

Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates

Formatting manual

| Record Name | Format | Suffix/ Extension | Submission Coordinates |
|---|---------------|-------------------|---|
| Air Industrial Reports | | | |
| Industrial Ambient Air Monitoring Data (continuous and non-continuous) | XML | xml | Submission through ETS http://www.alberta.ca/ets |
| AMD Reporting Forms 1-12 (including SES/RATA Notifications) | Excel or XML | xls xml | Submission through ETS http://www.alberta.ca/ets |
| Industrial Air Reports: <ul style="list-style-type: none"> • Annual • Monthly • Quarterly | Adobe Acrobat | Pdf | Submission through ETS http://www.alberta.ca/ets |
| Industrial Certified Laboratory Analysis Report (non-continuous data) | | | |
| Industrial Ambient Calibration Report (continuous monitoring) | | | |
| SES/RATA/CGA Reports | | | |
| SES and RATA Combined Report | | | |
| Combined Reports (multiple medias with Air in one report): <ul style="list-style-type: none"> • Annual • Monthly • Quarterly | | | |

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|---|--|--|--|
| Ambient Site documentation | Adobe Acrobat/ Excel or as requested by the Director | Pdf, xls or as requested by the Director | AEP Facilities: Air.Reporting@gov.ab.ca |
| Ambient Proposal | | | |
| CEMS Monitoring Plan | | | |
| Special Air Reports as per Approval Requirements (fugitive emissions, emission reduction, etc.) | | | |
| Notification: <ul style="list-style-type: none"> Continuous Ambient Monitoring Start-up Scheduled Shutdown | | | |
| QAP Plans/Audit Reports | | | AER Facilities: EPEA.Reports@aer.ca for reports EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests |
| Notification: Stack Survey/RATA *Replaced by AMD Stack Survey and RATA Notification Form (AMD11) | Excel or XML | xls, xml | Submission through ETS http://www.alberta.ca/ets |
| Airshed Reports | | | |
| Airshed Ambient Air Monitoring Data (continuous and non-continuous) | XML | xml | Submission through airdata Warehouse until November 15, 2019: http://airdata.alberta.ca/ Submission through ETS beginning November 15, 2019: http://www.alberta.ca/ets |
| Airshed Reports: <ul style="list-style-type: none"> Annual Monthly | Adobe Acrobat | Pdf | Air.Reporting@gov.ab.ca until November 15, 2019 Submission through ETS beginning November 15, 2019: http://www.alberta.ca/ets |
| Airshed Certified Laboratory Analysis Report (non-continuous data) | | | |
| Airshed Ambient Calibration Report (continuous ambient monitoring) | | | |
| Airshed Ambient Site Documentation | | | |
| Airshed Ambient Monitoring Notifications | | | |
| Airshed Monitoring Plans | | | |

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|---|---|--|---|
| Annual Emissions Inventory Report (AEIR) | | | |
| Annual Emissions Inventory Report (AEIR) Form | Excel | xlsx | Emissions.Inventory@gov.ab.ca OR via mail/courier on a CD, DVD, USB flash drive or external hard drive to: Alberta Air Emissions Inventory Program Main Floor, Oxbridge Place 9820 – 106 Street Edmonton, Alberta T5K 2J6 |
| AEIR Quantification Methodology Document | Adobe Acrobat | Pdf | Emissions.Inventory@gov.ab.ca OR via mail/courier on a CD, DVD, USB flash drive or external hard drive to: Alberta Air Emissions Inventory Program Main Floor, Oxbridge Place 9820 – 106 Street Edmonton, Alberta T5K 2J6 |
| AEIR Signed Statement of Certification | Adobe Acrobat | Pdf | Emissions.Inventory@gov.ab.ca OR via mail/courier on a CD, DVD, USB flash drive or external hard drive to: Alberta Air Emissions Inventory Program Main Floor, Oxbridge Place 9820 – 106 Street Edmonton, Alberta T5K 2J6 |
| Combined Reports | | | |
| Combined Annual Report – multiple medias, if no air component required (i.e. Hazardous waste, Wastewater, etc.) in one report | Adobe Acrobat/Excel or as requested by the Director | Pdf, xls or as requested by the Director | AEP Facilities: AEP.IndustReport@gov.ab.ca AER Facilities: EPEA.Reports@aer.ca |

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| Industrial including Hazardous Waste | | | |
| Industrial Wastewater Reports: <ul style="list-style-type: none"> Annual Monthly | Adobe Acrobat/Excel or as requested by the Director | Pdf, xls or as requested by the Director | AEP Facilities: AEP.IndustReport@gov.ab.ca |
| Industrial Soil Monitoring/Management Proposals and Reports | | | AER Facilities: EPEA.Reports@aer.ca for reports |
| Industrial Groundwater Monitoring Proposals and Reports | | | EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests |
| Industrial Landfill Reports | | | |
| Industrial Hazardous Waste Reports: <ul style="list-style-type: none"> Monthly Quarterly | | | |
| Conservation and Reclamation (C&R) | | | |
| Pit 5 Year Reports | Adobe Acrobat/Excel or as requested by the Director | Pdf, xls or as requested by the Director | AEP Calgary: AEP.EPEAApprovCal@gov.ab.ca |
| Fish, Wildlife and Biodiversity | | | AEP Edmonton: AEP.LAR-EPEAreports@gov.ab.ca |
| Reclamation and Closure Plans | | | AEP Lethbridge: AEP.EPEAApprovLet@gov.ab.ca |
| Revegetation and Forestry | | | AEP Peace River: AEP.EPEAApprovPR@gov.ab.ca |
| Wetlands | | | AEP Red Deer: AEP.EPEAAApprovRD@gov.ab.ca (Note: there are 3a's) |
| End Pit Lakes and Tailings | | | AEP Spruce Grove: AEP.EPEAApprovSG@gov.ab.ca |
| Groundwater | | | AER Facilities: EPEA.Reports@aer.ca for reports |
| Pre-Disturbance Assessments (PDA's) | | | EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests |
| Annual Conservation and Reclamation Plans and Reports | | | |
| Post-Construction Reclamation Assessment Reports for pipelines | | | Adobe Acrobat/Excel or as requested by the Director |
| NOTE to the approval/registration holder: If you are unsure of where to submit a REPORT then contact any of the above addresses asking for clarification. | | | |

| Record Name | Format | Suffix/ Extension | Submission Coordinates |
|---|---|--|--|
| Documents Arriving at the Regional Offices | | | |
| First Nation Consultation Correspondence | Adobe Acrobat/Excel or as requested by the Director | Pdf, xls or as requested by the Director | AEP Calgary: AEP.EPEAApprovCal@gov.ab.ca |
| First Nations Consultation Plans | | | AEP Edmonton: AEP.LAR-EPEAreports@gov.ab.ca |
| Request for Authorization as allowed for in an Approval, or under request for Sec 67(3) | | | AEP Lethbridge: AEP.EPEAApprovLet@gov.ab.ca |
| Pre-application correspondence | | | AEP Peace River: AEP.EPEAApprovPR@gov.ab.ca |
| Financial Security Annual Cost Estimate Reports | | | AEP Red Deer: AEP.EPEAAApprovRD@gov.ab.ca (Note: there are 3a's) |
| Information requests and general correspondence | | | AEP Spruce Grove: AEP.EPEAApprovSG@gov.ab.ca |
| Other regulatory agency correspondence | | | AER Facilities: EPEA.WA.Applications@aer.ca or Industrial Engineer of Application (For First Nation Consultation Correspondence and First Nations Consultation Plans, only for cases where ACO decision was not submitted with the application) EPEA.WA.Plans.Authorizations@aer.ca for authorization requests EPEA.WA.Applications@aer.ca for Information requests and general correspondence and other regulatory agency correspondence |

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| EPEA Documents (other than defined reporting and monitoring listed in pages 1-4) | | | |
| Documents Arriving at the Regulatory Approvals Centre (RAC) | | | |
| <p>All new, renewal and amendment applications:</p> <ul style="list-style-type: none"> • Approvals • Code of Practice Registration • Code of Practice Notification • Authorization • Consent to Transfer <p>NOTE: For Applications which include an Environmental Impact Assessment Report copies (paper and digital) of the submission are required to undertake the Technical Review and Proponents are to contact their EA Coordinator for a distribution list.</p> <ul style="list-style-type: none"> • Application Fees • Public Notice tear sheets • Financial Security submissions (i.e., letter of credit) • Complete Stakeholder Surveys | <p>Adobe Acrobat/Excel or as requested by the Director</p> | <p>Pdf, xls or as requested by the Director</p> | <p>AEP Facilities: AEP.EPEAapplications@gov.ab.ca</p> <p>AER Facilities: EPEA.WA.applications@aer.ca for EPEA approvals, amendments, consent to transfer and EPEA Code of Practice Registrations</p> <p>EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests</p> |
| <p>Reclamation Certificate and Remediation Applications</p> | <p>Adobe Acrobat/Excel or as requested by the Director</p> | <p>Pdf, xls or as requested by the Director</p> | <p>AEP Facilities: Rac.Environment@gov.ab.ca</p> <p>AER Facilities: OneStop for Reclamation Certificate Applications CSUSubmissions@aer.ca for Remediation Certificate Applications</p> |

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| Municipal Reports, Notifications and Requests | | | |
| Municipal Groundwater Monitoring Proposals and Reports | Adobe Acrobat/Excel or as requested by the Director | Pdf, xls or as requested by the Director | Calgary: AEP.EPEAApprovCal@gov.ab.ca |
| Municipal Irrigation Reports | | | Edmonton: AEP.LAR-EPEAreports@gov.ab.ca |
| Municipal Landfill Reports (Solid Waste Management) | | | Lethbridge: AEP.EPEAApprovLet@gov.ab.ca |
| Municipal Soil Monitoring/Management Proposals and Reports | | | Peace River: AEP.EPEAApprovPR@gov.ab.ca |
| Municipal Solid Waste (Biosolids) Reports | | | Red Deer: AEP.EPEAAApprovRD@gov.ab.ca (Note: there are 3a's) |
| Municipal Special Reports: <ul style="list-style-type: none"> • Construction/Upgrade Reports/studies • Operations plans • Stormwater management reports • All special reports as required within the conditions of the approval • Environmental Performance Plans | | | Spruce Grove: AEP.EPEAApprovSG@gov.ab.ca |
| Municipal Wastewater and Waterworks Digital Reports: <ul style="list-style-type: none"> • Annual • Monthly | | | |
| Municipal water and wastewater piping installation Notification | | | |
| Municipal water treatment filtration exemption requests | | | |
| Requests for Consent to Waive a Setback Requirement, as per the <i>Municipal Government Act</i> . | | | |