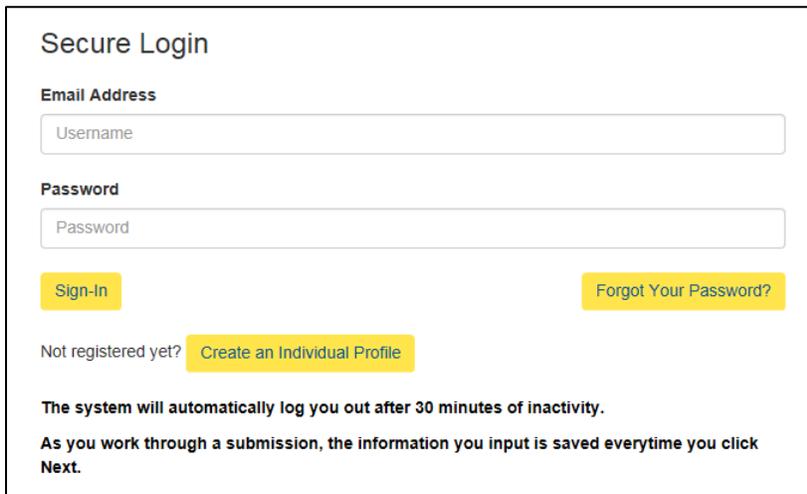


For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

The purpose of this guide is to provide information about submitting an Industrial Source (Air Quality) via the Ministry of Environment’s online services website.



**Secure Login**

**Email Address**

  
**Password**  
 

Not registered yet?

**The system will automatically log you out after 30 minutes of inactivity.**

**As you work through a submission, the information you input is saved everytime you click Next.**

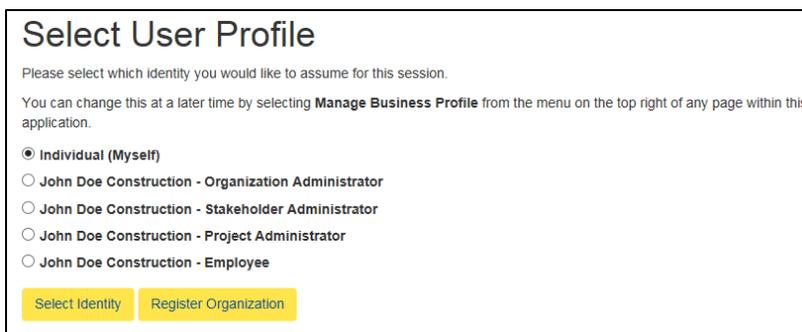
### Login

Login using the following link:  
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in.



**Select User Profile**

Please select which identity you would like to assume for this session.

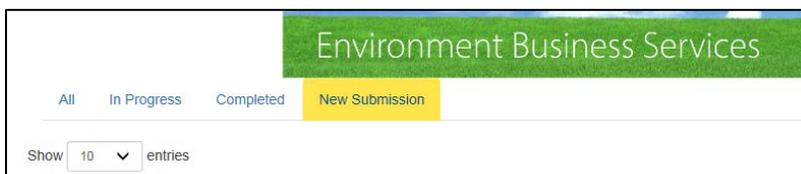
You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

- Individual (Myself)**
- John Doe Construction - Organization Administrator
- John Doe Construction - Stakeholder Administrator
- John Doe Construction - Project Administrator
- John Doe Construction - Employee

### Select User Profile

Select the radio button next to **Organization Name – Employee**.

If you do not see a **Select Identity** page, refer to **Registering an Organization** guide.



**Environment Business Services**

All In Progress Completed **New Submission**

Show 10 entries

### New Submission

Click **New Submission** once on the dashboard

Business	Municipal	Individual
Client Service Office		
Environment Assessment		
Fish & Wildlife Research		
Fisheries		
Forestry		
General		
Generic Training		
Hazardous Materials Storage		
Industrial		
Industrial Sewage Works		
Industrial Source (Air Quality)		
Industrial Waterworks		
Landfills		
Lands Branch		
Landscape Stewardship		
Mining		
Qualified Person		
Spills / Impacted Sites		
Wildlife		

Industrial
Industrial Sewage Works
Industrial Source (Air Quality)
Notification of an Industrial Source (Air Quality)
Industrial Waterworks

Select **Industrial Source (Air Quality)** from the new submission list.

Select **Notification of an Industrial Source.**

**Industrial Source (air quality)**

The form is to be used to notify the minister, in accordance with section 1-2 of the Industrial Source (Air Quality) Chapter of the Saskatchewan Environmental Code, when establishing an industrial source facility.

No person shall establish an industrial source facility unless that person has notified the minister and received a notification number from the minister. To ensure a timely response, it is important that the form includes all the necessary information.

For assistance completing this form or for more information, please contact our Client Service Office:  
 Email: [center.inquiry@gov.sk.ca](mailto:center.inquiry@gov.sk.ca)  
 Tel (toll free in North America): 1-800-567-4224  
 Tel (Regina): 306-787-2584

It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.

Click the button below to start the application process.

Next

As you work through the prompts, the first few you can simply click **Next**.

**Pre-Fill Conditions:**

Click **Next**.

**Applicant Information:**

Click **Next**.

**Confirm Stakeholder Profile:**

Make sure your stakeholder role is associated with the organization. Click **Next**.

**Review Individual**

**Organization Profile:**

Review the information provided. If correct, click **Next**.

Industrial Source (air quality) Transaction Number: 10027480

**INDUSTRIAL SOURCE FACILITY INFORMATION**

Section 1: Type of facility

An incinerator

A coal-fired power plant

A potash mine or potash solution mine, and its associated facilities

A uranium mine, and its associated facilities

A manufacturing plant that produces steel, fertilizer, cement or chemicals

A petroleum refinery

A petroleum upgrader

A pulp, or pulp and paper, facility

An oriented strand board facility

An asphalt refinery

An ethanol plant

An oil seed processing and dehydration facility

An edible oil facility

Section 2: If your facility is not listed above, does the facility annually emit, or expect to annually emit

More than 10 metric tonnes of one type of Class I air contaminant

More than 25 metric tonnes of any combination of three or more types of Class I air contaminants.

Note: Class I air contaminants are SO2, NO2, PM2.5, PM10, CO, VOCs

Previous
Next
Cancel

**Information**

Select the type of facility from the list or if the facility is not listed select the annual emissions in Section 2.

Click **Next**.

**Industrial Source (air quality)** **Transaction Number: 10027450**

Please select your geographic location method based on the choices on the right side of the page. Once the location is entered, it will appear on the map. Alternatively, a narrative description of the location can be entered below.

**Menu**

- ▶ Basemap
- ▼ Search
  - ▶ Civic Address
  - ▶ Geographic Coordinates
  - ▶ UTM Coordinates
  - ▶ Land Description
  - ▶ Survey Plan
  - ▶ Parcel Number
  - ▶ River Lot
- ▼ Overview Map

Name	Description	Source

Previous
Next
Cancel

**Location:**

**Note:** You must have Internet Explorer 7 or higher to be able to use the mapping tool.

Indicate the location of the industrial source on the map.

You can enter locations either by entering the various land descriptors under **Search** on the right hand side of the map, or you can enter locations using the **Draw Toolbar** (points, lines and polygons) on the top of the map.

A point, line or polygon is considered one location.

When using the Draw Toolbar you must click on the Draw Toolbar again to turn it off in order to identify locations.

Indicate the location on the map the corrective action plan will be carried out.

Click directly on the location (i.e.: dot), a Location Type drop down will appear, select the location type.

If you cannot get the Location Type drop down to appear ensure the Draw Toolbar is turned off.

Click **Next**.

Qualified Person Certification Standards (QPCS)

A Qualified Person Certification Standards (QPCS) must always be submitted with an Industrial Source Notification.

Industrial Source (air quality) Transaction Number: 10027450

**QUALIFIED PERSON CERTIFICATION STANDARDS (QPCS)**

For the purposes of certifying an environmental protection plan \* - Required

<b>Method #1:</b> Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard. To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.	<b>Method #2:</b> Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.
--	--

Provide a Certification Standard

The **first set** of methods is for the purpose of certifying an environmental protection plan. **\*Required\***

For the purposes of certifying the quality assurance and quality control sampling and analytical procedures (Optional)

<b>Method #1:</b> Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard. To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.	<b>Method #2:</b> Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.
--	--

Provide a Certification Standard

The **second set** of methods is for the purpose of certifying the quality assurance and quality control sampling and analytical procedures. **\*Optional\***

The Qualified Person(s) selected will receive an email once this notification has been submitted. The e-mail will request that the Qualified Person(s) submit a Certification Standard for this notification and will make specific reference to the transaction number of this submission.

The notification will remain in a pending status until all related Qualified Person Certification Standards are submitted via Online Services.

Previous Next Cancel

**Note:** The Industrial Source (Air Quality) submission will not truly be completed until the Qualified Person completes their QPCS.

**Method #1:**

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

**Method 1:**

Invite a Qualified Person (QP) to Submit a QPCS on behalf of your organization. For information when invited to submit a QPCS please refer to the user guide Online Services: **Submitting a Qualified Person Certificate Standard.**

Select the **Qualified Person** name from the drop down.

If there are no qualified persons in the drop down or the qualified person is not listed, the system administrator will need to add them so that they appear in the drop down list. Refer to the **Stakeholder Administrator** guide on how to do this.

Click **Next**, skip to the Attach Document(s) section on page 7.

This is an automated email to inform you that you have been selected to provide a Qualified Person Certification Standard in reference to a notification for Industrial Source (Air Quality) Chapter, Transaction Number 10027450, submitted by John Doe Construction.

To submit the Qualified Person Certification Standard and associate it to the referenced notification please log in to Online Services (<https://envrbrportal.cmtest.saskatchewan.ca/>). When you are logged in as a qualified person, click on NEW SUBMISSION and navigate to QUALIFIED PERSON/QUALIFIED PERSON CERTIFICATION STANDARD and submit the Qualified Person Certification Standard. You will make reference to the Transaction Number noted above on the "Association" page of the submission.

Please do not reply to this email; this address is not monitored. If you have any questions related to the notification process, please contact the Client Service Office at (306) 567-4224.

**CONFIDENTIALITY NOTICE:** This email was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Privilege and confidentiality is not waived. If the reader is not the intended recipient, use or distribution of this information is prohibited.

**Email Notification**

The QP you chose from the drop down list will receive this e-mail notifying them that they need to submit the QPCS. The transaction number is listed.

The Transaction Number is listed that they will need to input when submitting the QPCS.

**Method #2:**  
Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

[Provide a Certification Standard](#)

**Method 2:**

You are a Qualified Person (QP) and want to Attach a QPCS.

If you are the Qualified Person and are wanting to attach the QPCS.

Click **Provide a Certification Standard**.

**Enter a Certification Standard** x

Your selection below should be the same as provided on the Qualified Person Certification Standard by the qualified person.

Qualified person is (section 2 Qualified Person Certification Standard)

**A person licensed to practise professional engineering or professional geoscience pursuant to The Engineering and Geoscience Professions Act**

**An individual who is designated by the minister or who is a member of a class of persons designated by the minister pursuant to the Act to undertake that activity**

**(Clear Selection)**

Professional opinion provided by qualified person (section 3 Qualified Person Certification Standard):

**The methods and components in the environmental protection plan, if carried out in accordance with that plan, will satisfy the results-based objective described in section 1-8.\***

Additional Information

A new pop up window will appear.

Select the radio button corresponding to the qualified persons qualifications.

Select the radio button corresponding to the opinion provided by the qualified person in the qualified certification standard.

Click **Done**.

Repeat above steps until all required qualified person certification standards are submitted.

Click **Next**.

**Industrial Source (air quality)** **Transaction Number: 10027450**

The following documents are required to be submitted with an alternative solution (Part 1 and 2):

- a. Environmental protection plan;
- b. Certifying the quality assurance and quality control sampling and analytical procedures

Other applicable documents may be submitted in this step.

Please select a file to submit.

Browse...

Please provide a description for your file.

Please select the type of file being submitted.

Environmental Protection Plan ▼

Submit File

A document of type "Environmental Protection Plan" is required.

Previous
Next
Cancel

### Attach Document(s)

Any documents relating to the submission are attached here.

### Fillable PDF Of QPCS

You can find the fillable PDF of a QPCS at the following [link](#).

An Industrial Source (Air Quality) submission always requires an Environmental Protection Plan and a qualified person certification standard to be submitted.

To attach a document click **Browse**. **Select** the file to be submitted. Click **Open**.

Include a description of the file and select the type of file being submitted.

Click **Submit File**

Repeat above until all documents are submitted.

**Note:** To upload more files, please repeat process above. Once you are done uploading files, click the **Next** button to proceed.

### Pre-Submit Conditions

Read and review all the conditions provided.

Select the box to certify the information on the form is complete and accurate.

Click **Submit**.

**Industrial Source (air quality)** **Transaction Number: 10027450**

In accordance with the Industrial Source (Air Quality) Chapter, I hereby notify the minister that I intend to establish an industrial source facility.

I certify that the information provided on this form is complete and accurate to the best of my knowledge.\*

Previous
Submit
Cancel

Industrial Source (air quality)

Transaction Number: 10027450

Transaction completed successfully.

Your transaction completed successfully. Please refer to the transaction number (displayed above) when inquiring about your notification. If you have any additional questions or require additional information, please contact the Ministry at your convenience.

To see the status of your notification, see the [Dashboard](#) page.

## Submitted

You will be shown a message of the transaction being completed