 1 to 1 of 1 entries

[Finalize](#)

9. You will be asked to confirm that you wish to finalize the project and that will be locked from further edits going forward.

Click [Submit Project]

Confirm Finalize Project ✕

The following is a summary of the information you are about to submit to the Ministry. After you click "Submit Project", you will no longer be able to change any information in this project.

This project contains:
1 Designs

[Back](#) [Submit Project](#)

10. At this point, you have successfully created a Design project. You will receive a confirmation email advising that your Design project has been submitted to the Program Administrator for verification.

B2.4 Initiating a Remediation Project

In order to initiate a new Remediation Project, the following preconditions are required:

- All pre-conditions associated with creating a Habitat Confirmation project (see above)
- All pre-conditions associated with creating a Design project (see above)
- Crossings to be contained in the Remediation project should be part of a finalized (locked) Design Project.

The above completed, to initiate a new Remediation Project, do as follows:

Navigate to the “My Projects” screen

Note that per the above, before proceeding to a Remediation project, the crossing(s) should first be part of a LOCKED Design Project.

1. To create a New Remediation Project, click [New Remediation Project] on the left hand side

Environment		My Projects					
Ecosystems Branch		Show 10 entries Filter:					
PSCIS		Project Date	Funding Project Number	Project Name	Project Type	Project Status	Contact Name
→ My Projects		2016-02-13	MJB001Project_RA	Matt Test Project RA	Habitat Confirmation	Locked	Matt Brandwood View
→ New Habitat Confirmation Project		2015-11-02	7198L08_RE	2012 Fish Passage Assessments in Fort St. James District_RE	Habitat Confirmation	Unlocked	Larry Davis View
→ New Design Project		2014-07-14	MJBFPN001	Matt Final Test	Design	Unlocked	Matt Brandwood View
→ New Remediation Project		2014-07-09	12345	testing	Design	Unlocked	Geoff View
Other Links		2014-06-25	987	Andrew project 1	Design	Unlocked	AW View
→ BC Online		2014-05-08	MBFno1	MB REmed	Remediation	Unlocked	MB View
→ Protected Areas System Overview		2014-04-25	MBPN2D	Matt Project	Design	Unlocked	Thomas Brandwood View
→ Tantalus Gator		2014-04-25	MBPN2R	MBPN2R	Remediation	Locked	M Reded View
→ GeoBC		2014-04-24	MBPN2	MB Project 2	Habitat Confirmation	Locked	Matt Consultant View
→ Aboriginal Relations Resource Centre		2014-04-23	20140423	TestReassessment	Habitat Confirmation	Unlocked	Jane View
→ BC Geographic Name Search		Showing 1 to 10 of 190 entries					
→ UTM - Lat/Long Conversion							
→ OP LegalEze							
→ Integrated Land and Resource Registry							
→ Mineral Titles Online							
→ Land Based							

2. Much like the Habitat Confirmation Project and Design Project, enter the details of the new Remediation project as required and click [next]

Create Project

Project Details

★ ⓘ Funding Project Number: MJB001Project_REM

★ ⓘ Project Name: MJB remediation project from design

★ ⓘ Project Type: Remediation

★ ⓘ Project Budget: 9000000

★ ⓘ Funding Source: Ministry of Energy and Mines

Responsible Party

★ ⓘ Client Number: 00162157
[Validate](#)

★ ⓘ Client Name: M.C. WRIGHT AND ASSOCIATES LTD.

★ ⓘ Contact Name: Matt Brandwood

★ ⓘ Contact Phone: 250-123-4567
(xxx-xxx-xxxx)

★ ⓘ Contact Email: matt.brandwood@gov.bc.ca

Consultant Information

★ ⓘ Client Number: 00162157
[Validate](#)

★ ⓘ Client Name: M.C. WRIGHT AND ASSOCIATES LTD.

★ ⓘ Contact Name: Matt Brandwood

★ ⓘ Contact Phone: 250-123-4567
(xxx-xxx-xxxx)

★ ⓘ Contact Email: matt.brandwood@gov.bc.ca

3. At this point, you have essentially created a Remediation project 'shell'. You now need to add a crossing(s) into the project. To do so, click [Add Remediation]

Remediation Project Overview

Project Status: Incomplete, Unlocked

Project Setup ([Edit](#))

Project Definition

Project Number: MJB001Project_REM

Project Name: MJB remediation project from design

Project Budget: \$9,000,000.00

Funding Source: Ministry of Energy and Mines

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.

Contact Name: Matt Brandwood

Contact Phone: 250-123-4567

Contact Email: matt.brandwood@gov.bc.ca

Remediations

[Add Remediation](#)

Show 10 entries Filter:

Status	Crossing ID	Stream Name	Road Name
No data available in table			

Showing 0 to 0 of 0 entries

[Finalize](#)

4. In order to bring a crossing / remediation into the project, you need to find the crossing by entering either:
 - [(PSCIS)Crossing ID] – should be available from contract administrator based on what was used for the Re assessment, Habitat Confirmation and Design

- [External Crossing Reference (My Crossing Reference)] based on what was used for the initial assessment
- [Stream Name] based on what was used for the Re-assessment and Habitat Confirmation and Design

Once you have entered a search criteria (in this case [Crossing ID]=123421), click [next]

Step 1 of 3: Select Remediation Crossing

Context

Project Number: MJB001Project_REM **Project Name:** MJB remediation project from design

Crossing Selector

Please select the crossing which has been remediated. Only crossings with a completed design will be searchable.

Search Criteria

Crossing ID: **External Crossing Reference Name (My Crossing Reference):**

Stream Name:

Results

Show entries Filter:

Crossing ID	Name	Stream Name	Road Name	Road km Mark
No data available in table				

Showing 0 to 0 of 0 entries

5. The system will then return details of any crossing(s) that match your search criteria. Check the one you wish to add the project and click [Next]

Step 1 of 3: Select Remediation Crossing

Context

Project Number: MJB001Project_REM **Project Name:** MJB remediation project from design

Crossing Selector

Please select the crossing which has been remediated. Only crossings with a completed design will be searchable.

Search Criteria

Crossing ID: **External Crossing Reference Name (My Crossing Reference):**

Stream Name:

Results

Show entries Filter:

Crossing ID	Name	Stream Name	Road Name	Road km Mark
<input type="radio"/> 123421	MJBXing2	Unknown Tributary to Tranquil Creek	Kinver St	

Showing 1 to 1 of 1 entries

6. Enter the details of the remediation and click [Next]

Step 2 of 3: Remediation Details

Context

Project Number:	MJBR001Project_REM	Project Name:	MJB remediation project from design
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Details

★ ⓘ **Completion Date:** 2016-02-29

★ ⓘ **Crossing Fix:** Replace with new open bottom structure ▼

★ ⓘ **Crossing Type:** Open Bottom Structure ▼

★ ⓘ **Crossing Subtype:** Bridge ▼

ⓘ **Diameter or Span (m):** 10

ⓘ **Length or Width (m):** 55

★ ⓘ **Remediation Cost:** 1900000

Note: Fields marked with ★ are required.

« Back (Overview) Next »

7. The final step is to attach an as-built report as well as other photos along with any other optional documents. Note that the photos are meant to be taken post-construction and are not optional. To upload the documents:

- click [choose file] for each file and navigate to the corresponding file on your workstation.
- Enter a user friendly description
- Proceed to upload any optional attachments

Click [Next (Overview)] to return you to the Project Overview screen

Step 3 of 3: Remediation Attachments

Context

Project Number:	MJBR001Project_REM	Project Name:	MJB remediation project from design
Crossing ID:	123421	Stream Name:	Unknown Tributary to Tranquil Creek

Mandatory Attachments

Type	★ Description
★ As-Built Report:	Project report <input type="text"/> <input type="button" value="Choose File"/> RemediationReport.pdf
★ Upstream Photo:	Looking Upstream North <input type="text"/> <input type="button" value="Choose File"/> Upstream.jpg
★ Outlet Photo:	The Outlet <input type="text"/> <input type="button" value="Choose File"/> Outlet.jpg
★ Downstream Photo:	Looking downstream south <input type="text"/> <input type="button" value="Choose File"/> Downstream.jpg
★ Inlet Photo:	The Inlet <input type="text"/> <input type="button" value="Choose File"/> Inlet.jpg
★ Barrel Photo:	The Barrel <input type="text"/> <input type="button" value="Choose File"/> Barrel.jpg

Optional Attachments

★ Type	★ Description
Photograph ▼	<input type="button" value="Add Attachment"/>

Note: Fields marked with ★ are required.

« Back Next (Overview) »

8. At this point, you can review any of the information you have entered and if need be, add additional crossings to your Remediation project.

Once you are happy that the Remediation Project is complete, click [Finalize]

Remediation Project Overview

Project Status: Complete, Unlocked

Project Setup ([Edit](#))

Project Definition

Project Number: MJB001Project_REM

Project Name: MJB remediation project from design

Project Budget: \$9,000,000.00

Funding Source: Ministry of Energy and Mines

Consultant Info

Number / Name: 00162157 / M.C. WRIGHT AND ASSOCIATES LTD.

Contact Name: Matt Brandwood

Contact Phone: 250-123-4567

Contact Email: matt.brandwood@gov.bc.ca

Remediations

[Add Remediation](#)

Show **10** entries Filter:

Status	Crossing ID	Stream Name	Road Name	
Complete	123421	MJBXing2	Kinver St	Edit Details Remove

Showing 1 to 1 of 1 entries

[Finalize](#)

9. You will be asked to confirm that you wish to finalize the project and that will be locked from further edits going forward.

Click [Submit Project]

Confirm Finalize Project ✕

The following is a summary of the information you are about to submit to the Ministry. After you click "Submit Project", you will no longer be able to change any information in this project.

This project contains:
1 Remediations

[Back](#) [Submit Project](#)

10. At this point, you have successfully created a Remediation project. You will receive a confirmation email advising that your Remediation project has been submitted to the Program Administrator for verification.