



DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

ENVIRONMENTAL DATA MANAGEMENT SYSTEM

WEB PORTAL USER MANUAL

May 2024

Contents

EDMS Web Portal	2
Pre-requisites	2
Navigating to web portal.....	2
Step 1: Terms and Conditions.....	2
Step 2: Verifying web portal access	3
Step 3: Data Submission	4
Screen Fields	5
Screen Navigation.....	6
Step 4: Submission Confirmation	10

EDMS Web Portal

Pre-requisites

Prior to using the Environmental Data Management System (EDMS) web portal, contact the Department of Environment and Climate Change at statenv@gov.nl.ca to obtain a unique submission code for uploading files. At this point, the Certificate of Approval must be reviewed in order to clearly understand and follow the requirements for file submission.

For example:

- Acceptable document formats;
- XML data format as per EDMS specification;
- File submission intervals

Note: If files are being uploaded for more than one industrial site, a submission code must be provided for each corresponding site.

Navigating to web portal

The EDMS web portal can be accessed by entering the URL listed below into any modern web browser such as Microsoft Edge, Google Chrome, and/or Mozilla Firefox.

https://apps.gov.nl.ca/form/form/form/Edit/?template_system_id=EDMS_DATA_SUBMISSION

The web portal navigates the user through a four-step process.

Step 1: Terms and Conditions

Step one is review the terms and conditions, as outlined in the box below. The following screen represents the starting point for file submission.

Once reviewed, the user must select the **Agree and Proceed** button.



Environmental Data Submission

Department of Environment and Climate Change

Step 1 of 4



In order to continue filing a submission with the Department of Environment and Climate Change, you must agree to the following conditions:

1. You must be a registered submitter.
2. You must be submitting data files in a recognized format.

Note: Please contact the department at statenv@gov.nl.ca in order to register.

Agree and Proceed

Step 2: Verifying web portal access

Next, the user is forwarded to step two of four in the file submission process. Here the user must select the site location and the corresponding submission code provided by the Department of Environment and Climate Change. Once both fields have been entered, **Verify Access Code** must be selected for permission to be granted for file uploads.



Environmental Data Submission

Department of Environment and Climate Change

Step 2 of 4

Site*

Submission Code*

Submission codes may be obtained by registering with statenv@gov.nl.ca.

Previous

Verify Access Code

If an invalid submission code is entered or left blank, the system will return one or more of the error(s) listed below. In either case, ensure all fields are filled in correctly and re-click the **Verify Access Code** button to proceed to the next step.

- A value is required for "Site"
- A value is required for "Submission Code"
- You have entered an invalid submission code for the selected site.

Note: If at any point in the submission process changes need to be made on the previous screen, click the **Previous** button to do so

Step 3: Data Submission

Next, the user is forwarded to step three of four in the file submission process. Here, the required file details must be filled out and a local file from the user's computer or network must be attached. The file upload process has the capability of uploading up to 10 files in a single submission. If more than 10 files are required, the remaining files must be submitted through a subsequent submission.

The screenshot shows the 'Environmental Data Submission' interface for the Department of Environment and Climate Change, Newfoundlabrador. The page is titled 'Step 3 of 4' in a blue progress bar. Below the title, there is a section for 'File Details' with the following fields:

- Document Category***: A dropdown menu with 'XML Reports' selected.
- Document Year***: A text input field containing '2024'.
- Document Month***: A dropdown menu with 'February' selected.
- Description***: A text input field containing 'Test file'.
- Attach File***: A section with a 'Browse...' button and a file name 'EDMS File1.xml'. Below this, it states 'Maximum file size is 30 MB.' and provides instructions on adding more files.

At the bottom right, there are three buttons: 'Save', 'Previous', and 'Submit File'. The 'Submit File' button is highlighted in blue.

Screen Fields

The file upload screen consists of the following fields. All fields are required to be completed for each individual file upload.

- Document Category – A pull-down list of the associated file categories.
- Document Year – The year for which the file is being submitted.
- Document Month – The month for which the file is being submitted.
- Description – A short description of the file being uploaded.
- Attach File – Browse button allowing you to upload a file from your computer.

If one or more of the required fields is not filled out, one of the following errors is shown.

- A value is required for "Document Category"
- A value is required for "Document Year"
- A value is required for "Document Month"
- A value is required for "Description"
- Year must be between 1900 and 2024
- File attachment is required.

Screen Navigation

The file upload screen allows a minimum of one file per submission and a maximum of 10 files.

Single File Upload

If uploading a single file in a submission the **Submit File** button can be immediately clicked to complete the submission. See illustration below.

Newfoundland
Labrador

Environmental Data Submission

Department of Environment and Climate Change

Step 3 of 4

Attachment 1 of 1

File Details

Document Category* XML Reports

Document Year* 2024

Document Month* February

Description* Used oil analysis

Attach File* [Browse...](#) EDMS File1.xml

Maximum file size is 30 MB.

Want to add more files? You may add up to 10 files using the button on the right. Pull-down the menu and choose Add Attachment.

Note: Please ensure you click the Save button after each file is attached.

Attachment 1 of 1

Save Previous **Submit File**

Multi- File Upload

If uploading more than one file in a submission, the attachment menu drop down must be used to repetitively add attachments. A step-by-step process is outlined below:

First, the first attachment must be added by filling out the required information. Once completed, click the **Save** button as illustrated below:

Newfoundland
Labrador

Environmental Data Submission

Department of Environment and Climate Change

Step 3 of 4

Attachment 1 of 1

File Details

Document Category* XML Reports

Document Year* 2024

Document Month* February

Description* Used oil analysis

Attach File* [Browse...](#) EDMS File1.xml

Maximum file size is 30 MB.

Want to add more files? You may add up to 10 files using the button on the right. Pull-down the menu and choose Add Attachment.

Note: Please ensure you click the Save button after each file is attached.

Attachment 1 of 1

[Save](#) [Previous](#) [Submit File](#)

Second, click the down arrow on the file drop-down menu and click **Add Attachment**.

Newfoundland
Labrador

Environmental Data Submission

Department of Environment and Climate Change

Step 3 of 4

Attachment 1 of 1

File Details

Document Category* XML Reports

Document Year* 2024

Document Month* February

Description* Used oil analysis

Attach File* Browse... EDMS File1.xml

Maximum file size is 30 MB.

Want to add more files? You may add up to 10 files using the button on the right. Pull-down the menu and choose Add Attachment.

Note: Please ensure you click the Save button after each file is attached.

Attachment 1 of 1

Add Attachment

Remove Attachment

Save Previous Submit File

After clicking **Add Attachment**, the screen fields will be cleared, and new information must be filled out for the next attachment. The file counter will display the total attachment count for the current submission.

Attachment 2 of 2

The process above must be repeated for each additional attachment that is to be added to the submission. **It is important to click Save after each attachment is added as previously attached files will be lost.**

Finally, once the last attachment is uploaded, click the **Submit File** button to complete the submission.



Environmental Data Submission


Department of Environment and Climate Change


Step 3 of 4

Attachment 2 of 2

File Details

Document Category*	Lab Reports
Document Year*	2024
Document Month*	February
Description*	Used oil analysis
Attach File*	 Browse... EDMS File3.pdf

 Maximum file size is 30 MB.

 **Want to add more files?** You may add up to 10 files using the button on the right. Pull-down the menu and choose Add Attachment.

Note: Please ensure you click the Save button after each file is attached.

Attachment 2 of 2

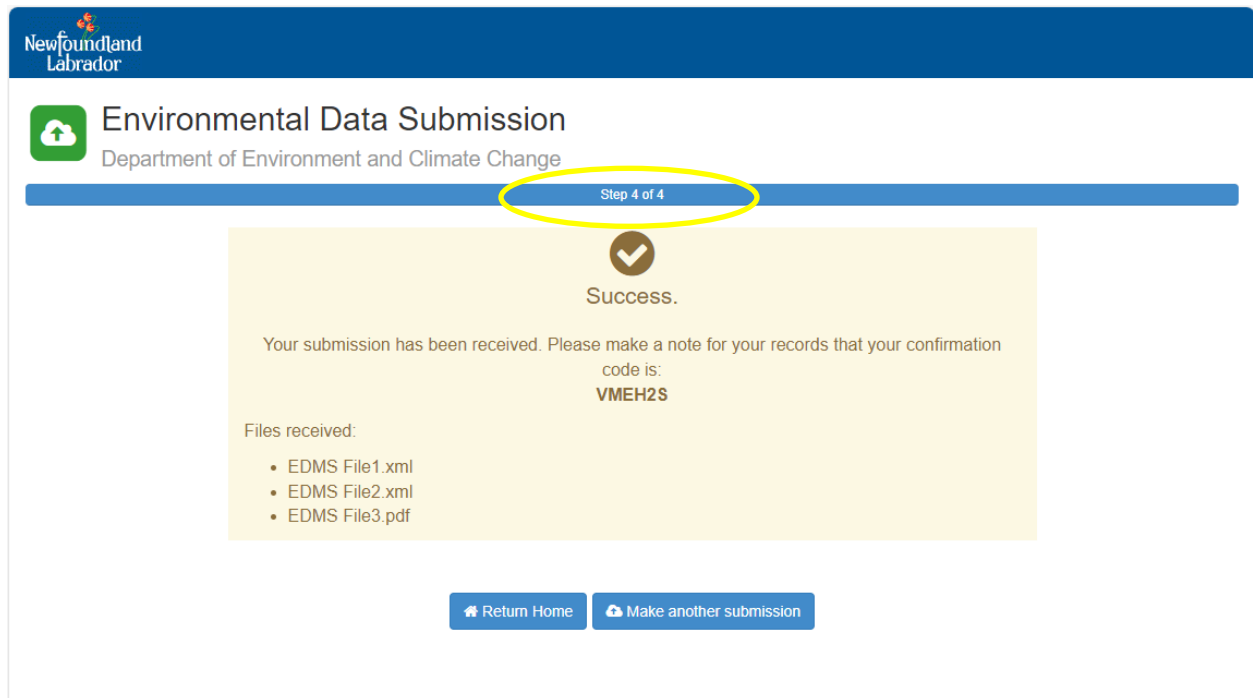
Save

Previous

Submit File

Step 4: Submission Confirmation

Upon final submission, a confirmation screen identifying that the submission has been received successfully appears. A confirmation code is provided and can be used if there are any future inquiries regarding the submission. Additionally, a listing of all files submitted is provided for reference.



If another submission is required click the **Make another submission** button. Otherwise, click **Return Home**, to be brought back to the Department of Environment and Climate Change website.