



Interior Health



## Interior Health Sewerage Registry Training Guide

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Interior Health Sewerage Registry

For Authorized Persons

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšílhqot'in Nations where we live, learn, collaborate and work together.

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## INTRODUCTION

The purpose of this guide is to provide Authorized Persons with information on how to use the [Interior Health Sewerage Registry](#) (IHSR) including who to contact for inquiries and the steps to follow.

This registry allows Authorized Persons (AP) to submit their filings and supporting documentation, track their status, and pay the filing fees on-line.

When submitting filings and documents the AP needs to ensure that all questions / boxes are filled in on the Owner tab, Sewerage System tab, and that all of the AP's supporting documents are stamped with their seal and initialled.

## SECTION A – INTERIOR HEALTH SEWERAGE REGISTRY ACCOUNT

### A1 - How to request an account

1. Send an email to [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) requesting an Account with the following information:
  - a. First name;
  - b. Last name;
  - c. Email address;
  - d. Company name;
  - e. Registration number.
2. Your request will be received by Interior Health Public Accounts Admin who will email you an Interior Health Online Services account invitation with instructions on how to create and complete your Sewerage Authorized Person account.
  - Click on the link provided or copy and paste the URL into your web browser.
  - Then, create a password to access your account.
  - Next, before you can submit sewerage submissions through the IH Sewerage Registry you must complete your [AP Details](#) – ensure all details are entered and correct as follows:
    - First Name;
    - Last Name;
    - Company name if applicable;
    - Phone Number;
    - Mailing Address including City, Province and Postal Code.

*\*Note: This information is required as it will populate onto the documents created by the Registry, i.e. Record of Sewerage System Form.*

**From:** Interior Health Public Accounts <publicaccounts@interiorhealth.ca>  
**Sent:** Wednesday, November 03, 2021 8:15 AM  
**To:** [REDACTED]  
**Subject:** Interior Health Online Services account invitation.

Hello,

Your email address has been authorized to create an Interior Health Online Services Sewerage Authorized Person account.

To complete this process, please click on the link below (or cut and paste this URL into your browser):

<https://SewerageRegistry.interiorhealth.ca/Account/NewUserInvitation/E7592400-0A01-4D16-9B46-B29C6503CD1D>

If you did not wish to have an account, please ignore this message.

You will need to complete the following:

- Create a password to access your account
- Complete your Profile Contact Details – ensure all details are entered and correct as follows:
  - First Name
  - Last Name
  - Company
  - Phone Number
  - Mailing Address including City, Province and Postal Code

This information is required as it will populate onto the documents created by the Registry i.e. Record of Sewerage System Form.

For full instructions please click the link below to the IH Sewerage Registry Training Guide for Authorized Persons:

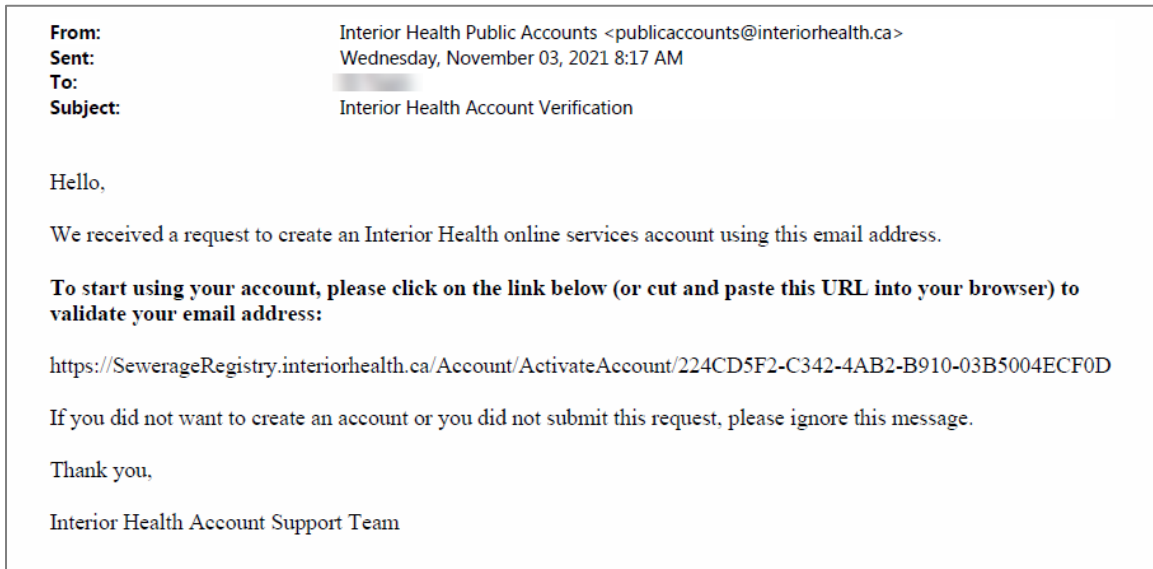
<https://www.interiorhealth.ca/YourEnvironment/HBE/Documents/Sewerage-Registry-Guide-for-Authorized-Persons.pdf>

If you have any questions or you did not request this account, please contact [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca).

Thank you,

Interior Health Account Support Team

3. Once Step 2 is completed, you will then receive an Account Verification email with instructions on how to validate your email address.



4. Click on the link provided or paste the URL into your web browser and log into your account.
5. Once Step 4 is completed, you will then receive an Account Confirmation email and you can start creating and submitting your sewerage submissions.



[See Section A2](#) for more information on how to manage your account.

## A2 - Managing an account

### How do I log onto my Interior Health Online Services account?

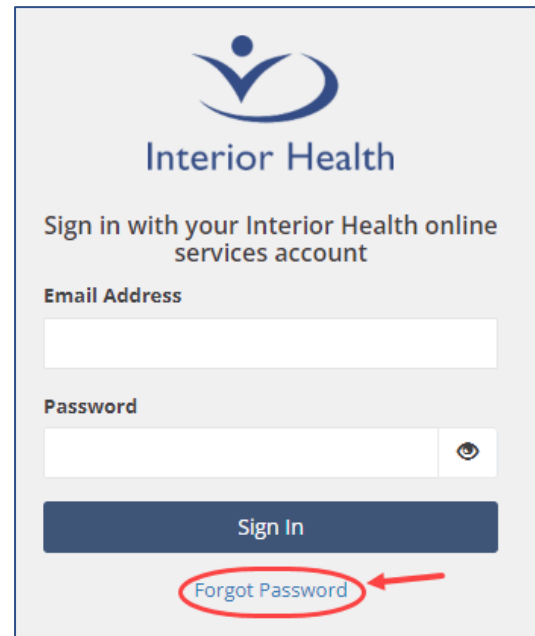
1. Go to the Interior Health Sewerage Registry:  
<https://sewerageregistry.interiorhealth.ca/Account/Login>
2. This will take you to a sign in page.
3. Enter your email address and password and then click the Sign In button.
4. To show / hide the password being typed simply click on the eyeball control to the right of the Password.



*Note: Your password is case sensitive [please ensure your CAPS lock is not on] and if you try to log-in with the wrong password multiple times in a row the account will lock. Please wait at least 30 minutes for the account to un-lock, and then try your password again.*

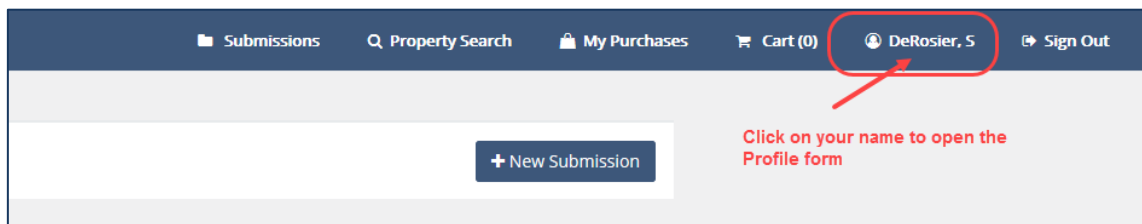
### What if I have forgotten my password?

1. If you have forgotten your password, simply click on Forgot Password link.
2. An email will be sent to the Account Services team who will reset the password.
3. You will then receive an email from Account Services letting you know that your password has been reset with instructions on how to update it.



## How do I change my password?

1. Once you have signed into your account, click on your name in the top ribbon bar.



2. This will open your Profile form where you can update your First Name, Last Name, AP Details, Contact Details, Password, Email Address and see your Payment History.

*Note: Your First and Last Name will pull into the applications and receipts created by the IHSR. Please ensure they are entered as you would like them to display on these forms.*

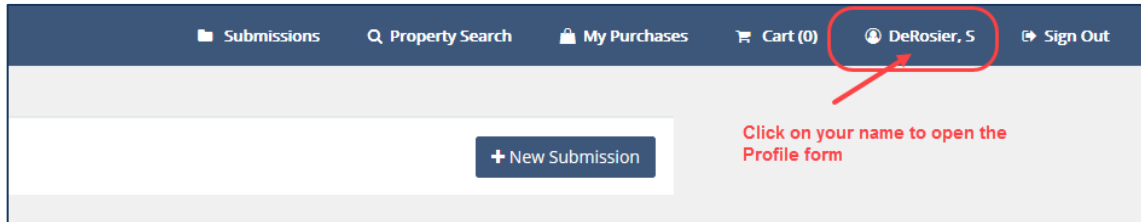
The screenshot shows the 'Profile' form. At the top, there are tabs for 'AP Details', 'Contact Details', 'Password', 'Email Address', and 'Payment History'. The 'Password' tab is selected and highlighted with a red box. Below the tabs, there is a note: 'If you need to update your password, please enter your current password as well as your new password and select "Change Password" password the next time you sign in.' Underneath, there are 'Complexity Rules' listed: 'We require that your password follows these complexity rules.' followed by a bulleted list: 'contain characters from at least three of the following categories: upper case letters, lower case letters, digits, special characters' and 'be at least 8 characters in length'. Below the rules are three input fields: 'Current Password', 'New Password', and 'Repeat New Password'. A 'Change Password' button is at the bottom. Red callouts with numbers 1 through 5 point to the 'Email Address' tab, the 'Complexity Rules' section, the 'Current Password' field, the 'New Password' field, and the 'Change Password' button respectively. A red note at the top of the form says: 'Note: Your First and Last Name will pull into the applications and receipts created by the IHSR. So please ensure they are entered as you would like them to display on these forms.' with arrows pointing to the 'First Name' and 'Last Name' input fields.

3. Simply choose the Password button and complete the instructions.
4. Then click on the Change Password button.



## How do I complete my contact details for my Account Profile?

1. Once you have signed into your account, click on your name in the top ribbon bar.



2. This will open your Profile form where you can update your AP Details tab.  
*Please ensure all of the boxes are completed in full.*

The screenshot shows a form titled 'Authorized Person Professional Info' with a tabbed interface. The 'AP Details' tab is selected and highlighted with a red box. The form contains the following fields and options:

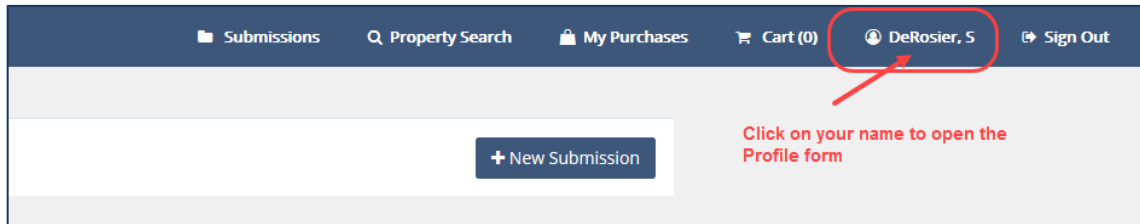
- Reg. Number:** 12345
- Company:** Environmental Public Health
- Phone Number:** 250-770-1234
- Street Address:** Mailing Address
- City:** Penticton
- Prov. / State:** BC
- Country:** Canada
- Postal Code:** V2A 7H2

There is a checkbox labeled 'Send email notifications when a new comment is made on a sewerage system.' which is checked. A 'Save' button is located at the bottom left of the form.

*\*Note: Your AP Details information will populate from here onto your documents (i.e. applications and receipts) created by the Interior Health Sewerage Registry. Ensure they are completed in full and check for any spelling errors, upper & lower case characters and your phone number should have hyphens added before you Save.*

## How do I set up notifications for when a new comment is made?

- Once you have signed into your account, click on your name in the top ribbon bar.



- This will open your Profile form where you can update your AP Details tab. Ensure the tick box, next to the statement “Send email notifications when a new comment is made on a sewerage system.” is ticked.

A screenshot of a web application's profile form. The form has a light gray background and a white border. At the top, there is a horizontal tab bar with five tabs: 'AP Details' (highlighted with a red box), 'Contact Details', 'Password', 'Email Address', and 'Payment History'. Below the tabs, there is a line of text: 'This information is required to submit sewerage systems to Interior Health.' The main form area is titled 'Authorized Person Professional Info'. It contains several input fields: 'Reg. Number' (12345), 'Phone Number' (250-770-1234), 'Street Address' (Mailing Address), 'City' (Penticton), 'Prov. / State' (BC), 'Country' (Canada), and 'Postal Code' (V2A 7H2). There is also a 'Company' field with the text 'Environmental Public Health'. A red circle highlights a checkbox that is checked, with the text 'Send email notifications when a new comment is made on a sewerage system.' next to it. A red arrow points from the left towards the checkbox. At the bottom left of the form, there is a blue 'Save' button.

## If I have questions, who can I contact?

Please contact us - Monday to Friday (8:30 am to 4:30 pm):

- By Phone: 1-855-744-6328 Option 4 (please leave a detailed voice message with your name and a phone number you can be contacted at).
- By email: [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)

## SECTION B – SUBMISSIONS BOARD AND MY PURCHASES

### B1 - Submissions

The Submissions button in the top ribbon bar displays an overview of your work flow. From here you can check on the status of your sewerage filing submissions.

Recent (7)	Status	Property	System	Docs	Created
Drafts (9)	Submitted (In Review)	Cartwright Rd, Summerland	Main House New Construction	3	2022-May-30
Waiting For Approval (7)	Last edited by an IH admin; Comment Added On: 2022-May-30				
Payment Required (2)	Paid Amendment	Arthur St, Slocan	Main House & Garage New Construction	8	2022-Mar-30
Certification Required (15)	Last edited by an IH admin; Comment Added On: 2022-May-27				
	Expired	Brown Creek Rd, Grand Forks	Main House New Construction	3	2019-Jun-03
	Last edited by an IH admin; Comment Added On: 2022-May-27				
	LOC In Review Amendment	Lister Rd, Lister	Main House New Construction	10	2022-Apr-05
	Last edited by an IH admin; Status Change On: 2022-May-24				
	Draft	Elsley Ave., Summerland	3 bdrm House w/suite New Construction	2	2021-Mar-31
	Last edited by an IH admin; Comment Added On: 2022-May-17				

### Understanding the Status column on my dashboard

**Draft** – Enter and save your filings as a Draft while you work on the documentation. The registry will hold the information until you are ready to submit. Your RSS submission may also be set back to “Draft” if revisions are required – see [How do I set up notifications when a new comment is made?](#) above or click on the filing to open it and then go to the training guide Comments tab to see what the Sewerage Registry Intake Admin (SRIA) requires.

**Draft Amendment (New Feature)** – Your RSS filing has a “Paid” status and an Amendment is being drafted for submission. Enter and save your amendments as a draft while you work on the documentation. The registry will hold the information until you are ready to submit. *Note: Your submission will be set back to “Paid” and move to the “Certification Required” grouping if revision(s) are requested.*

**Submitted** – Your RSS filing has been submitted to the IHSR Admin Dashboard and is waiting review. **New Feature:** Comments can now be added when your submission has this status and a notification will be sent to [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) that it has been added.

Submitted (EA EHO review) - Your RSS filing has been submitted to the IHSR Admin Dashboard and is waiting review by a Environmental Assessment (EA) Land Specialist.

Submitted (In Review) – Your filing is being reviewed by the Sewerage Registry Intake Admin (SRIA).

Submitted (Pending) – Your filing has been reviewed and further information/ documentation is required. Click on the filing to open it and then go to the Comments tab to see what is required. *Note: In order for you to be able to make revisions, your submission will be set back to “Draft”, and move to the “Draft” grouping for you to proceed with make the revisions and re-submit the submission.*

Validated – Your RSS filing has been validated and the \$200 filing fee can now be paid. If you are ready to pay, click on the “Pay” button to proceed with the filing fee – see [C2 - Payment Required](#) below. *Note: If revisions are required, PRIOR to paying, please email [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) to request that the status be set back to “Draft” for you to edit and re-submit the submission.*

*(As of April 11, 2023) Your “Validated” statuses will expire after 60 days and the filing will revert back to “Draft” if payment of the filing fee(s) are not received. You can then re-submit when you are ready to proceed or delete from your “Draft(s)” if the filing will not be moving forward.*

Paid – Your RSS filing is complete and an RSS Application and RSS Application Receipt have been added to the filings Documents tab – see [C3 – Accepted RSS Documents](#) below. Installation of the sewerage system can now proceed. *Note: The filing has moved to “Recent” and “Certification Required” grouping on your Submissions dashboard.*

Submitted Amendment (**New Feature**) – Your RSS Amendment filing has been submitted to the IHSR Admin Dashboard and is waiting review.

Submitted (In Review) Amendment (**New Feature**) – Your RSS Amendment filing is being reviewed by the Sewerage Registry Intake Admin (SRIA).

Submitted (EA EHO Review) Amendment (**New Feature**) – Your RSS Amendment filing has been submitted to the IHSR Admin Dashboard and is waiting for review by an EA Land Specialist.

Submitted (Pending) Amendment (**New Feature**) – Your filing has been reviewed and further information / documentation is required. Click on the filing to open it and then go to the Comments tab to see what is required. *Note: Your submission will be set back to “Draft” and move back to the “Draft” grouping for you to proceed with the revision(s).*

Paid Amendment (**New Feature**) – Your RSS Amendment has been reviewed and “Validated”. *Note: the filing has moved to “Recent” and “Certification Required” grouping on your Submissions dashboard.*

LOC Submitted – LOC filing has been submitted to the IHSR Admin Dashboard and is waiting for review.

LOC In Review – Your LOC filing is being reviewed.

LOC In Review Amendment (**New Feature**) – Your LOC filing includes a “Validated” RSS Amendment and is being reviewed.

Certified – Your LOC filing is complete / final and an LOC and LOC Receipt have been added to the filing’s Documents tab – see [E2 – Certified Documents](#) below.

Certified Amendment (**New Feature**) – Your LOC filing is complete / final (the submission included a “Validated” RSS Amendment, and an LOC and LOC Receipt have been added to the filings Documents tab – see [E2 – Certified Documents](#) below.

Expired – The RSS filing has exceeded the 2 year filing deadline. In order to submit a Letter of Certification a new RSS submission is required.

Cancelled – The RSS filing has been cancelled. *Note: This includes deleted “Draft(s)”*.

## Understanding Submission Groupings

Click the Submissions button in the top ribbon to navigate back to the Submissions dashboard.

The screenshot shows the 'Sewerage System Submissions' dashboard. At the top, there is a navigation bar with 'Submissions', 'Property Search', and 'My Purcha'. Below this, the dashboard title 'Sewerage System Submissions' is displayed, along with a '+ New Submission' button. The main content area is divided into 'Submission Groupings' and 'Filters'. The 'Submission Groupings' section includes a 'Search My Submissions' button and a list of submission statuses with counts: Recent (5), Drafts (9), Waiting For Approval (6), Payment Required (2), and Certification Required (16). The 'Filters' section includes a search box for 'AP#, Street City, Structure, TaxRollNumber', a 'with Status:' dropdown menu (set to 'Any'), an 'Order By:' dropdown menu (set to 'Recent at Top'), and a 'Search' button. A table with columns for 'Status', 'Property', 'Docs', and 'Created' is partially visible below the filters. Red arrows point to the 'Submissions' button, the 'Search My Submissions' button, the 'with Status:' dropdown, the 'Order By:' dropdown, and the 'Search' button.

Search My Submissions – Allows you to search the data system for filings that you have created. New filters and paging have now been added:

- with Status - allows you to search for a specific status, i.e. Paid, Certified, Submitted, etc.
- Order By – allows you to view by “Recent at Top” or “Recent at Bottom”.
- Amendment Only (**New Feature**) tick box – allows you to search for your Amendments.

Search for sewerage systems that you have created. (Sorted on Edited Date)

Search: AP#, Street City, Structure, TaxRollNumber with Status: Any Order By: Recent at Top Search

Amendments Only

Status Property System Docs Created

*\*Note: After selecting a filter you then need to click the blue Search button for the search to occur.*

Submission Groupings are located on the left hand side of the Submission page:

Recent – An itemized view of the filings created by you within the last 30 days.

Drafts – An itemized view of the filings that you have created but have not yet submitted, or your RSS submission may also be set back to “Draft” if revisions are required. See [How do I set up notifications when a new comment is made?](#) above or click on the filing to open it and then go to the Comments tab to see what the Sewerage Registry Intake Admin requires.

Waiting For Approval – An itemized view of the filings you have submitted and are being reviewed.

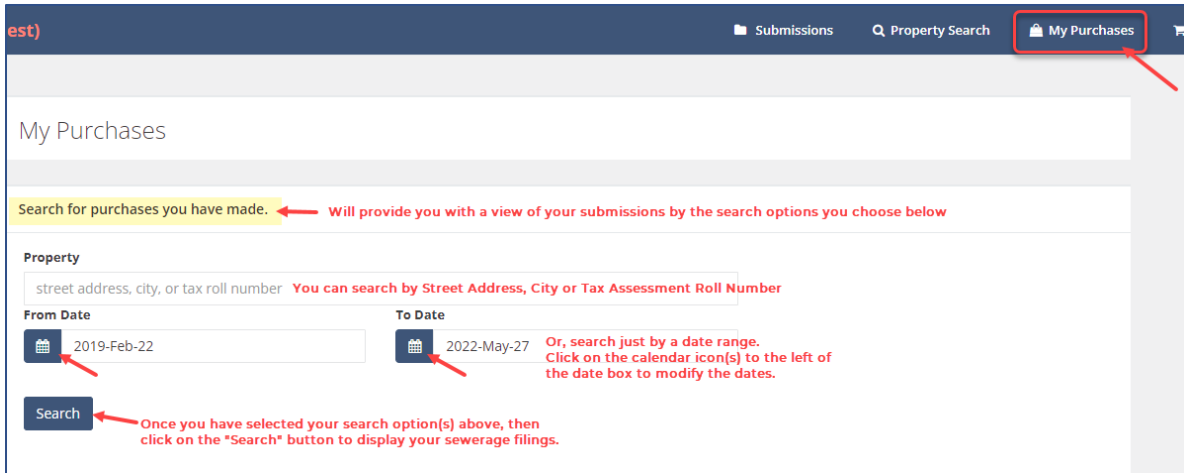
Payment Required – An itemized view of the RSS filings that have been reviewed and approved but filing fees have not yet been paid – see [C2 - Payment Required](#) below. Once Payment has been made, an “RSS Application” and “RSS Application Receipt” will be added to the Documents tab – see [C3 – Accepted RSS Documents](#) below, and the installation of the sewerage system can begin.

Certification Required – An itemized view of completed RSS filings that are waiting for notice of completion and submission of an Amendment and/or LOC filing package. Your Amendment or LOC submission will also move back to this grouping if revisions are required - see [D1 – How to submit an Amendment](#) and/or [E1 – Certification Required](#) below.


## B2 – My Purchases


The My Purchases button is located in your top Ribbon Bar. When you click on this button the My Purchases search option boxes will open.

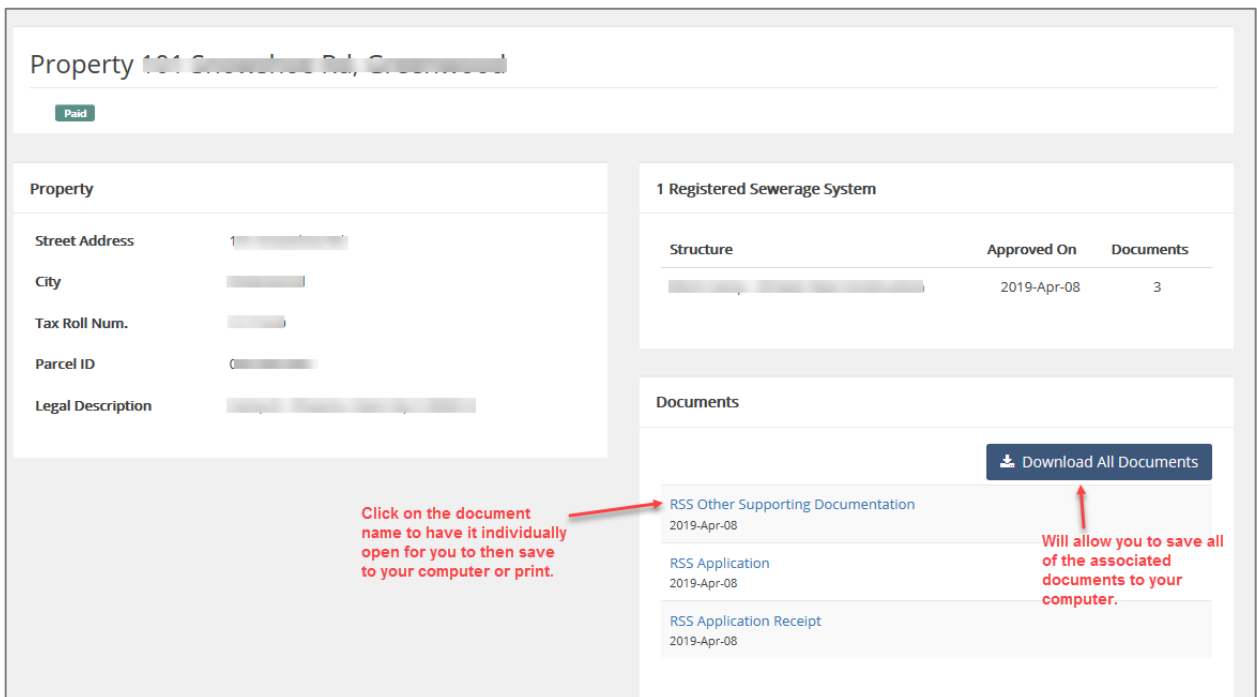
1. Data enter your search options:
  - Property: Search by Street Address, City, or Tax Assessment Roll Number.
  - From Date – To Date: Allows you to choose the date range to search. To modify the dates click on the calendar icon to the left of the date boxes.



2. Then click on the Search button to see a view of your submissions. They will display according to your specified search options.

3. Now click on the  button for the submission you would like to view. This will display the property information and provide you with a list of the associated documents for you to download or print.

4. Either click on the document name individually to have each one open separately, or click on the  button to save them as a group to your computer.

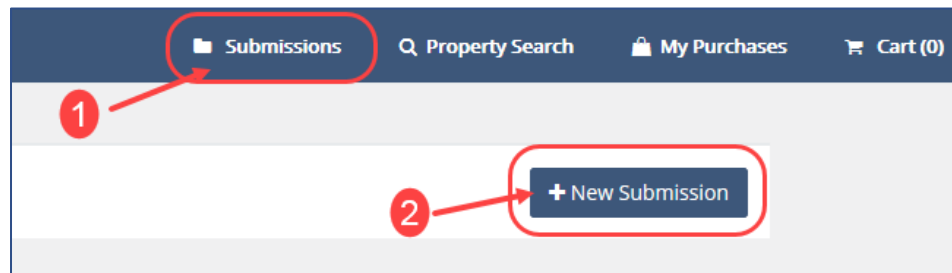


## SECTION C – FILING A RECORD OF SEWERAGE SYSTEM

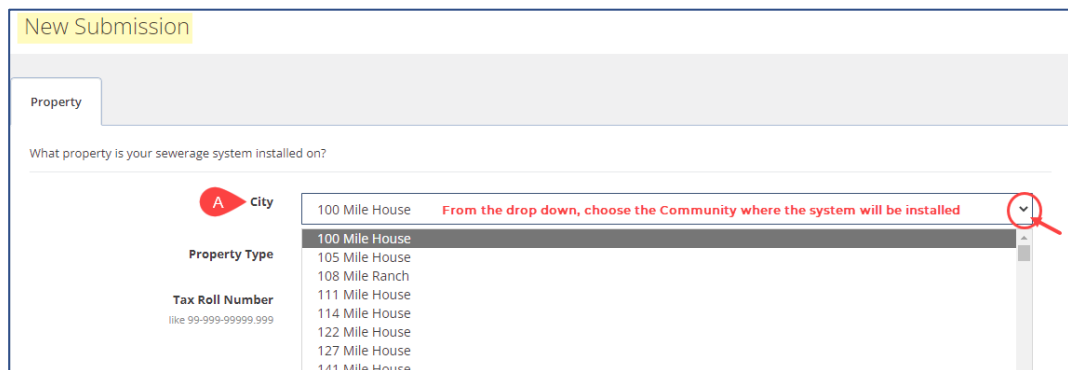
### C1 - New Submission

Before creating a new submission, ensure your Account Profile, AP Details tab information is complete and up to date. This information will populate onto the documents created by the Interior Health Sewerage Registry. For instructions see above: [How do I complete my contact details for my Account Profile?](#)

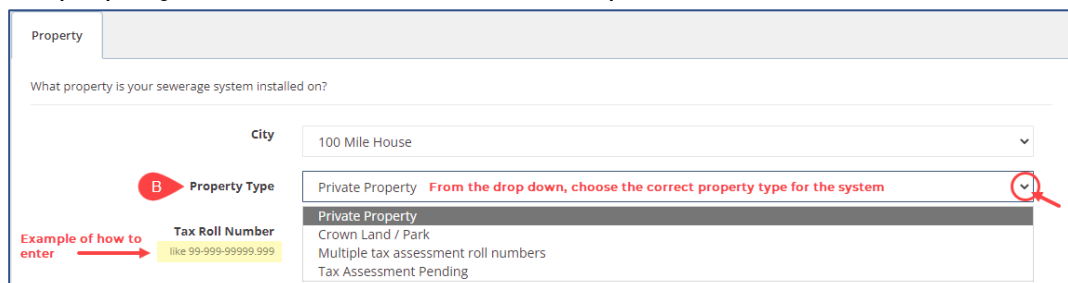
1. Click on Submissions button in the top ribbon bar and then the + New Submission button.



2. This opens a New Submission form. Search for the City and Tax Roll Number for the RSS filing you want to submit for review.
  - a. City: Choose from the available pre-designated community drop down choices. *For site addresses that are within a Regional District, please choose the appropriate Regional District area.*



- b. Property Type: Choose the correct property type for the filing and then enter the property identifier as shown in the example to the left of each choice:





Private Property: Enter the Tax Roll Number [Area-Jurisdiction-Roll Number, e.g. 12-123-12345;123, 12-123-12-12345;123, or 12-123-1234567;123 (*no letters, should match BC Assessment, decimal only before last 3 digits*)].

Crown Land / Park: Enter the Area-Jurisdiction *space-hyphen-space* “Crown Land” or “Park” *space-hyphen space* – short description, e.g. 22-727 – Crown Land – Wells Gray Fire Camp or 22-727 – Park – Wells Gray Provincial Park.

Multiple tax assessment roll numbers: Enter the list of Tax Roll Numbers [Area-Jurisdiction-Roll Number separated by a semi-colon (*no spaces and no letters, decimal only before last 3 digits for each Tax Roll number*)], e.g. 12-123-12345;123;12-123-12-12345;123;12-123-1234567;123.

Tax Assessment Pending: Enter the Area-Jurisdiction *space-hyphen-space* Tax Assessment Pending, e.g. 17-325 – Tax Assessment Pending 2 (*Start with the number 1, if it has been used already, then choose the next available number. If you would like assistance in knowing which number to use please contact [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)*).

c. Then click on the “Search” box.

This will open a new form that will ask you if you want to:

Create it...

Search Again

No, contact an Administrator

Create it...: This button allows you to create a new submission;

Search Again: This button will take you back to the Search form above; or

No, contact an Administrator: This button will provide you with a phone number and email address for you to use to contact EA.

**Composting Toilet System:** Submissions for Composting Toilet Systems are reviewed and filed by the local Health Authority in the same manner as other Sewerage submissions

- Data enter the Composting Toilet filing into the IHSR.
- Please ensure the Structure is named “Composting Toilet System – [Structure or Area the system will be servicing]” and the same name is copied into the “Other” box – i.e. “Composting Toilet System space hyphen space [what the system is servicing]”
- ❖ See [Sewerage System tab](#) below for more information on how to data enter.

## Creating a New Record of Sewerage Filing Package

1. To create a new submission, click on the Create it... button.
2. This will open a Property form. Enter the details for the property where the sewerage system will be installed:

Parcel ID: Enter as per BC Assessment (*if a PID does not exist enter 000-000-000*).

Lot: Enter if listed on the BC Assessment.

Block: Enter if listed on the BC Assessment.

Plan: Enter if listed on the BC Assessment.

District Lot: Enter if listed on the BC Assessment.

Section: Enter if listed on the BC Assessment.

Quadrant: Enter if listed on the BC Assessment.

Township: Enter if listed on the BC Assessment.

Range: Enter if listed on the BC Assessment.

Meridian: Enter if listed on the BC Assessment.

Location Description: Enter any other additional location details to identify the property and/or legal description noted on the BC Assessment for the property that does not fit in the boxes above. This information will display in brackets after the Legal Description in the Property Details section when saved.

Street Address: Enter the Site address of where the sewerage system will be installed – it needs to match the Tax Roll Number and legal information provided above.

Property **Example**

Enter details about the property...

City Summerland

Tax Roll Number 17-325-012345.123

Parcel ID	9 digit parcel identifier <b>010-250-690</b>	<p><b>2</b> →</p> <p><b>Complete all of these boxes as per BC Tax Assessment</b></p>
Lot	lot number <b>4</b>	
Block	block number	
Plan	plan number <b>KAP 123</b>	
District Lot	district lot number <b>146</b>	
Section	section	
Quadrant	quadrant	
Township	township	
Range	range	
Meridian	meridian	
Location Description	<b>Lot 4, Plan KAP123, DL 146 except Plan 45; Carriage House</b> <small>Optional free text description of property location</small>	
Street Address	<b>123 Example Street (Corner of Example &amp; Main)</b> <small>civic address or general location</small>	

**3** →

OK
Cancel and Search Again

3. Once the form is completed click on OK to proceed or Cancel and Search Again to start over.
4. Clicking OK will open a new screen with tabs for you to provide the Owner information, Sewerage System details and upload the supporting documentation for your RSS Submission.

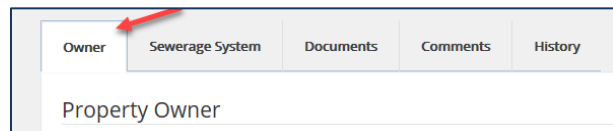
Note: Before proceeding you should review the Property Details information located at the top of the screen.

- If revisions are needed, choose the Change Property button to update the Property Details (see [question 8](#) below for further Information).
- Choose Delete Draft if you would like to start over.
- At any time you can choose the Save button to put your submission into “Draft” on your Submissions view for you to come back to at a later time.



### Owner tab

5. Once you have confirmed that the Property Details are correct, click on the Owner tab and enter the Property Owner information (*must be fully completed*) and then click on the Save button.



### Sewerage System tab

6. Next move to the Sewerage System tab and enter the details for the system you will be installing (*please complete the form in full*). Note: the Owner tab and Sewerage System tab intake forms replace the 820082 Record of Sewerage System RSS form.

#### Structure:

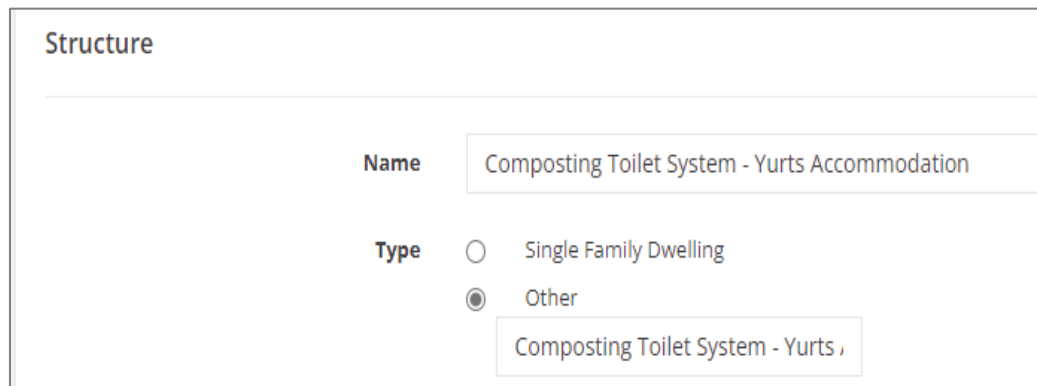
Name: Describe the structure(s) and/or other facilities the system will service, e.g. add RV Park, Restrooms/Shower Building, Carriage house. (*This will display on your Submissions board under the System column for searching, but does not populate on the RSS Application. If you would like the details to populate onto the RSS Application, see Type below for instructions on how to use the “Other” option*).

**Composting Toilet System:** Data enter “Composting Toilet System *space* hyphen *space* [what the system is servicing]. This format is required for reporting reasons.

Structure	
<hr/>	
Name	Composting Toilet System - Yurts Accommodation

Type: Choose “Single Family Dwelling” or “Other”. If “Other” is chosen provide details in the “*specify other dwelling type*” box. **Note:** If you want the name of the system to print on the RSS Application, choose “Other” and data enter a description, e.g. RV Park, Carriage house, or 3 bdrm + 2 bath.

**Compost Toilet System:** choose “Other” and then data enter “Composting Toilet System *space* hyphen *space* [what the system is servicing]. This format is required for reporting reasons:



Construction Type: Click on the down arrow to the right of the box and choose the correct option from the drop down list: New Construction, Repair or Alteration.

Daily Flow: Choose the correct daily flow option:

- Choose up to 9,100 litres for those systems that are less than or equal to 9,100 litres.
- Choose up to 22,700 litres for those systems that are more than 9,100 litres but less than or equal to 22,700 litres.

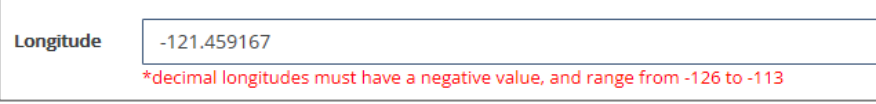
#### Site

Soil Depth: Enter the information in centimetres (< or > signs can be used).

Latitude: *(Optional)* Enter the location of where the sewerage system will be installed.

Longitude: *(Optional)* Enter the location of where the sewerage system will be installed. The value must be a negative value, and range from -126 to -113 i.e. -121.459167. **Note:** If a negative value is not entered, a red error message will

appear,



and not allow you to submit your filing for review until it is corrected.

Horizontal accuracy: *(Optional)* Enter the location of where the sewerage system will be installed.

GPS Type: *(Optional)* Choose Recreational or Differential for the Latitude / Longitude information given above.

#### Drinking Water Protection

Distance to Well (in m), Will the system be located less than 30 M from a well? Choose yes or no.

- If yes is chosen, enter the intended distance in meters, and please include a professional's report.

Distance To Surface Water: Enter the distance in metres to the closest body of surface water (< or > signs can be used).

#### System

Treatment method: Choose one: Type 1, Type 2, or Type 3.

#### Legal/Regulatory

Conflicts: Choose yes or no.

Related Health Order: Choose yes or no. If yes is chosen, please provide a copy of the Order with your submission.

#### Plot Plan

Documents: Tick the yes box and provide plot plan (to scale) and specifications with your submission.

Practice: Choose the option that describes which practice standard your plans and specifications are consistent with:

- If you choose "Other", data enter the standards used.

7. Click the Save button.

## Documents tab

- Choose the Documents tab to upload your supporting documents. Refer to the [Sewerage System Standard Practice Manual Webpage](#) s.II-3.5.1. Filing Documents.

To assist you in choosing the correct drop down choice, see the template below: Document Drop Down Choices – Which One To Use.

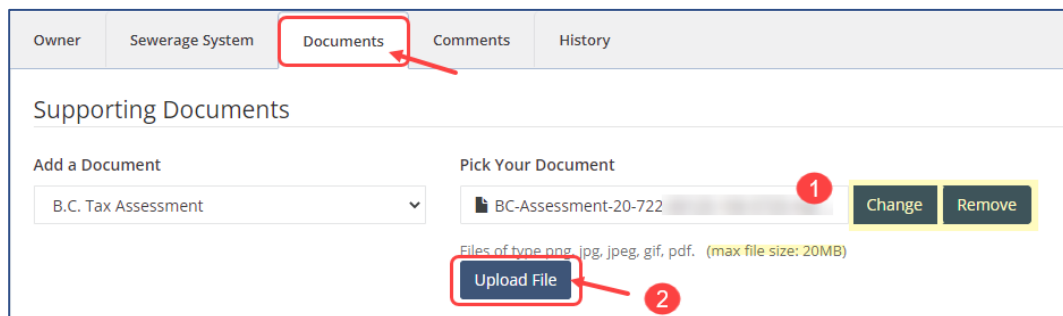
**Note:** For the IH Sewerage Registry, Form 820082 – Record of Sewerage System is not required as you will be creating this same form by completing in full the [Owners](#) and [Sewerage System](#) tabs.

Document Drop Down Choices – Which One To Use	
RSS Document Drop Down Choice	Types of documents to be uploaded to this choice
B.C. Tax Assessment	A B.C. Tax Assessment Notice – <i>Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.</i>
Daily Design Flow and Type and Quality of Influent	Information / Report regarding Daily Design Flow, as per SPM II-5 Standards for Planning Systems.
Hydro-geology Report	A supporting hydrogeology report when the design includes reducing a horizontal separation to a drinking water well (see s. 3.1 of the SSR).
Land Title	Documentation that proves the Tax Assessment Roll #, site address and legal description, i.e. Land Titles, e-Value, Tax Notice, Regional District – <i>Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.</i>

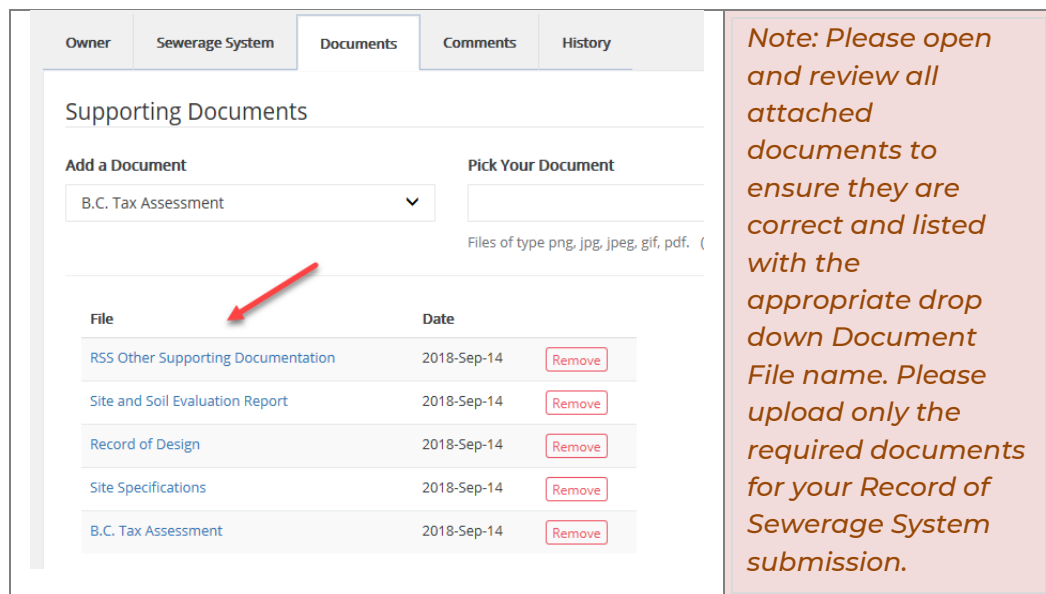
Order	A copy of the Order, if construction of the sewerage system is in response to an order made under section 11 (b) or (c) of the Sewerage System Regulation or section 31 (1) (b) of the Act - <i>Do Not upload this information with other documents. It MUST be uploaded separately.</i>
Record of Design	A Map or Drawings of the Site Plan and Cross Sections as per SPM II- 3.5. Minimum Standards for Construction Drawings.
Regional District Property Report	Documentation that proves the Tax Assessment Roll #, site address and legal description – <i>Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.</i>
RSS Other Supporting Documentation	Some documents can be combined (e.g. Daily Design Flow and Type and Quality of Influent, Record of Design, Site and Soil Evaluation Report, and Site Specifications) and uploaded as one document/report as RSS Other Supporting Documentation. All other documents must be uploaded separately with the appropriate Drop Down Choice.
Site and Soil Evaluation Report	Information / report regarding the Site and Soil Evaluation/Testing as per SPM s. II- 3.3 Site and Soil Evaluation.
Site Specifications	Information / report regarding the details and/or design of the sewerage system as per SPM s. II- 3 Procedure Standards and II- 6 Specification and Installation Standards.

Note: Please ensure that all boxes are filled in on the Owner and Sewerage System tabs. Also ensure, with the exception of any Legal property description information (i.e. Land Title, BC Tax Assessment, Order or Regional District Property Report), that all of your other supporting document(s) are stamped with your seal and initialled.

9. The drop down arrow to the right of the Add a Document box will provide your choices: Pick the document type you want to upload. **Legal property description documents must be uploaded to the appropriate BC Tax Assessment, Land Title or Regional District Property Report drop down choice. These documents cannot be shared with the public.**
  - a. Click on Select file box to browse your computer for your saved document file. Must be a PDF or JPEG file (*max file size: 20MB*).
  - b. To add your document file to your submission, click on the Upload File button.
  - c. Repeat these steps to add any additional documents under the appropriate drop down choice.
  - d. Then click the Save button.



All attached documents will now show on your screen. To make any changes use the Change or Remove button prior to uploading. To remove once uploaded use the red **Remove** button next to the document file name.

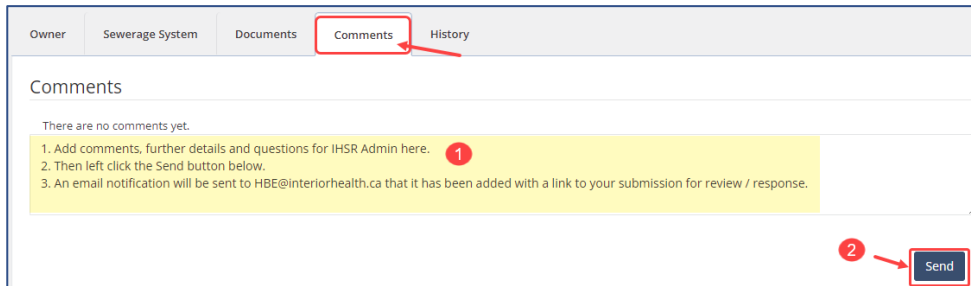


## Comments tab

10. Comments, details or questions for Sewerage Registry Intake Admin regarding your filing submission can be entered on this tab. Simply add the information / question.



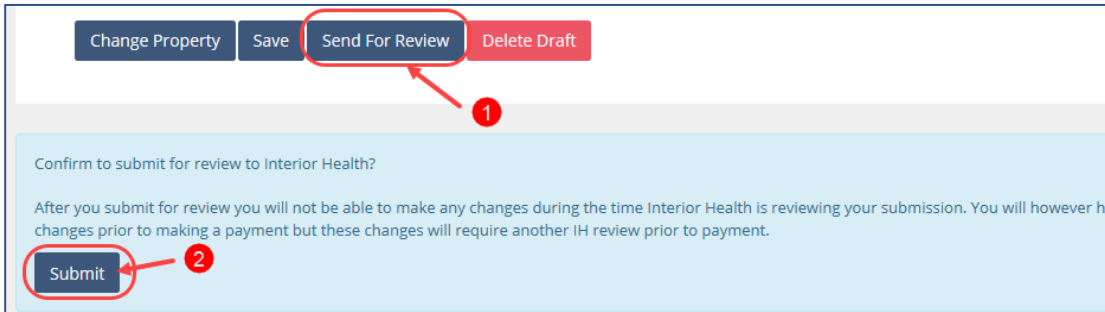
- Then click on the **Send** button to have it added to the submission. (*An email notification will be sent to [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) that it has been added with a link to your submission for review / response.*)



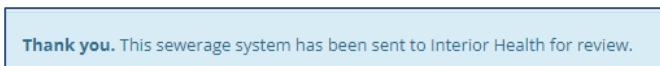
*Note: If you have questions regarding how to data enter your sewerage filing, add a Comment, email [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) or call 1-855-744-6328 Option 4 (please leave a detailed voice message with your name and a phone number).  
Thank you.*

## How to Submit a Record of Sewerage Filing Package

- When you are ready to submit your RSS filing package for review, click on the Send For Review button and then click on the Submit button to confirm. This will direct the RSS filing package to the IHSR Admin Dashboard for review.



A notification banner will let you know that your filing as been submitted.



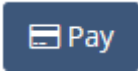
- To check on the status of your sewerage filings go to Submissions in the top ribbon bar and then left click on Waiting For Approval. See section on [Understanding the Status column](#) for further information.

## C2 - Payment Required

Once a RSS filing has been submitted, reviewed and determined to be complete, it will be given a status of Validated. Your filing will now appear in Payment Required grouping. *Note: If revisions are required prior to paying, please email [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) to request that the status be set back to Draft for you to edit*

the submission. (As of April 11, 2023) Your "Validated" statuses will expire after 60 days and the filing will revert back to "Draft" if payment of the filing fee(s) are not received. You can then re-submit when you are ready to proceed or delete from your "Draft(s)" if the filing will not be moving forward.

1. If you are ready to pay the filing fee – Under the [Submissions view](#), go to your Payment Required grouping and check the box next to the property you want to pay



for and then click on the blue Pay button.

2. This will lead you through payment screens and allow you to enter your credit card information. *Note: Ensure that the Postal Code matches exactly as it appears on your credit card statement and that the card number does not contain any spaces or hyphens.*

The screenshot shows a web interface for "Sewerage System Submissions Payment". The page title is "Sewerage System Submissions Payment" with a subtitle "Process Payment". It features a "Cardholder Details" section with a "Postal/Zip Code\*" field, and a "Payment Details" section with fields for "Cardholder Name\*", "Card Number\*", "Expiry Date (MMYY)\*", and "Card Security Code\*". The transaction amount is \$200.00 (CAD) and the order ID is Sewerage\_Sewerage20191008122653311. Logos for VISA, MasterCard, and Verified by VISA are visible. A red arrow points to the Postal/Zip Code field. At the bottom, there are two buttons: "Process Transaction" (green) and "Cancel Transaction" (red).

- Once payment is complete, you will receive a confirmation email with a link to your receipt.

Thank you for your payment. To view or print your payment receipt, log into your account by clicking on the link below (or copy and paste this URL into your browser):

<https://webappstest.interiorhealth.ca/sewerageregistry/Purchase/F166059F-CA21-EE11-A999-9655A4893103>

If you have any questions about this transaction please contact Interior Health's Environmental Assessment Team at [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) or call 1-855-744-6328 Option 4.

## Payment History

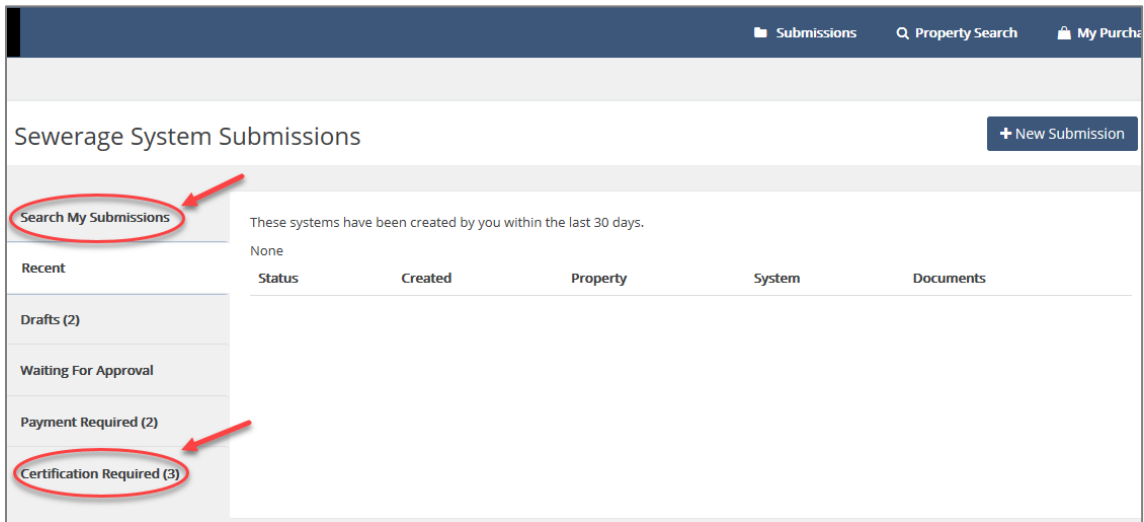
- Another way you can view your purchases is to click on Your Name in the top ribbon bar to open your Profile view.
- Then click on the Payment History tab.
- Search by property or date range for your payment order(s).
- Click the download icon. You can then save the receipt to your computer and/or print a copy of your receipt.

The screenshot shows the 'Profile' page of a web application. At the top, a dark blue ribbon contains navigation links: Submissions, Property Search, My Purchases, Cart (0), DeRosier, S, and Sign Out. Below the ribbon, the 'Profile' section has tabs for Contact Details, Password, Email Address, and Payment History. The 'Payment History' tab is active. Below the tabs, there is a search area with a text input for 'Property' (street address, city, or tax roll number), two date pickers for 'From Date' (2018-Jul-18) and 'To Date' (2018-Oct-18), and a 'Search' button. Below the search area is a table with the following data:

Order	Notes	Amount	Receipt
Sewerage20180907150855174 2018-Sep-07 15:08 PT	Sewerage System Submissions	\$200	Download
Sewerage20180910092823538 2018-Sep-10 09:28 PT	Sewerage System Submissions	\$200	Download

## C3 – Accepted RSS Documents

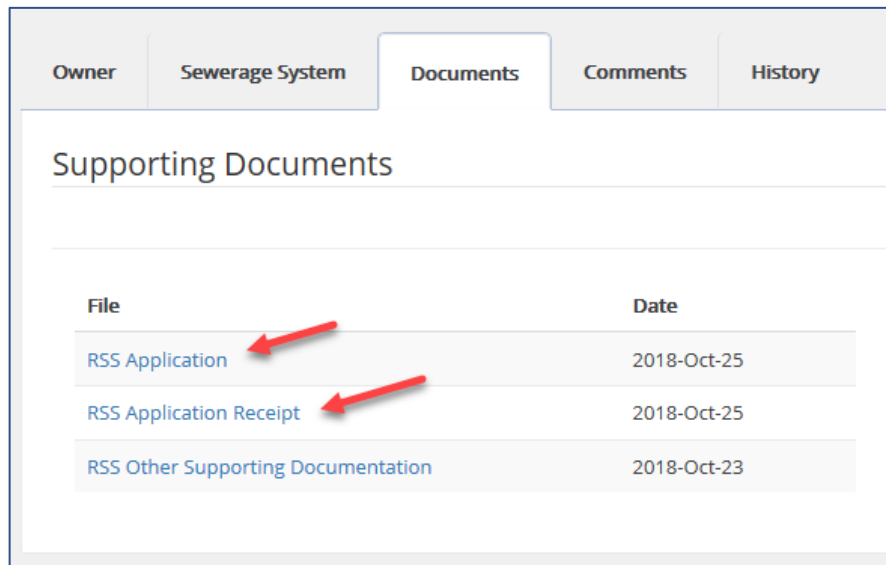
1. To find a copy of your accepted RSS submission, go to your Submissions dashboard and you can Search My Submissions or look in the Certification Required grouping.



2. Click on the Property name to open the filing and go to the Documents tab. Click the document name that you want to either print or download:

RSS Application - Completed Record of Sewerage System form (*replaces form 820082*).

RSS Application Receipt – Is an Acceptance receipt that shows the Property details, Filed date and Expiry date for the installation.



## SECTION D – FILING AN AMENDMENT

### D1 – How to submit an Amendment

1. Find the Paid RSS that you want to add an Amendment for by going to the Certification Required grouping to view and locate your Paid RSS filings.
2. The Certification Required grouping view will show you the following information:

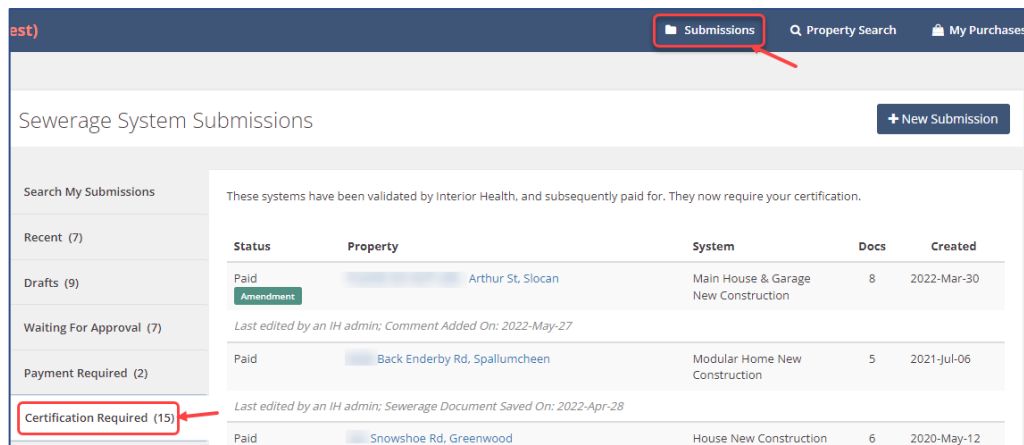
Status will display your filings that have been Paid (awaiting an LOC) and those that have been Paid and have a validated Amendment (awaiting an LOC).

Property displays the address and City for the filing.

System description pulls from the filings Sewerage System tab, the Structure Name and Construction Type, i.e. new construction, repair, alteration.

Docs column will tell you how many supporting documents there are.

Created displays when the filing was initially data entered.



Status	Property	System	Docs	Created
Paid Amendment	Arthur St, Slocan	Main House & Garage New Construction	8	2022-Mar-30
Last edited by an IH admin: Comment Added On: 2022-May-27				
Paid	Back Enderby Rd, Spallumcheen	Modular Home New Construction	5	2021-Jul-06
Last edited by an IH admin: Sewerage Document Saved On: 2022-Apr-28				
Paid	Snowshoe Rd, Greenwood	House New Construction	6	2020-May-12

3. Click on the Property name you want to submit an Amendment for. This will open a Sewerage System view with the Paid RSS filing information.
4. Click on the Amend RSS Submission button in the Property Details area.



5. This will create an Amendment and open up the Owner, Sewerage System, Documents and Comments tabs to allow you to data enter the revisions and upload further supporting documents pertaining to the RSS Amendment.  
*Ensure you add a Comment summarizing the reason for the Amendment and what changes are being made to the existing Paid RSS filing (e.g. Owner contact information and/or Sewerage System details).*
6. For your Amendment revisions you will have three choices on how to save, submit or delete the changes:

**Amendments:**

Amendment - Created On 2020-Jun-15 (Draft) ▼

Save Send Amendment For Review Delete Amendment

- I. Save button will save your revisions for submission at a later date.
  - II. Send Amendment For Review will send the Amendment to the IHSR Admin Dashboard for review.
  - III. Delete Amendment will remove your revisions to the RSS and re-set the submission back to Paid.
7. Once you have submitted your Amendment, if revisions are required the Sewerage Registry Intake Admin will add comment and then send the amendment back to your Certification Required grouping for you to view and revise. See above, [How do I set up notifications for when a new comment is made?](#)
  8. To revise click on the Amend RSS Submission button to open up the RSS Amendment, complete the revisions and then click on the Send Amendment For Review to re-submit.

## D2 – Accepted RSS Amendment Documents

1. To find a copy of your Paid Amendment: Validated RSS filing you can Search My Submissions and click the “Amendment Only” box or look in the Certification Required grouping on your Submissions Dashboard.

The screenshot shows the 'Sewerage System Submissions' dashboard. At the top right, there are navigation links for 'Submissions', 'Property Search', and 'My Purchases'. Below the title, there is a '+ New Submission' button. A sidebar on the left contains filters: 'Search My Submissions' (circled in red with an arrow), 'Recent', 'Drafts (2)', 'Waiting For Approval', 'Payment Required (2)', and 'Certification Required (3)' (circled in red with an arrow). The main content area shows a table with columns: Status, Created, Property, System, and Documents. The status is currently 'None'.

2. Click on the Property name to open the filing and go to the Documents tab. A new RSS Application and RSS Application Receipt will be created for the Validated Amendment. Click the document name that you want to either print or download: RSS Application - Completed Record of Sewerage System form with “Amendment” ticked (*replaces form 820082*).

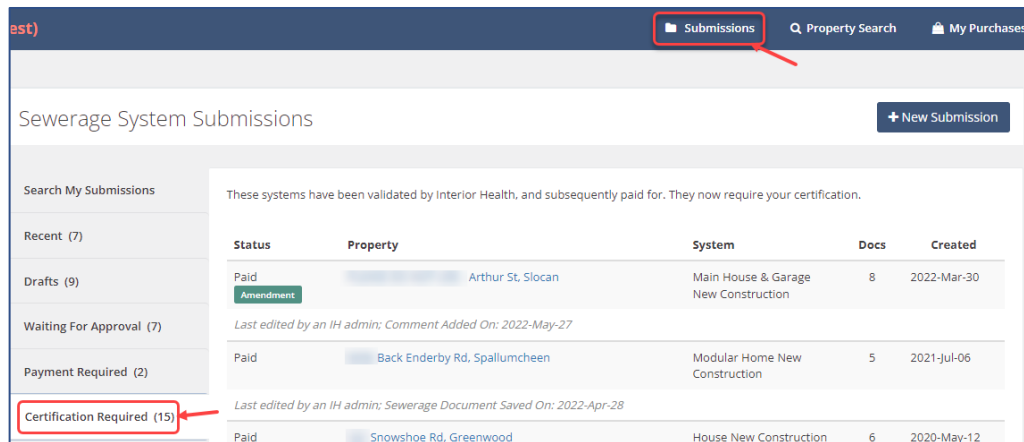
RSS Application Receipt – Is an Acceptance receipt that shows the Property details, Filed date and Expiry date for the installation. *Note: the RSS Expiry date remains as two years from the original Paid filing date.*

File	Date
RSS Application	2018-Oct-25
RSS Application Receipt	2018-Oct-25
RSS Other Supporting Documentation	2018-Oct-23

## SECTION E – FILING A LETTER OF CERTIFICATION

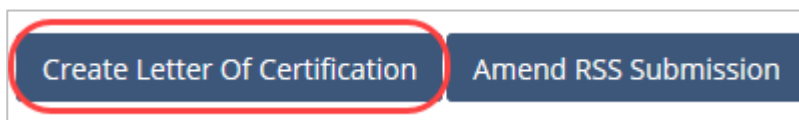
### E1 – Certification Required

1. Find the Paid RSS that you want to add a Letter of Certification (LOC) for by going to the Certification Required grouping to view and locate your Paid RSS filings.
2. The Certification Required grouping view will show you the following information:
  - Status will display your filings that have been Paid (awaiting an LOC) and those that have been Paid and have a validated Amendment (awaiting an LOC).
  - Property displays the address and City for the filing.
  - System description pulls from the filings Sewerage System tab, the Structure Name and Construction Type, i.e. new construction, repair, alteration.
  - Docs column will tell you how many supporting documents there are.
  - Created displays when the filing was initially data entered.



## How to create a Letter of Certification Filing Package

3. Click on the Property name you want to submit an LOC filing for. This will open a Sewerage System view with the Paid RSS filing information.
4. Click on the Create Letter of Certification button in the Property Details area.



## Certification tab

*Note: For the IH Sewerage Registry, Form 820083 – Sewerage System Letter of Certification form is not required as you will be creating this same form by completing in full the [Certification](#) tab.*

5. This will create a Certification tab and take you to a Certification Documents screen where you can upload the supporting documents and complete the Certification form for the installed sewerage system. (*Note: Please upload only documents pertaining to the LOC filing*).
6. The drop down arrow to the right of the Add a Document box will provide your choices: Pick the document type you want to upload.
  - a. Click on Select file button to browse your computer for your saved document file. Must be a PDF or JPEG file (*max file size: 20MB*).
  - b. To add your document file to your submission, click on the Upload File button.
  - c. Repeat these steps to add any additional documents under the appropriate drop down choice.
  - d. Then click the Save button.



All attached documents will now show on your screen. To make any changes use the Change or Remove button prior to uploading. To remove once uploaded use the red Remove button next to the document file name.

Document Drop Down Choices – Which one to use	
LOC Document Drop Down Choice	Types of documents to be uploaded to this choice
LOC Other Supporting Documentation	Information regarding the Record Drawing and as installed specifications (see SPM 11-3.7.1 & s. 9 of the SSR)
Maintenance	Information regarding the maintenance of the installed sewerage system (see SPM 11-3.7.2 & s. 9 of the SSR)

*Note: Please open and review all attached documents to ensure they are correct and listed with the appropriate drop down Document File name. Please upload only the required documents for your Letter of Certification submission.*

## Certification form

7. You are now ready to complete the Certification form:

The screenshot shows a 'Certification' form with the following fields and callouts:

- 1**: A red circle highlights three checked checkboxes under the heading 'The Owner will be provided with'. The checkboxes correspond to: 'A copy of the sewerage system plans and specs as filed with the Health Authority', 'A maintenance plan for the system that is consistent with standard practice', and 'A copy of the Letter of Certification as filed with the Health Authority'.
- 2**: A red circle highlights a dropdown arrow on the right side of the 'Supervision' field, which contains the text 'Choose appropriate drop down choice'.
- 3**: A red circle highlights the 'Name' field, which contains the text 'APs Name'.
- 4**: A red circle highlights the 'Registration Number' field, which contains the text 'APs Registration Number'.
- 5**: A red circle highlights a calendar icon on the left side of the 'Construction Completed On' field, with the text 'Click on calendar to input completion date' next to it.
- 6**: A red circle highlights a dropdown arrow on the right side of the 'Maintenance Schedule' field, which contains the text 'Choose appropriate drop down choice. If "Other" is chosen - manually enter the length of time'.

The 'The Authorized Person certifies that' section contains the following text:

- The sewerage system has been constructed in accordance with standard practice as indicated in the submission
- The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 litres
- If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

- 1) The Owner will be provided with: Comply with and click all three statements.
- 2) Supervision: Click on the down arrow to the right of the box and choose one of the drop down choices.
- 3) Name: This will auto-populate with your name as per your AP Profile. If the Installer of the system is not you, choose "By a registered onsite wastewater practitioner installer" and manually data enter the Installer's name.
- 4) Registration Number: This will auto-populate with your Registration Number as per your AP Profile Account. If the Installer of the system is not you, choose "By a registered onsite wastewater practitioner installer" and manually data enter the Installer's Registration Number.
- 5) Construction Completed On: Enter the date the sewerage system was completed on. There is a calendar provided, that you can toggle to insert the date.
- 6) Maintenance Schedule: Click on the down arrow to the right of the box and choose one of the drop down choices. If the length of time is not listed, choose "Other" and manually enter the length of time.

## How to Submit a Letter of Certification Filing Package

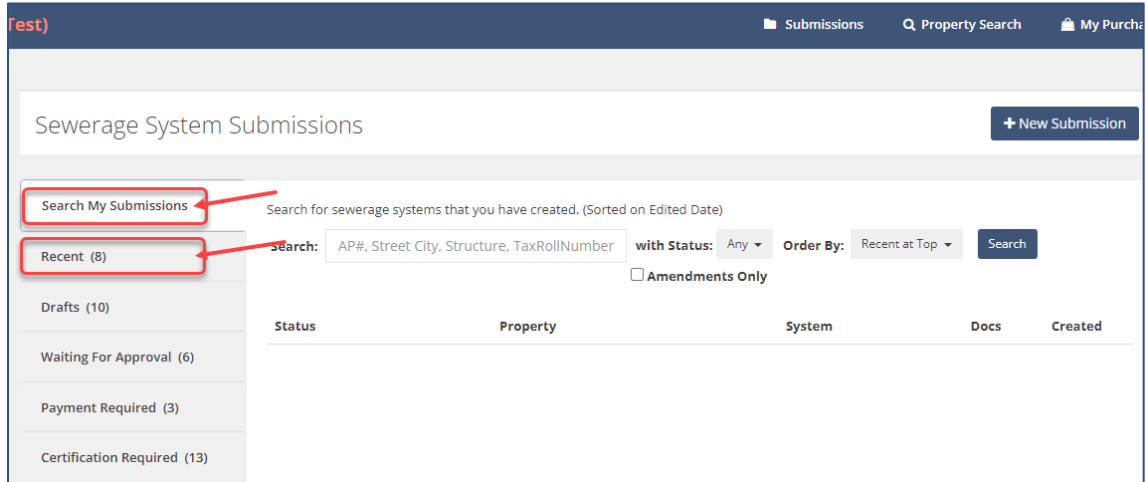
8. When you are ready to submit your LOC filing package for review, click on the Submit LOC button located below the Property Details at the top of your screen. This will direct the LOC filing package to the IHSR Admin Dashboard for review.

## Submit LOC

9. Once you have submitted your LOC, if revisions are required Sewerage Registry Intake Admin will add comment and then send the LOC back to your Certification Required grouping for you to view and revise. See above, [How do I set up notifications for when a new comment is made?](#)
10. To revise, click on the Create Letter of Certification button to open up the Certification form, complete the revisions and then follow step 8 above to re-submit.
11. To check on the status of your sewerage filings go to Submissions in the top ribbon bar. See section above on [Understanding the Status column](#) for further information.

## E2 – Certified Documents

1. To find a copy of your Certified LOC documents you can Search My Submissions or Recent grouping on your Submissions dashboard.



2. Click on the Property name to open the filing and go to the Documents and Certification tabs. A new LOC and LOC Receipt will be created for the Certified LOC. Click the document name that you want to either print or download:

LOC Receipt – Is an Acceptance receipt that shows the Property details, and Filed date and can be found under your Documents tab.

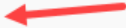
Owner Sewerage System **Documents** Comments History Certification

### Supporting Documents

Add a Document Pick Your Document

B.C. Tax Assessment

Files of type png, jpg, jpeg, gif, pdf. (max file size: 20MB)

File	Date
LOC Receipt 	2022-Nov-09
RSS Application	2022-Apr-13
RSS Application Receipt	2022-Apr-13

LOC - Completed Sewerage System Letter of Certification form (*replaces form 820083*) can be found under your Certification tab


Owner Sewerage System Documents Comments History **Certification**

### Certification Documents

Add a Document Pick Your Document

LOC Other Supporting Documentation

Files of type png, jpg, jpeg, gif, pdf. (max file size: 20MB)

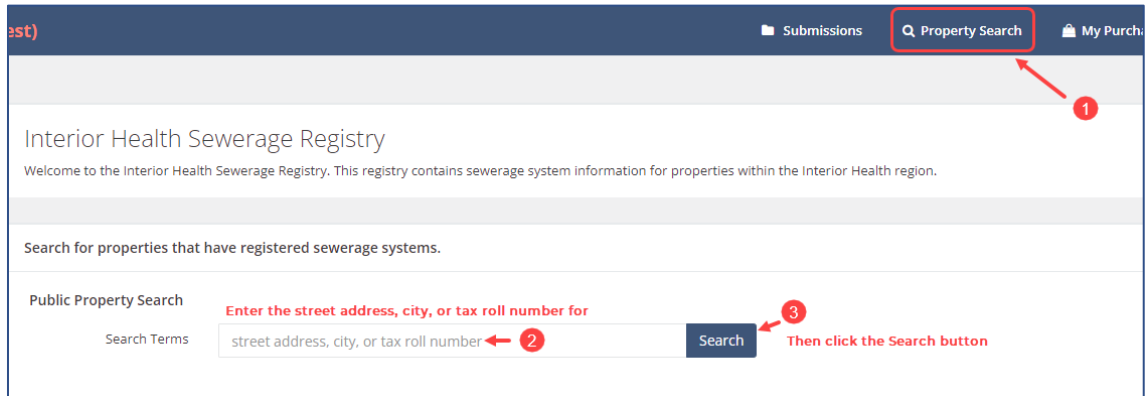
Type	Date	
LOC 	2022-Nov-09	<input type="button" value="Remove"/>
Maintenance Plan	2022-Nov-08	<input type="button" value="Remove"/>
LOC Other Supporting Documentation	2022-Nov-08	<input type="button" value="Remove"/>

- Also see above, [B2 – My Purchases](#), for another way that you can view, download and print your sewerage system filings.

## PROPERTY SEARCH

The Property Search button (**New Feature**) in the top ribbon bar has the ability to search, purchase and download records for properties within the Interior Health region that have been filed through the IHSR since February 2019. With the IHSR version 2.0 upgrade, it is now available for APs who have an IHSR Account. A future phase of the project will allow the public access to this feature as well. If you are an AP and do not have an IHSR Account, register today by following the instructions above, see [A1 - How to request an account](#).

1. Click on Property Search button in the top ribbon bar.





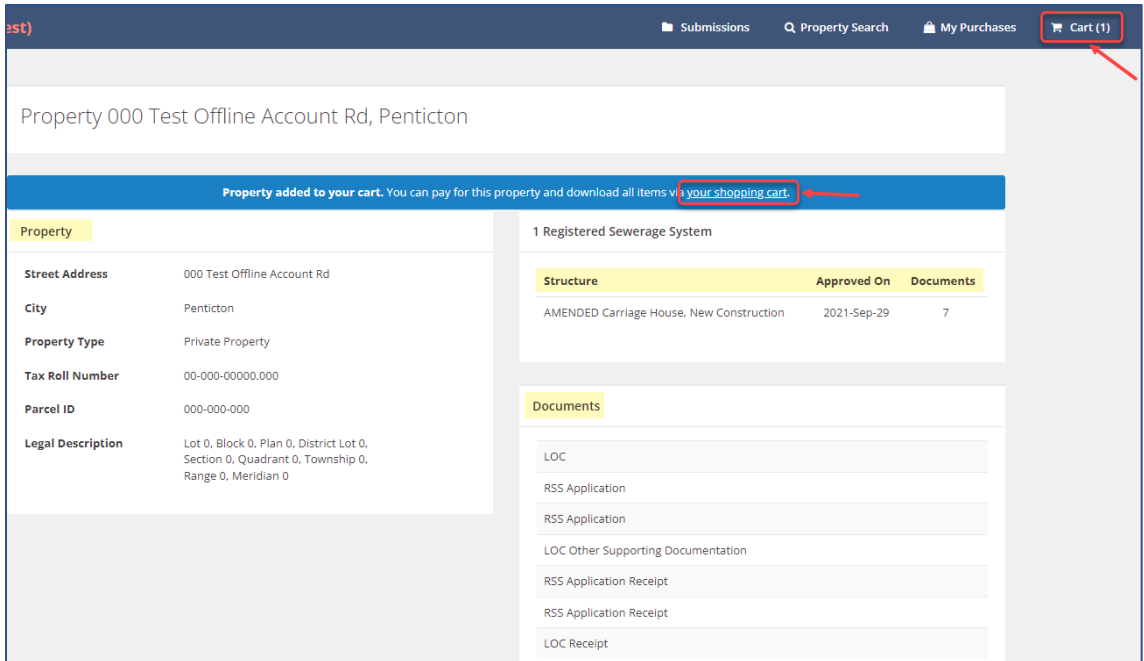
2. This opens a search form for you to enter the street address, city or tax roll number (*must enter full tax roll number*) for a filed/registered sewerage system (*For now, this is sewerage systems filed since February 2019*).
3. Then click on the blue “Search” button. This will show you the search results found based on what you entered in the search box in Step 2. *Note: If you have purchased a filing previously or if it is one of your own, it will show as Purchased and is available for download without the \$50 search fee, see Step 7. below.*

### Property Notice

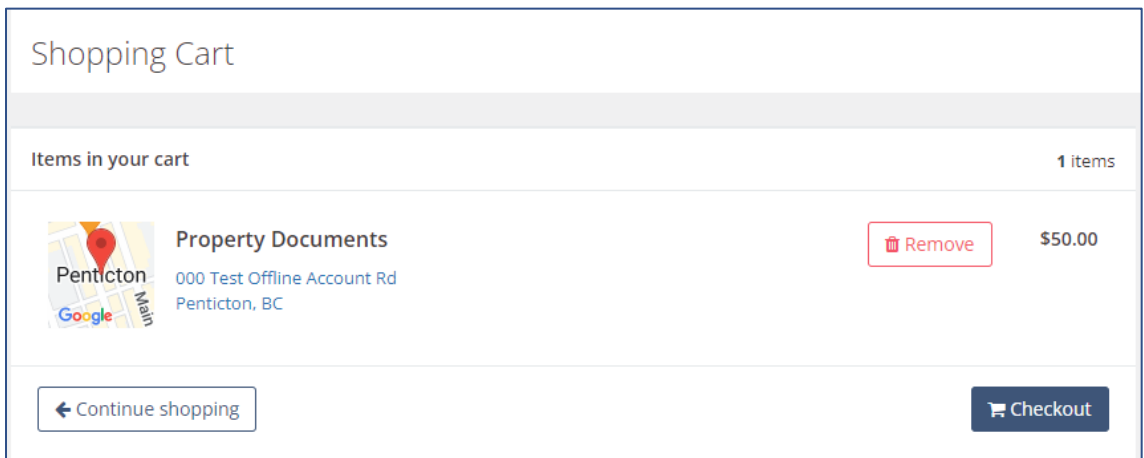
If your Property Search didn't find the property or installation you were looking for, and the installation was prior to 2022, please visit our Interior Health website using the link below to get instructions on how to submit a search request to a local Environmental Public Health office to search the previous filing system.

[Locate an On-Site Sewerage Record](#)

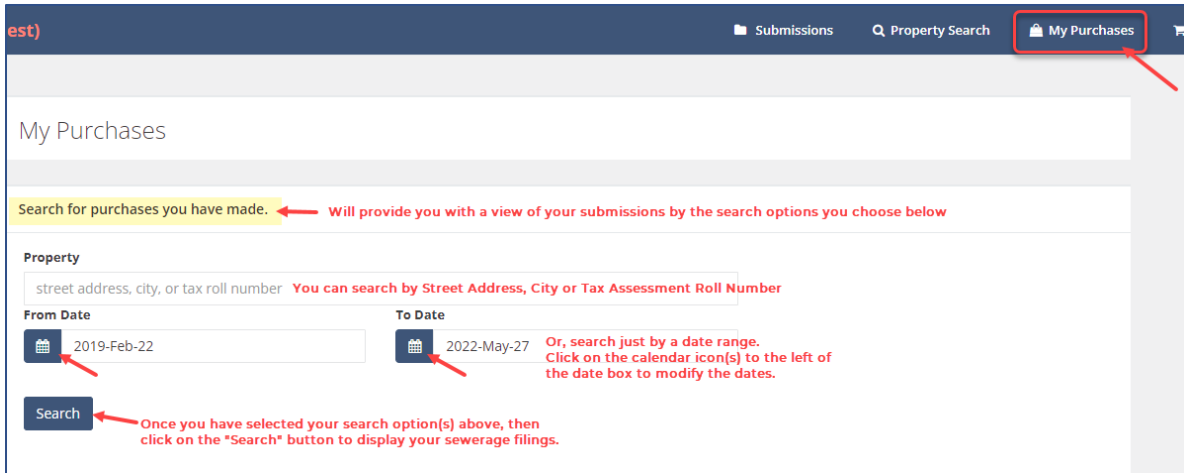
4. To see more information, simply click on the  button and it will display the property information and provide you with a list of the associated documents for you to purchase.
5. Next click on the  button to add the registered sewerage system filing to your Cart. To proceed to your cart either click on the hyperlink provided “...*your shopping cart*” or click on the Cart button in your top ribbon bar.




From here you can Continue Shopping or proceed to Checkout. If you change your mind and want to remove the purchase, click on the red **Remove** button.




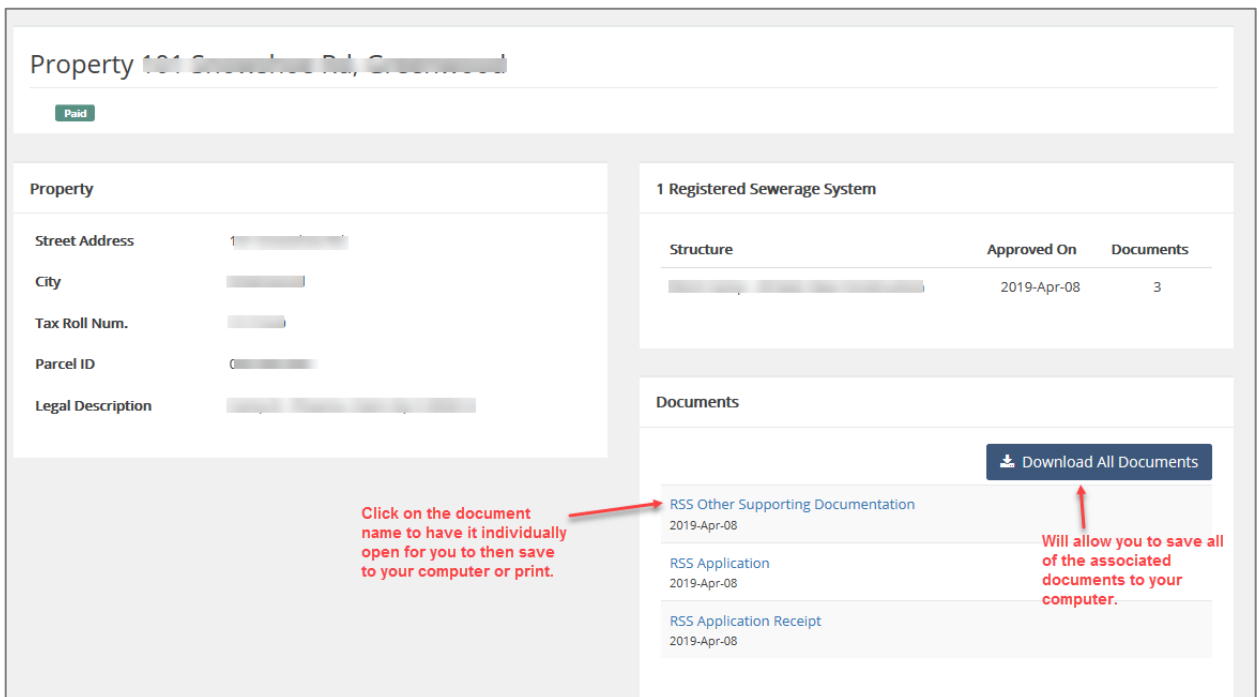
6. When you checkout, the process is the same for when you pay for a Validated RSS filing, see above [C2 - Payment Required](#) for instructions.
7. Once the search fee has been paid, the purchase will move to My Purchases button in your top ribbon bar. When you click on this button My Purchases search option boxes will open.
8. Data enter your search options:
  - Property: Search by Street Address, City, or Tax Assessment Roll Number.
  - From Date – To Date: Allows you to choose the date range to search. To modify the dates click on the calendar icon to the left of the date boxes.



9. Then click on the Search button to see a view of your submissions. They will display according to your specified search options.

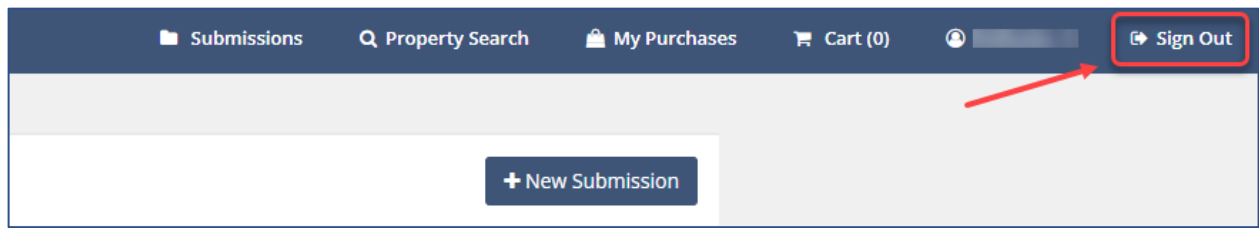
10. Now click on the  button for the submission you would like to view. This will display the property information and provide you with a list of the associated documents for you to download or print.

11. Either click on the document name individually to have each one open separately, or click on the  button to save them as a group to your computer.



## SIGN OUT

Clicking on the Sign Out button in the top ribbon bar will log you out of your account.





## APPENDIX A

### IH Sewerage Registry – Frequently Asked Questions for Authorized Persons

The online IH Sewerage Registry allows Authorized Persons to submit their filings and supporting documentation, track their status, and pay the filing fees on-line. This document answers commonly asked questions from Authorized Persons (APs).

1. How do I access the IH Sewerage Registry and set up an account?

The new IH Sewerage Registry can be found at:

<https://sewerageregistry.interiorhealth.ca/Account/Login>

2. How do I set up an account?

Send an email to [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) to request an account with the following information:

- First name;
- Last name;
- Email address;
- Company name;
- Registration number.

The Interior Health Public Accounts Admin will send you an email with instructions on how to register and start using your account.

3. Where can I find a guide on how to use the IH Sewerage Registry?

Please visit Interior Health's Public Website page, [Onsite Sewerage Systems](#) and then look under Online Sewerage Registry for Authorized Persons, Step 3:

<https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries#online-sewerage-registry-for-authorized-persons>, where a training guide for APs is posted: [IH Sewerage Registry for Authorized Persons](#).

4. I have forgotten my password, how can I get it reset?

If you have forgotten your password, click on the Forgot Password link on the IH Sewerage Registry Log-in Screen.

- An email will be sent to the Account Services team who will reset the password.
- You will receive an email from Account Services letting you know that the password has been reset and instructions on how to update it.
- For more information on managing your account, please visit Interior Health's Public Website page, [Onsite Sewerage Systems](#) and then look under Online Sewerage Registry for Authorized Persons, Step 3:

<https://www.interiorhealth.ca/health-and-wellness/environmental-health-and->

[hazards/sewerage-subdivisions-and-healthier-industries#online-sewerage-registry-for-authorized-persons](#), where a training guide for APs is posted: [IH Sewerage Registry for Authorized Persons](#).

5. Now that the IH Sewerage Registry is live, can I still submit a sewerage filing in person at an Environmental Public Health Office?

Yes, here is the link to our Environmental Public Health offices:

<https://www.interiorhealth.ca/sites/default/files/PDFS/health-protection-offices-contacts.pdf>. Note: Front counter submissions will be put into the same queue as other submission formats.

EPH Admin Support will scan and email your submission(s) to the [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) inbox for review. For an RSS Submission, EA Admin Support will reach out to you for payment once it has been reviewed. We encourage APs to visit and try the new [IH Sewerage Registry](#).

6. Now that there is an online IH Sewerage Registry, can I still submit a sewerage filing through EA@interiorhealth.ca?

You are encouraged to try the new on-line registry; however, submitting to [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) is still continuing until further notice.

7. I have just received an email notification that a new comment has been made on a Sewerage filing that I have submitted for review. How do I review the comment?

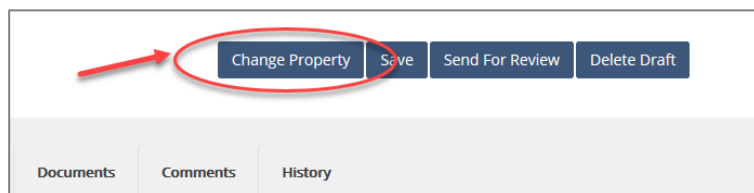
Click on the hyperlink in the email that will take you to the Interior Health Sewerage Registry Log-in screen. Log-in and then locate the sewerage filing you submitted for review (For further instructions see the training guide – [IH Sewerage Registry for Authorized Persons](#), particularly the [Understanding Submission Groupings](#) section):

- Double click on the Property name to open the submission and go to the Comments tab to view the new comment. The most recent comment will display at the top of the comments section.

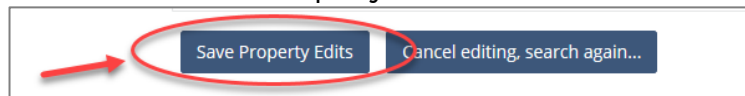
8. I have received an email requesting I update the Property Details on a RSS that I am submitting? How do I do this?

Locate the sewerage filing, it will be located in your Drafts submission grouping.

- Double click on the property address to open the submission.
- Click the Change Property button and then the OK button.



- The property details will come up blank for you to re-enter the correct details.
- Then click the Save Property Edits button.



This will link your updated information back to the rest of your filing. You will not have to start over.

9. Why do I have to attach my documents separately instead of one single report with my sewerage filing submission?

Some of the documents we require for a RSS file review are not releasable to the general public. For example, our review includes checking that the property address is correct and to do that we require Tax Assessment Notices, Land Titles and other documentation. In the future we intend to make sewerage records available to the public and we need to restrict public access to documents that contain personal information.

10. How do I file an Amendment?

You can now file the Amendment through the IH Sewerage Registry, for instructions on how to submit see the training guide – [IH Sewerage Registry for Authorized Persons](#) and then the section [B5 How To Submit An Amendment](#).

11. How do I request a Sewerage File Search?

Visit our Interior Health website Healthy Built Environment page:

<https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries#online-sewerage-registry-for-authorized-persons>. Click on *Locate an On-Site Sewerage Record* for instructions.

Note: If you are an Authorized Person with an IH Sewerage Registry account, you now have the ability to search, purchase and download records for properties within the Interior Health region that have been filed through the IHSR since February 2019. See the training guide – [IH Sewerage Registry for Authorized Persons](#) and then the section [Property Search](#).

12. Can I apply for a Holding Tank permit through the IH Sewerage Registry?

Not at this time, Holding Tank submissions are processed through [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca). For further information, please visit our public website Onsite Sewerage at: <https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries#apply-for-a-holding-tank-permit>. Click on *Apply for a Holding Tank Permit* for instructions.

13. I have more questions, who can I contact?

Please contact us - Monday to Friday (8:30 am to 4:30 pm PST):

- By Phone: 1-855-744-6328 Option 4 (please leave a detailed voice message with your name and phone number).
- By email: [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)

## APPENDIX B

### Authorized Person Submission Checklist

This checklist has been developed for each part of the process to ensure that your submission meets Interior Health requirements. Should you have any questions or require clarification about the Sewerage System Regulation filing process, please contact us at [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca).

#### INITIAL FILING CHECKLIST REQUIREMENTS

- 1. [IH Sewerage Registry](#) Account Profile form, AP Details tab, completed in full with first name, last name, phone number and mailing address.  
*Your AP Details information will populate onto the documents created by the IH Sewerage Registry (i.e. applications and receipts). The AP Details **must be your information as the Authorized Person**.*
- 2. Record of Sewerage System (RSS) – all application fields must be completed in full and correctly [shown as Owners and Sewerage System tab in registry and known as the RSS form for counter or Environmental Assessment (EA) email submissions].
- 3. Correct Folio / Assessment Roll Number verified with a BC Tax assessment or similar legal document that proves the tax assessment roll number, civic address, property identification # (PID), and legal description for the sewerage system. These must be uploaded under the respective tabs: BC Tax Assessment, Land Title or Regional District Property Report drop down heading in the registry.
- 4. GPS co-ordinates (*optional*), the Longitude must be a negative value and with-in the range of -126 to -113 in order to map with-in IH boundaries and to submit your submission for review.
- 5. Approved Person or Engineer seal and signature on all supporting documents submitted to the registry. RSS Form emailed to EA does not need to be signed/stamped.
- 6. Proposed drawings / site plan / record of design scaled or with measurements that outline where the system will go. Must be stamped and initialled by the AP.
- 7. Soil assessment and perc / test pit information. Must be stamped and initialled by the AP.
- 8. System Specifications that describe system detail (e.g. DDF / design rationale). Must be stamped and initialled by the AP.
- 9. Conflicts (restrictive covenants, easements or health order); if yes is checked, provide documentation.
- 10. A ROWP with Planner (PL) credentials, or a Professional Engineer in good standing with their governing body, to submit filings.
- 11. Registry submissions must have documents uploaded under the correct corresponding heading, as outlined in the AP User Guide. Filing packages can be uploaded as one report under the RSS Other Supporting Documentation heading without the BC Assessment or Land Title document included; those two documents must go under their corresponding headings.

## LETTER OF CERTIFICATION MINIMUM SUBMISSION REQUIREMENTS

- 1. Letter of Certification (LOC) filed within two years of initial filing date and/or within 30 days of construction. Must be stamped and initialled by the original AP.
- 2. As-Built drawings / site plan / record of design that shows the details of where the sewerage system is located on the property, and where it is attached to the dwelling, with measurements or a scale. Must be stamped and initialled by the original AP.
- 3. Maintenance Plan for the running of the sewerage system, e.g. dos/don'ts and scheduled maintenance details. Must be stamped and initialled by the original AP.
- 4. If not the Planner who installed the system, provide the Installer's name.
- 5. Registry submissions must have the As Built drawings / specifications uploaded under the LOC Other Supporting Documentation heading and the Maintenance Plan under its corresponding heading.
- 6. If you are submitting your LOC submission through [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) or [Environmental Public Health office](#) – please provide a completed [820124 Sewerage System Maintenance Schedule](#) form for Sewerage Registry Intake Admin Support to data enter into the IH Sewerage Registry on your behalf.

## RECORD OF SEWERAGE AMENDMENTS MINIMUM SUBMISSION REQUIREMENTS

- Reasons for filing an Amendment:
  - Any significant changes to the plans or specifications, per SPM (sec III-3.6.1 Significant Changes to Design During Installation)
- Documents to be submitted:
  - Revised RSS Submission, where applicable
  - Any additional documentation, stamped & initialled by the original AP
- Registry amendments – comment must be added specifying the reason for the amendment

NOTE: Incomplete submissions **that do not meet these standards** will be returned for revision before being accepted by Interior Health. Please ensure that all documents and reports are stamped / sealed and initialled by the Authorized Person.

## RESOURCES

- [IH Sewerage Registry for Authorized Persons](#) Training Guide
- [BC Sewerage System Regulation](#)
- [Sewerage System Standard Practice Manual](#)
- [820124 Sewerage System Maintenance Schedule](#) form

Contact your local [Environmental Public Health & Licensing office](#) if you have questions.