

eSERVICES

HOW TO:
Apply for an Operating Permit



**Safety
Codes
Council**

Alberta Safety Codes Authority

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Operating Permit

This walks you through the steps to obtain an operating permit. Operating permits belong to the Site and it is the site owner's responsibility to pay for their operating permit to operate those tanks within a site.

The operating permit applications can only be completed by **Site Owners**.

There are two scenarios where an operating permit is required/obtained and these are;

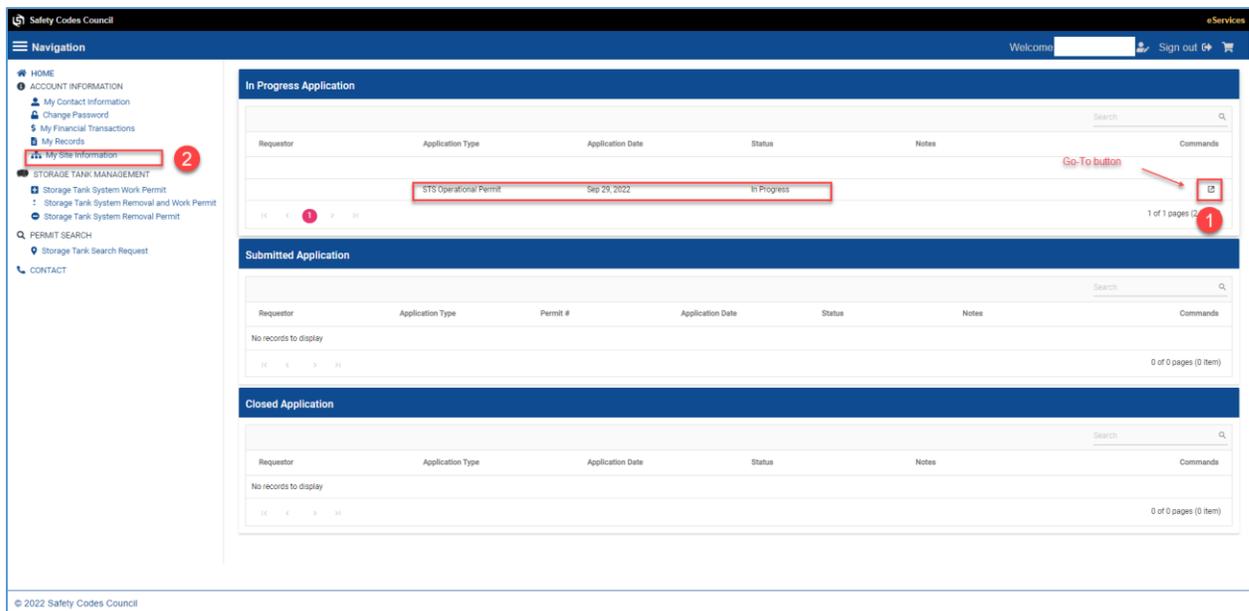
- Yearly Operating Permits,
- Operating Permits for newly added tanks

Note: *It is extremely important that **Site Owners** review the site information for each tank displayed during the Yearly Operating Permit review period.*

*You have the option to either **Approve** the site & tank information displayed, or ask for a **Review** of the details if they are incorrect. The process to complete the review & application will be covered in more detail below.*

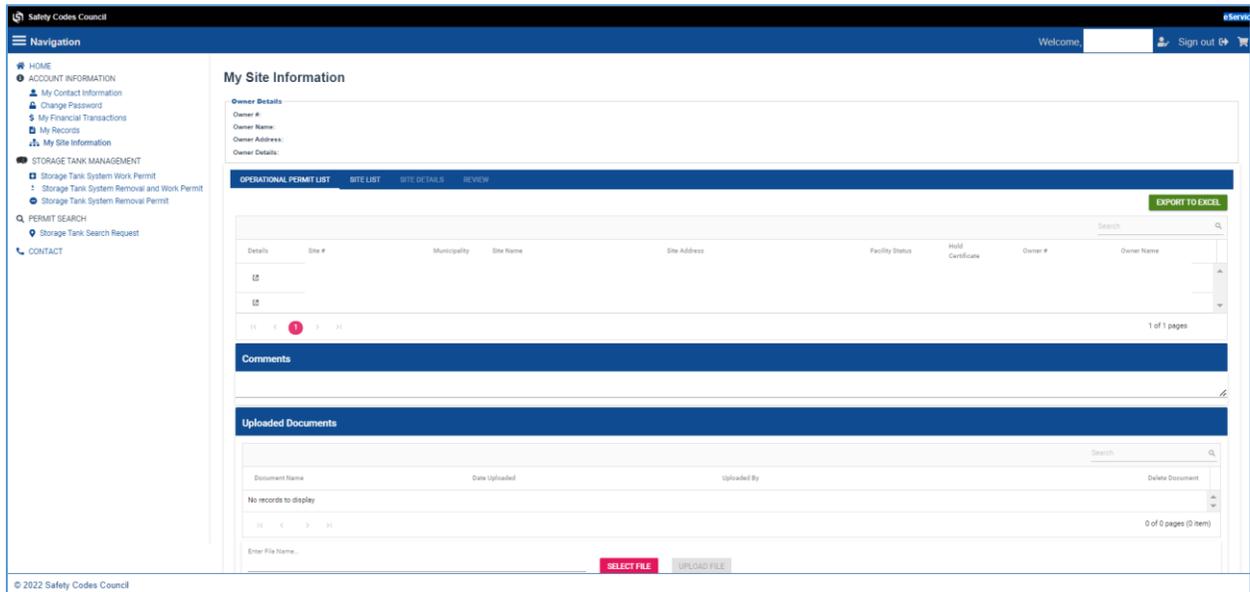
Applying for Yearly Operating Permits

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click Sign In or Create Account from the left hand menu
4. Access the operating permit application from either the **"In Progress Application"** section on the dashboard by selecting the go-to button, or by selecting the **"My Site Information"** tab on the left hand menu



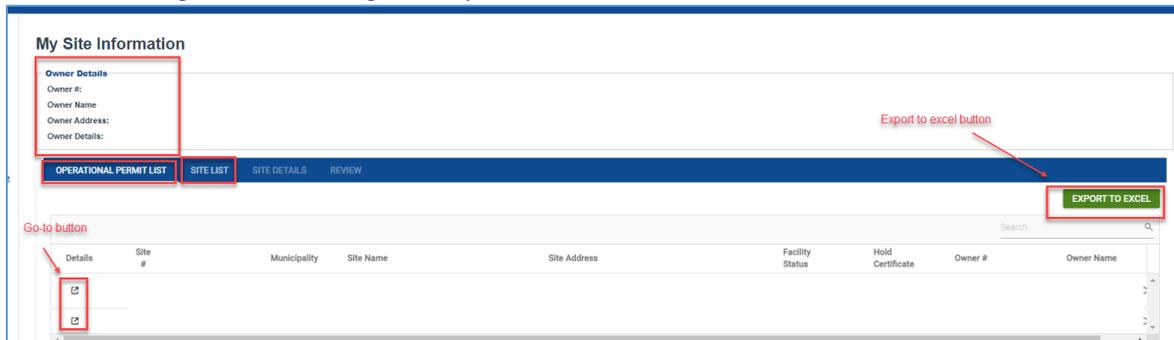
The screenshot shows the Safety Codes Council eServices dashboard. On the left is a navigation menu with options like HOME, ACCOUNT INFORMATION, My Contact Information, Change Password, My Financial Transactions, My Records, My Site Information (highlighted with a red box and a '2'), STORAGE TANK MANAGEMENT, STORAGE TANK SEARCH, and CONTACT. The main content area is titled 'In Progress Application' and features a table with columns: Requester, Application Type, Application Date, Status, Notes, and Commands. A single row is visible: 'STS Operational Permit', 'Sep 29, 2022', 'In Progress'. A red box highlights the 'Go-To button' in the Commands column. Below this are sections for 'Submitted Application' and 'Closed Application', both showing 'No records to display'.

5. This will take you to the “My site Information” landing page



Review My Site Information

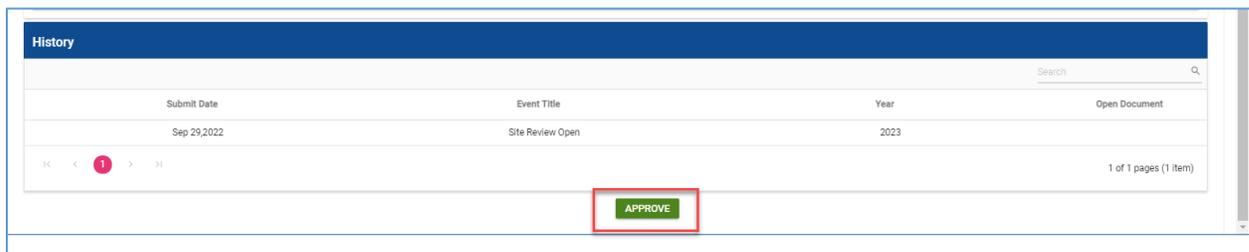
6. Verify all the Owner details are accurate
7. Review the information on the “**Operating Permit List**” tab for accuracy
8. This “**Operating Permit List**” tab shows only sites belonging to the Owner **that qualify and will need an operating permit.**
 - a. *Site details can be exported to excel to for a more detailed review by using the “Export to excel” button,*
9. The tank(s) must fall into one of the categories below to be displayed on this operating permit list page;
 - a. The site must be active
 - b. All Underground Storage Tank (UST)
 - c. Any Aboveground Storage Tank (AST) that is 2500 Liters or larger
 - i. **Note:** each compartment of multi-compartment tanks is defined in the National Fire Code – 2019 Alberta Edition as an individual storage tank.
10. Review the information on the “**Site list**” tab for accuracy
 - a. *Site details can be exported to excel to for a more detailed review by using the “Export to excel” button,*
11. This “**Site list**” tab shows **all the sites** you (The Owner) own and may contain sites that do not qualify for an operating permit.
12. Select the go-to button to go to a specific site



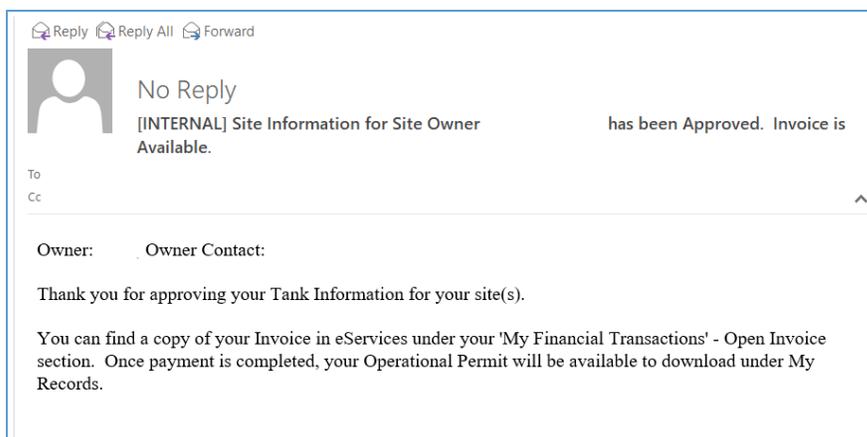
13. Review the details on the site and verify the information is accurate
14. If no changes required on a specific site, continue from [step 16](#).
15. If any changes are required, go to [step 37](#)
16. If you have more than 1 site, complete the review steps on all applicable sites
17. If no changes required on any site, go back to the “Operating Permit List” tab
18. Scroll to the bottom of the screen to find the approve button under the history section,

Approving Site Information

19. Select the “Approve” button
 - a. Do **NOT** enter any comments or upload any documents if no changes required, as this will remove the ability to “Approve” the application
 - b. If any text has been entered on either the comments section on the operating permit list page or on a specific site, you will not be able to approve that application until you submit the application, and the review has been completed by ASCA Tanks team
 - c. You are able to delete the comments and delete any uploaded documents at this point (from where the data was captured), if you now decide the approve the details.
 - d. All comments and attached documents **MUST** be removed to display the “Approve” button again
 - e. Once approved, no more changes can be made for review

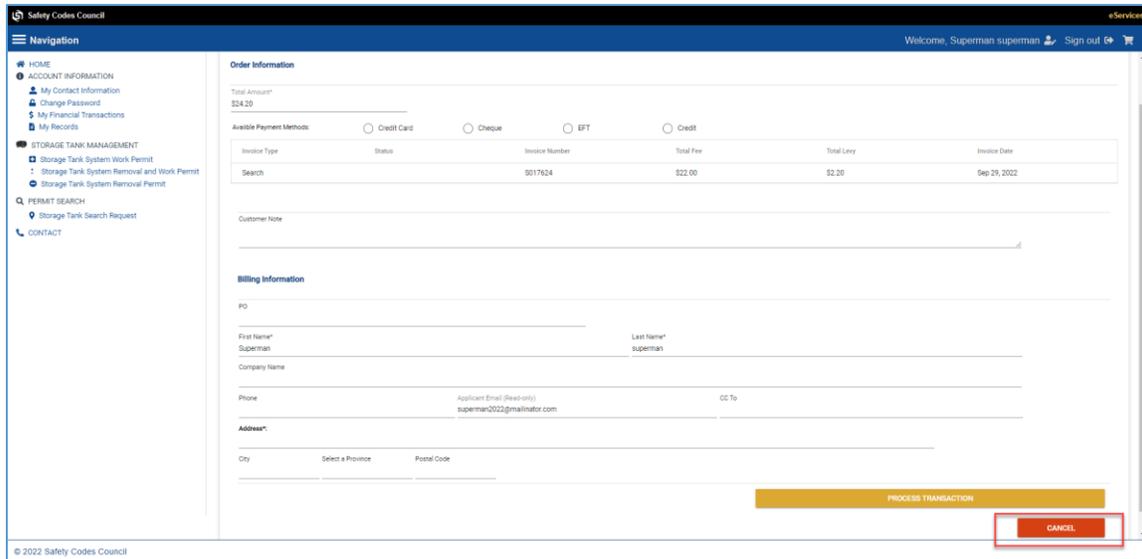


20. Once the “Approve” button has been selected, you will need to confirm that you want to go ahead with approving the information displayed
21. An email notification will be sent to your email confirming the approval



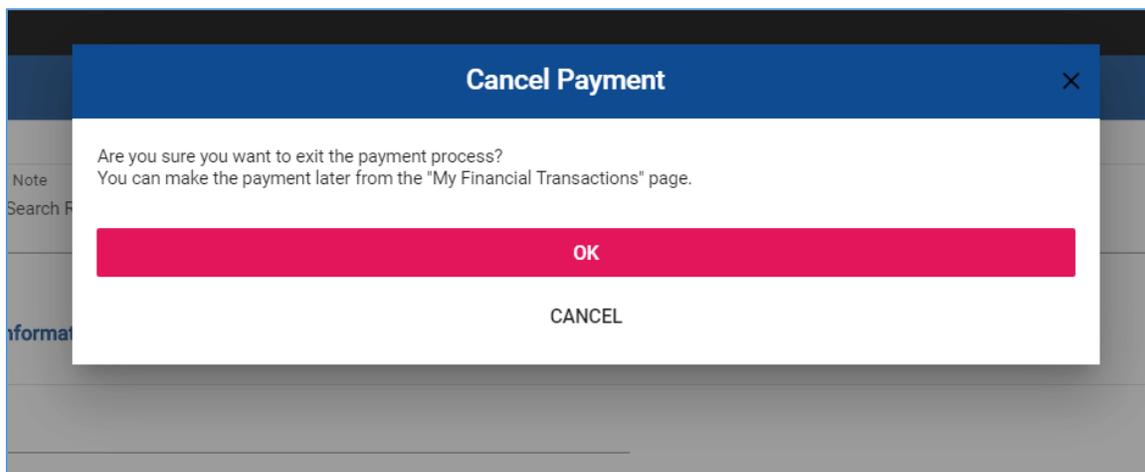
22. An invoice is created for your operating permit, and a confirmation message will be displayed
23. You will be redirected to the checkout page to complete your payment
24. You can decide **not to make the payment at this point**, and return at a later time/date to add the payment going through the “My Financial Transactions” section.

25. To continue with the payment, go to **step 27**
26. To cancel the payment at this point, follow the steps below;
 - a. Select the “Cancel” button



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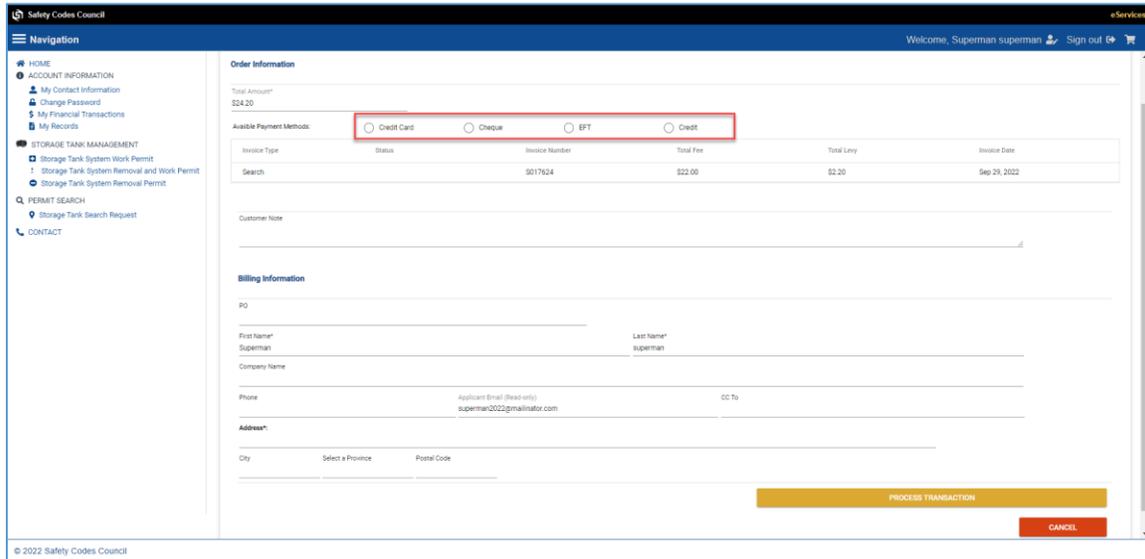
- b. Confirm that you will like to cancel the payment process at this moment



- c. This will redirect you to the “My Financial Transactions” page,
 - i. You can access this page anytime from the left hand menu
 - d. To make the payment from this page, follow the steps below;
 - i. Go to the My Open Invoices section
 - ii. Identify the application to be submitted
 - a. The payment status on the application will be “Pending Payment”
 - b. The invoice can be printed out from this section
 2. Select the Add to Cart button on the application
 3. You will be redirected to the checkout page
 4. You have the option to make the payment or cancel and return at a later time

Complete Payment

27. To complete the payment, complete the order/billing information
28. Select a payment method
29. There are a number of available payment options, and the one available to you may differ as per the instructions below;



The screenshot shows the 'Order Information' section of the eServices portal. The 'Total Amount' is \$24.20. Under 'Available Payment Methods', there are four radio buttons: 'Credit Card', 'Cheque', 'EFT', and 'Credit'. The 'Credit Card' option is selected and highlighted with a red box. Below this is a table with columns for 'Invoice Type', 'Status', 'Invoice Number', 'Total Fee', 'Total Levy', and 'Invoice Date'. The table contains one row: 'Search', 'Search', 'SD17624', '\$22.00', '\$2.20', and 'Sep 29, 2022'. There is also a 'Customer Note' field. The 'Billing Information' section includes fields for 'PO', 'First Name*' (Superman), 'Last Name*' (superman), 'Company Name', 'Phone', 'Applicant Email (Read-only)' (superman2022@gmailinator.com), 'CC To', and 'Address*' (City, Select a Province, Postal Code). At the bottom right, there are 'PROCESS TRANSACTION' and 'CANCEL' buttons.

a. Credit card:

- i. This payment option is available to all logged in users
- ii. Using this payment method will submit your application immediately the payment is made on eServices
- iii. You will receive a confirmation email when the application has been successfully submitted.
- iv. This application can be found on the **“Submitted Application”** section on the eServices home page after payment has been made
- v. Credit card payments have a max limit of \$2,500.00.
 1. Any payment higher than the \$2,500.00 limit, will need to be made via cheque or EFT.
 2. You can print out your receipt and invoice at any time from the **“My Closed Invoices”** section on the **“My Financial Transactions”** page

Payment Completed – Receipt Available for ASCA Tanks Application	
To	superman2022
From	noreply@safetycodes.ab.ca
Received	2022-09-29 08:19:42
<p>HTML JSON RAW LINKS ATTACHMENTS</p>	
<p>Thank you for completing your payment. Your application has now been submitted to ASCA.</p> <p>You can download a copy of your receipt by logging into your eService's account here and clicking on My Financial Transactions > Closed Invoice</p> <p>If you have any questions regarding your application, please contact ASCA Tanks at ascatanks@safetycodes.ab.ca or 1-888-413-0099.</p>	

b. Cheque:

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **cheque** has been received and cleared.
 1. ***It is your responsibility to send in the cheque to the Council's Accounting department using the details provided on the invoice.***
- iii. You can print out the invoice when you select the cheque option by following the steps below;
 1. *Login to eServices*
 2. *Select the "My Financial Transactions" page from the left hand menu*
 3. *Identify the application to be submitted*
 - a. *The payment status on the application will be "Pending Payment"*
 4. *Open the PDF and print out the invoice*
- iv. This application can be found on the **"In Progress Applications"** section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team
 1. *Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.*
 2. *You can print out your receipt and invoice at any time from the "My Closed Invoices" section on the "My Financial Transactions" page*

> Application Not Complete – Awaiting Payment

To	superman2022
From	noreply@safetycodes.ab.ca
Sending IP	209.90.176.40
Received	2022-09-29 08:20:27

[HTML](#) [JSON](#) [RAW](#) [LINKS](#) [ATTACHMENTS](#)

Hello Superman superman,

Your eServices application(s) will be submitted once payment has been received.

If cheque was selected as form of payment, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6

If EFT was selected as form of payment, please contact accounting@safetycodes.ab.ca for EFT information.

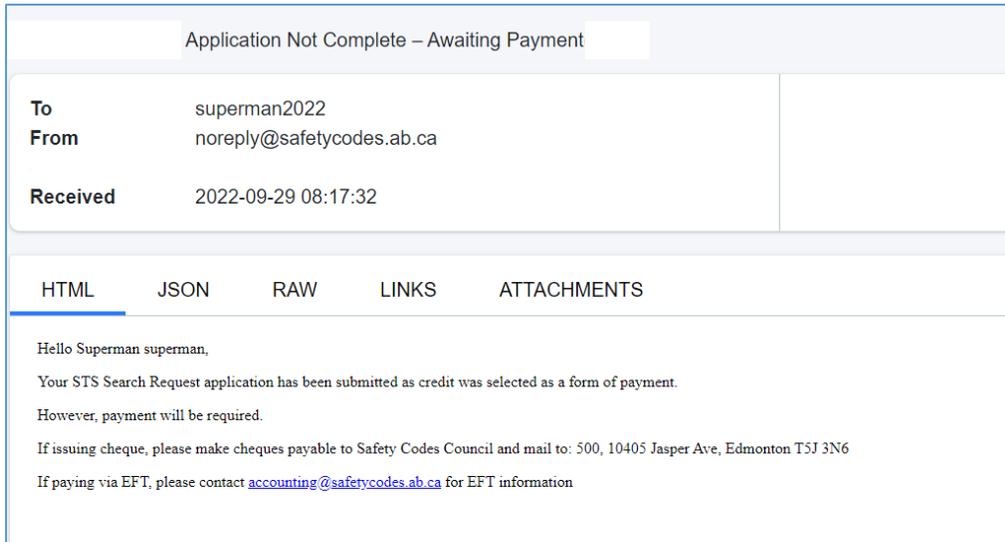
c. EFT :

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **EFT** has been received and cleared.
 1. *It is your responsibility to send in the EFT to the Council's Accounting department using the details provided on the invoice.*
- iii. You can print out the invoice when you select the EFT option by following the steps below;
 1. *Login to eServices*
 2. *Select the "My Financial Transactions" page from the left hand menu*
 3. *Identify the application to be submitted*
 - a. *The payment status on the application will be "Pending Payment"*
 4. *Open the PDF and print out the invoice*
- iv. This application can be found on the **"In Progress Applications"** section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team
- viii. Note that payments above \$2,500.00 can only be made via cheque or EFT.
 1. *Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.*
 2. *You can print out your receipt and invoice at any time from the "My Closed Invoices" section on the "My Financial Transactions" page*

d. Credit:

- i. This payment option is restricted to only specified users
- ii. If this option is available to you when checking out, selecting this option will submit your application for processing by the ASCA Tanks team

1. *It is your responsibility to reconcile your credit account with the Council's Accounting department*
- iii. You will receive a confirmation email when you select this payment option
- iv. This application can be found on the “Submitted Applications” section on the eServices home page



30. After selecting your payment method, select process transaction
31. Payment information will now be submitted
32. You will receive a confirmation email
 - a. *Confirmation message will differ based on your payment method selected above*
33. Go back to eServices
34. Select the “Home” section on the left hand side menu,

Operating Permit Available

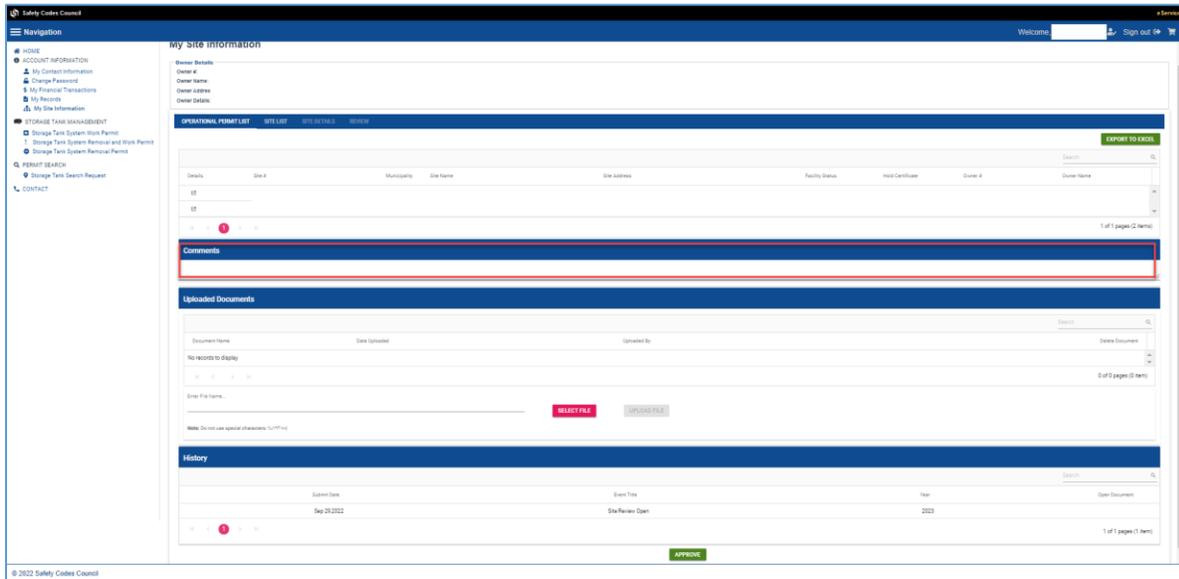
35. Select the “My Records” section on the left hand side menu,
 - a. *If payment was not made by credit card, your records will **ONLY** be updated when your payment has been applied by the Accounting team, and you receive the confirmation of payment*
36. The operating permit certificate will be displayed as a PDF document by scrolling all the way to the right and opening the pdf.
 - a. Any existing operating permit certificates will be moved to the “Historical Records” section by **December 31st**
 - b. If you have multiple sites, each site will have it’s operating permit for download

Submitting a Request to Update Site Information

Note: (following this process will disable the “Approve” button until the review is completed by the ASCA Tanks team)

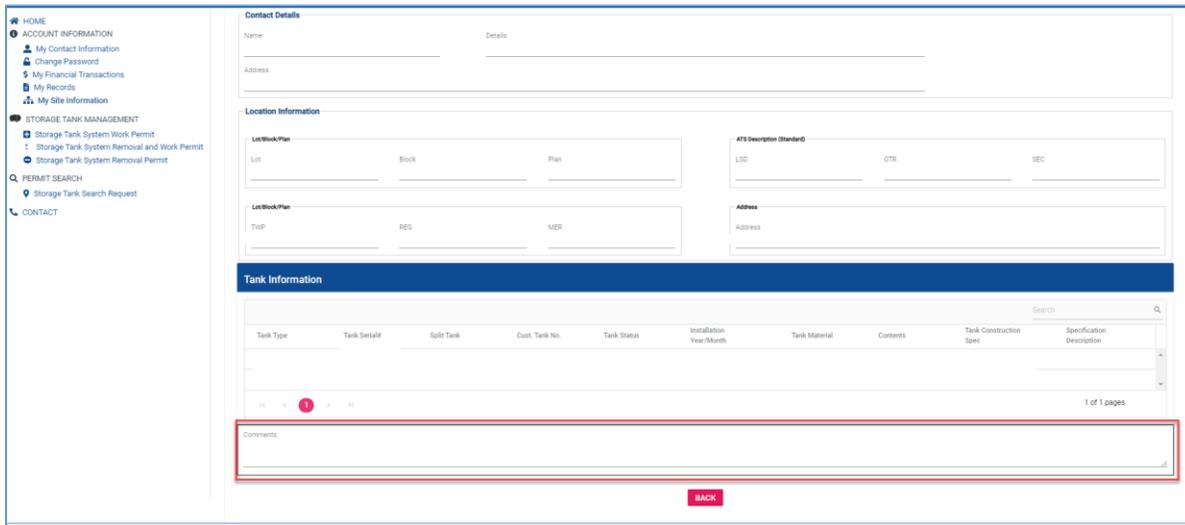
37. If changes are required on a site, there are a few options to provide feedback;
 - a. **Option 1** – Enter comments within the “Comments” section on the “My Site Information” page
 - i. Go to the “My Site Information” page

- ii. Go to comments section
- iii. Enter details into the comments field



The screenshot shows the 'My Site Information' page. At the top, there are tabs for 'OPERATING PERMIT LIST', 'SITE LIST', 'SITE DETAILS', and 'REVIEWS'. Below these is a table with columns: Details, Site #, Municipality, Site Name, Site Address, Facility Status, Hold Certificate, Owner #, and Owner Name. Below the table is a 'Comments' section with a text input field and a 'SELECT FILE' button. Below that is an 'Uploaded Documents' section with a table showing document names, dates, and uploaders. At the bottom is a 'History' section with a table showing dates and event types. A red box highlights the 'Comments' section.

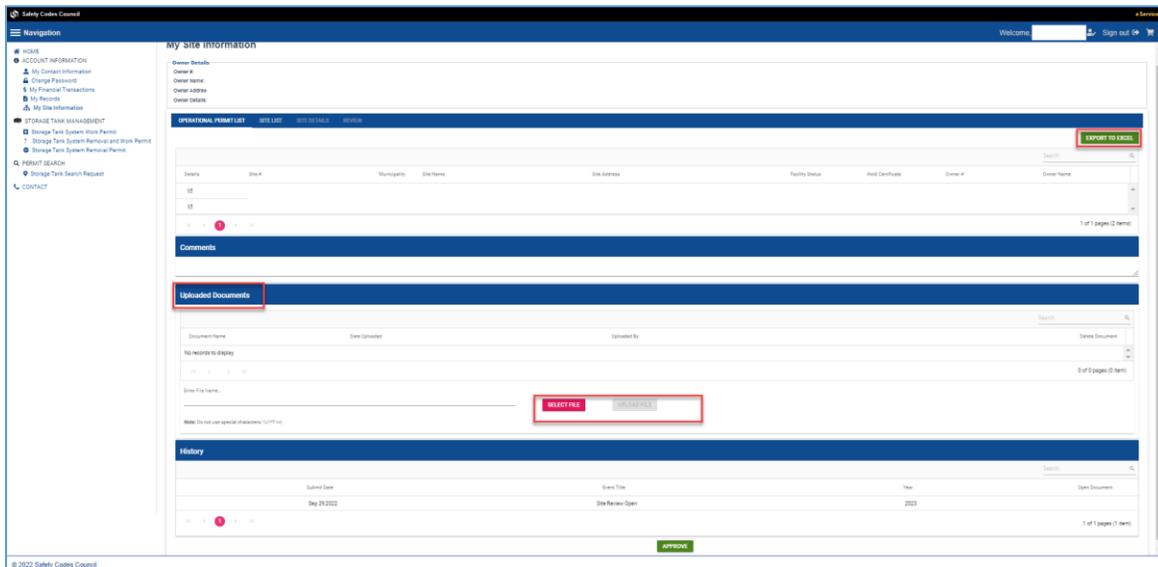
- b. **Option 2** – Enter site specific comments on each site using the “Comments” section below the **tank information section**
 - i. Select the details button of a specific site from either the “Operating Permit List” or “Site List” tab
 - ii. Scroll to the “Tank Information” section
 - iii. Enter details into the comments field



The screenshot shows the 'Tank Information' page. At the top, there are sections for 'Contact Details' and 'Location Information'. Below these is a 'Tank Information' table with columns: Tank Type, Tank Serial, Split Tank, Cust. Tank No., Tank Status, Installation Year/Month, Tank Material, Contents, Tank Construction Spec, and Specification Description. Below the table is a 'Comments' section with a text input field and a 'BACK' button. A red box highlights the 'Comments' section.

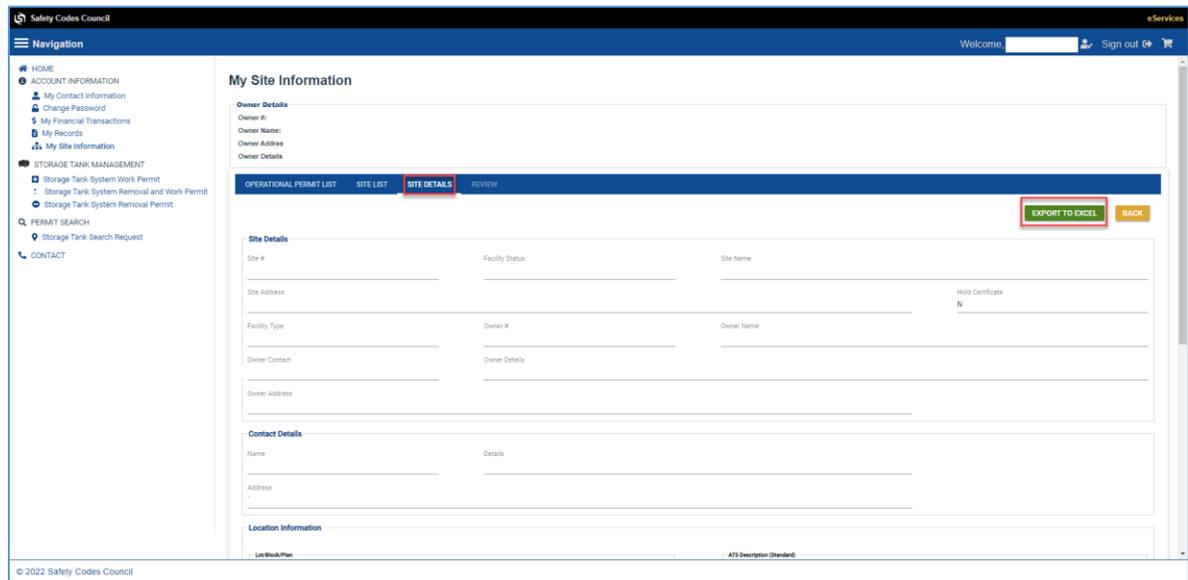
- c. **Option 3** – Upload a document (Operating Permit List Data Export)
 - i. Use the “Export to Excel” button on “Operating Permit List” ,or “Site List” tab
 - ii. Go to the “Operating Permit List” or “Site List” tab
 - iii. Select the “Export to Excel” button
 - iv. Open the excel document

- v. Complete the review of the sites
- vi. Add comments to the sites that need to be updated
- vii. Save document on your local device
- viii. Go to the **“Operating Permit List”** tab
- ix. Scroll to the **“Uploaded Documents”** section
- x. Select the file from your local device
- xi. Rename and upload the file
 1. **Note:** Using the **“Export to Excel”** button on the **“Site List”** section on the **“Operating Permit List”** or **“Site List”** tabs will display all sites (if you have more than 1 site), while using the **“Export to Excel”** button on the **“Site Details”** tab of a specific site, will only show information for that site.
 2. If changes are made directly on the excel document, you **MUST** provide details of these changes within the comments section e.g. use a different font color, tracked changes or any identifiable means for the ASCA Tanks team to identify the changes that have been made to the document

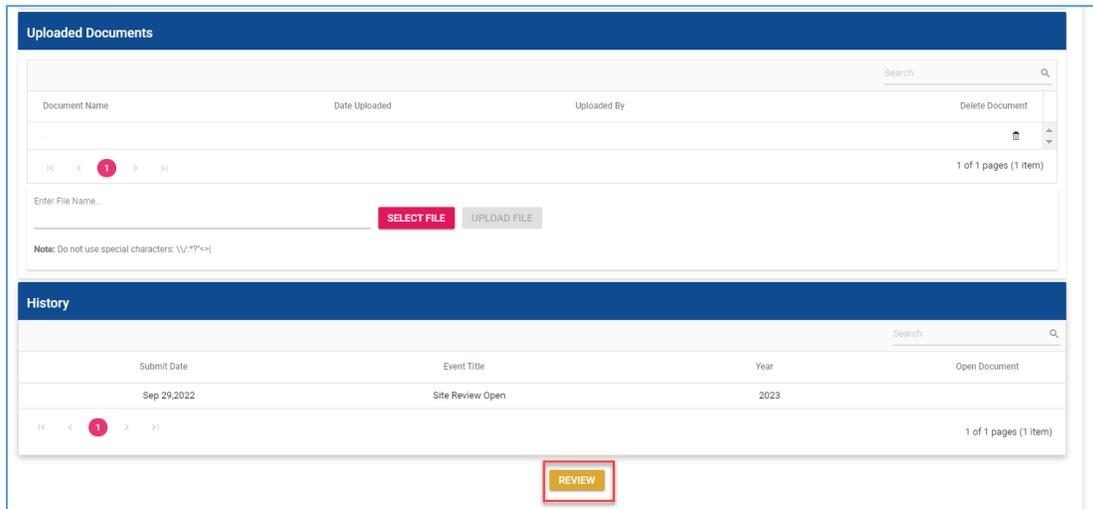


- d. **Option 4 – Upload a document (Site Specific Data Export)**
 - i. Use the **“Export to Excel”** button on the **“Site Details”** tab
 - ii. Select the details button of a specific site from either the **“Operating Permit List”** or **“Site List”** tab
 - iii. This will open up a specific site
 - iv. Select the **“Export to Excel”** button at the top right of the page
 - v. Open the excel document
 - vi. Complete the review of the sites
 - vii. Add comments to the sites that need to be updated
 - viii. Save document on your local device
 - ix. Go to the **“Operating Permit List”** tab
 - x. Scroll to the **“Uploaded Documents”** section
 - xi. Select the file from your local device

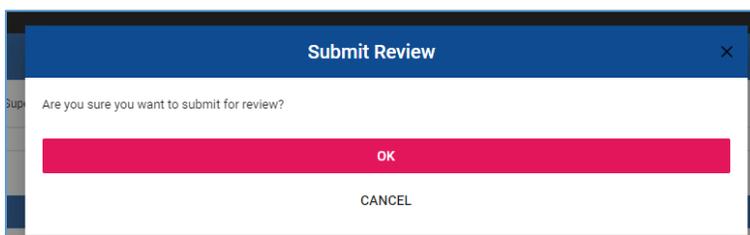
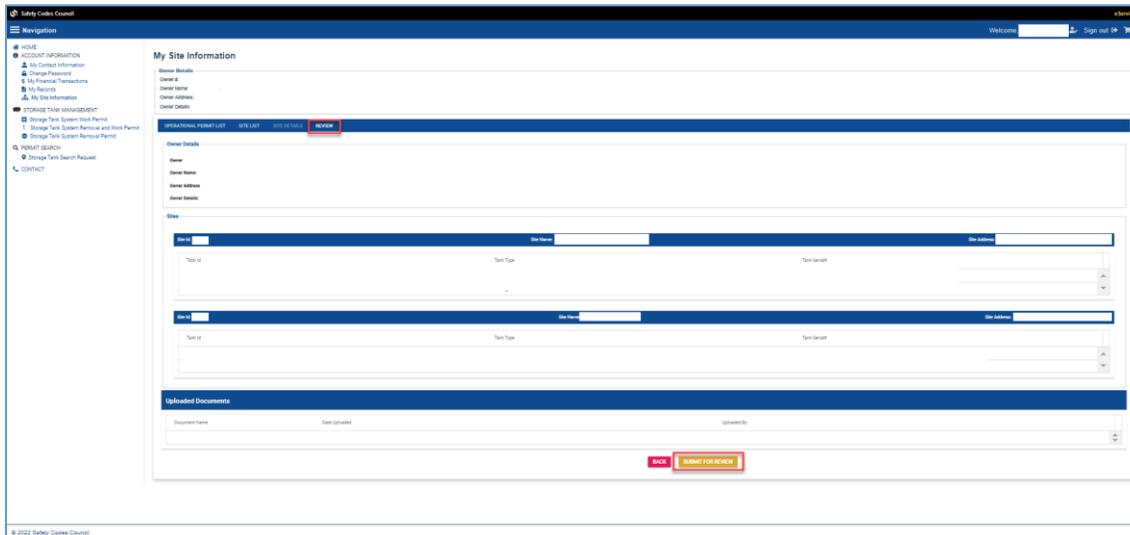
- xii. Rename and upload the file
 1. **Note:** Using the “**Export to Excel**” button on the “**Site List**” section on the “**Operating Permit List**” or “**Site List**” tabs will display all sites (if you have more than 1 site), while using the “**Export to Excel**” button on the “**Site Details**” tab of a specific site, will only show information for that site.
 2. If changes are made directly on the excel document, you **MUST** provide details of these changes within the comments section e.g. use a different font color, tracked changes or any identifiable means for the ASCA Tanks team to identify the changes that have been made to the document



38. A combination of **options 1-4** can all be used if needed.
39. Entering comments or uploading a document disables the ability to approve the application
 - a. Do **NOT** enter any comments or upload any documents if no changes required, as this will remove the ability to “**Approve**” the application
 - b. If any text has been entered on either the comments section on the operating permit list page or on a specific site, you will not be able to approve that application until you submit the application, and the review has been completed by ASCA Tanks team
 - c. You are able to delete the comments and delete any uploaded documents at this point (from where the data was captured), if you now decide the approve the details.
 - d. All comments and attached documents **MUST** be removed to display the “**Approve**” button again
 - e. Once approved, no more changes can be made for review
40. Once feedback has been captured using any of options 1-4, scroll to the bottom of the “**Operating Permit List**” tab
41. Select the “**Review**” button
 - a. This “**Review**” button replaces the approve button which would have displayed if no changes were being made to the site information



42. You will be redirected to the review tab,
43. Review all the details captured
44. If additional comments need to be entered or comments added, select either the back button, or any of the tabs
45. If all information has been captured, select the **“Submit for Review”** button to submit your comments



46. Go to the **“Operating Permit List”** tab
47. Scroll to the **“History”** section

History			
Submit Date	Event Title	Year	Open Document
Sep 29,2022	Site Review Open	2023	Open Document
Oct 04,2022	Submit For Review	2023	Open Document

1 of 1 pages (2 items)

48. A PDF copy of the details submitted will be available for reference

49. An email will be sent to the registered Owner's email address and the ASCA Tanks team with a copy of the PDF and any uploaded documents you may have attached with your request.

Reply Reply All Forward

 No Reply
[INTERNAL] Site Information for Site Owner has submitted a request to review their Site Informatior

To
Cc

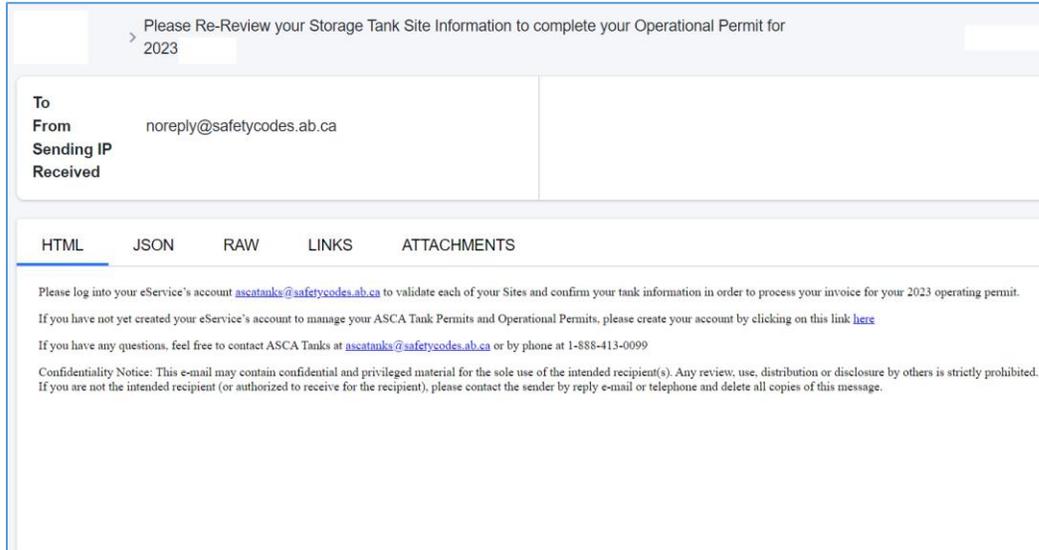
 OperationalApplication_2353_1.pdf 49 KB
 S_2022_23366_Invoice_P017620.pdf 49 KB

Please review the attached details for Site Owner for the requested changes.

50. The comments will be reviewed by the ASCA Tanks team at the Council

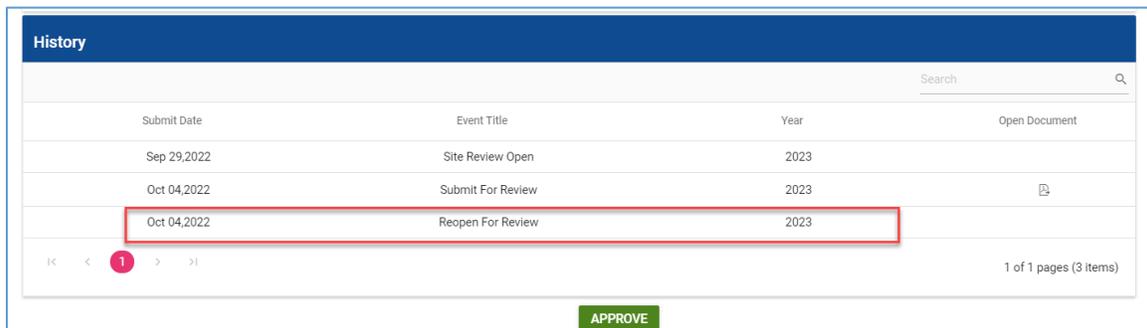
a. If additional information is required, this will be communicated directly to you

51. You will be notified via email when the review has been completed and needs to be reviewed & approved by you



52. Login to eServices and perform another review on the site information

53. There will be a record of the reopened site review



54. If changes are still required, repeat the process from **step 37**

55. If no changes are required, proceed to complete the application from **step 17**

Operating Permits for Newly Added Tanks

Each calendar year from **Jan – Dec**, an operating permit **MUST** be obtained for site(s) with tanks that met these conditions below;

- The site must be **active**
- All Underground Storage Tank (UST)
- Any Aboveground Storage Tank (AST) that is 2500 Liters or larger
 - **Note:** each compartment of multi-compartment tanks is defined in the National Fire Code – 2019 Alberta Edition as an individual storage tank.
- The tank must be in-service

The site Owner is responsible for maintaining the operating permits for any portion of the year, **after a new Work Permit or new Work and Removal Permit has been issued and closed.**

Application Process

Newly Added Tanks Require Operating Permit for Remainder of Year

1. Complete the application for either an **STS Work Permit** or **STS Work & Removal Permit**
2. The Council's ASCA Tanks Team will review and approve the above application if it meets the requirements
3. After your work permit has been issued and a verification of compliance (VOC) has been completed and submitted to ASCA Tanks team, you will receive a notification to complete payment for your Operating Permit for the remainder of the year for the newly added tank(s)
4. An invoice will be created and email sent to you to complete the payment via eServices
5. There are **two types of invoices** that could be sent, depending on the time of year.

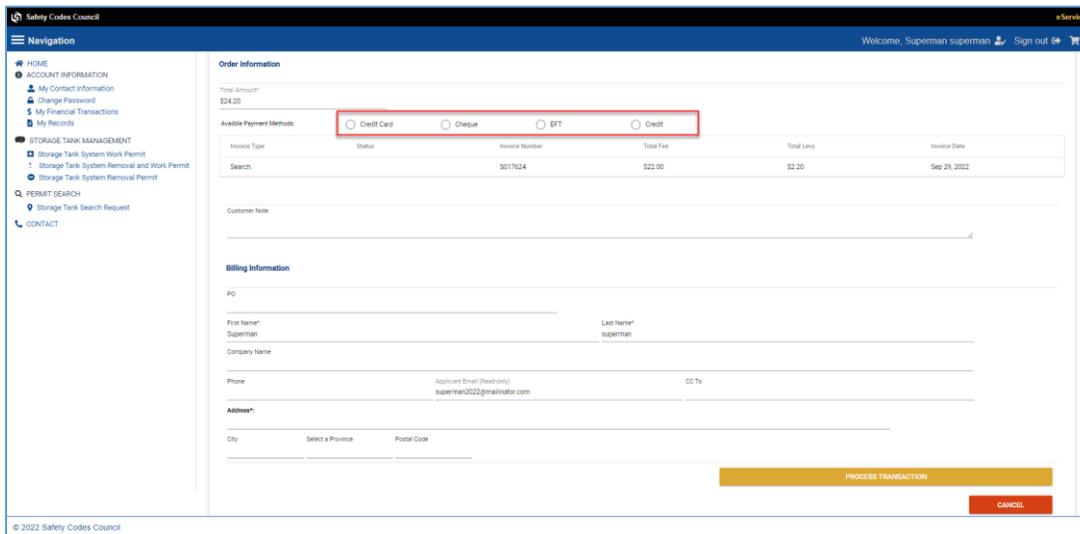
Invoice for Newly Added Tanks

- a. **Invoice Type 1 – Prior to the Yearly Operating Permit Review Deadline/Approval**
 - i. The yearly Operating Permit process is initiated in the Fall of each year, where Site Owners are notified to review their site & tank information
 - ii. Invoices are either generated when you approve the information available for review (See process above), or automatically by the system on a specified date (review deadline) if you have not reviewed & approved the information
 - iii. Any new tanks added to a site **PRIOR** to the yearly operating permit invoice deadline or approval by the Site Owner, will be charged a **pro-rated fee for remainder of the current year**
 - iv. An invoice will be provided with the pro-rated fee for the newly added tanks
 - v. **The existing Operating Permit will be updated to include the newly added tanks**, when you complete the payment on the open invoice
 - vi. The newly added tanks will be included in the yearly operation permit invoice for the following year either when you approve the tank information, or if the review deadline is reached and the invoice is automatically generated
 - vii. The newly added tanks will be added to the operating permit for the following year when the payment has been made, and permit generated.
- b. **Invoice Type 2 – After the Yearly Operating Permit Review Deadline/Approval**
 - i. The yearly Operating Permit process is initiated in the fall of each year, where Site Owners are notified to review their tank information
 - ii. Invoices are either generated when you approve the information available for review (See process above), or automatically by the system on a specified date (review deadline) if you have not reviewed & approved the information
 - iii. Any new tanks added to a site **AFTER** the yearly operating permit invoice deadline or approval by the Site Owner, will be charged **both a pro-rated fee for the remainder of the current year, and the next year's Operating Permit fee** for the newly added tank(s)
 - iv. An invoice will be provided with **two line items**.
 1. One line item will be for the pro-rated fee for the newly added tanks for the remainder of the current year,
 2. Second line item will be for the following year's operating permit
 - v. Once you complete the payment on the open invoice;

1. **The existing Operating Permit for the current year will be updated with the newly added tanks**
 2. **The existing Operating Permit for the following year will be updated with the newly added tanks**
- vi. The following year, all tanks will be included on the yearly operating permit invoice

Completing Payment

6. When you receive the notification to pay for the operating permit, login to eServices by following the link <https://eservices.safetycodes.ab.ca/> on the email or alternatively
7. Alternatively, go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
8. Select the **eServices** tab to take you to the home page
9. Click on Sign In
10. Go to the **“My Financial Transactions”** section
11. Go to the **“My Open Invoices”** section and select the invoice for **“STS Operating Permit”** with a payment status of **“Pending Payment”**
12. Add the invoice to your cart
13. Select a payment method
14. Complete the order/billing information
15. There are a number of available payment options, and the one available to you may differ as per the instructions below;



The screenshot shows the eServices portal interface. On the left is a navigation menu with options like HOME, ACCOUNT INFORMATION, STORAGE TANK MANAGEMENT, PERMIT SEARCH, and CONTACT. The main content area is titled 'Order Information' and shows a total amount of \$24.20. Under 'Available Payment Methods', there are four radio buttons: Credit Card (selected and highlighted with a red box), Cheque, EFT, and Credit. Below this is a table of invoices with columns for Invoice Type, Status, Invoice Number, Total Fee, Total Levy, and Invoice Date. The table contains one row with an invoice number of 9017624 and a total fee of \$22.00. The 'Billing Information' section includes fields for PO, First Name (Superman), Last Name (superman), Company Name, Phone, Applicant Email (superman2022@gmail.com), CC To, Address, City, and Postal Code. At the bottom right, there are 'PROCESS TRANSACTION' and 'CANCEL' buttons.

a. Credit card:

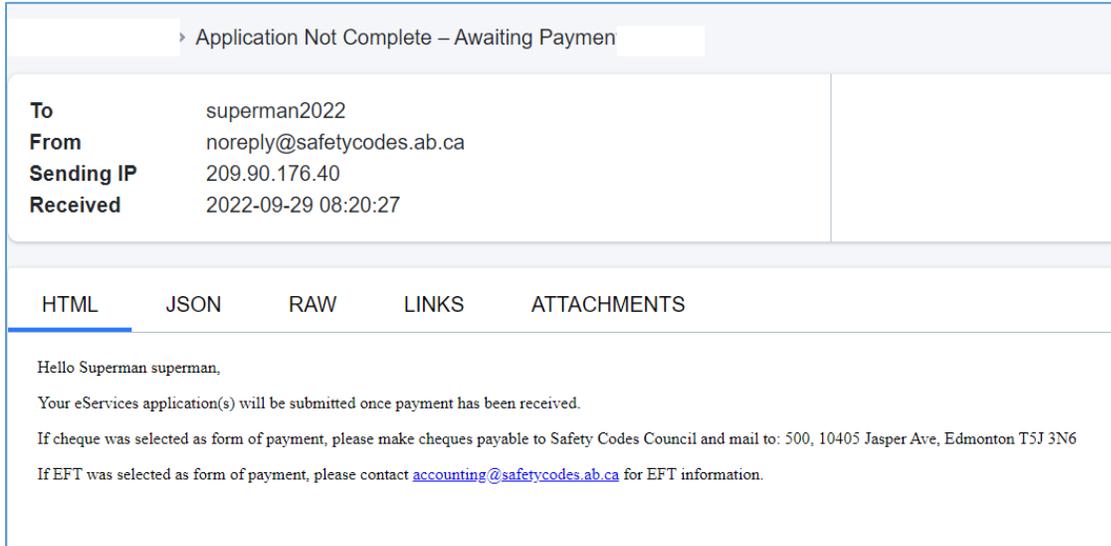
- i. This payment option is available to all logged in users
- ii. Using this payment method will submit your application immediately the payment is made on eServices
- iii. You will receive a confirmation email when the application has been successfully submitted.
- iv. This application can be found on the **“Submitted Application”** section on the eServices home page after payment has been made

- v. Credit card payments have a max limit of \$2,500.00.
1. Any payment higher than the \$2,500.00 limit, will need to be made via cheque or EFT.
 2. You can print out your receipt and invoice at any time from the “My Closed Invoices” section on the “My Financial Transactions” page

Payment Completed – Receipt Available for ASCA Tanks Application	
To	superman2022
From	noreply@safetycodes.ab.ca
Received	2022-09-29 08:19:42
<p>HTML JSON RAW LINKS ATTACHMENTS</p>	
<p>Thank you for completing your payment. Your application has now been submitted to ASCA.</p> <p>You can download a copy of your receipt by logging into your eService's account here and clicking on My Financial Transactions > Closed Invoice</p> <p>If you have any questions regarding your application, please contact ASCA Tanks at ascatanks@safetycodes.ab.ca or 1-888-413-0099.</p>	

b. Cheque:

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **cheque** has been received and cleared.
 1. **It is your responsibility to send in the cheque to the Council's Accounting department using the details provided on the invoice.**
- iii. You can print out the invoice when you select the cheque option by following the steps below;
 1. Login to eServices
 2. Select the “**My Financial Transactions**” page from the left hand menu
 3. Identify the application to be submitted
 - a. The payment status on the application will be “**Pending Payment**”
 4. Open the PDF and print out the invoice
- iv. This application can be found on the “**In Progress Applications**” section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team
 1. Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.
 2. You can print out your receipt and invoice at any time from the “My Closed Invoices” section on the “My Financial Transactions” page



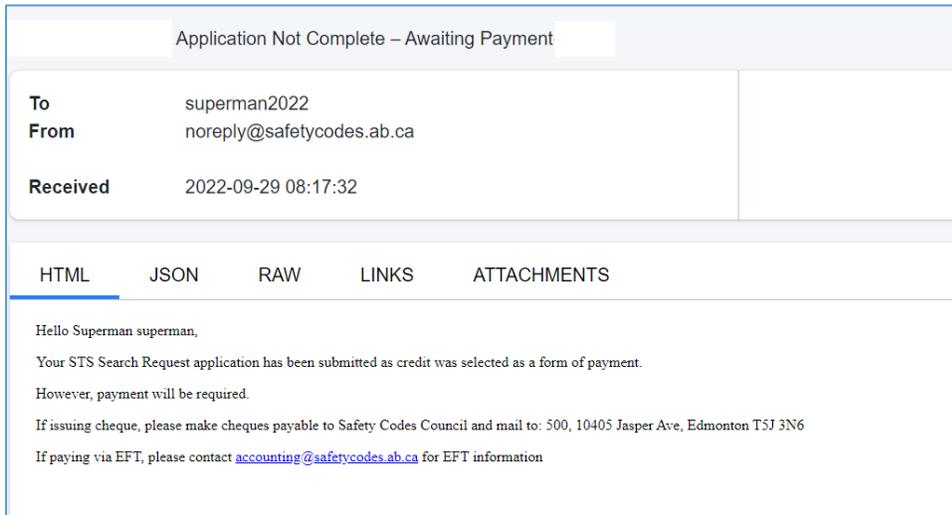
c. EFT :

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **EFT** has been received and cleared.
 1. *It is your responsibility to send in the EFT to the Council's Accounting department using the details provided on the invoice.*
- iii. You can print out the invoice when you select the EFT option by following the steps below;
 1. *Login to eServices*
 2. *Select the "My Financial Transactions" page from the left hand menu*
 3. *Identify the application to be submitted*
 - a. *The payment status on the application will be "Pending Payment"*
 4. *Open the PDF and print out the invoice*
- iv. This application can be found on the **"In Progress Applications"** section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team
- viii. Note that payments above \$2,500.00 can only be made via cheque or EFT.
 1. *Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.*
 2. *You can print out your receipt and invoice at any time from the "My Closed Invoices" section on the "My Financial Transactions" page*

d. Credit:

- i. This payment option is restricted to only specified users
- ii. If this option is available to you when checking out, selecting this option will submit your application for processing by the ASCA Tanks team
 1. *It is your responsibility to reconcile your credit account with the Council's Accounting department*

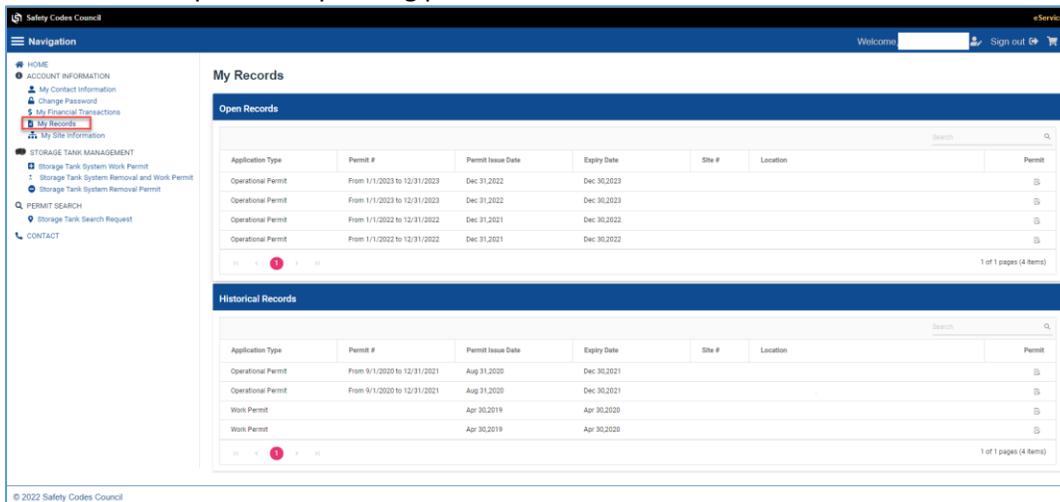
- iii. You will receive a confirmation email when you select this payment option
- iv. This application can be found on the “**Submitted Applications**” section on the eServices home page



- 16. Select checkout
- 17. Select process transaction
- 18. Payment confirmation will be displayed on your screen (Depending on the payment method selected)

Operating Permit Available

- 19. Select the “**My Records**” section on the left hand side menu
 - a. *If payment was not made by credit card, your records will **ONLY** be updated when your payment has been applied by the Accounting team, and you receive the confirmation of payment*
- 20. The updated operating permit will be displayed as a PDF document available for download
 - a. If you have multiple sites, each site will have it’s operating permit for download
 - b. Any existing operating permit will be moved to the “Historical Records” section by December 31st or if any changes were made or new tanks were added to the site, the previous operating permit will move to the historical section.



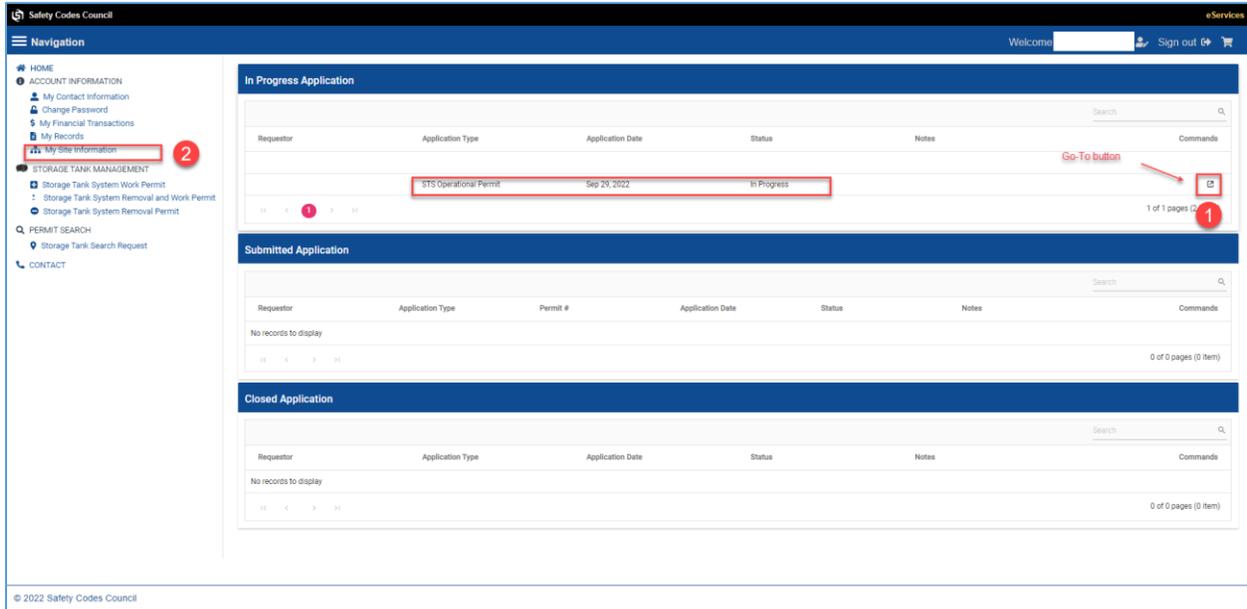
Yearly Operating Permits – Overview of Fields & Sections

Each calendar year from **Jan – Dec**, an operating permit **MUST** be obtained for site(s) with tanks that met these conditions below;

- The site must be **active**
 - All Underground Storage Tank (UST)
 - Any Aboveground Storage Tank (AST) that is 2500 Liters or larger
 - **Note:** each compartment of multi-compartment tanks is defined in the National Fire Code – 2019 Alberta Edition as an individual storage tank.
 - The tank must be in-service
1. In the Fall of each year, a notification is sent to the **Site Owner’s registered email address**
 - a. *It is extremely important for you to always keep your email up to date on your profile*
 2. Login to eServices by following the link <https://eservices.safetycodes.ab.ca/> on the email
 3. Alternatively, go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
 4. Select the **eServices** tab to take you to the home page
 5. Click on Sign In
 - a. *Note: The operating permit applications can only be completed by Site Owners.*



6. Select the home tab on the left to display the application section
 - a. *The homepage is the default page when logged in and has the In progress, Submitted & closed application sections displayed*
7. There are two ways to access the operating permit application on eServices
8. The first option will be to select the go-to button on the STS Operating Permit displayed on the “In Progress” application section to start the application process, and this will redirect you to the “My Site Information” landing page
 - a. *The status will display as “In Progress” because the cycle has been initiated by the system*



In Progress Application

Requester	Application Type	Application Date	Status	Notes	Commands
	STS Operational Permit	Sep 29, 2022	In Progress		

Submitted Application

Requester	Application Type	Permit #	Application Date	Status	Notes	Commands
No records to display						

Closed Application

Requester	Application Type	Application Date	Status	Notes	Commands
No records to display					

9. The second option is to select the “My Site Information” tab on the left and this will redirect you to the “My Site Information” landing page

10. The “My Site Information” page has 5 sections namely;

a) **Owner Details**

b) **Operating Permit List**

a. *This tab will only be displayed when the operating permit application cycle has been initiated by the system.*

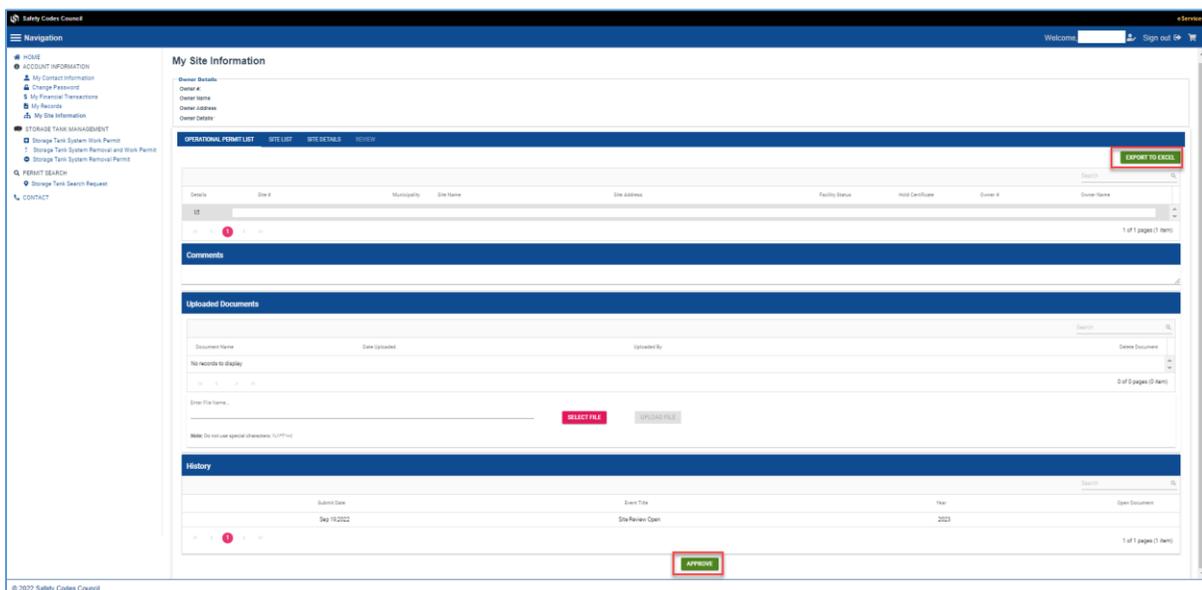
b. *This tab will not be available if the cycle has not been initiated, or if the cycle has been closed by the system by the review due date*

c. *This section is made up of 4 additional tabs*

c) **Comments**

d) **Uploaded Documents**

e) **History**



My Site Information

Operational Permit List

Details	Site #	Municipality	Site Name	Site Address	Facility Status	Hold Certificate	Owner #	Owner Name
No records to display								

Comments

Uploaded Documents

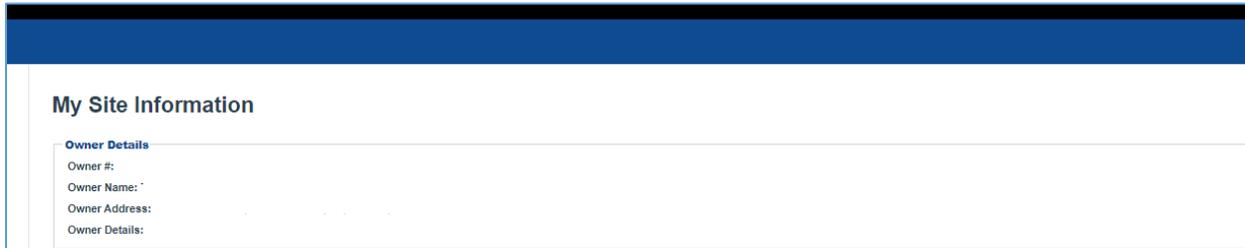
Document Name	Date Uploaded	Uploaded By	Delete Document
No records to display			

History

Submit Date	Event Title	Year	Open Documents
Sep 19, 2022	Site Review Open	2022	

Owner Details

- This section displays the Owner's information (*All information within this section is read-only*)
 - a. **Owner #:** This is the Owner's number
 - b. **Owner Name:** This is the Owner's name
 - c. **Owner Address:** This is the Owner's address
 - d. **Owner Details:** This is the Owner's operating title and contact details



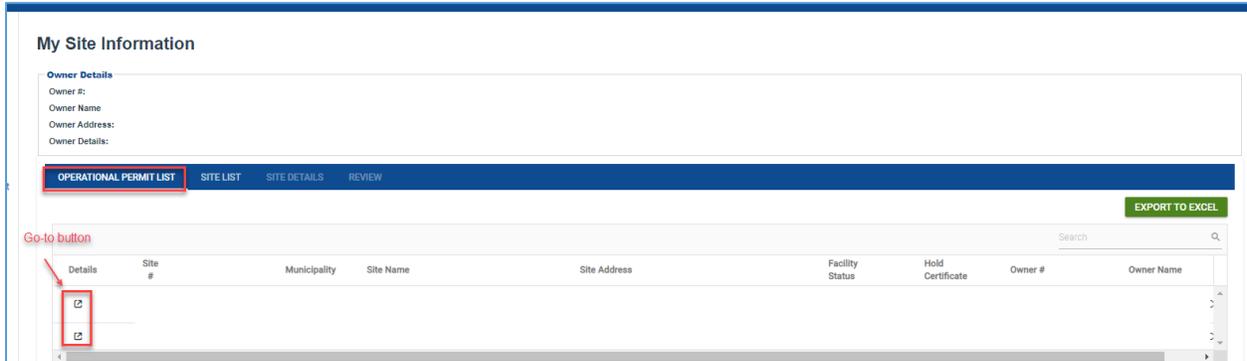
The screenshot shows a web interface with a blue header. Below the header is a section titled "My Site Information". Under this section, there is a sub-section titled "Owner Details" which lists the following fields: "Owner #:", "Owner Name:", "Owner Address:", and "Owner Details:". The fields are currently empty.

Operating Permit List

- This section is made up of 4 tabs called;
 - Operating Permit List,
 - Site List,
 - Site Details,
 - Review

Operating Permit List

- This tab shows only sites belonging to the Owner **that qualify and will need an operating permit.**
- The tank(s) must fall into one of the categories below to be displayed on this operating permit list page;
 - The site must be active
 - All Underground Storage Tank (UST)
 - Any Aboveground Storage Tank (AST) that is 2500 Liters or larger
 - **Note:** each compartment of multi-compartment tanks is defined in the National Fire Code – 2019 Alberta Edition as an individual storage tank.
 - The tank must be in-service
- The go-to button (button found within the details column) can be selected to review the information on a specific site.
- The information from this tab can be exported to excel for a more detailed review.
- selecting the export to excel button on this page, will export all qualifying sites from the Operating Permit List page belonging to the Owner



My Site Information

Owner Details

Owner #:
Owner Name:
Owner Address:
Owner Details:

OPERATIONAL PERMIT LIST | SITE LIST | SITE DETAILS | REVIEW

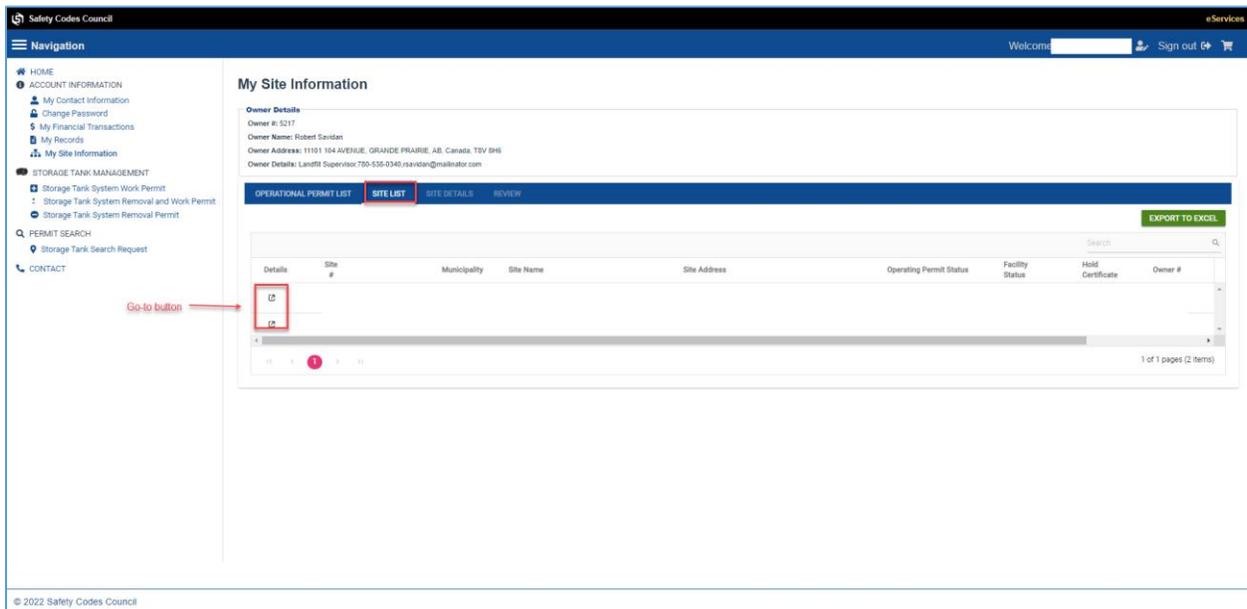
[EXPORT TO EXCEL](#)

Go-to button

Details	Site #	Municipality	Site Name	Site Address	Facility Status	Hold Certificate	Owner #	Owner Name
								
								

Site List

- This tab shows all the sites you (The Owner) own and may contain sites that do not qualify for an operating permit.
- This section is for information purposes as it only gives you a limited view of the information for each site
- Select the go-to button (button found within the details column) on each site to view more detailed information.
- The information from this tab can be exported to excel to display all details for each site for further review



Safety Codes Council | eServices

Navigation | Welcome [User] | Sign out

My Site Information

Owner Details

Owner #: 5217
Owner Name: Robert Savidan
Owner Address: 11101 104 AVENUE, GRANDE PRARIE, AB, Canada, T5V 0H6
Owner Details: Landfill Supervisor 750-535-0340/rsavidan@mainator.com

OPERATIONAL PERMIT LIST | **SITE LIST** | SITE DETAILS | REVIEW

[EXPORT TO EXCEL](#)

Details	Site #	Municipality	Site Name	Site Address	Operating Permit Status	Facility Status	Hold Certificate	Owner #
								
								

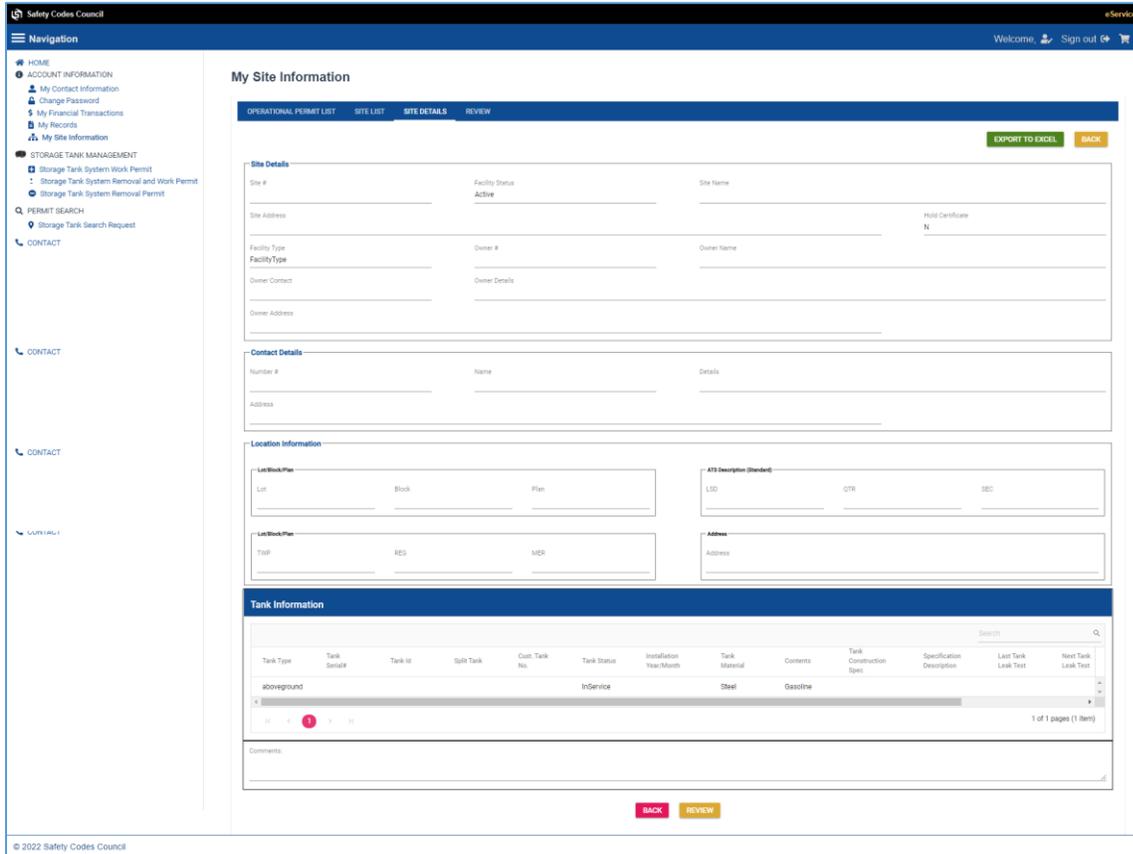
Go-to button

1 of 1 pages (2 items)

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Site Details

- This tab will display site specific information when a site is selected from either the Operating Permit List tab (Site list section), or from the Site List tab, using the go-to button.
- The information on this page is read-only, and details can be exported to excel for review.



The sections within this tab are;

1. Site Details:

- a. **Site #:** The site's number
- b. **Facility Status:** The current status of this site
- c. **Site Name:** The name of this site
- d. **Site Address:** The sites address
- e. **Hold Certificate:** Denotes if there is a hold on operations placed on the site
 - i. *A hold is typically past due compliance as per frequencies indicated in the fire code, i.e. certain types of systems have to be leak tested every 2, 5 or 10 years and when that is not completed, a 'Hold' on is applied to your Operating Permit*
- f. **Facility Type:** The classification type for this facility
- g. **Owner #:** The registered owner's number for this site
- h. **Owner Name:** The registered Owner of this site
- i. **Owner Contact:** The registered Owner's contact person
- j. **Owner Details:** The registered Owners contact details
- k. **Owner Address:** The registered Owner's address

2. Contact Details:

- a. **Name:** The site's contact person
- b. **Details:** The site's contact person's details
- c. **Address:** The site's contact person's address

3. Location Information: (Only one set of location details are required)

- a. **Lot/Block/Plan:** Location information of the site
- b. **Address:** Location address for the site
- c. **ATS Description:** Location information of the site

4. Tank Information

- a. This section lists all the active tanks associated with this site
- b. The information within this section is read-only
- c. The details can be exported to excel for review

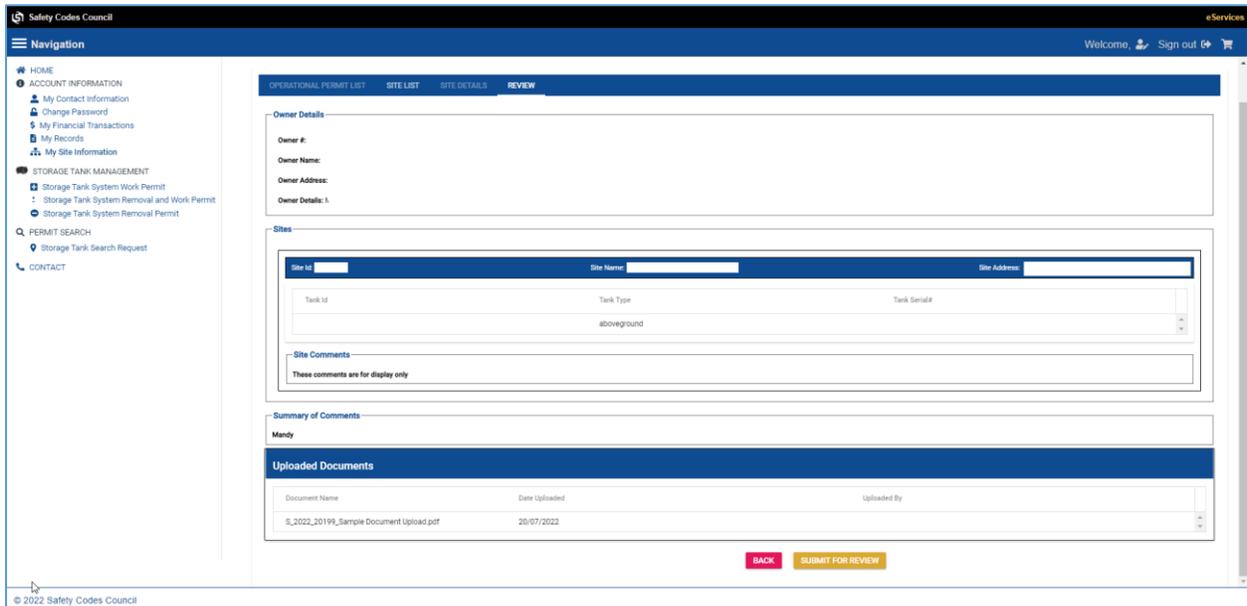
5. Comments

- a. This section can be used to capture site specific comments by entering text in the section.
 - i. *Clicking on the back button at the top or bottom of the page will save the text within this comments section*

Review

- The review tab will **ONLY** become active if you are requesting updates/changes to the site information by adding comments to;
 - The comments section on a specific site,
 - Within the comments section on the operating permit list page,
 - Uploading a document

Note: The application process flow outlines how requests can be made for updates/changes to site information



The screenshot shows the 'REVIEW' tab in the eServices application. The main content area is divided into several sections:

- Owner Details:** Fields for Owner #, Owner Name, Owner Address, and Owner Details: 1.
- Sites:** A table with columns for Site Id, Site Name, Site Address, Tank Id, Tank Type, and Tank Serial#. One entry is visible with Tank Type 'aboveground'.
- Site Comments:** A text area for entering comments, with a note that 'These comments are for display only'.
- Summary of Comments:** A section showing a comment by 'Mandy'.
- Uploaded Documents:** A table with columns for Document Name, Date Uploaded, and Uploaded By. One document is listed: 'S_2022_20199_Sample Document Upload.pdf' uploaded on 20/07/2022.

At the bottom of the main content area, there are two buttons: 'BACK' (red) and 'SUBMIT FOR REVIEW' (yellow).

The sections within this tab are;

1. Owner Details:

- a. This section displays the Site Owner's information

2. Sites:

- a. This section displays the site's which require an operating permit during this review cycle
- b. **Site comments** - if there are site specific comments captured on a site, a summary of those comments will be displayed in this section

3. Summary of Comments:

- a. If there are comments captured on the overall comment section on the "Operating Permit List" tab, these comments will be displayed here
- b. You can use either of the comments section to capture your feedback

4. Uploaded Documents:

- a. This section displays a read-only list of any documents uploaded to the "Operating Permit List" tab
 - i. *You are able to delete the comments and delete the uploaded documents at this point (from where the data was captured), if you decide the approve the details.*
 - ii. *All comments and attached documents MUST be removed to display the "Approve" button again*

Comments

- This section can be used to capture general comments on the "Operating Permit List" section when a user is sending in details for review, if you do not want to capture comments on each specific site, or want to add more generic comments to be submitted alongside site specific comments
- Adding comments to this section will activate the review tab, and only a submit for review button will be displayed instead of the approve button
 - *Entering text within this box will automatically save the information within this section.*

A screenshot of a web interface showing a text input field. The field has a dark blue header bar with the word "Comments" in white. Below the header is a white text area with a thin border and a small cursor icon at the bottom right.

Uploaded Documents

- This section will display any documents that have been uploaded to the application for review
 - a. Add a file by clicking on the "Select File" button then click on the "Upload File" button
 - b. Adding a document to this section will activate the review tab, and only a submit for review button will be displayed instead of the approve button
 - c. Uploaded files can be deleted, if the application has not been submitted
 - i. Note: Do not save any documents with special characters in the file name
*e.g. *?.,<>*

Uploaded Documents

Search

Document Name	Date Uploaded	Uploaded By	Delete Document
No records to display			
<< < > >>			0 of 0 pages (0 item)

SELECT FILE
UPLOAD FILE

Note: Do not use special characters: \\/?*<>|

History

- This section will display a history of the key events on the application e.g. Site review initiation date, submission date, review completion date
- If you have submitted a request for review of the site information, a PDF copy of that submission will be displayed within this section, and is available for you to download and save a copy.
- You will receive a confirmation email when you submit a request for review

History

Search

Submit Date	Event Title	Year	Open Document
Sep 19,2022	Site Review Open	2023	

<< < 1 > >>

1 of 1 pages (1 item)

KORIN _ NOTE

The confirmation email that I received after a successful credit card payment has a section at the very bottom that could seem confusing and a message with two asterisks (**) that don't seem to pertain to anything on the page (see below):

Owner Information			
Site Owner:	PARK PAVING LTD		
Owner Contact:	PARK PAVING LTD	Owner #:	3054
Owner Address:	1453 91 STREET SW, EDMONTON, AB, Canada, T6X 0W8	Review Year:	2023
Submit Date:	10/30/2022		
Review Site List			
Site ID	Site Name	Site Address	
3958	PARK PAVING LTD	12150-23 STREET NE, EDMONTON, AB, Canada, T6S 1B2	
	Tank Number	Tank Type	Tank Serial No
	1	aboveground	71
Site ID	Site Name	Site Address	
9095	PARK PAVING LTD	61 LIBERTY ROAD, STRATHCONA COUNTY, AB, Canada,	
	Tank Number	Tank Type	Tank Serial No
	1	aboveground	H101067
	2	aboveground	
Site ID	Site Name	Site Address	
10744	RROX PARK READY MIX	53304-RANGE ROAD 231, STRATHCONA COUNTY, AB, Canada	
	Tank Number	Tank Type	Tank Serial No
	1	aboveground	C529038

**** This is Operational Permit Application, for some reason Site Owner did not review sites.**

KORIN - NOTE

At the Transaction Approved Thank You page I tried to use the "Back To Homepage" button. It did not work and froze the website. I then tried refreshing the page and that hung up the website in thinking mode.



Safety Codes Council
Alberta Safety Codes Authority

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE: PAYMENT
DATE: 2022-11-11 08:40
ORDER #: 4064466-2022-11-11 08:40-2022-11-11 08:40
AMOUNT: \$222.00
CARDHOLDER: JESSICA
CARD: 4000 1234 5678 9101
ACCOUNT: 00
REF: REF: 8675432109876543
REF CODE: 000123

CUSTOMER DETAILS

USER ID: [\[Link\]](#)
EMAIL: [\[Link\]](#)
NOTE: See Site Search-Related User Payment.

BILLING DETAILS

FIRST NAME: JAMES
LAST NAME: CORBIN
COMPANY: PARK PAVING LTD
ADDRESS: 1453 91 STREET SW
CITY: EDMONTON
PROV: AB
COUNTRY: Canada
POST CODE: T6X 0W8
PHONE: 780 443 3333
FAX: 780 443 3333

** Please make all queries directly to Safety Codes Council.
** If you would like to view the SFC License Control [\[Link\]](#) for SFC information.
** Please note Safety Codes Council does not have a homepage at this time.

[BACK TO HOME PAGE](#) [PRINT](#)