
HOW TO COMPLETE AND SUBMIT A DAM COMPLIANCE REPORT USING VIRTUAL FRONTCOUNTERBC (vFCBC)

3 Ways to Access the vFCBC Portal to Complete a Report Submission:

- 1) **By PDF letter with Response URL:** Click on the Response URL hyperlink in the letter you received from the Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report. This letter was attached as a PDF document to an email from *dam.safety@gov.bc.ca*.
- 2) **By paper letter with Response URL:** In the internet browser URL command line, type the Response URL address exactly as it appears in the letter you received from the Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report.
- 3) **Navigate online:** If you do not have the hyperlink or URL available, you can navigate to the reporting application through the FrontCounter BC website.

Have Ready to Use:

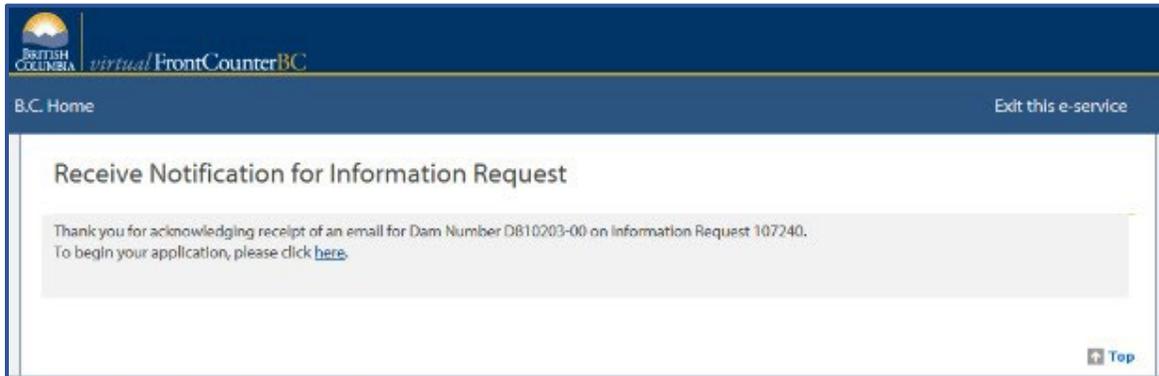
- Computer with an internet browser.
- Basic, Personal or Business **BCeID**. Applying with a **BCeID** is recommended because it saves time and allows you to save your progress should you need to return to the report later.
- Letter from Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report which contains the Response URL, Job Number and Dam File Number(s).

Step-by-Step Instructions for Completing and Submitting Annual Dam Compliance reports:

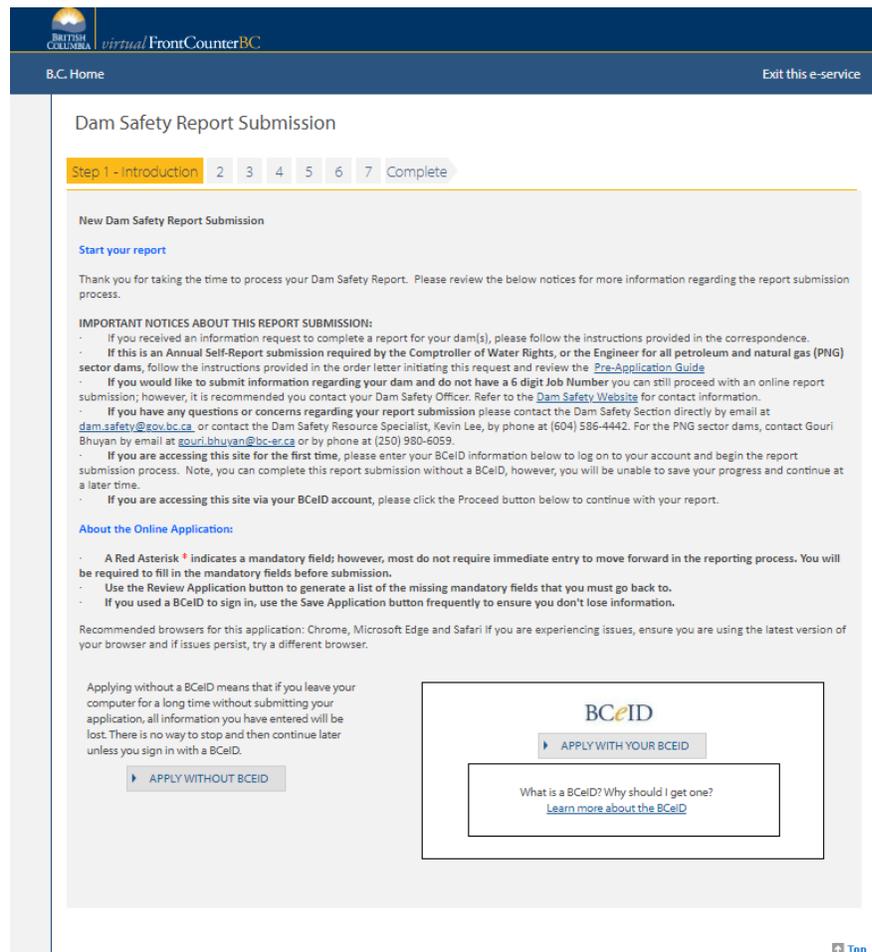
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Access vFCBC Using a Response URL

- 1) If you received an emailed information request, click the Response URL in the letter attached to the email. You will arrive at this acknowledgement page. Clicking [here](#) will take you to **Step 1 Introduction of the Dam Safety Report Submission** process (see below).



- 2) If you received your information request by letter, type the Response URL provided in your letter into your internet browser. This will take you to **Step 1 Introduction of the Dam Safety Report Submission** process. This page contains important information regarding the report submission process as well as the option to complete your report using your **BCeID**.



Navigate to vFCBC via FrontCounterBC Website

- 1) [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on [our list of applications](#).

BRITISH COLUMBIA FrontCounterBC Natural Resource Online Services [Log in](#) [Sign Up](#)

[Home](#) | [Explore by Activity](#) | [Explore by Location](#) | [Application List](#) | [FAQs](#) | [Application Status](#) | [Payments](#) | [Contact Us](#)

Drought in BC

Learn how B.C. is taking action to reduce the impacts of droughts and what you can do to help:

- **General Information and Resources:**
Resources for Individuals, communities and agriculture producers.
- **Drought in Agriculture**
Drought management, financial assistance for agriculture producers and more.
- **Long-term and Emergency Drought Planning**
How B.C. is taking action, maps and tools, funding and investments and more.

Apply Now

Step 1 Choose an authorization. NR Online Services account Sign up may be required for completion.

Step 2

Learn About Applying

Search for Guidance

Explore by Activity

The Province of British Columbia has a broad variety of activities and opportunities that utilize our natural resources and land. Over 180 different activities and authorizations can be explored here on the Natural Resource Online Services portal.

You can find information on activities using the Search for Guidance box above, or by using the [Explore By Activity](#) page to see the range of different topics we offer information on.

If you already know the authorization you want to apply for, you may select it from [our list of applications](#).

Explore by Location

Use an interactive map to investigate how land in British Columbia is currently being used and generate reports on the results of your investigation.

- ▶ [Go To The Map](#)
- ▶ [Learn How To Use The Explore By Location Tool](#)

Helpful Links

- [Applications, Comments and Reasons for Decision](#)
- [BC Economic Atlas \(BCEA\)](#)
- [BC Land Title & Survey Authority](#)
- [BC Online](#)
- [BCeID Information](#)
- [FrontCounter BC Discovery Tool](#)
- [FrontCounter BC Locations](#)
- [Manage Your Application\(s\)](#)
- [Mapping Resources](#)
- [Natural Resource Web Links](#)

Report a Natural Resource Violation

- ▶ [Natural Resource Law Enforcement](#)
- ▶ [Fire Incident Reporting](#)

- 2) On the the List of Applications page, click on **Water** and **Dam Safety Report Submission (including Annual Report)**:

BRITISH COLUMBIA FrontCounterBC Natural Resource Online Services

Home | Explore by Activity | Explore by Location | **Application List** | FAQs | Application Status | Payments | Contact Us

List of Applications

[Agriculture](#) | [Angling and Fishing Licences](#) | [Aquaculture](#) | [Archaeology](#) | [Crown Land Use](#) | [Environment](#) | [Fish and Wildlife](#) | [Forests](#) | [Hunting/Limited Entry Hunt](#) | [Mines](#)
[BC Parks - Park Use Permit](#) | [Roads / Highways](#) | [Rural Development](#) | **Water**

Agriculture

- Abattoir Licence
- Agriculture - Extensive
- Agriculture - Intensive
- Agriculture - Production Insurance
- Cancellation of an Application - Agriculture
- Farmgate/Farmgate Plus Licence

Rural Development

- Rural Economic Diversification and Infrastructure Program

Water

- Annual Power Generation/Capacity Reporting
- Annual Water Consumption Reporting
- Cancellation of an Application - Water
- Change Approval For Changes In And About A Stream - Amendment
- Change Approval For Changes In And About A Stream - New
- Complete Water Licence Abandonment
- Dam Safety Report Submission (including Annual Self-Report)**
- Dike Maintenance Act Approval
- Dike Maintenance Act Approval - Amendment
- Notification of Authorized Changes In And About A Stream
- Notification of Water Licence Name Change/Address Change/Transfer
- Update a Submitted Application
- Use Approval - Amendment
- Use Approval - New
- Water Licence - Amendment
- Water Licence - New
- Water Wells - Register your Well

- 3) Click on the **Apply Now** button on the Dam Safety Report Submission (including Annual Self-Report) webpage:

BRITISH COLUMBIA FrontCounterBC Natural Resource Online Services

Home | Explore by Activity | Application List | FAQs | Application Status | Payments | Contact Us

Dam Safety Report Submission (including Annual Self-Report)

Apply Now

Contents:

- Overview
- What you need to apply
- What happens after you apply
- Links
- Tips for a successful application

Overview

This application allows the submission of dam safety reports as requested by the Comptroller of Water Rights, an Engineer or a Dam Safety Officer, designated under the *Water Sustainability Act (WSA)*. This includes information requests pertaining to all WSA licensed dams, including those administered by BC Energy Regulator (BCER). Dam Owners can also use this report submission application to submit updated information to their Dam Safety Officer, as applicable, without an initiating information request.

Annual Self-Reports

Annual Self-Reports (formerly, dam status reports) are completed and submitted by dam owners through this application in response to an information request.

4) The next screen will be **Step 1 Introduction of the Dam Safety Report Submission** process.

The following section of this guide will provide steps on how to complete the dam compliance report with, and without, a BCeID.

The screenshot shows the 'Dam Safety Report Submission' page. At the top, there is a navigation bar with the British Columbia logo and 'virtual FrontCounterBC'. Below this, there are links for 'B.C. Home' and 'Exit this e-service'. The main heading is 'Dam Safety Report Submission', followed by a progress indicator showing 'Step 1 - Introduction' as the active step, with steps 2 through 7 and 'Complete' as inactive options. The content area is titled 'New Dam Safety Report Submission' and includes a 'Start your report' link. A thank-you message is followed by 'IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:' which lists several key instructions for users, including those for Annual Self-Report submissions, contact information for the Dam Safety Section, and instructions for first-time users and BCeID users. Below the notices, there is a section 'About the Online Application:' with further instructions on mandatory fields, the Review Application button, and the Save Application button. A browser recommendation section follows. At the bottom of the main content area, there are two buttons: 'APPLY WITHOUT BCEID' and 'APPLY WITH YOUR BCEID'. A callout box next to the 'APPLY WITH YOUR BCEID' button contains the text 'What is a BCeID? Why should I get one?' and a link to 'Learn more about the BCeID'. A 'Top' link is located in the bottom right corner of the page.

BRITISH COLUMBIA virtual FrontCounterBC

B.C. Home Exit this e-service

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
- If this is an Annual Self-Report submission required by the Comptroller of Water Rights, or the Engineer for all petroleum and natural gas (PNG) sector dams, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#)
- If you would like to submit information regarding your dam and do not have a 6 digit Job Number you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer. Refer to the [Dam Safety Website](#) for contact information.
- If you have any questions or concerns regarding your report submission please contact the Dam Safety Section directly by email at dam.safety@gov.bc.ca or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at gouri.bhuyan@bc-er.ca or by phone at (250) 980-6059.
- If you are accessing this site for the first time, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- If you are accessing this site via your BCeID account, please click the Proceed button below to continue with your report.

About the Online Application:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

[APPLY WITHOUT BCEID](#)

[APPLY WITH YOUR BCEID](#)

What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

[Top](#)

Complete a Dam Compliance Report With or Without a BCeID

- 1) If you have an **existing BCeID**, click on the **APPLY WITH YOUR BCEID** button and follow the prompts to enter your UserID and Password.

The screenshot shows the 'Dam Safety Report Submission' page. At the top, there is a navigation bar with the British Columbia logo and 'virtual FrontCounterBC'. Below this, there are links for 'B.C. Home' and 'Exit this e-service'. The main heading is 'Dam Safety Report Submission'. A progress bar indicates 'Step 1 - introduction' is active, with steps 2 through 7 and 'Complete' shown as inactive. The page content includes a 'New Dam Safety Report Submission' section with a 'Start your report' link. A paragraph of text explains the report submission process. An 'IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:' section contains several bullet points regarding annual self-reports, contact information for dam safety specialists, and instructions for first-time users and those with existing BCeID accounts. An 'About the Online Application:' section provides details on mandatory fields and the use of the Review Application button. A note about recommended browsers (Chrome, Microsoft Edge, Safari) is also present. At the bottom of the main content area, there are two buttons: 'APPLY WITHOUT BCEID' and 'APPLY WITH YOUR BCEID'. A callout box next to the 'APPLY WITH YOUR BCEID' button contains the text 'What is a BCeID? Why should I get one?' and a link to 'Learn more about the BCeID'. A 'Top' link is located at the bottom right of the page.

The screenshot shows the 'Log in with BCeID' page. It features a blue header with the text 'Log in with BCeID'. Below the header, there is a section for 'User ID' with the instruction 'Use a Business, Personal or Basic BCeID' and a text input field. Underneath is a 'Password' section with another text input field. A blue 'Continue' button is positioned below the password field. A link for 'Forgot your user ID or password?' is located below the button. At the bottom of the page, there is a section for 'No account?' with a link to 'Register for a BCeID'.

You may encounter a **BCeID** Account Activity page, so you can review your past activity for security purposes. Once reviewed, click the **Continue** button.

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - If you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last 10 Logins with Your BCeID

- September 26, 2018 at 11:34 AM
- September 26, 2018 at 11:31 AM
- September 26, 2018 at 11:29 AM
- September 26, 2018 at 11:27 AM
- September 26, 2018 at 11:21 AM
- September 26, 2018 at 11:16 AM
- September 26, 2018 at 11:08 AM
- September 26, 2018 at 11:02 AM
- September 26, 2018 at 10:36 AM
- September 26, 2018 at 10:26 AM

Your BCeID account

Go to www.bceid.ca to manage your account. You can update your email, contact information, login preferences, and more.

We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?

[Contact the BCeID Help Desk](#)

When do you want to review your BCeID account activity?

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at www.bceid.ca.

Do not show me BCeID account activity when I log in

Continue

If you are completing this report without a **BCeID**, you will click **APPLY WITHOUT BCEID**.

B.C. Home Exit this e-service

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
- **If this is an Annual Self-Report submission required by the Comptroller of Water Rights, or the Engineer for all petroleum and natural gas (PNG) sector dams,** follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#).
- If you would like to submit information regarding your dam and do not have a 6 digit Job Number you can still proceed with an online report submission, however, it is recommended you contact your Dam Safety Officer. Refer to the [Dam Safety Website](#) for contact information.
- If you have any questions or concerns regarding your report submission please contact the Dam Safety Section directly by email at dam_safety@gov.bc.ca, or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at gouri.bhuyan@bc-cr.ca or by phone at (250) 980-6059.
- **If you are accessing this site for the first time,** please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- **If you are accessing this site via your BCeID account,** please click the Proceed button below to continue with your report.

About the Online Applications:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
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- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari. If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you save your progress.

[APPLY WITHOUT BCEID](#) [APPLY WITH YOUR BCEID](#)

What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

[Top](#)

The next screen is a verification code for security purposes. Once you enter the characters, be sure to click the **Next** button. **If you press the Enter button on your keyboard, it will regenerate a new code for you to enter.**

- 2) Clicking the Next button takes you to Step 2 Technical Information page. This stage is where you determine whether this report submission is due to an information request. This is the case according to the Comptroller of Water Rights' or BC Energy Regulator's Letter you have received. Select Yes. A box will open up to prompt you to enter the Information Request Job Number. Entering it and clicking the Verify button to validate the entry. A validation message will appear indicating the number is valid.

- 3) It will then prompt you to enter the dam file number which is found in the Letter. Enter the first 6 digits of the dam file number and click Verify. If the number is correct, a message will appear to validate it and a selection of dam(s) with the same 6 digits will appear. Select the appropriate dam(s) and click Next.

Dam Safety Report Submission (100420941)

1
Step 2 - Technical Information
3
4
5
6
7
Complete

Please indicate whether this Report Submission is due to an *Information Request*.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job Number: VERIFY

Request Type: Dam Safety Annual Self-Report

You have entered a valid Information Request Job Number

*Please enter the Dam File Number (ex. D123456): VERIFY

Dam Name: Lind Creek

Dam File Number successfully verified

The following dam(s) are associated with this Information Request job and Dam File Number. Please select the dam(s) you are reporting on.

Dam Name	Dam File Number	Dam Owner Name	Status
<input checked="" type="checkbox"/> Lind Creek	D210139-00	City of Greenwood (33443)	

REVIEW REPORT
PRINT PAGE

* An asterisk indicates a required field.

BACK
CANCEL
SAVE APPLICATION
NEXT

4) The next window will display several questions that form the dam compliance report. Questions marked with a **red *** asterisk are mandatory questions. NOTE: Some of the questions are conditional and will lead to other questions that will appear depending on the responses selected.

B.C. Home
FrontCounter BC
Start a new application
My Applications
My Profile
Exit this e-service

Dam Safety Report Submission (100451027)

1
Step 2 - Technical Information
3
4
5
6
7
Complete

The below questions are related to the Information Request Job number provided. Before completing, please read the information sheet that was included in your Information Request package. For more information, see the Compliance and Enforcement section of the BC Dam Safety Program website. If this report submission is not related to an Information Request job, please add any comments related to your submission in the field below.

*1a - Have you re-determined the failure consequence classification of your dam in the last year? Yes No

*1b - In reviewing your dam inundation area, have there been changes downstream (e.g. new development) that might affect the failure consequence classification of your dam?

*2a - Have you reviewed, and, if necessary, revised your Operation, Maintenance and Surveillance (OMS) Manual as per Schedule 2 of the Dam Safety Regulation?

*2b - Have you deviated from your planned OMS activities this year?

*3a - Did you review your Dam Emergency Plan(DEP) or emergency contact information this year and confirm the name(s) and contact information are up to date? Yes No

*3b - Have you submitted the required DEP information or emergency contact information to the local emergency authorities? Yes No

*4a - Are there signs posted at your dam?

*5a - Has an alteration, or improvement to, or replacement of all or part of a dam been undertaken this year? Yes No

*6a - Were there any Hazardous Conditions in relation to your dam in the last year? Yes No

*7a - Did you identify any Potential Safety Hazards in relation to your dam within the last year? Yes No

*8a - In the last year, have you removed, decommissioned, deactivated or stopped operation of your dam? Yes No

*9a - Have you conducted site surveillance as per Schedule 2 of the Dam Safety Regulation and your OMS manual? Yes No

*10a - Has your formal inspection(s) for the year been completed? If yes, please upload a copy of your formal inspection(s) at the end of this survey

*11a - If applicable, have you undertaken and recorded annual testing of the outlet facilities, spillway gates, mechanical components, electrical equipment and communication equipment at your dam as per Schedule 2 of the Dam Safety Regulation? Yes No

*12a - Is instrumentation being used to monitor the performance of your dam to detect change? Yes No

*13a - Has a Dam Safety Review (DSR) been completed for the dam?

*14a - Has there been a change in owner, or primary and/or alternate contact for this dam? Yes No

15a - Do you have any additional information that you would like to provide?

Additional Comments:

REVIEW REPORT
PRINT PAGE

* An asterisk indicates a required field.

BACK
CANCEL
SAVE APPLICATION
NEXT

For clarification of the questions, see the following:

(1) Formal Inspection is defined in the Dam Safety Regulation (Regulation) as “a thorough on-site inspection of the dam and dam site conducted by a person who is an owner of the dam or an agent of an owner of the dam and who is responsible for the safety of the dam”. The [Inspection & Maintenance of Dams](#) manual is available on the [Dam Safety website](#) and a Dam Inspection & Maintenance course is available through the BC Water & Waste Association (www.bcwwa.org). Many dam owners hire an engineering consultant to inspect their dams, but this is not a requirement. The minimum frequency for formal inspections is annually for high and very-high consequence dams and semi-annually for extreme consequence dams. A formal inspection report must be recorded and kept by the dam owner and must be available for review by the Dam Safety Officer (DSO) on request.

(2) Site Surveillance is defined in the Regulation as “the monitoring of a dam and the area surrounding or adjacent to the dam through visual observation, and if there is instrumentation relating to the dam, through the systematic collection of instrumentation readings and analysis and interpretation of the readings”. Site surveillance is usually performed on a weekly basis for all high, very high and extreme consequence dams; see Schedule 2 of the Regulation for the minimum frequency of safety activities. Site surveillance may be conducted at a reduced frequency to suit seasonal conditions (e.g. snow cover); however, these conditions and the reduced frequency must be described in the dam’s Operation, Maintenance & Surveillance Manual*.

(3) The DSO is available to discuss any concern you may have about the safety of the dam and can assist you to determine the severity of an issue. A dam owner must report any existing **hazardous conditions** or **potential safety hazard** to a DSO. Please see section 14, *Hazardous conditions*, and section 15, *Potential safety hazard*, of the Regulation for further actions required by the dam owner.

(4) Dam Safety Reviews (DSRs) are comprehensive formal evaluations by a qualified engineer conducted every 10 years for high and very high consequence dams and every 7 years for extreme consequence dams to determine whether an existing dam meets current engineering standards. DSRs shall be carried out in accordance with the Regulation, EGBC’s DSR Guideline and the Canadian Dam Association (CDA) Guideline. A link to the EGBC’s DSR Guideline is available at www.egbc.bc.ca. The CDA Guidelines can be purchased at www.cda.ca.

(5) Operation, Maintenance and Surveillance (OMS) Manual & Dam Emergency Plan (DEP)

Requirements: Dam owners are required to have an OMS manual and a DEP. The OMS and DEP must be reviewed and updated at least every 7 years for very high and extreme consequence dams, and at least every 10 years for high consequence dams. For guidance on the required information to submit to the local emergency authority, refer to the [Instructions, Guide & Template for Preparing a Dam Emergency Plan \(DEP\) in British Columbia](#) available on the Dam Safety website.

(6) Emergency Contact Information: Dam owners are required to annually review and, if necessary, revise the emergency contact information in their DEP, and submit revised information to the DSO and to the local emergency authority.

(7) Downstream Conditions: Dam owners must review conditions downstream of their dams annually

and notify the DSO if there are changes (e.g. land development) that might result in a change in the failure consequence classification of the dam.

Dam owners must operate and maintain their dams in accordance with the *Water Sustainability Act* (WSA), the Regulation, any applicable authorization, and any order that is made under the WSA.

***Note:** simplified versions of DEP and OMS for less complex dams may be acceptable (see templates in the Guidebook entitled Inspection & Maintenance of Dams, available on the Dam Safety Website at: www.gov.bc.ca/damsafety).

Example of completed questions:

Dam Safety Report Submission (100451023)

1 **Step 2 - Technical Information** 3 4 5 6 7 Complete

The below questions are related to the Information Request job number provided. Before completing, please read the information sheet that was included in your Information Request package. For more information, see the Compliance and Enforcement section of the BC Dam Safety Program website. If this report submission is not related to an Information Request job, please add any comments related to your submission in the field below.

*1a - Have you re-determined the failure consequence classification of your dam in the last year?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*1b - In reviewing your dam inundation area, have there been changes downstream (e.g. new development) that might affect the failure consequence classification of your dam?	<input checked="" type="radio"/> Yes
1b.1 - If yes to downstream changes, please elaborate and describe what the changes are.	New construction
*1b.2 - If yes to downstream changes, is a change in your dam's consequence classification required?	<input checked="" type="radio"/> Don't know
*2a - Have you reviewed, and, if necessary, revised your Operation, Maintenance and Surveillance (OMS) Manual as per Schedule 2 of the Dam Safety Regulation?	<input checked="" type="radio"/> Yes
*2b - Have you deviated from your planned OMS activities this year?	<input checked="" type="radio"/> No
*2a - Did you review your Dam Emergency Plan (DEP) or emergency contact information this year and confirm the name(s) and contact information are up to date?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*2b - Have you submitted the required DEP information or emergency contact information to the local emergency authorities?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2b.1 - If you submitted the information to the Local emergency authority, what year was this completed? (eg. 2023)	2023
*4a - Are there signs posted at your dam?	<input checked="" type="radio"/> Yes
*4a.1 - If yes to posting of signs, are the signs currently clearly legible and the phone number(s) correct?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*5a - Has an alteration, or improvement to, or replacement of all or part of a dam been undertaken this year?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*6a - Were there any Hazardous Conditions in relation to your dam in the last year?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*7a - Did you identify any Potential Safety Hazards in relation to your dam within the last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*7a.1 - If yes, have you prepared and submitted a plan to the DSO for addressing the potential safety hazard?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*8a - In the last year, have you removed, decommissioned, deactivated or stopped operation of your dam?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*9a - Have you conducted site surveillance as per Schedule 2 of the Dam Safety Regulation and your OMS manual?	<input type="radio"/> Yes <input checked="" type="radio"/> No
9a.1 - If you responded with a No, what challenges are preventing you from conducting site surveillance at the required frequency?	staffing shortage
*10a - Has your formal inspection(s) for the year been completed? If yes, please upload a copy of your formal inspection(s) at the end of this survey	<input checked="" type="radio"/> Yes <input type="radio"/> No
*10a.1 - If yes, who conducted the formal inspection(s)?	Dam Owner
*10a.2 - If yes, what training does the person who completed the formal inspection(s) have?	BC Dam Safety Program training
*10a.3 - If yes, did the formal inspection(s) identify any new concerns?	<input checked="" type="radio"/> Yes <input type="radio"/> No
10a.4 - If yes to new concerns identified, what are the concerns, and what actions are you taking to address the concerns?	cracking, set up monitoring system
*11a - If applicable, have you undertaken and recorded annual testing of the outlet facilities, spillway gates, mechanical components, electrical equipment and communication equipment at your dam as per Schedule 2 of the Dam Safety Regulation?	<input checked="" type="radio"/> Yes
11a.1 - If yes, what did you test?	gates
*12a - Is instrumentation being used to monitor the performance of your dam to detect change?	<input checked="" type="radio"/> Yes <input type="radio"/> No
12a.1 - If yes, what type of instrumentation is being used? (see help text for examples)	crack monitors, piezometers
12a.2 - If yes, who analyzes and interprets the instrumentation readings?	data is saved on server, no one analyzes
12a.3 - If yes, were there any changes to your dam or reservoir identified by the instrumentation readings? (see help text for change examples)	no changes
*13a - Has a Dam Safety Review (DSR) been completed for the dam?	<input checked="" type="radio"/> Yes
13a.1 - If yes, when was your last DSR provided to a Dam Safety Officer? (eg. 2021)	2024
*13a.2 - If yes, have you developed an action plan to address all of the deficiencies and non-conformances identified in the last Dam Safety Review Report?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*14a - Has there been a change in owner, or primary and/or alternate contact for this dam?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*14a.1 - If yes, provide the new name(s), role/title(s), phone number(s) and email address(es) for the changed roles.	Jane Doe
15a - Do you have any additional information that you would like to provide?	no

Additional Comments:

* An asterisk indicates a required field.

***Note:** you can click the **Save Application** button at any time during the report process.

If you are using an existing BCeID, you can then close the web browser and return to your report later (see the Manage Your Dam Compliance Report section below).

If you are not using a BCeID, clicking **Save Application** will prompt you to obtain a **BCeID**.

- Once you have completed the questions and clicked **Next**, you will be prompted to upload relevant documents to your dam compliance report. This step is only required if you need to provide new or updated documents to the dam safety officer. **If you have no documents to upload, you can proceed to the next step.**

Under the **Documents to Attach** section you will see a list of all possible documents you can attach. Click the blue **Upload File** button to add documents. A pop-up box will appear that will allow you to enter a description and select the type of document you are uploading. Note: for large documents, there is a limit to the size of the documents that can be uploaded and it is 50Mb. Either break it up into smaller sizes to upload or contact the dam safety staff for alternate delivery method.

As you upload documents, a **green checkmark** ✓ will appear beside the ones you have attached, and you will see a list of the ones attached under the **Upload Your Documents Here** heading. When you are finished uploading documents, click **Next**.

Please upload all documents that are relevant to your Dam Report.

Type of Document	Description
Dam Emergency Contact Record	How or a record (required to be undertaken annually) emergency contact information for a dam required to be submitted to the dam safety officer or confirmation that no revision is necessary or linking the contact for emergency, placement and/or other contact information requested by a dam safety officer.
Dam Emergency Plan	How or revised (required every 7-10 years) Dam Emergency Plan, including revisions made due to changes in the dam's failure consequence classification or when other conditions have been made to a dam.
Dam Inspection Report	Report detailing a thorough, on-site, or formal inspection of a dam carried out by the dam owner or appropriate owner's representative (e.g., owner's engineering consultant).
Dam Owner's Design Information	For dams with multiple owners, the designated owner's name, address and other contact information required to be submitted to a dam safety officer upon request. The owner's design, permit, principles and terms of reference will remain on file by the dam.
Dam Safety Review Report	Report required every 7-10 years for high, very high and extreme consequence dams only providing a detailed review and safety assessment of a dam prepared by an engineering professional with qualifications and experience in dam safety analysis required to be submitted to a dam safety officer for acceptance.
Failure Consequence Classification Report	Written report on the determination or re-determination (required to be undertaken annually) of the failure consequence classification of a dam (required to be submitted to a dam safety officer only if consequence has changed) or report in response to a request from a dam safety officer for information regarding the failure consequence or classification of a dam.
Notice of Invasive Investigation of a Dam	Written notice to a dam safety officer of a proposed invasive investigation of a dam, required to be submitted at least 30 days prior to starting the investigation.
Notice of Proposed Activity (Decommission, Decommissioning, Development or Stopping operation)	Written notice of a proposed removal, decommissioning, deactivation or closing operations of a dam, required to be submitted to the dam safety officer at least 120 days prior to starting the activity.
Notification of Potential Safety Hazard to a Dam	Owner's or a professional safety based notification to a dam owner promptly notify a dam safety officer of the potential safety hazard.
Operation, Maintenance and Surveillance Manual	How or revised (required every 7-10 years) Operation, Maintenance and Surveillance Manual for a dam, including revisions made due to changes in the dam's failure consequence classification or when other conditions have been made to a dam.
Other	Please upload any other documents that do not fit into one of the other types and that are applicable to this application.
Other Dam Safety Review of a Dam	Any other information, data, reports or records related to a dam that a dam owner is required to submit to a dam safety officer upon request or upon request from the Water Sustainability Act or Dam Safety Regulation.
Report on Dam Alteration, Improvement or Replacement	Written report detailing the work performed to construct, alter, improve or replace a dam required to be submitted to the dam safety officer within 90 days after completion.
Report on Revisions to OWS and DCF for Dam Alteration, Improvement or Replacement	Report on Revisions to OWS and DCF for Dam Alteration, Improvement or Replacement.
Site Surveillance Report	Report on routine surveillance of a dam including visual observations of the dam and its surrounding environment and other monitoring parameters and safety devices.

Upload Your Documents Here:

Type of Document	Description	File Name
Dam Safety Review Report	Report	Rev File.jpg

UPLOAD FILE

- 6) This step is a **Privacy Declaration** for FrontCounter BC. Please review and **check the box** for agreement with the **Privacy Declaration statement**.

The screenshot shows the 'Step 4 - Privacy Declaration' page for a 'Dam Safety Report Submission (100420939)'. The page header includes the British Columbia logo and 'virtual FrontCounter BC'. A progress bar at the top indicates steps 1 through 7, with 'Step 4 - Privacy Declaration' highlighted. The main content area contains a 'PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION' with a small text block explaining the collection and use of personal information under the Freedom of Information and Protection of Privacy Act. Below the note is a checkbox that is checked, with a yellow callout box containing an information icon and the text 'Check here to indicate that you have read and agree to the privacy declaration stated above.' At the bottom of the form are buttons for 'REVIEW REPORT', 'PRINT PAGE', 'BACK', 'CANCEL', 'SAVE APPLICATION', and 'NEXT'. A 'Top' link is visible in the bottom right corner.

- 7) In the Contact Information step, you will input whether this report is being reported for an individual or company/organization.

If you are completing the report using an **existing BCeID** and you are the individual providing this report, select **Yes** for the question **“Are you the Individual providing this report?”**. Your **BCeID** contact information will automatically be populated. Please note there is an **Edit Profile** button you can click on to update your **BCeID** contact information.

The screenshot shows the 'Step 5 - Contact Information' page for a 'Dam Safety Report Submission (100236489)'. The progress bar at the top highlights 'Step 5 - Contact Information'. The form is divided into two sections: 'Dam Information' and 'Contact Information'. In the 'Dam Information' section, there are two questions: 'Is this Dam Report being reported for an Individual or Company/Organization?' with radio buttons for 'Individual' (selected) and 'Company/Organization'; and 'Are you the Individual Providing this report?' with radio buttons for 'Yes' (selected) and 'No'. The 'Contact Information' section displays pre-populated fields: 'LEGAL NAME' (Last Name: Matteson, First Name: Ann, Middle Name:), 'Phone:' (250-123-1234), 'Daytime Phone:', 'Fac:', and 'Email: ann.matteson@gov.bc.ca'. Below these fields is a 'MAILING ADDRESS' field with the value '12 any Anywhere BC V8V4J4' and an 'EDIT PROFILE' button. At the bottom of the form are buttons for 'REVIEW REPORT', 'PRINT PAGE', 'BACK', 'CANCEL', 'SAVE APPLICATION', and 'NEXT'. A red asterisk legend at the bottom left states '* An asterisk indicates a required field.'

If you are completing this report without a BCeID, you will need to enter all contact information. Providing an email address is recommended as this will allow the system to send you a confirmation email once you submit your report, and it will allow the Dam Safety Officer to contact you quickly if he or she requires additional information.

Dam Safety Report Submission (100420942)

1 2 3 4 Step 5 - Contact Information 6 7 Complete

CLIENT INFORMATION

- * Is this Dam Safety Report being submitted for an Individual or Company/Organization? Individual Company/Organization
- * Are you the Individual providing this report? Yes No

Contact Information

Have you considered using a BCeID?

A BCeID allows you to save your report submission at any time and return later to complete it or check the status of your submission. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this report submission once the sign up has been completed.

LEGAL NAME

- *Last Name:
- *First Name:
- Middle Name:
- *Phone: () -
- Daytime Phone: () - Ext.
- Fax: () -
- Email:

* MAILING ADDRESS

When adding address is clicked on, it will open up a separate dialog box to enter address information:

Address

Tips on entering an address:
Click in "Line 1" to change the Country using the drop-down menu.
When you begin typing into a field, AddressComplete will auto-populate recommended addresses. You may select an address or continue to manually enter an address.
For USA residents, when manually entering in your address, you must provide your 9-digit ZIP Code
Found here: <https://tools.usps.com/zip-code-lookup.htm>.

Manual entries must spell out the province/state; abbreviations are not accepted.

- * An asterisk indicates a required field.

- *Line 1:
- Line 2:
- *Municipality:
- Province / State:
- *Country:
- Postal / Zip Code:

When saved:

Dam Safety Report Submission (100451028)

1 2 3 4 Step 5 - Contact Information 6 7 Complete

CLIENT INFORMATION

- Is this Dam Safety Report being submitted for an Individual or Company/Organization/Government? Individual Company/Organization/Government
- Are you the Individual providing this report? Yes No

Contact Information

Have you considered using a BceID?

A BceID allows you to save your report submission at any time and return later to complete it or check the status of your submission. It only takes a few minutes to sign up for a free BceID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this report submission once the sign up has been completed.

LEGAL NAME

*Last Name:

*First Name:

Middle Name:

*Phone: () -

Daytime Phone: () - Ext.

Fax: () -

Email:

* MAILING ADDRESS

REVIEW REPORT

PRINT PAGE

* An asterisk indicates a required field.

BACK CANCEL SAVE APPLICATION NEXT

Once the contact information is correct, click the **Next** button to proceed.

- 8) The review step will indicate whether you have any errors that need to be fixed (such as missing information). If there are errors as pictured in the example below, click on the **Fix** hyperlink to take you back to the applicable screen. Once you have fixed any errors you will see a **Congratulations** box in green indicating your report is complete, as shown in the second example below.

1 2 3 4 5 Step 6 - Review 7 Complete

Outstanding Issues

The following issues must be fixed before you can continue with your application.

Fix You must provide an answer for "When did you build your dam?".

Review Your Report

Please take a minute to review your report using the link to a PDF copy below to make sure that you

B.C. Home Exit this e-service

Dam Safety Report Submission (100420942)

1 2 3 4 5 Step 6 - Review 7 Complete

Congratulations! There are no errors with your report submission. Please follow the instructions below to process with submitting your report.

Review Your Report

- Click the report link below to view a pdf copy of your report submission document.
- Review the report to ensure you have provided all necessary information and verify the information is accurate and true.
- If any changes are necessary, go back and edit your information.
- After you have finished reviewing your information, click Next to continue with the process of submitting your report submission.

[Dam Safety Report](#)

PRINT PAGE

BACK CANCEL SAVE APPLICATION NEXT

- 9) In the Review Your Report section, click on the **Dam Report** hyperlink to review a PDF document summarizing your report.

Review Your Report



Please take a minute to review your report using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true.

Dam Report

Dam Safety Report Submission

Trading Number: 100451028
Job Number: 129971
Request Type: Dam Safety Annual Self-Report

CLIENT INFORMATION

Is this Dam Safety Report being submitted for an Individual or Company/Organization/Government? Individual
Are you the Individual providing this report? Yes

CONTACT INFORMATION

Have you considered using a BCeID?

A BCeID allows you to save your report submission at any time and return later to complete it or check the status of your submission. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this report submission once the sign up has been completed.

Name: Hardimer Doug
Phone: 123-456-7890
Daytime Phone:
Fax:
Email:
Date of Birth:
Mailing Address: 200-10428 153 St
Surrey British Columbia V3R 1E1
Canada

TECHNICAL INFORMATION

Is this Report Submission due to an Information Request? Yes
Please enter the Information Request Job Number: 129971
Request Type: Dam Safety Annual Self-Report

Please enter your Dam File Number:
Dam File Number: D720004

The following dams are associated with this Information Request Job and Dam File Number. Please select the dam(s) you are reporting on.

Selected	Dam File Number	Dam Name	Dam Owner Name
<input checked="" type="checkbox"/>	D720004-00	JOHN HART DAM	BC Hydro & Power Authority (64404)

QUESTIONS

Tracking Number: 100451028 | Version 1.0 | Submitted Date: (waiting for outstanding consent forms and/or payment) Page 1 of 3

The below questions are related to the Information Request job number provided. Before completing, please read the Information sheet that was included in your Information Request package. For more information, see the Compliance and Enforcement section of the BC Dam Safety Program website. If this report submission is not related to an Information Request job, please add any comments related to your submission in the field below.

Question	Response
1a - Have you re-determined the failure consequence classification of your dam in the last year?	No
1b - In reviewing your dam inundation area, have there been changes downstream (e.g. new development) that might affect the failure consequence classification of your dam?	No
2a - Have you reviewed, and, if necessary, revised your Operation, Maintenance and Surveillance (OMS) Manual as per Schedule 2 of the Dam Safety Regulation?	Not applicable for Low Consequence Dams
2b - Have you deviated from your planned OMS activities this year?	Not applicable for Low Consequence Dams
3a - Did you review your Dam Emergency Plan(DEF) or emergency contact information this year and confirm the name(s) and contact information are up to date?	Yes
3b - Have you submitted the required DEP information or emergency contact information to the local emergency authorities?	No
4a - Are there signs posted at your dam?	Not applicable to dams on private land
5a - Has an alteration, or improvement to, or replacement of all or part of a dam been undertaken this year?	No
6a - Were there any Hazardous Conditions in relation to your dam in the last year?	No
7a - Did you identify any Potential Safety Hazards in relation to your dam within the last year?	No
8a - In the last year, have you removed, decommissioned, deactivated or stopped operation of your dam?	No
9a - Have you conducted site surveillance as per Schedule 2 of the Dam Safety Regulation and your OMS manual?	No
9a.1 - If you responded with a No, what challenges are preventing you from conducting site surveillance at the required frequency?	
10a - Has your formal inspection(s) for the year been completed? If yes, please upload a copy of your formal inspection(s) at the end of this survey	No
11a - If applicable, have you undertaken and recorded annual testing of the	Not applicable because no mechanical or electrical components to test

Tracking Number: 100451028 | Version 1.0 | Submitted Date: (waiting for outstanding consent forms and/or payment) Page 2 of 3

outlet facilities, spillway gates, mechanical components, electrical equipment and communication equipment at your dam as per Schedule 2 of the Dam Safety Regulation?

12a - Is instrumentation being used to monitor the performance of your dam to detect change? No

13a - Has a Dam Safety Review (DSR) been completed for the dam? Not applicable for Low and Significant Consequence dams

14a - Has there been a change in owner, or primary and/or alternate contact for this dam? No

15a - Do you have any additional information that you would like to provide?

Additional Comments:

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act). The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director/FrontCounter BC, Provincial Operations/441 Columbia Street/Kamloops, BC V2C 2T3

Check here to indicate that you have read and agree to the privacy declaration stated above.

OFFICE USE ONLY

Office	File Number	Project Number
	Disposition ID	Client Number

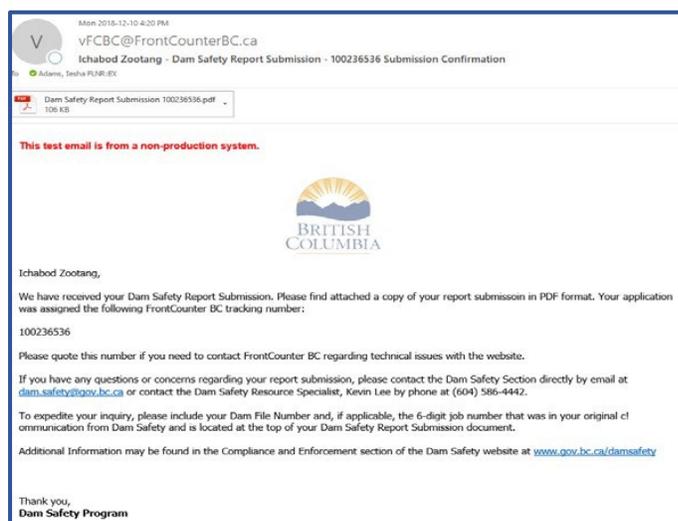
- 10) Once you have reviewed your report and clicked **Next**, you will advance to the Declaration step where you will declare that the information contained in your report is complete and accurate. Click on the **check box** to provide your declaration and click **Next** to proceed.

- 11) After you click **Submit Report** you will see a Dam Report Confirmation screen providing your vFCBC **Tracking Number** (different from the Job Number found in the Comptroller letter) and other details as well as the link to view your “Completed Dam Report” which you can download and save for your reference.

To submit reports for additional dams, click **Submit Another Report** to start from the beginning.

If you have logged on with your **BCeID**, then you can click the My Applications button to review all report submissions you have made.

- 12) You will receive a confirmation email from vFCBC once you submit your report. An example of the email you will receive is below. A copy of your Dam Safety Report Submission will be attached for your records.



Manage your Dam Compliance Report

If you used a BCeID and saved your report before it was completed, you can follow the steps below to access your saved Dam Compliance Report and complete your submission:

1. [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on [Manage Your Application\(s\)](#)

BRITISH COLUMBIA FrontCounterBC Natural Resource Online Services Log In Sign Up

Home | Explore by Activity | Explore by Location | Application List | FAQs | Application Status | Payments | Contact Us

Drought in BC

Learn how B.C. is taking action to reduce the impacts of droughts and what you can do to help:

- **General Information and Resources:**
Resources for individuals, communities and agriculture producers.
- **Drought in Agriculture**
Drought management, financial assistance for agriculture producers and more.
- **Long-term and Emergency Drought Planning**
How B.C. is taking action, maps and tools, funding and investments and more.

Apply Now

Step 1 Choose an authorization. NR Online Services account Sign up may be required for completion. **Step 2**

Search for Guidance

Explore by Activity

The Province of British Columbia has a broad variety of activities and opportunities that utilize our natural resources and land. Over 180 different activities and authorizations can be explored here on the Natural Resource Online Services portal.

You can find information on activities using the Search for Guidance box above, or by using the [Explore By Activity](#) page to see the range of different topics we offer information on.

If you already know the authorization you want to apply for, you may select it from [our list of applications](#).

Explore by Location

Use an interactive map to investigate how land in British Columbia is currently being used and generate reports on the results of your investigation.

- ▶ [Go To The Map](#)
- ▶ [Learn How To Use The Explore By Location Tool](#)

Helpful Links

- [Applications, Comments and Reasons for Decision](#)
- [BC Economic Atlas \(BCEA\)](#)
- [BC Land Title & Survey Authority](#)
- [BC Online](#)
- [BCeID Information](#)
- [FrontCounter BC Discovery Tool](#)
- [FrontCounter BC Locations](#)
- [Manage Your Application\(s\)](#)
- [Mapping Resources](#)
- [Natural Resource Web Links](#)
- [Unit Conversion Calculator](#)

Report a Natural Resource Violation

- ▶ [Natural Resource Law Enforcement](#)
- ▶ [Fire Incident Reporting](#)

2. Enter your User ID and Password

Log In with BCeID

User ID
Use a Business, Personal or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

3. Under the My Applications section, look for the report tracking number that you were initially working on. Click the **Open** hyperlink beside the tracking number to continue the report submission process.

My Applications

Welcome [Name]

The following are your personal details as per your profile. Please ensure you are providing your full legal name. Click the "Update Profile" button if you require changes to this information.

Legal Name: **UPDATE PROFILE**

Phone:

Day Time Phone: () -

Fax: () -

Email:

Address:

My Applications **NEW APPLICATION** **AMEND APPLICATION** **CANCEL / WITHDRAW APPLICATION**

Currently Working On

Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application.

	Tracking #	Type	Description	Created Date	Application Expiry Date	
Open	100236547	Dam Safety Report Submission		Dec 14, 2018	Mar 14, 2019 (90 days left)	✕
Open	100236139	EMA Waste Discharge New Registration/Notification	Code of Practice for Concrete and Concrete Products	Oct 10, 2018	Jan 08, 2019 (25 days left)	✕
Open	100235233	Amend, Renew or Transfer Park Use Permit		Jun 13, 2018	Sep 11, 2018 (0 days left)	✕

4. Click on the **Proceed** button to continue with the report submission process

virtual FrontCounterBC

B.C. Home Exit this e-service

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
- **If this is an Annual Self-Report submission required by the Comptroller of Water Rights, or the Engineer for all petroleum and natural gas (PNG) sector dams**, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#)
- **If you would like to submit information regarding your dam and do not have a 6 digit Job Number** you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer. Refer to the [Dam Safety Website](#) for contact information.
- **If you have any questions or concerns regarding your report submission** please contact the Dam Safety Section directly by email at dam.safety@gov.bc.ca or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at gouri.bhuyan@bc-er.ca or by phone at (250) 980-6059.
- **If you are accessing this site for the first time**, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- **If you are accessing this site via your BCeID account**, please click the Proceed button below to continue with your report.

About the Online Application:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari. If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

[▶ APPLY WITHOUT BCEID](#)

BCeID

[▶ APPLY WITH YOUR BCEID](#)

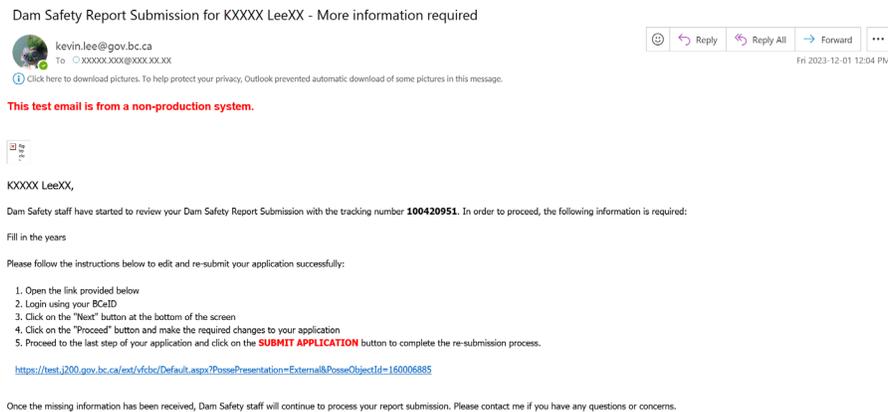
What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

[↑ Top](#)

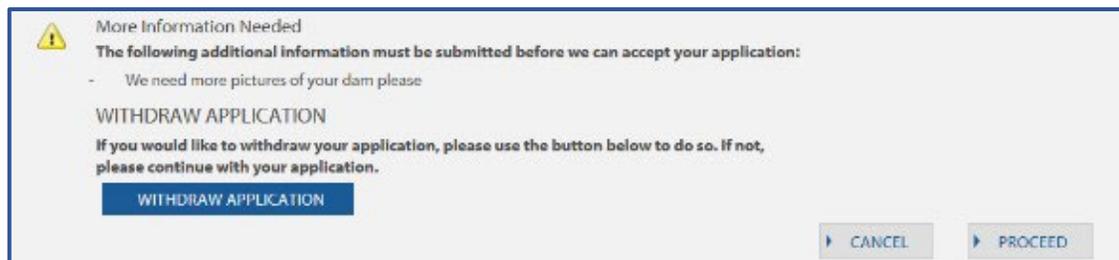
Respond to a Request for More Information

If upon review the Dam Safety Resource Specialist or Dam Safety Officer determines there is information missing from your Dam Compliance Report, they will initiate a Request More Information process.

- **If you have completed your Dam Compliance Report without a BCeID**, you will likely receive a letter by email (provided you include an email address in the submitted report) or through the mail with instructions on how to update your report submission.
- **If you completed your Dam Compliance Report with a BCeID**, you will receive an email notification similar to the example below:



Following the step-by-step instructions above, enter the vFCBC Dam Safety Report Submission process and the Introduction screen using the hyperlink. You will notice at the bottom of the Submission page there is an alert symbol indicating More Information Needed:



You will also notice there is a **Withdraw Application** (i.e. Dam Report) button if you choose to.

To continue and provide the additional information, click the **Proceed** button.

You will proceed through each page again as you did in the initial submission. This will allow you to add any information that was requested or upload additional documents. The Review step will indicate whether there are any errors and you will be able to open and view the updated Dam Report document. Proceed until you have submitted your report again.

Troubleshooting

Below we have described several issues you may encounter. If the issue you encountered is not described below, or you need additional help, please contact Kevin Lee, Dam Safety Resource Specialist.

For assistance by email: kevin.lee@gov.bc.ca

For assistance by phone: (604) 586-4442

You have entered an invalid Information Request Job Number – this means that this is not a valid number in the system. Please double-check the Comptroller (or if Petroleum and Natural Gas sector dam, Engineer) letter and try re-entering the number. If it is still not working, contact the Dam Safety Resource Specialist, Kevin Lee, or your Dam Safety Officer to confirm your Job Number.

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job number:

You have entered an invalid Information Request Job Number

This job number is past the final submission deadline date – this means that the final deadline in which reports can be received by the system, regarding your job number has passed. Please contact your Dam Safety Officer or the Dam Safety Resource Specialist, Kevin Lee, for further instructions on how to submit your report or additional information.

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job number:

This job number is past the final submission deadline date. Please contact your Dam Safety Officer for further instructions