

# Riparian Areas Regulation Notification System Users Guide

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February 2008



Ministry of  
Environment

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**Document Versions**

<b>Date</b>	<b>Version</b>	<b>Change Reference</b>	<b>Revision by</b>
Sept 2005	1.0.0	Initial user guide, very basic	
November 2006	2.0.0	Updated to include screen shots, and conversion to WebADE/ADAM	Sheila Olson
June 2007	2.0.1	Minor updates – replace RAR with RARNS, etc.	Sheila Olson
February 2008	2.0.2	Updated screen shots	David Johner/Don Philips

### Preface

The Riparian Areas Regulation Notification System (RARNS) is an automated Web-based application that allows authorized users to submit, search and retrieve information stored in the RARNS database. The database contains electronic information and documentation on development proposals in riparian areas.

This application:

- allows qualified environmental professionals (QEPs) to submit and store assessment reports on potential developments in riparian areas;
- provides a mechanism for sending electronic notification to local, provincial, and federal governments of the receipt of riparian areas assessment reports; and
- enables local government, the Department of Fisheries and Oceans (DFO) and the Ministry of Environment (MoE) to query, view, and download assessment reports.

The reports in RARNS provide information to assist local governments, DFO and MoE with decisions regarding riparian area development proposals.

This guide covers

1. Getting started
2. Signing on
3. For qualified environmental professionals
  - a. completing an assessment report
  - b. screen by screen for submitting an assessment report
  - c. screen by screen for searching and submitting an amended assessment report
4. For authorized local, provincial and federal government staff
  - a. searching for an assessment report
  - b. downloading an assessment report

#### *1. Getting started*

This section explains the system hardware and software requirements for the RARNS.

##### **1.1 Minimum system requirements**

You will need a PC with Microsoft Windows 98 (or higher) operating system.

##### **1.2 Internet connection**

Your PC must be connected to the internet. The minimum RARNS connection is 56K modem dialup access. High-speed broadband is strongly recommended.

### 1.3 Internet browser

You will need to have Internet Explorer 5.5 (or higher) or Netscape Navigator 6.1 (or higher).

### 1.4 Programs for submitting and reading reports

The submitted assessment report must be in Portable Document Format (PDF). The assessment report templates are in MS Word so the complete report must be converted to PDF before submitting. Length of PDF file name must be limited to 40 characters or the system will reject the submission.

The assessment reports stored in the RARNS Database can be viewed online or downloaded for printing. You will need Adobe Acrobat Reader 5.0 or higher to view reports. Adobe Acrobat Reader is available as a free download at [www.adobe.com](http://www.adobe.com).

### 1.5 Entering information

#### 1.5.1 Fields and Enter key

Avoid striking the 'enter' key after typing information into a field. Instead carry out actions by using the 'tab' key to move the cursor to the next field.

#### 1.5.2 Required fields, drop down lists and action buttons

Some RARNS screens contain required fields, labelled with a (\*), drop down lists and action buttons.

The screenshot displays the RARNS web application interface. At the top left is the British Columbia logo. A search bar with a 'Go' button and links for 'Advanced Search', 'Main Index', and 'Contact Us' are at the top right. A breadcrumb trail reads 'B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)'. A left sidebar contains a map of British Columbia and a menu with 'RARNS Home', 'Assessment Report Search', and 'Submit Assessment Report'. The main content area is titled 'Step 1 - Primary QEP Details' and contains a registration form. The form fields are: First Name (Jane), Middle Name, Last Name (Fisher), Designation (a dropdown menu with options: Agrologist, Biologist, Engineer, Forester, RAR tester, Technologist), Registration #, Email Address, Company Name, Address Line 1, Address Line 2, City, Province/State, Postal/Zip Code, Country, and Phone #. Asterisks (\*) indicate required fields. Annotations with arrows point to: 'Example of Required field' pointing to the First Name field; 'Example of drop-down list' pointing to the Designation dropdown menu; and 'Example of action button' pointing to the 'Next' and 'Reset' buttons. A legend at the bottom left states '\* - Required fields'.

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This screen has several required fields and a drop down list. If you do not enter the information into the required fields, you will receive an error message prompting you to enter the information in the *required field*. Also in this example, the double asterisk (\*\*) indicates that you may pass by this page without entering any data, but if you enter any information then the rest of the required fields must be completed.

The action buttons used on all screens include *Next* and *Reset* buttons.

*Next* - when you click on it you will move to view the next screen.

*Reset* - when you click on it you will reset only the screen being viewed, not every screen in the series.

*Add New* - on the screen displayed in this example, this button allows another qualified environmental professional to be added to the submission.

### 1.5.4 Session time out

While there is no automatic shut down in this system, after 60 minutes of inactivity the system closes and data will be lost.

## **2. Security and Access**

This section explains how to gain access to RARNS.

### **2.1 Usernames and passwords**

As RARNS is a secure application you must have a username and password to access it. A username is your identity when you use RARNS. For example, Paul Santi's RARNS username might be "psanti". Your password allows the system to confirm your identity.

RARNS version 1.1.0 and later uses WebADE and its interface Authority Delegation And Management (ADAM). **IDIR and Business BCeID users will have to be added to ADAM. Please contact your RARNS Application Administrator to be granted access.**

**QEPs** use their **Basic BCeID** (previously MyID) account username and password.

**Local and federal government employees** use their **Business BCeID** and password to be able to search and view the submissions. Your RARNS administrator will be able to assist you in obtaining a Business BCeID.

Register for either a Basic BCeID or Business BCeID at:

<https://www.bceid.ca/register/>

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**Provincial Government employees** will use their **IDIR** account username and password to be able to search and view the submissions.

### 2.2 Access profiles

RARNS has two access profiles for users:

1. Authorized local, provincial and federal government employees have access to search and download reports on the RARNS.
2. QEPs have access to submit and search for their own reports. If QEPs attempt to access reports they did not author, they will receive an error message.

### 2.3 Logon

Once you have your Basic BCeID, Business BCeID or IDIR username and password, and have been given the correct authorization through ADAM, you can enter the system. The RARNS logon page is on the Internet at:

<http://a100.gov.bc.ca/ext/rar/>

To reach this page, type the address into your browser's address bar (or simply click on the above address). RARNS uses the government common logon page which looks like this:

The screenshot shows the BCeID logon page. At the top left is the British Columbia logo. At the top right is a 'Help' link with a question mark icon. Below the logo is a blue 'Logon' button. The main content area features the BCeID logo, a note that 'a100.gov.bc.ca requires you to logon.', and a 'BCeID User' section with 'BCeID:' and 'Password:' labels and corresponding input fields. To the right of the input fields are two blue buttons: 'Government User' and 'Forgot My Password'. Below these is a yellow 'Next' button. In the top right corner of the logon area, there are two links: '>> Contact Us' and '>> How to get a BCeID'. A callout box with a black border and white background points to the 'Government User' button. The text inside the callout box reads: 'You may need to toggle between BCeID & Government user.'

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Once this opens:

- a. You will be presented with the screen shown here that defaults to logon as a BCeID User. If you are a QEP type in your basic BCeID and password in the fields provided.
- b. If you are a Local or Federal Government employee make sure the screen is set to log you on as a BCeID User. Then type in your Business BCeID and password in the fields provided.
- c. If you are provincial government employee set the toggle to logon as a Government User then type in your IDIR username and password in the fields provided.
- d. For security reasons asterisks (\*\*\*) will appear when you type in your password.
- e. Click the Next button.

If your username or password is incorrect or not recognized by the system, you are returned to the login page which displays an error message.

If your username and password are valid, then the Post Logon Page displays, which shows the last times you were logged on and gives any messages about your account.

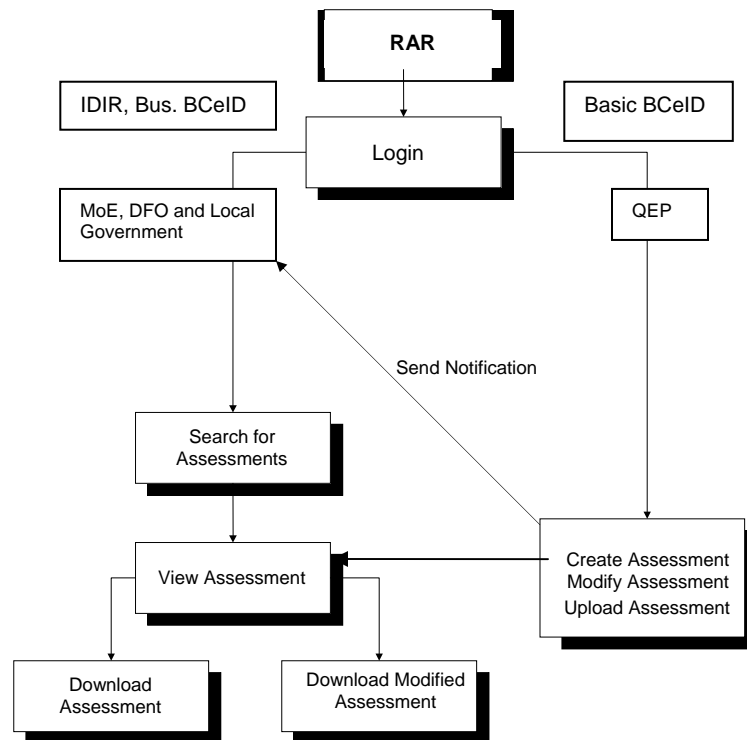
**Click** on *Next* then the RARNS application opens.

### 2.4 Logout

To log out of the system, simply close your internet window. You will also be logged out after 60 minutes of inactivity. A screen will appear, requesting you to log back onto the system.

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## An overview of the Riparian Areas Regulation Notification System RARNS





### 3. Qualified Environmental Professionals

#### 3.1 Completing an assessment report.

The QEP creates an assessment report using MS Word templates. The report should be complete before accessing the notification system.

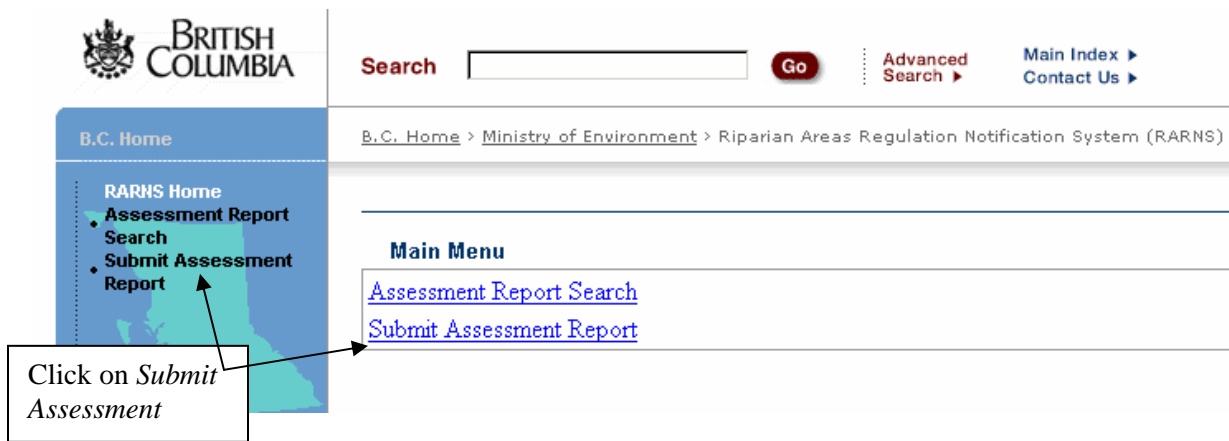
The assessment report is completed with Forms 1, 2, 3, 4 and 5.

<b>Form 1</b> Database information and outline of report  MS Word (size)	<b>Form 2</b> Additional QEP information  MS Word (size)	<b>Form 3</b> Detailed assessment  MS Word (size)	<b>Form 4</b> Simple assessment  MS Word (size)	<b>Form 5</b> Photos  MS Word (size)
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Once an assessment report is completed and converted to PDF then it ready for uploading.

#### 3.2 Submitting an assessment report

The qualified environmental professional, once logged on, selects **Assessment Search** or **New Assessment**.



The qualified environmental professional submits an assessment report by completing the series of screens. The steps involve entering information regarding

1. primary qualified environmental professional
2. secondary qualified environmental professionals
3. developer
4. proposed development

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5. its location
6. upload the assessment report and provide QEP certification and opinion provision verification
7. receiving an on-screen message that the report was successfully submitted, saved and assigned a unique assessment number.

### 3.2.1 Entering assessment report identification information

#### *Step 1 - Primary QEP Details*

The screen below shows fields to enter the first, middle and last names, email, phone number and address. The *designation* and *registration #* refer to professional status of the QEP.

The screenshot shows the 'Step 1 - Primary QEP Details' form. The form is titled 'Step 1 - Primary QEP Details' and contains the following fields:

- \* First Name: Jane
- Middle Name: [Empty]
- \* Last Name: Fisher
- \* Designation: [Drop-down menu with options: Agrolgist, Biologist, Engineer, Forester, RAR Tester, Technologist]
- \* Registration #: [Empty]
- \* Email Address: [Empty]
- \* Company Name: [Empty]
- \* Address Line 1: [Empty]
- Address Line 2: [Empty]
- \* City: [Empty]
- \* Province/State: [Empty]
- \* Postal/Zip Code: [Empty]
- \* Country: [Empty]
- Phone #: [Empty]

Annotations:

- The *Designation* has a drop-down choice for the professional association of the primary QEP.
- The *Registration #* is the QEP's professional designation number.

\* - Required fields

#### *Step 2 - Secondary QEP Details*

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Enter the name, email, phone number and address of all secondary QEPs.

**BRITISH COLUMBIA**

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

B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System

**Step 2 - Secondary QEP Details**

\* First Name:  \*\* Address Line 1:

Middle Name:  Address Line 2:

\* Last Name:  \*\* City:

\* Designation:  \*\* Province/State:

\* Registration #:  \*\* Postal/Zip Code:

Email Address:  \*\* Country:

Company Name:  Phone #:

**Next** **Add New** **Reset**

If no other QEPs are involved in the project, move to the *Next* screen.

To add another qualified environmental professional click on *Add New* to add another page to the database and to refresh this screen.

secondary QEP to enter then press next without filling in any of the fields.

ds are entered the rest are required fields

### *Step 3 - Developer Details*

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Enter the first and last name, email, and complete address for the development applicant.

The screenshot shows the RARNS web application interface. At the top left is the British Columbia logo. A search bar with a 'Go' button and links for 'Advanced Search', 'Main Index', and 'Contact Us' are at the top right. A breadcrumb trail reads 'B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)'. A left sidebar contains a map of British Columbia and a menu with 'RARNS Home', 'Assessment Report', 'Search', and 'Submit Assessment Report'. The main content area is titled 'Step 3 - Developer Details' and contains a form with the following fields:

* Contact First Name:	<input type="text" value="Andrew"/>	* Address Line 1:	<input type="text" value="7891 Dogwood Ln"/>
Contact Middle Name:	<input type="text" value="J."/>	Address Line 2:	<input type="text"/>
* Contact Last Name:	<input type="text" value="Carpenter"/>	* City:	<input type="text" value="Duncan"/>
* Email Address:	<input type="text" value="ajcarpenter@tellow.net"/>	* Postal/Zip Code:	<input type="text" value="V9L 4Z0"/>
Company Name:	<input type="text" value="Sunrise Developments"/>	* Province/State:	<input type="text" value="BC"/>
		* Country:	<input type="text" value="Canada"/>
		Phone #:	<input type="text" value="250-555-1234"/>

Below the form are 'Next' and 'Reset' buttons. A note at the bottom states '\* - Required fields.'

*Step 4 - Development Details*

See the table that follows for specific information required for each field.

**BRITISH COLUMBIA**

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

[B.C. Home](#) > [Ministry of Environment](#) > Riparian Areas Regulation Notification System (RARNS)

**B.C. Home**

- [RARNS Home](#)
- [Assessment Report](#)
- [Search](#)
- [Submit Assessment Report](#)

**Step 4 - Development Details**

\* **Development Type:**

\* **Area of Development (acres):**     \* **Proposed Start Date:**

**Lot Area (acres):**     \* **Proposed End Date:**

\* **Riparian Length (metres):**     \* **Nature of Development:**

**Section 9 Part 7 Activities (Y/N):**

**Next**    **Reset**

\* - Required fields.

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This table explains items for the screen on development details.

Item name	Item type	Required Field (Yes or No)	Description
<i>Development type</i>	Drop down list	Yes	Accessory Buildings Construction: Commercial Construction: Heavy Industrial Construction: High density (> 36 units per ha) Multi family/ Family Residential Construction: Light Industrial Construction: Low density (< 15 units per ha) Multi family/ Family Residential Construction: Med density (1635 units per ha) Multi family/ Family Residential Construction: Residential/Commercial Construction: Single Family Residential Decks Landscaping, including fencing, retaining walls, and parking lots Other Recreational Rural Residential: Outside of Municipality Schedule 2 Contaminated Site Review Strata Development Subdivision: 3 or less lots Multi family Subdivision: 6 or less Single Family Lots Subdivision: > 3 or less lots Multi family Subdivision: > 6 lot Single Family Subdivision: Commercial Subdivision: Industrial Utility/Service Corridor
<i>Area of Development</i>	Numeric text	Yes	Enter the amount of area within the lot that is to be impacted. This number will always be smaller than the Lot Area size.
<i>Lot area</i>	Numeric text	No	Enter the size of the lot that the development is proposed.
<i>Riparian length</i>	Numeric text	Yes	Enter the length in meters of the riparian area.
<i>Section 9 part 7 activities</i>	Drop down list	Yes	Section 9 Part 7 refers to the <i>Water Act</i> . Select either "yes" or "no" response to indicate if any instream work is proposed.
<i>Proposed start date</i>	Text	Yes	Enter date as year-month-day (YYYY-MM-DD) that the proposed development project is projected to start.
<i>Proposed end date</i>	Text	Yes	Enter date as year-month-day (YYYY-MM-DD) that the proposed development project is predicted to end.
<i>Nature of development</i>	Drop down list	Yes	Select from new (Greenfield site) or re-development (where site had been previously developed in some way)

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## Step 5 - Location Details

See the table that follows for specific information required for each field.

B.C. Home

B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)

RARNS Home

- Assessment Report
- Search
- Submit Assessment Report

### Step 5 - Location Details

\* **Local Government:**  \* **DFO Area:**

\* **Local Government File Reference Number(s):**

\* **Region:**

**Parcel Identification (PID)/**

\* **Parcel Identification Number (PIN):**

**Address Line 1:**

**Address Line 2:**

**Postal Code:**

\* **Stream/River Type:**

\* **Stream/River Name:**

**Phone:**

\* - Required fields

If the local government has not provided a reference number enter "000". Click *Add*. Use the *Remove* button if an incorrect number is added.

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This table explains items for the screen on location details.

Item name	Item type	Required field Yes or No	Description
<i>Local Government</i>	Drop down list	Yes	Select the <i>local government</i> (from the drop-down list). A map is provided to help confirm the region for the subject development.
<i>Stream/River Name</i>	text	Yes	<i>Stream/River</i> name refers to the gazetteer name, if the stream is unnamed then provide the name of the parent stream formatted as ""parent" stream unnamed tributary."
<i>Legal Description</i>	text	Yes	Enter the parcel identification number (PID) which is a nine digits number unique to a property
<i>Stream/River Type</i>	Drop down list	Yes	Choose stream, lake, ditch or wetland, or combination if multiple water bodies are involved.
<i>Region</i>	Drop down list	Yes	Ministry of Environment (MoE) region
<i>Watershed code</i>	Text	Yes	<i>Watershed code</i> is a unique number sequence for each stream/river (e.g. 123-123456-54321-54321-1234-1234-123...) If the stream/river is does not have a watershed code select the parent stream/river followed by a <i>comma</i> and the UTM of the stream from the most downstream location within the lot. UTM is formatted as zone, easting, northing e.g. 10, 6 digits, 7 digits. The fisheries inventory data quires tool at <a href="http://a100.gov.bc.ca/pub/fig">http://a100.gov.bc.ca/pub/fig</a> is useful for finding a watershed code.
<i>Latitude and Longitude</i>	Text	No	Enter the <i>latitude and longitude</i> geographic coordinates as degrees, minutes and seconds, from the <i>center</i> of the proposed development.
<i>Address</i>	Text	Yes	Enter the address of the development site.
<i>Postal code</i>	Text	Yes	Enter the postal code of the development
<i>City</i>	Text	Yes	Enter the city of the development
<i>Country</i>	Drop down list	Yes	Enter the country of the development



**Step 6 - Upload and Check**

To submit the PDF file of the RAR assessment report (hereafter referred to as assessment report or assessment) to the RARNS

1. Select the **Browse** button to find the assessment report PDF file on your computer. The notification system accepts PDF files only.
2. Answer **Yes** to each question by clicking in the checkbox (but only answer yes if it is a correct answer, if you cannot answer yes you must seek authorization from DFO, do not submit a report)
3. Click **Submit** to complete the assessment report submission.

The screenshot shows the 'Step 6 - Upload and Check' page of the RARNS. On the left is a navigation menu with 'RARNS Home', 'Assessment Report Search', and 'Submit Assessment Report'. The main content area includes a breadcrumb trail: 'B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)'. The page title is 'Step 6 - Upload and Check'. A 'Please note' section contains two instructions: '1. You must attach your assessment report as a pdf file' and '2. Do not submit an assessment if the answer to any of the following questions is No'. Below this is a disclaimer: 'As the Qualified Environmental Professional, you acknowledge that the Assessment Report, including the certifications and professional opinions within it, provided by you will be relied on by MOE, DFO and the local government.' The 'Upload PDF File' section shows a text box with 'C:\Documents and Settings\...' and a 'Browse...' button. A note below states '(The Maximum PDF File length can not exceed 40 characters)'. There are four questions, each with 'Yes' and 'No' radio buttons, all of which have 'Yes' selected. The questions are: 'You are a qualified environmental professional and all other professionals involved in the assessment are qualified environmental professionals; and that you and these other professionals are qualified to perform the assessment of the development proposal (Yes/No)?', 'You and they have carried out the assessment of the development proposal; and you and they have followed the assessment methods in performing the assessment (Yes/No)?', 'Is it your and their professional opinion that no harmful alteration, disruption or destruction will result from the proposed development if the development is implemented as proposed; or no harmful alteration, disruption or destruction will result from the proposed development if streamside protection and enhancement areas are protected and measures identified in your assessment report are implemented by the developer (Yes/No)?', and 'Have you attached a complete assessment report (Yes/No)?'. The final question is 'Do you commit to retaining a signed and sealed copy of the assessment report on file (Yes/No)?'. At the bottom are 'Submit' and 'Reset' buttons. Callout boxes provide additional instructions: one points to the 'Browse...' button with the text 'Browse your computer and insert your assessment report PDF file.', another points to the 'Yes' radio buttons with 'The QEP must answer yes to each question or seek D.F.O. authorization.', and a third points to the 'Submit' button with 'When finished, click the Submit button.'

If the application is closed before clicking **Submit** the data from the previous screens will not be saved.

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The file may take some a while to upload. Wait for the next screen to appear to confirm that the notification system has saved the information and to receive the RARNS assessment number.

### *Step 7 – Completion*

The message on this screen will indicate that the assessment report you have just submitted has been saved. This screen messages also provides the assessment report number and states that a email notification message of the new assessment will be distributed to you the QEP, MOE, DFO, and the relevant local government. The email notification message includes all the information you have entered in Steps 1 through 6 including the assessment number. **It is very important that you record and do not lose this assessment number shown on the *Complete* screen (and in your email notification) as you will need it if you want to amend or access this report on this system.**

QEPs need to maintain a signed and sealed copy of their report on file.

By submitting this assessment report and generating an email notification to a local government QEPs need to recognize that their report will be relied upon by a local government, the BC Ministry of Environment and Fisheries and Oceans Canada.

The screenshot shows the RARNS web interface. At the top left is the British Columbia logo. The navigation bar includes a search box with a 'Go' button, and links for 'Advanced Search', 'Main Index', and 'Contact Us'. The breadcrumb trail reads: 'B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)'. The left sidebar contains a 'RARN Home' menu with 'Assessment Report Search' and 'Submit Assessment Report' highlighted. The main content area is titled 'Complete' and displays the message: 'Your assessment has been saved successfully.' Below this, it states: 'The assessment number for the assessment you have entered is: 731'. A callout box with an arrow pointing to the number 731 contains the text 'Record your assessment number'. Further instructions include: 'Please print or record this assessment number as it identifies the RAR assessment you have just submitted and it is required for you to search for and view or to modify your assessment. This assessment number has been included in the email notification sent to you.' and 'Use the Left menu to submit an assessment report or to search for and modify saved assessments.' A final notification states: 'Notification of the creation of this assessment has been sent to you, Fisheries and Oceans Canada (DFO), and the appropriate local government. Details of assessments are included in this notification. Check content to ensure correctness. If incorrect, modify your assessment.'

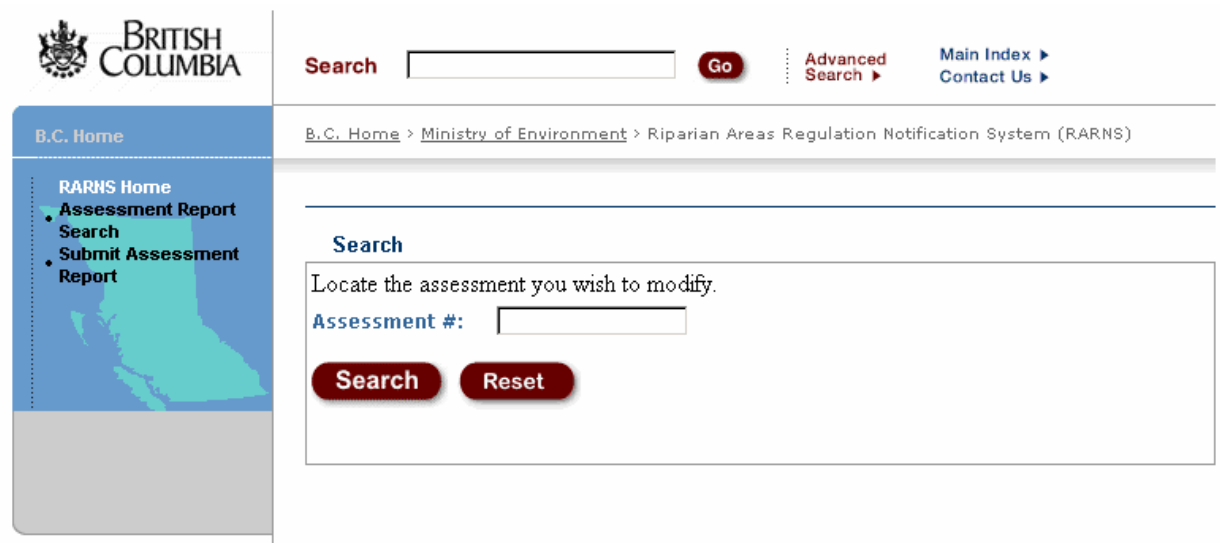
When an assessment report cannot be saved, this screen will state that the assessment submission is incomplete and that the QEP should try again later. The system will not save an assessment or send notifications if the mail server is

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down, if the Java Mail returns an error for some reason, or the email is unsuccessful.

### 3.3 Search for assessment report

In order to retrieve an assessment report once it has been submitted to the RARNS the QEP must know the assessment number. **So it is very important that the QEP record the assessment report numbers for any reports they submit to the RARNS.** Once the assessment is found the qualified environmental professional can submit an amended assessment report to the RARNS



The screenshot shows the RARNS search interface. At the top left is the British Columbia logo. To the right are navigation links: 'Search' with an input field and a 'Go' button, 'Advanced Search', 'Main Index', and 'Contact Us'. Below the header is a breadcrumb trail: 'B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)'. The main content area is titled 'Search' and contains the instruction 'Locate the assessment you wish to modify.' followed by an 'Assessment #' input field and 'Search' and 'Reset' buttons. A sidebar on the left contains a map of British Columbia and a menu with 'RARNS Home', 'Assessment Report', 'Search', and 'Submit Assessment Report'.

The search screen for qualified environmental professionals to find reports

The search will be successful if the assessment report searched for was authored by the qualified environmental professional and the correct assessment report number was used in the search. If not an error message is displayed as shown in the screen shot below.

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BRITISH COLUMBIA

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

B.C. Home

B.C. Home > [Ministry of Environment](#) > Riparian Areas Regulation Notification System (RARNS)

RARNS Home

- Assessment Report
- Search
- Submit Assessment Report

Search

Locate the assessment you wish to modify.

Assessment #:

**Search** **Reset**

**You have not authored any reports with that assessment number.**

Results of a search: Only the assessment matching the number and authored by the QEP is returned.

The qualified environmental professional can request an assessment number or make quires about other technical problems by emailing [RiparianAreas@Victoria1.gov.bc.ca](mailto:RiparianAreas@Victoria1.gov.bc.ca).

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An assessment search will display the database information of the assessment. This partial page display shows that the basic information, such as developer contact information, can be updated. If there are changes needed that cannot be updated, then a new assessment must be created.



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

B.C. Home > [Ministry of Environment](#) > Riparian Areas Regulation Notification System (RARNS)

**B.C. Home**

- [RARNS Home](#)
- [Assessment Report Search](#)
- [Submit Assessment Report](#)

### Assessment Report and Identification Details

#### Assessment Details

**Assessment #:** 717  
**Creation Date:** 2007-12-26 **Last Modified:**

#### Development Details

<b>Development Type:</b>	Other	<b>Proposed Start Date:</b>	2007-12-30
<b>Area of Development (acres):</b>	4	<b>Proposed End Date:</b>	2008-01-01
<b>Lot Area (acres):</b>	8	<b>Nature of Development:</b>	New
<b>Riparian Length (metres):</b>	300	<b>Section 9 Part 7 Activities:</b>	N

#### Location Details

<b>Local Government:</b>	Troy, City State of	<b>DFD Area:</b>	South Coast Area
<b>Parcel Identification (PID)/ Parcel Identification Number (PIN):</b>	000-111-222	<b>Stream/River Name:</b>	Wets
<b>Region:</b>	Headquarters	<b>Stream/River Type:</b>	Stream, Lke, Wetland, and Ditch
<b>Address Line 1:</b>		<b>Watershed Code:</b>	000
<b>Address Line 2:</b>		<b>Postal Code:</b>	
<b>Longitude:</b>	0 1 "	<b>Latitude:</b>	0 1 "
<b>Local Government File Reference Number(s):</b>	0001		

#### Developer Details

[Update Developer](#)

<b>Contact First Name:</b>	David	<b>Address Line 1:</b>	jutland
<b>Contact Middle Name:</b>		<b>Address Line 2:</b>	

The contact information for the primary and secondary qualified environmental professionals can also be updated. If a secondary QEP was not included in the original assessment, they can be added when submitting an amended report.

This is also the place where an amended report can be uploaded. All versions of the report that are uploaded will be retained in the database.

4. Authorized government employees

4.1 Assessment Report Searches

Assessment reports can be accessed on the RARNS by authorized local and federal government employees after logging on with their Business BCeIDs and passwords and by BC provincial government employees logging on with their IDIR username and passwords. This group has a comprehensive search screen to find assessments. The search screen allows a user to search for assessments based on combinations of search criteria defined by boxes on the *Search* screen.

The screenshot shows the RARNS search interface. At the top left is the British Columbia logo. To the right are links for 'Search', 'Advanced Search', 'Main Index', and 'Contact Us'. Below the logo is a navigation menu with 'B.C. Home' and 'RARNS Home' (containing 'Assessment Report Search'). The main search area is titled 'Search' and contains the following fields:

- Assessment #:
- Region:
- Parcel Identification (PID)/Parcel Identification Number (PIN):  with radio buttons for Exact Match, Contains, and Sounds Like.
- QEP Last Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- QEP First Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- QEP Company Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- Local Government:  with a dropdown arrow.
- Nature of Development:  with a dropdown arrow.
- QEP Designation:  with a dropdown arrow.
- QEP Registration #:
- Stream/River Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- Stream/River Type:  with a dropdown arrow.
- Watershed Code:
- Developer Last Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- Developer First Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- Developer Company Name:  with radio buttons for Exact Match, Contains, and Sounds Like.
- Development Type:  with a dropdown arrow.
- Area of Development (acres):
- Order Results By:  Assessment #  Developer Name  Region  Stream/River Name

At the bottom of the search area are 'Search' and 'Reset' buttons.

RARNS search screen – see the table that follows for description of items.

## Riparian Areas Regulation Notification System Users Guide

This table explains the items on the Search screen used to search for assessments using an IDIR or Business BCeID account.

<b>Item name</b>	<b>Item type</b>	<b>Description</b>
<i>Assessment #</i>	number	The assessment number assigned by RARNS.
<i>MOE Region</i>	drop-down box	Choose from Vancouver Island, Lower Mainland, Okanagan, Thompson and Kootenay.
<i>Legal Description</i>	number	A nine digit number (123-123-123) that is unique to a property.
<i>QEP first, last and company Name</i>	text	The name of the qualified environmental professional and/or their company name
<i>Local Government</i>	drop-down box	Choose the local government from the list.
<i>Nature of Development</i>	drop-down box	Choose either new or redevelopment
<i>QEP Designation</i>	drop-down box	The designation of the qualified environmental professional.
<i>QEP Registration #</i>	text	The registration number of the qualified environmental professional.
<i>Stream/River Name</i>	text	The name of stream, river, lake or wetland
<i>Stream/River Type</i>	drop-down box	Choose the type of stream, lake, river, wetland or ditch.
<i>Watershed Code</i>	text	The unique numerical code for a stream or lake.
<i>Development Type</i>	drop-down box	Choose the type of development (see QEP section for details)
<i>Area of Development</i>	drop-down box	Drop down choice of the total area of development either greater or less than seven and half hectares.

Additional search features for a few of the items are *exact match*, *contains*, *sounds like* help to refine the search. All or any of the fields can be used to search the database for assessment reports. This search screen also allows the results to be ordered by assessment, developer name, region, or stream name.

The search results are displayed as summary information about the assessment reports that meet your search criteria. Search results can produce more than one report. To view the assessment report of interest, click on the *circle* and then click on the *View* button.

# Riparian Areas Regulation Notification System Users Guide



Search

Go

Advanced Search ▶

Main Index ▶  
Contact Us ▶

B.C. Home

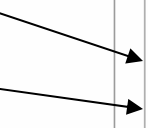
B.C. Home > Ministry of Environment > Riparian Areas Regulation Notification System (RARNS)

RARNS Home  
• Assessment Report Search

## Search Results

Assessment #	QEP/Company Name	Developer Name	Stream Name	Assessment Start Date	Assessment End Date	Number of Revisions
<input type="radio"/> 199	Testing Testing/Testing	Testing Testing/	Testing	2009-09-09	2019-09-09	3
<input type="radio"/> 201	Testing Testing/Testing	Testing Testing/	Testing	2009-09-09	2009-12-12	3
<input type="radio"/> 7	Sheila Olson/whatever	Troy X/	Gorge	2005-12-12	2005-12-31	3
<input type="radio"/> 12	Sheila Olson/Texada	Joe Blow/	George	2006-01-01	2006-11-11	3
<input type="radio"/> 13	Sheila Olson/Texada	JOe blow/	Bert	2005-11-11	2005-12-31	3
<input type="radio"/> 15	Sheila Olson/Texada	Joe Smith/	Whatever	2006-07-07	2006-09-09	3
<input type="radio"/> 31	Junk Olson/Texada	Test Jones/	Test	2006-01-01	2006-12-12	3
<input type="radio"/> 33	Testing Testing/Testing	Testing Testing/	Testing	2005-12-14	2006-12-14	3
<input type="radio"/> 71	Sheila Olson/captest	Test captest/captest	captest	2007-01-01	2010-09-09	3
<input type="radio"/> 72	captest captest/captest	captest captest/	captest	2007-09-09	2007-09-09	3
<input type="radio"/> 676	test test/IMB	tester Olson/imb	Philip	2010-09-09	2020-09-09	0
<input checked="" type="radio"/> 717	David Johner/MoE	David Johner/	Wets	2007-12-30	2008-01-01	1

To view the assessment select it by click in the circle then click View.



## 4.2 Assessment Report Details

The assessment database details on this screen include the amendments to an assessment report. Users can download the Assessment Reports and view in the browser or save locally. This example indicates for assessment report number 717 there is an original report and one revision.



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Lot Area (acres):	8	Nature of Development:	New
Riparian Length (metres):	300	Section 9 Part 7 Activities:	N
<b>Location Details</b>			
Local Government:	Troy, City State of	DFO Area:	South Coast Area
Parcel Identification (PID)/Parcel Identification Number (PIN):	000-111-222	Stream/River Name:	Wets
Region:	Headquarters	Stream/River Type:	Stream, Lke, Wetland, and Ditch
Address Line 1:		Watershed Code:	000
Address Line 2:		Postal Code:	
Latitude:	0 1 "	Longitude:	0 1 "
Local Government File Reference Number(s):	0001		
<b>Developer Details</b>			
Contact First Name:	David	Address Line 1:	Farther Rd
Contact Middle Name:		Address Line 2:	
Contact Last Name:	Johner	City:	City of Troy
Province/State:	bc	Postal/Zip Code:	v4v3v3
Email Address:	david.johner@gov.bc.ca	Country:	canada
Company Name:		Phone #:	
<b>Primary QEP Details</b>			
Contact First Name:	David	Address Line 1:	Jutland
Contact Middle Name:		Address Line 2:	
Contact Last Name:	Johner	City:	City of Troy
Designation:	RAR tester	Province/State:	Bc
Registration #:	1212121	Postal/Zip Code:	v3v3
Email Address:	david.johner@gov.bc.ca	Country:	Canada
Company Name:	MoE	Phone #:	
<b>Secondary QEP Details</b>			
Name	Company	Address	Email
#	File Name	Date	Phone
1	RARUndueHardshipSept2007.pdf	2007-12-26	View/Download File
2	RARUndueHardshipSept2007.pdf	2008-01-23	<a href="#">download</a>

Click to download the assessment report.

Your computer system will direct you to select a location for the report to be saved or to open the report. The *File Download* dialogue box opens.

If you have Adobe Acrobat Reader, you can **left-click** on the *download* link and the report will open within your Internet browser. You can then save the document to your computer using Adobe Acrobat Reader's save function.

Click **Save**. The *Save As* dialogue box opens. Navigate to the location where you want to save the file. Type in a file name and click **Save**. The file is saved to your computer in PDF. Use Adobe Acrobat Reader to open the document for viewing and printing.