

## **SUGGESTED PROCEDURES FOR CLONING FACILITIES**

### ***Step 1 – Preliminary Considerations***

Prior to entering any data into the reporting software, take into consideration and determine the following:

- What kind of facility is it (e.g. compressor station, battery, oil well, gas plant)?
- What are the Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS) codes for each type of facility?
- Will the public and technical contact be the same for each type of facility?
- Is there a company coordinator preparing the report for all facilities?
- Is there a contractor/consultant preparing the report on behalf of the company?
- Will there be shutdown periods for each facility and will they be the same?
- Will the company official certifying the submission be the same for all facilities?
- What substances will be the most likely to be reported for each type of facility?

### ***Step 2 – Enter Generic Facility Information***

Once you have determined the above information for each type of facility for which you will be reporting, open the 2003 reporting software; from the “Main Menu” select the “View/Enter/Edit” button. On the next screen select the “Reporting Facilities” button and “ADD” a new facility. You will be presented with a blank facility report where you will begin to complete the facility information. Based on the questions above, enter the information that you want copied to other facilities in the cloning process. In some cases this may be information for an actual facility or it may be a simulated facility you are creating to allow you to maximize the amount of information you will then transfer to the cloned facilities.

***Note:* If you reported for 2002 and have uploaded your data into the 2003 reporting software, you can clone any of the facilities that were uploaded.**

Enter one complete report with the most common information, including all the possible substances. It is easier to delete or modify information or substances rather than re-entering data or adding substances.

The following fields are mandatory and must be completed prior to cloning a facility:

- NPRI ID number or temporary ID number
- Province

It is recommended that as much information be completed on screen 1 as possible to eliminate excessive data entry.

The province cannot be changed once it is entered in the software and you have moved on to screen #2.

If you have the same type of facility in a different province, you can clone a facility and change the Province on the Cloning Screen. **This is the only place you can change a province from one to another.** You will then have master reports for different provinces.

**Note: You cannot change a province within the facility report, it must be done upfront as outlined above or you must delete the report from the facility listing screen and re-enter the information.**

### ***Step 3 – Enter Generic Substance Information***

Once all the facility information has been entered, save your data and return back to the View/Enter/Edit screen. From there, select the “Substances to Report Button” and “Add” all the substances and relevant data that you want to be cloned for that type of facility.

Remember that it is easier to enter more information and substances, and delete it, rather than entering a minimum amount and having to do a significant amount of data entry.

### ***Step 4 – Check Errors Prior to Cloning (Optional)***

When you have completed your generic/master report, return back to the “Main Menu” and select the “Check Errors/Create Export” button. Run the error check function to ensure that you have not missed a field that you should have populated prior to cloning the report.

### ***Step 5 – Clone Facility and Substance Information***

Once you are satisfied with the information entered, return to the “View/Enter/Edit” data menu screen; select the “Reporting Facilities” button. From the facility listing, select the facility you wish to clone, and click the “Clone” button. You will be asked for specific facility information (useful if only cloning once otherwise leave blank) and how many times you want to clone the facility. Make any appropriate changes, and enter the number of times you want the facility cloned (maximum of 99 at one time) and wait for the cloning process to finish.

### ***Step 6 – Edit Facility & Substance Information***

Once cloned, you will be required to open each facility record from the facility listing screen and complete the information in the fields that were copied or left blank in the “generic/master report” (e.g. facility name, address, city, postal code if not a rural address)

The standard Windows copy and paste features work well in the software. To minimize extra data entry we recommend that you prepare the information in advance in a program such as Excel, Word, or Access and open one of those programs along side the reporting

software and cut and paste from one to the other. The order of fields for the first 3 screens in the software are:

Screen #1

- Business Number (mandatory)
- Company Name (mandatory)
- Facility Name (optional)
- Address Line 1 (mandatory)
- Address Line 2 (optional)
- City (mandatory)
- Postal Code (mandatory if not rural address)

Screen #2

- Public Contact First Name (optional)
- Public Contact Last Name (optional)
- Position (optional)
- Phone number (optional)
- Extension (optional)
- Fax number (optional)
- Email address (optional)

Screen #3

- Technical Contact First Name (mandatory)
- Technical Contact Last Name (mandatory)
- Position (mandatory)
- Phone number (mandatory)
- Extension (mandatory)
- Fax number (optional)
- Email address (optional)

Changes may be required for the remaining facility screens. Once the facility information is complete move to the substance listing screen and begin editing the substance information that was cloned.

***Editing Tip:*** Use the “Go to a Screen” button from within a facility or substance report. All fields for a specific page will be displayed; simply use the arrow keys to locate the fields to which information requires editing. Click on the “Screen Number button” to the left of the field descriptions and the software will take you directly to the requested screen and will eliminate the need to go through the software page by page.

***Step 7 – Check Errors on Updated Information and Export Report***

Once all information has been edited, return to the Main Menu and select the “Check Errors/Create Export” button. Run the “Check for Errors” function.

Any identified errors must be fixed, and the “Check for Errors” function must be run again prior to generating an export file. If “warnings” are received in your error report; they are flags to bring duplicate entries or very high releases or disposals to your attention. Warnings will not prevent the generation of an export file.

When the “**No Errors Detected**” message appears, return back to the previous screen and select the “Create an Export File” button. Select a program from the pull down menu and “Continue”. “Continue” past the “Facility / Substance Summary Listing” page and select the destination to where you want your export file to be stored. The program will default to the C:Program Files/NPRI-INRP/EDR2003/Exports folder. It is recommended that you use the default directory to save your export file.

***Step 8 – Submit Report to NPRI***

Submit your EXPO\_EC.mdb file and signed statement of certification to your regional Environment Canada office via:

1. The Web
2. Email
3. Canada Post / Courier

**ALL REPORTS MUST BE POSTMARKED  
NO LATER THAN  
JUNE 1, 2004**