Archive: AMD email communications

This provides an archive of email communications distributed to stakeholders through the AMD distribution list from December 2017. If a statement in a communication contradicts another, the more recent communication should be referred to as correct. Additionally, some links in this document may no longer work as web content may have been updated since the email was sent. We apologize for any inconvenience this may cause. You may find up-to-date information and subscribe to the AMD distribution list on the [AMD website](). Questions on the following can be directed to: [AMDFeedback@gov.ab.ca]().

February 17, 2023: Revised AMD10 Form Posted

Good Afternoon,

Please review this information closely and contact [AMDFeedback@gov.ab.ca]() if you have any questions.

We would like to extend our sincere appreciation to all those submitters who have been working diligently to use the updated AMD10 form, and have shared their issues and experiences in working with it. Thank you! This has enabled us to make some minor revisions to the form, which we have now posted at https://training.energy.gov.ab.ca/Pages/default.aspx, to improve the experience for all submitters. These changes are as follows:

- Updated the information on row 4 of the Instructions tab to correct the description of which facilities are required to submit. These instructions are now consistent with [the information given in previous emails](), and in the [Guidance on Common AMD Questions]().
- Corrected an issue in the Monthly Measurement % Difference field (B15). This field had blocked the entry of negative numbers or zeroes – that restriction has been removed, and the field will now allow the entry of any numerical value.
    - Please note this field is for entry of a percentage value without the percent sign – e.g. 3.2% would be entered as 3.2.
    - If you encounter issues entering negatives values or zero into the form, please download the new version to enter such values.
    - Submissions before February 24 may generate a warning if you submit a zero or negative percent difference; this warning may be overridden if the submission is correct. Submissions after February 24 will not generate a warning for percent difference values in the range -100 to 100.
- Updated the example tab to be a more up-to-date and self-consistent example.

To minimize inconvenience, the version that was posted on February 3 (Version 4.0 – January 2023) can still be submitted and will be accepted so if you have already submitted the new version or begun filling it out there is no requirement to resubmit or start over with the new version. However, we **strongly encourage** all submitters to download and use the new version (Version 4.0 – rev b February 2023) going forward.

Contacts for Questions:
- If you have any questions with these changes, please email [AMDFeedback@gov.ab.ca]().
- For questions specific to the requirements in an approval, please contact your approval coordinator.
- For questions on reporting submission or changes/additions to source names or identification, please contact [air.reporting@gov.ab.ca]().

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January 20, 2023: Changes to Air Monitoring Directive forms (AMD6, AMD10, AMD12) - Follow-Up

Good Afternoon,

Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

As per the e-mail sent on Dec 8, 2022, we are making improvements to the forms used to submit emissions summary data and sulphur balance under the Air Monitoring Directive (AMD) to reduce duplication and red tape. These changes will come into effect on Feb 3, 2023 (after 4:30pm). The new AMD10 form has been posted. The guidance document update will be available next week

AMD6 Changes:

The AMD6 (Flare Stack Form) is being rescinded and will no longer be accepted via ETS after Feb 3, 2023.

AMD12 Changes:

The AMD12 (Sulphur Recovery Removal Form) is being rescinded and will no longer be accepted via ETS after Feb 3, 2023.

AMD10 Changes:

A new version of AMD10 is being released to go into effect Feb 3, 2023 (after 4:30pm) to be used for data collected from Jan 2023 and later. It has been posted and can be downloaded at https://training.energy.gov.ab.ca/Pages/Air.aspx.

- The AMD10 form has had two columns added to capture some data from the AMD12 form. This makes the AMD10 a complete version of the initial S-30 form in the Alberta Energy Regulator's Directive 17. Fields that were not originally included on AMD10 have been added to capture more detail on the Sulphur-Out side of the balance equation.
  1. Sulphur Production (t) to capture produced sulphur.
  2. Incineration / Burned as Fuel (t) to capture H_2S destroyed in incinerators or used as fuel.
- The second two monthly tabs (for quarterly reporting) in AMD10 have been removed. Instead, the AMD10 form will be either submitted monthly with quarterly efficiency and balance as required, or three months will be submitted at the same time at the end of a quarter, depending on approval requirements.
- Some field headers have been updated to improve clarity.
- The Emission Monitor Down (hours) field has been removed.
- Validations on the form fields will be implemented in ETS when submitting. More detail on this will be included in the guidance document.

Emissions Reporting Changes:

All reportable emissions will be reported on the AMD5 Emissions Summary Form. This is a change from previous, where flaring or incineration emissions reported on AMD10, AMD12 or AMD6 did not have to be reported on AMD5. AMD5 will now capture all emissions by source. AMD10 will still record sulphur mass flared (and now sulphur mass incinerated or used as fuel) for the facility but SO_2 emissions will be captured on AMD5 by source.

The AMD5 form validates source names against EPA's database when it is submitted. This means that source names need to be aligned between approvals and the ETS admin application. If you have never submitted emissions data by source for your flare stacks or incinerators and that data is required to be captured as per your approval, please ensure that your source names are included and correct in the ETS admin application in advance of your first submission.

If you require additions/changes to your source information please contact air.reporting@gov.ab.ca.

Timing:

- The current form versions will continue to be used until Feb 3, 2023 (before 4:30pm) for data collected from December 2022 or earlier.

- The new AMD10 form has been posted as of Jan 20, 2023 so submitters can familiarize themselves with it but will not be used until February 3, 2023 (after 4:30pm) for submission of January 2023 data.
- This means that **it will be important to submit December data on time (as well as any missing forms)** as once the new form version is in place, the system will no longer accept AMD6 or AMD12 forms or the old version of AMD10. Since the new AMD10 will not be accepted until Feb 3, 2023 this means that data from January, 2023 cannot be accepted before this time.

Facilities Affected:

- Facilities over 1 tonne of sulphur inlet per day will report sulphur balance using the new AMD10 form. All SO$_2$ emissions (including flaring emissions) will be reported **by source** using the AMD5 (Emissions Summary Form). Sulphur tonnage flared will still be reported on AMD10.
- Facilities under 1 tonne of sulphur inlet per day that are currently using AMD10 and do not have sulphur recovery/removal requirements do not need to report the new AMD10 **unless required by the Director**. All SO$_2$ emissions will be reported on the AMD5 form **by source**.
- Facilities currently using AMD6 to report non-routine flaring will report SO$_2$ (and other substances as required by the approval) flaring emissions using the AMD5 form **by source**. Any other flaring details, as required by the approval, will be reported in the monthly or annual Industrial Air Monitoring report. The AMD6 form (after rescindment) may provide a template in cases where approvals require more flaring information to be provided in the monthly or annual report.
- All required emissions reporting will be reported on AMD5 **by source**, including routine and non-routine flaring emissions instead of AMD6.
- There is more detail in the guidance document under the sections for each form.

Contacts for Questions:

- If you have any questions with these changes, please email AMDFeedback@gov.ab.ca.
- For questions specific to the requirements in an approval, please contact your approval coordinator.
- For questions on reporting submission or changes/additions to source names or identification, please contact air.reporting@gov.ab.ca.

December 08, 2022: Changes to Air Monitoring Directive Emission Forms (AMD6, AMD10, AMD12) in Early 2023

Good afternoon,

Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

We are making improvements to the forms used to submit emission summary data under the Air Monitoring Directive (AMD) to reduce duplication and red tape. This will simplify and improve consistency in reporting of sulphur emissions.

AMD6 Changes:

The AMD6 (Flare Stack Form) is being removed and will no longer be accepted after updates to AMD10 (S-30 Report Form) take effect.

AMD12 Changes:

The AMD12 (Sulphur Recovery Removal Form) is being removed and will no longer be accepted after updates to AMD10 (S-30 Report Form) take effect.

AMD10 Changes:

- The AMD10 form will have two columns added to capture some data from the AMD12 form. This will make AMD10 a complete version of the initial S-30 form in the Alberta Energy Regulator's Directive 17. Fields that were not originally included on AMD10 will now be added.
    3. Sulphur Production (t)
    4. Incineration / Burned as Fuel (t)
- The second two monthly tabs (for quarterly reporting) in AMD10 will be removed. Instead, the AMD10 form will be either submitted monthly with quarterly efficiency and balance as required, or three months will be submitted at the same time at the end of a quarter, depending on approval requirements.
- Validations on the form fields will be implemented.
- Some field headers will be updated to improve clarity.
- The Emission Monitor Down (hours) field will be removed.

Timing:

- The current form versions will continue to be used until the end of January 2023, for data from December 2022.
- The new AMD10 form should be posted mid-January 2023 so submitters can familiarize themselves with it but will not be used until February 2023 for submission of January 2023 data.
- This means that **it will be important to submit December data on time (as well as any missing forms)** as once the new form version is in place, the system will no longer accept the old forms or the old version of AMD10. Starting with the January 2023 data submission, the AMD6 and AMD12 forms will no longer be submitted.

Facilities Affected:

- Facilities that currently use AMD12 to report sulphur recovery/removal and routine flaring will report sulphur balance using the new AMD10 form. All SO_2 emissions (including flaring emissions) will be reported **by source** using the AMD5 (Emissions Summary Form).
- Facilities under 1 tonne sulphur inlet per day and those that do not have sulphur recovery/removal requirements that are currently using AMD10 do not need to report the new AMD10 **unless required by the Director**. All SO_2 emissions will be reported on the AMD5 form **by source**.
- Facilities over 1 tonne sulphur inlet per day that are currently using the AMD10 form to report will use the new AMD10 form to report sulphur balance. All SO_2 emissions (including flaring emissions) will be reported on the AMD5 form **by source**.
- Facilities currently using AMD6 to report non-routine flaring will report SO_2 (and other, as required by the approval) flaring emissions using the AMD5 form **by source**. Any other flaring details, as required by the approval, will be reported in the monthly or annual Industry Air Monitoring report.
- All required emissions reporting will be reported on AMD5 **by source**, including routine and non-routine flaring emissions instead of AMD6.

More information/guidance will be coming regarding:

- The exact dates for posting the updated AMD10 form.
- Form change details.
- How to report flaring and emissions data without AMD6 or AMD12 forms.
- How to use the new AMD10 form for sulphur balance reporting.
- More details on which facilities will need to use which forms.

The next e-mail on this topic will be sent out in January.

In the meantime, if you have any questions, please email AMDFeedback@gov.ab.ca.

April 14, 2022: Updates to AMD Forms and Schemas

Good Afternoon,

Please note that several AMD submission Forms and Schemas will be updated effective Friday, April 22.

These updates are principally to correct minor issues where the Excel forms and XML schemas had different drop-down list entries, which could prevent some submissions from being accepted. This update applies to the following forms:

- AMD1 Approval Contravention - form updated from version 3.1 to 3.2, data dictionary updated to version 1.7.
- AMD2 CEMS Summary - form updated from version 4.0 to 4.1, data dictionary updated to version 2.1.
- AMD4 CGA Summary - form updated from version 4.0 to 4.1, data dictionary updated to version 2.1.
- AMD6 Flare Stack - form updated from version 3.2 to 3.3, data dictionary updated to version 1.7.
- AMD7 Manual Stack Survey - form updated from version 4.0 to 4.1, data dictionary updated to version 2.2.
- AMD9 RATA Summary - form updated from version 4.0 to 4.1, no update to data dictionary.
- AMD11 Stack Survey and RATA Notification: No update to form, data dictionary updated to version 2.1.

For the above forms, both the previous and updated versions may be submitted, however if you encounter issues with the previous version, please reattempt your submission with the new version.

- AMD5 Emissions Summary – form updated from version 3.2 to 3.3 to correct drop-down list updates and XML Conversion, data dictionary updated to version 1.7.

With the AMD5 form, an additional issue in the XML conversion of the Monthly and Annual tabs was found and corrected. As such for the AMD5 form, only version 3.3 will be accepted after it becomes effective on April 22, 4:30pm and must be used going forward for successful submission to ETS. Version 3.2 must be used up to 4:30 PM on April 22.

Lastly, we have also added an alert to form AMD1 to notify users when a cell is dragged and dropped, as this corrupts the Excel form and causes errors in submission (the other forms already contain this alert).

The instructions on the forms will also be updated as needed, in line with other recent form updates.

The updated forms and data dictionaries will be posted at https://training.energy.gov.ab.ca/Pages/Air.aspx by the effective date of April 22, at 4:30PM MDT. The updated AMD5 Version 3.3 has already been posted.

If you have questions, please contact us at: AMDFeedback@gov.ab.ca

We greatly appreciate your patience as we work towards continually improving the Air Data Management System in Alberta. Thank you.

March 15, 2022: Feedback on "Using AAQOs in Industrial Dispersion Modelling" doc - until April 15, 2022

Good afternoon,

The Air and Climate Policy branch with Alberta Environment and Parks is looking for your feedback and comments on the following guidance document:
"Using Ambient Air Quality Objectives in Industrial Dispersion Modelling and Individual Site Monitoring"
https://open.alberta.ca/dataset/2dd7fd73-4011-4822-8758-385bb9f628c0/resource/59bdc5de-f894-41f5-98e4-3ac608507912/download/2013-using-ambient-air-quality-objectives.pdf

Last updated in 2013, this document provides important guidance for interpreting air quality model assessments undertaken as part of the approval process. Air Policy will be revising this document in the coming months.

We would appreciate your review of this document and your comments and suggestions for improving the document. Please use the attached survey to provide your input and recommendations.

We would appreciate your completed survey no later than April 15, 2022.
Please send the completed survey to AEP.AirQltyModels@gov.ab.ca with the header "Engagement Survey Response."

Following review of the survey results, we will finalize and post the updated document along with our responses to the comments received. This can be expected by late spring/early summer 2022, and we will notify stakeholders when the document is posted.

Please feel free to share this with any members of your organization who may have meaningful input. If you have any questions on the survey, please contact David Lyder.

Our apologies for any duplicate emails.

Thank you.

January 20, 2022: Additional air related reports to be uploaded via ETS

Good Morning,

Additional air related report types will be added to the Electronic Transfer System (ETS) on **January 28th, 2022 after 4:30pm.** This addition helps continue the transition away from email reporting and towards online submission. Submissions via ETS for these additional reports will be required starting with January 2022 monitoring data.

Submissions to ETS will now include the reports listed below. Please note that new "File Types" will be added to the existing ETS dropdown.

- Industrial Ambient Site documentation
- Industrial Ambient Proposal
- CEMS Monitoring Plan
- Special Air Reports
- Industrial Notifications, including:

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- o Continuous Ambient Monitoring
- o Start-up
- o Scheduled Shutdown
- o CEMS Recertification
- QAP Plans (upon request)
- Audit Reports (upon request)
- CEMS CAR report

Naming conventions for these reports can be found on https://www.alberta.ca/assets/documents/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf

These updates will be reflected in the ETS manuals and the Acceptable Formats and Submission Coordinates Guide on or right after January 28th.

We greatly appreciate your patience in this transition as we work towards continually improving the Air Data Management System in Alberta.

The Air team is here to support you through this transition. Any questions please email air.reporting@gov.ab.ca.

October 1, 2021: Update to Manual Stack Survey (AMD7) XML Schema Data Dictionary

Good Afternoon,

Please note that the AMD Manual Stack Survey (AMD7) XML Schema Data Dictionary was updated to version 2.1 yesterday, September 30.

This update was required to correct an issue with the Production Units and Analyzer Units lists in the embedded .XSD schema which was causing some submissions of the Excel form to fail:
- "Litres " in Production Units required a space after the word Litres.
- "mg/m3 dry @ 11% O2" in Analyzer Units required a space to be added between the @ and 11.

The updated AMD7 XML Schema Data Dictionary has been posted at https://training.energy.gov.ab.ca/Pages/Air.aspx today, October 1, and must be used going forward for successful submission of XML files to ETS.

Please note, however, that if you are submitting AMD7 files using the Excel form, no change is required on your part. This change is required to allow submissions using the above noted units in the current Excel form to be completed successfully. The Excel form does not require updates at this time.

If you have questions, please contact us at: AMDFeedback@gov.ab.ca

We greatly appreciate your patience in this transition as we work towards continually improving the Air Data Management System in Alberta and apologize for the short notice of this update. Thank you.

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September 15, 2021: AMD Form Update – effective September 17, 2021

Good Afternoon,

Further to our email of September 3, the updated AMD Monthly Production Form (AMD8), version 3.2, has been posted at https://training.energy.gov.ab.ca/Pages/Air.aspx.

As previously noted, this update is principally to correct an issue in the XML conversion of the Monthly-3 tab. The instructions on the form have been updated in line with other form updates in June of this year, and we have added an alert to users when a cell is dragged and dropped, as this corrupts the Excel form and causes errors in submission.

Version 3.1 may be used up to 4:30 PM on September 17. Version 3.2 will become effective as of September 17, at 4:30PM MDT, and must be used going forward for successful submission to ETS. The XML schema does not require updates at this time.

Please note you will not be able to submit for approximately one hour while the update is taking place (from 4:30 until 5:30 p.m. MDT on September 17). Please complete submissions before 4:30 p.m. MDT on September 17.

If you have questions, please contact us at: AMDFeedback@gov.ab.ca

September 3, 2021: AMD Form update – effective September 17, 2021

Please note that the AMD Monthly Production Form (AMD8) will be updated to version 3.2 on September 17.

This update is principally to correct an issue in the XML conversion of the Monthly-3 tab. The instructions on the form will also be updated in line with other form updates in June of this year, and we have added an alert to users when a cell is dragged and dropped, as this corrupts the Excel form and causes errors in submission.

The updated AMD8 form version will be posted at https://training.energy.gov.ab.ca/Pages/Air.aspx prior to the effective date of September 17, at 4:30PM MDT, and must be used going forward for successful submission to ETS. The XML schema does not require updates at this time.

If you have questions, please contact us at: AMDFeedback@gov.ab.ca

We greatly appreciate your patience in this transition as we work towards continually improving the Air Data Management System in Alberta. Thank you

June 18, 2021: Updated AMD Forms POSTED – take effect June 25, 2021

Updated versions of the following AMD reporting forms and XML schemas have now been posted: https://training.energy.gov.ab.ca/Pages/Air.aspx
- AMD2 CEMS Summary Form
- AMD4 CGA Summary Form
- AMD7 Manual Stack Summary Form
- AMD9 RATA Summary Form

(Once the new forms take effect the former versions will be removed from the webpage.)

The updated form and XML schema versions take effect on June 25, 2021 at 4:30 p.m. MDT and must be used going forward for successful submission to ETS.

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Please see the previous email below [June 11, 2021] for more specifics on implementation timelines, and the period during ETS updates where reporting may not be available.

NOTES:
- The AMD3 CEMS Zero and Span Summary Form is being repealed and will no longer be accepted as of June 25, 2021, 4:30 MDT going forward.
  - Out-of-control zero and span events will now be summarized in new columns added to the AMD2 CEMS Summary Form.
- In the AMD2 CEMS Summary Form there is a field to note when an analyzer is replaced (column AK). When a new or temporary replacement analyzer is used in a month, and two analyzers are in use during one month, the AMD2 form fields (e.g., serial number, range, etc.) are completed for the analyzer that is the <u>predominant one</u> for that month, and the comments section of the form would be used for information on the other (less predominant) analyzer.
- In the AMD2 CEMS Summary Form, the "Mass Emissions Month Total" field was removed, as it was duplicative with the AMD5 Emissions Summary Form. Therefore, going forward, total emissions must be reported on AMD5.
- In AMD4, AMD7 and AMD9 forms: Incomplete source tests must now be reported in the corresponding AMD form. This was always required under AMD Chapter 9, however the original form was unable to process the incomplete test data. The form updates have provided a dropdown option to indicate when an incomplete test is being reported, so users will provide whatever data was captured before the test was aborted, and comments would be provided in the form.
  - One form can be used for reporting the incomplete and follow up tests as long as both tests were conducted on the same day (in order to follow the form naming validation). If reported on different days, two forms will be required.
- Changes were made to the dropdown lists for units and parameters. Please see the instructions tab in each form for the listing.
- A list of changes to each AMD form is provided in the AMD Form Changes document online: https://training.energy.gov.ab.ca/Pages/Air.aspx#Forms.
- For the XML schemas, the XSD file is embedded within the XML schema Word document or "Data Dictionary".
- The XML schema "Data Dictionary" Word documents list which fields in the form are mandatory for successful submission so <u>these should be reviewed to ensure successful submission</u> of both Excel form and XML schema file submission. If you don't complete a mandatory field you will receive an error message.
  - Note: even if a field is not mandatory for successful submission, it may still be required for some facilities based on approval requirements (e.g., all values need to be included for a completed Manual Stack Survey even though they are marked as optional in the XML schema).

<u>**Also updated**</u>:

The AMD guidance doc has been updated to reflect some of the changes made. Updates are noted in the Table of Contents.

The AMD Notification Template has been updated (in line with revised CEMS Code for recertification notification) -- https://open.alberta.ca/publications/amd-notification-template
- The naming convention guide and acceptable formats for submission guide will be updated soon on the AMD resources webpage to include submission of these CEMS recertification notifications: https://www.alberta.ca/amd-resources.aspx#jumplinks-6 (this takes effect with the revised CEMS Code on or before January 1, 2022)
- In the future, these and other air-related notifications will be transitioned to ETS submission, rather than email.

If you have questions, please contact us at: AMDFeedback@gov.ab.ca

We greatly appreciate your patience in this transition as we work towards continually improving the Air Data Management System in Alberta. Thank you!

June 11, 2021: AMD Form updates – effective June 25, 2021

On April 28, 2021 we provided advance notification that some Air Monitoring Directive (AMD) reporting forms would be updated in June (see email below). We are now providing further details on these updates.

The following AMD reporting forms and XML schemas have been updated and revised versions will take effect on Friday June 25, 2021:

- AMD3 CEMS Zero and Span Summary Form will be <u>removed</u> and no longer accepted
- AMD2 CEMS Summary Form (updated)
- AMD4 CGA Summary Form (updated)
- AMD7 Manual Stack Summary Form (updated)
- AMD9 RATA Summary Form (updated)

The updated forms and schemas will be posted online by end of next week at https://training.energy.gov.ab.ca/Pages/Air.aspx. Email notification will be provided when these are posted.

The updated forms take effect June 25, 2021 and must be used going forward for successful submission.

<mark>You will not be able to submit for 24 hours while the update is taking place (from 4:30 p.m. MDT on June 25 until 4:30 p.m. MDT on June 26). Please complete submissions before 4:30 p.m. MDT on June 25.</mark>
The updated forms must be used from June 26, 4:30 p.m. going forward. Submitters must use the updated Excel form and XML schema versions for submission to be accepted by ETS (V4.0 for AMD2, AMD4, AMD7 and AMD9 forms; V2.0 for corresponding XML schema data dictionaries). Submission of older versions of the forms will not be accepted by ETS from June 25, 4:30 p.m. MDT forward.

Changes include:
- Updates to dropdown options, including adding a dropdown option for incomplete tests so that incomplete stack surveys, CGAs and RATAs can be submitted using the respective form.
    - Note that some units and parameters have been edited or removed from dropdown options. Please review units and parameter options in the Instructions tab of each form.
    - E.g., the only parameter for reporting CEMS flow is "flow", and units for reporting flow have been edited.
- Removal of fields to avoid duplication.
- Addition of fields to correct problems found in the air database and allow for data validations.
- Removal of the CEMS Zero and Span Summary Form (AMD3)
- Addition of two fields in the AMD2 CEMS Summary Form for reporting out-of-control zero and span events.
- Updates to field headers to add clarity and align with the revised CEMS Code.
- Addition of guidance and comments to add clarity and avoid reporting errors, including updates to the Instructions tab.
- Addition of validations against ETS Administration Module metadata, as was completed for other AMD forms in April 2021.
    - Emission source names and source unique IDs must match what is in the Administration Module.
    - If a source name and/or unique identifier do not match the approval and the facility cannot correct this via the Administration Module please contact air.reporting@gov.ab.ca.

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For more details on the changes in each form/schema, refer to the table of AMD Form Changes document at https://training.energy.gov.ab.ca/Pages/Air.aspx#Forms

XML schema use:
The Excel form and XML schema version numbers do not match for the forms being updated. The versions noted above for XML schemas (V4.0) are the version number for the schema data dictionary (MS WORD file) and are noted in the embedded XSD file. The XSD files in the AMD2, AMD4, AMD7 and AMD9 XML schema data dictionary documents have all been updated and must be used from June 25, 2021 forward to create XML files.
- If previous versions of the XML schema are used for creating XML files this will create data validation errors (e.g., for fields that have been added/removed/renamed, etc.) as opposed to the standard error message for AMD form version.
- **Please ensure the latest version of the XML schema is downloaded prior to submission.**

Reporting in June:
You are able to use the current forms and schemas to complete your reporting if submission takes place before June 25, 2021 at 4:30 p.m. MDT. If you report after that time you must use the updated form and schema versions.

Resubmission/late submission:
Please note that any form re-submissions or late submissions (e.g., those with reporting deadline extensions) must use the most up-to-date form versions, even if the reporting period falls before the update was released.

Please contact AMDFeedback@gov.ab.ca if you have any questions.

June 9, 2021: Publication of 2018 Alberta Annual Emissions Inventory Reporting Program Documents

Four documents on the 2018 results of the Alberta Annual Emissions Inventory Reporting (AEIR) Program have now been published. These documents include:
- The Report: Results of the Alberta Annual Emissions Inventory Reporting Program: 2018 Inventory Year;
- The AEIR 2018 Annual Rates Dataset;
- The AEIR 2018 Maximum Rates Dataset; and
- The AEIR 2018 Normal Rates Dataset.

These documents can be downloaded from the following Alberta Open Government websites:

https://open.alberta.ca/publications/results-of-aier-program-by-inventory-year

https://open.alberta.ca/opendata/aeirairemissionrates

If you have any questions on the 2018 AEIR results documents, or the AEIR Program itself, these should be directed to: emissions.inventory@gov.ab.ca.

June 2, 2021: Publication of 2020/21 Annual Emissions Inventory Report (AEIR) Standard and Guidance Document

The updated Annual Emissions Inventory Report Standard and Guidance Document (covering the 2020 and 2021 inventory years) has been published on the Open Alberta (https://open.alberta.ca/publications/aeir-standard-and-guidance-document-version-2) and AMD Resources (https://www.alberta.ca/amd-resources.aspx) websites.

There have been no changes to the mandatory reporting requirements for the 2020 and 2021 inventory years and the AEIR Form has not been revised. The AEIR Standard has mainly just been updated with guidance and clarifications developed based on the questions the department received from industry and issues identified with the previous AEIR submissions.

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Minor revisions have been made throughout the document, with the major changes listed in Section 1.5 of the AEIR Standard. One **voluntary** reporting element has been added for the 2020 and 2021 inventory years. Reporting of NO2/NOX in-stack ratios has been requested on a voluntary basis for the 2020 and 2021 inventory years (see Sections 17.7 and 17.9 of the AEIR Standard).

It is strongly recommended that EPEA approved industrial operations review the updated AEIR Standard (particularly the summary review of common problems we encountered from the review of the 2018 and 2019 AEIR submissions, which can be found in Section 18.4) while working on preparing their 2020 Annual Emissions Inventory Reports. 2020 Annual Emissions Inventory Reports must be submitted by September 30th, 2021.

If you have any questions on the updated AEIR Standard or the AEIR Program, these should be directed to: emissions.inventory@gov.ab.ca.

April 28, 2021: AMD Form updates – coming June 2021

Below is first notice of changes coming to Air Monitoring Directive (AMD) reporting forms and XML schemas in June 2021.
Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

AMD Form Changes
Changes are being made to four AMD forms and one form is being removed. Updates will address issues raised by stakeholders; problems we've seen in reported data; alignment with the revised CEMS Code; and reporting of incomplete Manual Stack Surveys, CGAs or RATAs.

The changes will apply to the following AMD forms and corresponding XML schemas:
- AMD3 CEMS Zero and Span Summary Form will be removed and no longer accepted once the updated AMD2 form takes effect
- AMD2 CEMS Summary Form (updates)
- AMD4 CGA Summary Form (updates)
- AMD7 Manual Stack Summary Form (updates)
- AMD9 RATA Summary Form (updates)

The changes will include:
- Updates to dropdown options, including adding a dropdown option for incomplete tests so that incomplete stack surveys, CGAs and RATAs can be submitted using the respective form.
- Removal of fields to avoid duplication.
- Addition of fields to correct problems we have found in the air database and allow for data validations.
  - E.g., reporting of analyzer operating range values in lower range and higher range fields rather than in one field as text.
- Addition of two fields in the AMD2 CEMS Summary Form for reporting out-of-control zero and span events to cover the removal of the AMD3 CEMS Zero and Span Summary Form.
- Updates to field headers to add clarity and align with the revised CEMS Code.
- Addition of guidance and comments to add clarity and avoid reporting errors.
  - E.g., **the percent function in Excel cannot be used**, as it is carried forward to the database as a decimal (e.g., 50% is carried forward as 0.5), which means that linearity percent and relative accuracy percent values are being reported a factor of 100 smaller than they should be.
- Addition of validations against ETS Administration Module metadata, as was completed for other AMD forms in April 2021.
  - Emission source names, source unique IDs, and company name must match what is in the Administration Module.
  - Checks for filename date and data accuracy/calculations.
  - If a source name does not match the approval and the facility cannot correct this via the Administration Module please contact air.reporting@gov.ab.ca.

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These changes are planned to take place in the latter half of June 2021.
Use of the updated form and XML schema versions will be required from the effective date going forward for successful submission. In June, facilities will have the choice of using the existing form versions for their June submission, or waiting until the updated forms and schemas take effect to use the updated forms for June submission.

We will provide more details on the exact date for the updated form versions taking effect in ETS (including cut off times for use of existing form and schema versions).

The updated forms and XML schemas will be posted online before the effective date to give facilities a chance to view the updated forms and prepare for transition. More details on the changes in each form will also be posted.

We will provide email notification when the updated forms and schemas have been posted. They will be accessible here: https://training.energy.gov.ab.ca/Pages/Air.aspx

Note: changes will be made in the future to AMD Chapter 9 to reflect changes made to AMD reporting forms.

If you have any questions at this time, please reach out to us.

April 8, 2021: New validations on AMD reporting forms - April 7th, 2021

The automatic validations on the AMD Forms were added to the Electronic Transfer System (ETS) on **April 7th, 2021**. As discussed in previous emails they include data validation errors and warnings.

Please refer to the ETS manuals available on the ETS Support and Online Learning Portal if you are not familiar with the warnings or how to update the administration module.
- o The ETS - Industrial Data Administration Training Manual for step by step instruction on how to update emission sources and ambient stations metadata information.
- o The ETS - Industrial Data Submission Training Manual for step by step instructions on assigning roles, reviewing (accepting or rejecting) warnings

It is highly recommended that all regulatory reporting be submitted with adequate time prior to your deadline to ensure Environmental Data Stewardship staff is able to address any issues, errors or questions that may arise.

Please email your questions (including updates to source names) to air.reporting@gov.ab.ca.

March 19, 2021: New validations on AMD reporting forms - April 7th, 2021

The automatic validations on AMD Forms will be added to the Electronic Transfer System (ETS) on **April 7th, 2021.** Additional validations will be phased in over time with advanced notice provided to the stakeholders.

Please refer to the email from February 18th for more details on validation types that are being implemented at this time, below are a few key points to highlight:

- o Some of the AMD forms are being reviewed by Air Policy for the Red Tape Reduction Initiative, therefore AMD 3, 6, 10 and 12 will have validations implemented in the next phases. However, it is advisable to use the same source names and unique source identifiers on all the forms.

- o For AMD forms that only have unique source identifiers and no source names (AMD 2, 4 and 9); these validations will be implemented after these forms are revised (Form revisions are planned for Spring 2021; more information will be shared soon).

Administration Module (accessible via ETS login)
- o Source names and unique identifiers on the AMD forms need to be identical to what is listed in the administration module (However if in the administration module your source name includes the rating

in brackets "*Boiler Exhaust Stack (110MW)*" it only needs to be reported as "*Boiler Exhaust Stack*"). An error will be generated and the form will not be able to be submitted if the names or unique identifiers do not match exactly.

- o Please review your sources effective and termination dates and provide correct dates; for emission sources with no effective dates the date was defaulted to 1/1/1900 and will need to be updated.
- o Anyone with a Station Manager role can updated fields that are not greyed out in the Administration Module.
- o Review all emission source and ambient station information when you are in administration module.
- o Please refer to the manual for step by step instructions on how to update source metadata information ~~https://training.energy.gov.ab.ca/Courses/ETS%20Air%20Data%20Admin%20Module%20Manual%20Industry_V2.0.pdf~~
https://training.energy.gov.ab.ca/Courses/ETS%20Air%20Data%20Administration%20Module%20Training%20Manual%20for%20Industry%20V3.0.pdf [updated February 12, 2022]

Resubmission validation
- o For AMD1, 5 and 8 forms that are being resubmitted a warning will be generated that the data will be replaced by the new submission.
- o Other AMD forms will have this validation implemented in the next phases.
- o The entire previously submitted AMD form for that time period (monthly, quarterly or annual) will be overwritten in the system for all sources, parameters, etc. (please ensure your complete form is resubmitted).
- o All approval information needs to be submitted on one AMD form per Approval per reporting period (monthly, annual, etc.). For example, for AMD5 only one form for a particular month needs to be submitted (not plant or stage based but approval based).

Training and Support
ETS manuals are available on the [ETS Support and Online Learning Portal](#)
- o The ETS - Industrial Data Administration Training Manual for step by step instruction on how to update emission sources and ambient stations metadata information.
- o The ETS - Industrial Data Submission Training Manual for step by step instructions on assigning roles, reviewing (accepting or rejecting) warnings

The Air team is here to support you through this transition. Any questions please email [air.reporting@gov.ab.ca.](mailto:air.reporting@gov.ab.ca)

February 18, 2021: New validations on AMD reporting forms coming April 2021

In an effort to continue to improve and build on the air data system, there will be additional AMD Form validations added to the Electronic Transfer System (ETS) in early April 2021. These will help improve the quality, consistency and querying power of the database.

We will provide notification of the exact date when validations will go live in the coming weeks.

This email provides an overview of the changes and actions required by facilities.
These apply to AMD reporting forms only.

Additional automatic validations for AMD forms will consist of errors and warnings:

- Data Validation Errors - Encountered when the file(s) have been loaded for processing but fail the data validation rules (error). The error will have to be corrected and the file resubmitted.
  Some examples:
  - o Emission Source names on the AMD forms have to match the Administration Module (the source rating (KW/MW) does not have to be included on the AMD form)

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- - - - - o Source Unique ID on the AMD forms have to match the Administration Module (if available, from Application or as listed in EPEA Approval)
      - o Company name on the AMD forms has to match the Administration Module
      - o Date of filename has to match data in the file
      - o Data accuracy checks

  - Warnings - Encountered when the file(s) have been loaded for processing but fail the data validation rules (warning). The Submitter has the option to approve or reject the warning.
    Some examples:
      - o Additional data accuracy checks
      - o Calculation checks
      - o AMD forms submitted with the required pdf reports (as per AMD Chapter 9)

Administration Module – Actions Required for facilities

In the fall of 2019 we advised facilities to update the metadata on the emission sources via the ETS Administration Module (see email below).

- The Administration Module is used for keeping EPEA regulated emission sources and ambient stations metadata accurate and up to date.
- The metadata for all EPEA regulated emission sources that have reporting and/or monitoring requirements needs to be reviewed and updated, as required, before the validations take effect in early April.
- The emission sources listed in the Administration Module should match the respective approvals, however if any irregularities are noted and cannot be corrected via the Administration Module please contact air.reporting@gov.ab.ca.

Based on preliminary validations, 80% of the emission sources and their unique identifiers submitted within the AMD forms, since the onset of this new reporting platform, do not align with the metadata referenced in the approvals. These inconstancies will cause future submissions to fail. Facility emission sources can be reviewed via the administration module in ETS. This validation is necessary to ensure emissions are accurately reported against the correct source.

Training and Support

ETS manuals are available on the ETS Support and Online Learning Portal

Please refer to:
- o The ETS - Industrial Data Administration Training Manual for step by step instruction on how to update emission source and ambient stations metadata information.
- o The ETS - Industrial Data Submission Training Manual for step by step instructions on assigning roles, reviewing (accepting or rejecting) warnings

September 1, 2020: Changes to ETS Pages - September 4th, 2020

Please note that changes have been made to the look and feel of the ETS pages listed below. **The functionality of these pages does not change**.

Changes have been made to the following ETS Pages:
- Login Page
- Home Page (after you have logged into ETS)
- Change Password
- Security Questions

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The Training manuals will be updated shortly to reflect the new look and will be available from: https://training.energy.gov.ab.ca/Pages/Air.aspx

This update will take place on September 4th after 4:30 pm.

For technical support please contact ETS@gov.ab.ca.

Industry Stakeholders please contact Air.Reporting@gov.ab.ca.

Airshed Stakeholders please contact Air.Data@gov.ab.ca.

For general questions, contact AMDFeedback@gov.ab.ca.

August 14, 2020: Ambient data download reports now live - Alberta Air Data Warehouse

Thank you for your patience as we transition to a new database for the Alberta Air Data Warehouse. We are pleased to inform you that data reports for continuous ambient data submitted by Area Operators (Government of Alberta and Airshed organizations) are now available.

Data can be accessed from the following link: https://www.alberta.ca/access-air-quality-and-deposition-data.aspx. Note that the reports are not compatible with Internet Explorer; recommended browsers include Chrome, Firefox, and Microsoft Edge.

Available reports include:
- Data Download for Multiple Parameters One Station
- Data Download for Multiple Station One Parameter
- Station Information and Status Report

These reports include historical continuous data and continuous data submitted into the new Alberta Air Data Warehouse. As a result of updated information and submission formats, data may be presented with differing units or methods as separate columns in the report. Data users are advised to review the information listed in the header of each column before use.

New features in the new Alberta Air Data Warehouse Data Download Reports include:
- Option to show only Good Quality Flag Values.
  - Checking this option will produce a report with only good quality data values without accompanying flags.
  - Unchecking this option will produce a report that includes all data values along with a column for flags.
- Option to show additional metadata, which includes information such as:
  - Comments, if available.
  - Latest Data Submission Date. This allows data users to know when the data in the report was submitted to the Warehouse, and may assist users in determining whether any data has been changed from a previously downloaded version.

Definitions of program codes and flags can be found in the Reference Tables file under the *Ambient XML Schema* section of the following web page: https://training.energy.gov.ab.ca/Pages/Air.aspx

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August 11, 2020: AMD air data XML schema updates - August 2020

Changes have been made to two AMD XML schemas (for the AMD7 form and for ambient data submission). This affects these two XML schemas only.

There are no changes to the AMD Excel forms at this time.

For both of these XML schemas, **users can continue to use the previous versions and still successfully submit.** These changes were made to fix technical issues that some users were experiencing when submitting air data. **If you have not experienced submission errors with these two schemas, there is no action required.**

Changes to the AMD7 XML schema include:
- Two unit fields were embedded within schema (XSD): "mol % dry" and "mol %".
    - → This matches the drop downs in the AMD7 Excel form.
- Removed the following unit value within embedded schema: kscfm
- The schema version has been updated to 1.9. Use of the previous version (V1.8) is still permissible.
- **If you have not experienced issues submitting AMD7 data, there is nothing to do or change.**
- For those that have experienced issues reporting in mol % dry and mol %:
    - → If you are using the Excel form to submit, your submission will now go through without errors – no action is required.
    - → If you submit using XML file upload, you will need to download and use the new version 1.9 AMD7 schema to create your XML file.
- **This update took place on August 6.** The new AMD7 XML schema is available at: https://training.energy.gov.ab.ca/Pages/Air.aspx

Changes to the ambient XML schema include:
- Fields that are defined as "decimal" format must be reported as a decimal and cannot contain text or symbols.
    - → i.e., 15, 15.00 and -15 are permissible, while 15., 15%, +15, and 15E are not permissible.
- The following fields have been restricted to a maximum string length (which includes blank spaces) to prevent system errors:
    - → StationId: <50 characters
    - → VVC Code: <50 characters
    - → Program Code: <50 characters
    - → ProjectID: <50 characters
    - → ContraventionNumber: <50 characters
    - → Flags: <250 characters
    - → GeneralComments: <1500 characters
    - → Comments: <1500 characters
- The schema version has been updated to 2.1. Use of the previous version (2.0) is still permissible.
- **If you have not experienced errors when submitting ambient data, there is nothing to do or change.**
- For those that experience errors due to restricted characters or string length, you will need to update your XML file to remove restricted characters or shorten text fields to meet the maximums provided above and in the V2.1 ambient schema.
- **This update will take effect on August 21 after 4:30 PM.** The new Ambient XML schema will be available after August 21 from: https://training.energy.gov.ab.ca/Pages/Air.aspx

For details on changes made to AMD forms, refer to the table of AMD Form Changes document at https://training.energy.gov.ab.ca/Pages/Air.aspx#Forms.

For technical support on use of the XML schemas, please contact ETS@gov.ab.ca. For general questions, contact AMDFeedback@gov.ab.ca.

July 8, 2020: Reporting percent on AMD Excel forms

For those submitting AMD reporting forms, we have found an issue with extracting percentage values reported in the Excel reporting forms.

When you are reporting a percentage value in an AMD Excel form, please either:
- enter the percent value (e.g., 92),
- or if you use a formula, multiply by 100 to give percentage (e.g., [684/744] x 100 = 92).

Note also that you cannot include the % character.

Do not use the "Percent" button in Excel (in the Number format section of the Home tab).
When this is done, percentage is viewable in the cell, but the underlying cell is still holding the decimal place value. When the ETS system processes the data file, it grabs the underlying cell value, which in that case would be the decimal. This in turn has resulted in values being reduced by an order of 100.

Various AMD forms require that values be reported as percent. For example, linearity on the AMD4 CGA Summary form and percent availability on the AMD2 CEMS Summary form.

Thank you for your attention to this matter. We want to make sure that data submitted is correctly recorded and archived in our database for future use.

This has been added to the AMD Guidance document, which will be reposted online soon.

June 30, 2020: EPEA reporting reinstated and AMD temporary amendments rescinded - July 15, 2020

On June 23, 2020, Alberta Environment and Parks (AEP) announced that routine environmental reporting that was temporarily paused during the provincial public health emergency will resume on July 15, 2020. Subsequently, the temporary amendments to the Air Monitoring Directive (AMD), posted on April 1, 2020, will be rescinded on July 15, 2020.

This means that the frequency and timelines for air reporting and continuous ambient station calibration and manifold/inlet maintenance will resume to normal on July 15, 2020.
All air reports and data from the period since Ministerial Order 17/2020 was put in place must be submitted by July 15, 2020.

For more information on the reinstatement of reporting, see Ministerial Order 32/2020 and the news release.

While general air reporting and continuous ambient station calibration frequencies are being reinstated, the following modifications to AMD reporting will continue to be in place for industrial facilities, should they be needed:

- **Industrial operations can report on either a calendar day or production day basis in AMD reporting forms.** Either production day or calendar day may be reported, however it must be stated in the comments section of the form which daily time period is being reported. The Guidance on Common AMD Questions document and AMD forms will be updated to reflect this.

- **The extension of the Annual Emissions Inventory Report (AEIR) to December 31, 2020 remains.** This extension from the usual September 30th deadline will allow additional time for compiling the 2019 inventory and completing submission.

If industrial facilities have concerns with meeting timelines or the reinstatement of these requirements, they should contact their approvals coordinator. Airsheds with any concerns resuming calibrations can contact the AEP Air Monitoring and Audit Centre at 780-427-7888.

For any general questions on the AMD or this email, please email AMDFeedback@gov.ab.ca.

May 27, 2020: ETS Air Data Administration Module enhancement

Improvements have been made to the ETS Administration Module for air data. Airshed stakeholders had requested the ability to set commencement, suspension and termination dates for ambient monitoring stations. These updates fill this gap. New buttons and screens have also been added for assigning ambient Valid Variable Combinations (VVCs) to stations for ambient XML data.

The changes in ETS took effect on Tuesday, May 26th. This affects the Administration Module for ambient data, VVC assignment and station maintenance only.

These enhancements do not change any reporting requirements and will <u>not impact </u>submission of air data and reports. Details below are intended for airsheds and facilities choosing to continue routine reporting during the COVID-19 pandemic. For those that need to postpone routine reporting due to operational requirements during COVID-19, the Ministerial Order still applies until August 14.

Submitters will see the change in screens, but are not required to take any action at this time.

Changes for industrial operations and airsheds include:

- For airsheds, ambient stations can now have multiple effective periods.
    → An airshed Station Manager is able to suspend or permanently terminate stations, and in the case of suspension will be able to start a new effective period at a later date. They are also able to add effective periods in the past (before the current one).
    → This means that now for both airsheds and industry, instead of ambient stations only being active or not active, they will have effective periods with start and end dates/times.
- For airsheds, the effective and termination date of stations can be changed using a modified screen and/or updated popup menus. The "Update" button used previously now will only be used for changing location (within the distance limits for station moves), elevation, name and alternate name.
- For both airsheds and industry ambient, additional screens were added for VVC temporality.
    → A VVC may have multiple effective periods as long as the dates/times in the periods do not overlap.
    → This will allow a station that might record a parameter with one method for a period to switch methods for a time and then switch back. It will then allow the Station Manager to record those transitions.
    → It will also allow for the case where a parameter is only measured at a station for part of the year; or otherwise off and on.
- Effective (start) dates for VVCs that had previously been assigned in the Admin Module have been auto-populated.
    → VVCs that were already added to the system will have a default effective date of Jan 1, 2019 applied for industry stations (as this is when electronic reporting began) and Jan 1, 2015 applied for airshed stations. Jan 1, 2015 was chosen for airsheds so that they can resubmit data back to that point once VVC assignment validations are active. If an airshed wishes to submit or resubmit data before that date, they will need to contact the system administrator at air.data@gov.ab.ca.
    → When VVCs become required some of these dates may require Station Managers to update them, especially if they want to submit data from before that date.
- When a Station is suspended or terminated, all associated VVCs are terminated with it.

These updates only affect those with the Station Manager role who go in to the Administration Module to update station information. No one is required to use the VVC portion of the Administration Module yet to assign VVCs, however Station Managers can do so if they choose. Other roles in the air data module of ETS will see changes only to informational screens (not action screens).

These changes have been applied in ETS and the new functionality is live. ETS training manuals have been updated on the [ETS Support and Online Learning webpage](). These provide screen by screen directions for Station Managers who want to use the new functionality. If there is a need, training sessions will be provided in the future to walk industry and airshed submitters through the new features.

In the future, industrial operations and airsheds will be required to review effective dates for VVCs already assigned, and assign VVCs for any ambient stations that have not been populated. **We do not have a deadline for this at this time and will provide adequate notice before this is required to be completed.**

- → Eventually, the air data system will introduce validations based on the VVCs assigned to stations. Once the validations are turned on, ambient XML submissions will be held to the VVCs assigned in order for the submission to be successful.
- → Eventually all ambient stations will require VVCs assigned in the Admin Module, and all VVCs will require an effective date for future validations to pass.
- → This will ensure that when VVCs change, the Admin Module is used to keep this metadata up to date, and that incorrect VVCs are not provided in XML data files for ambient data submission.

Industrial operations and airsheds will be provided adequate notice before VVC validations are applied to the air data system.

If you have any questions on these changes, please contact:
- [Air.Reporting@gov.ab.ca]() for industrial operations.
- [Air.Data@gov.ab.ca]() for airsheds.
- [ETS@gov.ab.ca]() for technical support on the use of ETS.

April 1, 2020: Reduction in AMD requirements amidst COVID-19

Alberta Environment and Parks is amending monitoring and reporting requirements for industry and airsheds during the COVID-19 pandemic, so that they can prioritize their health, while still ensuring Albertans and Regulators have access to air quality data.

The COVID-19 pandemic could impact the availability of staff and lead to limited capacity for operators to meet air monitoring and reporting requirements.

Alberta Environment and Parks is putting in place the following amendments to Air Monitoring Directive (AMD) requirements, effective immediately:
- Reduced frequency of ambient continuous air monitoring station calibrations from monthly to quarterly (every three months). Calibration of ambient analyzers is now required once every three months for the remainder of 2020.
- Reduced frequency of ambient continuous air monitoring station manifold and inlet cleaning from monthly to quarterly (every three months). Ambient station manifold and inlet cleaning is now required once every three months for the remainder or 2020.
- Removal of requirement to report "calendar day" in AMD reporting forms. Production day can be reported in AMD reporting forms moving forward. The department will look to re-engage industry further on this item in the coming year to ensure accuracy and consistency of data.
- Three-month extension for completion and submission of 2019 Annual Emissions Inventory Reports. Therefore, AEIR reports which were due September 30, 2020 are now due December 31, 2020.
- Removal of requirement to immediately report exceedances of Ambient Air Quality Guidelines until September 30, 2020.
- Two-month extension of airshed monthly air monitoring summary reports and ambient data submission until September 30, 2020. April reports are now due July 31, 2020; May reports are now due August 31, 2020; and June reports are now due September 30, 2020.

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This is in addition to the posted Ministerial Order which modifies various reporting requirements for approval and registration holders under the Environmental Protection and Enhancement Act. Other COVID-19 related ministerial orders are available from Alberta's Open Government Portal.

An interim policy document has been posted to provide more information on these temporary amendments and the timeline associated with them. Please review this document closely.

If necessary, these amendments and timelines will be re-evaluated.
If you have any questions, please email AMDFeedback@gov.ab.ca.

January 15, 2020: AMD: assigning VVCs for industry and airshed ambient data

As per the October 30, 2019 follow up email to the ETS training provided in October (for industry) and a similar follow up email sent to airsheds in November, we had asked for all reporters who submit ambient air data through ETS to complete the following actions by January 15, 2019:
- Populate station-VVC relationships in the Administration Module for all ambient stations/parameters being reported, as validations against the VVC-station relationships will begin on ambient XML data submissions after January 15, 2020.

Validations against VVCs assigned in the air data administration module will not be commencing at this time. Validations on VVC to station assignments will be postponed to give users more time to populate and assign VVCs in the administration module. We will provide at least 2 weeks notice prior to turning on the validations against VVCs.

Instructions on how to assign VVCs is provided in the ETS Air Data Administration Module Training for industry and airsheds.

If you have any questions, please let us know.

December 13, 2019: AMD Update to Ch1, Repeal of Ch 2 airshed monitoring planning

The Air Monitoring Directive (AMD) Chapter 1: Introduction has been updated and posted. The main purpose for the update is to repeal AMD Chapter 2.

AMD Chapter 2: Ambient Air Monitoring Program Planning is repealed effective December 10, 2019. Other administrative changes made to Chapter 1 are listed below. There have been no changes or additions to requirements in Chapter 1.

Chapter 2 of the AMD was applicable only to airsheds and required development of a monitoring plan, ongoing updates and Director signoff. Chapter 2 has been repealed in order to:
- reduce reporting and administrative burden on airsheds,
- eliminate duplication between monitoring plan, site documentation and annual report, and
- eliminate internal Environment and Parks administration of monitoring plans.

Some requirements will be added to site documentation (AMD Chapter 3: Site Selection) and the annual report (AMD Chapter 9: Reporting) in the future to capture some key information that is lost with the repeal of Chapter 2. Any proposed amendments to these chapters will be posted for stakeholder review and comment.

Chapter 1 Introduction changes:
- Repeal of AMD Chapter 2 and removal from the list of what comprises the AMD.
- With the 2016 AMD now fully in effect, removed amendments of individual sections of 1989 AMD and 2006 AMD and replaced with repeal of 1989 AMD and 2006 AMD in their entirety.
- Removed definitions that were pertinent only to Chapter 2.
- Updated definition of CEMS User Manual, which was updated November 2019.

November 20, 2019: ETS update: industry pre-assignment of roles

This is an update on industry roles assignment in ETS for air data submission.

The rollout of pre-assigned roles for industry air data users is complete. All industry ETS users who have previously submitted an air data request, but have not manually added roles (Viewer, Submitter, Reviewer, Station Manager) have now been provided Submitter and Reviewer roles for all approvals within their company. Users with just the Coordinator role were included in this rollout. If you have manually assigned roles, this rollout has not overridden the roles you assigned.

If you would like to make changes to the default roles assigned to the users in your ETS account, your Coordinator is able to assign or remove roles. Please see the following resources on how to assign roles:
- ETS Air Data Submission Training Manual for Industry – available from the ETS Support and Online Learning Portal.
- Recording from the ETS Q&A Session 2: Roles Assignment (Nov. 19, 2019)

We appreciate your patience.

November 18, 2019: ETS update: industry pre-assignment of roles

With the November 15, 2019 update to ETS air data reporting, industrial users trying to submit air data may encounter issues where the **Air Data Node/Air Regulatory sub-node** is not available.
In the ETS update the pre-assignment of Reviewer and Submitter roles to all existing industrial users did not successfully deploy.

A fix to the system is scheduled to occur this week (estimated by Wednesday, November 20), however if you will be reporting before then please use the following steps, outlined in more detail in the training manual:
1. Contact your Site Administrator. Have the Site Administrator assign a Coordinator (if a Coordinator has not already been assigned).
2. Have your Coordinator assign the necessary User Roles to your account.

You need at least one Role assigned to your Account to view the Air Data Node, and you need the Submitter Role assigned to view the Regulatory sub-node.
After User Roles have been assigned, you will need to log out and log back in for the changes to take effect.

Once the system fix in ETS occurs, all industrial users who have submitted an air file via ETS in the past will be given Submitter and Reviewer roles. Please note that if you manually assign User Roles between now and the scheduled fix, they will not be overwritten.

Updated ETS training manuals have been added to the ETS Support and Online Learning Portal.
You can find information on assigning User Roles in the ETS Air Data Submission Training Manual for Industry. [link updated February 12, 2022]

We will also be having a live demo of roles assignment tomorrow, Tuesday November 19 from 11:00 a.m. to 12:00 p.m. MST. The link to join is: ~~https://zoom.us/j/9097417636~~ [updated February 12, 2022]

If you have further questions or concerns, please contact Air.Reporting@gov.ab.ca.

November 16, 2019: Now live - Updates to ETS air data reporting

Updates to the ETS air data reporting system are now live for industry and airshed submitters.
- Ambient XML 2.0 schema for ambient data submission
- Administration Module for upkeep of metadata and roles management

- Additional automatic validations for ambient data and naming conventions of all file submissions

Please note:
- The Equipment section of the Administration Module has been deferred for further development and has not been included in today's update. We will provide more information on the timeline for inclusion.
- The air data (former CASA data) warehouse website has been removed and the new Alberta Air Data Warehouse is now live: https://www.alberta.ca/alberta-air-data-warehouse.aspx
- Due to historical ambient data conversion to the new data warehouse, download of ambient data and reports will not be available until November 18, 2019. We apologize for any inconvenience.
- While the ambient data conversion is taking place over November 15 - 17, ETS users may notice performance issues and processing delays when using the system.

Updates to Guides, Manuals and Templates
ETS training manuals have been added to the ETS Support and Online Learning Portal.

The Ambient XML Schema Guidance V2.0 document will be added to the ETS Support and Online Learning Portal the week of November 18, 2019.

The AMD Notification Template has been updated for airshed submissions to ETS and for the change in notifications required for file or data resubmission (no longer need to email). The AMD Notification Template will be available from the AMD webpage the week of November 18, 2019.

The Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates manual has been updated, as has the EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline. These will be available from the AMD webpage the week of November 18, 2019.

Support
Support is available during business hours (8:15 a.m. – 4:30 p.m. MST).

- ETS Account Setup and Account Support:
  ETSAccountSetup@gov.ab.ca or 780-644-2300, option 4

- ETS Technical Support (XML error questions, admin module issues, etc.):
  ETS@gov.ab.ca

- Industry Stakeholders - Validation error questions / addition of sources or ambient stations / admin module content:
  Air.Reporting@gov.ab.ca

- Airshed stakeholders - Questions on Valid Variable Combination (VVC) codes, verification of station info in admin module, station creation (main airshed contact for AMD air data reporting):
  Air.Data@gov.ab.ca

- AMD General Reporting Questions / VVC creation requests:
  AMDFeedback@gov.ab.ca

- For questions relating to individual facility reporting requirements, please direct them to your approval coordinator

Q&A webinar sessions
- Monday, Nov 18, 1:30 – 2:30 PM: ambient XML schema 2.0
- Tuesday, Nov 19, 11 AM – 12 PM: roles assignment
- Wednesday, Nov 20, 9 – 10 AM: reviewer process
- Friday, Nov 22, 11 AM – 12 PM: validations on submissions
- Tuesday, Nov 26, 11 AM – 12 PM: VVC assignment in admin module
- Wednesday, Nov 27, 1 – 2 PM: carry-over of VVC assignment in admin module (if needed)
- Friday Nov 29, 10:30 – 11:30 AM: open Q&A

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~~https://zoom.us/j/9097417636~~ [updated February 12, 2022] is the link for all sessions. Advance registration is not required. Feel free to bring questions on any topic to any of the sessions.
These sessions will be recorded and the recordings posted to the [AMD website](#).

October 30, 2019: ETS industry webinar follow-up

Thank you to those who were able to attend the ETS Training Webinar for industry today (October 30, 2019).
If you were unable to attend, or want to review the webinar, the recording can be accessed here:
~~https://zoom.us/recording/share/hvhteMtRrj_uwbWfO2QDeFfNw98Ux31O1PJTV_8fZUWwlumekTziMw~~
Recording no longer available, we apologize for any inconvenience. [updated February 12, 2022]

Below are some of the key points from the webinar and links for more information and support.

- All ETS changes take effect on <u>November 15th, 2019 after 5 p.m. MST</u>
    - New version 2.0 ambient XML schema must be used for submission of ambient data (new and any resubmissions going forward)
    - ETS Administration Module
        - Roles management – different actions/access by user and approval
        - Station metadata – including emission sources and industry ambient
    - Additional automatic validations for ambient data and naming conventions of forms and reports

Ambient XML Schema 2.0
- Reference Tables with ambient data codes (including VVCs or Valid Variable Combinations) are posted on the [ETS Support and Online Learning Portal](#). The Reference Tables will be updated soon with new VVCs that have been requested.
- Refer to the correlating ambient XML schema "[Data Dictionary](#)" for descriptions of each field and a listing of which fields are required.
- Ambient Schema Guidance document (version 2.0) will be posted soon to the [ETS Support and Online Learning Portal](#). You will find information about data flagging, VVCs, and validations performed on ambient data submissions.

New Roles Management Feature in ETS air data Administration Module
- All current industry ETS users will be assigned the Submitter and Reviewer roles by company approvals.
- Beginning November 15, 2019 Site Administrators will need assign at least one Coordinator role.
- Coordinators can assign other roles or remove roles, depending on the actions and permissions needed by the facility's various users.

Administration Module – Actions Required
- The admin module will be used for keeping emission sources, ambient stations and ambient equipment metadata up to date.
- <u>Before the first submission to ETS after November 15</u>:
    - Site Administrator for company needs to assign at least one Coordinator role (via Client Accounts → assign roles)
    - A user with Coordinator role needs to go through each user and assign other roles or remove roles (via Administration → user roles)
- <u>By January 15, 2020</u>:
    - A user with Station Manager role needs to:
        - Review and update metadata for emission sources and ambient stations
        - Populate station-VVC relationships in the Administration Module for all <u>ambient</u> stations/parameters being reported
- Validations against the VVC-station relationships will begin on ambient XML data submissions after January 15, 2020.

Training and Support
ETS manuals are available on the [ETS Support and Online Learning Portal](#). <u>These will be updated soon for changes to submission, roles management and the admin module.</u>

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The Ambient Schema Guidance document (2.0 version) will be added soon.

Support Contacts:
- ETS Account Setup and Account Support:
    ETSAccountSetup@gov.ab.ca or 780-644-2300, option 4 **(note this is updated from what was given in the webinar)**
- ETS Technical Support (xml error questions, admin module issues, etc.):
    ETS@gov.ab.ca
- Validation error questions / addition of sources or ambient stations / admin module content:
    Air.Reporting@gov.ab.ca
- AMD General Reporting Questions / VVC creation requests:
    AMDFeedback@gov.ab.ca
- For questions relating to individual facility reporting requirements, please direct them to your approval coordinator

Open Q&A sessions via webcast:
- Monday, Nov 18, 1:30 – 2:30 PM: ambient XML schema 2.0
- Tuesday, Nov 19, 11 AM – 12 PM: roles assignment
- Wednesday, Nov 20, 9 – 10 AM: reviewer process
- Friday, Nov 22, 11 AM – 12 PM: validations on submissions
- Tuesday, Nov 26, 11 AM – 12 PM: equipment and VVC assignment in admin module
- Wednesday, Nov 27, 1 – 2 PM: carry-over of equipment and VVC assignment in admin module
- **[NEW ADDED]** Friday Nov 29, 10:30 – 11:30 AM: open question and answer

https://zoom.us/j/9097417636 [updated February 12, 2022] is the link for all sessions. There is no registration beforehand.
We have set themes and will provide a live demo for each session, as noted. However, you can bring questions on any subject to these Q&A sessions. The sessions will be recorded and the links to the recordings posted to the AMD webpage.

October 24, 2019: Consistent AMD reporting: time zone and calendar day

AMD Chapter 9 does not specify time zone for air reporting, and we have had questions on how to report for the upcoming time change. This will be rectified in the Guidance on Common Air Monitoring Directive Questions document and in AMD Chapter 9 when it is next updated.

Please report air data using Mountain Standard Time (MST) all through the year, with no change for Daylight Savings Time. By doing this there is no need to account for data loss or double reporting during the time changes each year.

Reminder: calendar day reporting beginning in 2020 [February 12, 2022: Note that the requirement to report in calendar day has been removed. See emails from April 1, 2020, and June 30, 2020]
In February 2019, stakeholders were notified that AMD reporting must follow a calendar day (as opposed to production day or other means of reporting daily air data). The AMD reporting forms and the Guidance on Common Air Monitoring Directive Questions were updated to include a definition of "day". A phase-in period was provided to give industrial facilities adequate time to prepare for reporting on a calendar-day basis.

This is a reminder that reporting calendar day is required beginning with 2020 reports.
- **For 2019, monthly and annual Industrial Air Monitoring reports**, and associated reporting forms (or XML schema), facilities can report on either a calendar day or production day basis. If production day is reported, please use the comments field of the reporting form to indicate what time period was used for "day".
- **Starting with 2020 reports** (2020 monthly reports and 2020 annual report), day must be reported as a calendar day on all AMD forms and XML files going forward.

October 16, 2019: ETS training webinars for industry (Oct. 30) and airsheds (Nov. 1)

As mentioned in the September 17 email, new features are being added to the Electronic Transfer System (ETS) for air reporting, and airsheds will begin submitting to ETS on November 15, 2019.

We will be offering two webinar training sessions to prepare stakeholders for air reporting changes – one for industry stakeholders and one for airsheds. Please register using the link provided below.
Note: the training sessions will be recorded for those unable to attend or for referring back to. Recordings will be posted to the [Air Monitoring Directive webpage](#).

New ETS Features – Training Session for Industry Stakeholders: October 30, 2019
October 30, 2019
1:15 – 3:00 p.m. MDT

This webinar will cover the following for industrial facilities:
- Ambient XML Schema version 2.0
- Role descriptions
- Assigning roles and EPEA Approvals to users in ETS / changes to access
- Updates to ETS submission process
- Use of the administration module to manage emission sources, ambient stations, equipment and Valid Variable Combination Codes (VVCs)
- Live demo of new ETS features
- Q&A

ETS Training for Airsheds: November 1, 2019
November 1, 2019
10:00 a.m. – 12:00 p.m. MDT

This webinar will cover the following for airsheds:
- ETS access and account set up
- Role descriptions
- Assigning roles in ETS
- Use of the administration module to manage stations, equipment and Valid Variable Combination Codes (VVCs)
- Ambient XML Schema version 2.0
- ETS submission process
- Live demo on using ETS
- Q&A

November Webcast Q&A Sessions for all Stakeholders
Similar to when ETS was launched this past January, we will be providing question & answer sessions after the ETS changes go live on November 15. These drop-in webcast sessions will provide stakeholders an opportunity to ask specific questions or to get help with any issues they may be having. We may plan to demo certain ETS features during these Q&A sessions. We will provide more info on that closer to the dates.

- Monday, Nov. 18, 1:30 – 2:30 p.m.
- Tuesday, Nov. 19, 11 a.m. – 12 p.m.
- Wednesday, Nov. 20, 9 – 10 a.m.
- Friday, Nov. 22, 11 a.m. – 12 p.m.
- Tuesday, Nov. 26, 11 a.m. – 12 p.m.
- Wednesday, Nov. 27, 1 – 2 p.m.

You can access all of the Q&A webcast sessions with this link: ~~https://zoom.us/j/9097417636~~ [updated February 12, 2022]

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Classification: Public

Call in information will be provided when you join the webcast. Registration is not required for the Q&A sessions. These Q&A sessions will not be recorded.

Further Training to Come
Training manuals and an updated Ambient Schema Guidance Document are being developed and will be posted to the ETS Support and Online Learning webpage before November 15, 2019.

If you missed the September 17 notification to stakeholders, or need a refresher, past emails are archived on the AMD website: https://www.alberta.ca/amd-overview.aspx#toc-3

If you have any questions please contact AMDFeedback@gov.ab.ca.

September 17, 2019: Upcoming new features to ETS for AMD reporting starting Nov. 2019

In an effort to continue to improve and build on the air data system, there will be new features added to the Electronic Transfer System (ETS) in the coming months. This email provides a broad overview of the changes. More details will come. If you have any questions please contact AMDFeedback@gov.ab.ca.

Included in this email:
- Ambient XML schema change November 15, 2019
- Airshed reporting to ETS starting November 15, 2019
- Administration application and Roles Management
- Other ETS Updates
- Update to air records naming conventions
- Move of airdata warehouse website for access to ambient air data
- Training

Ambient XML schema change November 15, 2019
An email notification was sent to stakeholders on August 2, 2019 on changes made to the ambient XML schema. The new ambient XML schema (V2.0) must be used for all ambient data submission from November 15, 2019 onward. If you missed the notification, you can view the email archive here: https://www.alberta.ca/amd-overview.aspx#toc-3

The V2.0 ambient schema is posted to the ETS Support and Online Learning website along with more details on timing for transition. New reference tables for data codes in the new ambient schema are also posted and will be required starting November 15.

Airshed reporting to ETS starting November 15, 2019
Airsheds will begin reporting their ambient data and reports to ETS on November 15, 2019. Airsheds will use the same ambient XML schema as industry (V2.0 posted to the ETS Support and Online Learning website).

Airsheds will no longer email any reporting elements. All reports and data will be uploaded to ETS beginning November 15, 2019 (monthly/annual reports, ambient XML file, calibration report, lab certification report, monitoring plan, site documentation and notifications).

The Guidance on Common AMD Questions document and AMD webpage have been updated to reflect the changes in airshed reporting. The naming conventions and submission coordinates guides have also been updated and are available from the AMD Resources page.

Each airshed needs to have an ETS account set-up before they can submit to ETS. Please follow the steps on the AMD website for requesting an account: https://www.alberta.ca/amd-chapter-9-submissions.aspx. This should be completed by the end of September. Note that any contractors reporting on behalf of an airshed will need the airshed ETS Administrator to assign them a user account (i.e., for each of the airsheds they report for).

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Administration application and Roles Management

An administration module has been added to ETS. This will allow users to keep meta data up to date, add new ambient stations, view reference tables (codes for ambient data submission) and request new codes (e.g., Valid Variable Combination codes or VVCs). This module is set to go live in November 2019, however not all reference tables will be online for November. All reference tables are currently available on the ETS Support and Online Learning website. In the interim, if a code is missing please contact AMDFeedback@gov.ab.ca.

Role management has been added to the administration module in ETS. In response to requests from stakeholders, various user roles can now be assigned, including: Viewer, Submitter, Reviewer, Station Manager and Coordinator. Existing industry users will need to reassess their user accounts and the company ETS Administrator can assign roles as required for their purposes. Airsheds will need to assign roles once they have an ETS Administrator in place. This will be available to ETS users in November 2019 and training will be provided beforehand.

Other ETS Updates
- Additional automatic validations have been put in place for ambient data and AMD forms (for November 2019). Examples include file naming conventions, approval ID, station ID and validity of ambient data reference codes used.
- In the near future, more dropdowns will be added for industry reports that can be submitted to ETS so that eventually no air reports or notifications will be emailed (facilities will be notified prior to this taking effect).
- In the near future, automatic checks of industry submissions against approval conditions will be added (facilities will be notified prior to this taking effect).

Update to air records naming conventions

The EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline has been updated to provide naming conventions for airshed submissions to ETS.

The naming conventions for the following AMD forms have been updated to add optional Unique Station ID and will take effect beginning November 15, 2019: AMD4, AMD7, AMD9 and AMD11. The naming convention guideline is available from the AMD Resources page.

Move of airdata warehouse website for access to ambient air data

The airdata warehouse will be transitioned to a page on the Government of Alberta website on November 15, 2019, coinciding with airsheds beginning to report to ETS. The new Alberta Air Data Warehouse webpage will provide all of the same data and information to the public on ambient airshed data. Industrial ambient data will be added to the website at a later date.

There will be a redirect set-up from the former airdata warehouse website to the new Alberta Air Data Warehouse webpage. All historical ambient data from the former airdata warehouse will be available in the new webpage. Starting November 15, 2019, the new Alberta Air Data Warehouse webpage will be available at: https://www.alberta.ca/air-quality-reports-and-data.aspx.

Training

Training webcasts will be provided in October for the following topics:
- Airshed submission to ETS and general ETS usage
- Use of the administration module and assigning roles
- Validations with corresponding error reports

Invites for training webcasts will be sent through the AMD email distribution list. Webcasts will be recorded for those unable to attend or for referring back to. Training manuals are also being developed and will be posted to the ETS Support and Online Learning website before November 15, 2019.

This is the first notice of these upcoming changes. More information will be provided to stakeholders in the coming weeks.

Classification: Public

August 12, 2019: AMD Form updates - occurring August 23, 2019

Below is an update on changes to the Air Monitoring Directive (AMD) reporting forms. Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

AMD Form Changes
Three AMD forms have been edited to address issues raised by stakeholders and issues discovered in reported data.

The following forms have been updated:
- AMD3 CEMS Zero and Span Summary Form
- AMD7 Manual Stack Survey Summary Form
- AMD9 RATA Summary Form

The changes include:
- Updates to dropdown options for parameters and units,
- Update to cell validation rules to allow negative values to be reported for Relative Accuracy in the AMD 9 RATA Summary Form, and
- In the AMD9 RATA Summary Form, a correction was made to the example tab in cell L26 (changed value from "%" to "°C of ref method").

For more details on the changes in each form, refer to the table of AMD Form Changes document at https://training.energy.gov.ab.ca/Pages/Air.aspx.

These changes will take place on Friday August 23, 2019. New form versions must be used going forward for successful submission.
Beginning 5:00 p.m. MDT on August 23 and going forward, submitters must use the new Excel forms (V3.3 for AMD3 and AMD9 Forms; V3.2 for AMD7 Form) for submission to be accepted by ETS. Submission of older versions of the forms will not be accepted by ETS from 5:00 p.m. MDT August 23 onward.

The new forms will be posted online on August 23, 2019 at: https://training.energy.gov.ab.ca/Pages/Air.aspx

You can upload and submit the V3.2 Excel forms (for AMD3 and AMD9) or V3.1 Excel form (for AMD7) up to 4:30 p.m. on August 23. If you are currently working on AMD3, AMD7 or AMD9 forms, please submit them before the transition takes place on August 23.

Note: there are no changes to the corresponding XML schemas for these AMD forms.

For reporters who have experienced issues with very small values in an Excel form being converted into Scientific Notation, we are making adjustments to our internal system to address this.

August 2, 2019: Ambient XML reporting changes coming November 2019

This is a notification of upcoming technical changes to the way ambient air data is reported under the Air Monitoring Directive. **Changes have been made to the ambient XML schema to reduce its complexity and make it easier for our system to validate data quality.** These changes apply to all industrial operations who report ambient air monitoring data. Airsheds will also use the new ambient XML schema when they begin reporting to the Electronic Transfer System (ETS).

Changes have also been made to the reference tables or data codes used to report specific fields in the ambient XML schema.

The new ambient XML schema and reference tables are posted here: https://training.energy.gov.ab.ca/Pages/Air.aspx.

The new ambient XML schema will take effect on November 15, 2019. The new schema – version 2.0 (V2.0) – must be used from that date going forward <u>for new data sets and the resubmission of historic data</u> for successful submission of ambient air data. This is a unified ambient XML schema for use by all ambient data submitters (industrial and airshed).

After 5 p.m. MST on November 15, 2019 and going forward, submitters must use the V2.0 schema for ambient data submission to be accepted by ETS. Submission of ambient data using the V1.9 schema will not be accepted by ETS after 5 p.m. MST November 15 and onward. <u>Before that time</u>, any ambient data submitted must use the currently active ambient schema (V1.9). For example, if October 2019 ambient data is submitted using the V1.9 XML schema, it has to be successfully submitted before November 15, at 5 p.m. otherwise the October data will have to be submitted using the new V2.0 XML schema.

Note that ETS will be offline for system enhancement on November 15, 2019 beginning at 5 p.m. MST for several hours to accommodate these changes.

The specific ambient XML schema changes are:

1. Removal of Equipment information from the XML schema. This information will be tracked in an online Administration Application instead, and a new flag (EC) will be required when an equipment change is made that "could impact measurements". More information is provided below on the upcoming Administration Application.
2. Moving of Lab information from being a stand-alone field to being part of the sample information.
3. Aggregating Parameter information into a Valid Variable Combination (VVC) Code. This combines Method Code, Time Code, Unit Code, Parameter Code and Collection Type into a single code.
4. Addition of a 'Version' element to ensure the correct XML version is used.

These changes eliminate the need for Method, Time, Unit, Parameter, Collection and Equipment Codes within the XML submission (except for samples that require a sample volume unit). A new table of VVC Codes has been created that includes historical codes for Method, Time, Unit, Parameter and Collection Type for the user's reference.

Examples have been posted on the [ETS Support and Online Learning](#) website to highlight the changes that have been made to the ambient XML schema.

Reference tables that will still be used are listed below. <u>The codes from these tables have been updated</u> to better accommodate the addition of new codes in the future. Submitters will begin using the updated codes in November with the V2.0 XML schema.

Updated reference tables (available at the link above) include:

1. Program Code
2. Lab
3. Units (although will only be for sample volume)
4. Equipment Operator
5. Flags (four new flags added)

The reference tables are built so they can change over time. Most changes will be additions to the tables to accept new entries. Some examples of additions would be: if a new lab opens, a new contractor starts operating, new monitoring methods are used or new parameters are added. <u>If a code is missing from these tables, please inform us at</u> AMDFeedback@gov.ab.ca.

Also, while rows in the reference tables cannot be removed, they can be terminated (<u>rarely</u>) making them no longer valid for submission. Some examples would be if a lab or operator ceases operation (or changes ownership/name) or if a monitoring method no longer meets federal standards.

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The Ambient Schema Guidance document has been updated and will be updated again before transition to the V2.0 XML schema in November. The Ambient Schema Guidance document is available on the [ETS Support and Online Learning](#) website.

An **Administration Application** is being designed for the air data management system and will be released in November 2019. This will allow data submitters to keep monitoring equipment information up to date, as well as manage other meta data. Alberta Environment and Parks will provide a training webcast on this new feature in fall 2019.

More information on airsheds transitioning to ETS submission as well as training for airsheds will come in fall 2019.

Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

June 26, 2019: AMD Reminder – First Annual Emissions Inventory Reports Due Sept 30, 2019

This email is a reminder that, as set out in Chapter 9 of the Air Monitoring Directive (AMD), all EPEA approved industrial operations are now required to carry out an annual inventory of the (a) sources and (b) substances released at their industrial operation. If any of the thresholds set out in "Table 1: Reporting Thresholds" of AMD Chapter 9 are exceeded, then the industrial operation is also required to prepare and submit an Annual Emissions Inventory Report (AEIR). The first Annual Emissions Inventory Report must be submitted by September 30, 2019 and must include three completed documents for the industrial operation: AEIR Form, Quantification Methodology Document, and Statement of Certification.

The blank AEIR Form, a completed sample AEIR Form, and other related documents for the AEIR Program can be found on the AMD Resources webpage:
https://www.alberta.ca/amd-resources.aspx?id=AnnualEmissionsInventoryReporting

A detailed reporting standard and technical guidance document is available with step-by-step information on reporting under the AEIR Program. This AEIR Standard can be found on the webpage listed above, or can be downloaded directly from:
https://open.alberta.ca/publications/9781460140536

The overall requirements for the AMD AEIR Program are set out in AMD Chapter 9, which is available for download at:
https://open.alberta.ca/publications/air-monitoring-directive-2016

If you have any questions on the requirements of the AMD AEIR Program, please submit them to:
emissions.inventory@gov.ab.ca.

June 10, 2019: AMD Form updates - occurring June 21, 2019

Below is an update on changes to the Air Monitoring Directive (AMD) reporting forms. Please review this information closely and contact AMDFeedback@gov.ab.ca if you have any questions.

AMD Form Changes
Four AMD forms have been edited to address issues raised by stakeholders and issues discovered in reported data.

The following forms have been updated:
- AMD2 CEMS Summary Form
- AMD4 CGA Summary Form
- AMD5 Emissions Summary Form
- AMD6 Flare Stack Form

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The changes include:
- Updates to dropdown options for parameters and units,
- Update to cell validation rules to allow zeros to be reported,
- Added an alert to users when a cell is dragged and dropped, as this corrupts the Excel form and causes errors in submission.
- In the AMD4 CGA Summary Form, primary range results (rows 30-31) were changed to "not required" to allow for reporting only dual/second range results, if desired. Note: for successful submission, complete CGA results for one of the primary or secondary ranges will be required.

For more details on the changes in each form, refer to the table of AMD Form Changes document at https://training.energy.gov.ab.ca/Pages/Air.aspx

These changes will take place on Friday June 21, 2019. New forms must be used going forward for successful submission.
Beginning 5:00 PM MST on June 21st and going forward, submitters must use the new Excel forms (V3.2) for submission to be accepted by ETS. Submission of the V3.1 Excel forms will not be accepted by ETS from 5:00 PM MST June 21st onward.

The new forms will be posted online on June 21, 2019 at: https://training.energy.gov.ab.ca/Pages/Air.aspx
You can upload and submit the V3.1 Excel forms up to 4:30 PM on June 21. If you are currently working on AMD2, AMD4, AMD5 or AMD6 forms, please submit them before the transition to V3.2 takes place.

<u>XML Schema Changes</u>
The following updates have been made to XML schemas:

- The AMD4 XML schema was changed to make the CGA results for primary range (rows 30-31 in the AMD4 form) "not required". This allows for reporting of <u>solely</u> the dual span or second range, if applicable. The XML schema document for AMD4 version number was changed from V1.6 to V1.7. **There is no need to update your XML schema/XSD file for this change, unless you plan to submit only dual/second range CGA results via XML.**

- A correction was made to the AMD9 XML schema "field descriptions" or data dictionary Word document. The "CemsAnalyzerSerialNumber" field was changed to "required" or "mandatory", as it is a required field in the embedded AMD9 schema and for successful submission to ETS. The XML schema document for AMD9 version number was changed from V1.6 to V1.7. **There is no need to update your XML schema/XSD file for this editorial change.**

This new schema documents will be posted on June 21 2019 at: https://training.energy.gov.ab.ca/Pages/Air.aspx.

April 24, 2019: Clarification on AMD5 Form

After reviewing the AMD data received since January, we have some guidance to add on the use of the AMD 5 (Emissions Summary) Form.

In March, clarification was added to the guidance doc online that the AMD5 form is used for reporting emissions of substances. It is <u>not</u> used for reporting of non-substance parameters (flow, temperature, etc.). The AMD5 form is also <u>not</u> used for reporting ambient data. It is a summary of emissions data only.

We also need to clarify that the AMD5 form is for capturing a summary of <u>mass emissions data</u> only (e.g., daily totals, monthly totals – see AMD Chapter 9 clauses RC 5-CC and RC 5-DD). It should not be used for reporting concentration or average volumetric emissions data (e.g., ppm). If a concentration based limit is exceeded it would still be reported on the AMD1 Contravention Form and concentration based summary data is captured on the AMD2 CEMS Summary Form.

The Guidance Document on Common AMD Questions will be updated soon to reflect this clarification.

If you have specific question on filling out the AMD forms, contact air.reporting@gov.ab.ca.

March 11, 2019: AMD Form updates MARCH 22 & ETS submission tips

Three AMD forms have been edited to address issues that were raised in submission of January reports/data. The table of changes doc has been updated and lists what changes have been made. Forms will be posted here (and table of changes doc is located here): https://training.energy.gov.ab.ca/Pages/Air.aspx

- AMD7 Manual Stack Survey Summary Form:
    o The example tab was edited to show that only the parameter listed in the approval is required on this form.
    o No changes were made to the form itself, nor to the XML schema (version number/date remained the same).
    o Updated form has been posted. If you have the previous AMD7 downloaded, it will still be accepted by ETS.

- AMD3 CEMS Zero and Span Summary Form:
    o Removed restriction on what range of values can be entered in Excel form (now any numerical value is accepted).
    o Added "N/A" to drop down in Excel form for "Criteria Based on the Alberta CEMS Code" fields.
    o XML schema was updated to allow for decimal values for the "AnalyzerFullScale" field.
    o New AMD3 Excel form and AMD3 XML schema will be posted on March 22nd (https://training.energy.gov.ab.ca/Pages/Air.aspx)
    o **Beginning 5:00 PM MDT on March 22nd and going forward, AMD3 submissions must use the new Excel form (V3.2) or new XML schema (V3.2) for submission to be accepted. Submission of AMD3 V3.1 Excel form will not be accepted by ETS from 5:00 PM MDT March 22nd onward.**
    o You can upload and submit the V3.1 AMD3 form up to 4:30 PM on March 22nd. Therefore if you are currently working on an AMD3 form, please submit if before the transition to V3.2 takes place.

- AMD9 RATA Summary Form:
    o The input instructions for the "Audit Dates" field (E16) was modified to require a start and end date, separated by a semicolon, if audit spans over one day.
    o No other changes to the form. No changes to the XML schema for AMD9.
    o New AMD9 Excel form will be posted on March 22nd (https://training.energy.gov.ab.ca/Pages/Air.aspx)
    o **Beginning 5:00 PM MDT on March 22nd and going forward, AMD9 Excel form submissions must use the new Excel form (V3.2) for submission to be accepted. Submission of AMD9 V3.1 Excel form will not be accepted by ETS from 5:00 PM MDT March 22nd onward.**
    o You can upload and submit the V3.1 AMD9 form up to 4:30 PM on March 22nd. Therefore if you are currently working on an AMD9 form, please submit if before the transition to V3.2 takes place.

Tips for ETS Submissions

It is **highly recommended** that all regulatory reporting be submitted prior to your deadline to ensure staff is able to address any issues that may arise. Please plan ahead. If you know that you will require assistance with your submission, seek assistance during Government of Alberta business hours (Mon-Fri, 8:15 AM – 4:30 PM MST).

Work is in progress to simplify ETS error reports (decreasing length/repeated errors) and make them more user friendly. If you receive an error report and need assistance, contact ETS@gov.ab.ca. The contact is also provided on the error report.

Check the ETS Training Manual if you have questions on submitting your files through ETS. This manual has been updated to address questions we have received.

Classification: Public

If you have questions on how to enter your facility-specific data in the AMD forms or your PDF report content you can contact air.reporting@gov.ab.ca.

March 5, 2019: Update to AMD guidance document online

The Guidance on Common AMD Questions document has been updated on the AMD website. We have added guidance on recent questions which pertain broadly to industry reporting.

The following sections in the document were updated:
- Reporting continuous stack temperature or flow data

- Manual Stack Survey Summary Form – AMD7

- Reporting of flaring and sulphur emissions on AMD6, AMD10 and AMD12 forms
    - AMD6
    - Acid gas flaring or incineration facilities
    - In-situ facilities

- Use of Emission Summary Form – AMD5

February 25, 2019: Clarification - Sample reporting forms and update to XML Schema for Ambient Data Submission

Some clarification on the message provided on February 22…
The data system has been updated to accept strings (text) in the parameter field for the ambient XML file. **You do not need to download/use the new V1.9 ambient schema to be able to submit your ambient data file.**

The only reason you may want to update your schema at some point is so that your DAS will allow generation of parameter IDs as strings. If your DAS is not letting you use a parameter ID that contains text, you will need the new schema.

If you have already generated data in an XML file, you are able to submit and will not need to update your schema. If you have been having problems generating the data, you will benefit from updating.

If you have issues with XML file submission, email ETS@gov.ab.ca.

February 22, 2019: Sample reporting forms and update to XML Schema for Ambient Data Submission

The sample reporting forms on the AMD Resources website will be updated shortly to the most current AMD form versions (3.1). https://www.alberta.ca/amd-resources.aspx [under Reporting header]

The XML Schema for Ambient Data Submission has been updated to V1.9. A minor update was made to allow for strings (text) instead of strictly integers in the parameter ID field.

Data created using the previous version of the schema will still be accepted in ETS. You do not need to change to this new schema if you have ambient data XML files ready to submit, UNLESS you are submitting data that has parameter IDs that include text (e.g., those for precipitation data or dustfall).

This change was made to correct a bug that was found in the schema that prevented certain parameter IDs from being accepted as valid.

This change will become effective after the next maintenance window, which is scheduled for 4:30pm on February 22, 2019.

February 20, 2019: Reporting production day vs. calendar day

[February 12, 2022: Note that the requirement to report in calendar day has been removed. See emails from April 1, 2020, and June 30, 2020]

In January, the AMD reporting forms were updated to clarify that "day" means calendar day. This was to ensure that the air summary data from industrial facilities was consistently reported on the AMD forms. Digital submission of CEMS data on a calendar day basis was used as the benchmark. AEP has since heard concerns from some facilities who report production day to other government systems such as Petrinex, and have been made aware of the work involved to switch to reporting calendar day concerning the approaching deadlines for January 2019 monthly Industrial Air Monitoring reports and for the 2018 annual Industrial Air Monitoring report.

In order to provide industrial facilities with adequate time to prepare for reporting on a calendar-day basis, the following phase-in period is available:

- **For the 2018, Industrial Air Monitoring annual report**, and associated reporting forms (or XML schema), facilities can report on either a calendar day or production day basis. If production day is reported, please use the comments field of the reporting form to indicate which time period was used for "day".
- **For 2019, monthly Industrial Air Monitoring reports**, and associated reporting forms (or XML schema), facilities can report on either a calendar day or production day basis. If production day is reported, please use the comments field of the reporting form to indicate what time period was used for "day".
- **Starting with 2020 reports** (2020 monthly reports and 2020 annual report), day must be reported as a calendar day on all AMD forms and XML files going forward.

Ultimately, it is important that all the air data be reported on a consistent basis so that daily data is comparable from facility to facility. At present, different facilities use varying time periods for production day, which introduces error when calculating aggregated time-series data in the database. This is why calendar day was prescribed for the AMD forms. A consistent daily timescale will allow for analysis of peak episodes, based on representative aggregated data on a local or regional scale. To help achieve this, AEP will allow the coming year for facilities to adjust reporting mechanisms towards calendar day.

February 14, 2019: AMD reporting guidance updates - XML, CEMS AMD2 form, incomplete source tests

The [Guidance on Common AMD Questions](#) document has been updated. We would like to circulate the following guidance, which came out of this week's stakeholder Q&A session, as it is important guidance for industrial operations who are preparing or in the midst of January submissions.

Included below:

1. Facilities can choose Excel or XML. There is no timeline to transition away from the Excel forms at this time.

2. The AMD2 CEMS Summary Form is required if your approval requires CEMS monitoring – this replaces the quarterly CEMS report.

3. Avoiding double reporting of monthly total emissions on AMD12 and AMD2. Monthly total on AMD2 is an optional field.

4. AMD12 (Sulphur Recovery and Removal Form) is required if your approval requires sulphur recovery/removal, and you have a > 1t/d sulphur inlet.

5. Incomplete source tests now need to be reported (as per AMD Ch 9) – CGA, SES, RATA. You will submit the associated PDF report via ETS, but you will not submit the AMD form for an incomplete test/audit at this time.

1. **Excel versus XML version of the Forms**
   Industrial operations have the option of submitting either the Excel version of AMD forms, or submitting an XML file for the emissions summary data required in AMD Chapter 9.

Alberta Environment and Parks would like to transition to XML submission in the future. If a decision is made to discontinue use of the Excel version of the forms, industrial operations would be given adequate advance notice. However, there is no timeline for a transition away from the Excel forms at this time.

2. **AMD CEMS Summary Form – AMD2**
   The AMD CEMS Summary Form (AMD2) replaces the quarterly CEMS report required in the 1998 CEMS Code. If you are required by an approval to conduct CEMS monitoring, you are required to complete and submit the AMD CEMS Summary Form along with your monthly report. If you are not required to submit a monthly report, you are required to submit 12 monthly AMD2 forms with your annual report, to cover each month of the reporting year (beginning with 2019 annual report). See AMD Chapter 9, sections 5.4.2 and 6.4.2 for requirement to submit the AMD CEMS Summary Form.

3. **Monthly Total on AMD2 versus AMD12**
   Do not report the same values/information on multiple forms. If you report a monthly sulphur total on AMD12 (AMD Sulphur Recovery and Removal Form), you would not also report that monthly total on the AMD2 form. The monthly total emission field on the AMD2 form is optional.

4. **Use of Sulphur Recovery and Removal Form – AMD12**
   The Sulphur Recovery and Removal Form (AMD12) is required to be submitted by industrial operations who have a requirement in their approval to recover or remove sulphur. See sections 5.4.6 and 6.4.6 in AMD Chapter 9. Not all fields in the AMD12 form may be applicable to each industrial operation however. The only exception to submission of the AMD12 form is if the industrial operation has an approved sulphur inlet of less than or equal to 1 t/d – these industrial operations report a sulphur balance using the AMD10, AMD S-30 Form.

5. **Reporting incomplete source tests**
   Information on incomplete source tests (manual stack surveys, RATAs, CGAs) must be submitted (see section 9.0 of AMD Chapter 9). This includes providing a brief overview of any incomplete source test as part of monthly/annual reports and submitting a source testing report for any incomplete source test. The AMD reporting forms for source testing (AMD4 CGA Summary Form, AMD7 Manual Stack Survey Form and AMD9 RATA Summary Form) currently do not allow for reporting of incomplete tests. The forms will be updated in the future to accommodate reporting of aborted/incomplete CGAs, manual stack surveys and RATAs. Until that time, industrial operations will meet the requirements of AMD Chapter 9 by submitting the PDF source testing report for any incomplete CGA, manual stack surveys or RATA.

January 23, 2019: Updated AMD guidance posted to website

We have updated the Guidance on Common AMD Questions document on the AMD website (Jan 23, 2019 version). This addresses some great questions we have received in the last 2 weeks as industrial operations begin planning for reporting of 2019 data, or who have begun submission to ETS.

Some important clarifications that should be reviewed in the guidance document include:
- Reporting of sulphur emissions on AMD6, AMD10 and AMD12 forms
  - Guidance on using AMD6, AMD10 and AMD12 for sulphur reporting
  - Guidance for particular operations (flaring more than 1 stream, acid gas flaring/incineration, C300 facilities, in-situ facilities)
- Use of Emission Summary Form – AMD5
- Codes of Practice *[found in the "General AMD Guidance" section]*
- Code of Practice Registrations *[found it the "Chapter 9: Reporting" section]*
- Resubmission of 2018 reports
- Coordinating submission by contractors
- Submission of 2018 CEMS quarterly reports
- Stack Survey and RATA Notification Form – AMD11

These can all be found in the "Chapter 9: Reporting" section of the document, except where noted above.

This guidance document is updated often, so check back when you have questions on AMD reporting or the AMD in general.

Note: we are looking to update AMD forms AMD6, AMD10 and AMD12 in the coming months to address some issues that have been raised. We will provide more information on that when we have it. In the meantime use the forms as posted and always ensure you are using the version that is posted on the AMD ETS Portal.

Thank you for your questions sent via email and through our weekly Q & A sessions.

January 18, 2019: Updated AMD Excel forms and XML schemas

AMD Excel Forms 1- 12, as well as the XML schemas for AMD 1-12 and ambient data submission have been updated and replaced and can be found here: ETS Support and Online Learning. Only the most up-to-date form versions are accepted for submission in ETS.

A list of changes made to the forms has been posted. Among other changes, the instructions tab of each Excel form has also been updated to include a definition of "Day" (*The term "day" refers to calendar day for the purposes of the AMD forms. For consistent reporting, daily values must be reported as a calendar day).* [February 12, 2022: Note that the requirement to report in calendar day has been removed. See emails from April 1, 2020, and June 30, 2020]

If errors or issues arise with the files over the next few months, the forms and schemas may be updated again. AEP will notify stakeholders via the AMD distribution list if additional changes are made to the forms.

Please note: ETS supports Internet Explorer 11.0 or higher and Firefox 50.0 or higher. ETS does not support Chrome or Microsoft Edge at this time [Updated January 28, 2019]. Pop-ups must be enabled in your web browser to access reports.

January 2, 2019: Alberta Environment and Parks' new air data management system is now live!

The first phase of Alberta Environment and Parks' new air data management system is now live!

Streamlining air and emissions data management is an important part of managing air quality in our province. To manage air effectively, we need to know inputs and sources. Collecting this data in the new air data management system will allow us to further refine our overall approach to air quality management. Environment and Parks consulted closely with stakeholders through the revisions of Air Monitoring Directive Chapter 9 and while developing the new reporting forms. We have made every effort to adopt feedback wherever possible and thank stakeholders for all of your valuable input. As with any new system, there will be challenges. We are planning to continually review the IT processes and improve the system now that implementation has begun. Our intent is to make this process is as efficient and user-friendly as possible. We always welcome your comments and feedback to help us with our continuous improvement efforts.

Industrial operations are required to submit air data, reports and reporting forms to the Electronic Transfer System (ETS) beginning with January 2019 data. Submissions to ETS include:

- 12 AMD reporting forms (Excel forms or XML files)
- Ambient air data, including continuous, passive, intermittent and dustfall (XML file), accompanied by (as applicable):
    - PDF calibration report (for continuous ambient data)
    - PDF certified laboratory analysis report (for non-continuous ambient data)
- PDF air reports:
    - Monthly, quarterly and annual industrial air monitoring reports
    - CGA report
    - RATA report

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- SES report
- SES and RATA combined report
- Combined monthly, quarterly and annual reports (if air component is included)

Additional information and supporting documentation can be accessed from the AMD Chapter 9 submissions webpage. As a reminder, the following support is available to users:

- ETS Account Setup and Support: ETSAccountSetup@gov.ab.ca or 780-422-1395
- ETS Technical Support: ETS@gov.ab.ca
- AMD General Reporting Questions: AMDFeedback@gov.ab.ca
- To obtain a unique station ID for regulatory ambient data submission for a specific approval: Air.Reporting@gov.ab.ca
- For questions relating to individual facility reporting requirements, please direct them to your Approval Coordinator
- Guidance on common air monitoring directive questions
- ETS Support and Online Learning
- Weekly Q&A webcast sessions hosted by Environment and Parks will continue in early 2019. Registration is not required. You can join via this link: ~~https://zoom.us/j/9097417636~~ [updated February 12, 2022]
  - Tuesday, Jan 8, 1:30 – 2 PM
  - Wednesday, Jan 16, 9 – 9:30 AM
  - Monday, Jan 21, 1:30 – 2 PM
  - Tuesday, Jan 29, 10 – 10:30 AM
  - Wednesday, Feb 6, 1:30 – 2 PM
  - Tuesday, Feb 12, 11 – 11:30 AM
  - Friday, Feb 22, 9 – 9:30 AM
  - Tuesday, Feb 26, 11 – 11:30 AM
- We are repeating the ETS Submission training session that was held on November 30th. This training session will be on January 28th from 1:00 – 2:30 PM via web-conference.

Notifications on AMD reporting will be provided through the AMD Distribution List; please sign up on the AMD overview webpage.

December 21, 2018: AMD Excel Form and XML schema updates

The AMD Excel Forms and XML Schemas (forms and ambient) have been updated and replaced in ETS Support and Online Learning. Please note, the instructions tab of each Excel form has been updated. A list of changes made to the forms has also been posted. Come January, only the most up-to-date forms will be accepted for submission in ETS. Older form versions will be rejected automatically by the system. If errors or issues arise in January, the forms and schemas may be updated again. AEP will notify stakeholders via the AMD distribution list if any changes are made to the forms.

December 14, 2018: AMD Excel forms - updates

The AMD Excel forms posted to ETS Support and Online Learning have been updated. The only changes made to the forms at this time (December 14th version) is a **disclaimer was added** to the top of each tab which reads: "Please Note: This form is currently undergoing testing and is subject to change. Users must download the updated version starting January 2019 prior to submission. This version is a sample for display only and will not be accepted for actual submissions."

The AMD forms are still version 2.0 as no changes were made within the form fields in the December 14th version.

Testing of form submission to ETS is still in progress this week and changes will be made to forms to accommodate issues that arise from testing. New forms will be posted before January 2nd. We will provide a list of what changes were made to the forms.

Again, it is imperative that once the air module of ETS goes live on January 2nd, reporters download and use the most recent version of the forms.

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There have been no changes to the XML schemas at this time, however the XML schemas will also have changes following our testing and new versions will be posted before January 2nd.

As with any new IT system, bugs and technical difficulties are possible. If problems arise as you begin to submit you can contact ETS Technical Support at ETS@gov.ab.ca. There will likely be updates to the AMD forms again in early 2019 to address bugs that arise.

AMD4 – CGA Summary Form
We want to give advance notice that the AMD4 – CGA Summary Form will have structural changes when the next version is posted. These changes were required to address difficulties in extracting the data as well as issues discovered in testing. We apologize for the inconvenience if companies have set up scripts or programs to populate the ADM4 form. The amended AMD4 form will be posted before January 2nd.

November 22, 2018: AMD Updates: Website, Chapter 9 submissions

In this AMD Update:
1. **Changes to AMD website**
2. **ETS Support and Online Learning**
3. **Updated documents (AMD Forms, FAQs, naming conventions, submission coordinates, sample reports)**
4. **Upcoming training webcasts and Q&A sessions**
5. **Clarifications on reporting timelines**

1. Changes to AMD Website
   All Alberta Government URLS will be transitioning to alberta.ca before the end of March 2019. The AMD webpages have been transitioned. The new AMD homepage now links to three sections: AMD overview, AMD Chapter 9 submissions, and AMD resources. **Please make sure to update your bookmarks with our new webpage.**
   - The AMD overview page no longer lists each chapter individually, rather it links to the Open Government portal where you can access the Chapters. Webcast recordings and the AMD mailing list subscription management are also available on the AMD overview page.
   - AMD Chapter 9 submissions page is where you will find information pertaining to the electronic submission of air data, as required beginning January 1, 2019. Here you will find information you need to be able to report air data, including links to ETS Support and Online Learning, the login for ETS, and information on how to setup an ETS account.
   - The AMD resources page replaces the AMD Toolbox, where documents and resources referenced in the AMD(2016) are linked. **Please note:** AMD Forms 1-12 and the XML Schema for Ambient Data Submission have moved from the Toolbox page to ETS Support and Online Learning (see #2 below for more information).
   - There is no longer a FAQs page. This page was replaced by the Guidance on common air monitoring directive questions, also linked through the AMD overview webpage.

2. ETS Support and Online Learning
   The website ETS Support and Online Learning contains supporting documentation required for submitting air data through ETS. This includes:
   - AMD Forms 1-12 in Excel (**Note:** Old versions of the forms will no longer be accepted. Users must ensure the most up to date versions of the forms are used for submission.)
   - XML Schemas for forms AMD 1-12
   - XML Schema for ambient data submission
   - Ambient Schema Guidance and Data Tables (**Note:** this is where you will find the data codes required in the ambient XML schema)
   - Ambient Flag and Parameter tables (also required in the ambient XML schema)
   - Training Manuals on how to submit air data and reports through the ETS air module will be available on this website soon

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- Training manuals on ETS account setup and maintenance can be found in the Accounts (ETS) Administration section of ETS Support and Online Learning.

Please note: The XML schemas and AMD Forms are still going through the testing process and minor changes may be made. Stakeholders will be notified if changes are made. Come January 2019, it is important that only the posted schemas and forms are used for data submission.

All regulatory facilities that have an approval condition requiring monitoring and reporting of ambient air need to email air.reporting@gov.ab.ca to receive unique Ambient Station Identifiers for all ambient stations (continuous, intermittent, passive, dustfall). The unique Ambient Station Identifier is one of the required fields in the ambient data XML schema.

3. Updated Documents
   - **The AMD Forms 1-12 have been revised.** This is version 2.0. They are available through ETS Support and Online Learning, along with a table of what changes were made.
   - The FAQ webpage was replaced with the document Guidance on common air monitoring directive questions, also linked on the AMD overview page.
   - The EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline has been updated. Please refer to this document for how to name your data and report files before submitting to ETS.
   - The Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates document has been updated. Please refer to this document to differentiate which reports must be submitted through ETS and which will continue to be emailed.
   - Updated Industry sample reports (monthly and annual, as well as forms) have been posted to the AMD resources webpage under the Reporting heading. Errors have been corrected and the new forms (version 2.0) were used.

4. Upcoming training webcasts and Q&A sessions
   - The November 8, 2018 webcast on ETS accounts is now posted on the AMD overview page under the AMD Information Webcasts heading.

   - AEP will be hosting a webcast on the ETS submission process on Friday, November 30 from 1:00-2:30pm. The webcast will be recorded and posted on the AMD overview webpage following the meeting for those who are unable to attend.
   After registering, you will receive a confirmation email containing information about joining the webcast. You can use the emailed link to test your connection and download the Zoom plug-in if needed. You can also register the day of the webcast, however it is recommended to register well before to avoid delays in getting connected.

   - AEP will also be hosting weekly webcast Q&A's in December and January. These will be open sessions where stakeholders can ask questions. There will be no set agenda or presentation. These are scheduled for 30 minutes each, however should additional time be needed, we will adjust accordingly. Various AEP staff will be available during these sessions to answer questions about AMD Chapter 9, ETS, reporting requirements, etc. Registration is not required for these Q&A sessions. You can join each of these 6 sessions using the same link. These sessions will not be recorded.
     o Wednesday Dec 12, 1:30 – 2 PM
     o Wednesday Dec 19, 11 – 11:30 AM
     o Tuesday Jan 8, 1:30 – 2 PM
     o Wednesday Jan 16, 9 – 9:30 AM
     o Monday January 21, 1:30 – 2 PM
     o Tuesday January 29, 10 – 10:30 AM

5. Clarifications on reporting timelines
   - **The air module of ETS will be active starting January 1, 2019 for approval holders. You will not see this module in ETS until this time.**

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- The first ambient data submission will be required by February 28, 2019 based on January 2019 data.
- Submission of the first annual report to ETS will be required by March 31, 2019 based on the 2018 monitoring year, unless the approval specifies a different date for annual report submission.
- Submission of the first monthly report to ETS will be required by February 28, 2019 based on the January 2019 monitoring month, unless the approval specifies a different date for monthly report submission. **Industrial operations are not required to electronically submit 2018 ambient data.** ~~The December 2018 monthly report~~ may ~~be submitted via ETS in January 2019, but that is not required.~~ December 2018 PDF reports (monthly reports, source testing reports) will still be emailed, business as usual. [Corrected November 29, 2018]
- Submission of the AMD reporting forms will begin in January 2019, based on 2019 data. Therefore, besides the AMD11 SES and RATA Notification Form (which could be reported in January 2019), the forms that accompany monthly reports and source testing reports will be submitted by February 28, 2019 based on January 2019 data and the forms that accompany annual reports will be submitted by March 31, 2019 based on 2018 data. The forms that accompany source testing will be submitted by the end of the month following the month in which the source test was conducted. ~~Source testing reports and forms based on tests conducted in December 2018~~ may ~~be submitted via ETS in January 2019, but that is not required.~~ Source testing reports and forms based on tests conducted in December 2018 should be submitted via email, business as usual. [Corrected November 29, 2018]

October 25, 2018: ETS Account Setup for Air Reporting

With the Air Monitoring Directive Chapter 9 coming into effect January 1, 2019, air reporting will be submitted via ETS (Electronic Transfer System). Industrial operations will be required to submit air data and reports to ETS beginning January 1, 2019. Note that airsheds will not be submitting to ETS starting in January 2019.

Submissions to ETS include:
- 12 AMD reporting forms (Excel forms or XML files)
- Ambient air data (XML file), including also (as applicable):
  o PDF calibration report (for continuous ambient data) submitted with the ambient air data file
  o PDF certified laboratory analysis report (for passive/intermittent data) submitted with the ambient air data file
- PDF air reports:
  o Monthly, quarterly and annual IAM reports
  o CGA report
  o RATA report
  o SES report
  o SES and RATA combined report
  o Combined annual report
  o Combined monthly report

The listed reports and 12 AMD forms will no longer be emailed. All submission will be through ETS starting January 1, 2019.

Airsheds will continue to submit ambient data to the Airdata Warehouse, using the same XML schema they have been. Airsheds will continue to submit monthly and annual air reports by email to air.reporting@gov.ab.ca and will also email separate PDFs for:
- calibration reports (for continuous ambient data) submitted with the ambient air data file
- certified laboratory analysis reports (for passive/intermittent data) submitted with the ambient air data file

Airsheds will be notified once Environment and Parks has a timeline for airshed submission to ETS.

Naming conventions for the forms are provided in the instructions tab of each form, and for XML files the naming convention is in the XML schema. The naming convention for PDF reports is not changing – they continue to be as provided in the EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline. Naming conventions for all other files will be provided to the AMD distribution list in the coming weeks.

ETS Account Setup

All companies need to have an account set up in ETS in order to complete the submissions and all required submitters need to be added to the ETS accounts by the company's account administrator. **Note that ETS accounts are set up for parent companies, not for individual facilities.** Those individuals (including any contractors) that will be submitting air data and reports under the AMD will need to have a user account set up by their ETS administrator under the company's ETS account.

Please refer to the attached file for a list of companies that need to set up an ETS account and the companies that already have an ETS account. For companies that have an ETS account, an email has been sent to all current ETS administrators notifying them of the addition of the air module in ETS. They have been instructed to reach out to air data submitters within their company to set up user accounts

If your company does not have an ETS account, please follow the steps below and send the following 2 pieces to ETSAccountSetup@gov.ab.ca by Friday November 16, 2018.
- completed ETS account setup/change form
- company authorization letter

It may take 2+ weeks to process and setup your ETS account due to the high volume of account requests we expect to be receiving. If you have any questions on ETS account setup, please contact ETSAccountSetup@gov.ab.ca for assistance. Please note, Crown Land Data with Alberta Energy manages the ETS Account Setup process. For any questions on AMD requirements, please contact AMDFeedback@gov.ab.ca.

The ETS Administrator Set-up Procedure:

1. The client prepares a letter on corporate letterhead, signed by an authorized person, identifying the ETS Administrator and/or optional Backup Administrator. Additional instructions are included in the attached draft authorization letter.
   Note: The letter cannot be signed by the designated ETS Administrator unless they are the owner/President of the company.
2. The client completes the ETS Set-up Form.

A key component of the Electronic Transfer System (ETS) security is the role of the ETS Administrator. Each client who requires access to ETS functionality and data must assign an individual to perform the role of ETS Administrator and/or optional Backup Administrator for their company. The ETS Administrator and/or optional Backup Administrator have the responsibility for setting up and managing security for all of their users on ETS.

Two ETS training manuals are attached (one on account setup and the other on setup of user accounts). Additional ETS training manuals for the new Air Reporting module will be posted in the coming weeks. Notifications will be provided through the AMD distribution list as well as through your ETS account.

A link to the ETS login page and instructions for setting up an ETS account will be added to the AMD website soon. We are planning to provide webcast training session on using ETS to submit AMD data and reports.

October 15, 2018: Publication of Annual Emissions Inventory Reporting Program Documents

Thank you to those who attended the AMD webcast this morning on the release of the Annual Emissions Inventory Report documents.

The final AEIR documents are now posted on the Air Monitoring Directive ~~Toolbox website~~ Resources webpage. [Updated November 21, 2018]

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A list of the questions asked during the webcast, with AEP responses, has also been posted to the AMD main website. If you have any additional questions specifically on requirements of the Annual Emissions Inventory Reporting Program, please send them via email to: emissions.inventory@gov.ab.ca.

October 9, 2018: AMD Updates: Emissions Inventory form and guidance document, Chapters 7 & 8

In this AMD update:
1. The Annual Emission Inventory Report form and guidance document are complete. A webcast will be held Monday October 15th at 10 AM.
2. AMD Chapter 7 Calibration and Chapter 8 Ambient Audit have be amended and posted to the AMD website.
3. An archive of past communication sent through this distribution list has been posted to the AMD website.
4. Air data submission updates.

1. AMD Webcast on Release of Annual Emissions Inventory Reporting Program Documents
Alberta Environment and Parks will be holding a webcast on the release of the finalized Annual Emissions Inventory Reporting (AEIR) Program documents on **Monday October 15th from 10:00 AM to 12:00 PM**. The finalized AEIR Program documents will be posted on the AMD website following the webcast.

The following is the webcast agenda:

1. ***Reminder on the AEIR Program***
A brief reminder of the AEIR Program requirements.

2. ***Final AEIR Documents***
A brief overview of the finalized AEIR Program documents being published, including: Annual Emissions Inventory Reporting Form; Annual Emissions Inventory Report Standard and Guidance Document; Summary of Feedback and Responses for the Public Review of the Draft AEIR Documents; Annual Emissions Inventory Report - Statement of Certification; Sample AEIR Form; and AMD AEIR Codes Table.

3. ***Feedback, Responses and Changes to the AEIR Documents***
Going over the general and technical comments/questions received, the Regulator's responses and the main revisions made to the AEIR documents.

4. ***Q & A***
Approximately 30 minutes at the end of the webcast will be for answering questions submitted during the webcast.

The webcast will be recorded and posted to the AMD website for those who are unable to attend. Questions and feedback received will be compiled and posted to the AMD website along with our responses. If you have questions on the AEIR Program after the broadcast you can email them to emissions.inventory@gov.ab.ca.

2. Amendments to Chapter 7 Calibration and Chapter 8 Ambient Audit
Amendments have been made to Chapter 7 Calibration (ambient) and Chapter 8 Ambient Audit in response to feedback from airsheds.
- Chapter 7 draft amendments were posted for stakeholder review over April to June 2018 and feedback received has been incorporated.
- Amendments to Chapter 8 were to guidance only – there are no changes to requirements. Feedback was received from airsheds but the amendments were not publically circulated.

Classification: Public

These two amended chapters are effective immediately. The chapters are now posted to the ~~AMD website~~ Open Government Portal: https://open.alberta.ca/publications/air-monitoring-directive-2016 [Updated November 21, 2018]

Both chapters have an "Amendments" section that lists the changes that have been made. These chapters are relevant to continuous ambient air monitoring only.

As part of amendments to Chapter 8 Ambient Audit, an updated Ambient Audit Process Flow Chart has been posted to the ~~AMD Toolbox~~ AMD resources site under the "Audit" header: https://www.alberta.ca/amd-resources.aspx [Updated November 21, 2018]

3. Archive of past communication sent through AMD distribution list
If you have recently signed up for this email distribution list and have missed past communication you can now access a list of previous communication back to December 2016. An archive of email communications has been posted to the AMD website under the "AMD Mailing List" section. We will do our best to update this document in a timely fashion. The ~~AMD FAQs~~ Guidance on Common AMD Questions is also a great resource if you have questions and this ~~site~~ document is updated regularly. [Updated November 21, 2018]

4. Air data submission updates
Testing of ambient data submission to the new Air Data Management System is currently underway. We are grateful to the industry and airshed volunteers that have offered to help us test using real data. Testing of AMD form submission will begin at the end of this month. An updated ambient XML schema will be posted once testing is complete.

AMD reporting forms have undergone some updates. Updated forms will be posted later this month. Note that the newest version of the reporting forms will need to be used going forward. When the forms are posted we will provide a detailed list of what changes were made to each form. The XML schema for AMD reporting forms will also be posted in later this month.

We mentioned on September 18th that errors in the industry sample reports and sample forms were brought to our attention. We will be posting updates to these samples once the AMD reporting forms are updated and ready for posting, as the samples will use the new forms.

We will share information in the coming weeks on setting up an ETS account for data/form/report submission through ETS (the Electronic Transfer System). We are in the midst of adding an ETS website for stakeholders that will have a link to the ETS login, information on setting up an account for submission, as well as access to training manuals and support.

September 21, 2018: XML Schema for AMD ambient data submission now available

The XML schema for AMD ambient data submission is now available through ~~AMD Toolbox site~~ ETS Support and Online Learning. ~~Go to the "Reporting" heading and look for the link titled "XML Schema for Ambient Data Submission" (links are listed alphabetically).~~ [Updated November 21, 2018] This is a unified XML schema for use by both airsheds and industry. Naming convention for submission of the XML file is to come.

We have provided this version 1 of the XML schema so that (a) stakeholders have a chance to see it as soon as possible and (b) it is available for the testing phase.
We have had an adequate number of stakeholders volunteer for testing AMD data submission. We will start with testing ambient data submission in October. It is likely that the XML schema will change after the testing process. The schema document is structured to track any amendments made. We will provide an updated XML schema for ambient data by the end of October and will use this distribution list to notify stakeholders.

Important Clarifications

- Ambient data must be reported using this XML schema. This includes both industry and airshed data and includes continuous, passive and intermittent ambient data. There is no other option for ambient data submission. The requirement for submission of ambient data is in AMD Chapter 9 (sections 3.1 and 13.1). The Excel option mentioned at the webcast was for submission of the 12 AMD reporting forms only.

- There are no forms for ambient data summary/submission. The 12 AMD reporting forms are for emissions summary data only (only relevant to industry).

- XML schema are being developed for each of the 12 AMD reporting forms. These will be posted by end of October. The XML schema for the forms will follow a rolling release – each XML schema will be released as ready. If industrial operations are not able to submit the form data using XML, the Excel forms can be submitted.

- More information will be shared on online submission of the forms and ambient data (through ETS – the Electronic Transfer System) and how and when to set up an ETS account (which is required in order to submit).

The ambient XML schema document includes some links for more information on XML. These links are external to the GOA and are provided for reference and education purposes only.

We will hold a webcast to answer questions on the schema, data submission and any other questions related to AMD reporting in the coming months. If you have questions in the meantime you can send them to AMDFeedback@gov.ab.ca. Note that it may take time to address your question, as often questions need to be routed to the individual with the right expertise to provide a response. If you have questions specific to the requirements in your approval you need to bring these to your approvals/authorizations representative. We appreciate your patience as well as your engagement as we prep for implementation of AMD Chapter 9.

AMD FAQs: updates to the AMD FAQs are complete and should be posted to the ~~AMD FAQs website~~ early next week. This is a great first stop if you have questions on the AMD. [Refer to the Guidance on Common AMD Questions Updated November 21, 2018]

September 18, 2018: Industry sample reports posted on AMD website (update to August 30 message)

Please note that errors have been found in the industry sample reports and sample forms that were posted on August 30th (see August 30th, 2018 communication below). We are working on addressing these.

As well, as noted in the August 21st, 2018 webcast, there are some changes coming to the AMD reporting forms. Most are minor changes. These changes will address issues that have been noted from facilities that have started testing and submitting the forms (thank you for that!). The sample report forms will be updated as well to reflect these changes to the forms.

In the coming weeks we will be posting updated versions of the ~~AMD forms and~~ updated industry sample reports/sample forms to the ~~AMD toolbox~~ AMD Resources [Updated November 21, 2018] site.

As well we are working on updates to the FAQs page (coming soon).

Other updates
Stay tuned for the ambient XML schema (for submission of ambient data by industry and airsheds), which will be posted soon to ~~AMD Toolbox~~ ETS Support and Online Learning. Also the Emissions Inventory Report Form and Guidance Document will be posted to the ~~AMD Toolbox~~ AMD Resources page soon. [Updated November 21, 2018]
Notices on these will be provided via this email distribution list.

September 7, 2018: AMD forms – do you plan to use Excel?

As announced at the August 21st, 2018 webcast, an XML schema is being developed for each of the 12 AMD reporting forms which are currently posted on the AMD Toolbox website. We would like submission of the form data via XML beginning January 2019, but understand that not every industrial facility will be able to formulate XML for January. We announced that we will accept the Excel forms in the interim to allow for those who cannot formulate XML to submit the required AMD summary data (as per AMD Chapter 9).

We are looking for your help as we plan for testing and roll out of AMD data submission:
Do you know at this time that you are likely going to use the Excel reporting forms starting January 2019, rather than XML?
We are trying to gauge numbers. Could you please click this link to send a quick email to AMDFeedback@gov.ab.ca if you are planning to use the Excel forms (AMD1 through AMD12)? This will greatly help us in our planning.

August 30, 2018: Industry sample reports posted on AMD website (as well as updated airshed monthly sample)

The sample monthly and annual reports have been posted to the ~~AMD Toolbox site~~ AMD Resources webpage [Updated November 21, 2018].

The Airshed sample monthly and annual report were posted December 2017, however the monthly sample report has now been updated. The histograms are the only thing that changed (to show better resolution in the data).

Industry sample reports have now been added. A sample approval was developed for a fictitious facility to show how the monitoring and reporting requirements in the approval translate to what is required to include in the monthly and annual report.
- Sample completed forms are also posted to show what the forms would look like to coincide with the monthly and annual sample reports.
- As mentioned in the previous email (August 24th, 2018), the reporting form data will be submitted by XML come January 2019, or by Excel if XML cannot be generated. The XML files or Excel forms will be submitted online rather than emailed. The pdf monthly and annual reports however will still be emailed as they are now.
- There are some notes in red font in the industry sample annual report on ambient data submission. The first ambient dataset will be for January 2019 data due by February 28, 2019.

These sample reports were developed to help illustrate reports that meet the requirements of AMD Chapter 9. This gives an idea of what could be included in a report, for illustration purposes only. Each facility must follow their own approval requirements and therefore each report will have different content.

Hopefully these sample reports are helpful as you prepare for reporting in accordance with AMD Chapter 9 in 2019.

August 24, 2018: Overview of AMD Webcast August 21, 2018 on Air Data Submission

Thank you to those who were able to attend the August 21st, 2018 AMD Webcast on data submission. We had a great turnout and really good questions.
The webcast recording has been posted to the [AMD website](#) along with the questions and responses.
If you would like a copy of the slide deck please email AMDFeedback@gov.ab.ca.

Below is a record of the main points made during the webcast – some which include <u>changes to how AMD summary data will be submitted come January 2019</u>.

AEP Air Data Management System

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Classification: Public

- AEP will be using existing GOA systems for intake, storage and reporting out of AMD air data:
  - ETS (Electronic Transfer System) for data intake
  - EDW (Enterprise Data Warehouse) for data storage and reporting out
- A new public facing web reporting interface will be created, however this won't be ready for January 2019 (reporting functions to replicate the current ambient airdate warehouse will be first priority, and further reporting functionality will be added in later stages – with completion of the outward reporting component by 2021)
- Historical data will be migrated to the new system over time (ambient data and source data)
- Intake of air data by the new system (online through ETS) will be ready for January 2019 (however airsheds will have a phased approach)

Ambient Data Submission
- Ambient data will be submitted using XML – the schema/format will be shared on the AMD website in September (a unified XML schema for airshed and industry use)
- Industry will begin to submit to the new system starting in January 2019 – the first dataset submitted will be January 2019 data, which is due by February 28, 2019 (no back-reporting of 2018 ambient data)
  - Calibration reports (PDF) will be uploaded to the new system at the same time as the ambient data
  - Certified laboratory analysis reports (PDF) will be uploaded to the new system with passive/intermittent data
- Airsheds will continue to submit to the current airdata warehouse until the reporting functions are built into the new air data management system (so in January 2019 airsheds will report ambient data using the same XML schema they have been)
  - In the interim, airsheds will submit their calibration reports (PDF) and certified laboratory analysis reports (PDF) by email as separate files with their monthly or annual report (still send to air.reporting@gov.ab.ca)
  - Once airsheds are submitting data to the new system, the calibration reports and certified laboratory analysis reports will be uploaded with the data
- Airsheds will be notified on the timeline for reporting to the new system (using the new XML schema) – this is unknown at this time
- A naming convention for the ambient calibration reports and certified laboratory analysis reports will be provided this Fall
- The AMD Ambient Data Validation and Certification Form (referenced in Ch 9) is no longer required
  - The new system will have web certification (starting in January 2019 for industry)
  - Airsheds will continue to certify their ambient data submission via the current airdata warehouse until they begin submitting to the new system
- There are no forms for ambient data

Submission of AMD Reporting Forms (for industry)
- The AMD reporting forms (AMD1 through AMD12) will no longer be emailed
- The AMD reporting forms data will be uploaded to the new system as XML
- An XML schema is being developed for each of the 12 forms and these will be posted to the AMD website this Fall (exact date is not known)
- If facilities are not able to generate XML or are not ready to submit using XML in January 2019, web upload of the Excel forms will be supported in the interim
- If using Excel, version 2010 or later must be used as earlier versions would convert the Excel file and result in errors when the file is submitted to the new system
- Expect updated AMD reporting forms:
  - The instruction tabs of the forms will be updated to reflect the change in submission process
  - Some issues have been identified with some of the forms; these will be addressed and new versions posted to the AMD Toolbox site ETS Support and Online Portal [Updated November 21, 2018].

Testers Needed for Air Data Submission (Sep – Oct)
- We are looking for volunteers to test data submission to the new system, including:
  - Industry and airsheds that submit ambient data

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- o Industry submission of the AMD reporting forms
- Testers will be contacted in September to assess availability, determine what elements will be reported, and to prep for testing to take place in October
  - o Prep in September will include some email communication and teleconference calls with the technical team
- If you are willing to be part of the testing phase, please email AMDFeedback@gov.ab.ca **by September 7th, 2018**

Access to New Air Data Management System
- To submit both ambient data and the AMD reporting form data, you will need access to ETS
- Some industry companies already have an ETS account – in this case they do not need a new account, but will be granted access to the air data submission component
- Industry (and airsheds) that do not have an ETS account will request one by completing an online application form – timeline for requesting accounts is not yet know (the distribution list will be notified when requesting of accounts can begin)
- ETS accounts are held by the company, and the company assigns sub-accounts to those who will be doing the data submission (including individual facilities under a company or contractors that submit on behalf of a facility)

Monthly and Annual Report Submission
- ~~Monthly and Annual industrial air monitoring reports will continue to be submitted via email (to air.reporting@gov.ab.ca for AEP-regulated facilities or EPEA.Reports@aer.ca for AER-regulated facilities) – there is no change at this time; only the ambient data (along with calibration and lab certification PDF reports) and the AMD reporting form data will be submitted online to the new system~~
- ~~Source testing reports (CGA, RATA, Manual Stack Survey reports) will continue to be submitted by email as well~~
  Correction, November 6, 2018:
- Monthly and Annual industrial air monitoring reports for AEP and AER regulated facilities will <u>not</u> be emailed. The reports will be submitted through the new online system (ETS).
- Source testing reports (CGA, RATA, Manual Stack Survey reports) will also be submitted through ETS.
- The first monthly report is due February 28, 2019 and is based on January 2019 data
- The first annual report is due March 31, 2019 and is based on 2018 data
- Ch 9 requires that if some monthly reporting forms have not been submitted throughout the year (i.e., no monthly reporting required in the approval) that the monthly reporting forms be submitted with the annual report
  - o See clauses RC 6-U, RC 6-Z, RC 6-BB, RC 6-EE, RC 6-II and RC 6-Y
  - o However, <u>you are not required to report monthly reporting forms based on 2018 data with the first annual report</u>
  - o The only reporting forms that are required with the first annual report are the AMD Emissions Summary Form (annual tab) and the AMD Production Form (annual tab; if the approval requires reporting of production data

Annual Emissions Inventory Reporting
- The final Annual Emissions Inventory Report Form and Guidance Document will be posted to the AMD website in September and a webcast will be provided
- The first emissions inventory report is due September 30, 2019, based on 2018 data
- The Annual Emissions Inventory Report Form is Excel-based – the technical team is reviewing the form to evaluate the feasibility of creating an XML schema for the form, however there is no timeline for this at present
- A dedicated email contact has been set up for Annual Emission Inventory Reporting: emissions.inventory@gov.ab.ca

Support for Reporters
- There will be leniency during the transition phase for delayed submission or any issues encountered with AMD reporting

Classification: Public

- Data submission guide(s) and training manuals will be developed and there is an online training manual for ETS access
- There will be technical contact for data submission inquiries (helpdesk)

CEMS
- Submission of CEMS data is not changing
- The new air data management system will be built to report CEMS data publically (to come in a later phase)
- A draft of the revised CEMS Code will be posted this Fall for 60-day stakeholder review and a webcast will be provided as well on what changes have been made to the code

FAQs
- The FAQS on the AMD website will be updated in the coming weeks to include questions on data submission – this is a good place to start if you have a question on the AMD
- See the questions and responses from the AMD webcast (posted on the AMD homepage)

Please contact us if you have any questions, if you have concerns with electronic data submission, or if you would like to volunteer for the testing phase of the new air data management system.

Any actual or foreseen issues with electronic submission should be brought to our attention as soon as possible so that these can be managed before January 2019. If you are unsure of how data submission will work for your company or you know of some issues you will face, consider being a tester to work through those with our technical team.

June 8, 2018: Updated AMD Forms posted and FAQs

As mentioned at the April 17th, 2018 AMD webcast, we have received feedback from stakeholders who have begun using the AMD forms. Some errors and issues were noted and we have made changes to three forms to address these. Thank you very much for helping us to catch these before Chapter 9 of the AMD officially takes effect this coming January.

Note that the updated forms now say "Version 1.1" with a June 2018 date. Please ensure you are using the most up to date form.
The forms are available through ~~AMD Toolbox website under "Reporting"~~ ETS Support and Online Learning [Updated November 21, 2018].
We've also added to the FAQs on the AMD website – see more below on this.

The changes made to forms include:

AMD2 CEMS Summary Form
* Fixed formatting error in 1st reporting row (row #27)
* Fixed input message on reporting units for columns S through Y in first reporting row (row #27)
* Changed header of column AI (removed "certification" as a type of performance test)
* Added new field (column AK) which asks "Was performance test for certification or recertification? (if applicable)" YES/NO
* Added new field (column AL) "Operational Mode Code (if applicable)" -- for those approvals that have two limits (e.g., for stack temperature under bypass mode)
* Added new field (column AM) "Approval limit for Operational Mode Code (if applicable)" -- to add the additional limit (e.g., for stack temperature)
[Because rows were added to the far right, the structure of the original fields were not changed]

AMD5 Emissions Summary Form
* Only changes were to header text/field names (no changes to structure or fields on the form)
* In monthly tab(s):
  → In column B, changed "daily average for all sources" to "daily total"

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> → In row 61, changed "monthly stack average" to "monthly stack average (if applicable)"
> → In cell C62, changed "monthly substance total" to "monthly plant total"
> → In cell C65, changed "quarterly substance total" to "quarterly plant total" [applies to Monthly-3 tab only]
* In annual tab:
> → In cell C41, changed "annual substance total" to "annual plant total"

AMD12 Sulphur Recovery and Removal Form
* NOTE: this change altered the sequence/format of the form. We apologize for that.
> → Added a column for "Average Daily Sulphur Inlet Rate (tonnes/day)" which is now column G
> → Updated example tab to include average daily sulphur inlet rate
[Average daily sulphur inlet rate is currently reported in monthly reports, but was missed in the first version of this form.]

Update to FAQs

We have updated the online FAQs. You can find those here: https://open.alberta.ca/publications/guidance-on-common-air-monitoring-directive-questions [FAQs replaced with Guidance on common air monitoring directive questions, updated November 21, 2018]

With questions coming in, and more discussion internally, we have retracted/changed two of the AEP responses in the "Public Feedback and Responses for AMD Chapter 9 Reporting Forms". This document is posted to ~~the AMD website, under Chapter 9 Reporting.~~ https://open.alberta.ca/publications/air-monitoring-directive-summary-of-feedback-and-responses-for-chapter-9-reporting-forms [Updated November 21, 2018]

The changes were made to:
> → Changed line #46 on reporting exceedances of a limit on the AMD Contravention Form. You can report an incident, with start and end date. You do not need to fill out a separate line for each hourly exceedance of a limit over an extended period, for which the same cause and corrective actions apply.
> → Updated line #175 on the frequency of submitting reporting forms. Clarified that if you don't have a monthly reporting requirement, you do not have to submit reporting forms monthly, however, in some cases in Chapter 9, the monthly forms are required to be submitted once per year, with the annual report.

Please continue to send questions and Feedback to AMDFeedback@gov.ab.ca. Thank you for helping us to continue to refine and improve the AMD.

April 25, 2018: Draft amended AMD Chapter 7 Calibration for Public Review / April 17 Webcast link and Q&A posted

Environment and Parks has amended AMD Chapter 7 Calibration based on feedback received from airsheds. A draft has been posted to the AMD website for 60-day public review.

Chapter 7 Calibration is applicable to anyone who conducts continuous ambient air monitoring. The chapter sets out the minimum requirements for calibration of continuous ambient air analyzers and meteorological sensors. Section 1.1 "Amendments" outlines what changes have been made in this draft.

Please submit feedback on the draft **by June 27, 2018** to AMDFeedback@gov.ab.ca.

As well, you can access a recording of the April 17th, 2018 AMD Q&A Webcast from the AMD website homepage.

The questions asked during the webcast, as well as some that came in via email after the webcast, have been posted with responses. Thank you for your participation at the webcast. It was our most attended webcast yet! If you have further questions on Chapter 9 implementation, please email.

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December 20, 2017: Release of AMD Chapter 9 Reporting Forms and Guidance Document for real-time ambient data submission

The Air Monitoring Directive (AMD) Chapter 9 finalized reporting forms were posted to the AMD website today. They can be found through ~~AMD Toolbox page under the heading "Reporting"~~. ETS Support and Online Learning [Updated November 21, 2018].

Also released today:
- the Alberta Real-time Ambient Air Data Submitter's Guide (applicable only to airsheds and referenced in Chapter 9 section 13.1.8)
- sample monthly and annual reports for <u>airsheds</u> (sample monthly and annual reports for industry will be posted in the new year)

1. FORMS
Three drafts of the reporting forms were posted for public review. The feedback received from the most recent review (Dec 2016 – Mar 2017) as well as responses to feedback/questions have been posted on ~~the AMD main website (under Chapter 9 Reporting).~~ https://open.alberta.ca/publications/air-monitoring-directive-summary-of-feedback-and-responses-for-chapter-9-reporting-forms [Updated November 21, 2018]

Note that previous feedback received is also available – feedback on the forms is incorporated with Chapter 9 feedback (draft 1 and draft 2).

We are aware that submission of digital data via Excel reporting forms is not ideal. As mentioned during our webinar last year, these forms are a first iteration in transitioning from pdf report summaries to reporting of data in a digital, usable format. AEP is currently investigating the options for integrated, online reporting as a longer-term solution. These Excel reporting forms will be used to inform the business area analysis of the new system, and refine the reporting requirements as we move to online reporting in the future.

<u>Notes on forms</u>:
- The reporting forms are a requirement of AMD Chapter 9. Not all forms are required every month. Please check Ch 9 for when forms are required to be submitted (i.e., with monthly/annual report, or on an event-specific basis like following a source audit/survey). Approval requirements dictate the frequency of reporting and for the most part what needs to be reported (e.g., Production Form would only be completed if approval requires reporting of production). AMD Ch 9 specifies the minimum reporting requirements. Flow charts in sections 5, 6, 15 and 16 provide a good overview of what elements are required for monthly and annual.

- **Coming Into Effect**: AMD Chapter 9 takes effect January 1, 2019. Chapter 9 states that compliance is required "<u>as of and from </u>January 1, 2019" [clause RC 1-B]. Therefore in 2018, air reporting will be business as usual and changes to reporting will begin in January 2019. Airsheds and facilities can use the next year to become familiar with the forms and reporting requirements and begin to plan for reporting changes, as needed.

- The forms have been created from the original reporting tables that were provided in the appendix of the 1989 AMD as well as current monthly, annual and source reports submitted by facilities. The forms have been designed to suit all facilities and sectors, however it is recognized that they may not suit all equally well. Ultimately, if key pieces of data/information cannot be inserted into the forms (e.g., special reporting), the information must still be provided in monthly/annual/source reports, as is currently done. The forms do not replace monthly, annual and source pdf reports. They are considered as a supplement to these reports.

- There are a total of <u>14 reporting forms/templates</u>. Most (12) are applicable to industrial operations only. One is a notification template (applicable to both airsheds and industry) and one is a form for certifying ambient data (applicable to airsheds and those facilities which conduct continuous ambient air monitoring). [Correction (Oct. 3, 2018): the AMD Ambient Data Validation and Certification Form for certifying ambient data is no longer required.]

- The Annual <u>Emissions Inventory</u> Report Form and Guidance Document have not been posted at this time. Feedback received over July to September 2017 has been reviewed and incorporated and the Annual Emissions Inventory Report Form and Guidance Document will be finalized and posted in the new year.

- The forms have been numbered for submission and naming convention purposes. Each form now has an <u>instructions tab</u> to describe the purpose of the form, the connection to Chapter 9 and to provide instructions on how to name and submit the form. For the most part, forms will be submitted ~~(emailed) along with~~ at the same time as monthly and annual or source reports.

- <u>Questions</u>? As questions come up, the best places to start are:
    - check the instructions tab on the form;
    - each form has an <u>example tab</u> which shows how the form was intended to be completed;
    - many questions were answered in the responses to feedback on the last draft of the forms (see main AMD website under Ch 9);
    - the AMD FAQs website, which will be updated in the new year.
  As well, form fields may be left blank if they are not applicable to the industrial operation.

- Formal <u>training</u> on the AMD Chapter 9 reporting forms is not planned at this time. AEP is proposing a webcast Q & A session in the new year to go through frequently asked questions and to provide stakeholders the chance to ask questions once they have had time to review the final forms. More details to come on this. Training is also planned for annual emissions inventory reporting, after the Annual Emissions Inventory Report Form and Guidance Document are finalized and posted.

- Please email AMDFeedback@gov.ab.ca if you experience any problems with using/completing the forms. If and when warranted, the reporting forms can be amended and re-issued to address issues that come up.

2. REAL-TIME AMBIENT AIR DATA SUBMITTER'S GUIDE

Airsheds were provided two drafts of the guide to review and feedback has been incorporated. This guide applies only to airsheds. The guide specifies how to submit real-time continuous ambient air data to AEP. This data is used to report the Air Quality Health Index at communities across Alberta and to assist the Government of Alberta in tracking ambient air quality during events (e.g., wildfire). The guide comes into effect with AMD Ch 9 on January 1, 2019.

3. EXAMPLE MONTHLY and ANNUAL REPORTS

At this time, sample reports for airsheds have been posted on the AMD Toolbox site, under the Reporting heading. These samples are meant to give airsheds an idea of what AEP is looking for in monthly and annual reports, meeting the requirements of AMD Chapter 9. Note that these are general examples and may not match reporting requirements of all airsheds (some airsheds may require less/more elements in their reports, depending on the monitoring performed). Airsheds may also include more in their monthly and annual reports than what is presented in the samples. The samples provide the minimum in order to comply with Chapter 9 requirements.

Sample reports for industry are being prepared and will be posted in the new year.

4. AMD WEBSITE URL HAS CHANGED – UPDATE BOOKMARKS

Please note that the AMD website URL was changed on December 12, 2017. Please update your bookmarks. When navigating to the AMD website from AEP's main site http://aep.alberta.ca/, click the "Air" tab, then "Legislation and Policy" from the left navigation menu, then "Air Monitoring Directive".

~~AMD Website: http://aep.alberta.ca/air/legislation-and-policy/air-monitoring-directive/default.aspx~~

5. ERROR IN AMD CHAPTER 9 (RC 9-LL)

An error in clause RC 9-LL in Chapter 9 was brought to our attention. The clause specifies content for RATA reports. Bullet (m) currently asks for the same information as bullet (o) – <u>percent operating rate</u> of the industrial process during the RATA. Bullet (m) should instead ask for the <u>production rate</u> during the RATA. This is in line with what is currently supplied in a RATA report. This error will be addressed in the next revision of Chapter 9.

As has been mentioned previously, the AMD will continue to be refined over time. Please submit any questions or issues you may come across so that we can continue to improve the directive.