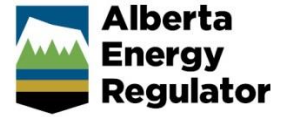


Initiate New Application – Additional Information – Dam Safety



» Intended User: Water Approval Applicants

Overview

Applicants are required to enter the data for each **Activity ID** created by the **Application Type** and **Application Purpose** entered in the **Activity Details** window.

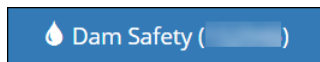
This quick reference guide (QRG) outlines how applicants enter data in the **Authorization > Additional Information** window required for Dam Safety applications.

This QRG assumes the following:

1. You have started an application and completed the **General** section.
2. An application type was entered in the Water Authorization table in the **Activity Details** window.
3. An **Activity ID** was created for Dam Safety.

Authorization – Additional Information

When an applicant selects **Dam Safety** as the **Application Purpose** in the **General > Activity Details** window, Dam Safety questions are generated in the **Additional Information** window.



To apply for a *Water Act* approval for Dam Safety, applicants *must* upload the proposed dam's pond location and the dam location as digital spatial data (shapefiles). The Pond shapefile must be uploaded before the Pond Information questions become available. The Dam shapefile must be uploaded before the Dam Information table appears.

Upload Digital Spatial Data (Shapefile)

Upload Shapefile

To upload the Pond and Dam shapefiles, applicants should refer to *the Import Digital Spatial Data– Waters QRG*.

1. Attach the Pond shapefile in ZIP format.

Attach Shapefile of Pond in .zip format

Attach File...

Submit Shape File

Pond Information

1. In the **Pond Information** section, the **Name of Pond** field is populated from the shapefile that was uploaded.
The rest of the fields in this section must be filled manually.

2. Enter the operational life of the pond (in years).

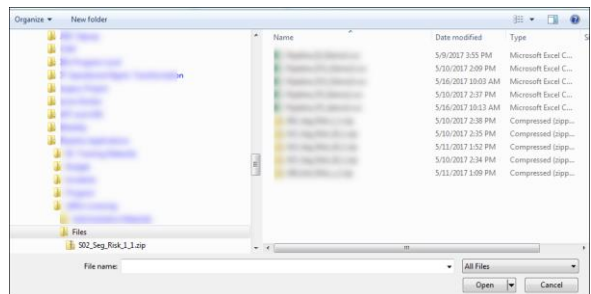
Operational Life of Pond (in years)

3. If submitted with the *Water Act* approval application, use the date picker to enter the Operations, Maintenance and Surveillance Manual (OMS) date.

The screenshot shows the 'Pond Information' form with a date picker for 'Operational Maintenance and Surveillance Manual (OMS) Report Date'. The date picker is set to January 2018, showing a calendar grid with days 1 through 31.

4. Click **Attach File** to locate and attach the OMS.

5. When you click **Attach File**, a pop-up window displays to allow you to search for the OMS on your computer. Once selected, click **Open** to upload the document.



The document displays next to the question.

The screenshot shows the 'Operational Maintenance and Surveillance Manual (OMS) Upload' question with the file 'OMS report.pdf (31 KB)' displayed next to it.

6. If submitted with the *Water Act* approval application, use the date picker to enter the Emergency Preparedness Plan (EPP) date.

Emergency Preparedness Plan (EPP) Report Date

7. Click **Attach File** to locate and attach the EPP.

8. The document appears beside the question.

Emergency Preparedness Plan (EPP) Upload EPP report.pdf (140 KB)

9. If submitted with the *Water Act* approval application, use the date picker to enter the Emergency Response Plan (ERP) date.

Emergency Response Plan (ERP) Report Date

10. Click **Attach File** to locate and attach the ERP.

11. The document displays beside the question.

Emergency Response Plan (ERP) Upload ERP report.pdf (126 KB)

12. Use the drop-down list to select the consequence classification.

Consequence Classification

--Select--
 --Select--
 Extreme
 High
 Low
 Significant
 Very High

13. Enter the full supply level elevation (FSL) (m).

14. Enter the freeboard (m).

15. Enter the live storage capacity (m³).

16. Enter the total storage capacity (m³).

17. Use the drop-down list to select the fluid type.

If the fluid type is **Other**, describe the fluid type in the text box that appears.

Fluid Type

--Select--
 Brine
 Fresh Water
 Other
 Process Affected Water
 Storm Water Runoff
 Tailings

Upload the Dam Shapefile

1. Attach the Dam shapefile in ZIP format..

Attach Shapefile of Dams in .zip format

Dam Information

1. In the Dam Information table, the **Dam Name** field is populated from the shapefile that was uploaded.

2. Click **More** to complete the Dam Information table.

3. Use the date picker to enter the Design Report date.

Design Report

4. Click **Attach File** to locate and attach the Design Report.

The document appears below the question.

Design Report.pdf

5. If submitted with the *Water Act* approval application, use the date picker to enter the Dam Safety Review (DSR) report date.

Dam Safety Review (DSR) 

6. Click **Attach File** to locate and attach the DSR report.

7. The document appears below the question.

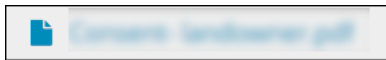


8. If submitted with the *Water Act* approval application, use the date picker to enter the Annual Construction and Performance Report (ACPR) date.

Annual Construction and Performance Report (ACPR) 

9. Click **Attach File** to locate and attach the ACPR.

10. The document appears below the question.



- 11. Enter the maximum height (m).
- 12. Enter the maximum crest elevation (m).
- 13. Enter the current crest elevation (m).

14. Use each date picker to enter the date for the following:

- start of construction
- end of construction
- first filing

15. Click **Save** to insert the answers in the table.