



MINISTRY OF ENVIRONMENT  
REGIONAL OPERATIONS BRANCH

# ENVIRONMENTAL MONITORING SYSTEM (EMS) DATA UPLOAD REQUIREMENTS

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## STEP-BY-STEP GUIDE

Environmental Protection Division  
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A step-by-step guide designed to communicate process information to permittees about the uploading of effluent monitoring data to the Environmental Monitoring System for authorizations issued under the *Environmental Management Act*.

<b><u>GLOSSARY OF TERMS</u></b>	
EDM -	Effluent Discharge Monitoring
EMS -	Environmental Monitoring System
EDT -	Electronic Data Transfer
EMA -	Environmental Management Act

<b>START Process</b>	
<b>STEP 1</b>	<b>Confirm your monitoring requirements</b>
<b>STEP 2</b>	<b>Identify EDM sites</b>
<b>STEP 3</b>	<b>Determine EMS site number(s)*</b>
<b>STEP 3*</b>	If you need an EMS site number, contact your regional ministry office
<b>STEP 4</b>	<b>Sampling</b>
<b>STEP 5</b>	<b>QA/QC</b>
<b>STEP 6</b>	<b>Data upload*</b>
<b>STEP 6*</b>	If your laboratory does not upload data to EMS, refer to Step 6 in this document before contacting your regional ministry office
<b>STEP 7</b>	<b>Notification of upload</b>
<b>END Process</b>	

## **STEP 1 - CONFIRM YOUR MONITORING REQUIREMENTS**

Monitoring requirements for effluent discharge are clearly identified in your *Environmental Management Act* (EMA) authorization.

## **STEP 2 - IDENTIFY EDM SITES**

Generally, the sections titled “*Authorized Discharges*” and “*Monitoring Requirements*” will identify the location of effluent discharge monitoring site(s) and will detail what parameters are to be monitored. If you are unable to determine the monitoring requirements for your current authorization, please contact your regional ministry office to confirm.

## **STEP 3 - IDENTIFY EMS SITE NUMBERS**

Next, identify the EMS site number for each effluent discharge site from the authorization (e.g. E123456). Most EMS site numbers are a series of numbers preceded by the letter “E”. Although some site numbers in EMS are only a series of numbers (preceding zeros included) without the letter “E”.

## **STEP 3\***

If you require an EMS site number for an effluent discharge site or you are not sure if numbers have been assigned to a site, contact your regional ministry office.

## **STEP 4& STEP 5 – SAMPLING & QA/QC**

As required by your authorization monitoring requirements, conduct sample collection and analysis for each effluent discharge site. This is likely something that is already being done. Prior to having the data transferred to EMS by the laboratory, the authorization holder is responsible to have the data reviewed to ensure its quality and accuracy such that there are no errors with the data.

## **STEP 6 - DATA TRANSFER**

If your effluent discharge monitoring data **IS** currently being uploaded to EMS, continue to do so. There is no change to your authorization requirements.

If the effluent discharge monitoring data for your authorization **IS NOT** currently being uploaded to EMS or you do not know if this is the case, contact the laboratory project manager to request and arrange electronic data transfer by them to EMS.

## **STEP 6\* - LABORATORIES CAPABLE OF UPLOADING TO EMS**

A number of CALA<sup>1</sup> certified laboratories in BC are currently uploading data to EMS covering physical/chemical and biological analyses performed on water, air, solid waste discharges and ambient monitoring sites throughout the province. Over the years the process has become highly efficient and automated. The laboratory will review the process with you and make sure they have all the necessary details to successfully transfer your data to EMS.

If the laboratory you use for data analysis is not capable of uploading data to EMS, please contact the project manager of a CALA certified laboratory that does offer this service to request and arrange electronic data transfer by them to EMS. Your regional ministry office may be able to assist you with a list of known EMS capable laboratories. However, the choice of which laboratory, from those identified, will upload the data to EMS is the decision of the authorization holder.

## **STEP 7 - NOTIFICATION OF UPLOAD**

Once data is uploaded to EMS, an automatic EDT notification regarding the upload of the data is sent to the laboratory and the ministry staff named in the upload profile.

It is recommend that the transferring of data to EMS be on the same or more frequent incidence as the routine data submission requirement(s) identified in your authorization.

**NOTE** – The transfer of data to EMS does NOT relieve you from submitting routine monitoring data to the centralized receiving desk. For information on to the centralized receiving desk, please visit our website at:

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

If you have any questions about the EMS upload requirement process, please review the Frequency Asked Questions (FAQ). If you still have questions after reviewing the FAQ, please contact your regional ministry office. Regional office contact information can be found at the following website: <http://www.env.gov.bc.ca/main/regions.html>

<sup>1</sup>CALA Canadian Association for Laboratory Accreditation Inc