

Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates

For more information on industrial reporting naming convention, please see:

[EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline \(alberta.ca\)](https://ets.energy.gov.ab.ca/),

AIR INDUSTRIAL REPORTS

Record Name	Format	Suffix / Extension	Submission Coordinates
Industrial Ambient Air Monitoring Data (continuous and non-continuous)	XML	xml	Submission through ETS https://ets.energy.gov.ab.ca/
AMD Reporting Forms (As found at https://training.energy.gov.ab.ca/Pages/Air.aspx)	Excel or XML	xlsx xml	Submission through ETS https://ets.energy.gov.ab.ca/
Industrial Air Reports: <ul style="list-style-type: none"> • Annual • Monthly • Quarterly 	Adobe Acrobat	pdf	Submission through ETS https://ets.energy.gov.ab.ca/
Industrial Certified Laboratory Analysis Report (non-continuous data)			
Industrial Ambient Calibration Report (continuous monitoring)			
SES/RATA/CGA Reports			
SES and RATA Combined Report			
Combined Reports (multiple medias with Air in one report): <ul style="list-style-type: none"> • Annual • Monthly • Quarterly 			

AIR INDUSTRIAL REPORTS

Record Name	Format	Suffix / Extension	Submission Coordinates
Ambient Site documentation	Adobe Acrobat	pdf	Submission through ETS https://ets.energy.gov.ab.ca/
Ambient Proposal			
CEMS Monitoring Plan			
Special Air Reports as per Approval Requirements (fugitive emissions, emission reduction, etc.) <ul style="list-style-type: none"> • Annual • Monthly • Quarterly 			
Notification: <ul style="list-style-type: none"> • Continuous Ambient Monitoring • Start-up • Scheduled Shutdown • CEMS Recertification 			
QAP Plans/Audit Reports			
Corrective Action Report (CAR)	Excel	xlsx	Submission through ETS https://ets.energy.gov.ab.ca/

AIRSHED REPORTS

Record Name	Format	Suffix / Extension	Submission Coordinates
Airshed Ambient Air Monitoring Data (continuous and non-continuous)	XML	xml	Submission through ETS https://ets.energy.gov.ab.ca/
Airshed Reports: <ul style="list-style-type: none"> • Annual • Monthly 	Adobe Acrobat	pdf	Submission through ETS https://ets.energy.gov.ab.ca/
Airshed Certified Laboratory Analysis Report (non-continuous data)			
Airshed Ambient Calibration Report (continuous ambient monitoring)			
Airshed Ambient Site Documentation			
Airshed Ambient Monitoring Notifications			
Airshed Monitoring Plans			

ANNUAL EMISSIONS INVENTORY REPORT (AEIR)

Record Name	Format	Suffix / Extension	Submission Coordinates
Annual Emissions Inventory Report (AEIR) Form	Excel	xlsx	Emissions.Inventory@gov.ab.ca OR via mail/courier on a CD, DVD, USB flash drive or external hard drive to:
AEIR Quantification Methodology Document	Adobe Acrobat	pdf	Alberta Air Emissions Inventory Program Main Floor, Oxbridge Place 9820 – 106 Street Edmonton, Alberta T5K 2J6
AEIR Signed Statement of Certification			

COMBINED REPORTS

Record Name	Format	Suffix / Extension	Submission Coordinates
Combined Annual Report – multiple medias, if no air component required (i.e., Hazardous waste, Wastewater, etc.) in one report	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: EPA.IndustReport@gov.ab.ca AER Facilities: Annual Waste Reports to be submitted to EPEA.Reports@aer.ca Industrial Wastewater and Domestic Wastewater Reports to be submitted through OneStop Industrial Wastewater & Runoff module https://onestop.aer.ca/onestop/

INDUSTRIAL INCLUDING HAZARDOUS WASTE

Record Name	Format	Suffix / Extension	Submission Coordinates
Industrial Wastewater Reports: <ul style="list-style-type: none"> • Annual • Monthly 	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: EPA.IndustReport@gov.ab.ca AER Facilities: Soil and Groundwater Reports to be submitted via OneStop Record of Site Condition module https://onestop.aer.ca/onestop/
Industrial Soil Monitoring/Management Reports			
Industrial Groundwater Monitoring Reports			
Industrial Landfill Reports			
Industrial Hazardous Waste Reports: <ul style="list-style-type: none"> • Monthly • Quarterly 			
Industrial Soil Monitoring/Management Proposals Industrial Groundwater Monitoring Proposals	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: Boreal: EPA.EPEABorealRegion@gov.ab.ca Capital: EPA.EPEACapitalRegion@gov.ab.ca Red Deer: EPA.EPEAApprovRD@gov.ab.ca Calgary: EPA.EPEAApprovCal@gov.ab.ca Lethbridge: EPA.EPEAApprovLet@gov.ab.ca AER Facilities: Soil and Groundwater Proposals and Authorization Requests to be submitted to EPEA.WA.Plans.Authorizations@aer.ca

CONSERVATION AND RECLAMATION (C&R)

Record Name	Format	Suffix / Extension	Submission Coordinates
Fish, Wildlife and Biodiversity	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: EPA.EPEAreports@gov.ab.ca
Reclamation and Closure Plans			AER Facilities:
Revegetation and Forestry			EPEA.Reports@aer.ca for reports
Wetlands			EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests
End Pit Lakes and Tailings			
Groundwater			
Pre-Disturbance Assessments (PDAs)			
Annual Conservation and Reclamation Plans and Reports			
Post-Construction Reclamation Assessment Reports for pipelines	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: EPA.EPEAapplications@gov.ab.ca
Pit 5 Year Reports			AER Facilities: EPEA.Reports@aer.ca

NOTE to the approval/registration holder:

If you are unsure of where to submit a report then contact any of the above addresses asking for clarification.

DOCUMENTS TO BE SENT TO THE DISTRICT OFFICES

See Page 8 for a list of Counties and Municipal Districts for each EPA District.

Record Name	Format	Suffix / Extension	Submission Coordinates
First Nation Consultation Correspondence	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities:
First Nations Consultation Plans			Boreal: EPA.EPEABorealRegion@gov.ab.ca
Request for Authorization as allowed for in an Approval, or under request for Sec 67(3)			Capital: EPA.EPEACapitalRegion@gov.ab.ca
Pre-application correspondence			Red Deer: EPA.EPEAApprovRD@gov.ab.ca
Financial Security Annual Cost Estimate Reports			Calgary: EPA.EPEAApprovCal@gov.ab.ca
Information requests and general correspondence			Lethbridge: EPA.EPEAApprovLet@gov.ab.ca
Other regulatory agency correspondence			AER Facilities:
			EPEA.WA.Applications@aer.ca or Industrial Engineer of Application (For First Nation Consultation Correspondence and First Nations Consultation Plans, only for cases where ACO decision was not submitted with the application.)
			EPEA.WA.Plans.Authorizations@aer.ca for authorization requests
			EPEA.WA.Applications@aer.ca for Information requests and general correspondence and other regulatory agency correspondence

EPEA DOCUMENTS (OTHER THAN DEFINED REPORTING AND MONITORING LISTED IN PAGES 1-4)

Record Name	Format	Suffix / Extension	Submission Coordinates
<p>All new, renewal and amendment applications:</p> <ul style="list-style-type: none"> • Approvals • Code of Practice Registration • Code of Practice Notification • Authorization • Consent to Transfer • Application Fees • Public Notice tear sheets • Financial Security submissions (i.e., letter of credit) • Complete Stakeholder Surveys 	<p>Adobe Acrobat/Excel or as requested by the Director</p>	<p>pdf, xls or as requested by the Director</p>	<p>EPA Facilities: EPEAApplications@gov.ab.ca</p> <p>NOTE: For Applications which include an Environmental Impact Assessment Report copies of the submission are required to undertake the Technical Review and Proponents are to contact their EA Coordinator for a distribution list.</p> <p>AER Facilities:</p> <p>EPEA.WA.applications@aer.ca for EPEA approvals, amendments, consent to transfer and EPEA Code of Practice Registrations</p> <p>EPEA.WA.Plans.Authorizations@aer.ca for proposals, plans, and authorization requests</p>
<p>Reclamation Certificate and Remediation Applications</p>	<p>Adobe Acrobat/Excel or as requested by the Director</p>	<p>pdf, xls or as requested by the Director</p>	<p>EPA Facilities: Rac.Environment@gov.ab.ca</p> <p>AER Facilities:</p> <p>Reclamation Certificate Applications to be submitted through OneStop Reclamation Certificate Application module https://onestop.aer.ca/onestop/</p> <p>Remediation Certificate Applications to be submitted through OneStop Record of Site Condition module https://onestop.aer.ca/onestop/</p>

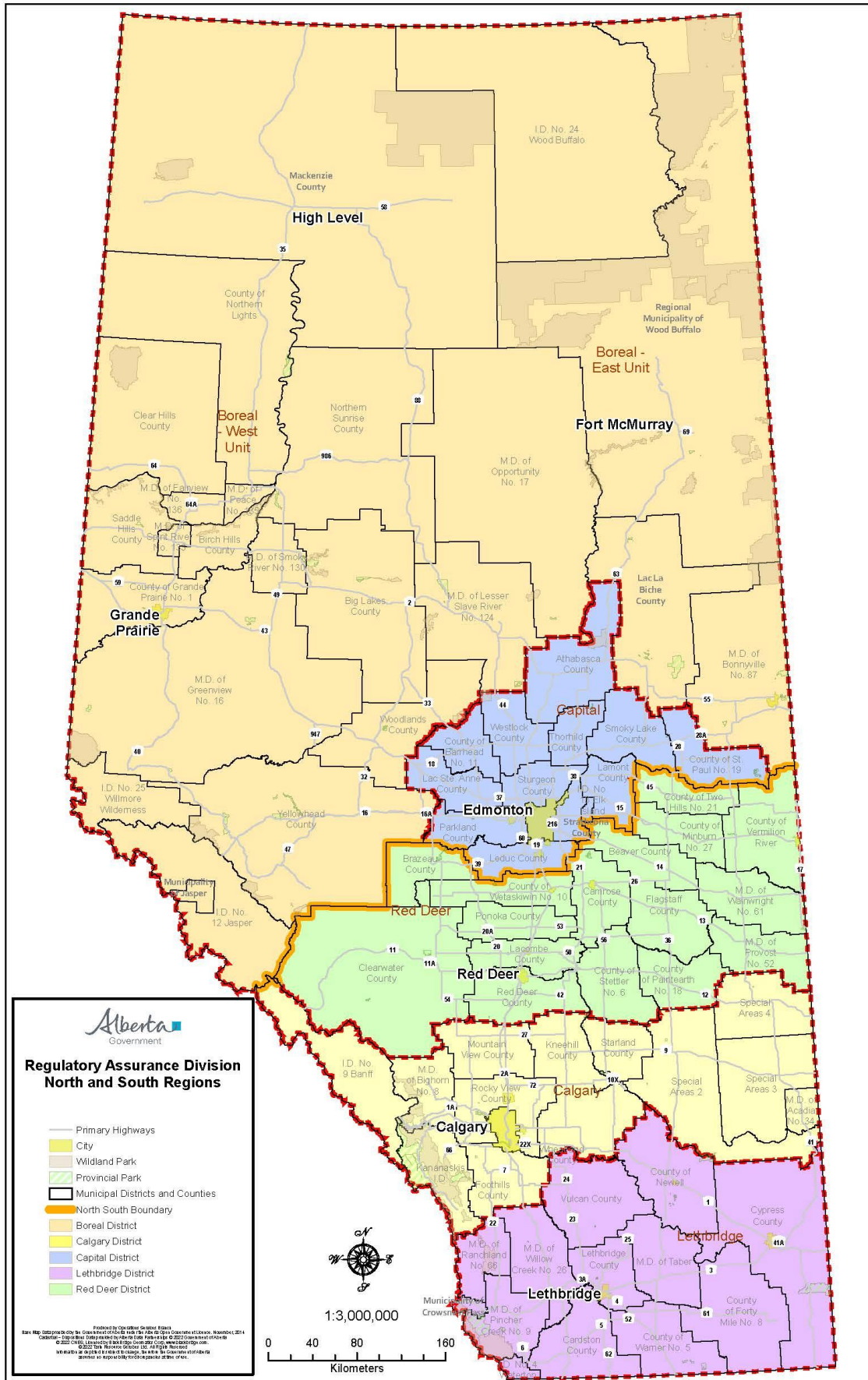
For more information on municipal reporting naming convention, please see:

[EPEA Approval Municipal Monitoring Documentation Submission Naming Guideline \(alberta.ca\)](https://www.alberta.ca/epea-approval-municipal-monitoring-documentation-submission-naming-guideline.aspx)

MUNICIPAL REPORTS, NOTIFICATIONS AND REQUESTS

Record Name	Format	Suffix / Extension	Submission Coordinates
Municipal Groundwater Monitoring Proposals and Reports	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: EPA.EPEAreports@gov.ab.ca
Municipal Irrigation Reports			
Municipal Landfill Reports (Solid Waste Management)			
Municipal Soil Monitoring/Management Proposals and Reports			
Municipal Solid Waste (Biosolids) Reports			
Municipal Special Reports: <ul style="list-style-type: none"> • Construction/Upgrade Reports/studies • Operations plans • Stormwater management reports • All special reports as required within the conditions of the approval • Environmental Performance Plans 			
Municipal Wastewater and Waterworks Digital Reports: <ul style="list-style-type: none"> • Annual • Monthly 	Adobe Acrobat/Excel or as requested by the Director	pdf, xls or as requested by the Director	EPA Facilities: Boreal: EPA.EPEABorealRegion@gov.ab.ca Capital: EPA.EPEACapitalRegion@gov.ab.ca Red Deer: EPA.EPEAaApprovRD@gov.ab.ca Calgary: EPA.EPEAapprovCal@gov.ab.ca Lethbridge: EPA.EPEAapprovLet@gov.ab.ca
Municipal water treatment filtration exemption requests			
Municipal water and wastewater letters of authorization and piping installation notifications			
Subdivision applications as per Section 7(6)(b) of Matters Related to Subdivision and Development Regulation AR 84/2022.			

Alberta Counties and Municipal Districts by EPA Districts



Alberta Counties and Municipal Districts by EPA Regions and Districts

North Region		South Region		
Districts				
Boreal	Capital	Red Deer	Calgary	Lethbridge
EPA.EPEABorealRegion@gov.ab.ca	EPA.EPEACapitalRegion@gov.ab.ca	EPA.EPEAApprovRD@gov.ab.ca	EPA.EPEAApprovCal@gov.ab.ca	EPA.EPEAApprovLeth@gov.ab.ca
County	County	County	County	County
Big Lakes	Athabasca	Beaver	Foothills	Cardston
Birch Hills	Barrhead	Brazeau	Kneehill	Cypress
Clear Hills	Lac Ste. Anne	Camrose	Mountain View	Forty Mile
Grande Prairie	Lamont	Clearwater	Rocky View	Lethbridge
Lac La Biche	Leduc	Flag Staff	Starland	Newell
Mackenzie	Parkland	Lacombe	Wheatland	Vulcan
Northern Lights	Smoky Lake	Minburn		Warner
Northern Sunrise	St. Paul	Paintearth	MD	
Saddle Hills	Strathcona	Ponoka	Acadia	MD
Woodlands	Sturgeon	Red Deer	Big Horn	Pincher Creek
Yellowhead	Thorhild	Stettler		Ranchland
	Westlock	Two Hills	Municipality	Taber
MD		Vermilion River	Calgary	Willow Creek
Bonnyville	Municipality	Wetaskiwin	Drumheller	
Fairview	Edmonton			Municipality
Greenview		MD	Special Areas	Crowsnest Pass
Lesser Slave River	ID	Wainwright	2 (Hanna)	
Opportunity	Elk Island	Provost	3 (Oyen)	ID
Peace			4 (Consort)	Waterton Lakes
Smoky River				
Spirit River			ID	
			Banff	
Municipality			Kananaskis	
Jasper				
RM				
Wood Buffalo				
ID				
349 (Cold Lake)				
Jasper				
Willmore Wilderness				
Wood Buffalo				