



## MINISTRY OF ENVIRONMENT REGIONAL OPERATIONS BRANCH

### ROUTINE ENVIRONMENTAL REPORTING SUBMISSION MAILBOX NAMING CONVENTIONS GUIDANCE DOCUMENT

#### INTRODUCTION

The Routine Environmental Reporting Submission Mailbox (RERSM) is where you can submit all of your routine reporting data and annual reports. The RERSM e-mail address is shown below:

#### **Ministry of Environment**

Environmental Protection Division, Regional Operations Branch  
Routine Environmental Reporting Submission Mailbox,  
[EnvAuthorizationsReporting@gov.bc.ca](mailto:EnvAuthorizationsReporting@gov.bc.ca)

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

1. Routine monitoring data – typically collected from authorized discharges
2. Routine reports –annual reports but other frequencies may be specified in your authorization
3. Routine reports with an Annual Status Form – ASF is appended to your annual report
4. Receiving environment reports – typically submitted every 3-5 years

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

#### NAMING CONVENTIONS

Generally, each type of submission has a requisite subject line and document naming convention. All examples provided below use a fictitious authorization number, 12345. Please ensure you have used your three to six digit authorization number.

#### SUBJECT LINE NAMING

The subject line must indicate the authorization number, time period for which the data or report applies and the submission label specified. This information will allow us to correctly link your submission to your authorization. Examples are provided for you.

#### DOCUMENT NAMING

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

**MONITORING DATA SUBMISSIONS – SUBJECT LINES – DATA**

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

Mandatory Subject Line Naming for Data submissions				
DATA	Authorization Number	Reporting Frequency	Label	Example
<p><b>#####</b></p> <p>3-6 digit number</p> <p>If your authorization number is not provided in the subject line, your submission will not be processed.</p>		<b>YYYY SA1 or YYYY SA2</b> Semi-Annual	<p><b>%%DATA</b></p> <p>WQ = water/effluent quality                      AQ = air/stack quality                      Sed = Sediment/Soil                      Sld = solid waste/refuse                      Tox = Toxicity                      Mx = Mixed/many data types</p> <p>This label is needed to differentiate your routine monitoring data from your other report submissions</p>	12345 2016 SA1 Sld DATA
		<b>YYYY</b> Annual		12345 2016 Mx DATA 12345 2016 AQ DATA
		<b>YYYY Q#</b> Quarterly Indicate quarter using Q1; Q2; Q3; Q4 Q1(Jan-Mar) Q2(Apr-Jun) Q3(Jul-Sep) Q4(Oct-Dec)		12345 2016 Q1 Sed DATA
		<b>YYYY M##</b> Monthly Indicate month using 2 digits 01-12		12345 2016 M01 Sed DATA
		<b>YYYY WK##</b> Weekly Indicate week using 2 digits 01-52		12345 2016 WK01 Tox DATA
		<b>YYYYMMDD</b> Daily		12345 20160103 AQ DATA

**DOCUMENT NAMING - DATA**

When submitting reports, it is mandatory to show your authorization number, the frequency of your report and a label.

**DATA**

**Mandatory Document Naming Standards for Data Submissions**

Report Frequency Name	Label	Example
<b>YYYYMMDDHHMM</b> One off event	<p style="text-align: center;"><b>DATA</b></p> <p>WQ = water/effluent quality                      AQ = air/stack quality                      Sed = Sediment/Soil                      Sld = solid waste/refuse                      Tox = Toxicity                      Mx = Mixed/many discharge types</p> <p>This label is needed to differentiate your routine monitoring data from your other report submissions</p>	201512151129 Mx DATA <i>December 15, 2015 11:29 am (24 hrs)</i>
<b>YYYY SA1 or YYYY SA2</b> Semi-Annual		2016 SA2 Sld DATA
<b>YYYY Q#</b> Quarterly Indicate quarter using Q1; Q2; Q3; Q4 Q1(Jan-Mar) Q2(Apr-Jun) Q3(Jul-Sep) Q4(Oct-Dec)		2016 Q1 WQ DATA
<b>YYYY M##</b> Monthly Indicate month using 2 digits 01-12		2016 M01 Sed DATA
<b>YYYY WK##</b> Weekly Indicate week using 2 digits 01-52		2016 WK01 Tox DATA
<b>YYYYMMDD</b> Daily		20160103 AQ DATA

**ANNUAL REPORT AND RECEIVING ENVIRONMENT REPORT SUBMISSIONS – SUBJECT LINE NAMING - REPORTS**

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

**REPORTS**

**Mandatory Subject Line Naming for Report Submissions**

Authorization Number	Reporting Frequency Name	Label	Examples
<b>#####</b>  3-6 digit number  If your authorization number is not provided in the subject line, your submission will not be processed	<b>YYYY</b> Annual Report One year only	AnnRpt	12345 2016 AnnRpt
	<b>YYYY</b> Semi-Annual Report	SA1 or SA2	12345 2016 SA1
	<b>YYYY</b> Annual Report with Annual Status Form One year only	AnnRpt-ASF	12345 2016 AnnRpt-ASF
	<b>YYYY-YYYY</b> Receiving Environment Report Start and ending year	RcvEnvRpt	2010-2015 RcvEnvRpt

DOCUMENT NAMING - REPORTS

**REPORTS**

**Mandatory Document Naming Standards for Report Submissions**

Report Frequency	Label	Example
<b>YYYY</b> Annual Report	<b>AnnRpt</b>	2016 AnnRpt
<b>YYYY</b> Semi-Annual Report	<b>SA1 or SA2</b>	2016 SA1
<b>YYYY</b> Annual Report with Annual Status Form	<b>AnnRpt-ASF</b>	2016 AnnRpt-ASF
<b>YYYY-YYYY</b> Receiving Environment Report	<b>RcvEnvRpt</b>	2010-2013 RcvEnvRpt

SUBMITTING – MULTIPLE ITEMS

**BATCH**

**Mandatory Subject Line Naming for Report and Data Batch Submissions**

Authorization Number	Reporting Frequency	Label	Examples
#####  3-6 digit number  If your authorization number is not provided in the subject line, your submission will not be processed	YYYY-YYYY Batch annual report submission	<b>AnnRpts</b>	12345 2016-2017 AnnRpts
	YYYY-YYYY YYYY Q#-Q# YYYY M##-M## YYYY WK##-WK## YYYYMMDD-YYYYMMDD Batch data submissions	<b>DATA</b>	12345 2016-2017 DATA 12345 2016 Q1-Q4 DATA 12345 2016 M01-M12 DATA 12345 2016 WK01-WK52 DATA 12345 20160101-20161231 DATA

**\*\*\*PLEASE DO NOT SUBMIT BOTH ANNUAL REPORTS AND ROUTINE DATA REPORTS SIMULTANEOUSLY\*\*\***

## Additional Notes

### Message Body

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

Example message body:

Please find attached the following reports for authorization 12345:

- 2015 Annual Report
- 4<sup>th</sup> Quarter monitoring data

### Notes on Excel

The goal is to ensure we can readily identify the different pieces of information you may be submitting. When submitting your data results, each separate report must be given a new tab within the same workbook. For example, a workbook for weekly monitoring data submissions would have 52 tabs with each tab labelled by week. If this is not possible, please ensure the tab is labelled with the correct reporting frequency or any other information needed to differentiate data sets.

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

