





## Document & Reporting Pattern 2 – External Forms

With this pattern, external paper-based forms are provided by an external agency and utilized by IWS. IWS does not have control over the form. Documents may have duplicate copies and IWS staff completes the forms manually (pen) in prescribed blank fields. Once the document is completed, the IWS copy is scanned into a PDF document and stored on an internal file share using an internal file naming convention. Duplicate copies of the form can be provided to the waste generator, another City of Winnipeg department, a regulator and/or a paper copy can be filed.


The following is an example of an external form:

<b>INFORMATION DÉNONCIATION OFFENCE NOTICE AVIS D'INFRACTION</b>		THE PEACE OFFICER WHO HAS SIGNED THIS NOTICE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT: L'AGENT DE LA PAIX QUI A SIGNÉ LE PRÉSENT AVIS A DES MOTIFS RAISONNABLES ET PROBABLES DE CROIRE ET CROIT EFFECTIVEMENT QUE :		 <b>Manitoba</b> 85-047578  85-047578	
LAST NAME/NOM DE FAMILLE <b>COMPANY NAME</b>		FIRST NAME/PRENOM	MIDDLE NAME/AUTRES PRENOM(S)	ADDRESS/ADRESSE <b>COMPANY ADDRESS</b>	
DL ON OR ABOUT LE OU VERS LE		DAY/JOUR MONTH/MOIS YEAR/ANNÉE <b>ORDER DUE DATE</b>	AT 24 HR/24 HEURES <b>12:00</b>	PHONE NO. N° DE TÉLÉPHONE MANITOBA POSTAL CODE/CODE POSTAL WINNIPEG NEAR/PRES DE <b>COMPANY ADDRESS</b>	
DID COMMIT THE FOLLOWING OFFENCE:/A COMMIS L'INFRACTION SUIVANTE :					
BEING THE OWNER OR OPERATOR OF THE FACILITY COMMONLY KNOWN AS (COMPANY NAME) LOCATED AT (COMPANY ADDRESS) DID FAIL TO SUBMIT A POLLUTION PREVENTION PLAN FOR APPROVAL BY THE DIRECTOR AND FOLLOW THE APPROVED PLAN AS OUTLINED UNDER SECTION 74(1) OF THE SEWER BYLAW 92/2010					
CONTRARY TO THE: CONTRAIREMENT À LA :		<input checked="" type="checkbox"/> By Law (specify below) Article (précisez)		ACTIVITY LOI/PREMIER <b>92/2010</b>	
<input type="checkbox"/> Other (specify below) Autre (précisez)		SECTION ART <b>74(1)</b>		CITY OF WINNIPEG SEWER BY-LAW NO. 92/2010	
SIGNED ON THE DATE OF THE OFFENCE OR DATED SIGNÉ LE JOUR DE LA PERPÉTRATION DE L'INFRACTION OU FAIT LE		<b>DATE TICKET IS SERVED. 1</b>			
NO. IN SÉRIE	AGENT'S OFFICE BUREAU DE L'AGENT	LOCATION LIEU	SIGNATURE OF INFORMANT SIGNATURE DU DÉNONCIATEUR		
SEIZURE: THIS IS TO CERTIFY THAT I SAISIE: LA PRÉSENTE VISE À ATTESTER QUE J'AI		<input type="checkbox"/> have seized the following items saisi les éléments suivants		<input type="checkbox"/> have destroyed the items listed below détruit les éléments énumérés ci-dessous	
SIGNATURE OF ACCUSED/SIGNATURE DE L'ACCUSÉ(E)			SIGNATURE OF OFFICER/SIGNATURE DE L'AGENT		
Shaded areas and response details do not form part of the information. / Les zones ombragées et les précisions sur les réponses ne font pas partie de la dénonciation.					
<b>RESPONSE OPTIONS/OPTIONS</b>					
1. Appear before a Justice at: Provincial Court, 373 Broadway, Winnipeg, Manitoba./Comparaitre devant un juge à la Cour provinciale, au 373, Broadway, à Winnipeg, au Manitoba, on/le <b>COURT DATE</b> day/jour month/mois year/année in courtroom/dans la salle d'audience <b>3B</b> , at/à <b>9:00</b> a.m./p.m./heure(s), to plead guilty or plead not guilty and set a trial date./afin de plaider coupable ou de plaider non coupable et de faire fixer une date de procès.					
<b>OR/OU</b>					
(Please note: The following option is only available if the voluntary payment amount is indicated.) (Note: Vous ne pouvez vous prévaloir de l'option suivante que si le montant du paiement volontaire est indiqué.)					
2. Make a voluntary payment in the amount of/Faire un paiement volontaire de \$ _____ \$ by/au plus tard le _____ day/jour month/mois year/année					
SEND PAYMENT TO: PROVINCIAL COURT, 373 BROADWAY, WINNIPEG, MANITOBA R3C 4S4			FAITES PARVENIR VOTRE PAIEMENT À : COUR PROVINCIALE, 373, BROADWAY, WINNIPEG (MANITOBA) R3C 4S4		
- Make cheque or money order payable to the Minister of Finance. - Do NOT send cash through the mail.			- Faites votre chèque ou mandat-poste à l'ordre du ministre des Finances. - N'envoyez PAS d'argent liquide par la poste.		
See payment options on reverse.			Modalités de paiement au verso.		

## Document & Reporting Pattern 3 – Microsoft Word Templates

This is one of the most common patterns used by IWS. With this pattern, IWS staff create a template using Microsoft Word functionality. This is a standard form letter, notice, etc. where information is dynamically populated (document ID#, name, mailing address). Once the document is completed, the IWS copy is either saved or scanned (if signatures required or manually completed) into a PDF document and stored on an internal file share using an internal file naming convention. Duplicate copies of the form can be provided to the waste generator, another City of Winnipeg department, a regulator and/or a paper copy can be filed. Note: an electronic copy of the document (PDF) can be shared in some instances and usually distributed by email.

The following is an example of an internal Microsoft Word Template:

  
Water and Waste Department • Service des eaux et des déchets

DATE → Our File No.: 040-17-03-05-02  
Document ID: IWSB/GT-XXXX

NAME  
COMPANY  
ADDRESS  
WINNIPEG, MB XXX-XXX

**Notice of By-Law Violation -- Sewer By-Law 92/2010**

Dear Name,

On <Inspection Date> a grease trap inspection was conducted at your establishment. The inspection found that maintenance records were not properly recorded and routine maintenance of the grease trap was insufficient according to CSA (Canadian Standards Association) guidelines and sewer by-law regulations.

Please ensure that from now on these conditions are met:

- The grease trap is cleaned at least monthly
- You keep a copy of all maintenance records on site
- Records of all maintenance are kept for at least 1 year

We will return within 25 business days to re-inspect your establishment.

CSA guidelines state that grease traps should be serviced before the depth of fat, oil, grease and solids exceed 25% of the trap volume. CSA guidelines also state a grease trap should be serviced at least once per month. The City of Winnipeg recommends weekly cleaning.

Part 7, Section 50(1) and (2) of the By-law states:

50(1) The owner and operator of a property must ensure that an oil, grease or sediment interceptor is:  
(a) operated and maintained according to the manufacturer's instructions,  
(b) cleaned regularly so that it functions properly.

50(2) The owner and operator of a property must ensure that all maintenance activities for an oil, grease or sediment interceptor are recorded and the records kept for 12 months following the date of maintenance. The records must be made available for inspection by a designated employee upon request.

Further, if we find grease from your premises has caused or contributed to a sewer blockage, you may be held liable for any costs or damages occurred.

A fact sheet on grease traps is included. If you have any questions please contact me by phone at 204-479-5287, or by email at [JRobertson2@winnipeg.ca](mailto:JRobertson2@winnipeg.ca).

Regards,

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Jason Robertson  
Industrial Waste Services Inspector  
Environmental Standards Division

2230 Main Street • 2230, rue Main • Winnipeg • Manitoba R2V 4T8  
Fax: (204) 339-2147 • [www.winnipeg.ca](http://www.winnipeg.ca)

## Document & Reporting Pattern 4 – Microsoft Excel

This is another common pattern used by IWS. With this pattern, IWS staff either export data from an external source (i.e. transaction file or Access database) or manually enter data into Microsoft Excel and format accordingly. Common tasks within Excel include summarizing, sorting, calculating and formatting data. Once the document is completed, the formatting may be saved as a macro for reuse. Once the



## Document & Reporting Pattern 6 – Fillable PDF

A less common technique used for reporting is a fillable PDF document. With this pattern, IWS staff create a template using Adobe Acrobat. Users can either complete the PDF form with individual/event specific information in prescribed sections of the document or complete a paper copy of the form manually (pen) in prescribed blank fields. Once the document is completed, the IWS copy is either saved or scanned (if signatures required or manually completed) into PDF format and stored on an internal file share using an internal file naming convention. Duplicate copies of the form can be provided to the waste generator, another City of Winnipeg department, a regulator and/or a paper copy can be filed. Note: an electronic copy of the document (PDF) can be shared in some instances and usually distributed by email.

The following is an example of an internal Fillable PDF document:

**Part 7 - Anticipated Process Changes**

Do you anticipate any additional operational or process changes not included in your pollution prevention options?

yes  
 no

**Part 8 - Pollution Prevention Plan Summary**

Identify which pollution prevention options from Part 5 you are going to implement for each pollutant.

Pollutant	Option chosen

How long do you estimate it will take to implement all of the pollution prevention options you have selected?

less than 6 months  
 6 months - 1 year  
 1 - 3 years  
 3 - 5 years  
 more than 5 years (specify)

Why will it take that long to implement?

major construction  
 minor construction  
 product redevelopment  
 cost  
 other

Describe the timeline and reasoning for your implementation schedule.

**Part 9 - Pollution Prevention Plan Implementation Schedule**

Expected start date



## Document & Reporting Pattern 7 – Comma Delimited Data Files

Data that is currently exchanged between the ClearSCADA waste water treatment plant as noted in Appendix D Waste Hauler PIN load and Waste Hauler Disposal Event.

## Document & Reporting – Other Considerations

### Signature Considerations

Currently all signatures are captured manually for IWS documents and forms. Signed documents are manually scanned in PDF format and stored on an internal file share using an internal file naming convention. A paper copy may be filed manually.

Considerations will be made for a solution that can address the functionality of managing electronic signatures.

### Document Distribution Considerations

Reports and documents are currently distributed using the following means:

- Manually through traditional mail
- Electronically through email
- Manually copying files from file share location to file share location
- ftp/sftp files from file share location to file share location
- Paper copies are handed to recipient

## Current Document & Reporting List

Form/Document	Format	Signature
P2 Inspection Form	Excel/PDF	N
P2 Plan Grading Form	Word	N
P2 Progress Update Grading Form	Word	N
P2 Welcome Letter	Word	Y
P2 Plan Not Required (sample)	Word	Y
P2 Plan Not Required (no sample)	Word	Y
P2 Plan Required	Word	Y
P2 Plan Approved (<1 YR)	Word	Y
P2 Plan Approved (>1 YR)	Word	Y
P2 Plan No Longer Required (sample)	Word	Y
P2 Plan No Longer Required (no sample)	Word	Y
P2 Progress Update Approved (<1 YR)	Word	Y
P2 Progress Approved (>1 YR)	Word	Y

P2 Progress Update Required	Word	Y
Notice - P2 Inspection Required (sample)	Word	Y
Notice - P2 Inspection Required (no sample)	Word	Y
Order - P2 Plan Required (past due)	Word	Y
Order - P2 Plan Required (82)	Word	Y
Order - P2 Plan Required (79)	Word	Y
Order - P2 Plan Rejected	Word	Y
Order - P2 Progress Update Rejected	Word	Y
Order - P2 Progress Update Required	Word	Y
Sample Report (WW)	Word	N
Sample Report (LDS)	Word	N
P2 Extension Granted	Word	Y
Sampling Log Sheet - Manual	Excel/PDF	N
Sampling Log Sheet - Automatic	Excel/PDF	N
Sampling Log Sheet - QC Data	Excel/PDF	N
Schedule B Kit Checklist	Excel/PDF	N
Affidavit of Service	Word	Y
Affidavit of Attempted Service	Word	Y
Common Offence Notice	MB Document	Y
P2 Plan Template	Fillable PDF	Y
Progress Update Template	Fillable PDF	Y
Home Business Declaration Form	Fillable PDF	Y
P2 Stats Update - Totals	Excel/PDF	N
P2 Stats Update - Documents	Excel/PDF	N
P2 Stats Update - Annual	Excel/PDF	N
Company Lists	Excel	N
Enforcement Documents Due	Report	N
Plan Due Dates	Report	N
Industry Inspection Program Update - 2017 (Overstrength Program)	Access	N
Overstrength Wastewater Summary	Word	Y
Wastewater Sampling Results for (Industry Name)	Access	N
Overstrength Wastewater Surcharge Summary	Word	Y
2016-2020 Overstrength Discharge License Sewer By-law No. 92/2010	Word	Y
2016-2020 Overstrength Discharge License Application	Word	N
2016-2020 Overstrength Discharge License	Word	Y
Overstrength Discharge License Required Sewer By-law No. 92/2010	Word	Y
Overstrength Wastewater Surcharge Adjustment	Word	Y
Removal from the Overstrength Wastewater Monitoring Program	Word	Y
OSD Site Inspection Form	Word	N
Site Inspection Results Licence Not Required	Word	Y
Site Inspection Results remove from program	Word	Y

Site inspection results non-OS	Word	Y
Site Inspection results OS	Word	Y
Site inspection results notice	Word	Y
Template licence cancelled not required	Word	Y
Template OSD Licence required and Surcharges	Word	Y
Template Sampling Location	Word	Y
Template Surcharges will be assessed	Word	Y
Template Current OS remover from surcharges	Word	Y
Template New OS Leachate Sludge Cover Letters	Word	Y
Violation Notice Restricted Materials	Word	Y
Quarterly Report Managers Summary	Access	N
Quarterly Report Internal Comments	Access	N
Quarterly Report cover letter	Access	N
Yearly rate increase notice for OSD rates	Word	Y
Surcharges will be applied template	Word	Y
Licence renewal notice	Word	Y
licence expired notice	Word	Y
Licence application overdue	Word	Y
Licence expiry notice	Word	Y
Licence renewal	Word	Y
Licence Renewal reminder	Word	Y
Licence renewal late reminder	Word	Y
Notice Licence suspension for non renewal	Word	Y
Notice Licence cancellation for non renewal	Word	Y
Violation Notice pH	Word	Y
Tempate Order to correct	Word	Y
Affidavit of Service	Word	Y
Frequently Asked Questions About Grease Traps	Word	N
Sewer By-law 92/2010 Grease Trap Inspection Form IWSB/GT	Word	N
Grease Trap Maintenance Log	Word	N
Notice of By-Law Violation - Sewer By-Law 92/2010 (Grease Trap)	Word	Y
Order to Correct By-Law Violation - Sewer By-Law 92/2010 Registered Mail (Grease Trap)	Word	Y
Grease Trap Inspection Program Update	Access	N
Grease Trap Waiver Application Form	Word	Y
Grease Trap Waiver	Word	Y
Notice of By-Law Violation Sewer By-Law 92/2010 Waiver Cancelled	Word	Y
Notice of By-Law Violation Sewer By-Law 92/2010 Waiver Denied	Word	Y
Wastewater Disposal Vehicle Contact Application Form Sewer Bylaw 92/2010	Word	Y
Hauled Wastewater Disposal Vehicle Load Summary	Access	N
Hauled Wastewater Program - Frequently Asked Questions	Word	N
Definition of Terms - Hauled Wastewater Program	Word	N



Frequently Asked Question Tracking System for Hauled Wastewater	Word	N
Barcode Stickers (Form Letter)	Word	Y
Wastewater Disposal Vehicle Barcode Stickers (Form Letter)	Word	Y
Supply of Barcodes For Locations (Form Letter)	Word	Y
Hauled Wastewater Program Tracking Requirements (Form Letter)	Word	Y
Hauled Wastewater Program Tracking Requirements - Non-household Water (Form Letter)	Word	Y
Hauled Wastewater Program Tracking Requirements - Non-household Water (Form Letter)	Word	Y
Wastewater Disposal Vehicle License Application Sewer By-Law 92/2010	Word	Y
Wastewater Hauling Licenses (Form Letter)	Word	Y
Update License Information (Form Letter)	Word	Y
Wastewater Disposal Vehicle License (Form Letter)	Word	Y
2011-2015 Wastewater Disposal Vehicle License Sewer By-law 92/2010	Word	Y
Wastewater Generator Inspection Form	Word	N
2011-2015 Wastewater Hauler's License Sewer By-law 92/2010	Word	Y
Unacceptable Load Ticket Summary	?	N
Notice of By-Law Violation - Sewer By-Law 92/2010	Word	Y
Enforcement Procedure Incomplete Load Tickets	Word	N
Second Notice of By-law Violation Sewer By-law No.92/2010	Word	Y
Fourth Notice of By-Law Violation - Notice of License Suspension Sewer By-law No. 92/2010 Waste Hauler's License	Word	Y
Sewer By-law No.92/2010 Environmental Record Search	Word	Y
2011-2015 Wastewater Discharge License Sewer By-law No. 92/2010	Word	Y
2011-2015 Land Drainage Discharge License Sewer By-law No. 92/2010	Word	Y
Inter-Office Memorandum - Re: Environmental Record Search Fees and Cross-Connection Search Fees	Word	N
Spill Notification Part 9 - Sewer By-law 92/2010	Print	N
Brady Road Landfill Hazardous Waste Disposal Confirmation	Print	N
Carrier Permit Application	Print	N
Re: Wastewater Discharge License (form letter)	Word	Y
Bio-Medical Waste Sharps Carrier Permit (form letter)	Word	Y
Re: Temporary Discharge Permit (form letter)	Word	Y
Industry Inspection Program Update - 2015	Access	N
Site Inspection Form	Word	N
Land Drainage Discharge License Application Form Sewer By-law 92/2010	Word	N
Wastewater Discharge License	Word	Y
Re: Land Drainage Discharge License (form letter)	Word	Y
Inter-Office Memorandum - Re: XXXX License Renewal Fees	Word	N
Land Drainage Discharge License (form letter)	Word	Y
Order to Correct By-Law Violation - Sewer By-Law 92/2010 Registered Mail	Word	Y
Notice of By-Law Violation - Sewer By-Law 92/2010 Hand Delivered	Word	Y
Notice to Pool Contractors Reminder About Requirements for Draining Pool Water	Word	N
2011-2015 Bio-Medical Waste Sharps Carrier Permit Biomedical Waste Sharps By-law 6001/92	Word	Y
Brady Road Landfill Certificate of Treated Biomedical Waste Sharps	Print	Y

Special Waste Disposal Authorization - Brady Road Landfill - Fax Transmittal	Word	Y
Notice to Pool Contractors Important Information About Draining Pool Water	Word	N
Notice to Pool Owners Important Information About Draining Pool Water	Word	N
2015 Temporary Discharge Permit Sewer By-law 92/2010	Word	Y
Wastewater Discharge License Application Form Sewer By-law 92/2010	Word	N
Wastewater Discharge License Renewal (Inter office memo)	Word	N
Waste Discharge Options (form letter)	Word	Y
Wastewater License Application Form	Word	N
Wastewater Discharge License - Well Water to Land Drainage Discharge Fee	Word	Y
XXXX Well Water Discharge Fee Summary	Word	Y