

ETS – Airshed Submission Training Manual

An overview on how to
submit airshed data via
ETS



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1. Airshed Submissions

NOTE: Beginning November 15, 2019 at 5:00 pm MST, airsheds will submit all air reports and data to ETS and NOT to the airdata warehouse.

Airshed submissions to ETS include:

- Ambient air data, including continuous and non-continuous (passive, canister, PUF, etc.) data (XML file), accompanied by (as applicable):
 - PDF calibration report (for continuous ambient data)
 - PDF certified laboratory analysis report (for non-continuous ambient data)
- PDF reports:
 - monthly and annual airshed air monitoring reports
 - monitoring plan
 - site documentation
 - airshed ambient monitoring notifications (as per AMD Notification Template)
- Airsheds must use the file naming conventions provided in the [EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline](#)

Ambient XML Schema

Effective November 15, 2019 after 5 p.m. MST, Version 2.0 of the ambient XML schema must be used in the submission of ambient data to be accepted by ETS:

This means:

1. The new ambient XML schema must be used from that date going forward for new data sets and for the resubmission of historic data;
2. The new ambient XML schema is for use by all ambient data submitters (industrial and airshed);
3. Submitting ambient data using the V1.9 schema will **NOT** be accepted by ETS going forward;
4. Version 2.0 of the Reference Tables must be used in conjunction with Version 2.0 of the ambient XML schema. A new version of the Ambient Schema Guidance document will be added in the near future.

More information on Version 2.0 of the ambient XML Schema can found at Alberta Online Learning website: <https://www.alberta.ca/ets-air-reporting-support#jumplinks-3>

2. ETS

Introduction to ETS

- The Electronic Transfer System (ETS) provides secure access to do business electronically with the Government of Alberta. Holders of an authorized Account may access the services available through ETS.
- To have access to ETS, you will need to apply for access. More information can be found at: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- Once the application is successful, the role of the Site Administrator will be created by the Government of Alberta. The Site Administrator is responsible for creating and maintaining Client Accounts and assigns the role for Coordinator. Individual accounts (called a Client Account) are subsets of the Site Administrator Account.
- Each Client Account is assigned a role that defines the required functionality. The Coordinator is responsible for assigning the levels of access to ETS based on the role an individual has within the company.
- Once the Client Account is created, the individual can logon to the secure ETS website using this new Client Account login Id and password.

Accessing ETS

ETS submission link is on <https://www.alberta.ca/electronic-transfer-system#jumplinks-2>

Accessing ETS

ETS log in →

Forgot Password/Reset Password →

A password is required for this system. The Primary Site Administrator and the Backup Site Administrator have a critical role, they are responsible for setting up access and managing the security for all their users on ETS, including passwords. Note – Crown Land Data is only authorized to work with the Primary Site Administrator or the Backup Site Administrator.

Or you can use the link www.alberta.ca/ets.

Technical Requirements

Ensure you have access to the Internet and a Computer that meets the Minimum Technical Requirements.

The ETS website is a secure environment protected by 128-bit encryption via SSL, identified by a certificate of authentication.

To use the secure ETS website properly, stakeholders must ensure they (or their service provider) have access to a computer with Internet access. Those who do not have their own computer can use any computer with internet access (e.g. local library).

ETS Support and Web Browser Compatibility

- ETS supports Chrome, Microsoft Edge, Internet Explorer 11.0 or higher, and Firefox 50.0 or higher.
- Pop-ups must be enabled in your web browser to access reports (i.e. submission or error reports).
- If you require support with existing ETS accounts or setting up a new account, please contact ETSAccountSetup@gov.ab.ca or 780-644-2300.
- If you require technical support with ETS, please contact ETS@gov.ab.ca or 780-908-4969.
- Technical support will only be available during business hours: 8:15 AM – 4:30 PM Monday to Friday.

Submission Failure or ETS Outage

It is recommended that airsheds submit their data, forms and reports well before the due date to ensure adequate time for submission, should a submission failure occur. If there is a submission failure, time would be required to correct the errors identified in the error report and resubmit.

Planned ETS maintenance or outages will be posted on the ETS site and communicated to ETS users. If unable to meet reporting timelines due to an ETS outage, airsheds should:

- Provide notification to Air.Data@gov.ab.ca of inability to submit due to outage; and
- Complete the air submission within 24 hours of being notified that the website is operational.

ETS Support

- **Support:** Report problems or questions to Crown Land Data at (780) 644-2300.
- ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 6:00 pm Sunday.
- If you require support with existing ETS accounts or setting up a new account, please contact ETSAccountSetup@gov.ab.ca.
- If you require technical support with ETS, please contact ETS@gov.ab.ca or 780-908-4969.
- **Note that technical support will only be available during business hours, so it is important to ensure the data is submitted within the business hours timeframe: 8:15 AM - 4:30 PM Monday to Friday.**

3. ETS User/Role Management

Each Client Account must be assigned a role which defines the functionality that this account can access while on the website. This is designed to allow organizations to delegate specific functionality to certain accounts for different forms in order to maximize the visibility of secure information to those authorized to view that information.

The roles available in ETS are:

- **Site Administrator**
 - Create accounts and assign Coordinator role for the area operator in ETS account node
- **Coordinator**
 - Can create stations and assign roles by station within the assigned “area operator” in admin module
- **Station Manager**
 - Can modify ambient station details and assign reference data. Role can be assigned by station.
- **Reviewer**
 - Can review *Pending Review* submissions of others and pass or fail them, progressing them to *Submitted* or *Review Failed* status. Can view and edit the submissions of others. Role can be assigned by station.
- **Submitter**
 - Can create requests and begin the submission process; data will be validated and submission will progress to *Pending Review* but not to *Submitted*. Cannot view submissions of others. Role can be assigned by station.
- **Viewer**
 - Can view the submissions of other users and view station information. Role can be assigned by station.

ETS Role Assignments Chart

Roles	Role Assignment by Station	Create Station	Update Ambient Station Info (includes assigning VVC, equipment)	See Stations (read-only)	Submit (create a submission)	Review (sign off on a submission)	View Submissions (work in progress)
Coordinator	Yes	Yes	No	Yes	No	No	Yes
Station Manager	No	No	Yes	Yes	No	No	No
Reviewer	No	No	No	Yes	No	Yes	Yes
Submitter	No	No	No	Yes	Yes	No	No
Viewer	No	No	No	Yes	No	No	Yes

ETS Role Management

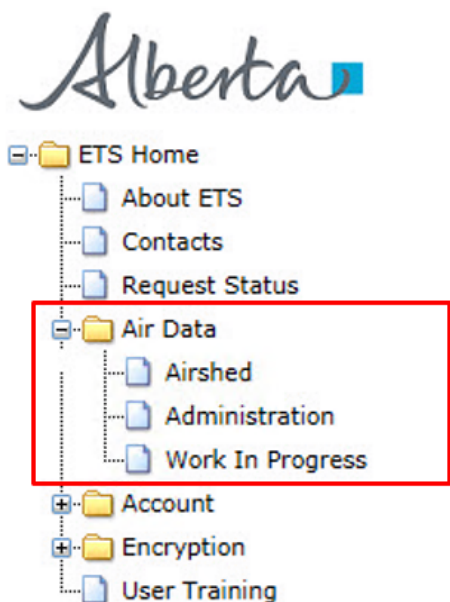
Once you have signed in to ETS, the “**Air Data**” tree node will appear on the left of the screen.

The “**Air Data**” node has 3 sub-nodes (all circled in red). The “**Air Data**” sub-nodes are:

- “**Airshed**” – for the Submitter to make data submissions, manage warnings/errors, data resubmissions;
- “**Administration**” – for the Coordinator to assign roles (i.e. Submitter, Reviewer, Viewer, and Station Manager) to users. Also, users can identify the roles assigned to them;
- “**Work In Progress**” – for Submitter, Reviewer, and Viewer to see the status of the data submission. The Reviewer accesses this node to review submissions requiring accept or reject.

To access any one of the sub-nodes, click on the “**Air Data**” node.

NOTE: For you to see the “**Airshed**” sub-node, you must be assigned the Submitter role. If you are not assigned that role, the “**Airshed**” sub-node will not appear.



Creating Users (Site Administrator)

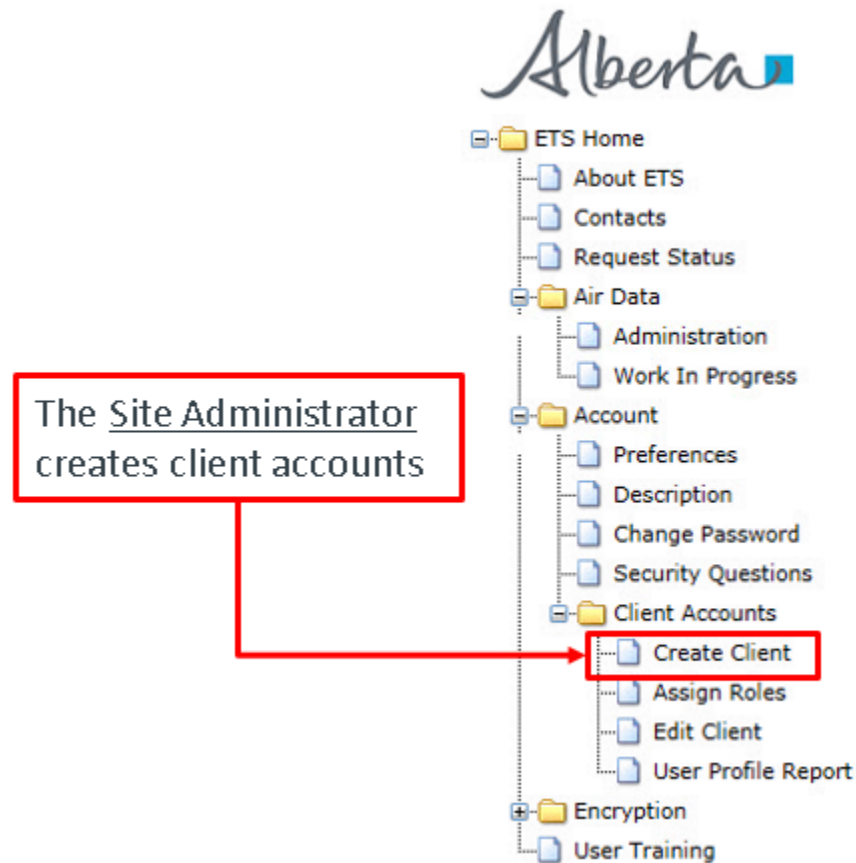
Before roles can be assigned, users must be created and this is done by the Site Administrator only.

To create the users, the Site Administrator signs in to ETS. When this screen at left is appears, the Site Administrator clicks on the on the “**Create Client**” sub-node (circled in red).

To get to “**Create Client**” node the Site Administrator clicks on:

- “**Accounts**” node and ;
- “**Client Accounts**” sub-node.

Once, the Site Administrator coordinator clicks on “**Create Client**” sub-node, the process of creating users will start.



Once, the Site Administrator coordinator clicks on “**Create Client**” sub-node, the “**Create Client Account**” form appears (on left) where the following mandatory information is filled in:

- Client Account Name;
- Password – twice (Password and Repeat Password);
- First Name;
- Last Name;
- Phone Number; and
- Email address – twice.

The Fax Number and Business Area are optional.

The Site Administrator then clicks the “*Submit*” button to create the account.

Create Client Account

***Client Account Name (maximum length is 13 characters):**

***Password (12-127 chars):** ***Repeat Password:**

***First Name:**

***Last Name:**

***Phone Number (999) 999-9999:** **Fax Number (999) 999-9999:**

***Email Address:**

***Repeat Email Address:**

Business Area:

*** - denotes Required Field**

For more information on:

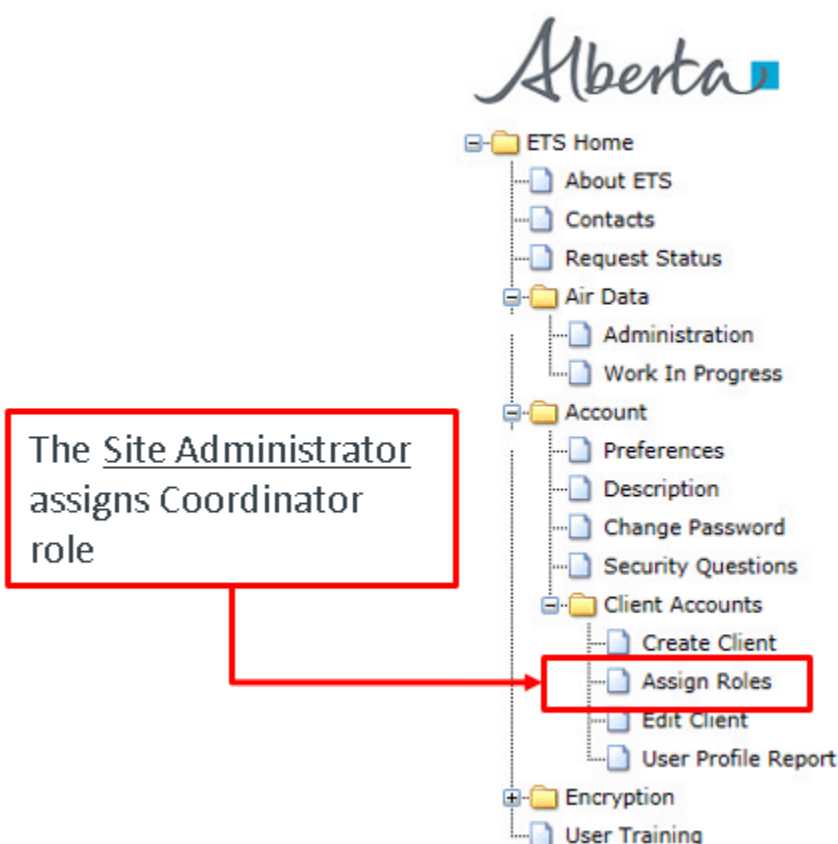
1. Creating users, refer to “*ETS Client Account Setup and Maintenance*” at <https://www.alberta.ca/electronic-transfer-system>
2. Site Administrator, refer to “*ETS Account Setup and Preferences*” at <https://www.alberta.ca/electronic-transfer-system>

Assigning a User the Coordinator Role (Site Administrator)

After the users are created, the Site Administrator assigns the Coordinator role. Only the Site Administrator can assign the Coordinator role.

To assign the Coordinator role, the Site Administrator signs in to ETS. When this screen at left is appears, the Site Administrator clicks on the on the “**Assign Roles**” sub-node (circled in red).

Once, the Site Administrator coordinator clicks on “**Assign Roles**” sub-node, the process of assigning the coordinator role will start.



Once, the Site Administrator coordinator clicks on “**Assign Roles**” sub-node, the “**Assign Client Roles**” form appear.

To assign the Coordinator role to the desired user, the Site Administrator will select from the dropdown list the:

“**Select Client Account**”: the user created previously to be assigned to be Coordinator;

“**Select Form Type**”: Air Data – Airsheds;

Once these fields are filled in, the Site Administrator next create a tick in the box (circled in red) to assign the role of coordinator and click the “**Save**” button confirming the assignment. (The Site Administrator has the option of removing the assignment by clicking the tick in the box to remove it).

Assign Client Roles

Select Client Account: EA1037_EDMUND -- <Edmund.Arthurton@gov.ab.ca> ▼

Select Form Type: Air Data - Airsheds ▼

Select Roles:

	Role	Description
<input checked="" type="checkbox"/>	Coordinator	User can create stations and assign roles by station/approval within the assigned company/area operator.

[Feedback](#) Copyright © 1999 Government of Alberta

The Site Administrator assigns the Coordinator role to the user by clicking the check box here.

Assigning Roles (Coordinator)

Once the Coordinator is assigned, the Coordinator now has responsibility to assign the roles of Submitter, Reviewer, Viewer, and Station Manager to users who were created by the Site Administrator.

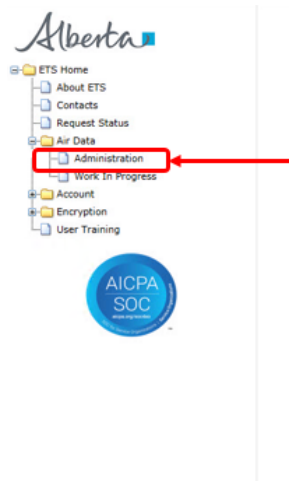
To assign roles, the Coordinator signs in to ETS. When this screen at left is appears, the Coordinator clicks on the on the “**Administration**” sub-node (circled in red).

This can be done by clicking on:

- “**Air Data**” node then ;
- “**Administration**” sub-node

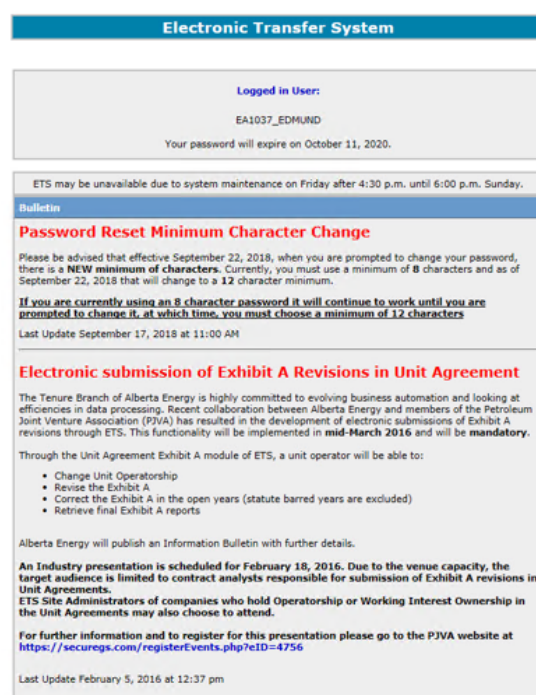
Once, the Site Administrator coordinator clicks on “**Administration**” sub-node, the assigning roles will start.

Note the Coordinator can only see the “**Administration**” and “**Working In Progress**” nodes.



The Coordinator assign roles through the “**Administration**” sub-node.

Note: The Airshed node will not be visible to the Coordinator.

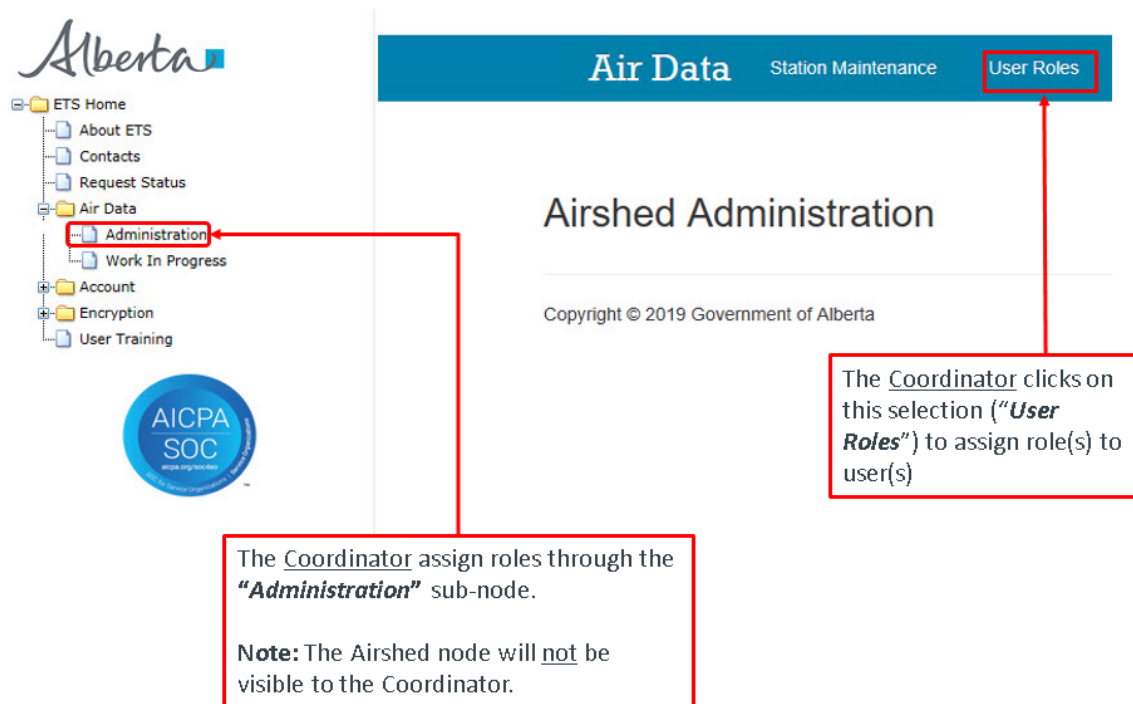


Once the Coordinator clicks on the “**Administration**” sub-node, the “**Airshed Administration**” screen appears.

At the top of the screen (blue band) there are 2 choices:

- “**Station Maintenance**” - the coordinator maintain information on the stations
- “**User Roles**” - the coordinator assign various roles and stations to user(s).

To assign role(s) to user, the Coordinator clicks “**User Roles**”;



The screenshot shows the 'Air Data' interface. On the left is a sidebar menu with the following items: ETS Home, About ETS, Contacts, Request Status, Air Data (expanded), Work In Progress, Account, Encryption, and User Training. The 'Administration' sub-node under 'Air Data' is highlighted with a red box and an arrow pointing to it. Below the sidebar is the AICPA SOC logo. The main content area has a blue header with 'Air Data', 'Station Maintenance', and 'User Roles'. 'User Roles' is highlighted with a red box and an arrow pointing to it. Below the header is the title 'Airshed Administration' and the text 'Copyright © 2019 Government of Alberta'. Two red boxes with arrows and text provide instructions: one points to the 'Administration' sub-node, and the other points to the 'User Roles' button.

The Coordinator assign roles through the “**Administration**” sub-node.

Note: The Airshed node will not be visible to the Coordinator.

The Coordinator clicks on this selection (“**User Roles**”) to assign role(s) to user(s)

Once the Roles Maintenance screen appears, the Coordinator can now assign role(s) to the user with the following steps:

1. Identify and select the user from the “User” dropdown list;
2. Select the role for the user in the “Roles” list;
3. Select stations from the “Stations” list that will be assigned to the user;
4. Click the “Assign” button;
5. Once the transaction is successful, a green “Data has been saved” bar will appear (*Not shown here*).

Roles Maintenance

User: 1

3 **Stations**

St	Station	Role	Effective	Termination
<input type="checkbox"/>	1175 Sand River	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1176 Thermen	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1177 Flat Lake	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1178 Lake Eliza	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1179 Telegraph Creek	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1180 Elk Point Airport- PASSIVE	AirshedAmbient	2012/03/22	
<input type="checkbox"/>	1181 Munsel Keltwin	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1182 Dupre	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1183 La Coray	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1184 Wolf Lake	AirshedAmbient	2003/07/01	

1 - 10 of 36 records

Roles 2

Role	Description
<input type="checkbox"/> Submitter	User can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Submitted; the submitter cannot view submissions of others. This role can be assigned by station approval through the Air Data Administration module.
<input type="checkbox"/> Viewer	User can view the submissions of other users. This role can be assigned by station approval through the Air Data Administration module.
<input type="checkbox"/> Reviewer	User can review Pending Review submissions of others and pass or fail them, progressing them to Submitted or Review Failed; can view and edit the submissions of others. This role can be assigned by station approval through the Air Data Administration module.
<input type="checkbox"/> Station Manager	User can modify and assign reference data through the administration component. This role can be assigned by station approval through the Air Data Administration module.

4

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Assigning Roles – Example

Air Data Station Maintenance User Roles

Data has been saved

Roles Maintenance

1. Select User from dropdown list

User: EA1037_KIMTEST – Kim Tester

2. Check role(s) to be assigned to user;

3. Check station(s) to be assigned to user.
Note: the stations can be searched/filtered

4. Click "Assign" Button

5. The message, "Data has been saved" indicates success

This is an example of a user that has Submitter role assigned.

Stations	Roles																																																																	
<table border="1"> <thead> <tr> <th>M</th> <th>Station Name</th> <th>Subject Area</th> <th>Effective</th> <th>Terminat</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1175</td> <td>Sand River</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1176</td> <td>Therien</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1177</td> <td>Flat Lake</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1178</td> <td>Lake Eliza</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1179</td> <td>Telegraph Creek</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1180</td> <td>Elk Point Airport-PASSIVE</td> <td>AirshedAmbient</td> <td>2012/03/22</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1181</td> <td>Mural-Kahwin</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1182</td> <td>Dupre</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1183</td> <td>La Corey</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1184</td> <td>Wolf Lake</td> <td>AirshedAmbient</td> <td>2003/07/01</td> </tr> </tbody> </table>	M	Station Name	Subject Area	Effective	Terminat	<input type="checkbox"/>	1175	Sand River	AirshedAmbient	2003/07/01	<input checked="" type="checkbox"/>	1176	Therien	AirshedAmbient	2003/07/01	<input checked="" type="checkbox"/>	1177	Flat Lake	AirshedAmbient	2003/07/01	<input checked="" type="checkbox"/>	1178	Lake Eliza	AirshedAmbient	2003/07/01	<input type="checkbox"/>	1179	Telegraph Creek	AirshedAmbient	2003/07/01	<input checked="" type="checkbox"/>	1180	Elk Point Airport-PASSIVE	AirshedAmbient	2012/03/22	<input checked="" type="checkbox"/>	1181	Mural-Kahwin	AirshedAmbient	2003/07/01	<input checked="" type="checkbox"/>	1182	Dupre	AirshedAmbient	2003/07/01	<input type="checkbox"/>	1183	La Corey	AirshedAmbient	2003/07/01	<input type="checkbox"/>	1184	Wolf Lake	AirshedAmbient	2003/07/01	<table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Submitter</td> <td>User can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Submitted; the submitter cannot view submissions of others. This role can be assigned by stationapproval through the Air Data Administration module.</td> </tr> <tr> <td><input type="checkbox"/> Viewer</td> <td>User can view the submissions of other users. This role can be assigned by stationapproval through the Air Data Administration module.</td> </tr> <tr> <td><input type="checkbox"/> Reviewer</td> <td>User can review Pending Review submissions of others and pass or fail them, progressing them to Submitted or Review Failed; can view and edit the submissions of others. This role can be assigned by stationapproval through the Air Data Administration module.</td> </tr> <tr> <td><input type="checkbox"/> Station Manager</td> <td>User can modify and assign reference data through the administration component. This role can be assigned by stationapproval through the Air Data Administration module.</td> </tr> </tbody> </table>	Role	Description	<input checked="" type="checkbox"/> Submitter	User can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Submitted; the submitter cannot view submissions of others. This role can be assigned by stationapproval through the Air Data Administration module.	<input type="checkbox"/> Viewer	User can view the submissions of other users. This role can be assigned by stationapproval through the Air Data Administration module.	<input type="checkbox"/> Reviewer	User can review Pending Review submissions of others and pass or fail them, progressing them to Submitted or Review Failed; can view and edit the submissions of others. This role can be assigned by stationapproval through the Air Data Administration module.	<input type="checkbox"/> Station Manager	User can modify and assign reference data through the administration component. This role can be assigned by stationapproval through the Air Data Administration module.
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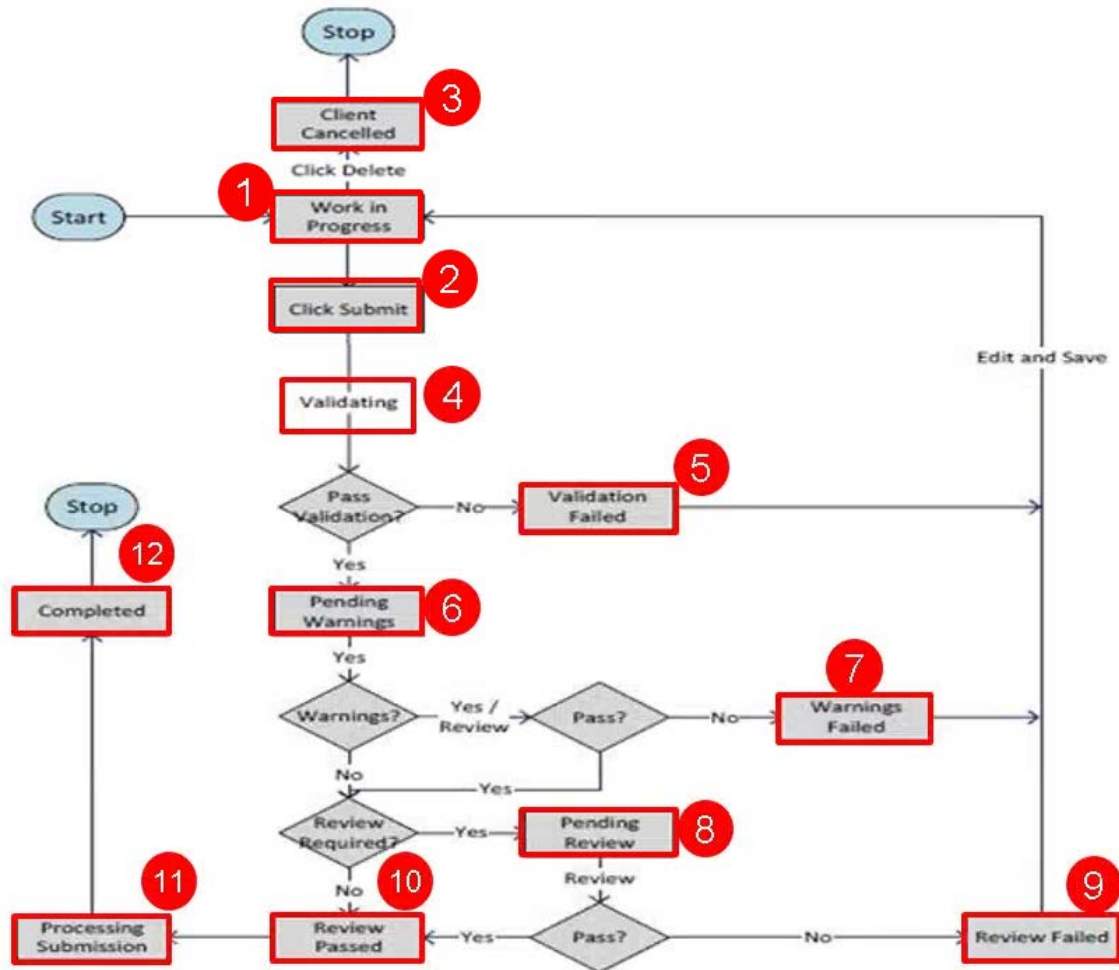
4. Data Submission

Overview

The data submission process comprises of the following stages or status types:

1. *Work in Progress* – new, un-submitted requests;
2. *Click Submit* – the request is submitted for validation;
3. *Client Cancelled* – the client cancels the request by clicking on the delete button preventing further processing;
4. *Validating* – the request is validated after file submission;
5. *Validation Failed* – the request has validation errors;
6. *Pending Warnings* – the request has passed validation but has warning errors;
7. *Warning Failed* – the request cannot proceed due to being rejected at the Pending Warnings stage;
8. *Pending Review* – the request passed warning process and is reviewed by the Reviewer;
9. *Review Failed* – the request has been rejected by the reviewer;
10. *Review Passed* – the request has been approved by the reviewer;
11. *Processing* – the request has been submitted to the department; and
12. *Completed* – the request has been accepted by the department.

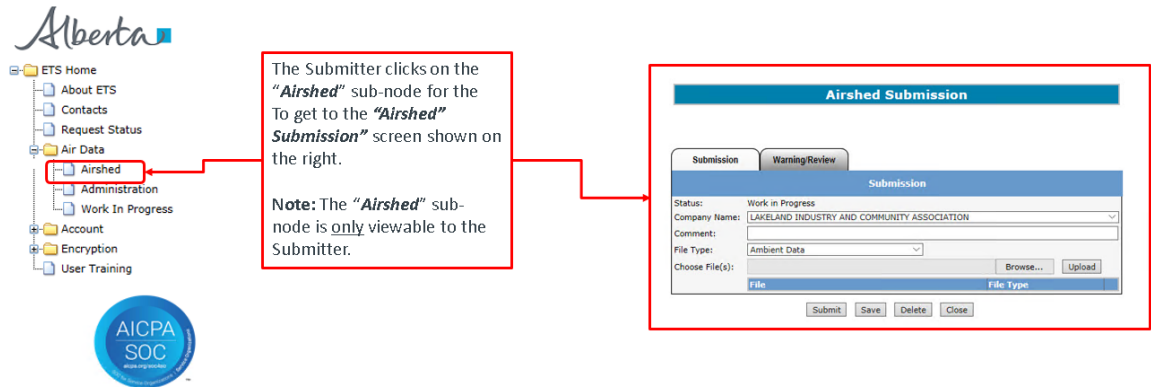
Overview Flow Chart



Signing In (Submitter Only)

To access the Data Submission form, the Submitter will:

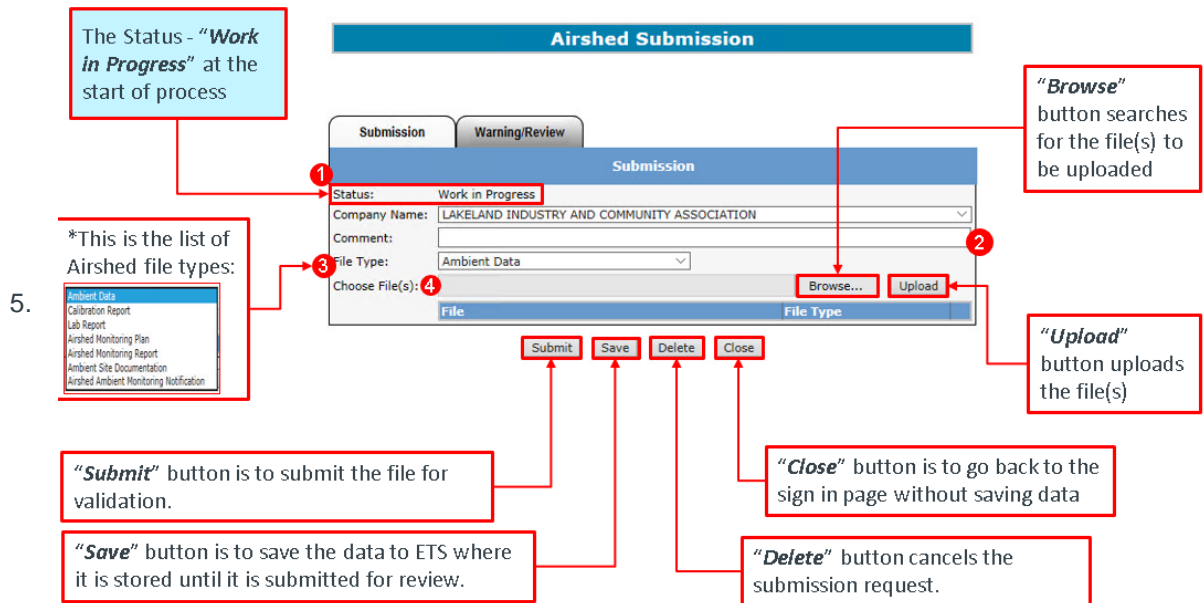
1. Sign in (where the above screen appears).
2. Click on the “Air Data” node. This will expand to the sub-nodes.
3. Click on the “Airshed” sub-node.
4. The “Airshed Submission” form appears (right).



Airshed Submission Form (Submitter Only)

The following information must be filled before the files can be uploaded and submitted:

1. "Company Name" (selected from dropdown list);
2. "Comment" (optional);
3. "File Type" (selected from dropdown list);
4. "Choose File(s)" (selected using the "Browse" button and uploaded clicking the "Upload" button).



The screenshot shows the "Airshed Submission" form. The form has two tabs: "Submission" (active) and "Warning/Review". The "Submission" tab contains the following fields:

- Status:** A dropdown menu set to "Work in Progress".
- Company Name:** A dropdown menu set to "LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION".
- Comment:** A text input field.
- File Type:** A dropdown menu set to "Ambient Data".
- Choose File(s):** A text input field with a "Browse..." button next to it.
- Upload:** A button to upload the file(s).

Below the form are four buttons: "Submit", "Save", "Delete", and "Close".

Numbered callouts (1-5) point to specific elements in the form:

- 1:** Points to the "Status" dropdown menu.
- 2:** Points to the "Comment" text input field.
- 3:** Points to the "File Type" dropdown menu.
- 4:** Points to the "Choose File(s)" text input field.
- 5:** Points to a list of Airshed file types.

Descriptive text boxes provide additional information:

- "The Status - 'Work in Progress' at the start of process"** points to the "Status" dropdown.
- "Browse" button searches for the file(s) to be uploaded** points to the "Browse..." button.
- "Upload" button uploads the file(s)"** points to the "Upload" button.
- "Submit" button is to submit the file for validation.** points to the "Submit" button.
- "Save" button is to save the data to ETS where it is stored until it is submitted for review.** points to the "Save" button.
- "Close" button is to go back to the sign in page without saving data** points to the "Close" button.
- "Delete" button cancels the submission request.** points to the "Delete" button.

***This is the list of Airshed file types:**

- Ambient Data
- Calibration Report
- Lab Report
- Airshed Monitoring Plan
- Airshed Monitoring Report
- Ambient Site Documentation
- Airshed Ambient Monitoring Notification

File Types

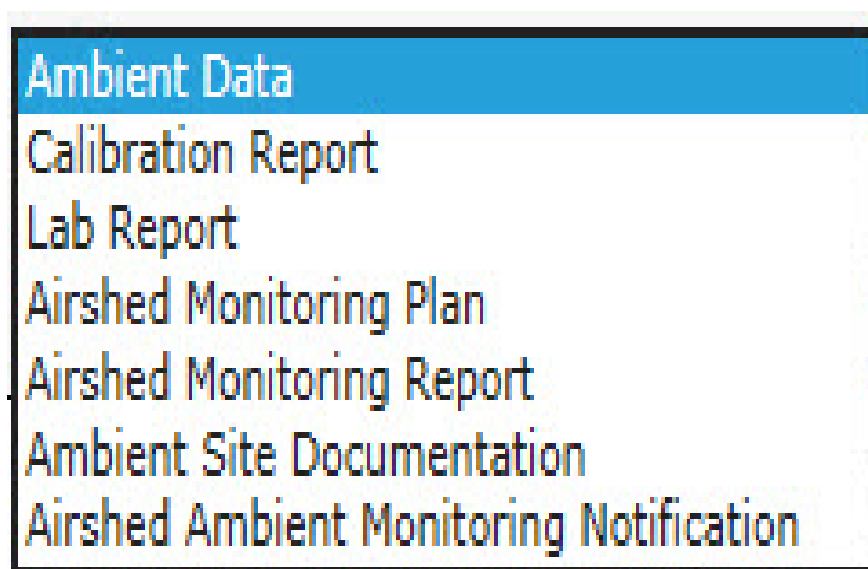
Below is the list of Airshed file types mentioned from the previous slide. The files selected for uploading must be in the file type format or an error will result.

The formats for the listed file types are:

- **Ambient data** – ambient schema submissions (XML)
- **Calibration report** – continuous ambient monitoring, submitted along with ambient XML (PDF)
- **Lab Report** – passive ambient data report from laboratory, submitted along with ambient XML (PDF)
- **Airshed Monitoring Plan** – as per AMD Chapter 2 (no longer required; voluntary submission only) (PDF)
- **Airshed Monitoring Report** – monthly and annual submissions (PDF)
- **Ambient Site Documentation** – as per AMD Chapter 3 (PDF)
- **Airshed Ambient Monitoring Notification** – as per AMD Chapter 9 and AMD Notification template (PDF)

Submitters, for more information see, “Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates” at

https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-acceptable-formats.pdf



Naming Guidelines

When uploading files for submission, note the file naming convention. For example when the Airshed Lab Report is submitted, the supporting file uploaded (highlighted with the red box on the left) is named “*LAB-LICA-201909-Comment.pdf*” in the format of “**LAB-XXXXXX-YYYYMM-Comments.pdf**”, where:

- “#####” - is the Airshed acronym;
- “YYYY” – monitoring year;
- “MM” – monitoring month;
- “Comments” – additional descriptor (optional).

Each file type has its own naming convention and to get more information on see the “*EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline*”, at https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf.

Submitters: To avoid errors when uploading, please ensure the proper naming convention is adhered to.

Airshed Submission 433450

Submission
Warning/Review

Submission

Status: Work in Progress

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type: Lab Report

Choose File(s): Browse... Upload

File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

Submit Save Delete Close

The naming convention for submitting Airshed Lab Report Data is “**LAB-XXXXXXXX-YYYYMM-Comments.pdf**”. More information: https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf

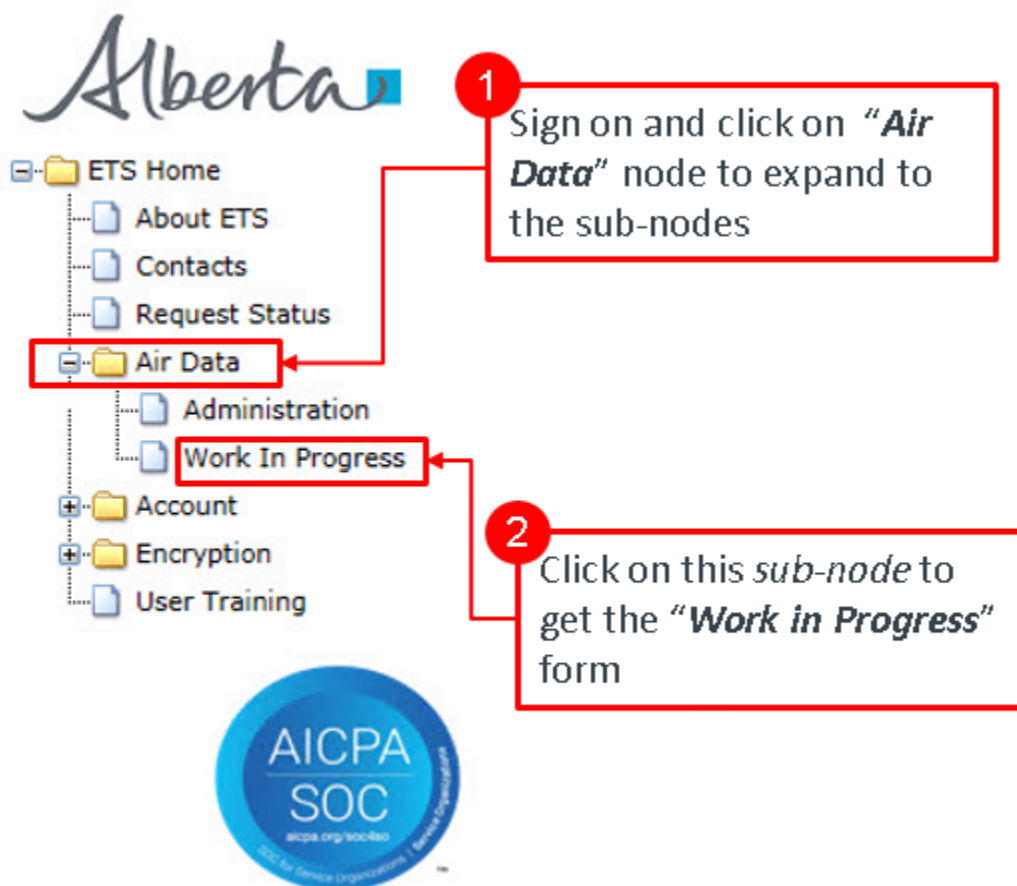
5. Work in Progress Form

The Work In Progress form is used to find the status of requests submitted.

To access the Work In Progress form, the Submitter, Reviewer, and Viewer can:

- Sign in;
- Click on the “**Air Data**” node to expand it;
- Click on “**Work In Progress**” sub- node ;

The “**Work in Progress**” form appears (below)



Work in Progress

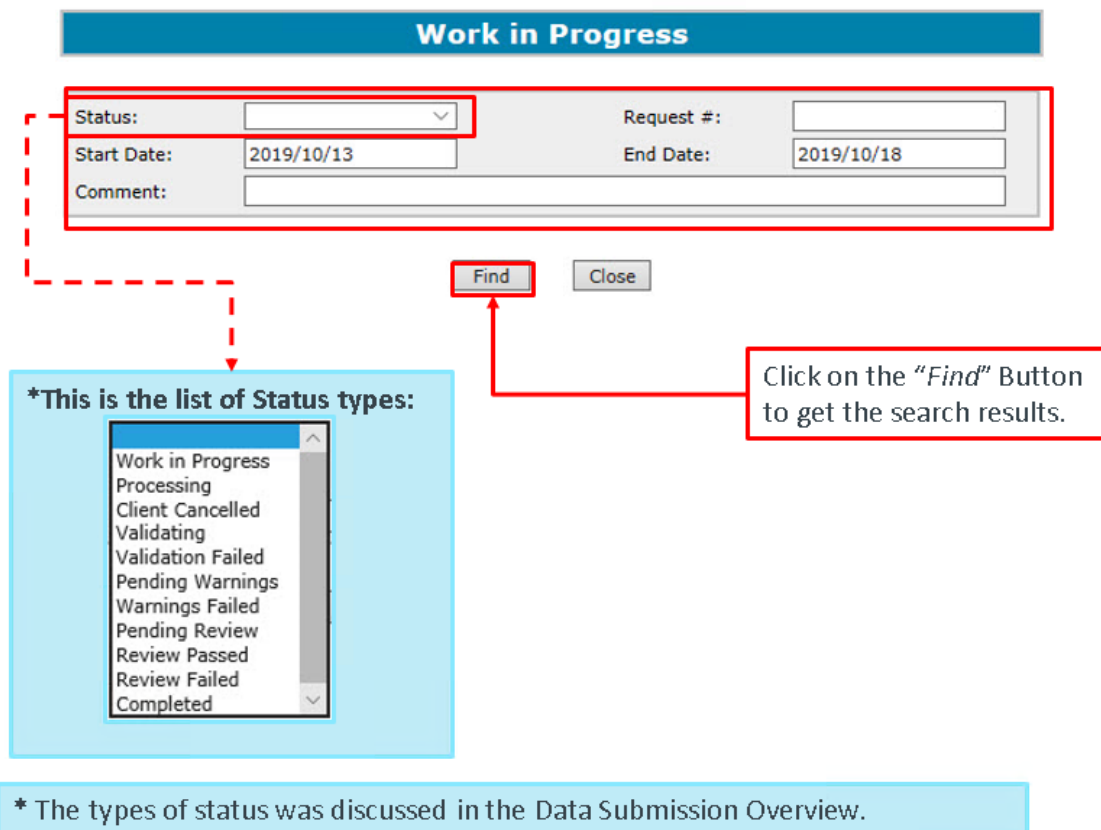
Status:	<input type="text" value=""/>	Request #:	<input type="text" value=""/>
Start Date:	<input type="text" value="2019/10/13"/>	End Date:	<input type="text" value="2019/10/18"/>
Comment:	<input style="height: 20px;" type="text"/>		

Search Requests

To Search and retrieve requests, fill in the “**Work in Progress**” form using one or more of the following search criteria:

- Status* (drop down list);
- Request #;
- Start Date;
- End Date;
- Comment entered;

NOTE: if no criteria is entered, the result will return all requests under the account.



Work in Progress

Status: Request #:

Start Date: End Date:

Comment:

***This is the list of Status types:**

- Work in Progress
- Processing
- Client Cancelled
- Validating
- Validation Failed
- Pending Warnings
- Warnings Failed
- Pending Review
- Review Passed
- Review Failed
- Completed

Find Close

Click on the “Find” Button to get the search results.

* The types of status was discussed in the Data Submission Overview.

Search Results

This is an example showing the results returned from applying the search criteria in the “**Work In Progress**” form. In this example, no criteria was applied which resulted in the results box (red box circled) showing the entire list of requests by:

- Request #;
- Status;
- Comment;
- Last Updated (“YYYY/MM/DD”).

For the desired request to be processed or viewed, the user can click on the desired request number.

NOTE: To shorten the list of results, re-do the search by filling in one or more of the search criteria elements.

Work in Progress

Status:

Start Date:

Comment:

Request #:

End Date:

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433295	Pending Review		2019/10/17 08:35:01
433294	Processing	Submitting ambient file	2019/10/16 11:16:34

Page 1

Click on the request number to view the request

6. Warning Form

This is the Warning form that the Submitter receives whenever there is a data validation failure. The Submitter selects the request number from the “**Work in Progress**” form.

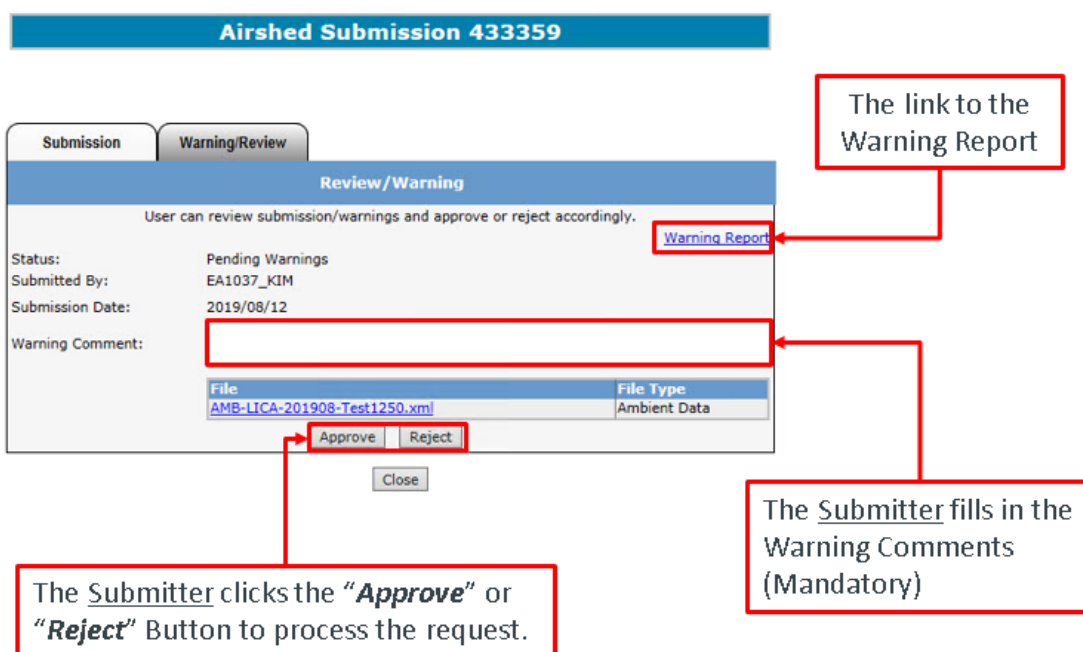
The information the Submitter will see are:

- “*Pending Warnings*” Status;
- Warning Report link. Click on the link will bring up a report detailing the data validation errors;
- Submitter’s Name;
- Submission Date;

To approve or reject the request, the Submitter will:

1. Fill in any comments required in the “**Review Comment**” box (Mandatory);
2. Click the “**Approve**” for “**Reject**” button;

Clicking the “**Close**” button will return the Submitter to the previous screen.



Airshed Submission 433359

Submission | **Warning/Review**

Review/Warning

User can review submission/warnings and approve or reject accordingly.

Status: Pending Warnings

Submitted By: EA1037_KIM

Submission Date: 2019/08/12

Warning Comment:

[Warning Report](#)

File	File Type
AMB-LICA-201908-Test1250.xml	Ambient Data

The link to the Warning Report

The Submitter fills in the Warning Comments (Mandatory)

The Submitter clicks the “**Approve**” or “**Reject**” Button to process the request.

7. Review Form

This is the Review form where the Reviewer/Viewer can review the request.

The request is selected from the “**Work In Progress**” form. The information provided includes:

- “**Pending Review**” Status;
- Submitter’s Name;
- Submission Date;
- Warning Comment (by the Submitter);
- File to be uploaded.

Clicking the “**Close**” button will return the Reviewer/Viewer to the previous screen.

NOTE: the “**Approve**” and “**Reject**” buttons shown here are available to the Reviewer only.

Airshed Submission 433295

Submission
Warning/Review

Review / Warning

User can review submission/warnings and approve or reject accordingly.

Status:	Pending Review
Submitted By:	EA1037_KIM
Submission Date:	2019/08/12
Warning Comment:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Review Comment:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

Approve
Reject

Close

The “**Approve**” and “**Reject**” buttons are only viewable to the Reviewer.

8. Data Submission Process

Upload & Submit Example

Airshed Submission 433332

1. Select Company Name from the dropdown list.
Note: The company name cannot be left blank (if only 1 company exists, it is defaulted by the system).

2. Add Comments - max length 60 characters (Optional Field).

3. Select File Type from the dropdown list.

4. Click the "Browse" button to select the file corresponding to the file type.

5. Click the "Upload" button to upload the file. Repeat steps 3-5 as needed to upload multiple files in one submission.

6. Click the "Submit" button to submit the file(s) for validation or "Delete" button to cancel the request.

This is an example of a completed "Submission" form with an uploaded file (Submitters only). More than one files can be uploaded for each submission.

Client Cancelled Example

Airshed Submission 433332

This site says...

This will change the status to Client Cancelled and no more changes will be allowed. Are you sure you want to cancel this request?

OK Cancel

If the Submitter choose to cancel the request and to ensure no further processing takes place, click the "Delete" button. The screen on the right appears.,

The above message appears informing the Submitter that the status will change to "Client Cancelled" and no further processing will take place. Clicking "OK" button will change the status to "Client Cancelled". Clicking "Cancel" button will cancel that request

Once the Submitter confirms cancelling the request, the status changes to “**Client Cancelled**”.

Airshed Submission 433337

Submission

Warning/Review

Submission

Status: Client Cancelled

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type: Lab Report

Choose File(s):

File: LAB-LICA-201909-Comment.pdf File Type: Lab Report

Close

1 Note the status has changed to “**Client Cancelled**”.

2 The submission request cannot be modified at this time as indicated by the greyed-out areas.

3 Clicking the “**Close**” button will take you back to the Sign-in screen.

Upload & Submit Example

Airshed Submission 433332

Submission

Warning/Review

Submission

Status: Work in Progress

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment: Submitting ambient data file

File Type: Ambient Data

Choose File(s):

Browse... Upload

File	File Type
AMB-LICA-201906-TestFile.xml	Ambient Data

Submit Save Delete Close

If the Submitter chooses to submit the file for validation, click the “**Submit**” button.

Certification

Airshed Submission 433295

I certify that the submitted data has been verified and validated as per the Air Monitoring Directive requirements. I have reviewed the report(s) and/or data and confirm that the information is complete, accurate and representative of the monitoring results, reporting timeframe and the specified analysis, summarization and reporting requirements.

Once Data Submission is successful, this screen appears. Clicking the “**Continue**” button will proceed to the Validating step. Clicking the “**Cancel**” button will return you to the Sign in page.

Validating

Once the Submitter clicks the “**Continue**” button on the certification message, the status on the submission form changes to “**Validating**”.

Note: the submission request form is greyed-out, meaning it cannot be modified.

Airshed Submission 433295

Submission
Warning/Review

Submission

Status: **Validating**

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type: Lab Report

Choose File(s):

File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

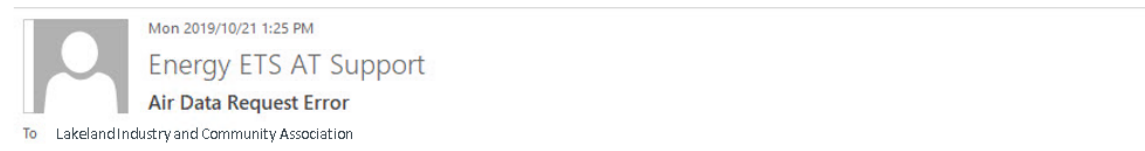
1 Note the status has changed to “**Validating**”.

2 The submission request cannot be modified at this time as indicated by the greyed-out areas.

3 Clicking the “**Close**” button will proceed to the “**Work in Progress**” screen.

Validation Failed

When the request fails the validation process, ETS will send an email informing the Submitter that the request sent is rejected due to validation error(s) and the Submitter is to sign on to ETS, correct the error(s), and resubmit.

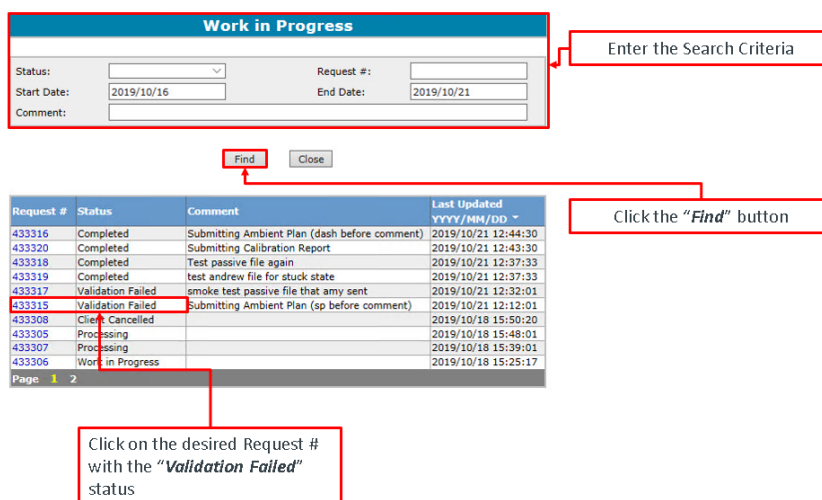


Your Air Data request number 433315 has been rejected due to validation errors.

Please sign on to ETS (Electronic Transfer System) to see the error report. The file will have to be resubmitted once errors are corrected.

To get further information on why the validation failed for a particular request, the Submitter will:

- Sign on to ETS;
- Click on “**Airshed**” node on the left of the screen;
- Click on “**Work in Progress**” sub-node;
- Enter the criteria to search for the results;
- Click “**Find**” button and get the results;
- Click on the desired request number with the “**Validation Failed**” status.



Work in Progress

Status: Request #:
 Start Date: 2019/10/16 End Date: 2019/10/21
 Comment:

Request #	Status	Comment	Last Updated YYYY/MM/DD -
433316	Completed	Submitting Ambient Plan (dash before comment)	2019/10/21 12:44:30
433320	Completed	Submitting Calibration Report	2019/10/21 12:43:30
433318	Completed	Test passive file again	2019/10/21 12:37:33
433319	Completed	test andrew file for stuck state	2019/10/21 12:37:33
433317	Validation Failed	emoke test passive file that amy sent	2019/10/21 12:32:01
433315	Validation Failed	Submitting Ambient Plan (sp before comment)	2019/10/21 12:12:01
433308	Client Cancelled		2019/10/18 15:50:20
433305	Processing		2019/10/18 15:48:01
433307	Processing		2019/10/18 15:39:01
433306	Work in Progress		2019/10/18 15:25:17

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To get further information on why the validation failed for a particular request, the Submitter will:

- Sign on to ETS;
- Click on “**Airshed**” node on the left of the screen;
- Click on “**Work in Progress**” sub-node;
- Enter the criteria to search for the results;
- Click “**Find**” button and get the results;
- Click on the desired request number with the “**Validation Failed**” status.

Once the Submitter clicks on the desired request number in the “**Work In Progress**” form, the “**Airshed Submission**” form appears showing:

1. The Status is now “**Validation Failed**”; and
2. In the top left area an “**Error Report**” link appears.

The Submitter clicks on the “**Error Report**” link to get more information from the Error Report.

NOTE: if you click the “**Save**” button the error report will disappear.

Airshed Submission 433472

Error Report

2

Submission

Warning/Review

Submission

1

Status:
Validation Failed

Company Name:
LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:
Submitting Airshed Monitoring plan

File Type:
Ambient Data

Choose File(s):

File	File Type	
Airshed Monitoring Plan-LICA-20191010 Comment.pdf	Airshed Monitoring Plan	✕

ETS – Airshed Data Submission | [Ambient Station](#) | Version 3.0 | Nov 14, 2025

23

Classification: Public

This is the Submission Report. The information in the report include:

1. Date and time of report;
2. Request number;
3. File Description;
4. Error Details;
5. Total number of files submitted.



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

November 01, 2019
1:26:29 PM
Request # 433472

Airshed Monitoring Plan-LICA-20191010 Comment.pdf

- File, Airshed Monitoring Plan-LICA-20191010 Comment.pdf does not match any reference naming convention. Potential naming convention(s) for the subject area, airshed monitoring plan include(s): Naming pattern, Airshed Monitoring Plan-\$-##### e.g. Airshed Monitoring Plan-FAP-20190101.pdf.

Total Number of Errors: 1

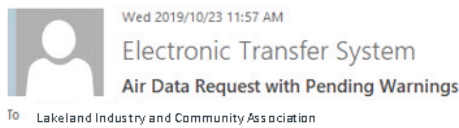
*** End of Report ***

Note: As described in the message, this submission generated an error indicating an incorrect file naming convention. Optional comments added to the file name should be preceded by a dash (i.e. "Airshed Monitoring Plan-LICA-20190101-Comment.pdf")

Validations Passed with Warnings Identified

If the request passes validation processing and warnings have been identified, an email is sent to the Submitter indicating there are warnings in the file that need to be verified. The Submitter will have the option to approve the request for it to go to the validation stage, or to reject the request for it to be resubmitted.

This next step in the process is **Pending Warnings**. If there are no warning errors, then the next step is **Pending Review**.



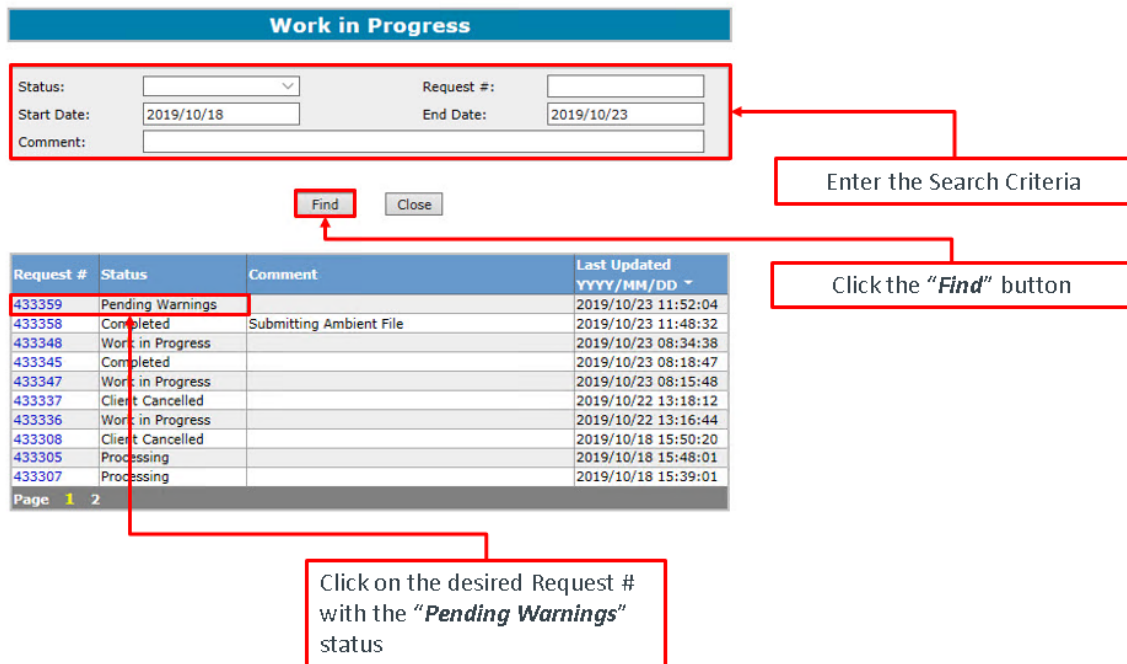
Your Air Data request number 433359 needs attention. There are warnings in the file that need to be verified.

Please sign on to ETS (Electronic Transfer System) to see the warning report. The file will continue with validations once these warnings are signed off or a file will need to be resubmitted if the warnings identify issues to be corrected.

Warnings (Submitter)

Steps in determining the requests that have “**Pending Warnings**” status:

- Sign on to ETS;
- Click on “**Air Data**” node on the left of the screen;
- Click on “**Work in Progress**” sub-node;
- Enter the criteria to search for the results;
 - “**Pending Warnings**” can be selected from the Status menu
- Click “**Find**” button and get the results;
- Click on the desired request number with the “**Pending Warnings**” status.



The screenshot shows the 'Work in Progress' search interface. A red box highlights the search criteria input fields, which include Status, Request #, Start Date, End Date, and Comment. A red arrow points from the 'Enter the Search Criteria' annotation to this box. Below the search criteria, a red box highlights the 'Find' button, with a red arrow pointing from the 'Click the “Find” button' annotation to it. The search results are displayed in a table with columns: Request #, Status, Comment, and Last Updated. The first row, with Request # 433359 and Status Pending Warnings, is highlighted with a red box. A red arrow points from the 'Click on the desired Request # with the “Pending Warnings” status' annotation to this row. The table also shows other requests with various statuses like Completed, Work in Progress, Client Cancelled, and Processing.

Request #	Status	Comment	Last Updated YYYY/MM/DD
433359	Pending Warnings		2019/10/23 11:52:04
433358	Completed	Submitting Ambient File	2019/10/23 11:48:32
433348	Work in Progress		2019/10/23 08:34:38
433345	Completed		2019/10/23 08:18:47
433347	Work in Progress		2019/10/23 08:15:48
433337	Client Cancelled		2019/10/22 13:18:12
433336	Work in Progress		2019/10/22 13:16:44
433308	Client Cancelled		2019/10/18 15:50:20
433305	Processing		2019/10/18 15:48:01
433307	Processing		2019/10/18 15:39:01

Page 1 2

Once the Submitter clicks on the desired request number with the “**Pending Warnings**” status, The “**Review/Warning**” form appears where:

1. The Status is now “**Pending Warnings**”; and
2. The “**Warning Report**” link is found on the right of the Review/Warning forms.
 - To access the warning report the Submitter clicks on the “**Warning Report**” link.
 - To approve the request, the Submitter fills in the “**Warning Comment**” box and clicks the “**Approve**” button indicating the Submitter has received the Warning Report and confirmed the data is correct.
 - To reject the request, the Submitter fills in the “**Warning Comment**” box and clicks the “**Reject**” button.

Airshed Submission 433359

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly.

Status: Pending Warnings 1

Submitted By: EA1037_KIM

Submission Date: 2019/08/12

Warning Comment:

[Warning Report](#) 2

File	File Type
AMB-LICA-201908-Test1250.xml	Ambient Data

Approve
Reject

Close


The Submitter must fill in the Warnings Comment box whenever the request is being approved or rejected.

Warnings Report

This is the Warnings Report providing details why the request has warning errors. The information in the report include:

1. Date and time of report;
2. Request number;
3. File Name(s);
4. Error Details;
5. Total number of warnings raised.

Note: Once the report is access, the “**Warning Report**” link disappears from the Review/Warnings form.



ELECTRONIC TRANSFER SYSTEM
AIRDATA
WARNINGS REPORT

October 23, 2019
 11:59:02 AM
 Request # 433359

3 **AMB-LICA-201908-Test1250.xml**

4 - Data was already successfully submitted for the following Station(s) and VVC(s) for this time period. By resubmitting this file, the data will be overwritten: (Station ID: 1250, VVC Code: Vvc142)

1

2

Total Number of Warnings: 1

5

*** End of Report ***

Note: As described in the message, this submission generated a warning as it is a second submission for the same time period at the same station.

Warnings Failed

If the Submitter rejects the request, the status changes to “**Warnings Failed**” and the request is sent back to the “**Work in Progress**” stage for the Submitter to delete, or amend and resubmit the request.

Airshed Submission 433359

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly.

[Warning Report](#)

Status:

Submitted By:

Submission Date:

Warning Comment:

Warnings Failed

EA1037_KIM

2019/08/12

Reject

File	File Type
AMB-LICA-201908-Test1250.xml	Ambient Data

Save
Close

Warnings Pass

If the Submitter approves the request, that action:

- i. Confirms the Warning Report is reviewed and the data is correct,
- ii. Changes the status to “**Pending Review**” and
- iii. Causes the request to go to the “**Review**” step.

Airshed Submission 433359

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly.

[Warning Report](#)

Status:

Pending Review

Submitted By:

EA1037_KIM

Submission Date:

2019/08/12

Warning Comment:

Resubmission of PM2.5 Mass to add Act of Nature flag on data affected by wildfire smoke

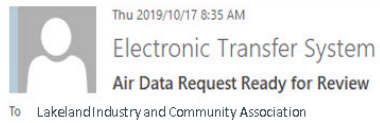
Review Comment:

File	File Type
AMB-LICA-201908-Test1250.xml	Ambient Data

Close

Email for Review

After the warning is approved, or if there were no warnings identified, an email from ETS is sent to the Submitter informing that the request needs attention and a Reviewer is required to sign off the submission. That next step is **Pending Review**.



Your Air Data request number 433295 needs attention. A Reviewer needs to sign off on the submission

If you do not have the reviewer role access assigned to your account, please contact the person with reviewer permissions, to inform them that they need to sign off the submission.

Pending Review (Reviewer)

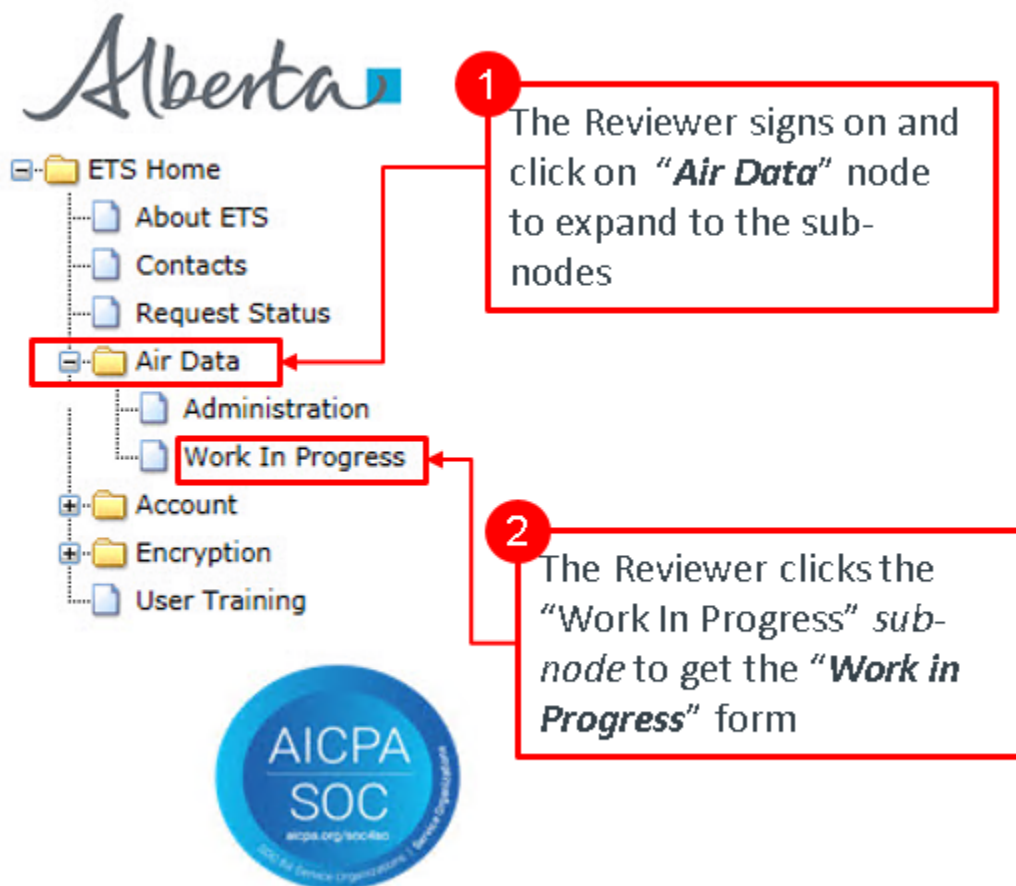
The Reviewer, will review all submissions made by the Submitter including those with warnings.

To start the review process the Reviewer will:

- Sign in;
- Click on the Air Data node to expand it;
- Click on Work In Progress sub- node ;

The “**Work in Progress**” form appears (below)

NOTE: If the Submitter is also assigned as the Reviewer and have made submissions, if they have passed the validation and warnings processes, they go straight to the completion stage skipping the review stage.



Work in Progress

Status:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2019/10/13"/>	End Date:	<input type="text" value="2019/10/18"/>
Comment:	<input style="height: 20px;" type="text"/>		

REMINDER: You must assigned the role of Reviewer to approve or reject the request.

Process Review (Reviewer)

The Reviewer will identify the requests with the “**Pending Review**” status by applying the search criteria filling in either:

- Request #;
- Status;
- Comment;
- Last Updated (“YYYY/MM/DD”).

And clicking the “**Find**” Button.

The result box will show all files and the Reviewer clicks on the desired request number with the “**Pending Review**” status to review and process request;

Work in Progress

Status:

Start Date:

Comment:

Request #:

End Date:

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433295	Pending Review		2019/10/17 08:35:01
433294	Processing	Submitting ambient file	2019/10/16 11:16:34

Page 1

1

Click on the request number to process the request

Review Processing (Reviewer)

This is the Review/Warning form where the Reviewer will approve the request. The request number selected for processing can be found in the “**Airshed Submission**” header. Information also provided are:

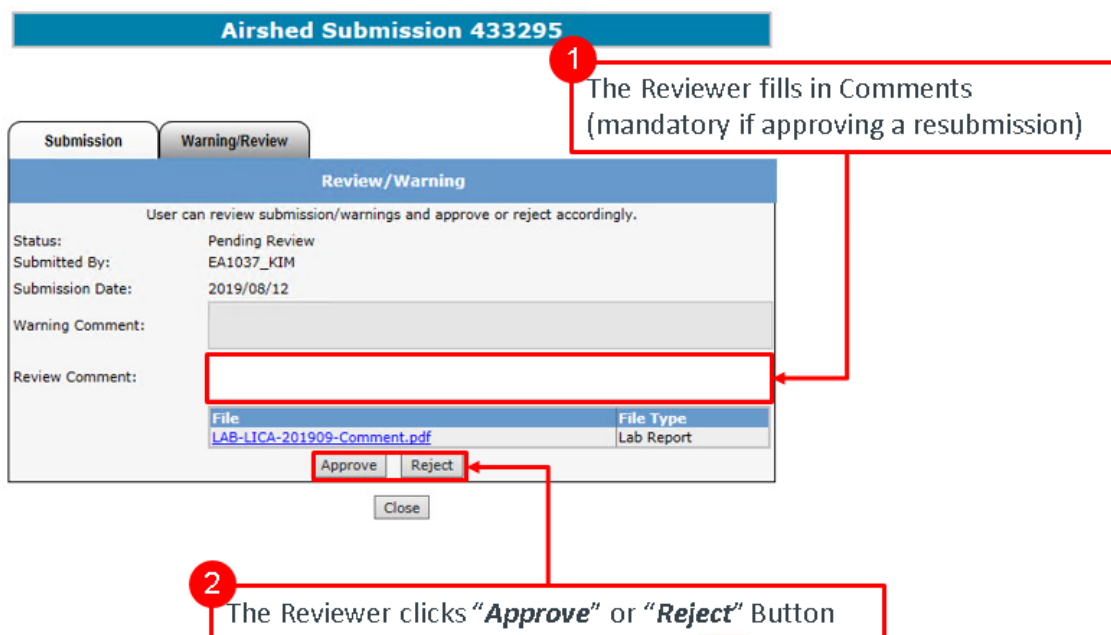
- Request Status;
- Submitter’s Name;
- Submission Date;
- Warning Comment (previously entered by the submitter - Optional);

Which are all greyed-out (cannot be modified).

To approve the request, the Reviewer will:

1. Fill in any comments required in the “**Review Comment**” box (mandatory if approving a resubmission);
2. Click the “**Approve**” or “**Reject**” button;

Clicking the “**Close**” button will return the Reviewer to the previous screen.



The screenshot shows the 'Airshed Submission 433295' header. Below it are tabs for 'Submission' and 'Warning/Review'. The 'Warning/Review' tab is active, showing a 'Review/Warning' section. This section includes a status of 'Pending Review', submitted by 'EA1037_KIM', and a submission date of '2019/08/12'. There is a 'Warning Comment' field and a 'Review Comment' field. The 'Review Comment' field is highlighted with a red box and a red arrow pointing to it from a callout box labeled '1'. Below the 'Review Comment' field is a table with two columns: 'File' and 'File Type'. The table contains one row with the file 'LAB-LICA-201909-Comment.pdf' and the file type 'Lab Report'. Below the table are 'Approve' and 'Reject' buttons, which are highlighted with a red box and a red arrow pointing to them from a callout box labeled '2'. A 'Close' button is located at the bottom of the form.

1 The Reviewer fills in Comments (mandatory if approving a resubmission)

2 The Reviewer clicks “**Approve**” or “**Reject**” Button

Note: The “**Approve**” and “**Reject**” buttons are not available to the Viewer or any user without a Reviewer role.

Review Failed (Reviewer)

Once the Reviewer rejects the request, the “**Warning/Review**” form appears once again showing the Status changed to “**Review Failed**”.

If request is to be resubmitted, the Reviewer clicks the “**Save**” button which sends the file back to “**Work In Progress**” stage for the Submitter to correct and resubmit.

If the Reviewer clicks the “**Close**” button the form closes and returns to the “**Work in Progress**” form.

Airshed Submission 433305

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly.

Status:	Review Failed
Submitted By:	EA1037_KIM
Reviewed By:	EA1037_KIM
Submission Date:	2019/08/12
Warning Comment:	
Review Comment:	Not Approved

File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

Save
Close

Review Passed (Reviewer)

If the Reviewer approves the request, the “**Warning/Review**” form appears, showing the Status changed to “**Review Passed**” (shown on top). When the Reviewer clicks the “**Close**” button, the form closes and the “**Work in Progress**” form appears showing the processed request highlighted in yellow (shown on bottom).

Airshed Submission 433295

Submission
Warning/Review

Submission

Status:
Review Passed

Company Name:
LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type:
Ambient Data

Choose File(s):
Browse...
Upload

File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

Close

Work in Progress

Status:

Start Date:

Comment:

Request #:

End Date:

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433295	Review Passed		2019/10/17 08:44:23
433294	Processing	Submitting ambient file	2019/10/16 11:16:34

Page 1

Processing Completed (Submitter)

Once the request is processed, ETS will send an email notification informing the Submitter that the request has been completed and is able to sign on to ETS to view the request.



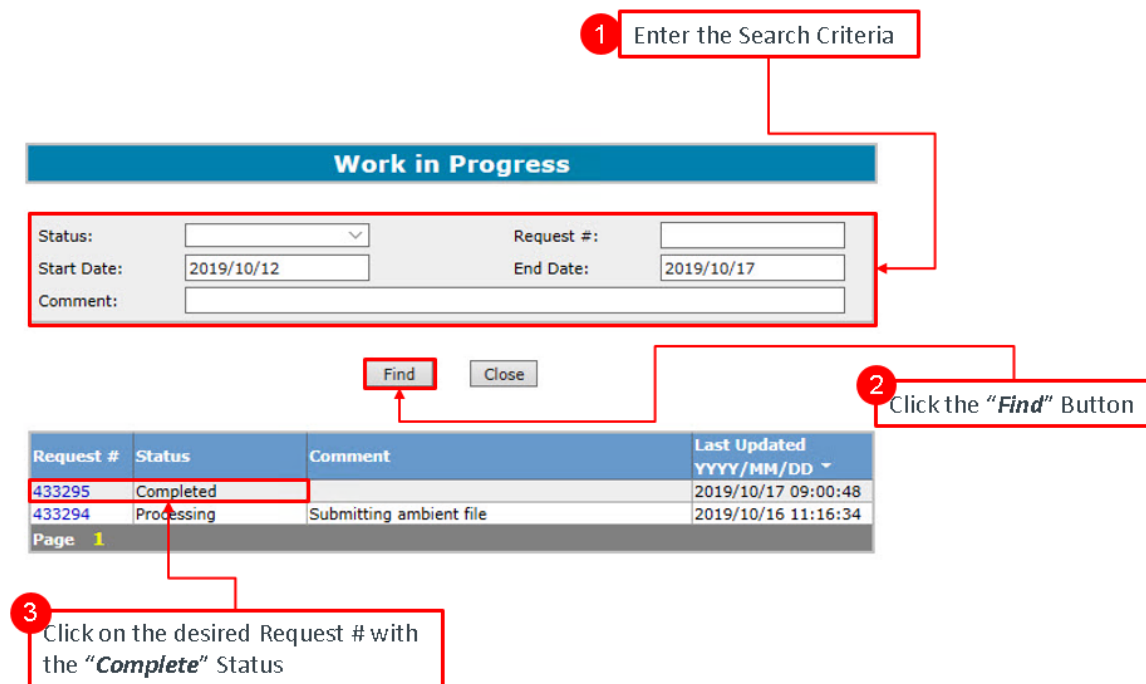
Your Air Data request number 433295 has been completed.

Please sign on to ETS (Electronic Transfer System) to view the request.

Completion Review

When the Submitter/ Reviewer/Viewer wants to identify the requests with “**Completed**” status, they would:

- Sign on to ETS;
- Click on “**Air Data**” node on the left of the screen;
- Click on “**Work in Progress**” sub-node to get the form;
- Enter the criteria to search for the results;
- Click “**Find**” and get the results;
- Click on the desired Request number with the “**Completed**” status;



1 Enter the Search Criteria

2 Click the “Find” Button

3 Click on the desired Request # with the “Complete” Status

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433295	Completed		2019/10/17 09:00:48
433294	Processing	Submitting ambient file	2019/10/16 11:16:34

Page 1

Completion Status

Once again, the Airshed Submission form appears showing:

1. The Status is changed to “**Completed**”; and
2. In the top right area, the “**Submission Report**” link appears.

Note the other information is greyed-out (no modifications).

To get more information from the Submission Report, click on the “**Submission Report**” link;

Airshed Submission 433295

2 [Submission Report](#)

Submission
Warning/Review

Submission

1

Status: **Completed**

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type: Ambient Data

Choose File(s):

Browse...
Upload


File	File Type
LAB-LICA-201909-Comment.pdf	Lab Report

Close

Completion Report

This is the Submission Report. The information in the report include:

1. Date and time of report;
2. Request number;
3. Submitter's Username;
4. Submission Date;
5. File Type(s);
6. File Name(s);
7. Total number of files submitted.



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
SUBMISSION REPORT**

October 17, 2019
 9:00:48 AM
 Request # 433295

Submitted by: EA1037_KIM
 Submission Date: Oct 17, 2019 8:34:21 AM

File Type: Lab Report
 File Name: LAB-LICA-201909-Comment.pdf
 Total Number of Files: 1

*** End of Report ***



Your report/data is not considered accepted by the department (Regulator) until status is completed.

Please Note:

- The Submission report is only available for 90 days following data submission, therefore you should download the report immediately.
- If you are unable to download the report within that 90-day period, you can email ETS@gov.ab.ca within one (1) year of the submission to request the report, otherwise the report will not be available.

9. Data Resubmission

If multiple files are submitted under one Request Number and one of those files fails:

- Delete the file with errors
- Correct errors in the file
- Re-upload the file
- Re-submit entire request

Note: When correcting file errors, a new request number is not required in order to re-submit. The corrected file should be re-uploaded to the same request number.

10. Amended Documents

If amended documents are required, note that the naming convention must still be followed.

Examples:

- Original LAB report (pdf): LAB-LICA-201901
- Amended LAB report (pdf): LAB-LICA-201901-**V01**
- Original Ambient Data (xml): AMB-LICA-201901
- Amended Ambient Data (xml): AMB-LICA-201901-**V01**

11. Error Types

During the submission process, the Submitter will encounter two (2) types of errors:

- File Validation Errors, and
- Data Validation Errors

File validation errors are encountered when the file(s), that are have been uploaded for submission fails the file validation rules before being processed for review. These errors must be corrected or no further processing can take place. Some examples of this type of error include missing company name, invalid file type, wrong naming convention, etc.

Data validation errors are encountered when the file(s) have been loaded for processing but fails the data validation rules before being reviewed by the Reviewer. The Submitter has the options of approving or rejecting the submission. Some examples of this type of error include invalid VVC code, approval ID does not match submitted approval ID, Resubmission for station ID and VVC Code, etc.

Examples of both type of errors are shown below.

File Validation Error

Here is an example of a file validation error. There are two (2) error messages printed in red at the top.

The errors are caused by the Submitter trying to upload a file of the wrong file type. For instance, the file, “*LAB-LICA-201909-Comment.pdf*,” is being uploaded as an Ambient Data file type which must be a .xml file. To resolve this, the Submitter either upload the file in the Ambient Data file type (.xml), or choose the Lab Report file type (from the dropdown list) to upload the “.pdf” file format

Airshed Submission 433336

Invalid file type: PDF. Must be XML

Invalid file name or file type: LAB-LICA-201909-Comment.pdf

Submission

Warning/Review

Submission

Status: Work in Progress

Company Name: LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

Comment:

File Type: Ambient Data

Choose File(s): Browse... Upload

File	File Type

Submit
Save
Delete
Close

Data Validation Error

Here is an example of the Data Validation Error telling the Submitter that the Submission Form (top) is showing the status is now “**Validation Failed**”. Clicking on the Error Report link brings up the Error Report (bottom) describing the file naming convention for the file uploaded were not adhered to and should be corrected. **Note:** This submission failed the validation as a dash is required before the comment in the filename, “*Airshed Monitoring Plan-LICA-20191010 Comment.pdf*”.

For more information regarding file naming conventions, please see: EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline:

https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf

Airshed Submission 433472

[Error Report](#)

Submission							
Status:	Validation Failed						
Company Name:	LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION						
Comment:	Submitting Airshed Monitoring plan						
File Type:	Ambient Data						
Choose File(s):	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0072bc; color: white;"> <th>File</th> <th>File Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Airshed Monitoring Plan-LICA-20191010 Comment.pdf</td> <td>Airshed Monitoring Plan</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table>	File	File Type		Airshed Monitoring Plan-LICA-20191010 Comment.pdf	Airshed Monitoring Plan	✕
File	File Type						
Airshed Monitoring Plan-LICA-20191010 Comment.pdf	Airshed Monitoring Plan	✕					

**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

November 01, 2019
1:26:29 PM
Request # 433472

Airshed Monitoring Plan-LICA-20191010 Comment.pdf

- File, Airshed Monitoring Plan-LICA-20191010 Comment.pdf does not match any reference naming convention. Potential naming convention(s) for the subject area, airshed monitoring plan include(s): Naming pattern, Airshed Monitoring Plan-\$.##### e.g. Airshed Monitoring Plan-FAP-20190101.pdf.

Total Number of Errors: 1

*** End of Report ***

This is another example of a data validation error. This time the Submitter received a Warning Error indicating the data submitted needs to be reviewed before proceeding to the Reviewer. The Review/Warning form (top) has the status “**Pending Warnings**” and the Warning Report link. Clicking on the Warning Report link generates the Warning Report which indicates the file has been already submitted and resubmitting this file will overwrite previous data.

Airshed Submission 433359

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly.

[Warning Report](#)

Status: Pending Warnings

Submitted By: EA1037_KIM

Submission Date: 2019/08/12

Warning Comment:

File	File Type
AMB-LICA-201908-Test1250.xml	Ambient Data

Approve
Reject

Close

**ELECTRONIC TRANSFER SYSTEM
AIRDATA
WARNINGS REPORT**

October 23, 2019
11:59:02 AM
Request # 433359

AMB-LICA-201908-Test1250.xml

- Data was already successfully submitted for the following Station(s) and VVC(s) for this time period. By resubmitting this file, the data will be overwritten: (Station ID: 1250, VVC Code: Vvc142)

Total Number of Warnings: 1

*** End of Report ***

This is another example of a data validation error. The Submission form (left) has the status “**Validation Failed**” and the Error Report link. Clicking on the Error Report link generates the Error Report which indicates the value submitted are outside of the defined maximum or minimum range and provides details on the VVC ID, and the value submitted in the report.

Airshed Submission 433505

[Error Report](#)

Submission		Warning/Review	
Submission			
Status:	Validation Failed		
Company Name:	LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION		
Comment:	Value Changed		
File Type:	Ambient Data		
Choose File(s):	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>		
File	File Type		
AMB-LICA-201908-Test1250-ValueChanged.xml	Ambient Data	<input type="button" value="X"/>	
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>			



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

November 05, 2019
2:32:56 PM
Request # 433505

AMB-LICA-201908-Test1250-ValueChanged.xml

- Submitted value (s) outside of defined minimum or maximum range: (VVC: Vvc142, (MinRange,MaxRange):
(0.00000,NotProvided) , MeasurementValue: -40.00000) , (VVC: Vvc142, (MinRange,MaxRange): (0.00000,NotProvided) ,
MeasurementValue: -10.00000)

Total Number of Errors: 1

*** End of Report ***

12. How to Determine Your Assigned Role(s)

To determine the role assigned to you:

Sign in to ETS;

1. Click "**Air Data**" node;
2. Click "**Administration**" sub-node (this will take you to the Administration screen);
3. Click "**User Roles**" (Blue band at top);

The User Roles screen appears showing:

- A. Coordinator's name - the one who assigned you the role;
- B. Your name (select from the dropdown list);
- C. List of station(s) assigned to you;
- D. The role(s) assigned to you;



Air Data
Station Maintenance
User Roles

Roles Maintenance

A Coordinator Name: EA1037 -- Richard sharkey

B User: EA1037_KIMTEST -- Kim Tester

C Stations

<input type="checkbox"/>	ID	Station Name	Subject Area	Effective	Termination
<input type="checkbox"/>	1175	Sand River	AirshedAmbient	2003/07/01	
<input checked="" type="checkbox"/>	1176	Therien	AirshedAmbient	2003/07/01	
<input checked="" type="checkbox"/>	1177	Flat Lake	AirshedAmbient	2003/07/01	
<input checked="" type="checkbox"/>	1178	Lake Eliza	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1179	Telegraph Creek	AirshedAmbient	2003/07/01	
<input checked="" type="checkbox"/>	1180	Elk Point Airport-PASSIVE	AirshedAmbient	2012/03/22	
<input checked="" type="checkbox"/>	1181	Muni-Kathwin	AirshedAmbient	2003/07/01	
<input checked="" type="checkbox"/>	1182	Dupre	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1183	La Corne	AirshedAmbient	2003/07/01	
<input type="checkbox"/>	1184	Wolf Lake	AirshedAmbient	2003/07/01	

1 - 10 of 36 records

D Roles

<input type="checkbox"/>	Role	Description
<input type="checkbox"/>	Submitter	User can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Submitted; the submitter cannot view submissions of others. This role can be assigned by station/approval through the Air Data Administration module.
<input type="checkbox"/>	Viewer	User can view the submissions of other users. This role can be assigned by station/approval through the Air Data Administration module.
<input checked="" type="checkbox"/>	Reviewer	User can review Pending Review submissions of others and pass or fail them; progressing them to Submitted or Review Failed; can view and edit the submissions of others. This role can be assigned by station/approval through the Air Data Administration module.
<input type="checkbox"/>	Station Manager	User can modify and assign reference data through the administration component. This role can be assigned by station/approval through the Air Data Administration module.

13. References

- GoA website: www.alberta.ca
- Electronic Transfer System website: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- Electronic Transfer System Login: alberta.ca/ets
- Air Monitoring Directive Chapter 9 submissions: <https://www.alberta.ca/amd-chapter-9-submissions.aspx>
- Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates: https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-acceptable-formats.pdf
- EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline: https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf
- ETS Support and Online Learning: <https://www.alberta.ca/payment-maps-and-information-services>
- Alberta Online Learning – Air Page: <https://www.alberta.ca/ets-air-reporting-support>
- ETS Client Account Setup and Maintenance: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- Password Reset: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- ETS Account Setup and Preferences: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- XML Schema for Ambient Data Submission: <https://www.alberta.ca/ets-air-reporting-support#jumplinks-3>
- Examples for XML Schema: <https://www.alberta.ca/ets-air-reporting-support#jumplinks-3>
- Reference Tables: <https://www.alberta.ca/ets-air-reporting-support#jumplinks-3>

14.Revision History

Version	Date	Author(s)	Revision Notes
1.0	Nov-15-2019	Air Policy Section	Initial document
2.0	May-22-2020	Air Policy Section	Minor language corrections Removed dead links Format change of the manual
3.0	Nov-14-2025	Air Policy Section	Remove dead links Replace outdated screenshot