

The Baseline Emission Level Database System

User Guide

Submitted to

Saskatchewan Ministry of the Environment



Prepared by

**Institute for Energy, Environment and Sustainable Communities (IEESC)
University of Regina**

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Contributors to the Guide

Director:

Dr. Gordon Huang, Canada Research Chair, Executive Director of the Institute for Energy, Environment and Sustainable Communities (IEESC), University of Regina

Core Team:

Xiuquan(Xander) Wang, Qianguo Lin, Guanhui Cheng, Yurui Fan

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Please be advised that the information and data presented in all screenshots of this guide do not have any real meanings, they are only used for testing and demonstrative purpose.

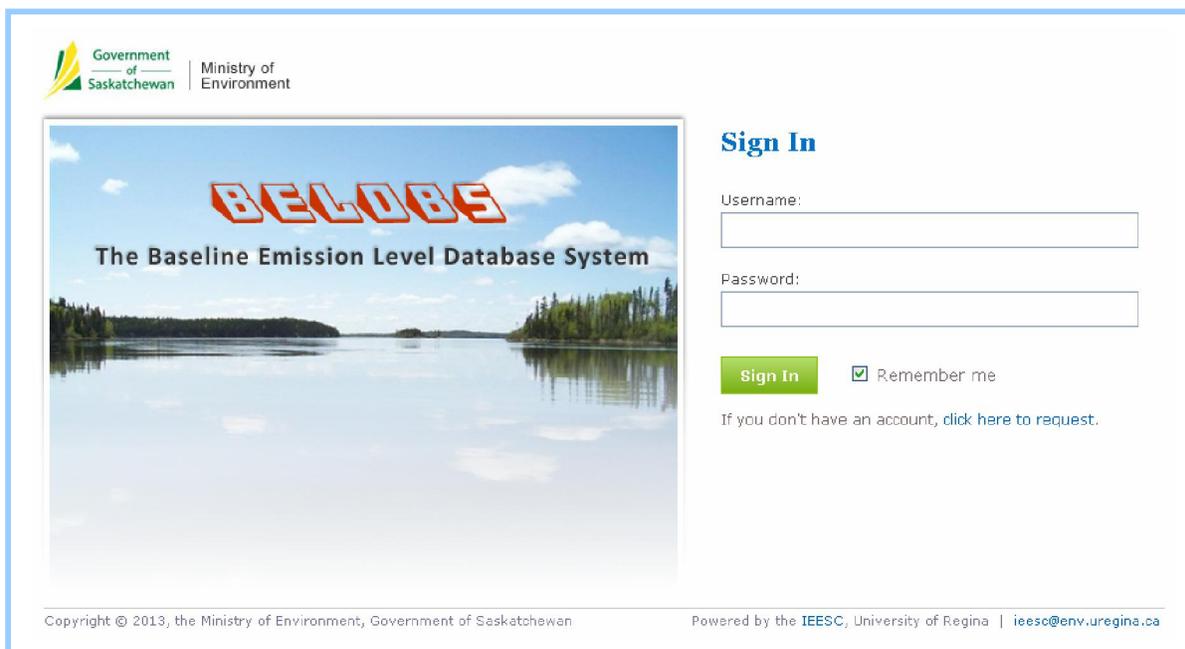
Copies for this guide are available to download from: <http://env.uregina.ca/bel>



Purpose of the Guide

The purpose of this document is to instruct reporters from the regulated emitters throughout the Province of Saskatchewan to report the greenhouse gases baseline emission levels, using the Baseline Emission Level Database System (BELDBS) developed by the IEESC, University of Regina.

The portal of the BELDBS is: <http://env.uregina.ca/bel>.



The screenshot shows the login interface for the BELDBS. At the top left is the Government of Saskatchewan logo and the text "Ministry of Environment". The main content area features a large image of a lake with the text "BELOBE The Baseline Emission Level Database System" overlaid. To the right of the image is a "Sign In" section with two input fields for "Username:" and "Password:". Below these fields is a green "Sign In" button and a checkbox labeled "Remember me". A link for users without accounts is provided: "If you don't have an account, [click here to request](#)." At the bottom, there is a copyright notice: "Copyright © 2013, the Ministry of Environment, Government of Saskatchewan" and a footer: "Powered by the IEESC, University of Regina | ieesc@env.uregina.ca".

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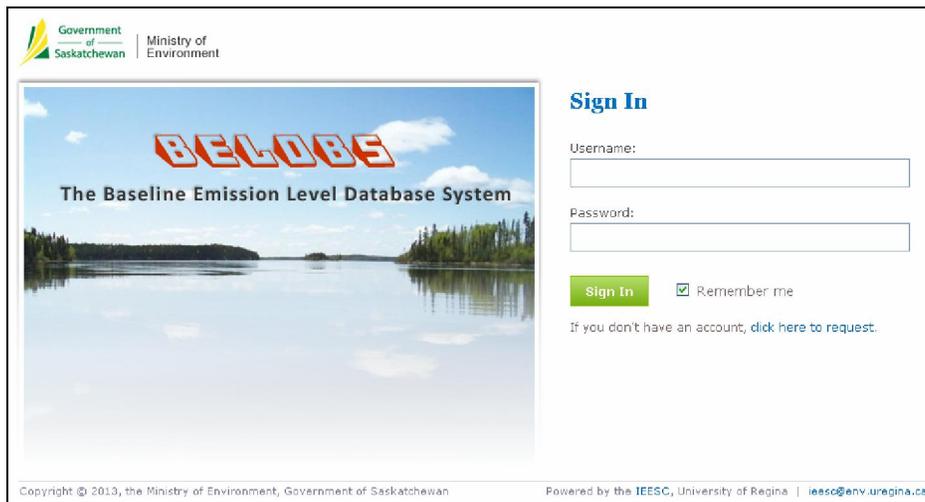
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1. Set Up a Reporting Account

Before you report the baseline emission level, you must set up a reporting account. Note that each reporting company can only set up one reporting account via the BELDBS. The following steps describe how to set up a reporting account.

1.1 Go to the portal of BELDBS

Visit <http://env.uregina.ca/bel>, click on “click here to request”.



The screenshot shows the BELDBS Sign In page. At the top left, there is the Government of Saskatchewan logo and the text "Ministry of Environment". The main content area features a large image of a lake with the text "BELOBS The Baseline Emission Level Database System" overlaid. To the right of the image is a "Sign In" section with a title "Sign In" in blue. Below the title are two input fields: "Username:" and "Password:". Below these fields is a green "Sign In" button and a checkbox labeled "Remember me". Below the checkbox is a link: "If you don't have an account, [click here to request](#)". At the bottom of the page, there is a footer with copyright information: "Copyright © 2013, the Ministry of Environment, Government of Saskatchewan" and "Powered by the IEESC, University of Regina | ieesc@env.uregina.ca".

1.2 Enter your information

On page “Account Request”, enter your name and contact information and select your reporting company name, then click on “Submit” to submit your account request.

BELDBS
The Baseline Emission Level Database System

Government of Saskatchewan | Ministry of Environment

Account Request

First Name: Last Name:

Reporting Company:

Your Position: Telephone:

Email:

Mailing Address:

City/District: Postal Code: Province:

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1.3 Wait for approval

Your account request will be submitted to the Ministry of Environment for approval. Once your request is approved or refused, the BELDBS will send a notice email to your email address.

BELDBS
The Baseline Emission Level Database System

Government of Saskatchewan | Ministry of Environment

Account Request

 **Your request has been submitted successfully!**

We will process your request as soon as possible.

Once your request is approved, your account information will be sent to: **xiuquan.wang@gmail.com**

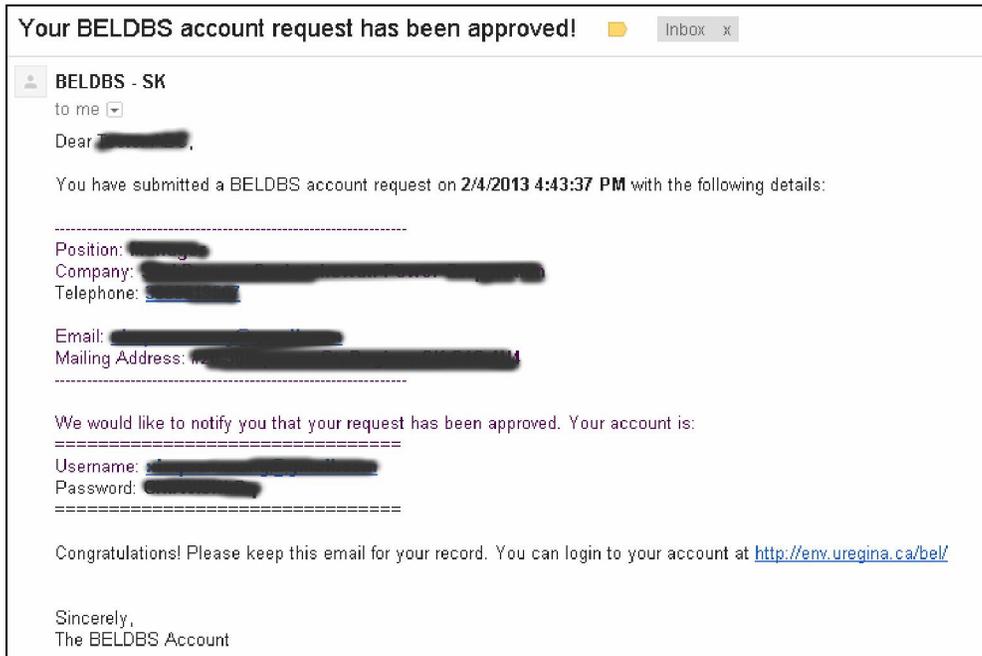
[Sign in with an existing account >>](#)

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1.4 Your request is approved

The Ministry of Environment will decide whether to approve your account request. Once your

request is approved, you will receive an email as follows:



1.5 Your account is ready to use

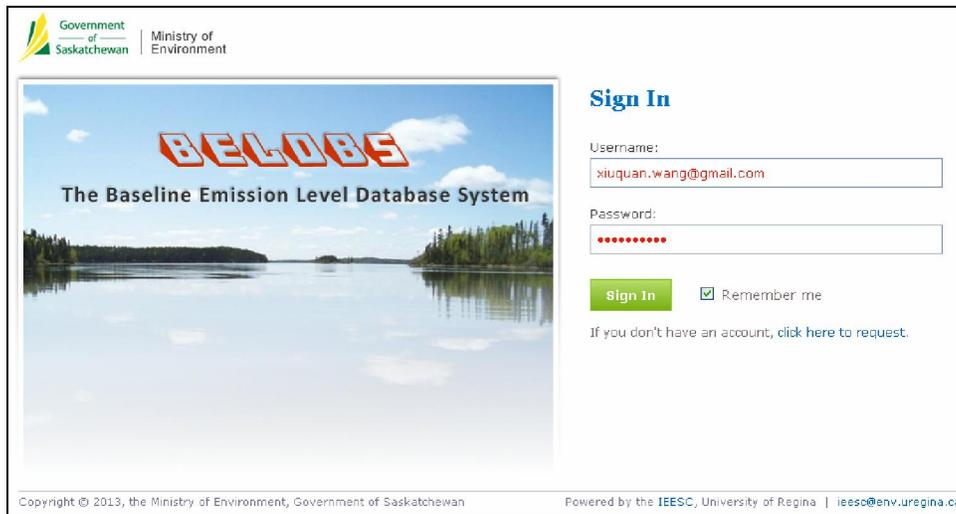
You will find your username and password in the approved notice email. Now your account is ready to use.

2. Manage Your Account

As a reporting user, you may change your login password after sign in with your initial password.

2.1 Log into your account

Visit the portal of BELDBS and enter your username and initial login password, then click on “Sign In”.



The screenshot shows the BELDBS Sign In page. At the top left, it displays the Government of Saskatchewan logo and the Ministry of Environment. The main content area features a large image of a lake with the text "BELOBS The Baseline Emission Level Database System" overlaid. To the right of the image is the "Sign In" form. The form includes a "Username:" field with the value "xiuquan.wang@gmail.com", a "Password:" field with masked characters, a "Sign In" button, and a "Remember me" checkbox. Below the form, there is a link: "If you don't have an account, click [here](#) to request." At the bottom of the page, there is a footer with copyright information: "Copyright © 2013, the Ministry of Environment, Government of Saskatchewan" and "Powered by the IEESC, University of Regina | ieesc@env.uregina.ca".

2.2 Your homepage

Your will be redirected to your homepage once you sign in successfully.

BELOBS
The Baseline Emission Level Database System

Welcome, xiuquan.wang@gmail.com
Last signed in: 2/4/2013 4:50:44 PM
My Profile | Change Password | Sign Out

Government of Saskatchewan | Ministry of Environment

My Profile

Tester ABC

Username: [REDACTED]
Reporting Company: [REDACTED]
Position: [REDACTED]
Telephone: [REDACTED]
Email: [REDACTED]
Mailing Address: [REDACTED]

Create Date: 2/4/2013 4:43:37 PM
Status: Approved
Last Signed In: 2/4/2013 5:02:11 PM

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2.3 Change your password

Enter your old password and new password, then click on “Change”.

BELOBS
The Baseline Emission Level Database System

Welcome, xiuquan.wang@gmail.com
Last signed in: 2/4/2013 5:10:32 PM
My Profile | Change Password | Sign Out

Government of Saskatchewan | Ministry of Environment

Change Password

Old Password: [REDACTED]
* Please enter your old password.

New Password: [REDACTED]
* Please enter your new password.
Your password should consists of at least 1 digit, 1 lowercase and 1 uppercase letter.
The length should be between 6 to 25 characters.

Confirm Password: [REDACTED]
* Please confirm your new password.

Change

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Your new password must meet the minimum requirements for the security purpose:

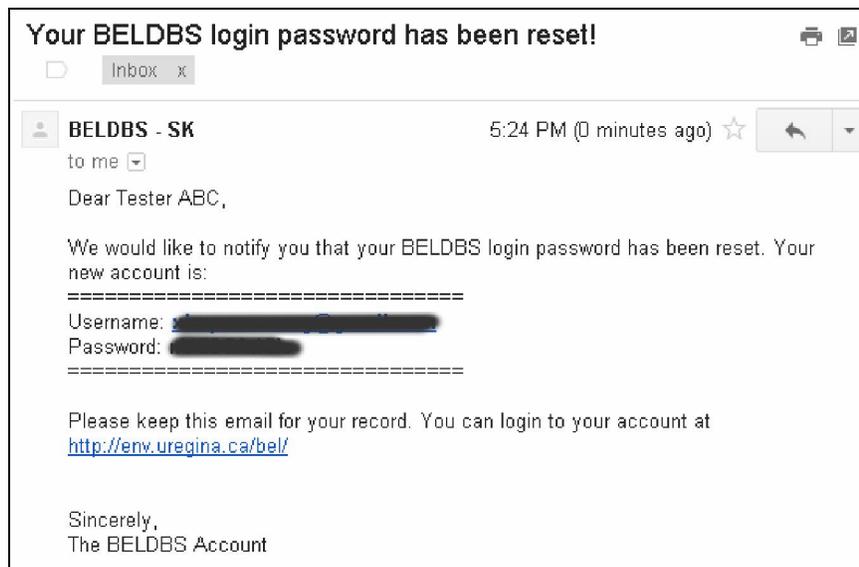
- The password must consist of at least 1 digit, 1 lowercase and 1 uppercase letter;
- The length should be between 6 to 25 characters.

Your will see an alert window once you changed your login password successfully.



2.4 Forget your password

If you forget your login password, you can contact the BELDDBS Account support to reset your password. After that, you will receive an email containing your temporary login password. You can change it once you log into your account with the temporary password.



2.5 Sign out

For security purpose, you are suggested to sign out by clicking on "Sign Out" after you finish your operation.



3. Manage Your Facility

As a reporting user, you might be responsible for more than one facility in terms of baseline emission level reporting. The BELDBS allows you to manage your facilities by adding a new facility and viewing the facility list.

3.1 Add a new facility

On the left navigation panel, click on “Add Facility”. You will be redirected to “Add Facility” page. Enter facility name, location, city, postal code, province, longitude and latitude, date-of-service (i.e. when the facility comes into service), NPRI ID, NAICS code and reporting company, then click on “Submit”.

BELOBS
The Baseline Emission Level Database System

Welcome, xiuquan.wang@gmail.com
Last signed in: 2/4/2013 5:10:32 PM
My Profile | Change Password | Sign Out

Government of Saskatchewan | Ministry of Environment

- ▼ Homepage
 - My Profile
 - Change Password
- ▼ Facility
 - Add Facility**
 - Facility List
- ▼ BEL Reporting
 - New Report
 - Report List

Add Facility

Facility Name:
* Please enter facility name.

Location:
* Please enter the address of this facility.

City:
* Please enter the city/district/municipality.

Postal Code:
* Please enter the postal code.

Province:
* Please select the province.

Longitude:
* Please enter the longitude.

Latitude:
* Please enter the latitude.

Date:
* Please select the year and month when the facility comes into service.

NPRI ID:
Please enter the NPRI ID of this facility.

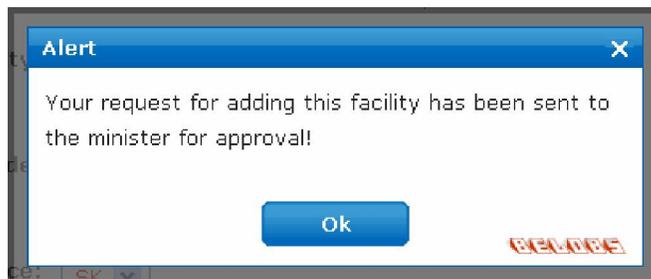
NAICS Code:
Please enter the NAICS code of this facility.

Reporting Company:
* Please select the reporting company for this facility.

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3.2 Wait for approval

Your new facility request will be sent to the Ministry of Environment for approval.



3.3 Facility list

You can view all facilities for which you are responsible by clicking on “Facility List” on the left navigation panel. You can find the testing facility named “Test New Facility” is also in your facility list, and its status is “Pending”. Once the Ministry of Environment approved your new facility request, the status of the facility will be updated to “Enabled”. Please note that you can not report the baseline emission level for a facility with a status of “Pending”.

The screenshot shows the BELOBS web interface. The header includes the BELOBS logo, the text 'The Baseline Emission Level Database System', a welcome message for user xiuquan.wang@gmail.com, and the Government of Saskatchewan logo. A left navigation menu lists options like 'Homepage', 'Facility List', and 'BEL Reporting'. The main content area, titled 'Facility List', displays a list of 7 facilities. The 'Test New Facility' entry is circled in red. Each facility entry includes a small icon, the facility name, the operator (Saskatchewan Power Corporation), coordinates, status, NPRI ID, NAICS Code, and location.

Facility Name	Operator	Long	Lat	Status	NPRI ID	NAICS Code	Location
Boundary Dam Power Station	Saskatchewan Power Corporation	-103.0323	49.0422	Enabled	2081	322111	04/05-002-08-W2, Estevan, SK G8B5W2
Ermine Generation Station	Saskatchewan Power Corporation	-109.0399	51.873	Enabled	24241	221112	SE-27-33-22-W3, Rural Municipality of Oakdale, SK V3H3C8
Poplar River Power Station	Saskatchewan Power Corporation	-105.4883	49.0472	Enabled	2079	331110	24/25-001-27-W2, Coronach, SK P6A7B4
Queen Elizabeth Power Station	Saskatchewan Power Corporation	-106.705	52.0944	Enabled	2085	331313	NE-18-036-05-W2, Saskatoon, SK G4R5M9
Shand Power Station	Saskatchewan Power Corporation	-102.064	49.0079	Enabled	2083	211113	03/04-002-07W2, Estevan, SK T0M0E0
Test New Facility	Saskatchewan Power Corporation	103	49	Pending	0	0	13-07-040-25W3, Regina, SK S4S 123
Weyburn Oil Battery	Saskatchewan Power Corporation	-103.802	49.4819	Enabled	16834	221112	05-16-006-13-W2, Weyburn, SK S4A2A6

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4. Report the Baseline Emission Level

This chapter introduces how to report the baseline emission level for a facility.

4.1 Create a new report

Click on “New Report” on the left navigation panel, you will be redirected to “Create/Edit BEL Report” page. The following picture shows an overview of all sections to be filled when creating a BEL report. The subsequent introduction will cover all these sections to assist you in reporting the baseline emission level.

- ▼ Homepage
- My Profile
- Change Password
- ▼ Facility
- Add Facility
- Facility List
- ▼ BEL Reporting
- New Report**
- Report List

Create/Edit BEL Report

Facility: **Boundary Dam Power Station**

* Please choose the facility.

Baseline Year: **2006**

* Please choose the baseline year.

Year	CO2 [tonnes]	CH4 [tonnes]	N2O [tonnes]	SFG [tonnes]	HFCs [tonnes]	PFCs [tonnes]	Actions
<input type="checkbox"/> 2004	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2005	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input checked="" type="checkbox"/> 2006	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2007	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2008	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input checked="" type="checkbox"/> 2009	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2010	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2011	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2012	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>
<input type="checkbox"/> 2013	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	Method: 01 - DM Raw: <input type="text"/> CO ₂ e: <input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>

* Please enter the annual emission data for each year.

If the data for a specific year is not available, please enter 0 for each item.

Qualified Person:

* Please enter the full name of qualified person.

Credential: P.Eng P.Geo Others

* Please choose the credential of qualified person. If you chose others, you must specify it.

Telephone:

* Please enter the telephone number of qualified person.

Email:

* Please enter the email address of qualified person.

Comments:

Please enter the comments of qualified person, if any.

Verification 未选择文件

Statement: * Upload the verification statement here, only PDF format is acceptable.

BEL Report: 未选择文件

* Upload the BEL Report here, only PDF format is acceptable.

Other Attachment: 未选择文件

Upload one more attachment if necessary, only PDF format is acceptable.

Your Comments:

If you want to make some comments, please enter here.

4.1.1 Choose the facility

Choose a facility for which you would like to create a BEL report or edit its BEL report if it already exists. Please note that if the service period of a facility is less than 4 years, it is not required to report the baseline emission level. Accordingly, this facility will not be listed in the dropdown list which shows all facilities to be reported.

The screenshot shows a form with two fields: "Facility:" and "Baseline Year:". The "Facility:" dropdown menu is open, displaying a list of facilities: "Boundary Dam Power Station" (highlighted in blue), "Ermine Generation Station", "Poplar River Power Station", "Queen Elizabeth Power Station", "Shand Power Station", and "Weyburn Oil Battery". A small red text note at the bottom of the dropdown says "Please choose the baseline year."

4.1.2 Choose the baseline year

Choose the baseline year for the BEL report.

The screenshot shows a form with two fields: "Baseline Year:" and "Annual Emission:". The "Baseline Year:" dropdown menu is open, displaying a list of options: "2006" (highlighted in blue), "3-Year Average [2004, 2005, 2006]", "3-Year Average [2005, 2006, 2007]", and "3-Year Average [2006, 2007, 2008]". The "Annual Emission:" field is currently empty.

The BELDBS will automatically generate the baseline year options according to the date-of-service of the facility you have selected in the previous step:

- For facilities with date-of-service earlier than 2004 (including 2004), the baseline year options will be:

2006
3-Year Average [2004, 2005, 2006]
3-Year Average [2005, 2006, 2007]
3-Year Average [2006, 2007, 2008]

- For facilities with date-of-service in 2005, the baseline year options will be:

2006
3-Year Average [2005, 2006, 2007]
3-Year Average [2006, 2007, 2008]

- For facilities with date-of-service in 2006, the baseline year options will be:

2006
3-Year Average [2006, 2007, 2008]

- For facilities with date-of-service later than 2006, the baseline year will be the fourth year since the date-of-service. For example, if the date-of-service is in 2007, the baseline year will be 2010.

4.1.3 Enter annual emission data

You are required to provide annual emission data from the year-of-service to the latest year. If the emission data for a given year is not available, please enter 0 for each type of GHGs.

For each year, you need to enter raw emission data for CO₂, CH₄, N₂O and SF₆, the CO₂ equivalent value will be calculated automatically according to the IPCC GWP factors; as for HFCs and PFCs, you are required to enter the total equivalent CO₂ value directly. You can choose the calculation method for each individual gas by clicking on the dropdown list named “Method”. The BELDBS integrates five classified methods:

- 01 – DM: Direct Measurement
- 02 – MB: Mass Balance
- 03 – EF: Emission Factors
- 04 – EC: Engineering Calculations
- 05 – EE: Engineering Estimates

After you enter the emission data for a given year, you must click on “Update” button in the right end to submit it. If you want to clear your inputs, you can click on “Clear” button in the right end.

Annual Emission:		Year	CO ₂ [tonnes]	CH ₄ [tonnes]	N ₂ O [tonnes]	SF ₆ [tonnes]	HFCs [tonnes]	PFCs [tonnes]	Actions
<input type="checkbox"/>	2004	Method: 01 - DM	Raw: 20 CO ₂ e: [200]	Method: 01 - DM Raw: 12 CO ₂ e: [252]	Method: 01 - DM Raw: 35 CO ₂ e: [10850]	Method: 01 - DM Raw: 1 CO ₂ e: [23901]	Method: 01 - DM CO ₂ e: 123	Method: 01 - DM CO ₂ e: 234	Update Clear

4.1.4 Consult the Ministry

If you are confused by choosing baseline year while you have more options, you may consult the Ministry of Environment for any advices or suggestions. In this case, you do not have to fill the

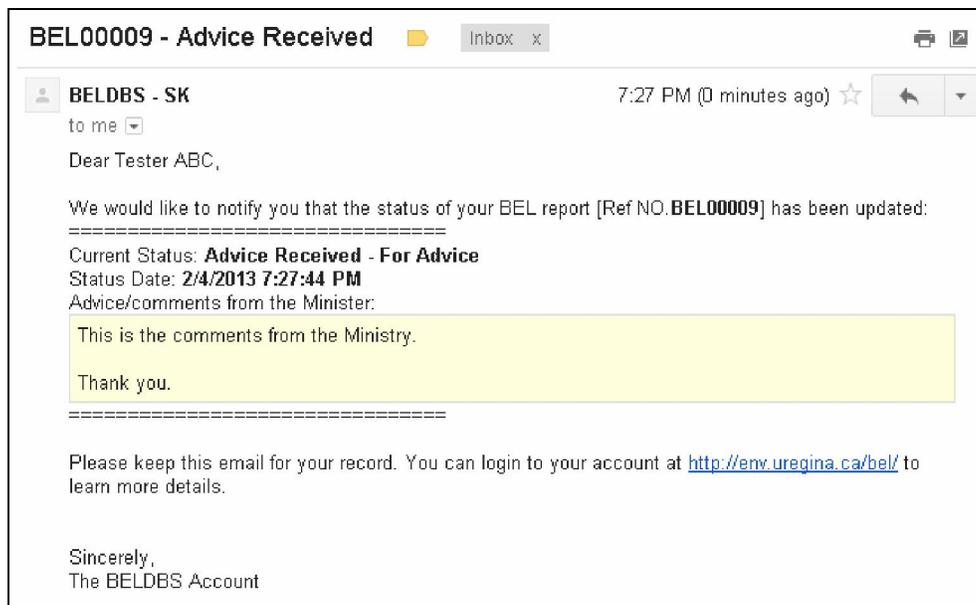
information provided by the qualified person. You only need to select a baseline year arbitrarily and enter the annual emission data, then click on “Consult the Ministry” at the bottom of the page. You also can add your comments if necessary. Your request will be sent to the Ministry for comments. Meanwhile, the status of this BEL report will be updated as “Draft – For Advice”, you can not edit it until advices are received from the Ministry.



The screenshot shows a web form with a text area for comments. The text area contains the placeholder text "Your comments here.....". Below the text area is a prompt: "If you want to make some comments, please enter here.". At the bottom of the form are two buttons: a green button labeled "Save as draft" and an orange button labeled "Consult the Ministry".

4.1.5 Receive advice from the Ministry

You will receive an email if your request is processed and advised by the Ministry. The status of the BEL report will be updated as “Advice Received – For Advice”. You can then log into your account and continue with your reporting works related to this BEL report. If you still have any questions or problems, you can continue to consult the Ministry until you are ready to fill the information provided by a qualified person.



4.1.6 Enter information provided by a qualified person

You need to enter the information provided by a qualified person, including name, credential, telephone, email address, comments of the qualified person. You are also required to upload the verification statement, the verified BEL report, and other attachment if necessary. Please note that only PDF format is acceptable when uploading these files to the BELDBS.

Qualified Person:	<input type="text"/>
	* Please enter the full name of qualified person.
Credential:	<input checked="" type="radio"/> P.Eng <input type="radio"/> P.Geo <input type="radio"/> Others <input type="text"/>
	* Please choose the credential of qualified person. If you chose others, you must specify it.
Telephone:	<input type="text"/>
	* Please enter the telephone number of qualified person.
Email:	<input type="text"/>
	* Please enter the email address of qualified person.
Comments:	<input type="text"/>
	Please enter the comments of qualified person, if any.
Verification	<input type="button" value="Choose File"/> No file chosen
Statement:	* Upload the verification statement here, only PDF format is acceptable.
BEL Report:	<input type="button" value="Choose File"/> No file chosen
	* Upload the BEL Report here, only PDF format is acceptable.
Other Attachment:	<input type="button" value="Choose File"/> No file chosen
	Upload one more attachment if necessary, only PDF format is acceptable.

4.1.7 Save as a draft

After you enter all required fields, you can click on “Save as Draft” to save the BEL report as a draft.

Your Comments:

If you want to make some comments, please enter here.

[Save as draft](#) [Consult the Ministry](#)

4.1.8 BEL report list

You can view all BEL reports you created in your account by clicking on “Report List” on the left navigation panel. You can edit the information of a BEL report, by clicking on “Edit” on the right end, while its status is “Draft - General” or “Advice Received - For Advice” or “Comments Received - For Approval”. Otherwise, the BEL report will be locked to prevent any modifications. You can always preview the BEL report regardless of which status it is in, by clicking on “Preview” on the right end.

The screenshot shows the BELOBS web application interface. At the top, there is a header with the BELOBS logo, the text "The Baseline Emission Level Database System", and user information: "Welcome, xiuquan.wang@gmail.com", "Last signed in: 2/4/2013 8:32:29 PM", and links for "My Profile", "Change Password", and "Sign Out". On the right, there is a logo for the Government of Saskatchewan and the Ministry of Environment.

The main content area is titled "BEL Report List" and displays a message: "There is only 1 copy of BEL report." Below this, there is a report entry for "Boundary Dam Power Station" with the following details:

- Ref NO.: BEL00009 Baseline Year: 2004, 20052006
- Qualified Person: Test Qualified Person Comments: Yes
- Verification Statement: Comments.pdf [18KB]
- BEL Report: Comments.pdf [18KB]
- Other Attachment: Comments.pdf [18KB]
- Your Comments: Yes Ministry Comments: Yes
- Status: Draft - General Status Date: 2/4/2013 8:54:10 PM

 To the right of the report entry are two buttons: "Edit" (orange) and "Preview" (green).

The left navigation panel includes:

- Homepage
- My Profile
- Change Password
- Facility
 - Add Facility
 - Facility List
- BEL Reporting
 - New Report
 - Report List (highlighted)

4.1.9 Preview the BEL report

After you click on “Preview” button, you will be redirected to “BEL Report Preview” page. A reference number will be generated automatically for administration purpose when you creating a BEL report. Generally, the reference number starts with “BEL” and is followed by five digits, e.g. BEL00001. You can view all information about the BEL report, for example, facility, reporting company, public contact, baseline year, baseline level, status, comments of a qualified person (including verification statement, BEL report), reporter’s comments, comments of the Ministry, and annual emission data. You may export the annual emission data to CSV file by clicking on “” button.

- ▼ Homepage
 - My Profile
 - Change Password
- ▼ Facility
 - Add Facility
 - Facility List
- ▼ BEL Reporting
 - New Report
 - Report List**

BEL Report Preview

Reference NO.: **BEL00009**

Facility:



Boundary Dam Power Station

Location: **04/05-002-08-W2**

City/District/Municipality: **Estevan, SK**

Postal Code: **G8B5W2**

NPRI ID: **2001**

NAICS Code: **322111**

Reporting Company:



Trading Name: **SaskPower**

Legal Name: **Saskatchewan Power Corporation**

Business Number: **0**

Public Contact:



Full Name: **Tester ABC**

Position: **Manager**

Telephone: **3065819567**

Email: **xiuquan.wang@gmail.com**

Mailing Address: **#20-30 Spence St**

City/District: **Regina, SK**

Postal Code: **S4S 4H4**

Baseline Year: **2004, 20052006**

Baseline Level:

	CO ₂	CH ₄	N ₂ O	SF ₆	HFCs	PFCs	Total
CO ₂ e [tonnes]	145	315	12,400	167,307	129	240	180,536

Status: **Draft - General**

Status Date: **2/4/2013 8:54:10 PM**

Comments of Qualified Person:

Full Name: **Test Qualified Person (P.Eng)**

Telephone: **13063373298** Email: **test@123.com**

Verification Statements: [Comments.pdf \[18KB\]](#)

BEL Report: [Comments.pdf \[18KB\]](#)

Other: [Comments.pdf \[18KB\]](#)

Here is the comments from qualified person

Reporter's Comments:

Your comments here....

Comments of Ministry:

This is the comments from the Ministry.
Thank you.

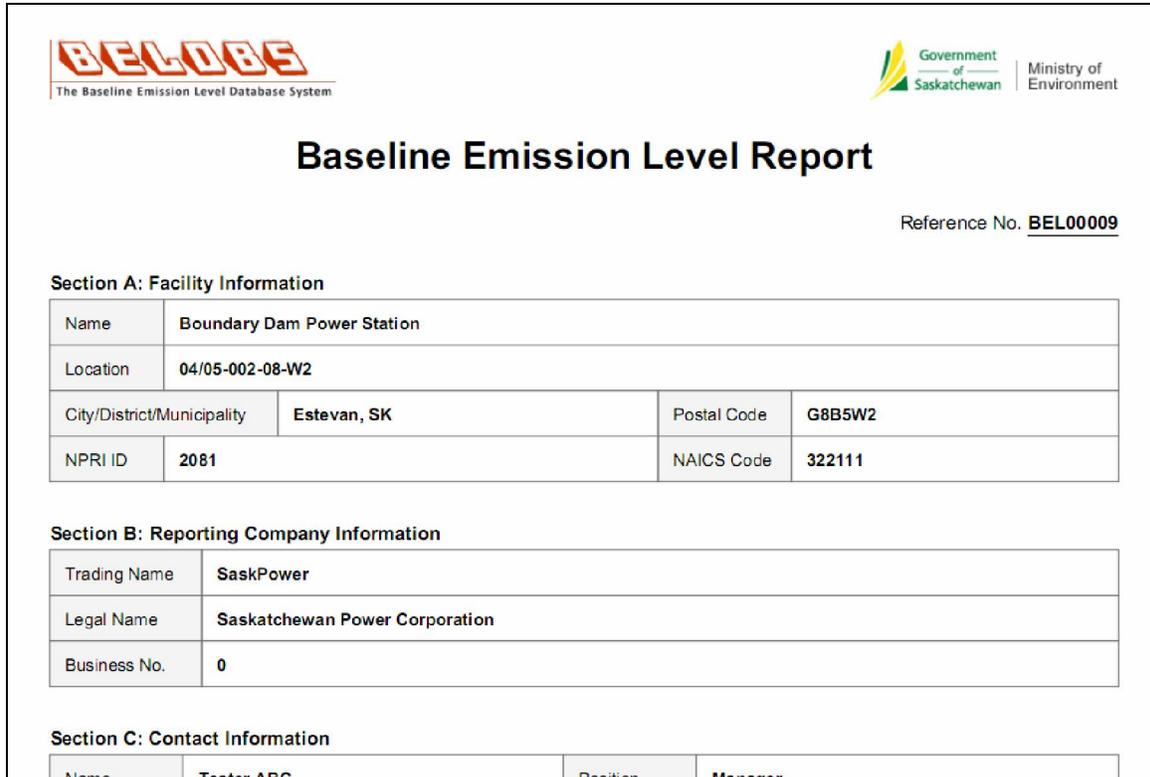
Annual Emission (CO₂e):

Year	CO ₂ [tonnes]	CH ₄ [tonnes]	N ₂ O [tonnes]	SF ₆ [tonnes]	HFCs [tonnes]	PFCs [tonnes]	Total [tonnes]
2004	20	252	10,850	23,901	123	234	35,300
2005	123	21	620	47,802	2	2	48,570
2006	2	42	930	95,604	4	4	96,586
2007	12	2,352	3,720	286,812	12	12	292,920
2008	12	252	3,720	286,812	12	12	290,820
2009	12	252	7,130	549,723	23	23	557,163
2010	132	252	3,720	286,812	12	12	290,940
2011	12	252	3,720	286,812	12	12	290,820
2012	23	483	7,130	549,723	23	23	557,405
2013	0	0	0	0	0	0	0

Edit
Submit to the Ministry
Generate PDF

4.1.10 Export BEL report to PDF

You can generate a PDF file for this BEL report for review and other purposes by clicking on “Generate PDF” button.



The screenshot displays the 'Baseline Emission Level Report' interface. At the top left is the 'BELOBS' logo with the tagline 'The Baseline Emission Level Database System'. At the top right is the 'Government of Saskatchewan | Ministry of Environment' logo. The main title 'Baseline Emission Level Report' is centered, with the reference number 'BEL00009' to its right. The report is divided into three sections: Section A (Facility Information), Section B (Reporting Company Information), and Section C (Contact Information). Each section contains a table of data.

Section A: Facility Information			
Name	Boundary Dam Power Station		
Location	04/05-002-08-W2		
City/District/Municipality	Estevan, SK	Postal Code	G8B5W2
NPRI ID	2081	NAICS Code	322111

Section B: Reporting Company Information	
Trading Name	SaskPower
Legal Name	Saskatchewan Power Corporation
Business No.	0

Section C: Contact Information			
Name	Tester ABC	Position	Manager

4.1.11 Submit BEL report to the Ministry

Before you submit your BEL report to the Ministry, you are suggested to review it carefully. You can click on “Submit to the Ministry” to submit your BEL report to the Ministry for approval. After you submission, the BEL report status will be updated as “Submitted – For Approval”.



4.1.12 What's next

The Ministry will review your BEL report and make a decision. If your report is approved, you will receive an approved email and your BEL report status will be updated as "Approved". If the Ministry does not approve your BEL report, you will receive an email explaining the reason. Meanwhile, your report status will be updated as "Comments Received - For Approval". In this case, you have to revise your report accordingly and resubmit it.

