

ETS - Industrial Data Submission Training Manual

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



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1. Introduction

Ambient XML Schema 2.0

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

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

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

Note: For more information on Ambient XML Schema 2.0 please see:

<https://training.energy.gov.ab.ca/Pages/Air.aspx>

ETS Air Data Background

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

- 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 (IAM) reports
 - Combined monthly, quarterly and annual reports (if air component required)
 - SES, RATA, SES/RATA, and CGA reports

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

- Industrial Ambient Site documentation
- Industrial Ambient Proposal
- CEMS Monitoring Plan
- Special Air Reports
- Industrial Notifications, including:
 - Continuous Ambient Monitoring
 - Start-up
 - Scheduled Shutdown
 - CEMS Recertification
- QAP Plans (upon request)
- Audit Reports (upon request)
- CEMS CAR report

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

2. Accessing ETS

ETS submission link is on <https://training.energy.gov.ab.ca/Pages/Air.aspx>

Alberta.ca > Energy Home > Alberta Online Learning > Air

Accounts (ETS) Administration
Agreement Management
Air
 Assignments
 Crown Mineral Activity and Wells
 Freehold Mintax
 Interactive Map
 Land Searches
 Mineral Direct Purchase
 Mineral Royalty Form Submission
 Offsets
 Oil Sands
 PNG Continuation
 Registration of Encumbrances
 Sales
 Technology Innovation and Emissions Reduction
 Transfers
 Unit Agreements and Trespass

ETS Electronic Transfer System

Air
 The air reporting module is a new feature in ETS that allows for electronic submission of air data and reports as per [Air Monitoring Directive](#) requirements.
 If you have general questions on the Air Monitoring Directive, please contact AMDFeedback@gov.ab.ca.
 If you have questions on the submission of air data and reports required by your approval, please contact air.reporting@gov.ab.ca.

- [Training Manuals](#)
- [Forms](#)
- [Ambient XML Schema](#)

Please Note: Minor changes may still be made to the XML schemas and AMD Forms to address any bugs that may arise. Stakeholders will be notified if changes are made.

Training Manuals

Module
ETS Air Data Submission Training Manual for Industry V3.0 This module offers an overview of how to submit industrial air data in ETS. (May 22, 2020)
ETS Air Data Administration Module Training Manual for Industry V2.0 This module offers an overview of how to use the Administration Module for managing industrial air metadata (May 22, 2020)
ETS Air Data Submission Training Manual for Airsheds V2.0 This module offers an overview of how to submit airshed air data in ETS. (May 22, 2020)
ETS Air Data Administration Module Training Manual for Airsheds V2.0 This module offers an overview of how to use the Administration Module for managing airshed air metadata. (May 22, 2020)

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

Login screen (updated September 2020):

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



- “**Regulatory**” – for the Submitter to make data and report submissions, and manage warnings/errors.
- “**Administration**” – for the Coordinator to assign User Role(s) and the Station Manager to update Source and Station information. Also, Users can identify the role(s) assigned to them.
- “**Work In Progress**” – for Submitter, Reviewer, and Viewer to see the status of the data submission. The Reviewer accesses this node to review submissions that must be accepted or rejected.

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

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

ETS Support and Web Browser Compatibility

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

Submission Failure or ETS Outage

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

Planned ETS maintenance or outages will be posted on the ETS site and communicated to ETS users. ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 6:00 pm Sunday.

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

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

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

3. ETS Account Set-Up

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

Site Administrator, refer to “*ETS Account Setup and Preferences*” at https://training.energy.gov.ab.ca/Courses/ETS_account_setup_and_preferences.pdf

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

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

4. ETS Role Management

Each Client Account must be assigned role(s).

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

Please note:

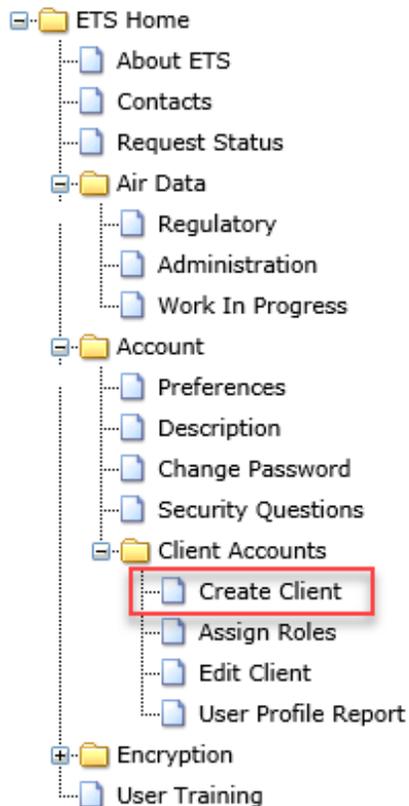
- Site Administrator needs to assign coordinator role(s).
- Coordinator needs to go through each user and assign or remove roles, as needed for each approval.
- If an EPEA Approval number is not showing up on the list, please contact air.reporting@gov.ab.ca to have it assigned.
- Contractors may submit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

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

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

Note: If you do not know who your Site Administrator is, please contact ETSAccountSetup@gov.ab.ca

5. Creating Client Accounts



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

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

- “**Accounts**”
- “**Client Accounts**”

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

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

https://training.energy.gov.ab.ca/Courses/ETS_client_account_setup_and_maintenance.pdf

Note: ‘Client’ is equivalent to ‘User’

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

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

The Fax Number and Business Area are optional.

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

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

Create Client Account

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

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

***First Name:**

***Last Name:**

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

***Email Address:**

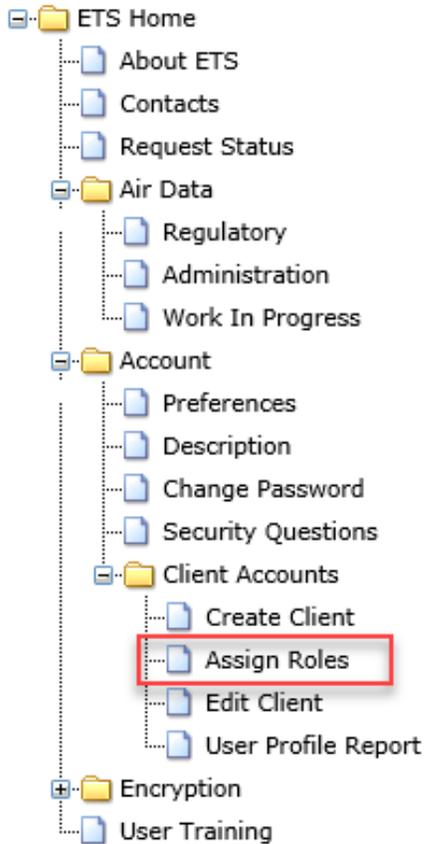
***Repeat Email Address:**

Business Area:

* - denotes Required Field

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

6. Assigning a Coordinator Role



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

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

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

Assign Client Roles

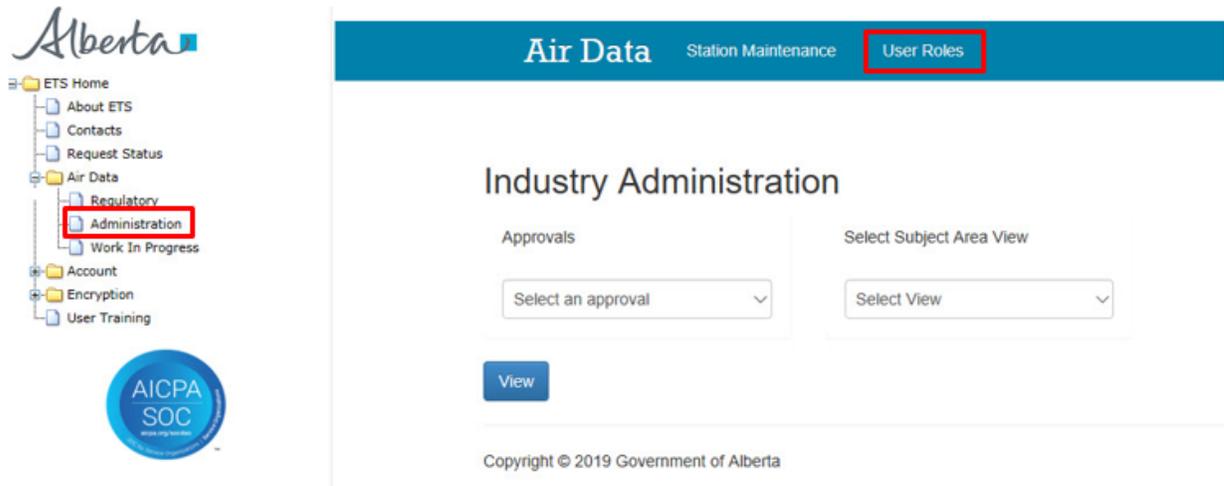
Select Client Account:

Select Form Type:

Select Roles:

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

7. Assigning User Role(s)



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

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

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

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

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

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

Using the “**Roles Maintenance**” screen, the Coordinator can now assign role(s) to the User with the following steps:

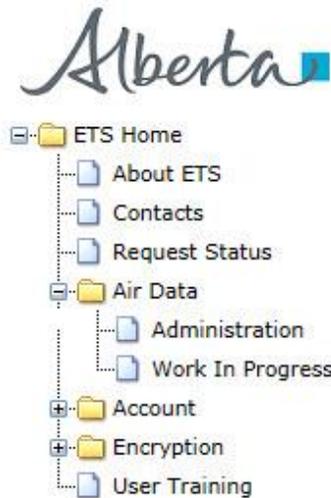
1. Identify and select the User from the “**User**” dropdown list.
2. Select the approval for the User.
3. Select the role(s) for the User in the “**Roles**” list
 - Multiple (or all) roles can be assigned to any User.
4. Click the “**Assign**” button.
5. Once the transaction is successful, a green “**Data has been saved**” bar should appear.

The screenshot shows the 'Roles Maintenance' interface. At the top, there are navigation tabs: 'Air Data', 'Station Maintenance', and 'User Roles'. Below the tabs, there are two dropdown menus: 'User' (set to 'EA1041_Client A') and 'Company Approvals' (set to '195448'). A table titled 'Roles' contains five rows with checkboxes and descriptions. The 'Submitter' role is selected. A blue 'Assign' button is located at the bottom right of the table area, with a red circle and the number '4' next to it.

The screenshot shows the 'Roles Maintenance' interface after the assignment. A green success message bar at the top reads 'Data has been saved' with a close button (X) on the right. Below the message, the 'Roles Maintenance' screen is shown again, with the 'Submitter' role still selected in the 'Roles' table. The 'User' dropdown is set to 'EA1041_Client A' and 'Company Approvals' is set to '195448'. A red circle with the number '5' is positioned to the left of the success message bar.

8. Determine Assigned Role(s)

To determine the role assigned to you:



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

The User Roles screen appears showing:

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

Roles Maintenance

1 User: EA1037_BUGS - Bugs Bunny 2 Company Approvals: 195448

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

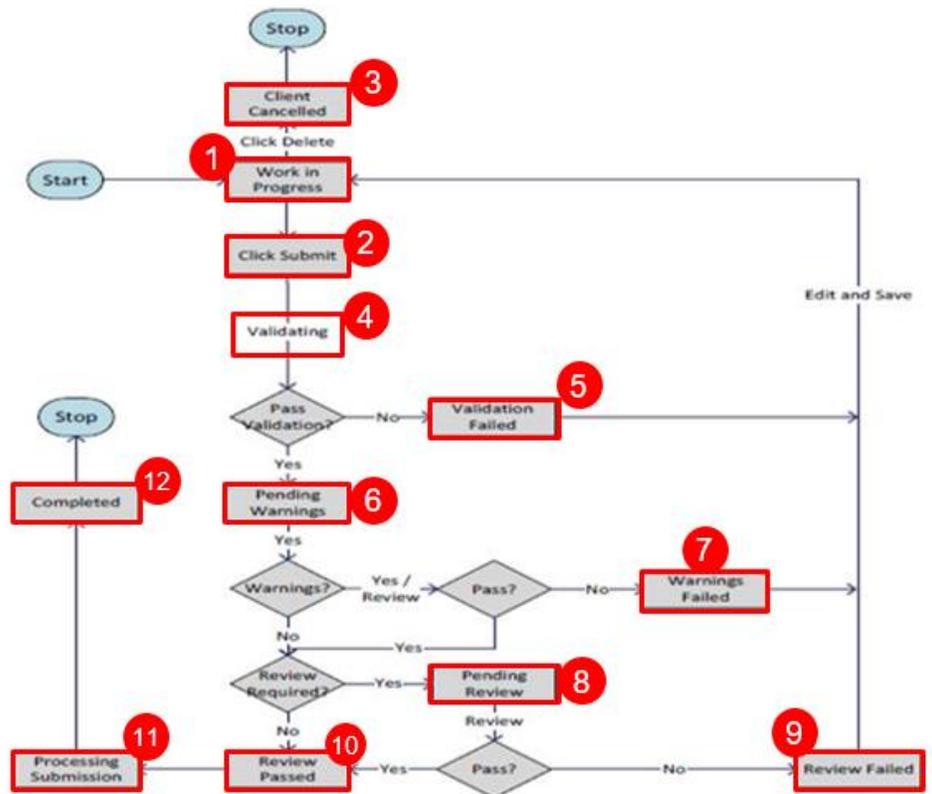
Copyright © 2019 Government of Alberta

Note: The "Assign" button is available to the Coordinator only

9. Data Submission Overview

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

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



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

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

Regulatory Submission Form

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

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



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

Note: The Submitter can only access the “**Regulatory**” sub-node. The Submitter role must be assigned in order to submit a file

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

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

1. "Company Name" (selected from dropdown list)
2. "Comment" (optional)
3. "File Type" (selected from dropdown list)
 - Multiple file types can be uploaded under the same ETS request number
4. "Choose File(s)" (selected using the "**Browse**" button and uploaded clicking the "Upload" button)
 - Files of the same 'File Type' can be selected and uploaded at the same time. For example, an AMD1, AMD5 and AMD8
 - Files of different 'File Type' must be selected separately, but can still be submitted under the same ETS request number. For example, AMB, LAB and CAL

The screenshot shows the "Regulatory Submission" form with the following callouts:

- Status - Work in Progress**: The Status is set to "Work in Progress" at the start of the process.
- Company Name**: A dropdown menu for selecting the company name.
- Comment**: An optional text field for adding a comment.
- File Type**: A dropdown menu for selecting the file type.
- Choose File(s)**: A file selection area with a "Browse..." button to search for files to be uploaded.
- Upload**: A button to upload the selected file(s).
- Submit**: A button to submit the file for validation.
- Save**: A button to save the data to ETS where it is stored until it is submitted for review.
- Delete**: A button to cancel the submission request.
- Close**: A button to go back to the sign in page without saving data.

List of Regulatory file types:

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

Industrial File Types

The formats for the listed file types are:

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

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

For more information see “Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates” at <https://www.alberta.ca/assets/documents/ep-epea-approval-acceptable-formats.pdf>

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

Naming Guidelines

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

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

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

For more information on naming convention, see “*EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline*” at <https://www.alberta.ca/assets/documents/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf>

Regulatory Submission 433339

Submission
Warning/Review

Submission

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

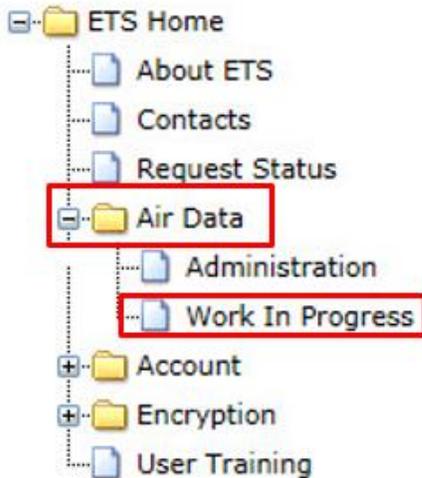
File Type: Ambient Data

Choose File(s):

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

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

Work in Progress Form



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

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

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

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

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

Work in Progress

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

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

Search Requests

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

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

Note: If no criteria is entered, the result will return all requests under the account.

Work in Progress

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

List of Status types:

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

Search Results - Example

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

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

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

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

Work in Progress

Status:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2019/10/12"/>	End Date:	<input type="text" value="2019/10/17"/>
Comment:	<input type="text"/>		

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

Page 1

Click on the request number

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

Warning Form

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

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

The information the Submitter will see are:

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

To approve or reject the request, the Submitter will:

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

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

Status: Pending Warnings

Submitted By: EA1035_Client A

Submission Date: 2019/08/12

Warning Comment:

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

Approve
Reject

Close

The Submitter fills in the Warning Comments (Mandatory)

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

Review Form

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

The Reviewer is able to see the *Warning Report* (if any warnings were approved)

The information the Viewer/Reviewer will see are:

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

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

Status: Pending Review

Submitted By: EA1035_Client A

Submission Date: 2019/08/12

Warning Comment:

Review Comment:

File	File Type
LAB-00195448-201902-Comment.pdf	Lab Report

Approve
Reject

Close

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

10. Data Submission Process

Upload & Submit Request

Regulatory Submission 433339

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

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

Add Comments - max length 60 characters (Optional Field)

Select File Type from the dropdown list

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

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

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

The screenshot shows a form with the following fields: Status (Work in Progress), Company Name (ABC Company Inc.), Comment (empty), File Type (Ambient Data), and a file list table with one entry: AMB-00195448-201902-passive.xml, Ambient Data. Buttons for Submit, Save, Delete, and Close are at the bottom.

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

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

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

Regulatory Submission 433339

The screenshot shows the same form as above, but with the "Submit" button highlighted with a red box.

Cancel Request

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

Regulatory Submission 433339

Submission
Warning/Review

Submission

Status: Work in Progress

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

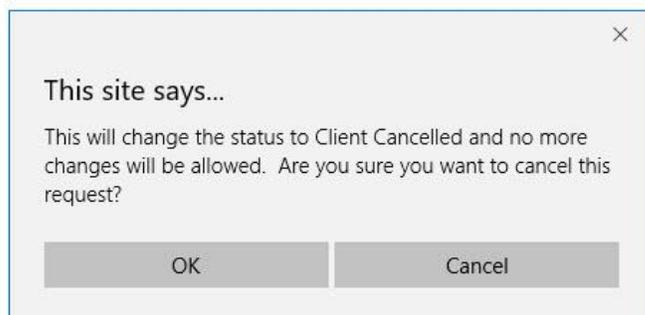
Choose File(s): Browse... Upload

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

Submit
Save
Delete
Close

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

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



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

Regulatory Submission 432804

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

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

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

Data Certification

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

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

Regulatory Submission 433343

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

Continue Cancel

Data Validation

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

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

Regulatory Submission 433360

Submission
Warning/Review

Submission

Status: Validating

Company Name:

Comment:

File Type:

Choose File(s):

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

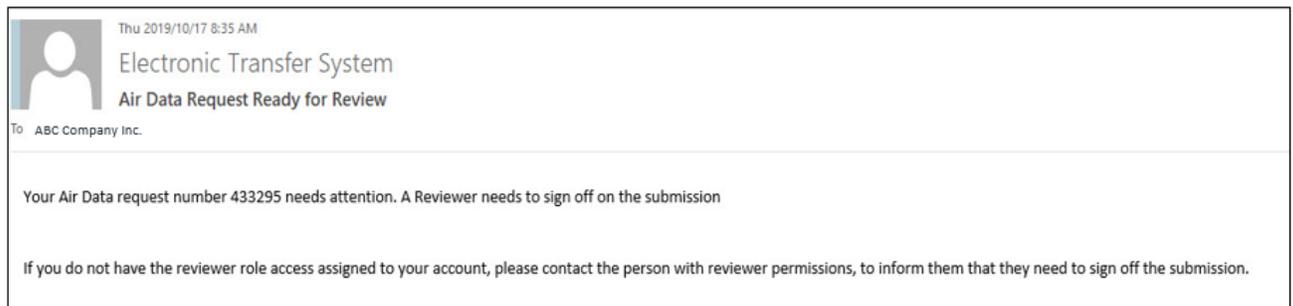
Note: Now the submission request form is greyed, therefore cannot be modified

Validation Passed

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

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

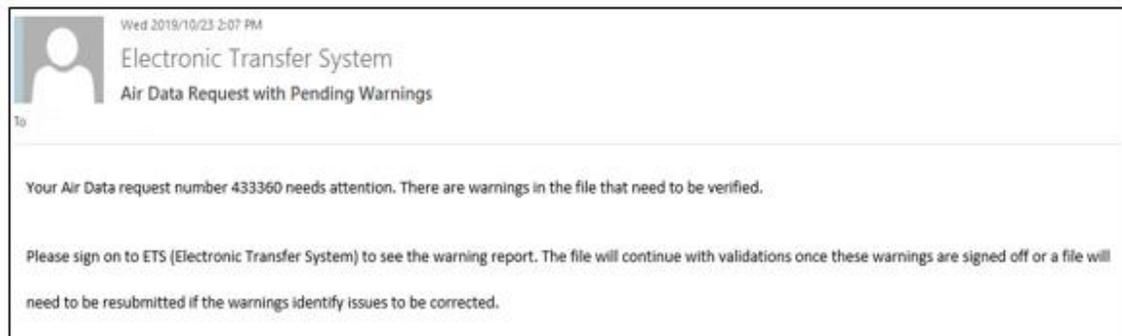
If a User has Submitter and Reviewer roles assigned, the status will not go to **Pending Review**, it will go straight to **Processing** and next to **Completed**



Pending Warnings

If the request passes validation processing and warnings have been identified, an email is sent to the Submitter indicating there are warnings in the file that need to be either approved or rejected.

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



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

- Entering search criteria for the request in the “*Work in Progress*” form

Click on the desired request number with the **Pending Warnings** status

Work in Progress

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

Find
Close

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

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

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

Warning Report

Status: Pending Warnings

Submitted By: EA1035_Client A

Submission Date: 2019/08/12

Warning Comment: Reject

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

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

This is the *Warnings Report* providing details why the request has warning errors.

The information in the report includes:

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

**ELECTRONIC TRANSFER SYSTEM
AIRDATA
WARNINGS REPORT**

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

3 **AMB-00195448-201902-passive.xml**

- Data was already successfully submitted for the following Station(s) and VVC(s) for this time period. By resubmitting this file, the data will be overwritten: [Approval 195448 Station ID: 00195448-P-1 VVC Code: vvc1012], [Approval 195448 Station 00195448-P-2 VVC Code: vvc1012], [Approval ID:195448 Station ID: 00195448-P-3 VVC Code: vvc1012], [Approval 195448 Station 00195448-P-4 VVC Code: vvc1012], [Approval 195448 Station 00195448-P-5 5, VVC Code: vvc1012]

Total Number of Warnings: 1

5

*** End of Report ***

Warnings Approval

If the Submitter approves the request:

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

Status:	Pending Review
Submitted By:	
Submission Date:	2019/08/12
Warning Comment:	Approved
Review Comment:	

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

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

Pending Review

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

To start the review process, the Reviewer will:

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



The “*Work in Progress*” form appears

Work in Progress

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

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

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

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

And clicking the “**Find**” Button.

Reviewer clicks on the desired request number with the **Pending Review** status to review and process request

Work in Progress

Status:	<input type="text" value=""/>	Request #:	<input type="text" value=""/>
Start Date:	<input type="text" value="2019/10/12"/>	End Date:	<input type="text" value="2019/10/17"/>
Comment:	<input type="text" value=""/>		

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

Page **1**

Reviewer Process

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

Information also provided are:

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

To approve or reject the request, the Reviewer:

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

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

Regulatory Submission 433360

Submission
Warning/Review

Review / Warning

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

Status: Pending Review
Submitted By: EA1035_Client A
Submission Date: 2019/08/12

Warning Comment:

Review Comment:

Not Approved

File	File Type
AMB-00195448-201902-passive.xml	Lab Report

Approve
Reject

Close

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

Review Passed

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

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

Regulatory Submission 433360

Submission

Warning/Review

Submission

Status: Review Passed

Company Name: ABC Company Inc.

Comment:

File Type: Ambient Data

Choose File(s): Browse... Upload

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

Close

Work in Progress

Status: ▼

Start Date: 2019/10/12

Comment:

Request #:

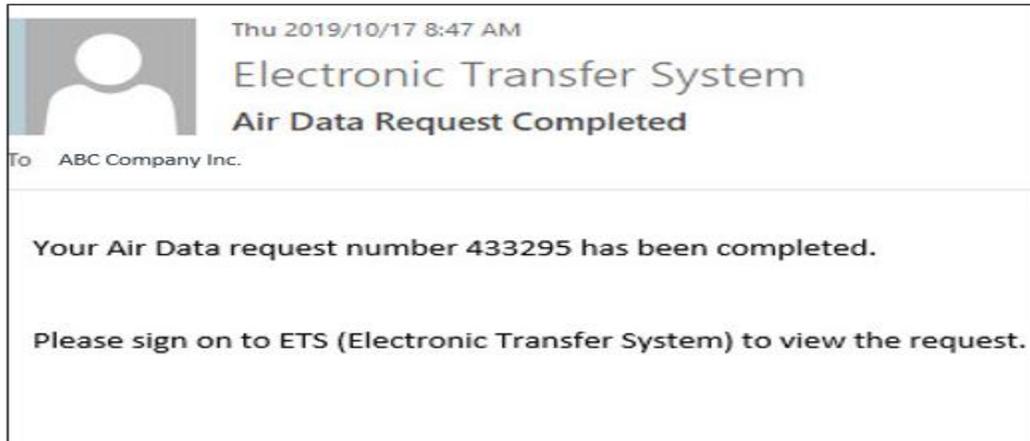
End Date: 2019/10/17

Find
Close

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

Completed

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



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

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

Work in Progress

Status:	<input type="text" value="▼"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2019/10/12"/>	End Date:	<input type="text" value="2019/10/17"/>
Comment:	<input type="text"/>		

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

Page 1

Completed Submission Process

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

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

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

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

Regulatory Submission 433360

[Submission Report](#)

Submission
Warning/Review

Submission

Status: Completed

Company Name: ABC Company Inc. ▼

Comment:

File Type: Ambient Data ▼

Choose File(s): Browse... Upload

File	File Type
AMB-00195448-201902-passive.xml	Lab Report

Close

Completed Submission Report

The *Submission Report* includes the following information:

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



ELECTRONIC TRANSFER SYSTEM
AIRDATA
SUBMISSION REPORT

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

Submitted by: EA1035_Client A
Submission Date: Oct 17, 2019 8:34:21 AM

File Type: Lab Report
File Name: LAB-ABC Company-201902-Comment.pdf

Total Number of Files: 1

*** End of Report ***

Please Note:

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

Important:

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

Validation: Failed

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



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

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

Work in Progress

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

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

Page 1

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

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

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

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

Regulatory Submission 433357

[Error Report](#)

Submission
Warning/Review

Submission

Status: Validation Failed

Company Name:

Comment:

File Type:

Choose File(s):

File	File Type	
AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx	AMD11	<input type="button" value="X"/>

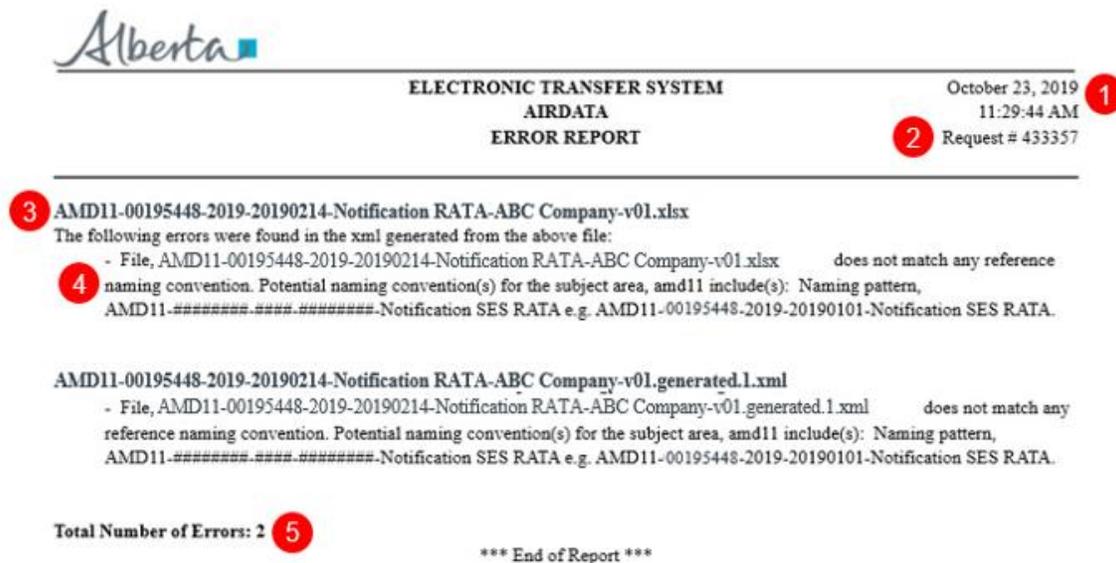
Note: If you click the “**Save**” button the Error Report will disappear. To generate the error report again, hit “**Submit**”

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

The information in the *Error Report* includes:

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

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



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

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

3 AMD11-00195448-2019-20190214-Notification RATA-ABC Company-v01.xlsx
The following errors were found in the xml generated from the above file:

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

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

Total Number of Errors: 2

*** End of Report ***

Warnings: Failed

If the Submitter rejects the request:

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

[Warning Report](#)

Status: Warnings Failed

Submitted By: EA1035_Client A

Submission Date: 2019/08/12

Warning Comment:

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

Save
Close

Review: Failed

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

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

Regulatory Submission 433360

Submission
Warning/Review

Review/Warning

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

Status:	Review Failed
Submitted By:	EA1035_Client A
Reviewed By:	EA1035_Client B
Submission Date:	2019/08/12
Warning Comment:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Review Comment:	Not Approved

File	File Type
AMB-00195448-201902-passive.xml	Lab Report

Save
Close

Correcting Failed Submissions

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

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

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

Resubmission of Amended Files

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

Examples:

- Original IAM report (pdf): IAM-00195448-201901
- Amended IAM report (pdf): IAM-00195448-201901-**V01**

- Original AMD7 form (excel): AMD7-00195448-2019-20190122-Stack A
- Amended AMD7 form (excel): AMD7-00195448-2019-20190122-Stack A-**V01**

- Original Ambient Schema (xml): AMB-00195448-201901
- Amended Ambient Schema (xml): AMB-00195448-201901-**V01**

11. Error Types

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

File Validation

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

Ambient XML/AMD Forms Schema Validations

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

Data Validation (Hard Stops)

- Encountered when the file(s) have been loaded for processing but fails the data validation rules before being reviewed by the Reviewer. The Submitter has to correct the file and resubmit.
- Ex. invalid VVC code, incorrect source name and unique IDs, approval ID in filename does not match submitted approval ID in form, wrong naming convention.

Possible Data Validation (Warnings)

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

Examples of the types of errors are shown below

File Validation Error

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

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

Regulatory Submission

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

Submission	Warning/Review
Submission	
Status: Work in Progress	
Company Name: <input style="width: 90%;" type="text"/>	
Comment: <input style="width: 90%;" type="text"/>	
File Type: Ambient Data	
Choose File(s): <input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
<input style="border: 2px solid red;" type="button" value="File"/>	<input type="button" value="File Type"/>

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

Regulatory Submission 433339

Errors in File : AMB-00195448-201902-passive.xml. Please check Error Report for details.
[Error Report](#)

Submission	Warning/Review				
Submission					
Status: Work in Progress					
Company Name: ABC Company Inc.					
Comment: <input style="width: 90%;" type="text"/>					
File Type: Ambient Data					
Choose File(s): <input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">File</th> <th style="width: 50%; text-align: left;">File Type</th> </tr> </thead> <tbody> <tr> <td>AMB-00195448-201902-passive.xml</td> <td>Ambient Data</td> </tr> </tbody> </table>	File	File Type	AMB-00195448-201902-passive.xml	Ambient Data	<input type="button" value="X"/>
File	File Type				
AMB-00195448-201902-passive.xml	Ambient Data				

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



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

October 22, 2019
5:01:50 PM
Request # 433339

For technical support related to the following errors, please contact ETS@gov.ab.ca

AMB-00195448-201902-passive.xml
- User EA1035_Client A is not authorized to submit for approval 195448. Please contact your ETS Coordinator for details.

Total Number of Errors: 1

*** End of Report ***

The Coordinator should be contacted to address this error.

Ambient XML/AMD Forms Schema Validations

Regulatory Submission 433555

Errors in File : [AMB-00195448-201904-cont xml schema error.xml](#). Please check Error Report for details.

[Error Report](#)

Submission	
Status:	Work in Progress
Company Name:	ABC Company Inc.
Comment:	
File Type:	Ambient Data
Choose File(s):	<input type="button" value="Choose Files"/> No file chosen <input type="button" value="Upload"/>
File	File Type
AMB-00195448-201904-cont xml schema error.xml	Ambient Data

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

ELECTRONIC TRANSFER SYSTEM AIRDATA ERROR REPORT	
November 12, 2019 8:47:03 AM Request # 433555	
<p>For technical support related to the following errors, please contact ETS@gov.ab.ca</p> <p>AMB-00195448-201904-cont xml schema error.xml</p> <p>- Source: Data >> Measurement >> Interval >> End [Line 5; position 43] Message: The 'End' attribute is invalid - The value " " is invalid according to its datatype 'http://www.w3.org/2001/XMLSchema:dateTime' - The string " " is not a valid DateTime value.</p> <p>Total Number of Errors: 1</p> <p>*** End of Report ***</p>	

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

```

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

```

Data Validation (Hard Stop) Error Examples

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

Regulatory Submission 433394

[Error Report](#)

Submission
Warning/Review

Submission

Status: Validation Failed

Company Name: ABC Company

Comment:

File Type: Ambient Data

Choose File(s): No file chosen

File	File Type	
AMB-00195448-201904-fix cont.xml	Ambient Data	X

Clicking on the *Error Report* link brings up the *Error Report* showing two error descriptions. The descriptions for these errors indicate there was an incorrect station submission for the approval.



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
ERROR REPORT**

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

AMB-00195448-201904-fix cont.xml

- Invalid Station ID(s):.00195448-C-2-00195448-C-3-00195448-C-4
- The following station ID(s).00195448-C-1 do(es) not belong to the approval ID: 195448-

Total Number of Errors: 2

*** End of Report ***

Note: For more information regarding file naming conventions, please see: *EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline* at <https://www.alberta.ca/assets/documents/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf>

Possible Data Validation Errors (Warnings)

This is another example of a data validation error.

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

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

Regulatory Submission 433360

Submission
Warning Review

Review/Warning

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

[Warning Report](#)

Status: Pending Warnings

Submitted By: EA1035_Client A

Submission Date: 2019/08/12

Warning Comment:

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

Clicking on the *Warning Report* link generates the *Warning Report* which indicates the file has been already submitted and resubmitting this file will overwrite previous data.



ELECTRONIC TRANSFER SYSTEM
AIRDATA
WARNINGS REPORT

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

AMB-00195448-201902-passive.xml

- Data was already successfully submitted for the following Station(s) and VVC(s) for this time period. By resubmitting this file, the data will be overwritten: [Approval ID195448 Station ID: 00195448-P-1, VVC Code: vvc1012], [Approval ID195448 Station ID: 00195448-P-2, VVC Code: vvc1012], [Approval ID195448 Station ID: 00195448-P-3, VVC Code: vvc1012], [Approval ID195448 Station ID: 00195448-P-4, VVC Code: vvc1012], [Approval ID195448 Station ID: 00195448-P-5, VVC Code: vvc1012]

Total Number of Warnings: 1

*** End of Report ***

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

Regulatory Submission 463174

Submission
Warning/Review

Review/Warning

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

Status: Pending Warnings

Submitted By: EA1035_██████

Submission Date: 2021/09/30

Warning Comment:

File	File Type
AMD7-000 ██████-2021-20210826-Exhaust Stack ██████.xlsx	AMD7

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



**ELECTRONIC TRANSFER SYSTEM
AIRDATA
WARNINGS REPORT**

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

AMD7-000 ██████-2021-20210826-Exhaust Stack-██████████.generated.I.xml
- SES or SES RATA Report not submitted with AMD7 Form or the number of AMD7 forms does not equal the number of these reports

Total Number of Warnings: 1

*** End of Report ***

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

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

12. Contacts

- ETS Account Setup and Support: ETSAccountSetup@gov.ab.ca
- 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/VVS creation requests: AMDFeedback@gov.ab.ca
- For questions relating to individual facility reporting requirements, please contact your approval coordinator

13. References

- GoA website: www.alberta.ca
- ETS: www.alberta.ca/ets
- Electronic Transfer System: <https://www.alberta.ca/Electronic-transfer-system.aspx>
- Air Monitoring Directive Chapter 9 submissions: <https://www.alberta.ca/amd-chapter-9-submissions.aspx>
- Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates: <https://www.alberta.ca/assets/documents/ep-epea-approval-acceptable-formats.pdf>
- EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline: <https://www.alberta.ca/assets/documents/ep-epea-approval-industrial-monitoring-documentation-submission-naming-guideline.pdf>
- ETS Support and Online Learning (including training manuals, XML schema, AMD forms, reference tables, submission guidance document, etc.): <https://training.energy.gov.ab.ca/Pages/default.aspx>
- ETS Client Account Setup and Maintenance: https://training.energy.gov.ab.ca/Courses/ETS_client_account_setup_and_maintenance.pdf
- Password Reset: https://training.energy.gov.ab.ca/Courses/ETS_password_reset.pdf
- ETS Account Setup and Preferences: https://training.energy.gov.ab.ca/Courses/ETS_account_setup_and_preferences.pdf
- XML Schema for Ambient Data Submission V2.0: https://training.energy.gov.ab.ca/Forms/PR_Ambient_Data_Submission.docx
- Examples for XML Schema: https://training.energy.gov.ab.ca/Forms/PR_Examples_for_XML_Schema.pdf
- Reference Tables: https://training.energy.gov.ab.ca/Forms/PR_Reference_Tables.xlsx

14. Revision History

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