

# ETS - Industrial Data Submission Training Manual

An overview on how to  
submit Air Regulatory  
(Industrial) data via ETS



# Table of Contents

<b>1. Introduction.....</b>	<b>4</b>
Ambient XML Schema 2.0 .....	4
ETS Air Data Background .....	4
<b>2. Accessing ETS .....</b>	<b>6</b>
ETS Support and Web Browser Compatibility .....	6
Submission Failure or ETS Outage .....	7
<b>3. ETS Account Set-Up .....</b>	<b>8</b>
<b>4. ETS Role Management.....</b>	<b>9</b>
<b>5. Creating Client Accounts .....</b>	<b>11</b>
<b>6. Assigning a Coordinator Role.....</b>	<b>13</b>
<b>7. Assigning User Role(s).....</b>	<b>14</b>
<b>8. Determine Assigned Role(s) .....</b>	<b>16</b>
<b>9. Data Submission Overview .....</b>	<b>17</b>
Regulatory Submission Form.....	18
Industrial File Types .....	20
Naming Guidelines .....	21
Work in Progress Form .....	22
Search Requests.....	23
Search Results - Example.....	24
Warning Form .....	25
Review Form .....	26
<b>10. Data Submission Process.....</b>	<b>27</b>
Upload & Submit Request.....	27
Cancel Request.....	28
Data Certification .....	29
Data Validation .....	31
Validation Passed.....	32

Pending Warnings .....	32
Warnings Approval .....	35
Pending Review .....	36
Reviewer Process .....	38
Review Passed .....	39
Completed .....	40
Completed Submission Process .....	41
Completed Submission Report .....	42
Validation: Failed .....	43
Warnings: Failed .....	46
Review: Failed .....	47
Correcting Failed Submissions .....	48
Resubmission of Amended Files .....	48
<b>11. Error Types.....</b>	<b>49</b>
File Validation Error .....	50
Ambient XML/AMD Forms Schema Validations .....	52
Data Validation (Hard Stop) Error Example .....	53
Possible Data Validation Errors (Warnings) .....	55
<b>12. Contacts.....</b>	<b>58</b>
<b>13. References.....</b>	<b>58</b>
<b>14. Revision History.....</b>	<b>59</b>

# 1. Introduction

## Ambient XML Schema 2.0

Version 2.0 schema must be used for **data sets** and the **resubmission** of historic data for successful submission of ambient air data.

- Reference tables for data codes are posted online
- VVCs: Valid Variable Combination codes combine method, time, unit, parameter and collection codes into a single code

Refer to the correlating XML schema “*Data Dictionary*” for descriptions of each field and a listing of which fields are required.

**Note:** For more information on Ambient XML Schema 2.0 please see: <http://alberta.ca/ets-air-reporting-support>

## ETS Air Data Background

As of January 1, 2019, as per Air Monitoring Directive, air reporting is being submitted via ETS (the Electronic Transfer System). Submissions to ETS include:

- AMD Forms (Excel or XML)
- Ambient Data (XML)
- Calibration Report (PDF)
- Lab Report (PDF)
- Industrial Monitoring Report (PDF)
- Cylinder Gas Audits (PDF)
- Source Emission Survey (PDF)
- Relative Accuracy Test Audit (PDF)

SES and RATA Combined (PDF) Beginning with January 2022 monitoring data, the below additional air related report types will be added to the Electronic Transfer System (ETS):

- Ambient Site documentation (PDF)
- Ambient Proposal (PDF)
- CEMS Monitoring Plan (PDF)
- Special Air Reports (PDF)
- Continuous Ambient Monitoring Notification (PDF)

- Start-up Notification (PDF)
- Scheduled Shutdown Notification (PDF)
- CEMS Recertification Notification (PDF)
- Quality Assurance Plan, upon request (PDF)
- Audit Reports, upon request (PDF)
- CEMS CAR Report (Excel)

For more information, see: “*Air Monitoring Directive Chapter 9 Submissions – Information on electronic submission of air data and reports as per Air Monitoring Directive (AMD) requirements*” at: <https://www.alberta.ca/amd-chapter-9-submissions.aspx>

## 2. Accessing ETS

The ETS Webpage is located here: [www.alberta.ca/ets](http://www.alberta.ca/ets)

Once signed into ETS, the “**Air Data**” tree node should appear on the left of the screen. The “**Air Data**” node has 3 sub-nodes:



- “**Regulatory**” – for the Submitter to make file submissions and manage warnings/errors.
- “**Administration**” – for the Coordinator to assign User Role(s) and the Station Manager to update Source and Station information. All Users can identify the role(s) 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 that must be accepted or rejected.

**Note:** To see the “**Regulatory**” sub-node, you must be assigned the Submitter role.

**Note:** If the “**Air Data**” node is not visible, contact your Coordinator (or Site Administrator if no Coordinator present) to assign your user account at least one role.

## ETS Support and Web Browser Compatibility

- ETS supports the latest versions of: Chrome, Firefox and Microsoft Edge
- 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](mailto:ETSAccountSetup@gov.ab.ca)
- If you require technical support with ETS, please contact [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca)
- 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 industrial operations 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. ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 6:00 pm Sunday.

If an industrial operation was unable to meet reporting timelines due to an ETS outage, the industrial operation would not be penalized for late submission if:

- [Air.Reporting@gov.ab.ca](mailto:Air.Reporting@gov.ab.ca) (for EPA-regulated facilities) and [EPEA.Reports@aer.ca](mailto:EPEA.Reports@aer.ca) (for AER-regulated facilities) has been notified of your inability to submit air data, forms or reports due to ETS / the website being down
- Your air submission is completed within 24 hours of being notified that the website is operational.

**Note:** During weekends, there may be a delay in receiving ETS notifications via e-mail

### 3. ETS Account Set-Up

Once the ETS Account Set Up/Change Form is submitted and completed, an EN account number is created and a Site Administrator is assigned.

Site Administrator, refer to “*Apply for Access*” at <https://www.alberta.ca/electronic-transfer-system#jumplinks-1>

The Site Administrator is responsible for creating and maintaining Client Accounts and assigning a Coordinator.

- Client Accounts are subsets of the Site Administrator Account. Each Client Account is given access to air regulatory forms based on their assigned User Role(s).
- The Coordinator is responsible for assigning User Role(s) to Client Accounts based on the required functionality of an individual under a specified approval.



## 4. ETS Role Management

Each Client Account must be assigned role(s).

**One or any combination** of User Role(s) can be assigned to each client account.

Please note:

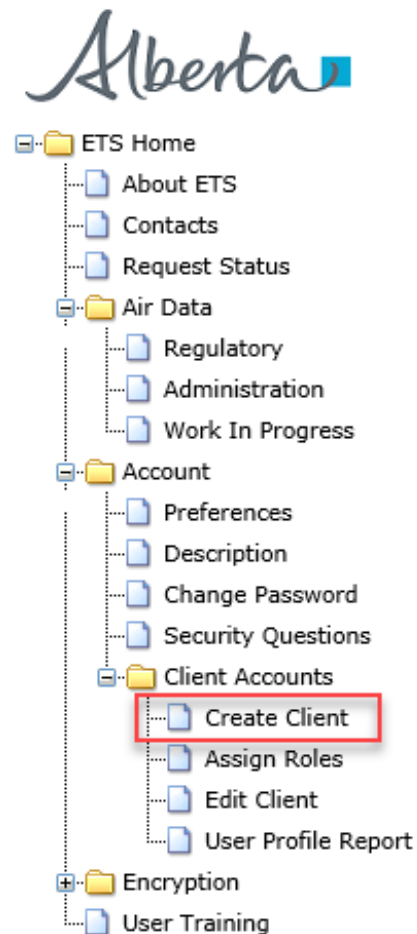
- Site Administrator needs to assign Coordinator role(s).
- Coordinator needs to go through each user and assign or remove roles, as needed for each approval.
- If an EPEA Approval number is not showing up on the list, please contact [air.reporting@gov.ab.ca](mailto:air.reporting@gov.ab.ca) to have it assigned.
- Contractors may submit data or reports on behalf of a company for an EPEA regulated facility.
- The contractor requires an ETS User Account under the companies ETS Account in order to submit on their behalf.
- Contractors require a separate user account for each company they submit on behalf of.
- Facilities should be aware that when the Reviewer User Role is assigned, it allows that User to see everything that is submitted for that approval.
- If you would like cover off for a time period, the Coordinator would need to assign a Client User Role(s) required during that time. Afterwards the Coordinator would need to remove the Client User Role(s) they no longer want the Client to have.
- This is the same with Contractors. Should a facility no longer work with a contractor, the User Role(s) would need to be removed at time of separation.

<u>User Roles</u>	<u>Description</u>
<b>Site Administrator</b>	Create accounts and assign <u>Coordinator</u> role in ETS account node.  <b>Must assign at least one User the <u>Coordinator</u> role.</b>
<b>Coordinator</b>	Can assign all User Roles below, by approval, to all active users.
<b>Station Manager</b>  (this role is covered in the <i>Industrial Data Administration Training Manual</i> )	Can modify source and ambient stations details
<b>Reviewer</b>	Can review 'Pending Review' submissions and pass or fail them, progressing them to Completed or Review Failed status.  Can view and edit the submissions of others.
<b>Submitter</b>	Can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Completed(unless user also has Reviewer role).  Cannot view submissions of others.
<b>Viewer</b>	Can view, but not modify file submissions and station details

**Note:** Reviewer, Submitter, Station Manager and Viewer roles are assigned for each approval separately. A User may have different roles for different approvals.

**Note:** If you do not know who your Site Administrator is, please contact [ETSAccountSetup@gov.ab.ca](mailto:ETSAccountSetup@gov.ab.ca)

## 5. Creating Client Accounts



Before roles can be assigned, Client Account(s) must be created by the Site Administrator

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

- “Accounts”
- “Client Accounts”

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

For more information refer to *ETS Client Account Setup and Maintenance*:

<https://www.alberta.ca/electronic-transfer-system#jumplinks-1>

**Note:** ‘Client’ is equivalent to ‘User’

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

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

The Fax Number and Business Area are optional.

Click “**Submit**” button to create the account.

The account creation will need to be confirmed in a pop-up.

**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:**

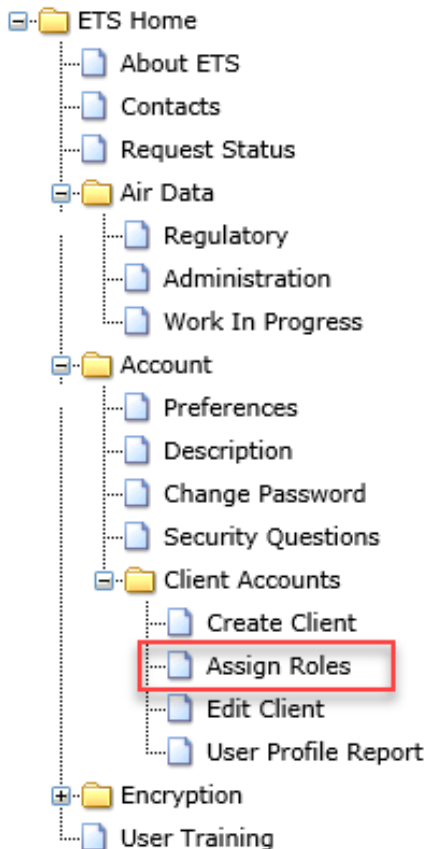
**\*Repeat Email Address:**

**Business Area:**

\* - denotes Required Field

**Note to Site Administrator:** Write down the Client Account username and password, and forward to the Client/User as it **is not** retrievable.

## 6. Assigning a Coordinator Role



After the users are created, **only** the Site Administrator assigns the Coordinator role.

To assign the Coordinator role, the Site Administrator clicks on the “**Client Accounts**” node, then the “**Assign Roles**” sub-node.

Next, the Site Administrator checks off role of coordinator in the “**Assign Client Roles**” screen and clicks “**Save**”.

**Assign Client Roles**

**Select Client Account:** EA1041\_COORDINATOR ▼

**Select Form Type:** Air Data - Regulatory ▼

**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.

Save

## 7. Assigning User Role(s)



Once the Coordinator is assigned, they are responsible for assigning the User Role(s) to Client Accounts.

To assign roles, the Coordinator clicks on the “**Air Data**” node, and then the “**Administration**” sub-node.

**Note:** Coordinator can only see the “**Administration**” and “**Work In Progress**” nodes unless they have Submitter role assigned

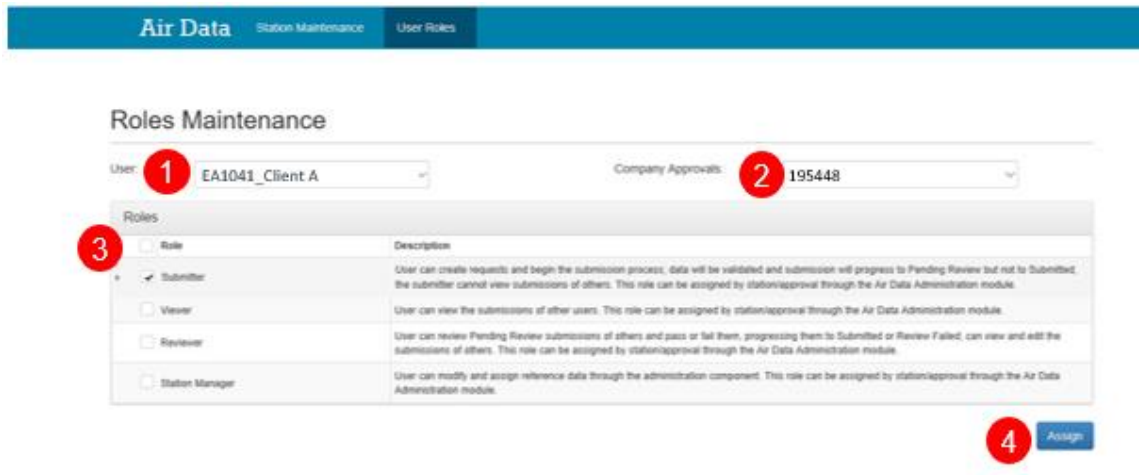
**Note:** Coordinator can assign User Role(s) to themselves

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

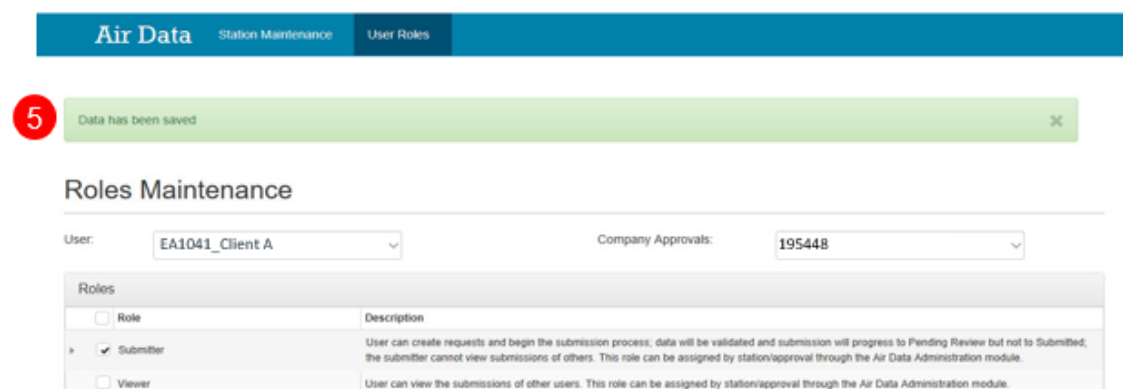
To assign role(s) to user, the Coordinator clicks “**User Roles**”.

Using the “**Roles Maintenance**” screen, 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 EPEA Approval for the User.
3. Select the role(s) for the User in the “**Roles**” list
  - Multiple (or all) roles can be assigned to any User.
4. Click the “**Assign**” button.
5. Once the transaction is successful, a green “**Data has been saved**” bar should appear.



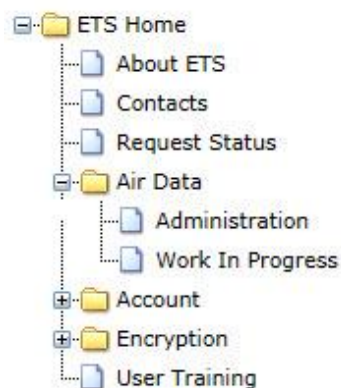
The screenshot shows the 'Roles Maintenance' interface. At the top, there are three tabs: 'Air Data', 'Station Maintenance', and 'User Roles'. Below the tabs, there are two dropdown menus: 'User:' with 'EA1041\_Client A' selected (callout 1), and 'Company Approvals:' with '195448' selected (callout 2). Below these is a table titled 'Roles' with columns 'Role' and 'Description'. The table contains four rows: 'Submitter' (checked with a red callout 3), 'Viewer', 'Reviewer', and 'Station Manager'. At the bottom right of the table is a blue 'Assign' button with a red callout 4.



This screenshot shows the same 'Roles Maintenance' interface after the assignment. A green message bar at the top left says 'Data has been saved' with a red callout 5. The dropdown menus and the 'Roles' table remain the same as in the previous screenshot.

## 8. Determine Assigned Role(s)

To determine the role assigned to you



- Click “**Air Data**” node.
  - Click “**Administration**”
- Click “**User Roles**” (Blue band at top)

The User Roles screen (below) appears showing:

1. Your Name (select from the dropdown list).
2. List of approval(s) under the company.
3. The role(s) assigned User by approval.

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 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.

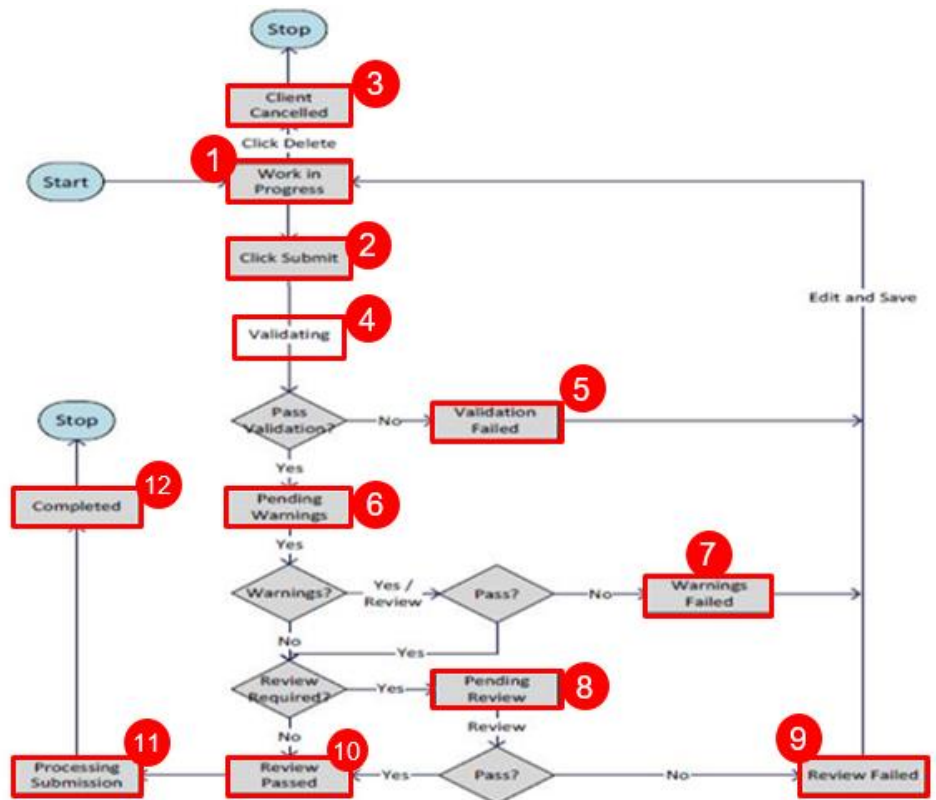
**Note: The “Assign” button is available to the Coordinator only**



## 9. Data Submission Overview

The data submission will proceed through the following stages or status types:

1. **Work in Progress** – new, un-submitted requests
2. **Processing** – request is submitted for validation
3. **Client Cancelled** – request is cancelled by clicking delete
4. **Validating** – request is validated after file submission
5. **Validation Failed** – request has data validation errors
6. **Pending Warnings** – request has passed validation, but has warning message(s)
7. **Warning Failed** – warnings were rejected by client
8. **Pending Review** – request passed warning process and requires review by the Reviewer
9. **Review Failed** – request has been rejected by the Reviewer
10. **Review Passed** – request has been approved by the Reviewer
11. **Processing** – request has been submitted to the department
12. **Completed** – request has been accepted by the department



The status types are found in the “*Work in Progress*” form.

**Note:** You will need to refresh the page to see the status changes. If a file is stuck at **Processing** or **Validating** for an extended period of time, please contact ETS Support at [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca) and [air.reporting@gov.ab.ca](mailto:air.reporting@gov.ab.ca)

## Regulatory Submission Form

To access the “**Regulatory Submission**” form, the Submitter will:

1. Click on the “**Air Data**” node.
2. Click on the “**Regulatory**” sub-node.
3. The “**Regulatory Submission**” form appears.



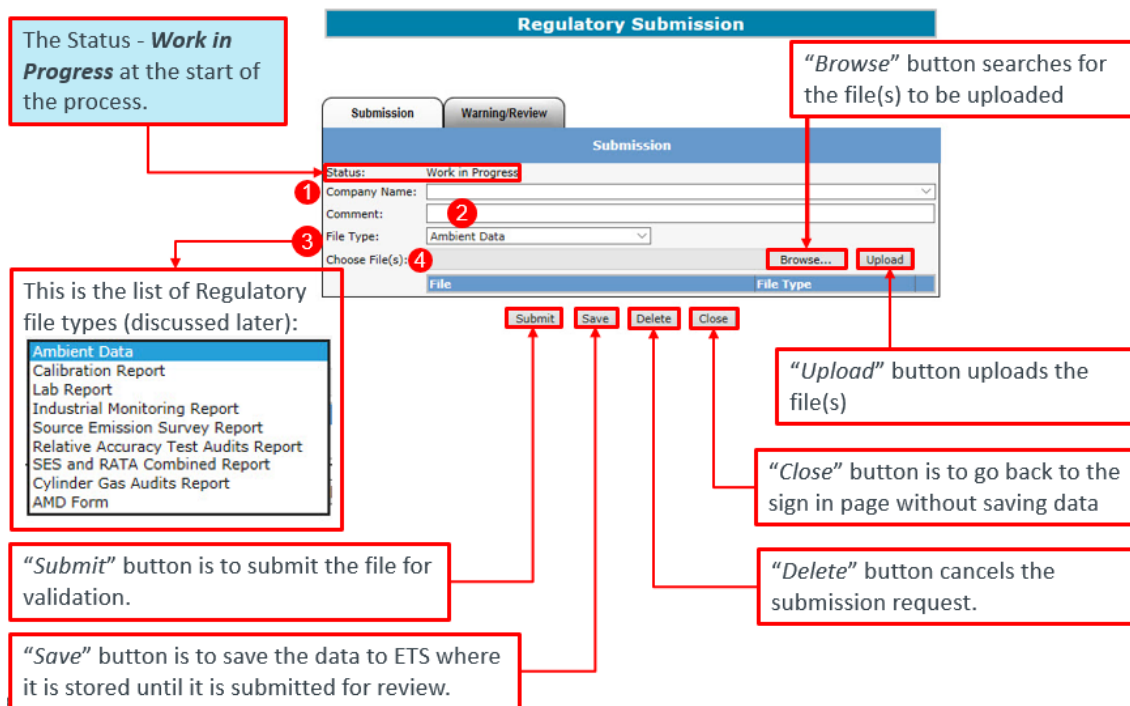
The screenshot shows the Alberta ETS Home interface. On the left, a navigation tree lists various options: ETS Home, About ETS, Contacts, Request Status, Air Data (highlighted with a red box), Regulatory (highlighted with a red box), Administration, Work In Progress, Account, Encryption, and User Training. On the right, the 'Regulatory Submission' form is displayed. The form has a blue header bar with the title 'Regulatory Submission'. Below the header, there are two tabs: 'Submission' (selected) and 'Warning/Review'. The 'Submission' tab contains the following fields: Status (Work in Progress), Company Name (dropdown), Comment (text area), File Type (Ambient Data dropdown), and Choose File(s) (file selection area with 'Browse...' and 'Upload' buttons). At the bottom of the form, there are four buttons: Submit, Save, Delete, and Close.

**Note:** Only Users with Submitter role can access the “**Regulatory**” sub-node. The Submitter role must be assigned to submit a file; Submitter and Reviewer roles must be assigned to complete a file submission independently

The *Regulatory Submission* form is used only by Users with Submitter role assigned

The following information is filled in 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)
  - Multiple file types can be uploaded under the same ETS request number
4. "Choose File(s)" (selected using the "**Browse**" button and uploaded clicking the "**Upload**" button)
  - Files of the same 'File Type' can be selected and uploaded at the same time. For example, an AMD1, AMD5 and AMD8
  - Files of different 'File Type' must be selected separately, but can still be submitted under the same ETS request number. For example, AMB, LAB and CAL



The screenshot shows the "Regulatory Submission" form. It includes a "Submission" tab and a "Warning Review" tab. The form fields are: Status (Work in Progress), Company Name (dropdown), Comment (text), File Type (dropdown), and Choose File(s) (with Browse... and Upload buttons). Below the form are buttons for Submit, Save, Delete, and Close. A list of Regulatory file types is shown on the left, including Ambient Data, Calibration Report, Lab Report, Industrial Monitoring Report, Source Emission Survey Report, Relative Accuracy Test Audits Report, SES and RATA Combined Report, Cylinder Gas Audits Report, and AMD Form.

The Status - **Work in Progress** at the start of the process.

"Browse" button searches for the file(s) to be uploaded

"Upload" button uploads the file(s)

"Close" button is to go back to the sign in page without saving data

"Delete" button cancels the submission request.

"Submit" button is to submit the file for validation.

"Save" button is to save the data to ETS where it is stored until it is submitted for review.

This is the list of Regulatory file types (discussed later):

- Ambient Data
- Calibration Report
- Lab Report
- Industrial Monitoring Report
- Source Emission Survey Report
- Relative Accuracy Test Audits Report
- SES and RATA Combined Report
- Cylinder Gas Audits Report
- AMD Form

## Industrial File Types

The formats for the listed file types are:

- **Ambient data** (XML)
- **Ambient Proposal** (PDF)
- **Ambient Site Documentation** (PDF)
- **AMD Form** (Excel .xlsx or XML)
- **Audit Report** (PDF)
- **Calibration Report** (PDF): ambient analyzer calibration report
- **CEMS Corrective Action Report** (Excel .xlsx)
- **CEMS Monitoring Plan** (PDF)
- **CEMS Recertification Notification** (PDF)
- **Continuous Ambient Monitoring Notification** (PDF)
- **Cylinder Gas Audit Report** (PDF)
- **Industrial Monitoring Report** (PDF): Industrial Air Monitoring, IAM or Combined, CMB reports
- **Lab Report** (PDF): Certificate of Analysis report for ambient data analyzed at a laboratory
- **Quality Assurance Plan** (PDF)
- **Relative Accuracy Test Audit Report** (PDF)
- **Scheduled Shutdown Notification** (PDF)
- **SES and RATA Combined Report** (PDF)
- **Source Emission Survey Report** (PDF)
- **Special Air Report** (PDF)
- **Start-up Notification** (PDF)

Ambient Data
Ambient Proposal
Ambient Site Documentation
AMD Form
Audit Report
Calibration Report
CEMS CAR report
CEMS Monitoring Plan
CEMS Recertification Notification
Continuous Ambient Monitoring Notification
Cylinder Gas Audits Report
Industrial Monitoring Report
Lab Report
Quality Assurance Plan
Relative Accuracy Test Audits Report
Scheduled Shutdown Notification
SES and RATA Combined Report
Source Emission Survey Report
Special Air Report
Start-up Notification

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

**Note:** The file-type selected will be validated against the uploaded file. If filling out an AMD form in XML still choose the AMD Form option

## Naming Guidelines

When uploading files for submission, note the file naming convention.

For example when Ambient Data is submitted, the file uploaded is named “AMB-00195448-201902-passive.xml” in the format of “AMB-#####-YYYYMM-Comments.xml”, where:

- “#####” - 8-digit approval number;
- “YYYY” – monitoring year;
- “MM” – monitoring month;
- “Comments” – additional descriptor (optional).

For more information on naming convention, see “*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](https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf)

Regulatory Submission 433339

Submission
Warning/Review

Submission

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

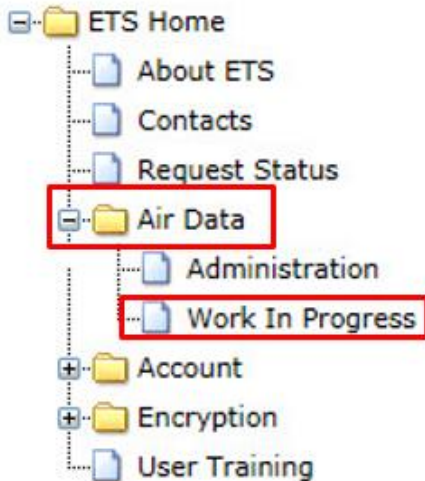
Choose File(s):  Browse... Upload

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Submit
Save
Delete
Close

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

## Work in Progress Form



The “*Work In Progress*” form is used to find the status of file submissions

To access the “*Work In Progress*” form, clients with Submitter, Viewer or Reviewer roles can:

- Click on “**Air Data**” node
- Click on “**Work In Progress**” sub- node

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

- This form can be refreshed to see updated statuses, for example to see if a **Processing** status has changed to **Completed**

**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"/>		

Remember, if a User only has the Submitter role, they will only view **their own** submissions

## Search Requests

To search for 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 are entered, the result will return all requests under the account for the default start and end dates.

Work in Progress

Status: ▼

Start Date: 2019/10/13

Comment:

Request #:

End Date: 2019/10/18

Find
Close

**List of Status types:**

Work in Progress

Processing

Client Cancelled

Validating

Validation Failed

Pending Warnings

Warnings Failed

Pending Review

Review Passed

Review Failed

Completed

## Search Results - Example

This is an example showing the results returned from applying the search criteria in the “*Work In Progress*” form.

In this example, no criteria were applied which resulted in the results box showing the entire list of requests by:

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

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

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

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



## Warning Form

This is the “*Warning*” form that Users with the Submitter role can see when file status is **Pending Warnings**.

The Submitter selects the request number from the “*Work in Progress*” form.

The information the Submitter will see are:

- Pending Warnings Status
- Warning Report – Report detailing the data validation warnings
- Submitter’s Username
- Submission Date

To approve or reject the request, the Submitter will:

1. Fill in any comments required in the “**Warning Comment**” box (Mandatory)
  - Limit of 200 characters
2. Click the “**Approve**” or “**Reject**” button

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

**Regulatory Submission 433360**

Submission

Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly. [Warning Report](#)

Status: Pending Warnings

Submitted By: EA1035\_Client A

Submission Date: 2019/08/12

Warning Comment:

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Approve

Reject

Close

The Submitter fills in the Warning Comments (Mandatory)

**Note:** If a warning is rejected, file returns to **Work in Progress** status; if warning is accepted, file proceeds to **Review**

## Review Form

This is the “Review” form that Users with Viewer and/or Reviewer roles can see when file status is **Pending Review**. The request is selected from the “Work In Progress” form.

The Reviewer can see the *Warning Report* (if any warnings were approved)

The information the Viewer/Reviewer will see are:

- Pending Review Status
- Submitter’s Username
- Submission Date
- Warning Comment (by the Submitter) - limit of 200 characters
- File to be uploaded

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

**Regulatory Submission 433360**

Submission

Warning/Review

**Review/Warning**

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

Status:

Pending Review

Submitted By:

EA1035\_Client A

Submission Date:

2019/08/12

Warning Comment:

Review Comment:

File	File Type
<a href="#">LAB-00195448-201902-Comment.pdf</a>	Lab Report

Approve

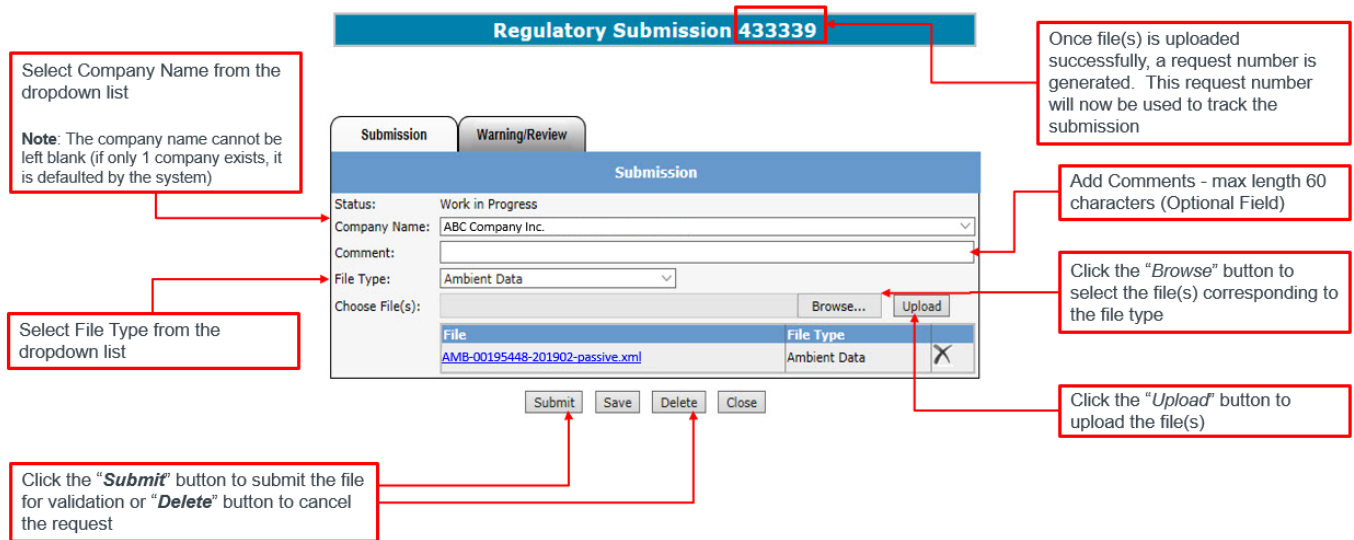
Reject

Close

**Note:** The “**Approve**” and “**Reject**” buttons are only seen when User has the Reviewer role

# 10. Data Submission Process

## Upload & Submit Request



**Regulatory Submission 433339**

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)

Select File Type from the dropdown list

Click the "Browse" button to select the file(s) corresponding to the file type

Click the "Upload" button to upload the file(s)

Once file(s) is uploaded successfully, a request number is generated. This request number will now be used to track the submission

Add Comments - max length 60 characters (Optional Field)

Click the "Submit" button to submit the file for validation or "Delete" button to cancel the request

**Submission**

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s):

Browse... Upload

File	File Type
AMB-00195448-201902-passive.xml	Ambient Data

Submit Save Delete Close

**Note:** More than one file can be uploaded for each submission

If the Submitter chooses to submit the file for validation, click the "Submit" button.

Multiple files can be uploaded under one request. For example, one request should represent the complete monthly submission: AMD1, AMD5, IAM, LAB, CAL, Ambient XML, etc.



**Regulatory Submission 433339**

**Submission**

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s):

Browse... Upload

File	File Type
AMB-00195448-201902-passive.xml	Ambient Data

Submit Save Delete Close

## Cancel Request

If the Submitter does not intend to proceed with a submission, they can click the “**Delete**” button.

Regulatory Submission 433339

Submission
Warning/Review

Submission

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s):  Browse... Upload

File	File Type	
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data	X

Submit
Save
Delete
Close

The message on the bottom left of this slide will appear, informing the Submitter that the status will change to **Client Cancelled** and no further processing will take place

- Clicking “**OK**” will change the status to **Client Cancelled**
- Clicking “**Cancel**” will keep submission status as its previous status

## Regulatory Submission 432804

Note the status has changed to **Client Cancelled**

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

Clicking the **“Close”** button will take you back to the sign in screen

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

**Note:** Once the Submitter confirms cancelling the request, the status changes to **Client Cancelled**

## Data Certification

Before the Data Submission can be processed, a certification message will appear.

- Clicking **“Continue”** will proceed to the Validating step
- Clicking **“Cancel”** will return to the previous page (Work in Progress)

## Regulatory Submission 433343

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.

## Data Validation

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

Clicking the “**Close**” button on this form will return to the “*Work in Progress*” list of all requests

Regulatory Submission 433360

Submission
Warning/Review

Submission

Status:
Validating

Company Name:
ABC Company Inc. ▼

Comment:

File Type:
Ambient Data ▼

Choose File(s):
Browse...
Upload

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Close

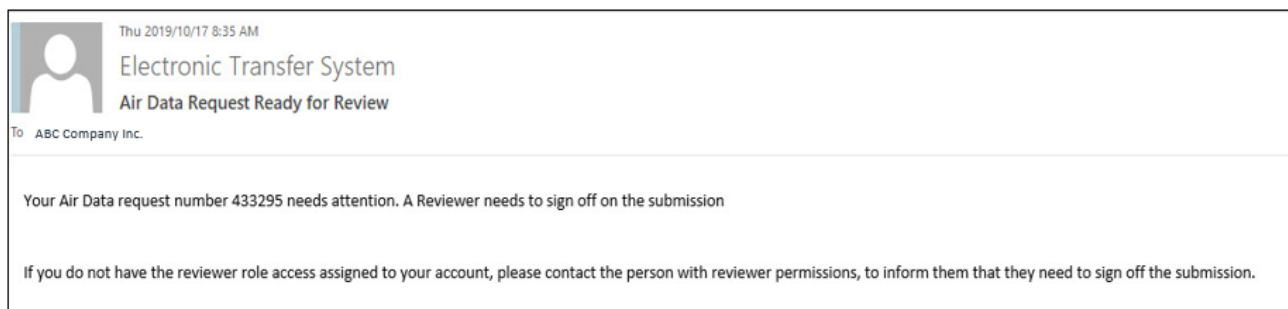
**Note:** Now the submission request form is greyed, therefore cannot be modified

## Validation Passed

If the request passes the validation process, an email informing the Submitter that a Reviewer is required to sign off the submission will be sent (below).

The next step in the process is **Pending Warnings**. If you have no warning errors, then the next step is **Pending Review**.

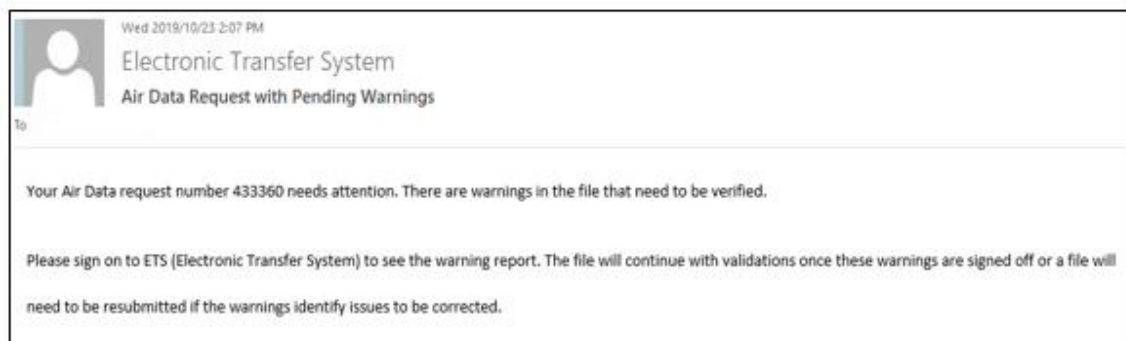
If a User has Submitter and Reviewer roles assigned, the status will not go to **Pending Review**, it will go straight to **Processing** and next to **Completed**



## Pending Warnings

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 either approved or rejected.

The Submitter will have the option to approve the request to go to the review stage, or reject the request for submission





The request with **Pending Warnings** status is retrieved by:

- Entering search criteria for the request in the “*Work in Progress*” form
- Click on the desired request number with the **Pending Warnings** status

**Work in Progress**

Status:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2019/10/18"/>	End Date:	<input type="text" value="2019/10/23"/>
Comment:	<input type="text"/>		

Find
Close

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433361	Client Cancelled		2019/10/23 14:04:14
433360	Pending Warnings		2019/10/23 14:04:02
433357	Completed		2019/10/23 13:59:25
433344	Completed		2019/10/23 13:56:32

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

- The Status is now **Pending Warnings**
- The *Warning Report* link is found on the top 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 “**Reject**”

## Regulatory Submission 433360

Submission

Warning/Review

Review/Warning

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

Warning Report

Status:
Pending Warnings

Submitted By:
EA1035\_Client A

Submission Date:
2019/08/12

Warning Comment:

Reject

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Approve
Reject


Close

**Note:** The Submitter must fill in the **Warnings Comment** box whenever the request is being approved or rejected. There is a 200 character limit for Warning Comments

This is the *Warnings Report* providing details on which validations were triggered

The information in the report includes:

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



**ELECTRONIC TRANSFER SYSTEM  
AIRDATA  
WARNINGS REPORT**

October 23, 2019  
2:07:29 PM  
Request # 433360

**AMB-00195448-201902-passive.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: [ Approval 195448 Station ID: 00195448-P-1 VVC Code: vvc1012 ], [ Approval 195448 Station 00195448-P-2 VVC Code: vvc1012 ], [ Approval ID:195448 Station ID: 00195448-P-3 VVC Code: vvc1012 ], [ Approval 195448 Station 00195448-P-4 VVC Code: vvc1012 ], [ Approval 195448 Station 00195448-P-5 5, VVC Code: vvc1012 ]

**Total Number of Warnings: 1**

**\*\*\* End of Report \*\*\***

## Warnings Approval

If the Submitter approves the request:

- They have confirmed the *Warning Report* has been reviewed and the data is correct
- The status changes to **Pending Review**

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

User can review submission/warnings and approve or reject accordingly. [Warning Report](#)

**Status:** Pending Review

**Submitted By:**

**Submission Date:** 2019/08/12

**Warning Comment:** Approved

**Review Comment:**

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Close

**Note:** If a User has both Submitter and Reviewer roles, the request will go past the **Pending Review** status to **Processing** and **Completed**

## Pending Review

Clients with the Reviewer role can review all submissions made by the Submitter, including those with warnings.

To start the review process, the Reviewer will:

- Click on “**Air Data**” node
- Click on “**Work in Progress**” sub- node



The “*Work in Progress*” form appears

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 type="text"/>		
<input type="button" value="Find"/>		<input type="button" value="Close"/>	

**Note:** If the Submitter is also assigned the Reviewer role, and the submission has passed the **Validation** and **Warning** processes; that submission will go straight to processing/completion (skipping the review stage).

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.

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**

## Reviewer Process

This is the Review/Warning form where the Reviewer will approve or reject the submission.

Information also provided are:

- Request Status
- Submitter's Name
- Submission Date
- Warning Comment

To approve or reject the request, the Reviewer:

- Fills in any comments required in the “**Review Comment**” box
- Clicks the “**Approve**” or “**Reject**” button

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

Regulatory Submission 433360

Submission

Warning/Review

Review / Warning

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

Status:

Pending Review

Submitted By:

EA1035\_Client A

Submission Date:

2019/08/12

Warning Comment:

Review Comment:

Not Approved

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Lab Report

Approve

Reject

Close

**Note:** The “**Approve**” and “**Reject**” buttons are only available to Reviewers

## Review Passed

If the Reviewer approves the request, the “Warning/Review” form appears, showing the Status changed to **Review Passed** (shown on top left)

When the Reviewer clicks the “**Close**” button, the “Warning/Review” form closes and the “Work in Progress” form appears showing the request highlighted in yellow (shown on bottom left)

**Regulatory Submission 433360**

Submission

Warning/Review

Submission

Status: Review Passed

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s):

Browse...

Upload

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Close

**Work in Progress**

Status:

Request #:

Start Date: 2019/10/12

End Date: 2019/10/17

Comment:

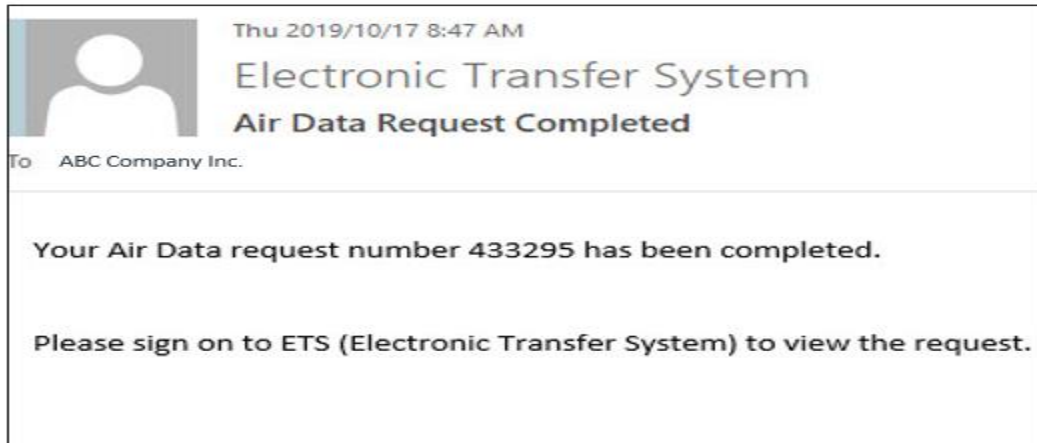
Find

Close

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

## Completed

Once the request is processed, ETS will send an automated email notification informing the Submitter that the request has been completed and is available for viewing.



If the Reviewer/Viewer wants to view the requests with **Completed** status, they would:

- Select the request number from the “*Work in Progress*”
- Click on the desired Request number with the **Completed** status

Work in Progress

Status:

Start Date:

Comment:

Request #:

End Date:

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



## Completed Submission Process

Once again, the *Regulatory Submission* form appears showing:

- The status has changed to **Completed**
- The *Submission Report* link appears

The other information is greyed-out, therefore cannot be modified

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

**Regulatory Submission 433360**

[Submission Report](#)

Submission
Warning/Review

**Submission**

Status: Completed

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s): 
Browse...
Upload


File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Lab Report

Close

## Completed Submission Report

The *Submission Report* includes the following information:

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

		October 17, 2019 9:00:48 AM
<b>ELECTRONIC TRANSFER SYSTEM AIRDATA SUBMISSION REPORT</b>		Request # 433295
<hr/>		
Submitted by: EA1035_Client A Submission Date: Oct 17, 2019 8:34:21 AM		
File Type Lab Report	File Name LAB-ABC Company-201902-Comment.pdf	
Total Number of Files: 1		
*** End of Report ***		

Please Note:

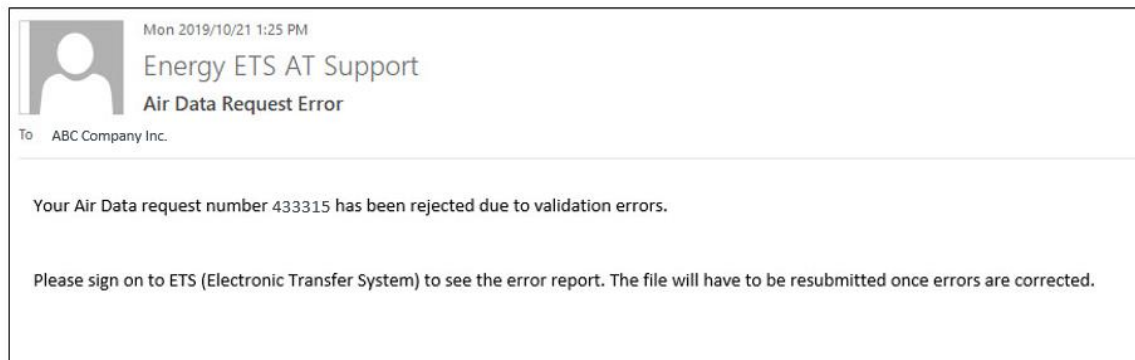
- The *Submission Report* is only available for 90 days following data submission, therefore you should download the report immediately.
- The submission report provides details on the files that were submitted and is requested during audits.
- If you are unable to download the report within that 90-day period, you can email [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca) within one (1) year of the submission to request the report, otherwise the report will not be available.

### Important:

**Your data is not considered submitted to the department (Regulator) until status is Completed.**

## Validation: Failed

If the request fails the Validation process, an email informing the Submitter that the request is rejected due to validation error(s) and the Submitter must sign on to ETS to correct the error(s) and resubmit



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

- Enter search criteria for the request in the 'Work in Progress' form
- Click on the desired request number with the **Validation Failed** status
- This form can be refreshed to see updated statuses, for example to see if a **Processing** status has changed to **Completed**

Work in Progress

Status:

Start Date:

Comment:

Request #:

End Date:

Request #	Status	Comment	Last Updated YYYY/MM/DD ▾
433355	Processing		2019/10/23 11:25:12
433356	Processing		2019/10/23 11:25:12
433357	Validation Failed		2019/10/23 11:25:01
433354	Processing		2019/10/23 11:22:12
433344	Processing		2019/10/23 07:48:12
433343	Processing	Uploading Lab Report	2019/10/22 17:12:01
433342	Work in Progress		2019/10/22 17:07:57
433339	Client Cancelled		2019/10/22 17:04:28
433335	Client Cancelled		2019/10/22 12:22:19
433314	Work in Progress		2019/10/21 11:38:38

Page 1

**Note:** When a file fails validation and requires you to edit and re-submit, you don't need to create a new request number. You can go back into your original request number, remove the file with the error; correct that file, re-upload and re-submit.

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

- The Status is now **Validation Failed**
- In the top left area an *Error Report* link appears

The Submitter clicks on the *Error Report* link to get more information

Regulatory Submission 433357

[Error Report](#)

Submission							
<b>Status:</b>	Validation Failed						
<b>Company Name:</b>	ABC Company Inc. <span style="float: right;">▼</span>						
<b>Comment:</b>	<div style="border: 1px solid #ccc; height: 20px;"></div>						
<b>File Type:</b>	Ambient Data <span style="float: right;">▼</span>						
<b>Choose File(s):</b>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> <span style="float: right;">Browse... Upload</span> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0072bc; color: white;"> <th style="width: 80%;">File</th> <th style="width: 10%;">File Type</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><a href="#">AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx</a></td> <td>AMD11</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table>	File	File Type		<a href="#">AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx</a>	AMD11	✕
File	File Type						
<a href="#">AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx</a>	AMD11	✕					

Submit
Save
Delete
Close


**Note:** If you click the “**Save**” button the Error Report will disappear. To generate the error report again, hit “**Submit**”

This is the *Error Report* providing detail on why the file failed the validation process.

The information in the *Error Report* includes:

1. Date and time of report
2. Request number
3. File Name(s)
4. Error Details
5. Total number of errors identified in the submitted files

The *Error Report* will list all errors that apply to all files in the request number. If the file is not listed in the *Error Report*, it means that there are no errors associated with that file.



**ELECTRONIC TRANSFER SYSTEM**  
**AIRDATA**  
**ERROR REPORT**

October 23, 2019  
 11:29:44 AM  
 Request # 433357

---

**3** AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx

The following errors were found in the xml generated from the above file:

- File, AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx does not match any reference naming convention. Potential naming convention(s) for the subject area, amd11 include(s): Naming pattern, AMD11-#####.#####.Notification SES RATA e.g. AMD11-00195448-2019-20190101-Notification SES RATA.

AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.generated.1.xml

- File, AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.generated.1.xml does not match any reference naming convention. Potential naming convention(s) for the subject area, amd11 include(s): Naming pattern, AMD11-#####.#####.Notification SES RATA e.g. AMD11-00195448-2019-20190101-Notification SES RATA.

**1**

**2**

**Total Number of Errors: 2**

**5**

\*\*\* End of Report \*\*\*

## Warnings: Failed

If the Submitter rejects the request:

- The status changes to **Warnings Failed**
- Request is sent back to the “*Work in Progress*” stage for the Submitter to delete or correct and re-submit

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

[Warning Report](#)

Status: Warnings Failed

Submitted By: EA1035\_Client A

Submission Date: 2019/08/12

Warning Comment: 

Reject

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Ambient Data

Save
Close

## Review: Failed

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

- If the intent is to correct and resubmit the request, the Reviewer clicks the “**Save**” button which sends the file back to “*Work in Progress*” status
- If the Reviewer clicks the “**Close**” button the form closes and returns to the “*Work in Progress*” form

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

<b>Status:</b>	Review Failed
Submitted By:	EA1035_Client A
Reviewed By:	EA1035_Client B
Submission Date:	2019/08/12
Warning Comment:	
Review Comment:	Not Approved

File	File Type
<a href="#">AMB-00195448-201902-passive.xml</a>	Lab Report

Save

Close

## Correcting Failed Submissions

If multiple files are submitted under one Request Number, and one or more of those files fail:

- Delete the file(s) with errors
- Correct errors in the file
- Re-upload the file
- Re-submit the request

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

## Resubmission of Amended Files

If resubmission of amended files and documents is required, note that the naming convention must still be followed.

Examples:

- Original IAM report (pdf): IAM-00195448-201901
- Amended IAM report (pdf): IAM-00195448-201901-**V01**
  
- Original AMD7 form (excel): AMD7-00195448-2019-20190122-Stack A
- Amended AMD7 form (excel): AMD7-00195448-2019-20190122-Stack A-**V01**
  
- Original Ambient Schema (xml): AMB-00195448-201901
- Amended Ambient Schema (xml): AMB-00195448-201901-**V01**



# 11. Error Types

During the submission process, the Submitter may encounter errors at different levels of validation:

## File Validation

- Encountered when uploaded file(s) fails the formatting rules before being processed for review. These errors must be corrected or no further processing can take place.
- Ex. Missing company name, invalid file type, invalid file name, etc.

## Ambient XML/AMD Forms Schema Validations

- Encountered when uploaded file(s) xml validation rules before being processed for review. These errors must be corrected or no further processing can take place.
- Ex. Missing required fields, wrong schema version, wrong xml formatting etc.

## Data Validation (Hard Stops)

- Encountered when uploaded file(s) fails the data validation rules before being reviewed by the Reviewer. These errors must be corrected or no further processing can take place.
- Ex. Invalid VVC code, incorrect source name and unique IDs, approval ID in filename does not match submitted approval ID in form, wrong naming convention.

## Possible Data Validation (Warnings)

- Encountered when the uploaded file(s) fails the data validation rules (warning) before being reviewed by the Reviewer. The Submitter has the options of approving or rejecting the submission.
- Ex. Resubmission for station ID and VVC Code, RATA pdf report not uploaded under same ETS request number as AMD9 form etc.

Examples of the types of errors are shown below

## File Validation Error

There are two (2) error messages displayed in red. The errors are caused by the Submitter clicking the “**Submit**” button without:

- Selecting the Company Name
- Uploading the file(s)

**Regulatory Submission**

You must select a Company  
You must upload at least one file

Submission

Warning/Review

**Submission**

Status: Work in Progress

Company Name:

Comment:

File Type: Ambient Data ▼

Choose File(s): Browse... Upload

File

File Type

Submit
Save
Delete
Close

Submission form with the error message (red font) and an *Error Report* link that the Submitter clicks to get more details.

**Regulatory Submission 433339**

Errors in File : AMB-00195448-201902-passive.xml. Please check Error Report for details.

[Error Report](#)

Submission

Warning/Review

**Submission**

Status: Work in Progress

Company Name: ABC Company Inc. ▼

Comment:

File Type: Ambient Data ▼

Choose File(s): Browse... Upload

File

File Type

AMB-00195448-201902-passive.xml

Ambient Data

✕

Submit
Save
Delete
Close

Error Report which indicates the User is not authorized to submit for approval 195448.

		
ELECTRONIC TRANSFER SYSTEM AIRDATA ERROR REPORT		October 22, 2019 5:01:50 PM Request # 433339
For technical support related to the following errors, please contact ETS@gov.ab.ca		
AMB-00195448-201902-passive.xml		
- User EA1035_Client A is not authorized to submit for approval 195448. Please contact your ETS Coordinator for details.		
Total Number of Errors: 1		*** End of Report ***

The Coordinator should be contacted to address this error.

## Ambient XML/AMD Forms Schema Validations

**Regulatory Submission 433555**

Errors in File : AMB-00195448-201904-cont xml schema error.xml. Please check Error Report for details.

[Error Report](#)

Submission
Warning/Review

**Submission**

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:


File Type: Ambient Data

Choose File(s): Choose Files No file chosen Upload

File	File Type	
<a href="#">AMB-00195448-201904-cont xml schema error.xml</a>	Ambient Data	✕

Submit
Save
Delete
Close

The *Error Report* states the interval End date and time is missing



**ELECTRONIC TRANSFER SYSTEM  
AIRDATA  
ERROR REPORT**

November 12, 2019  
8:47:03 AM  
Request # 433555

---

For technical support related to the following errors, please contact [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca)

**AMB-00195448-201904-cont xml schema error.xml**

- Source: Data >> Measurement >> Interval >> End [Line 5; position 43]
- Message: The 'End' attribute is invalid - The value " is invalid according to its datatype 'http://www.w3.org/2001/XMLSchema:dateTime' - The string " is not a valid DateTime value.

**Total Number of Errors: 1**

\*\*\* End of Report \*\*\*

As seen in the XML, there is no data in this position

```

<?xml version="1.0" encoding="utf-8" standalone="yes"?>
<Data schemaVersion="2.0">
  <GeneralComments>test</GeneralComments>
  <Measurement>
    <Interval Start="2019-04-01T00:00:00" End="" />
    <Station ID="00195448-C-1" />
    <ProgramCode>APC1</ProgramCode>
    <ApprovalID>00195448</ApprovalID>
    <ValidVariableCombination VvcCode="WVC122" Value="0.0" />
  </Measurement>

```

## Data Validation (Hard Stop) Error Examples

Here is an example of the Data Validation Error telling the Submitter that the *Submission* Form is showing the status **Validation Failed**.

**Regulatory Submission 433394**

[Error Report](#)

Submission
Warning/Review

**Submission**

Status: Validation Failed

Company Name: ABC Company

Comment:


File Type: Ambient Data

Choose File(s): Choose Files No file chosen Upload

File	File Type	
<a href="#">AMB-00195448-201904-fix cont.xml</a>	Ambient Data	✗

Submit
Save
Delete
Close

Clicking on the *Error Report* link in the Regulatory Submission window opens the *Error Report*. The *Error Report* identifies two errors triggered by an incorrect station submission for the approval.



**ELECTRONIC TRANSFER SYSTEM  
AIRDATA  
ERROR REPORT**

November 12, 2019  
8:08:00 AM  
Request # 433394

**AMB-00195448-201904-fix cont.xml**

- Invalid Station ID(s):.00195448-C-2.00195448-C-3.00195448-C-4
- The following station ID(s).00195448-C-1 do(es) not belong to the approval ID: 195448-

**Total Number of Errors: 2**

\*\*\* End of Report \*\*\*

The below is an example of an incorrect source name and source ID entered in an AMD form, resulting in **Validation Failed** status in ETS.

## Regulatory Submission 463329

[Error Report](#)

Submission
Warning/Review

Submission

Status: Validation Failed

Company Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXX ▼

Comment:

File Type: AMD Form ▼

Choose File(s): Choose Files No file chosen Upload

File	File Type	
AMD7-000 <span style="background-color: black; color: black;">XXXXXXXXXXXX</span> -2021-20210826-Exhaust Stack 1&2.xlsx	AMD7	✗

Submit
Save
Delete
Close

Clicking on the *Error Report* link in the Regulatory Submission window opens the *Error Report*. The *Error Report* identifies two errors triggered because the source name and unique ID entered on this AMD form **do not** match source name and unique ID in the ETS Administration Module



### ELECTRONIC TRANSFER SYSTEM AIRDATA ERROR REPORT

October 08, 2021  
9:06:24 AM  
Request # 463329

Please refer to the ETS administration module for source names, ambient station IDs, invalid codes, source meta data, etc. Also, refer to the ETS Air Data Training Manuals and the Ambient Schema Guidance document and reference tables for guidance.

AMD7-000XXXXXXXXXXXX-2021-20210826-Exhaust Stack 1&2.generated.1.xml

- The source name: Incinerator Stack does not match any of the Emission Source Names listed in the ETS Industry Administration tab for approval: XXXXXXXXXXXX
- The unique source identifier 1A does not match any of the Unique source identifiers listed in the ETS Industry Administration tab for approval: XXXXXXXXXXXX

**Total Number of Errors: 2**

\*\*\* End of Report \*\*\*

**Note:** For more information on the ETS Administration Module, please see the ETS Air Data Administration Module Training Manual for Industry, found here: <http://alberta.ca/ets-air-reporting-support>

## Possible Data Validation Errors (Warnings)

This is another example of a data validation error.

The Submitter received a *Warning Error* indicating the data submitted needs to be reviewed before proceeding to the Reviewer.

The *Review/Warning* form has the status **Pending Warnings** and the *Warning Report* link.

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

[Warning Report](#)

Status: Pending Warnings

Submitted By: EA1035\_Client A

Submission Date: 2019/08/12

Warning Comment:

File	File Type
<a href="#" style="color: #0072bc; text-decoration: none;">AMB-00195448-201902-passive.xml</a>	Ambient Data

Approve
Reject

Close

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.

**ELECTRONIC TRANSFER SYSTEM  
AIRDATA  
WARNINGS REPORT**

October 23, 2019  
2:07:29 PM  
Request # 433360

**AMB-00195448-201902-passive.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: [ Approval ID:195448 Station ID: 00195448-P-1, VVC Code: vvc1012 ], [ Approval ID:195448 Station ID: 00195448-P-2, VVC Code: vvc1012 ], [ Approval ID:195448 Station ID: 00195448-P-3, VVC Code: vvc1012 ], [ Approval ID:195448 Station ID: 00195448-P-4, VVC Code: vvc1012 ], [ Approval ID:195448 Station ID: 00195448-P-5, VVC Code: vvc1012 ]

Total Number of Warnings: 1

\*\*\* End of Report \*\*\*

Below is an example of a warning letting the Submitter know that a file may have been missed. The *Review/Warning* form has the status **Pending Warnings** and the *Warning Report* link.

**Regulatory Submission 463174**

Submission		Warning/Review	
<b>Review / Warning</b>			
User can review submission/warnings and approve or reject accordingly.			
Status:	Pending Warnings		
Submitted By:	EA1035_ [REDACTED]		
Submission Date:	2021/09/30		
Warning Comment:	[REDACTED]		
File		File Type	
AMD7-000 [REDACTED]-2021-20210826-Exhaust Stack [REDACTED].xlsx		AMD7	
Approve		Reject	
Close			

Clicking on the *Warning Report* link generates the *Warning Report* which indicates an AMD7 form was uploaded without an SES (pdf) file.





---

**ELECTRONIC TRANSFER SYSTEM  
AIRDATA  
WARNINGS REPORT**

---

October 08, 2021  
9:42:20 AM  
Request # 463174

AMD7-000-2021-20210826-Exhaust Stack-generated.1.xml

- SES or SES RATA Report not submitted with AMD7 Form or the number of AMD7 forms does not equal the number of these reports

**Total Number of Warnings: 1**

\*\*\* End of Report \*\*\*

If the SES file was uploaded under a separate ETS request # this warning can be approved.

If the SES file was in fact missed, the warning should be rejected and the SES file should be uploaded by the Submitter.

## 12. Contacts

- ETS Account Setup and Support: [ETSAccountSetup@gov.ab.ca](mailto:ETSAccountSetup@gov.ab.ca)
- ETS Technical Support (XML error questions, admin module issues, etc.): [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca)
- Validation error questions/addition of sources or ambient stations/admin module content: [Air.Reporting@gov.ab.ca](mailto:Air.Reporting@gov.ab.ca)
- AMD General Reporting Questions/VVS creation requests: [AMDFeedback@gov.ab.ca](mailto:AMDFeedback@gov.ab.ca)
- For questions relating to individual facility reporting requirements, please contact your approval coordinator

## 13. References

- Government of Alberta website: [www.alberta.ca](http://www.alberta.ca)
- ETS login: [www.alberta.ca/ets](http://www.alberta.ca/ets)
- ETS supporting information: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- 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](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](https://www.alberta.ca/system/files/custom_downloaded_images/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf)
- ETS Air Reporting Support (including training manuals, XML schema, AMD forms, reference tables, submission guidance document, etc.): <https://www.alberta.ca/ets-air-reporting-support>

## 14.Revision History

Version	Date	Author(s)	Revision Notes
1.0	19-Dec-2018	AEP Environmental Knowledge and Data Integration Branch	Initial document
2.0	15-Nov-2019	AEP Environmental Knowledge and Data Integration Branch	Added Roles Management  Added additional submission statuses
3.0	22-May-2020	AEP Environmental Knowledge and Data Integration Branch	Format change of the manual
4.0	January 28, 2022	AEP Environmental Knowledge and Data Integration Branch	Updated screenshots throughout  Additional Industrial File types and comments added under <i>Regulatory Submission Form</i> section  Added additional error example under <i>Data Validation (Hard Stop) Error Examples</i> section  Added additional warning example under <i>Possible Data Validation Errors (Warnings)</i> section

5.0	November 14, 2025	EPA Environmental Knowledge and Data Stewardship Branch	Updated links and clerical errors; minor content changes throughout
-----	-------------------	---	---