Interior Health

Interior Health Sewerage Registry Training Guide

Interior Health Sewerage Registry

For Authorized Persons

Table of Contents

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 for Record of Sewerage (RSS) & RSS Amendment submissions, and the Certification tab for Letter of Certification (LOC) submissions. Also, 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 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 Support 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:
     o First Name;
     o Last Name;
     o Company name if applicable;
     o Phone Number;
     o 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:	
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.

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.

> **From:** Interior Health Public Accounts <publicaccounts@interiorhealth.ca>
> **Sent:** Wednesday, November 03, 2021 8:17 AM
> **To:**
> **Subject:** Interior Health Account Verification
>
> Hello,
>
> We received a request to create an Interior Health online services account using this email address.
>
> **To start using your account, please click on the link below (or cut and paste this URL into your browser) to validate your email address:**
>
> https://SewerageRegistry.interiorhealth.ca/Account/ActivateAccount/224CD5F2-C342-4AB2-B910-03B5004ECF0D
>
> If you did not want to create an account or you did not submit this request, please ignore this message.
>
> Thank you,
>
> Interior Health Account Support Team

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.

> **From:** Interior Health Public Accounts <publicaccounts@interiorhealth.ca>
> **Sent:** Wednesday, November 03, 2021 8:17 AM
> **To:**
> **Subject:** Interior Health Account Confirmation
>
> Hello,
>
> Your Interior Health online services account has been confirmed and activated.
>
> Thank you,
>
> Interior Health Account Support Team

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.
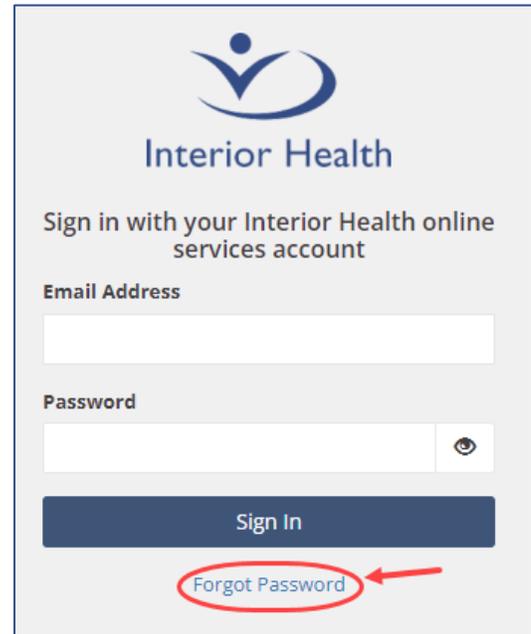
How do I change my password?

1. Once you have signed into your account, click on your name in the top ribbon bar.
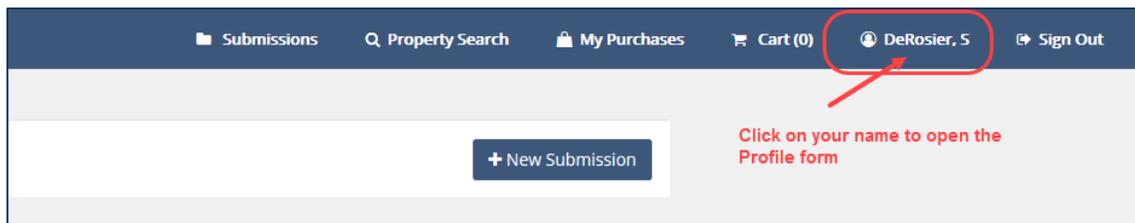
2. This will open your **Profile** form where you can update your First Name, Last Name, AP Details, Contact Details, Password, Email Address and see your Payment History.

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.

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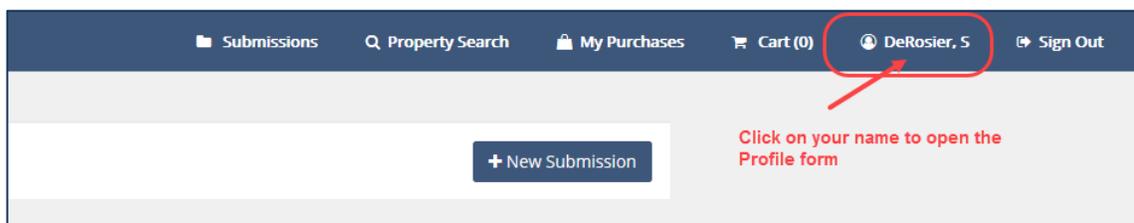
2. This will open your **Profile** form where you can update your **AP Details** tab. *Please ensure all of the boxes are completed in full.*

| AP Details | Contact Details | Password | Email Address | Payment History |

This information is required to submit sewerage systems to Interior Health.

Authorized Person Professional Info

Reg. Number
12345

Company
Environmental Public Health

Phone Number
250-770-1234

☑ Send email notifications when a new comment is made on a sewerage system.

Street Address
Mailing Address ✕

City
Penticton

Prov. / State
BC

Country
Canada ▾

Postal Code
V2A 7H2

Save

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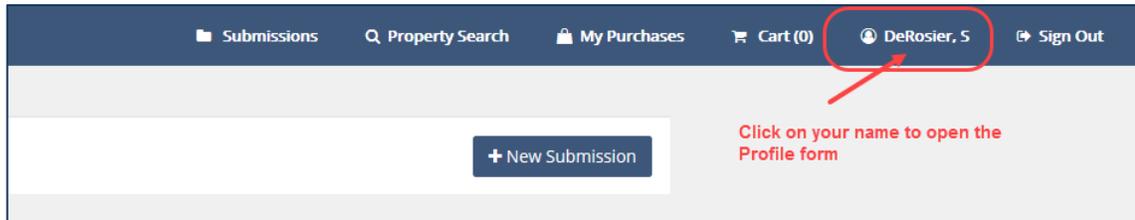
- This will open your **Profile** form where you can update your **AP Details** tab. Ensure the tick box, next to the statement "*Send email notifications when a new comment is made on a sewerage system.*" is ticked.

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 2 (please leave a detailed voice message with your name and a phone number you can be contacted at).
- ➢ By email: 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 workflow. From here you can check on the status of your sewerage filing submissions.

New Feature: A lock will appear next to your **Property** details if your submission is open for review, or the **Status** of your submission has locked it for editing.

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 **Comments** tab to see what the Sewerage Registry Intake Support (SRIS) requires.

Draft Amendment – 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 Support Dashboard and is waiting review. Comments can be added when your submission has this status, and a notification will be sent to EA@interiorhealth.ca that it has been added.

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

Submitted (In Review) – Your filing is being reviewed by the Sewerage Registry Intake Support (SRIS). **New Feature:** when your filing is opened and under review a lock will now appear.

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 edit 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 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 – Your RSS Amendment filing has been submitted to the IHSR Support Dashboard and is waiting review.

Submitted (In Review) Amendment – Your RSS Amendment filing is being reviewed by the Sewerage Registry Intake Support (SRIS). **New Feature:** When your filing is opened and under review a lock will now appear.

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

Submitted (Pending) Amendment – 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 – 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 Support Dashboard and is waiting for review.

LOC Submitted (In Review) – Your LOC filing is being reviewed. **New Feature:** When your filing is opened and under review a lock will now appear on your filing.

LOC Submitted (In Review) Amendment – 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 **Certification** tab – see E2 – Certified Documents below.

Certified Amendment – 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 **Certification** 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)". To know if your submission was cancelled past the draft stage, look for a green status flag, i.e. the "Paid" green flag status for this example indicates that a **Paid RSS** was cancelled.*
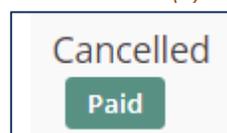
Understanding Submission Groupings

Click the Submissions button in the top ribbon to navigate back to the Submissions dashboard.
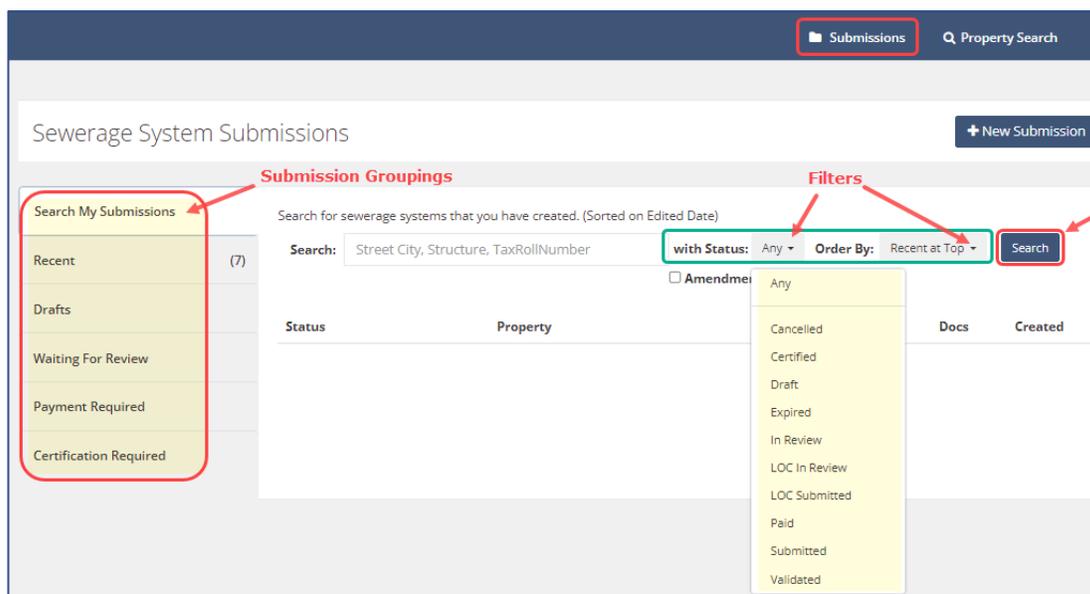
Search My Submissions – Allows you to search the data system for filings that you have created. **Filters** and paging can assist in your search:

- **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** 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
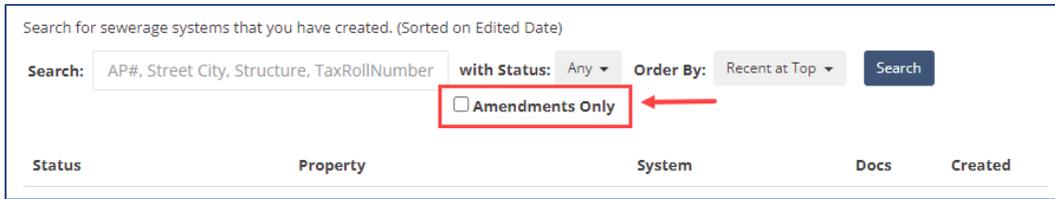
Note: *After selecting a filter you then need to click the blue "Search" button for the search to occur. To see all of your submissions, enter your Registration number in the* **Search** *box and choose "Any" for "with Status", then left click the "Search" button.*

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

Recent – An itemized view of the filings that have been edited 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 Support requires.

Waiting For Approval – An itemized view of the filings you have submitted and are being reviewed. If the submission is returned for revision 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 Support requires:

- Submitted RSS will be set back to "Draft" status and will move back under **Drafts** grouping (see above).
- Submitted RSS Amendment will be set back to "Paid" status and will move back under the **Certification Required** grouping (see below).
- Submitted LOC will be set back to "Paid" and will move back under the **Certification Required** grouping (see below).

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.

***Note:** This feature will only display those purchases that you have paid by using the IHSR Payment Portal. Those purchases paid through a local Environmental Public Health (see note below) or over the phone with Environmental Assessment **will not display**.*

***Note:** If you are planning on sending the Property Owner into the local Environmental Public Health (EPH) office to make a payment for the RSS filing fee, please make arrangements ahead of time by contacting the local EPH office. They will provide you with a **Request for Manual Payment** form that needs to be completed and brought in by the property owner in order for the payment to be processed.*

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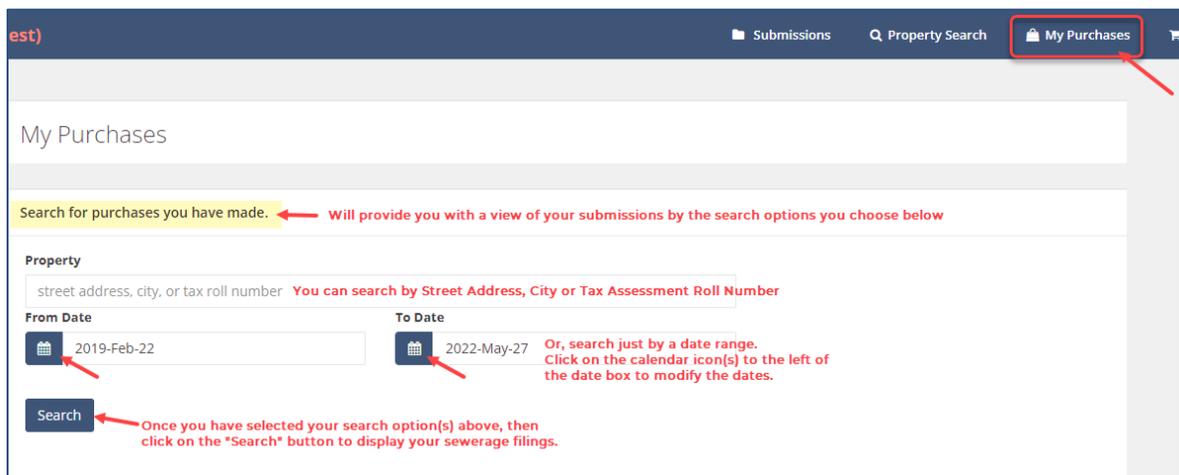
2. Then click on the **Search** button to see a view of your submissions. They will display according to your specified search options.

3. Now click on the [See More →] 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 [⬇ Download All Documents] button to save them as a group to your computer.

Property 101 ▓▓▓▓▓▓ Rd, ▓▓▓▓▓▓▓

Paid

Property

Street Address	1▓▓▓▓▓▓
City	▓▓▓▓▓▓
Tax Roll Num.	▓▓▓▓
Parcel ID	0▓▓▓▓▓
Legal Description	▓▓▓▓▓▓▓

1 Registered Sewerage System

Structure	Approved On	Documents
▓▓▓▓▓▓▓▓	2019-Apr-08	3

Documents

⬇ Download All Documents

Click on the document name to have it individually open for you to then save to your computer or print.

RSS Other Supporting Documentation
2019-Apr-08

RSS Application
2019-Apr-08

RSS Application Receipt
2019-Apr-08

Will allow you to save all of the associated documents 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.
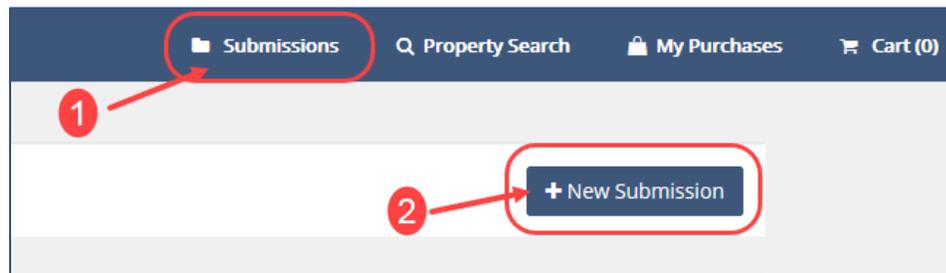
2. This opens a **New Submission** form. Search for the City and Tax Roll Number for the RSS filing you want to submit for review.
   a. **City:** Choose from the available pre-designated community drop down choices. *For site addresses that are within a Regional District, please choose the appropriate 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:
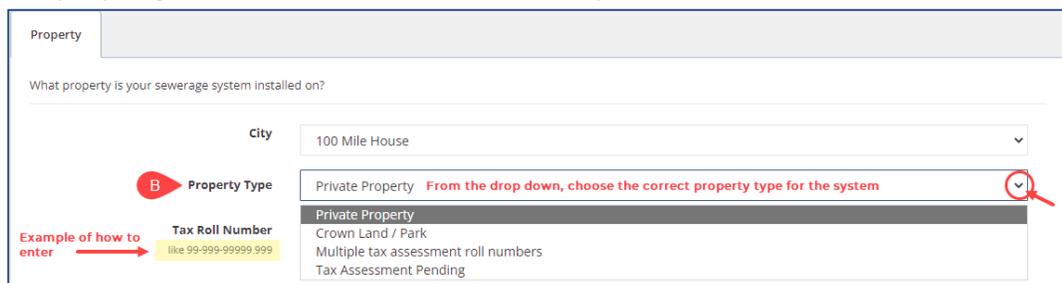
Private Property: Enter the Tax Roll Number [Area-Jurisdiction-Roll Number, e.g. 12-123-12345.123, 12-123-12-12345.123, or 12-123-1234567.123 (***no letters, should match BC Assessment, decimal only before last 3 digits***)].

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*).

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.

Submissions for Composting Toilet Treatment

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.*

Submissions for Tank Only – Shared Wastewater Treatment System

When a development shares a wastewater treatment system and an RSS has been filed for the system, each individual lot will still need to file an RSS for the installation of the tank and associated works.

- Please ensure on the Sewerage System tab that the Structure states what the system will be servicing, and the same information is copied into the "Other" box – i.e. "Septic tank to connect to community system".
- ❖ *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.

Property	EXAMPLE

Enter details about the property...

City	100 Mile House
Property Type	Private Property
Tax Roll Number	24-557-12345.123
Parcel ID	001-234-456
Lot	7
Block	block number
Plan	KAP27909
District Lot	36
Section	section
Quadrant	quadrant
Township	township
Range	range
Meridian	meridian
Location Description	except Plan 45
Street Address	123 Example St

Complete all of these boxes as per BC Tax Assessment

[OK] [Cancel and Search Again]

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.

3. Once the form is completed click on **OK** to proceed or **Cancel and Search Again** to start over.

[OK] [Cancel and Search Again]

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.
>
> - o If revisions are needed, choose the Change Property button to update the Property Details (see question 8 below for further Information).
>
> - o Choose Delete Draft if you would like to start over.
>
> - o At any time, you can choose the Save button on your Submissions view to put your submission into "Draft" 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 all of the Property Owner's information (*must be fully completed*) and then click on the **Save** button.
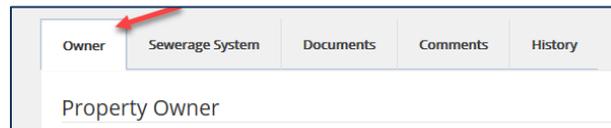
Sewerage System tab

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. ***Please do not enter the Owner's name in this field.*** (*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.

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:
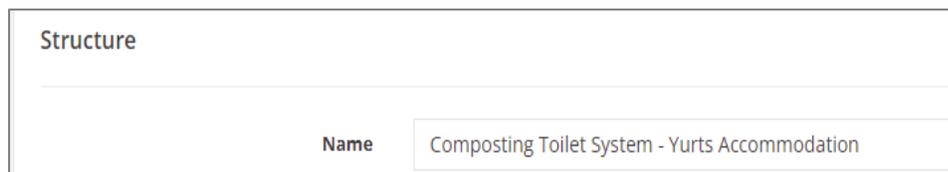
Structure

Name	Composting Toilet System - Yurts Accommodation
Type	○ Single Family Dwelling
	◉ Other
	Composting Toilet System - Yurts ,

Development Sharing a Wastewater Treatment System - Tank only: choose "Other" and then data enter what the system is for, i.e. "Shared System – Tank only". Please also provide a copy of the accepted RSS for the shared system and a site plan for the lot showing the location of the tank and associated work (ex. Pump) on the Documents tab.

Structure

Name	Septic tank to connect to community system
Type	○ Single Family Dwelling
	◉ Other
	Septic tank to connect to commun

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:
- o Choose up to 9,100 litres for those systems that are less than or equal to 9,100 litres.
- o 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. The value range should be 49 to 54 (i.e. 50.647880) to be within Interior Health Authority boundaries.

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.

Longitude	-121.459167
	*decimal longitudes must have a negative value, and range from -126 to -113

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 in metres.

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.

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

Distance To Surface Water (in m): 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, a copy of the Order is required with your submission.

Plot Plan

Documents: ✓ Yes, the plot plan (to scale) and specifications are attached.

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

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

7. Click the **Save** button.

Documents tab

8. 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**.
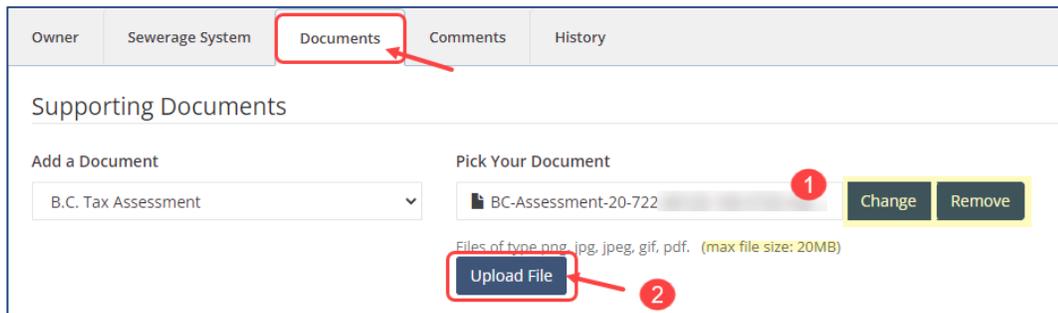

Note: For the IH Sewerage Registry, Form 820082 – Record of Sewerage System is not required as you will be creating this same form by completing in full the [Owners](#) and [Sewerage System](#) tabs.

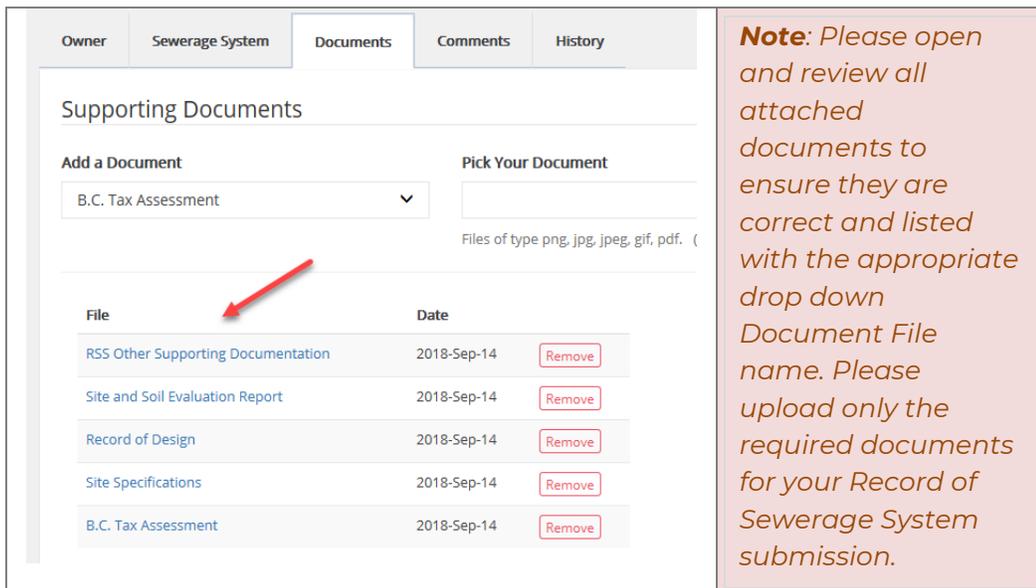| Document Drop Down Choices – Which One To Use	
RSS Document Drop Down Choice	**Types of documents to be uploaded to this choice**
BC Assessment	A BC Assessment or Property Notice that proves the Areas-Jurisdiction-Roll Number, City, Street Address, Legal Description and Property Identification Number (PID) - ***Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.***
Daily Design Flow and Type and Quality of Influent	Information / Report regarding Daily Design Flow, as per SPM ll-5 Standards for Planning Systems.
Hydro-geology Report	A supporting hydro-geology 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 Property Owner, Legal Description of the property and PID - ***Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.***

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* - ***Do Not upload this information with other documents. It MUST be uploaded separately.***
Other	For any additional (releasable) information that supports the story of the sewerage system.
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 Folio Number, PID, Site Address, Legal Description, and Plan Number of the property - ***Do Not upload this information with other documents. It MUST be uploaded separately using this choice because it cannot be shared with the public.***
RSS Other Supporting Documentation	Documents can be combined (e.g. Daily Design Flow and Type and Quality of Influent, Record of Design, & Site and Soil Evaluation Report) 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.

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.

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

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 Record of Sewerage System submission.

Comments tab

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

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

> *Note: If you have questions regarding how to data enter your sewerage filing, add a Comment, email EA@interiorhealth.ca or call 1-855-744-6328 Option 2 (please leave a detailed voice message with your name and a phone number). Thank you.*

How to Submit a Record of Sewerage Filing Package

12. 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 Support Dashboard for review.

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

13. To check on the status of your sewerage filings go to **Submissions** in the top ribbon bar and then left click on **Waiting For Review**. See section on ***Understanding the Status column*** for further information.

C2 - Payment Required

Once an 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 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 45 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] **Pay** button.

2. This will lead you through payment screens and allow you to enter your credit card information. ***Note:*** *When confirming your Billing Details, 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.*

3. 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 or call 1-855-744-6328 Option 4.

Payment History

4. Another way you can view your purchases is to click on **Your Name** in the top ribbon bar to open your **Profile** view.
5. Then click on the **Payment History** tab.
6. Search by property or date range for your payment order(s).
7. Click the download icon. You can then save the receipt to your computer and/or print a copy of your receipt. ***Note:*** *This feature will only display those purchases that you have paid by using the IHSR Payment Portal. Those purchases paid through a local Environmental Public Health Office or over the phone with Environmental Assessment will not display.*
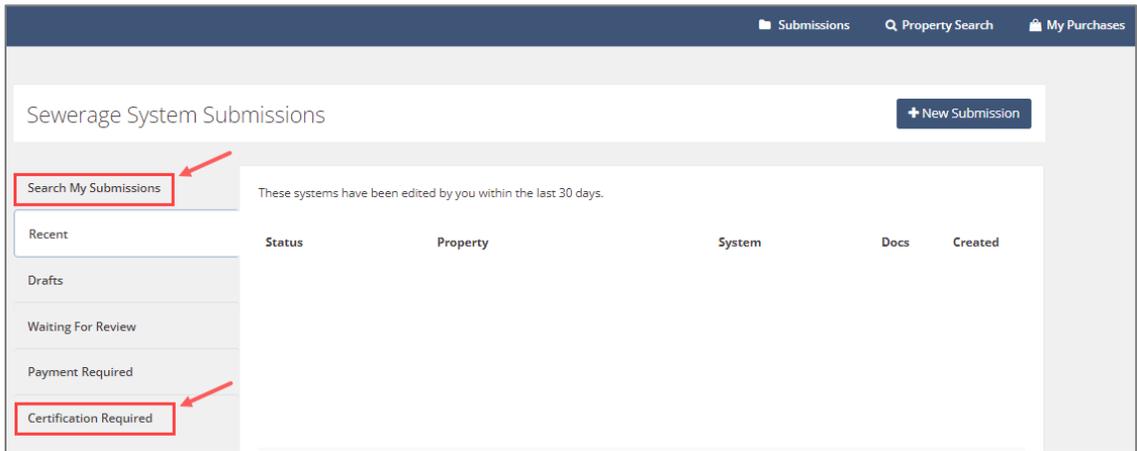
C3 – Accepted RSS Documents

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, **Effective Date** and **Expiry Date** for the RSS submission.
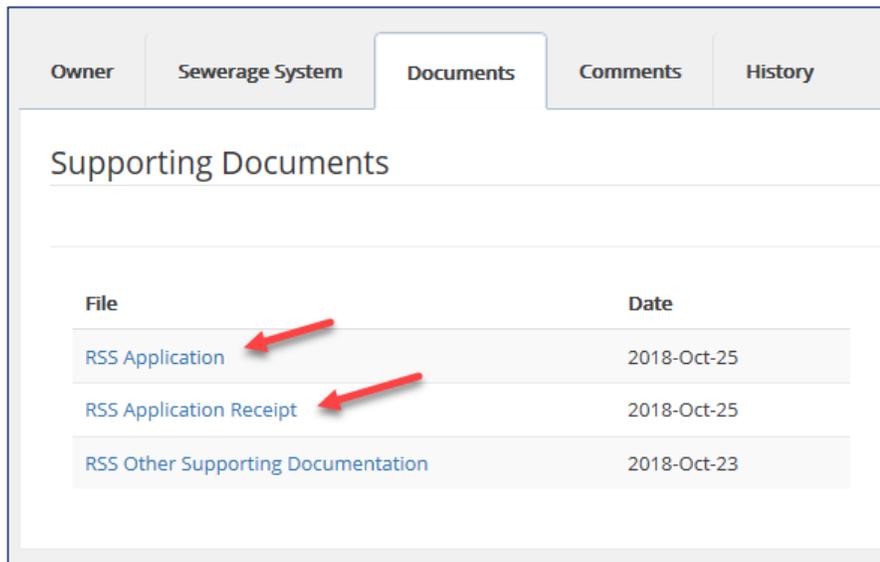
SECTION D – FILING AN AMENDMENT

D1 – How to submit an Amendment

1. Find the **Paid RSS** that you want to add an **Amendment** to 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.

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:

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 Support 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 Support will add a 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 **Property** name to open the filing, then select the "Amendment – Created On [Date] (Draft)" drop down choice to re-open the RSS Amendment.
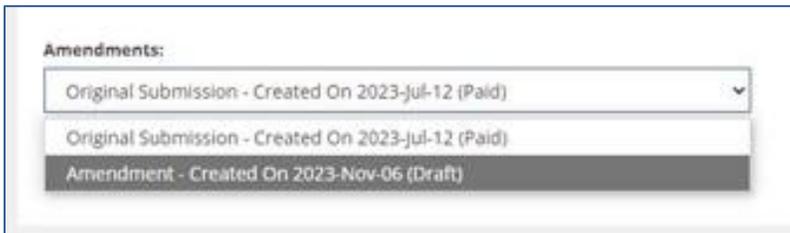
Complete the revisions and then click on the **Send Amendment For Review** button to re-submit.

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.
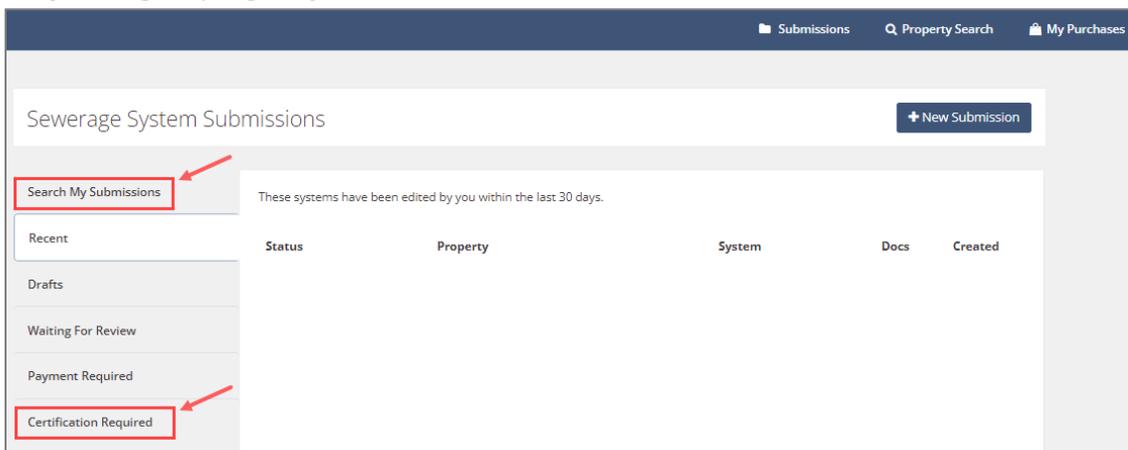
2. Click on the **Property** name to open the filing and go to the **Documents** tab. A new **RSS Application** and **RSS Application Receipt** will be created for the **Validated** Amendment. Click the document name that you want to either print or download:

> **RSS Application** - Completed **Record of Sewerage System** form with "Amendment" ticked (*replaces form 820082*).

> **RSS Application Receipt** – Is an IH acceptance receipt that shows the property details, **Effective Date** and **Expiry Date** for the RSS submission. ***Note:*** *the RSS Expiry date remains as two years from the original **Paid** filing date.*

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.
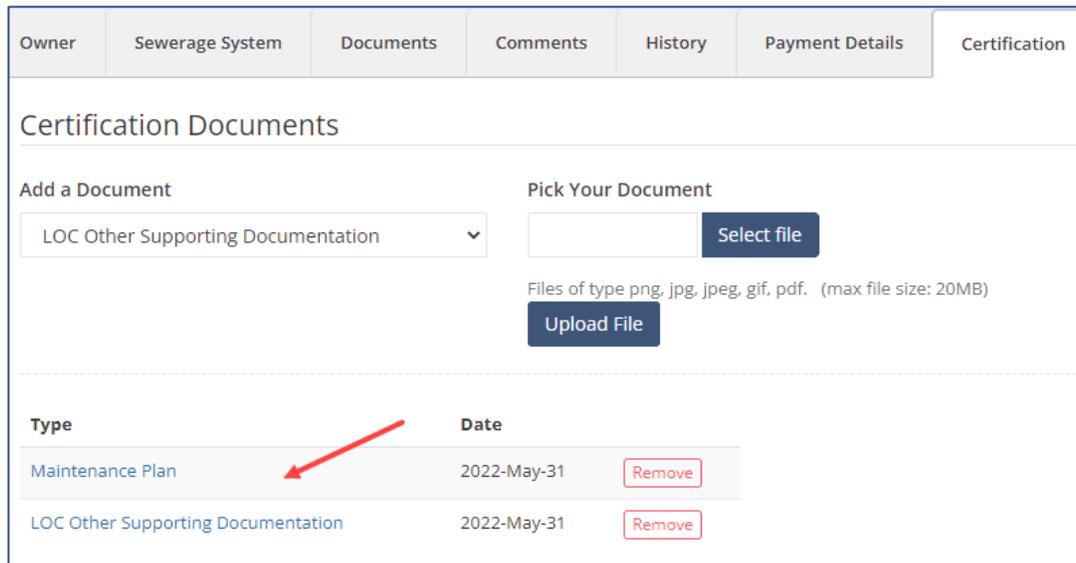

Certification tab

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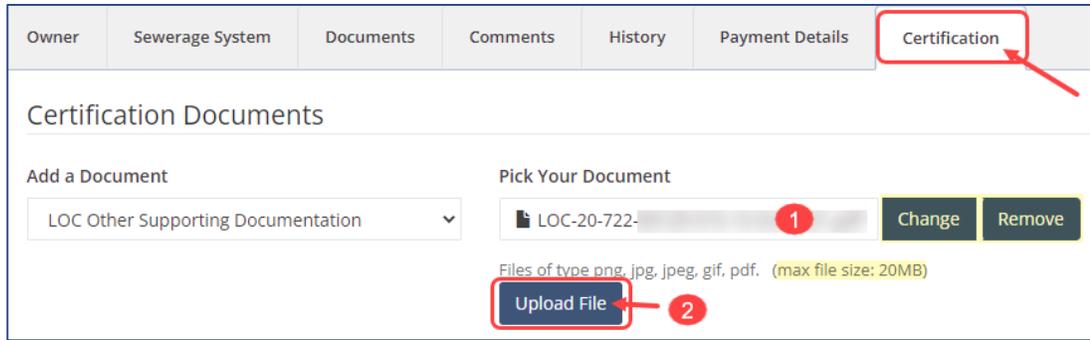
To make any changes use the **Change** or **Remove** button prior to uploading. All attached documents will now show on your screen. To remove once uploaded use the red Remove button next to the document file name.

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	Documents can be combined. 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:

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 Support Dashboard for review.

Submit LOC

9. Once you have submitted your **LOC**, if revisions are required Sewerage Registry Intake Support 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.
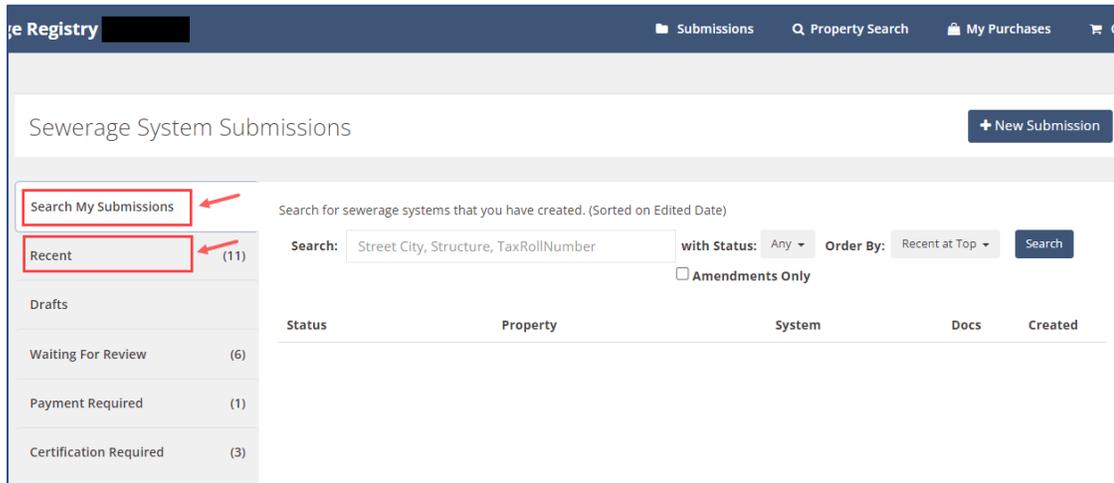
2. Click on the **Property** name to open the filing and go to the **Certification** tab. A new **LOC** and **LOC Receipt** will be created for the **Certified LOC**. Click the document name that you want to either print or download:

LOC Receipt – Is an IH acceptance receipt that shows the property details, and **Date of Acceptance** of the LOC submission.

LOC - Completed **Sewerage System Letter of Certification** form (*replaces form 820083*).
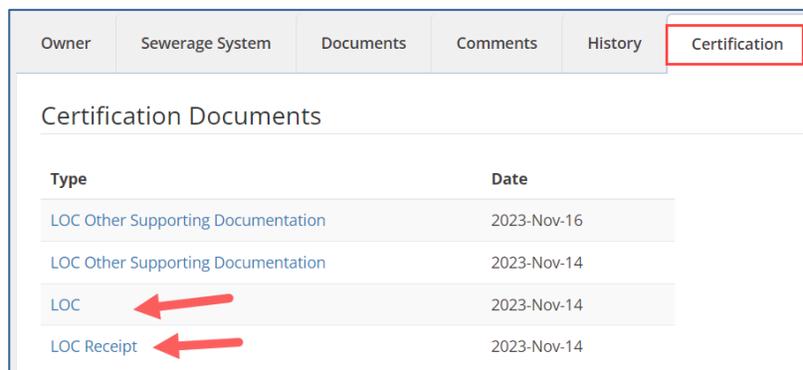
3. Also see above, B2 – My Purchases, for another way that you can view, download and print your sewerage system filings.

PROPERTY SEARCH

The **Property Search** button 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 Version 2 upgrade, this feature is also 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 who is qualified to file sewerage submissions, 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, only sewerage systems filed since February 2019 are stored here*).

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 [See More →] 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 **Purchase ($50.00)** 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.
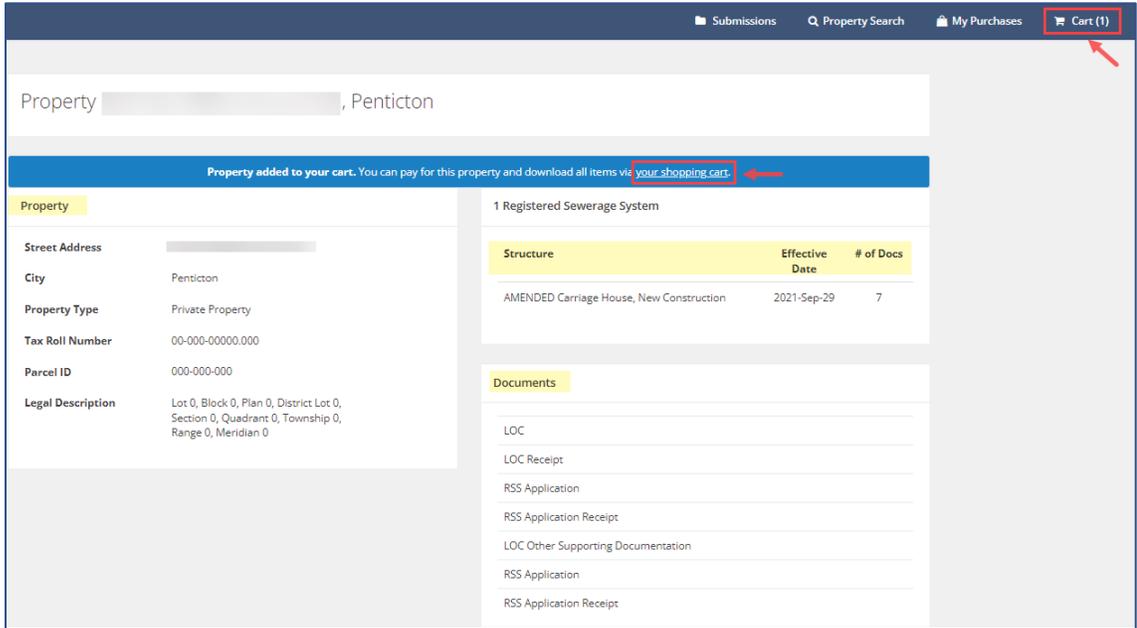
Note: *If the sewerage system filing you have searched has additional information submitted that is currently being reviewed, i.e. an Amendment or LOC for a Paid RSS, you will see messaging in the top right corner of the screen, i.e. "Filing in progress". These additional submitted documents will not be released as part of a search until they are reviewed/accepted.*

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.
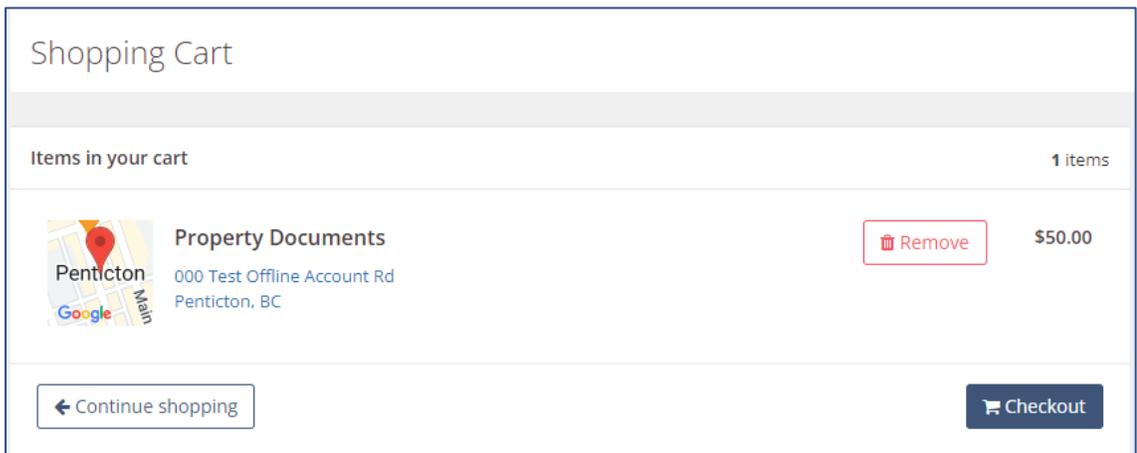
6. When you checkout, the process is the same for when you pay for a **Validated** RSS filing, see above [C2 - Payment Required](#) for instructions.

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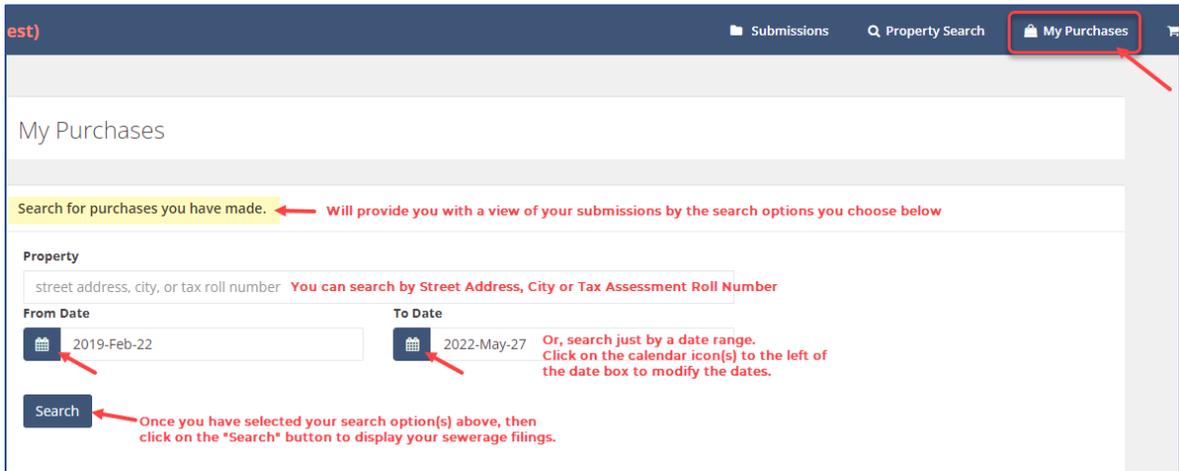
9. Then click on the **Search** button to see a view of your purchases. They will display according to your specified search options.

10. Now click on the ⎡See More →⎤ 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 ![Download All Documents] button to save them as a group to your computer. Note:

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://seweregistry.interiorhealth.ca/Account/Login

2. **How do I set up an account?**

   Send an email to 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 Support Staff 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 Support Staff will scan and email your submission(s) to the EA@interiorhealth.ca inbox for review. For an RSS Submission, EA Support Staff will reach out to you for payment once it has been reviewed. We encourage APs to visit and try the 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 on-line registry; however, submitting to 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.
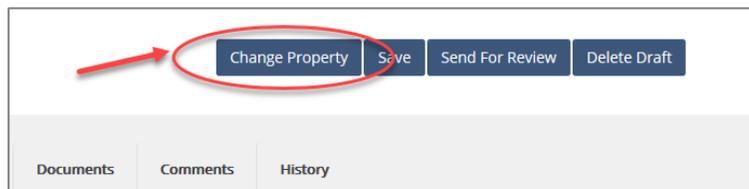
    - The property details will come up blank for you to re-enter the correct details.
    - Then click the **Save Property Edits** button.
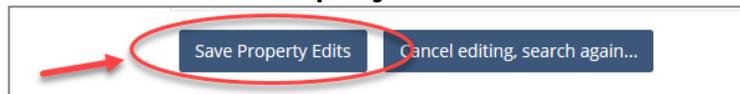
    This will link your updated information back to the rest of your filing. **You will not have to start over.**

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

    Some of the documents we require for an 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 Environmental Health & Hazards > Sewerage, Subdivisions & Healthier Industries page: https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries. 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 in 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 by email to 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 2 (please leave a detailed voice message with your name and phone number).
    - By email: 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.

INITIAL FILING CHECKLIST REQUIREMENTS

☐ 1. IH Sewerage Registry **Account Profile** form, **AP Details** tab, completed in full including 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 [i.e. the **Owner** and **Sewerage System** tabs in the Registry or the RSS form for emailed submissions to Environmental Assessment (EA@interiorhealth.ca)].

☐ 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 appropriate drop down document choice: **BC Tax Assessment, Land Title or Regional District Property Report** in the registry.

☐ 4. GPS co-ordinates *(optional)*, the Latitude should be between 49 to 54. 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. Authorized 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 an AP.

☐ 7. Soil assessment and perc / test pit information. Must be stamped and initialled by an AP.

☐ 8. System Specifications that describe system detail (e.g. DDF / design rationale). Must be stamped and initialled by an AP.

☐ 9. Conflicts (restrictive covenants, easements or health order); if yes is checked, provide documentation.

☐ 10. Only 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(s), 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 Tax Assessment, Land Title or Regional District Property Report included; these three documents must go under their corresponding heading(s).

LETTER OF CERTIFICATION MINIMUM SUBMISSION REQUIREMENTS

- ☐ 1. Letter of Certification (LOC) filed within two years of initial RSS Paid date and/or within 30 days of construction. Must be filed, 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 an AP.
- ☐ 3. Maintenance Plan for the running of the sewerage system, e.g. dos/don'ts and scheduled maintenance details. Must be filed, stamped and initialled by the original AP.
- ☐ 4. If not, the Planner who installed the system, provide the Installer's name and Registration Number.
- ☐ 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 or Environmental Public Health office – please provide a completed 820124 Sewerage System Maintenance Schedule form for Sewerage Registry Intake Support to data enter into the IH Sewerage Registry on your behalf.

RECORD OF SEWERAGE AMENDMENTS MINIMUM SUBMISSION REQUIREMENTS

- **Reasons for filing an Amendment:**
  - o Any significant changes to the plans or specifications, per SPM (sec **III-3.6.1 Significant Changes to Design During Installation)**.
  - o RSS revisions, i.e. revisions needed on the Owner and/or Sewerage System tabs in the IHSR. These tabs should be reviewed and updated accordingly for the Amendment submission.
- **Documents to be submitted:**
  - o Revised RSS Submission, where applicable
  - o Any additional documentation, stamped & initialled by the original AP who filed the RSS.
- **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.