



SUBMITTING A GHG REPORT THROUGH SWIM

NOTE: If you have already registered on SWIM, please skip to step 5.

- 1. Create an account or GCKey on [ECCC's Single Window system](#).**
 - Follow the steps to create a username and a password.
 - Provide your email address.

- 2. Create a user profile on SWIM**
 - Fill out the required information in "My Profile" including mailing and physical addresses.
 - Save all information once completed.

- 3. Create one organization with a minimum of one facility in order to complete the registration.**
 - Under "Organizations" in the left-hand menu, click on "Add a New Organization."
 - Enter your organization name and business number, then select "Search."
 - If your organization does not already exist, select "Add a New Organization."
 - Fill out the required information for your organization, including mailing and physical address.
 - Save all information once completed.

- 4. Add a facility to your organization (including fuel suppliers)**
 - Select your organization from the table.
 - Select "Facilities" from the left-hand menu and click on "Add a New Facility."
 - Enter your facility name and postal code, then select "Search."
 - Fuel suppliers can reuse the company information to complete the facility information.
 - If your facility does not already exist, select "Add a New Facility."
 - Fill out the required information for your organization, including mailing, physical and geographical address including longitude and latitude.
 - Fill out the NAICS Code information under "NAICS, Identifiers and Permits." (Do NOT fill out the Identifier or Permit sections.)
 - Save all information once completed.

- 5. Grant yourself access to the "ECCC and Partners Greenhouse Gas Reporting and ECCC OBPS GHG" reporting module for that facility.**
 - Under "Organizations" in the left-hand menu, click on "Manage Access."
 - Select the user from the table and click "Grant Access."
 - Select the "ECCC and Partners Greenhouse Gas Reporting and ECCC OBPS."
 - Select the desired level of access to be granted.
 - Choose the number of keys to be generated and click "Generate." Copy the generated key.
 - In the left-hand menu, click on "Redeem ECCC Key," enter the copied key, and click "Activate Key."



6. Access the reporting module and submitting a report

- Under "Home" you can now select the ECCC and Partners Greenhouse Gas Reporting and ECCC OBPS reporting program.
- Select "GHG Reporting."
- Search the company name and confirm the year of the report.
- Click the pencil icon on the right to edit the report for a facility.
- Under Options/Report Type, select "Report Nova Scotia only" if you are a fuel supplier. Select "Report ECCC & Nova Scotia" if you are a facility submitting reports to both programs.

If you selected the "Report Nova Scotia only" option, proceed as follows:

- Under the "Select Facility Contacts" page, fill in the appropriate contact information for the Reporter and Authorized Signing Officer.
- Under the "Verify Facility Information" page, fill in all required facility information and click "Save/Continue." You cannot proceed to the next section until all the items with asterisks are filled out.
- Under the "Facility Activities" page, select applicable facility activities.
- Under the "Nova Scotia Provincial Report" page, click on the document icon to upload your completed standard reporting form, attestation and/or verification reports.

If you selected the "Report ECCC & Nova Scotia" option, proceed as follows:

- Under the "Select Facility Contacts" page, fill in the appropriate contact information for the Reporter and Authorized Signing Officer.
- Under the "Verify Facility Information" page, fill in all required facility information and click "Save/Continue." You cannot proceed to the next section until all the items with asterisks are filled out.
- Under the "Facility Activities" page, select applicable facility activities.
- Under the "Nova Scotia Provincial Report" page, click on the document icon to upload your completed Standard reporting form, attestation and/or verification reports.
- At this point, you have completed the Nova Scotia reporting requirement. You can now proceed to complete the remaining sections of the ECCC greenhouse gas report.

If you have any questions, please contact:

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