



PCB On-Line Report System User Guide

Important Notes To New Users:

- 1) Only one “owner¹” per company will be granted access to the PCB On-line Reporting System to set up the primary account (primary account holder).
- 2) Primary account holders will be granted access to system via confirmation email from the system Administrator which will include login name and password.
- 3) The primary account holder must ensure that ALL facilities subject to the PCB regulations are listed under SITES.
- 4) The primary account holder can delegate individual facility (site) reporting responsibilities to subaccounts as set up by the primary account holder.
- 5) Subaccount holders will only be able to report on facilities (sites) assigned by primary account holder and will not be able to see other primary account or subaccount facilities (sites). Subaccounts will be granted access by system Administrator.
- 6) Reporters only need to report grand totals (volume and concentration) for all their facilities but can choose to report individually facility by facility.

REGISTERING NEW ACCOUNT

1. Click on ‘**Register Regulatee Account**’.
2. Select either “Register Company Account” or “Register Individual Account” and enter information as prompted. Note: User Name will be the log-in name for account holder.
3. A confirmation email should be received from the system Administrator within 2 days with the log-in name and a temporary password.
4. Log In using login and password provided. You will be immediately prompted to enter a new password (containing a capital letter and a number) and enter your custom security question.

PRIMARY ACCOUNT HOLDER – Setting up Account Information

The primary account holder is responsible for ensuring that all facilities subject to the regulations are entered. If desired, primary account holder can create subaccounts and delegate reporting functions for individual facilities (sites).

1. **List all Sites.** Using the SITES tab, click on “Create New Site” to create a list of all facilities (sites). This will include facilities (sites) where PCB liquids and equipment containing PCBs are in use subject to 2009 deadline, stored, destroyed, etc. **NOTE:** *after entering site information and address, ensure that the **Report Section** is reviewed and ONLY THOSE REPORTS THAT APPLY TO THAT facility are checked off. The default is no reports apply.* If the facility is a PRESCRIBED SITE (i.e. hospital, day care, school, etc) ensure that this is indicated as well.
2. Use “Create New Site” to enter all facilities. Sites entered are listed under the SITES tab and indicates who is responsible for reporting and status.
3. **Create Subaccount.** This step is only required if primary account holder plans to delegate reporting responsibility for facilities (sites). Click on SubAccount Tab, “Create New” and enter subaccount information (name of individual and contact info). System Administrator will review and send email with login and password to subaccount holder.
4. **Delegate Authority.** Once all facilities (sites) are entered and subaccounts have been set up, the primary account holder can delegate reporting authority by facility to

¹ Owner – dictionary definition applies. Refers to one with an interest in and often dominion over property or one with the right to exclusive use, control, or possession of property. Examples: principal, CEO, Chair, Director, etc.

subaccount. Click on “Delegate Authority” and review list of facilities (sites). Default responsibility is to primary account holder. To delegate to subaccount, for each facility, click on name of subaccount that will be responsible for that facility and then SAVE. Subaccount holder will now be able to log on to system and see list of facilities (sites) assigned to him/her.

REPORTING – primary account holder or subaccount holder

The primary account holder and subaccount holders can only submit facility reports for those sites they are responsible for i.e. primary account holder cannot submit a report for a facility assigned to a subaccount unless the primary account holder changes reporting responsibility back to primary account holder. Subaccount holder cannot reassign responsibility to anyone. Primary account holder is the ONLY one who can submit reports under section 22 and section 40 of the regulations.

Creating Reports:

1. Click on PCB Reporting tab
2. Click on “Create New Report”
3. Select year from drop-down menu (reporting for previous calendar year)
4. Select Report to be submitted (this list should only show the reports chosen by the primary account holder when setting up the facility)
5. Select Site(s). If submitting report for all facilities, ensure that all facilities have been checked. If not submitting for all facilities, chose only those facilities report is being generated for. NOTE: all facilities will require reports submitted.
6. Enter required information.
7. Save report (at top of screen) as either a draft (default) or as completed. If report is submitted properly a message will appear at the top of the screen. Reports saved as either draft or completed ARE NOT YET SENT TO Environment Canada. These reports can be reviewed and changes made if necessary.

Submitting Final Reports

1. Click on PCB Reporting tab
2. Review list of Available Reports. Reports will be listed as either DRAFT or COMPLETED.
3. For Draft Reports – click on draft report. Change status to completed.
4. For Completed Reports – place check beside completed report(s) to be submitted, click on Confirm and the click on Submit Reports. Reports have now been submitted to Environment Canada and cannot be changed.
5. Click on Print Report Declaration.
6. Sign, date and mail report declaration.

Reviewing Submitted Reports

1. Click on PCB Reporting tab.
2. Scroll down to Submitted Reports to see list of reports/facilities that have submitted their reports. Note: primary account holder should see list of all reports submitted for ALL facilities. Subaccount holders will only see list of reports they have submitted for their facilities (sites).