

# York Region Sewer Use Bylaw Services

## Public User Quick Reference Guide



This guide is designed to guide users with step by step instructions on how to use York Region's Sewer Use Bylaw Services website. Please consult this guide if you encounter issues while using the website. If this guide doesn't help you and you want to speak to a person please call 1-877-464-9675 x75111. We are here to help you.

### General Disclaimers:

York Region Disclaimers: [www.york.ca/wps/portal/yorkhome/yorkregion/yr/privacyanddisclaimer/](http://www.york.ca/wps/portal/yorkhome/yorkregion/yr/privacyanddisclaimer/)

### Website Access:

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to the website, irrespective of the issuance of the User ID and Password, may be suspended or terminated at York Region's discretion at any time. York Region may make changes to the information on and/or format of this web site, including the addition, deletion or modification of information, at any time and without prior notice to the user.

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## 1 New to Sewer Use Bylaw Services?

To use Sewer Use Bylaw Services:

- First, you will need to establish a user account (see Section 3.1 for further detail)
- Once the account is created, York Region will review your account information to ensure completeness
- Once you receive the confirmation email from York Region you can proceed to log into Sewer Use Bylaw Services by using your selected User Name and temporary password which was sent to you via the email address you provided
- Once you log into Sewer Use Bylaw Services, you can change your password to one you prefer
- Refer to the Quick Reference Guide section to learn some of the commonly performed tasks offered by Sewer Use Bylaw Services

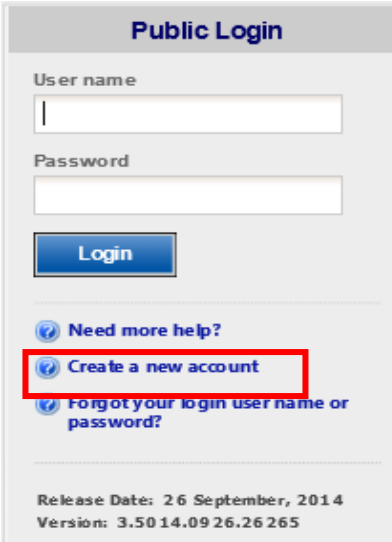
## 2 What can you use Sewer Use Bylaw Services for?

- Submit permit applications online
- Submit required documents online
- Check an application's status online
- Check your compliance issues and correspondence online
- Print out permits or certificates
- Receive email notifications of the application status
- View recent invoices
- View monthly hauled wastewater discharge volume

## 3 Quick Reference Guide to Common Tasks

### 3.1 To create a new user account

1. Click on "Create a new account"



The screenshot shows a web interface titled "Public Login". It contains two input fields: "User name" and "Password", followed by a blue "Login" button. Below the login section, there are three links, each preceded by a blue circular icon with a question mark. The link "Create a new account" is highlighted with a red rectangular box. The other two links are "Need more help?" and "Forgot your login user name or password?". At the bottom of the page, the release date is "26 September, 2014" and the version is "3.50 14.09 26.26 265".

2. Key in required information on the “Create Account” screen

**CREATE ACCOUNT**

For public user to create user account. (\*) Denotes a required field.

**General Information**

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

\* First Name: \* Last Name: \* Username: \* Account Type: Hauler Owner ▼

Business Name: Job Title:

\* Address Line 1: Address Line 2:

\* Municipality: Country: Canada ▼ \* Province: ON ▼ \* Postal Code:

\* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider: Bell Alliant ▼

☐ I want to receive SMS messages through a mobile phone.

Fax Number: \* Email:

Back To Login Next >>

**Note:**

- a) “\*” denotes that information is required
- b) UserName will be the ID used to log into the Sewer Use Bylaw Services
- c) To receive SMS messages, all mobile device information is required and the checkbox that reads “I want to receive SMS messages through a mobile phone” must be checked.
- d) An active email address is required to receive notifications from Sewer Use Bylaw Services
- e) Account Type is used to determine the appropriate types of applications you should be submitting.

3. Click “Next” to set up security questions

**Create Account**

For public user to create user account. (\*) Denotes a required field.

**Security Questions**

All following security questions need to be answered for later application submission purpose.

Question 1: What is the first and middle name of your oldest sibling? ▼  
Answer:

Question 2: What is your favorite book? ▼  
Answer:

Question 3: What is the name of the hospital where you were born? ▼  
Answer:

Question 4: What is your best friend's last name? ▼  
Answer:

Question 5: What is the last name of your favorite teacher? ▼  
Answer:

Back To Login << Previous Next >>

4. Choose a Password, Complete the Picture Verification and then click “Create Account”

**CREATE ACCOUNT**

For public user to create user account. (\*) Denotes a required field.

**Password**

Password must have 8 characters and at least one uppercase letter, one lowercase letter and one digit number.

\* Password:

\* Confirm Password:

**Picture Verification**

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.

\* Enter the characters you see:

Thank you for choosing to created online account. Please wait agency to review and activate your account.

[Back To Login](#) [<< Previous](#) [Create Account](#)

5. Once the “Create Account” button is clicked, your account will be created
- Before being able to login, York Region must review your request for an account. If they agree to enable your account, you will be emailed immediately upon their decision. At that point, you will be able to use your Username and Password to login to the Sewer Use Bylaw Service system.

### 3.2 To change your password:

1. After the initial login onto your account, click on “My Account” and then select “Password”

[MyDashboard](#) [Application](#) [eService](#) [My Account](#)

Profile Management

- [Basic Information](#)  
Manage account information
- [Password](#)  
Manage your password
- [Security Questions](#)  
Change security questions/answers
- [Manage Consultants and Prepares](#)

My Account > Profile Management > Password

Change your password.

To change your password, enter old password then new password. New password will be emailed to the account's email address. Password is case sensitive.

\* Denotes a required field

**Change Password**

Password must have at least one uppercase letter, one lowercase letter and one digit number.

Old Password:

New Password:  Confirm New Password:

[Save Password](#)

2. Key in your old password and your new preferred password. Once finished, click “Save Password”

My Dashboard Application eService **My Account**

Profile Management << My Account > Profile Management > Password

Change your password.  
To change your password, enter old password then new password. New password will be emailed to the account's email address. Password is case sensitive.  
\* Denotes a required field

**Change Password**  
Password must have at least one uppercase letter, one lowercase letter and one number.

Old Password:

New Password:  Confirm New Password:

**Save Password**

### 3.3 To add Consultants or Preparers

Adding a consultant or preparer to your account allows another system user to submit applications on your behalf. You will receive email and text notifications about applications submitted by these other preparers so that you remain updated on the progress of your applications in the system.

- 1) After logging onto your account, click on “My Account” and then select “Manage Consultants and Preparers”.

Profile Management << My Account > Profile Management

Basic Information Manage account information

Password Manage your password

Security Questions Change security questions/answers

**Manage Consultants and Preparers**

Consultant List

**Consultants List**

No items found.

**Add Consultant**

- 2) If the listed Consultants on this page do not contain the consultant or preparer needed at this moment, click the “Add Consultant” button.

Profile Management << My Account > Profile Management

Basic Information Manage account information

Password Manage your password

Security Questions Change security questions/answers

**Manage Consultants and Preparers**

Consultant List

**Consultants List**

No items found.

**Add Consultant**

- 3) You must know the Consultant or Preparer's email address they used when creating their own account in this system in order to associate their account to yours.
- 4) In the permission dropdown, the "Prepare Only" option will let the consultant fill out an application for you, but you yourself will have to log into the system to submit it for review. "Prepare and Submit" allows the consultant to complete the whole process for you.

The screenshot shows the 'Add New Consultant' form within the 'Profile Management' section. The form includes a sidebar with links to 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Prepares'. The main content area has a breadcrumb trail 'My Account > Profile Management > Manage Consultants and Prepares' and a 'Back to Consultant List' link. Below this is an 'Add New Consultant' button. A yellow informational box explains the permission levels: 'Prepare Only' (owner must review and submit) and 'Prepare and Submit' (consultant can submit directly). Below the box, there's a section for 'Consultant Information' with fields for 'Email' (marked with callout 3), 'Permission' (a dropdown menu marked with callout 4), 'Effective Date' (marked with callout 5), and 'Expiration Date'. At the bottom of the form are two buttons: 'Save Consultant' (marked with callout 6) and 'Email Notify'.

- 5) The "Effective Date" and "Expiration Date" fields are optional, but if used, it will only allow the Consultant to submit applications for you between those two dates. If the dates are left empty, the Consultant will be able to submit application for you until you disassociate them from your account.
- 6) Once this form is filled out, click either the "Save Consultant" or "Email Notify" buttons to complete the association. The "Email Notify" button will also send an email to the Consultant letting them know you have added them to your account so that they can prepare and/or submit applications on your behalf.

### 3.4 To submit an application

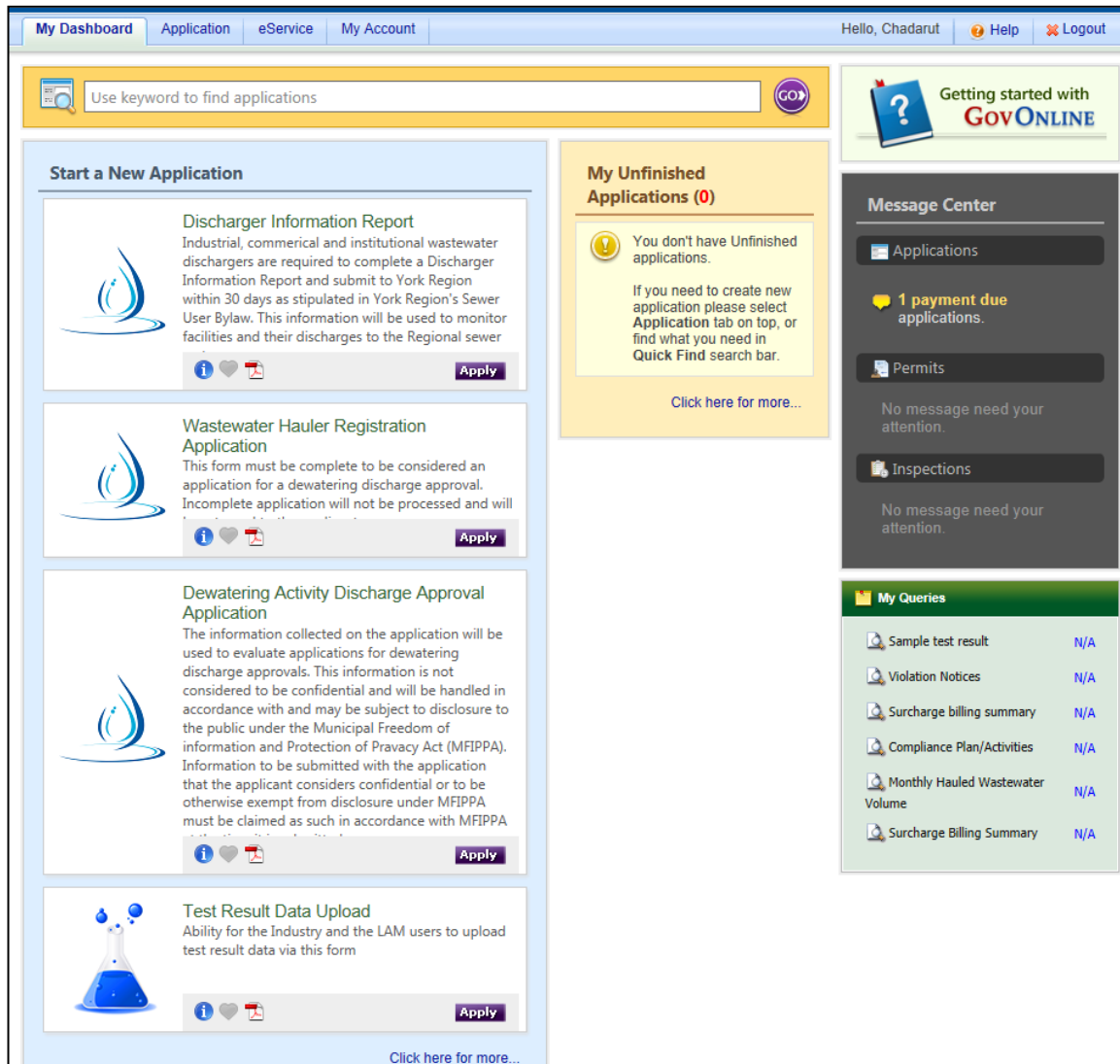
#### 3.4.1 Types of Applications

Once you are logged into Sewer Use Bylaw Services, you can submit several types of documents to the York Region Environmental Monitoring and Enforcement team including:

- A Discharger Information Report (industrial, commercial or institutional (ICI) facilities only)
- Wastewater Hauler Registration Application (haulers only)
- Dewatering Activity Discharge Approval Application (dewaterers only)
- Test Result Data Upload (ICI facilities and dewaterers)

### 3.4.2 Submitting an Application

1. Click the “Apply” button beside the description of the type of application you are going to complete (see picture below)



2. Fill in all application information following the instructions

Once you select an application you would like to submit, an Application Wizard will be displayed. The wizard will help guide you through the application process. The Wizard Panel, located on the left hand part of the screen, shows what steps you need to take in order to complete the application.



- a) \* denotes required information

MyDashboard Application eService My Account

Application > Wizard Panel > Discharger Information Report

**DISCHARGER INFORMATION REPORT (APP ID: 1967)**

Please fill out the form below.

**General Information**

\* Name of Company

Legal Company Name

**Plant Address**

\* Street Number \* Street Name \* Street Type Street Direction

Sub Street Type Sub Street Number

\* Province \* Municipality \* Postal Code \* Country

ON All Municipalities Canada

\* Phone (555-555-5555) Ext.

**Mail Address**

- b) To add a record to a table (Process Information for example) click the **Add New Record** button under the table to allow a new record/row of information to be entered.

Please ensure that, after clicking "Add New Record", either the green checkmark is clicked to save the result or the red "x" is clicked to delete the result.

Process/Active Name	Process Description
1	

**Add New Record** **B**

Final products or services rendered

Please provide your company's total yearly water consumption (in m<sup>3</sup>) for the past year. You may also submit through email to [sewerusebylaw@york.ca](mailto:sewerusebylaw@york.ca), or mail a copy to 380 Bayview Parkway, Newmarket, ON L3Y 4W3, Environmental Services Department.

Is there a maintenance access hole (manhole) available for inspection and sampling purposes on your property or nearby?  
☒ Yes ☐ No

If yes, please describe the locations.

Please ensure that, after clicking "Add New Record", either the green checkmark is clicked to save the result or the red "x" is clicked to delete the result.

Maintenance Access Hole (Manhole) Name	Description

**Add New Record** **C**

- c) Once the data has been entered completely into the table, click .

d) After completely filling out the required information, click “Next” to proceed with the application process.

e) If attachments are required, the list with the options to submit documents will display. The attachment is required unless otherwise indicated as “Optional”

- The attachment can be uploaded online through file manager or sent by mail to the address provided.

f) The payment screen will be displayed after validating the application information and attachments only if payment is required for that application type.

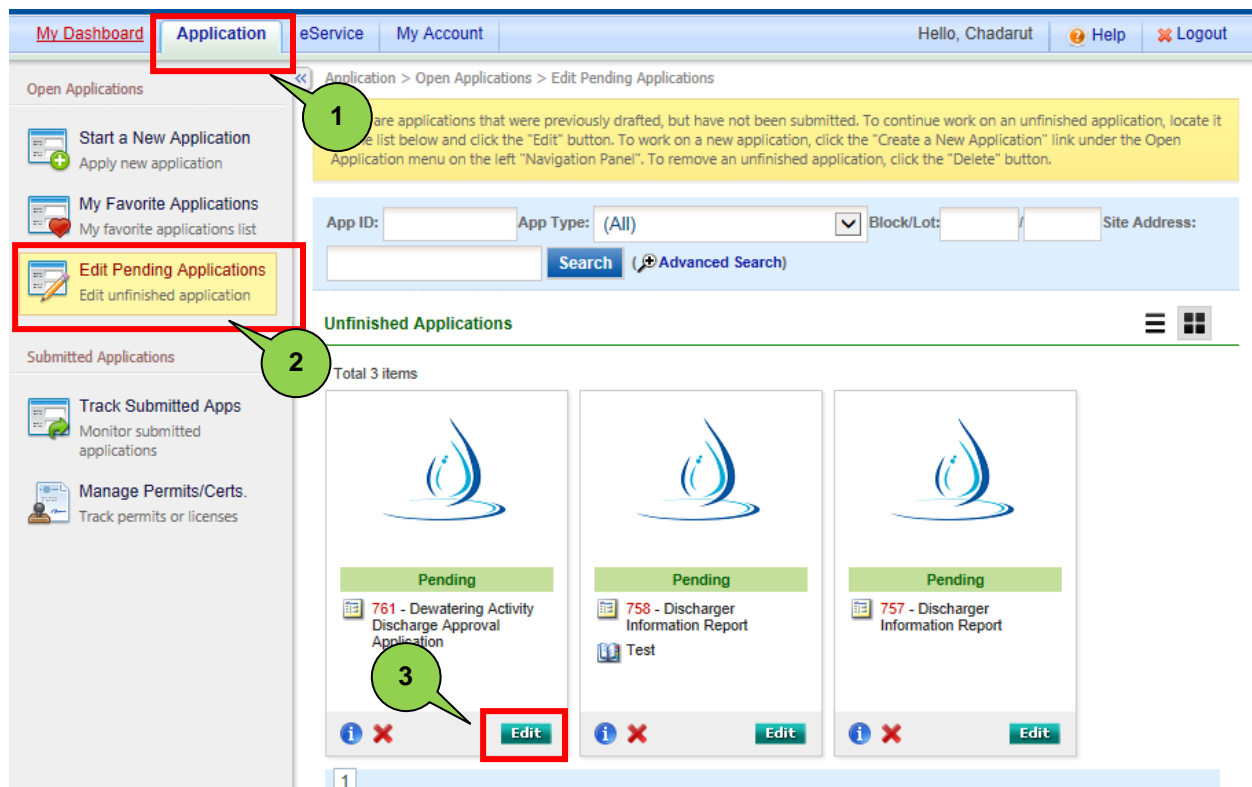
- Review the payment amount and select payment method before clicking “Next”

g) Click the checkbox to give consent of the application and document, then click the “Submit” button to finish the application. The application will be reviewed by York region. The application status and progress can be found under the Message Center after logging on to your account. You will also receive an email notification once your application has been approved or if more information is required.

### 3.4.3 Unfinished Applications

If you are unable to finish an application but you have saved your work, you can access the unfinished application by:

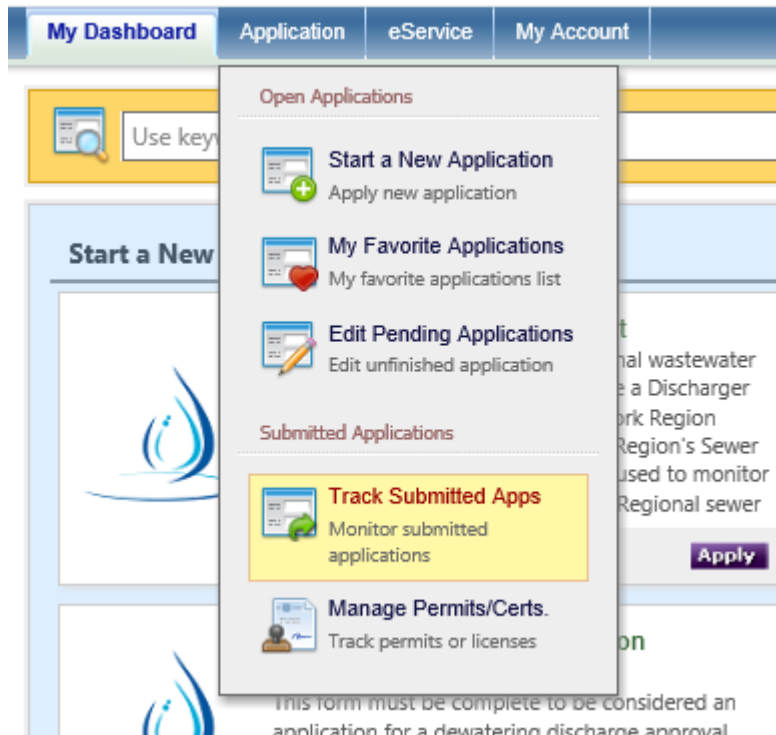
- 1). going to the Application tab
- 2). selecting the “Edit Pending Applications” menu on the left side bar.
- 3). Clicking the “Edit” button on the corresponding Unfinished Application gives you access to the saved information. From here, you can continue the application process.



### 3.4.4 Copying Applications

After using the York Region Sewer Use Bylaw Services website, you may come across a case where you are submitting a second copy of an application that you have completed earlier. This second application is a new submission, but likely most of the information you need to input on the form is going to be very similar to the last application you submitted. To assist in the entry of this second application, the system has the ability to Copy Applications. To perform this operation in the system, please follow the below steps:

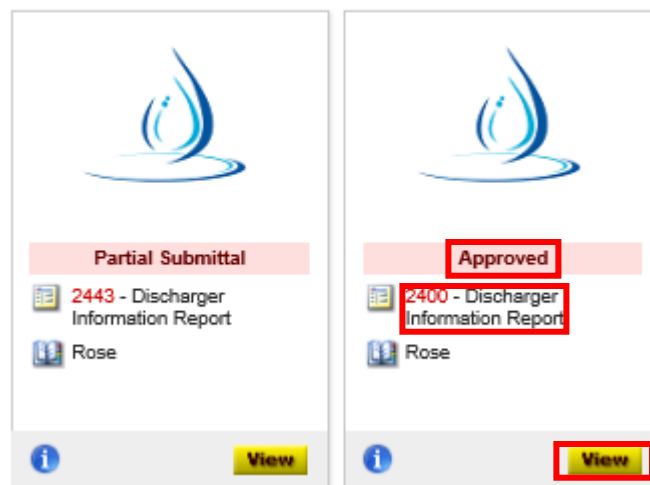
- 1) From the Home page, hover over the “Application” tab, then click “Track Submitted Apps”



- 2) Once the submitted applications are visible, find the most recent Approved application that matches the same application type that you are trying to submit a new application for, and click the “View” button.

#### Submitted Applications

Total 169 items



- 3) This will bring you to the old application's Application Basic Information page. Please click the **Copy Application** button at the top of the page which will open a new application immediately. You should notice that the form appears pre-filled with information. Before completing the submission as normal, please confirm each question is still accurate and up to date.

The screenshot shows a web interface for application management. At the top, there is a navigation bar with a 'Back to Search' link and a 'Copy Application' button highlighted with a red box. Below this, a summary section displays application details: (2400) Discharger Information Report, Submitted by sdfg asdf, On 07/01/2015 3:46:41 PM (Timespan: 22 days), Address: Rose, Whitchurch-Stouffville (Block/Lots:), Total Forms: 1, Required Documents: 0 (Non-Review: 0), Total Amount: \$0.00 (Due: \$0.00, Pay Later: \$0.00), and Inspections: 0 (Ongoing: 0). Action links include Print Receipt, Send Notification, Go to Parent Submission, and Go to Child Submission. Below the summary, there are tabs for Application, Attachment, and Issued Permit. A yellow banner instructs the user to click the form link under 'Application Form(s) Detail' to view the submitted Application Form. The 'Application Basic Information' section is highlighted with a green border and contains the following details:

App ID:	2400
App Name:	Discharger Information Report
Submitted Date:	07/01/2015 3:46:41 PM
Submitted by:	sdfg asdf 270 Harry Walker King ON A1A 1A1 2342342344 brian_smith@enfotech.com
Status:	Approved

### 3.5 To Review Company Data

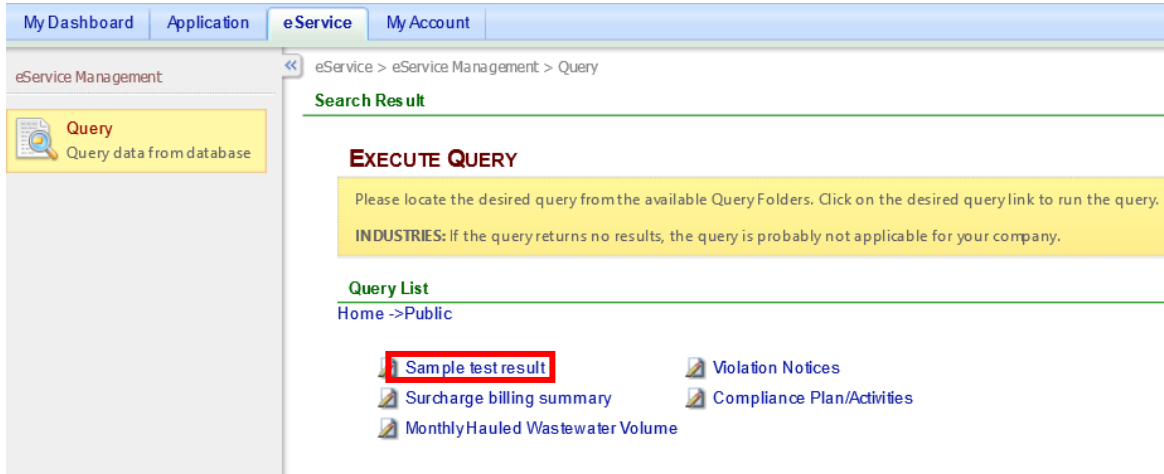
Sewer Use Bylaw Services provides your company's information from the York Region database through the eService/Query module and under "My Account"/"Attachment"

- 1) Click on the "eServices" tab, then select "Query", then click "Public"

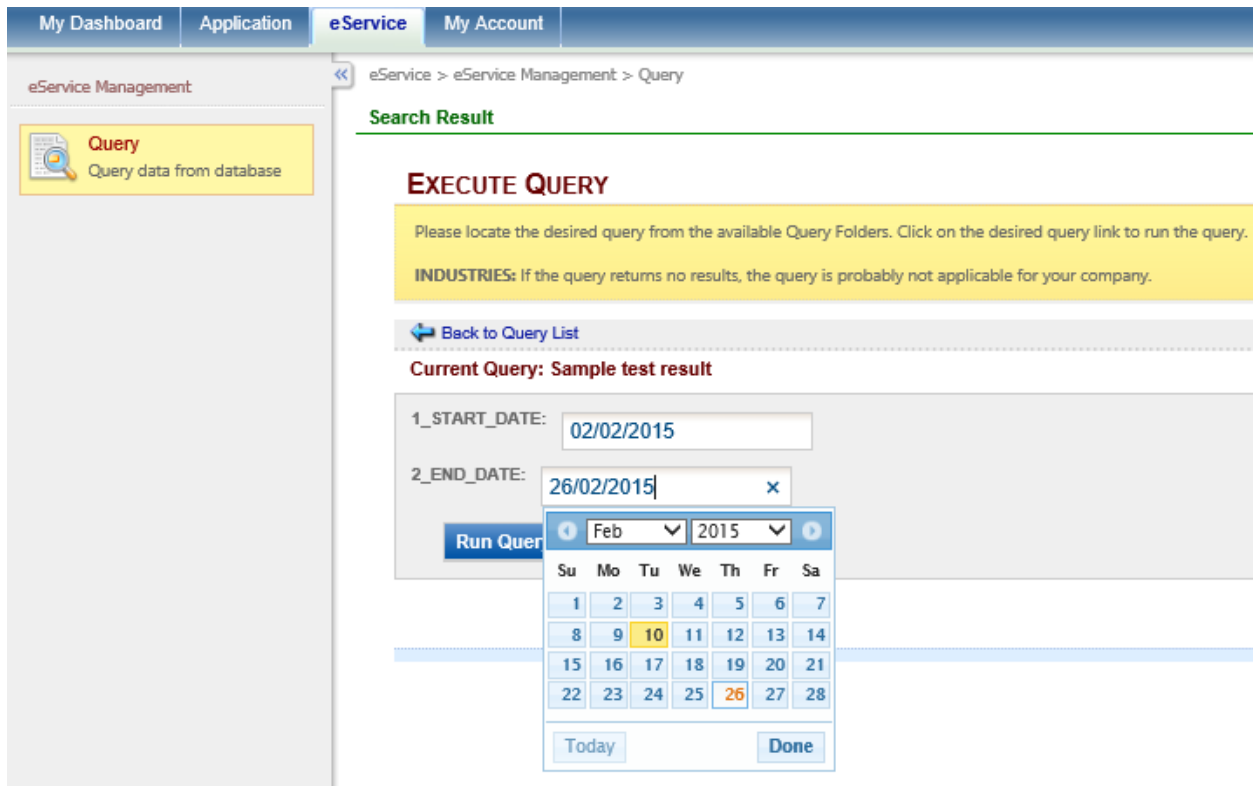
The screenshot shows the 'eService' tab selected in the navigation bar. The 'Query' link is highlighted in the left sidebar. The main content area displays the 'EXECUTE QUERY' section, which includes a search bar and a query list. Three green callouts with numbers 1, 2, and 3 are overlaid on the image:

- 1: Points to the 'eService' tab in the navigation bar.
- 2: Points to the 'Query' link in the left sidebar.
- 3: Points to the 'Public' link in the 'Query List' section.

2) Click the Hyperlink for the Company Data Query you wish to review



3) You can review the query by clicking the “Run Query” button without entering any information or you can filter the data by selecting the start and end date, and a facility from the dropdown list before clicking the “Run Query” button.



Note:

- Date fields can be entered either manually or by using the pop-up calendar feature.
- Date format should be DD/MM/YYYY

#### 4) Review the results and optionally export the data to Excel or CSV

To export the results, you will be requested to either directly open the file or save it locally to your computer

My Dashboard

Application

**eService**

My Account

eService Management

**Query**  
Query data from database

eService > eService Management > Query

Search Result

EXECUTE QUERY

Please locate the desired query from the available Query Folders. Click on the desired query link to run the query.  
**INDUSTRIES:** If the query returns no results, the query is probably not applicable for your company.

[Back to Query List](#)

Current Query: Sample test result

1\_START\_DATE: 02/02/2012

2\_END\_DATE: 26/02/2015

Run Query

1 - 15 of 4662 item(s)

FACILITY NAME	SAMPLING LOCATION	SAMPLE START DATE	SAMPLE END DATE	PARAMETER	SAMPLE RESULT
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Aluminum as Al	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Antimony as Sb	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Arsenic as As	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Cadmium as Cd	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Chromium as Cr	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Cobalt as Co	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Copper as Cu	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Lead as Pb	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Manganese as Mn	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Mercury as Hg	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Molybdenum as Mo	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Nickel as Ni	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Selenium as Se	
BOUNDARY METER	EFFLUENT CHAMBER	09/02/2015 12:00:00 AM	09/02/2015 12:00:00 AM	Zinc as Zn	
BOUNDARY METER	EFFLUENT CHAMBER	26/01/2015 12:00:00 AM	26/01/2015 12:00:00 AM	Aluminum as Al	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

Export to Excel

Export to CSV

5) You can also review your company's files under the York Region database.

You can review files that are related to your company, if applicable, by going to the "My Account" tab located at the top of the screen and then selecting the "Attachment" tab.

The screenshot shows the 'My Account' page with the 'Attachment' tab selected. The page is divided into a left sidebar and a main content area. The sidebar contains links to 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Prepares'. The main content area shows the 'Attachment' tab with a breadcrumb trail: 'My Account > Profile Management > Basic Information'. Below the breadcrumb, there are three tabs: 'General Information', 'Address Information', and 'Attachment'. The 'Attachment' tab is active, showing a list of attachments under the heading 'Site attachments'. There are 3 items in this list. The first item is a PDF file named 'DIR\_742' with a size of 404 KB. The second item is an XLS file named 'EME required equipment.xlsx' with a size of 11 KB. The third item is a JPEG file named 'ISO1.jpg' with a size of 10 KB. Below this, there is a section for 'Permit/Plan attachments' with 2 items. The first item is a PDF file named 'DEWATERING\_672' with a size of 436 KB. The second item is a PNG file named 'ISOs.png' with a size of 14 KB. Below this, there are three sections: 'Monitoring attachments', 'Inspection attachments', and 'Enforcement attachments'. Each of these sections has a yellow box with a question mark icon and the text 'No uploaded files.'

My Dashboard Application eService **My Account** Hello, Chadarut Help Logout

Profile Management << My Account > Profile Management > Basic Information

General Information Address Information **Attachment**

**Site attachments**

1 - 3 of 3 item(s)

View	Site	File	Size
	yonge and davis	DIR_742	404 KB
	yonge and davis	EME required equipment.xlsx	11 KB
	yonge and davis	ISO1.jpg	10 KB

**Permit/Plan attachments**

1 - 2 of 2 item(s)

View	Permit #	File	Size
	2014-DP-AU-4570	DEWATERING_672	436 KB
	2014-DP-AU-4570	ISOs.png	14 KB

**Monitoring attachments**

No uploaded files.

**Inspection attachments**

No uploaded files.

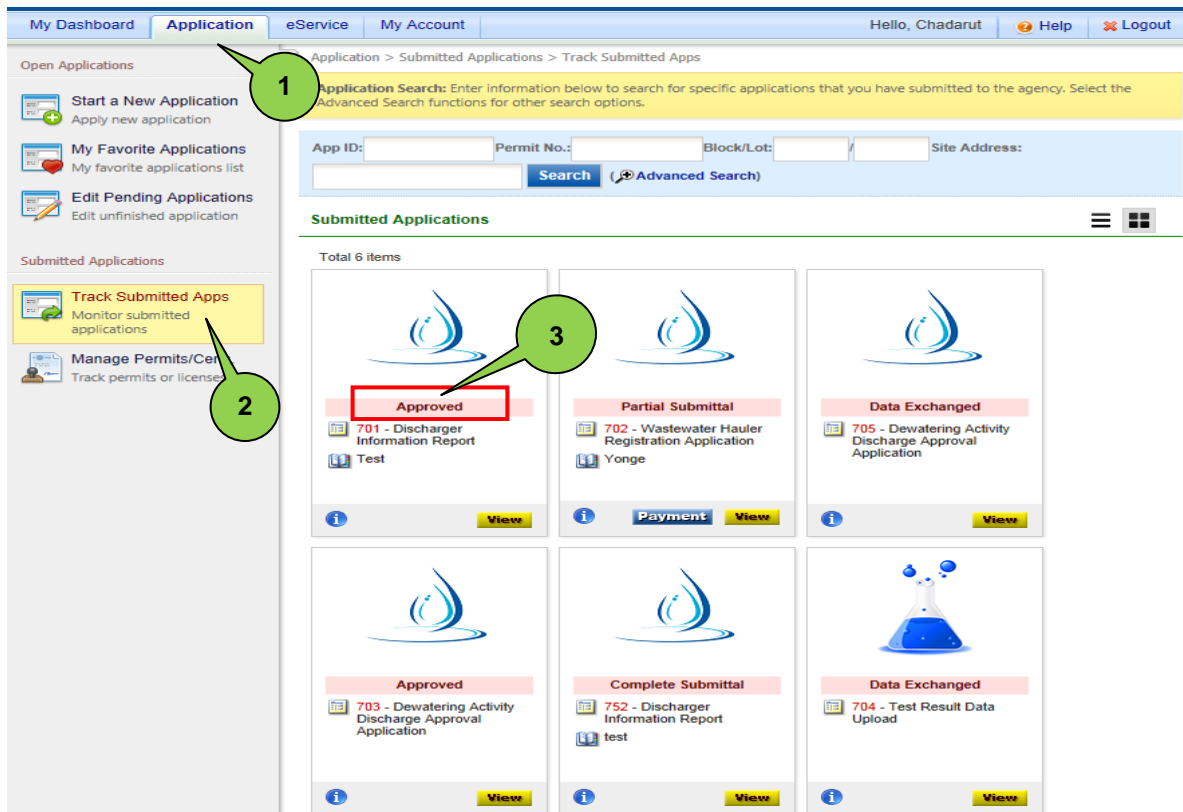
**Enforcement attachments**

No uploaded files.



### 3.6 To Review Submitted Applications

- 1) Click on the “Application” tab, then click “Track Submitted Apps” found on the left-hand side of the screen. Each submitted application will show the application status (see Number 3 in picture below)



The application status could show any of the following:

- a) Data Exchanged – approved application
- b) Approved – approved application
- c) Partial Submitted – requires more information or payment
  - If an application requires an additional payment before it can be approved, you will see a **Payment** button. You can provide payment to York Region by Cheque or Money Order. Once your payment is received, the application will continue to be processed.
- d) Denied – denied application

- 2) You can always review an application you have previously submitted.

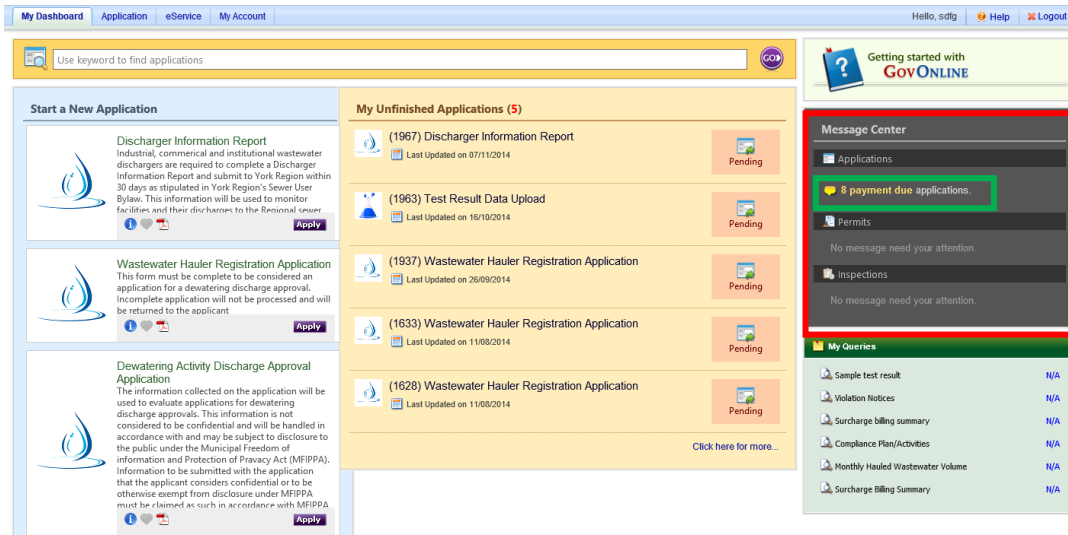
Click the **View** button to view the application results, attachments that were uploaded, and payment history.

The screenshot shows a web application interface for managing submitted applications. The top navigation bar includes 'My Dashboard', 'Application' (selected), 'eService', and 'My Account'. The left sidebar has sections for 'Open Applications' (Start a New Application, My Favorite Applications, Edit Pending Applications) and 'Submitted Applications' (Track Submitted Apps, Manage Permits/Certs). The main content area is titled 'Application > Submitted Applications > Track Submitted Applications'. It features a 'Back to Search' button and a 'Copy Application' button (callout 3). Below these are tabs for 'Application' (callout 1), 'Attachment', 'Payment', and 'Issued Permit'. A yellow banner instructs the user to click the 'Application' tab to view the submitted application form. The 'Application Basic Information' section displays details for App ID 1205, App Name 'Wastewater Hauler Registration Application', Submitted Date '18/06/2014 11:21:23 AM', Submitted by 'sdfg asdf', and Status 'Partial Submittal'. The 'Application Form(s) Detail' section (callout 2) shows a link to 'Online Wastewater Hauler Registration Application'. The 'Comment List' section at the bottom displays a message: 'No items found. Please try again.'

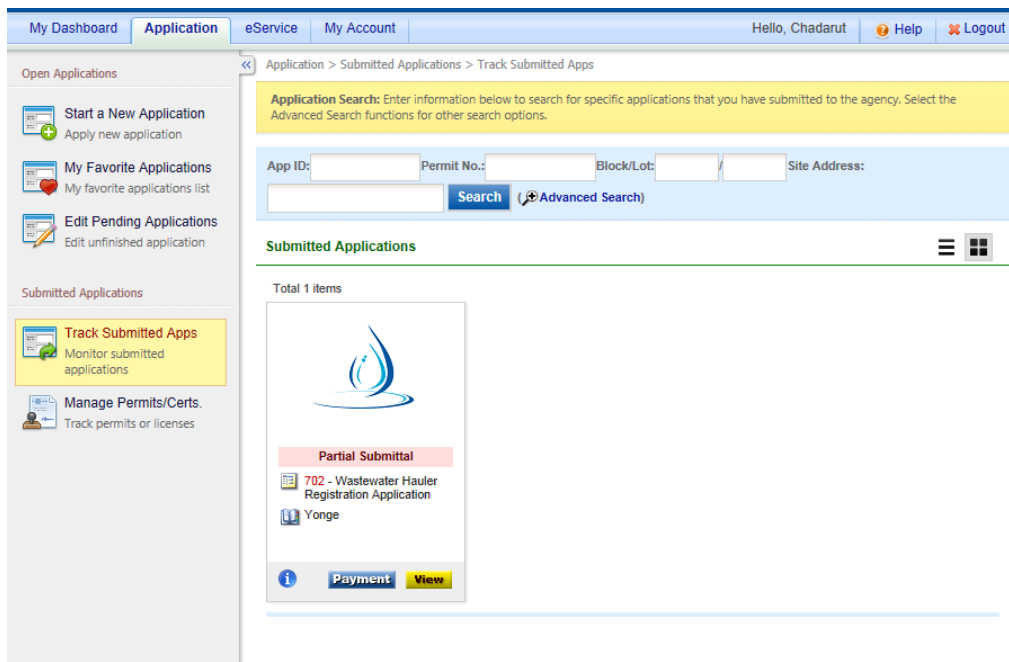
- a) Under the “Application” tab(1), you can view and print your online application (2).
- b) If you are required to submit an application that will be very similar to a previous submission, you can view the previous application and click the **Copy Application** button to copy the data into a new submission. Depending on the type of application, this can save you time.
- c) Under the “Attachment” tab, if you sent in an attachment online rather than in the mail, you can click on the file name to view your document. For an application that has not been approved by York Region, you will have a choice to upload documents online by clicking the “Upload” button. Also, if York Region requires an additional document to be sent in with the application, this is the place to attach the additional document.
- d) Under “Payment” tab, you can view the payment amount and the amount due.
- e) The “Issued Permit” tab will display the permit number, if applicable, including the permit effective and expired dates.

### 3.7 To Review the Message Center to Monitor your Submission

- 1) Once logged in, on the right-hand side of the Home page, the Message Center displays all communication relevant to your ongoing applications and that have been sent from York Region staff. These messages could include requests for clarification or more information, additional documents needed, or payments still waiting to be received.



- 2) Click the message hyperlink to see the detailed messages. Once clicked, you will be presented with the application containing the requests from the Region. Review each submission and supply the Region with the necessary information so that your application can be processed completely.



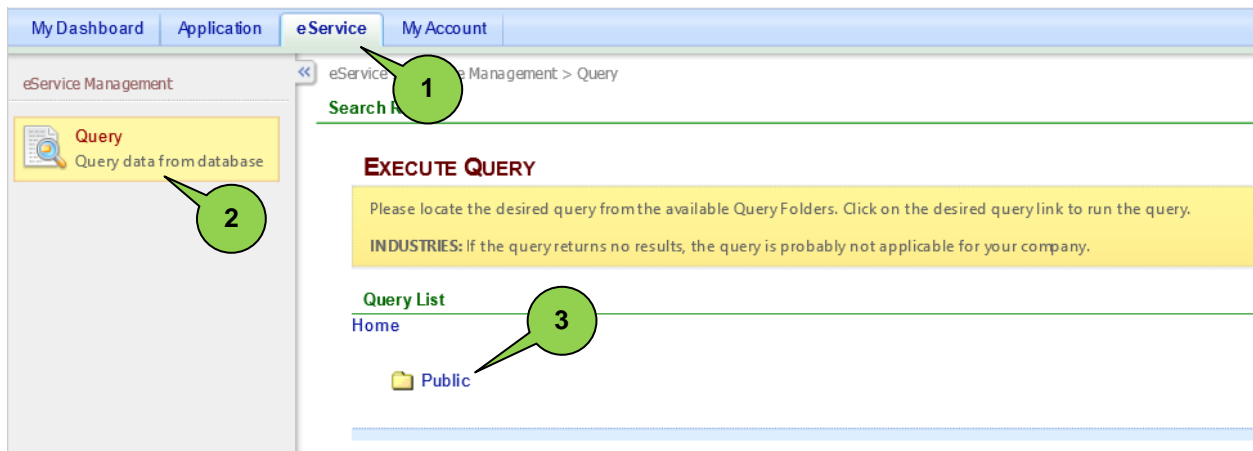
## 4 Important Notes for Wastewater Haulers

### 4.1 Reviewing Monthly Hauled Wastewater Volume

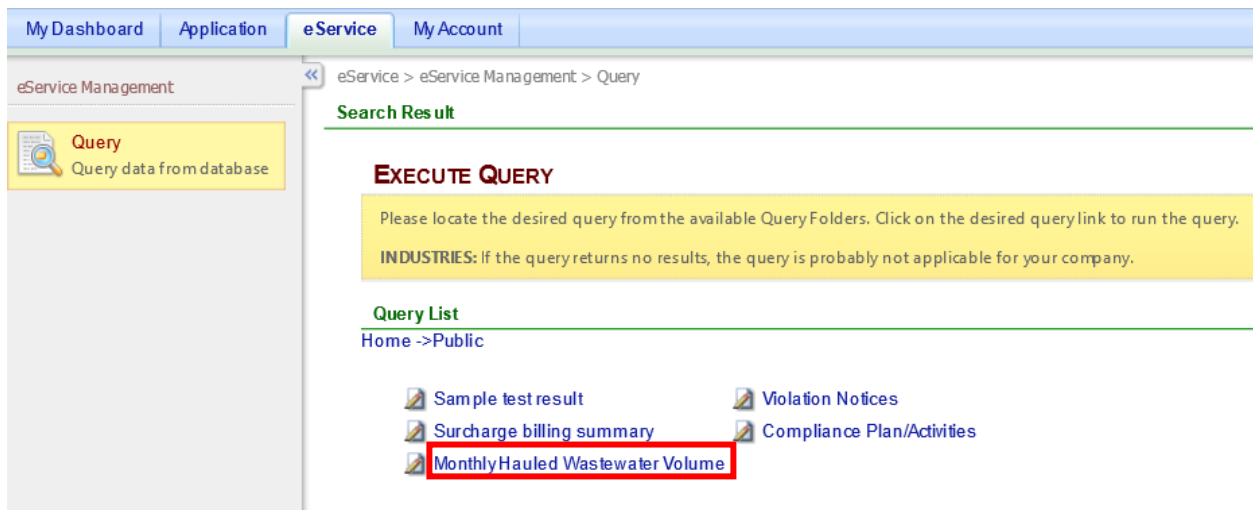
The Sewer Use Bylaw Services website provides 24/7 services allowing you to review your current hauled wastewater volume discharge at the Region's hauled wastewater receiving facilities. Currently, only the Sutton WPCP locations is supported to view hauling data.

Note that Sutton haulers should allow 24 hours to pass after discharging before the volume becomes available on the Sewer Use Bylaw Services website.

- 1) Click on “eServices”, select “Query”, then click “Public”



- 2) Click the Hyperlink for the Monthly Hauled Wastewater Volume Query



- 3) You can review all your volume information by clicking “Run Query” or you can filter the data by selecting the start and end date before clicking “Run Query as well as by using the “Facility Name” dropdown in case your account is related to more than one company.

My Dashboard Application **eService** My Account

eService Management << eService > eService Management > Query

**Search Result**

**EXECUTE QUERY**

Please locate the desired query from the available Query Folders. Click on the desired query link to run the query.

**INDUSTRIES:** If the query returns no results, the query is probably not applicable for your company.

[Back to Query List](#)

**Current Query: Monthly Hauled Wastewater Volume**

1\_START\_DATE:

2\_END\_DATE:

FACILITY\_NAME:

- 4) Review the results and optionally export to Excel or CSV

**Current Query: Monthly Hauled Wastewater Volume**

1\_START\_DATE:

2\_END\_DATE:

FACILITY\_NAME:

1 - 15 of 99 item(s)

NAME	STREET ADDRESS	TOWN	POSTAL CODE	LICENSE	DISCHARGE VOLUME (L.G.)	DISCHARGE DATE	PROXCARDNO	PERMITID	REGISTRATION YEAR
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	10/02/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	13/02/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	17/02/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	24/02/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	29/02/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	15/05/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	23/05/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	25/05/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	07/06/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	13/06/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	16/07/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	03/10/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	05/10/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	12/10/2012 12:00:00 AM		176	1950
2024515 Ontario Ltd.	6603 3Rd Line, Rr#2	Tottenham, ON	LOG 1W0		1000	19/10/2012 12:00:00 AM		176	1950


1 2 3 4 5 6 7

- 5) If exporting results, you will be requested to either directly open the file or save it locally to your computer

## 4.2 Special Instructions for the Wastewater Hauling Registration Application

Please note the following two questions on the Wastewater Hauling Registration Application. They are the last two questions and they dictate a portion of the fee that you will owe. For each hauled wastewater receiving facility, please **only include the number of access cards needed for new vehicles**. For existing vehicles, you do not need to get a new electronic/magnetic access card.

### Fleet

List details of all vehicles that will be used by the applicant for hauling wastewater (You may attach another sheet if additional space is required)  
Click  to save your information before proceeding to next step.

Vehicle Year	Vehicle Model	License Plate	Capacity (Imp. Gal.)	Access Device No.	Aurora Panel Access No.	Sutton Panel Access No.

#### Add New Record

\*Registered vehicles only. Write the first five digits which can be found at the back of your access card / Electronic / Magnetic Access Device  
Number of new vehicles that require a Electronic/Magnetic Access Devices to enter Aurora P.S.

Number of new vehicles that require a Electronic/Magnetic Access Devices to enter Sutton WPCP

## 5 Important Notes for Submitting Test Results

### 5.1 Special Instructions for the Test Results Data Upload Application

The Test Results Data Upload application has some unique questions that we will explain in greater detail below. Any step not mentioned below that occurs during the Test Results Data Upload application is to be completed as described in the "To submit an application" section found above in this guide.

- 1) Choosing or Creating a Facility

The first question presented on this application is a dropdown menu. This dropdown menu may contain values which are meant to describe the various Facilities associated to your account. If one of these Facility descriptions matches the Facility you wish to upload results for, please choose that Facility and continue.

If the associated Facility cannot be found in this dropdown menu, please leave the dropdown menu blank and select the "New Facility" checkbox to the right of the dropdown menu. This will refresh the page and present a new text field to the right of the checkbox where the new Facility's name should be entered.

### TEST RESULTS UPLOAD (APP ID: 2448)

Please fill out the form below.

★ Facility:

☒ New Facility

## 2) Choosing or Creating a Sample Location

The second question presented on this application is another dropdown menu. This dropdown menu may contain values which are meant to describe the various Sample Locations associated to the Facility chosen in the previous question. If a New Facility was made above, this dropdown will always appear empty. If one of these Sample Location descriptions matches the Sample Location you wish to upload results for, please choose that Sample Location and continue.

If the associated Sample Location cannot be found in this dropdown menu, please leave the dropdown menu blank and select the “Create New Sample Location” checkbox below the dropdown menu. This will refresh the page and present new fields that must be filled in to provide further information about this new sampling location.

### Sample Location

---

☒ Create New Sample Location

\* Sample Location Name

Sample Location Description

\* Street Number      \* Street Name      \* Street Type      Street Direction  
                 

Sub Street Type      Sub Street Number  
     

\* Province      \* Municipality      Postal Code  
           

## 3) Entering Test Results

These actions must be carried out in order to correctly submit a Test Results Upload application:

- (1) Calendar control allows the selection of multiple days in one or many months. Use the “<” and “>” buttons at the top to travel between months. Once a day is clicked, it will be highlighted in grey. The days selected are also presented below the calendar.
- (2) In the substance list, the substances which results were received for must be selected in this list. To select multiple substance, *hold the <Ctrl> key* on your keyboard as you click the different substances. The substances should be highlighted in blue once selected.

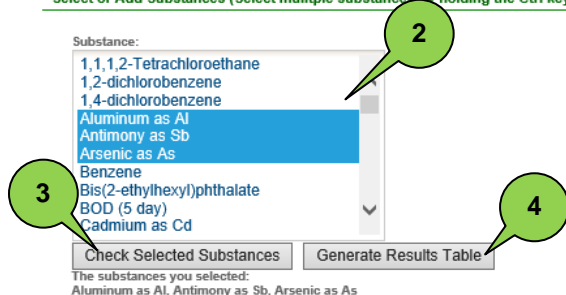
- (3) Once the substances have been selected, click the “Check Selected Substances” to confirm the selection. Once this is clicked, the substances will be displayed below the substance selection list.
- (4) After the “Check Selected Substances” button has been clicked and substances are displaying below the substance list, click the “Generate Results Table” button to create a grid with the substances down the left hand column and the sample days across the top.
- (5) In the grid, there are two required fields for each substance per each sample date.
  - The first is the result field which is the longest visible field in the grid.
  - The other field is for entering the measurement unit.

#### Select Sample Dates (Multiple select)



The date(s) you select:  
11/08/2014, 13/08/2014, 27/08/2014

#### Select or Add Substances (Select multiple substances by holding the Ctrl key)



#### Fill in Test Result(s)

Substance	11/08/2014		13/08/2014		27/08/2014	
Aluminum as Al	11	mg/L	0	mg/L	7	mg/L
Antimony as Sb	323	mg/L	111	mg/L	209	mg/L
Arsenic as As	1	mg/L	3	mg/L	2	mg/L

Once you have completed the data entry on the contact information section below, at the bottom of the page, there is blue ( [Next](#) ) button which will save the information.



#### Contact Information

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##### APPLICANT

\* Name (Full legal name of the individual or business)

☐ Update contact info in iPACS

\* First Name

Middle Initial

\* Last Name

Title

\* Address 1

Address 2

\* Province

\* Municipality

\* Postal Code

\* Phone

Ext.

Fax

\* Email

Exit

Next

After the results have been entered and the **Next** button is clicked, the final steps of the application will be presented. Please refer to the “To submit an Application” section above for more information on how to successfully submit an application.

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**Thank you for using York Region’s Sewer Use Bylaw Services**