
HOW TO COMPLETE AND SUBMIT A DAM STATUS REPORT USING VIRTUAL FRONTCOUNTERBC (vFCBC)

3 Ways to Access the vFCBC Portal to Complete a Report Submission:

- 1) **By PDF letter with Response URL:** Click on the Response URL hyperlink in the letter you received from the Comptroller of Water rights requesting you to complete an annual dam status report. This letter was attached as a PDF document to an email from *dam.safety@gov.bc.ca*.
- 2) **By paper letter with Response URL:** In the internet browser URL command line, type the Response URL address exactly as it appears in the letter you received from the Comptroller of Water Rights requesting you to complete an annual dam status report.
- 3) **Navigate online:** If you do not have the hyperlink or URL available, you can navigate to the reporting application through the FrontCounter BC website.

Have Ready to Use:

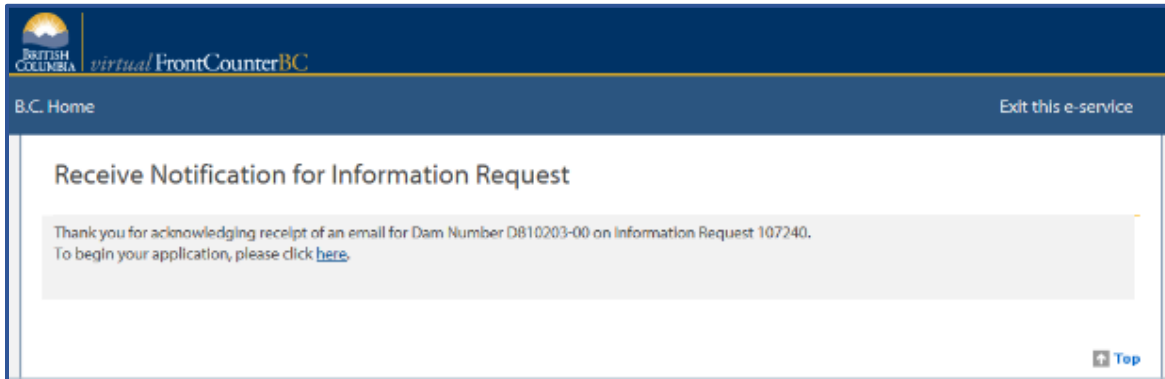
- Computer with an internet browser.
- Basic, Personal or Business **BCeID**. Applying with a **BCeID** is recommended because it saves time and allows you to save your progress should you need to return to the report later.
- Letter from Comptroller of Water Rights requesting you to complete an annual dam status report which contains the Response URL, Job Number and Dam File Number(s).

Step-by-Step Instructions for Completing and Submitting Annual Dam Status Reports:

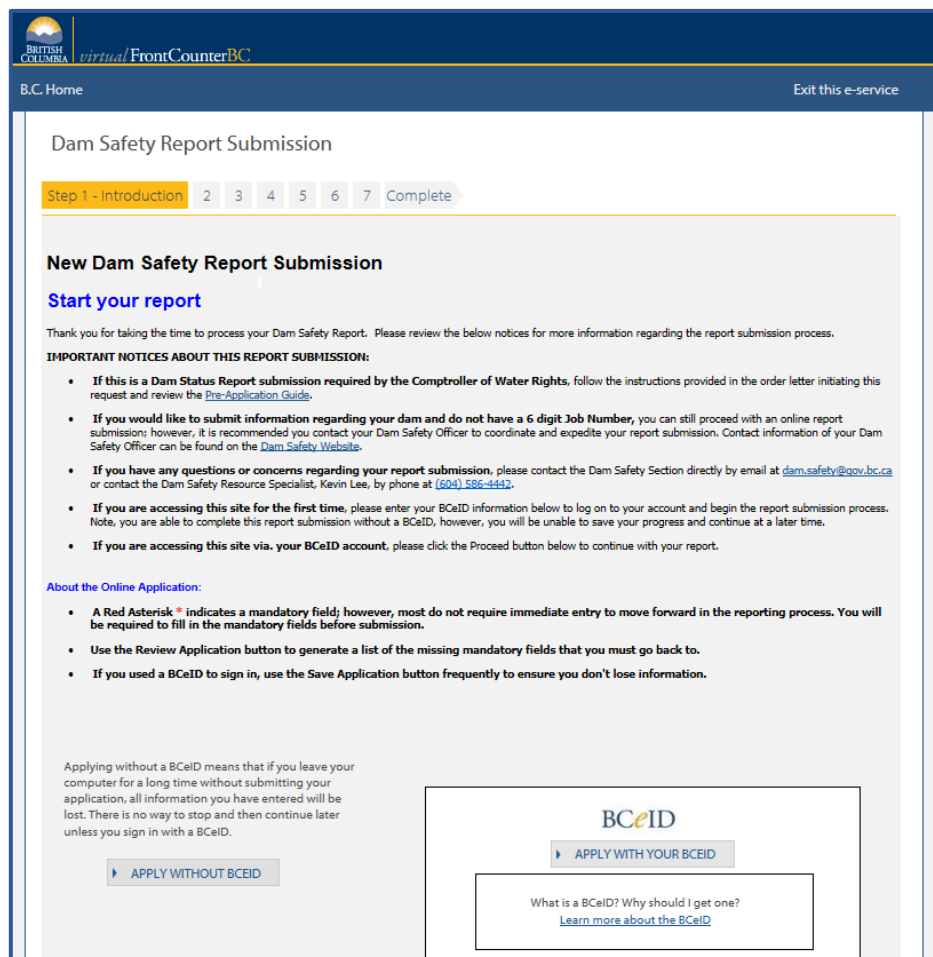
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Access vFCBC Using a Response URL

- 1) If you received an emailed information request, click the Response URL in the letter attached to the email. You will arrive at this acknowledgement page. Clicking [here](#) will take you to **Step 1 Introduction of the Dam Safety Report Submission** process (see below).



- 2) If you received your information request by letter, type the Response URL provided in your letter into your internet browser. This will take you to **Step 1 Introduction of the Dam Safety Report Submission** process. This page contains important information regarding the report submission process as well as the option to complete your report using your **BCeID**.



Navigate to vFCBC via FrontCounterBC Website

- 1) [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on **START a Natural Resource Application**.

The screenshot shows the FrontCounterBC website interface. At the top, there is a navigation bar with the British Columbia logo, a search bar, and links for "All B.C. Government" and "FrontCounter BC". Below the navigation bar, there are several sections:

- B.C. Home**: A section with a blue background and white text, containing links for "Forests, Lands and Natural Resource Operations" and "FrontCounter BC".
- FrontCounter BC Links**: A list of links with red arrows pointing to the right, including "INFO about Natural Resource Applications", "START a Natural Resource Application", "MANAGE your Natural Resource Applications", "WHAT is FrontCounter BC", "WHERE FrontCounter BC Locations", "HOW to contact FrontCounter BC", and "NEWS FrontCounter BC".
- Helpful Links**: A list of links with red arrows pointing to the right, including "Natural Resource Online Services", "BCeID", "BC Land Title & Survey", "BC Online", "Burning Requirements in BC (Fact Sheet)", and "Conversion Calculator".
- Help protect B.C.'s natural resources**: A section with a blue background and white text, featuring a photo of a person in a boat and a logo for the "COMPLIANCE & ENFORCEMENT NATURAL RESOURCE OFFICER". It includes text about reporting violations and a link to a "Report of Natural Resource Violation form".
- Licensing Required for Non-Domestic Groundwater Users**: A yellow box containing text and two bullet points: "Where groundwater use began on or before February 29, 2016, you are legally required to apply by March 1, 2019. Read more and apply here." and "For newer groundwater users, please complete your application here."
- INFO**: A blue button with white text, labeled "INFO about Natural Resource Applications".
- START**: A blue button with white text, labeled "START a Natural Resource Application", which is circled in red.
- MANAGE**: A blue button with white text, labeled "MANAGE Your Natural Resource Applications (with BCeID)".
- WHAT**: A blue button with white text, labeled "WHAT is FrontCounter BC".
- WHERE**: A blue button with white text, labeled "WHERE FrontCounter BC Locations".
- HOW**: A blue button with white text, labeled "HOW to contact FrontCounter BC".

2) On the Natural Resource Applications page, click on **Dam Safety**:

The screenshot shows the British Columbia FrontCounter BC website. The main navigation bar includes the British Columbia logo, a search bar, and links for News, The Premier Online, Ministries & Organizations, Job Opportunities, and Main Index. The page title is "Natural Resource Applications". Below the title, there is a search bar and a "Browse by Topic" section. The "Browse by Topic" section contains several buttons, with "Dam Safety" circled in red. Other buttons include Agriculture, Angling and Fishing Licences, Archaeology, Crown Land Use, Environment, Fish & Wildlife, Forests, Hunting/Limited Entry Hunt, Mines, BC Parks - Park Use Permit, Roads / Highways, Rural Development, and Water. On the left side, there is a "FrontCounter BC Links" section with various links such as "INFO about Natural Resource Applications", "START a Natural Resource Application", "MANAGE your Natural Resource Applications", "WHAT is FrontCounter BC", "WHERE FrontCounter BC Locations", "HOW to contact FrontCounter BC", and "NEWS FrontCounter BC". There is also a "Helpful Links" section with links like "Natural Resource Online Services", "BCeID", "BC Land Title & Survey", "BC Online", "Burning Requirements in BC (Fact Sheet)", "Conversion Calculator", "Discovery Tool", and "Water Drawing Tutorial".

3) Click on the **Apply Now** button on the Dam Safety – Annual Dam Status Report webpage:

The screenshot shows the British Columbia Natural Resource Online Services website. The main navigation bar includes the British Columbia logo, the text "Natural Resource Online Services", and a "Login" link. Below the navigation bar, there is a menu with links for Home, Explore by Activity, Explore by Location, Application List, Manage Applications, Sign Up, FAQs, About Us, and Contact Us. The page title is "Dam Safety - Annual Dam Status Report". Below the title, there is a red circle around the "Apply Now" button. Below the button, there is a "Contents:" section with links for "Overview", "What you need to apply", "What happens after you apply", "Links", and "Tips for a successful application". Below the "Contents:" section, there is an "Overview" section with text explaining the Dam Safety Program and a link to "Contact FrontCounter BC".

4) The next screen will be **Step 1 Introduction of the Dam Safety Report Submission** process.

The following section of this guide will provide steps on how to complete the dam status report with, and without, a **BCeID**.

BRITISH COLUMBIA virtual FrontCounterBC

B.C. Home Exit this e-service

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

Start your report

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- If this is a **Dam Status Report submission required by the Comptroller of Water Rights**, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#).
- If you would like to submit information regarding your dam and do not have a **6 digit Job Number**, you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer to coordinate and expedite your report submission. Contact information of your Dam Safety Officer can be found on the [Dam Safety Website](#).
- If you have any questions or concerns regarding your report submission, please contact the Dam Safety Section directly by email at dam.safety@gov.bc.ca or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at [\(604\) 586-4442](tel:604-586-4442).
- If you are accessing this site for the first time, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you are able to complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- If you are accessing this site via, your BCeID account, please click the Proceed button below to continue with your report.

About the Online Application:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

APPLY WITHOUT BCEID

BCeID

APPLY WITH YOUR BCEID

What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

Complete a Dam Status Report With or Without a BCeID

- 1) If you have an **existing BCeID**, click on the **APPLY WITH YOUR BCEID** button and follow the prompts to enter your UserID and Password.

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

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- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

BCeID

What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

Log in with BCeID

User ID
Use a Business, Personal or Basic BCeID

Password

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

You may encounter a **BCeID** Account Activity page, so you can review your past activity for security purposes. Once reviewed, click the **Continue** button.

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - If you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last 10 Logins with Your BCeID

- September 26, 2018 at 11:34 AM
- September 26, 2018 at 11:31 AM
- September 26, 2018 at 11:29 AM
- September 26, 2018 at 11:27 AM
- September 26, 2018 at 11:21 AM
- September 26, 2018 at 11:16 AM
- September 26, 2018 at 11:08 AM
- September 26, 2018 at 11:02 AM
- September 26, 2018 at 10:36 AM
- September 26, 2018 at 10:26 AM

Your BCeID account

Go to www.bceid.ca to manage your account. You can update your email, contact information, login preferences, and more.

We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?

Contact the BCeID Help Desk

When do you want to review your BCeID account activity?

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at www.bceid.ca.

Do not show me BCeID account activity when I log in

Continue

If you are completing this report ***without*** a BCeID, you will click **APPLY WITHOUT BCEID**.

Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

Start your report

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- If this is a **Dam Status Report submission** required by the **Comptroller of Water Rights**, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#).
- If you would like to submit information regarding your dam and do not have a **6 digit Job Number**, you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer to coordinate and expedite your report submission. Contact information of your Dam Safety Officer can be found on the [Dam Safety Website](#).
- If you have any questions or concerns regarding your report submission, please contact the Dam Safety Section directly by email at dam.safety@gov.bc.ca or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at [\(604\) 586-4442](tel:604-586-4442).
- If you are accessing this site for the first time, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you are able to complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- If you are accessing this site via your BCeID account, please click the Proceed button below to continue with your report.

About the Online Application:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

APPLY WITHOUT BCEID

APPLY WITH YOUR BCEID

What is a BCeID? Why should I get one?
[Learn more about the BCeID](#)

The next screen is a verification code for security purposes. Once you enter the characters, be sure to click the **Next** button. *If you press the Enter button on your keyboard, it will regenerate a new code for you to enter.*

The screenshot shows the 'Dam Safety Report Submission (100236536)' page. At the top, there is a navigation bar with 'B.C. Home' and 'Exit this e-service'. Below the navigation bar, a progress indicator shows steps 1 through 7, with 'Complete' at the end. The main content area contains the instruction: 'Before pressing Next, please enter the code you see below:'. Below this instruction is a CAPTCHA image showing a grid of numbers and symbols. To the right of the CAPTCHA is a text input field labeled 'Code:' containing the text 'ADBXY'. At the bottom left, there is a red asterisk note: '* An asterisk indicates a required field.' Below this note are two buttons: 'BACK' and 'NEXT'. At the bottom right, there are two buttons: 'CANCEL' and 'NEXT'.

- 2) This stage is where you identify which dam(s) you are submitting this report for. Enter your **Dam File Number** and click the **Verify** button. If you have more than one dam, you can enter the **Dam File Number** for any of your dams.

The screenshot shows the 'Dam Safety Report Submission (100236516)' page. At the top, there is a navigation bar with 'B.C. Home', 'FrontCounter BC', 'Start a new application', 'My Applications', 'My Profile', and 'Exit this e-service'. Below the navigation bar, a progress indicator shows steps 1 through 7, with 'Complete' at the end. Step 2, 'Step 2 - Technical Information', is highlighted in yellow. The main content area contains the instruction: 'Please enter your Dam File Number before proceeding.' Below this instruction is a red asterisk note: '*Please enter the Dam File Number (ex. D123456):'. To the right of this note is a text input field labeled 'D' and a 'VERIFY' button. Below the input field are two buttons: 'REVIEW APPLICATION' and 'PRINT PAGE'. At the bottom left, there is a red asterisk note: '* An asterisk indicates a required field.' Below this note are two buttons: 'BACK' and 'NEXT'. At the bottom right, there are three buttons: 'CANCEL', 'SAVE APPLICATION', and 'NEXT'.

- 3) This will generate a list of all dams associated with that **Dam File Number**. Select the dam that you are submitting the report for. You must submit a separate report for each dam.

Dam Safety Report Submission (100236533)

1 Step 2 - Technical Information 3 4 5 6 7 Complete

Please enter your Dam File Number before proceeding.

*Please enter the Dam File Number (ex. D123456): D 001235

File Number successfully verified

Dam Name: Sample Dam

The following dams are associated with this Dam File Number. Please select the dams upon which you will be reporting.

Dam

D001235-01 Sample Dam

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

Next, select **Yes** to the question: **Is this Report Submission due to an Information Request?** and enter the **6-digit Job Number** found on the Comptroller letter.

Click the **Verify** button then **Next** once your job number is verified.

1 Step 2 - Technical Information 3 4 5 6 7 Complete

Please enter your Dam File Number before proceeding.

*Please enter the Dam File Number (ex. D123456): D 001235

File Number successfully verified

Dam Name: Sample Dam

The following dams are associated with this Dam File Number. Please select the dams upon which you will be reporting.

Dam

D001235-01 Sample Dam

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job number: 107249

You have entered a valid Information Request Job Number

*An asterisk indicates a required field.

- 4) The next window will display several questions that form the dam status report. Questions marked with a red * asterisk are mandatory questions.

1 Step 2: Technical Information 3 4 5 6 7 Complete

*1a_Has your Formal Inspection for 2018 been completed? (None) v

*1b_Did the owner conduct the 2018 Formal Inspection? (None) v

1c_If not the owner, who conducted the Formal Inspection?

1d_Any comments on the 2018 Formal Inspection?

*2a_Did you undertake regular Site Surveillance? (None) v

2b_Any comments on Site Surveillance?

*3a_Have any dam safety concerns been identified in 2018? (None) v

3b_If Yes, please elaborate on dam safety concerns.

*3c_If Yes to dam safety concerns identified, has a plan been prepared to address the safety concerns? (None) v

3d_Any comments on the plan to address dam safety concerns?

*4a_Has a Dam Safety Review been conducted by a qualified Professional Engineer? (None) v

4b_If Yes to Dam Safety Review conducted by a Professional Engineer, what year was it completed? (eg. 1956)

5a_In what year was your Operation, Maintenance and Surveillance manual last updated? (eg.1956)

6a_In what year was your Dam Emergency Plan (DEP) last updated? (eg. 1993)

*6b_Did you submit the the required information from your DEP to the local emergency authority? (None) v

*6c_Is the emergency contact information in your DEP up to date? (None) v

*7a_Has there been any land use development downstream of your dam in 2018 that might affect the failure consequence classification of your dam? (None) v

7b_If Yes to downstream development, please elaborate.

8a_Are there any other comments or suggestions?

*9a_Is the respondent contact information including email address correct? (None) v

9b_If not, please update respondent contact information here:

▶ REVIEW APPLICATION

▶ PRINT PAGE

* An asterisk indicates a required field.

For clarification of the questions, see the following:

(1) Formal Inspection is defined in the Dam Safety Regulation (Regulation) as “a thorough on-site inspection of the dam and dam site conducted by a person who is an owner of the dam or an agent of an owner of the dam and who is responsible for the safety of the dam”. The [Inspection & Maintenance of Dams](#) manual is available on the [Dam Safety website](#) and a Dam Inspection & Maintenance course is available through the BC Water & Waste Association (www.bcwwa.org). Many dam owners hire an engineering consultant to inspect their dams, but this is not a requirement. The minimum frequency for formal inspections is annually for high and very-high consequence dams and semi-annually for extreme consequence dams. A formal inspection report must be recorded and kept by the dam owner and must be available for review by the Dam Safety Officer (DSO) on request.

(2) Site Surveillance is defined in the Regulation as “the monitoring of a dam and the area surrounding or adjacent to the dam through visual observation, and if there is instrumentation relating to the dam, through the systematic collection of instrumentation readings and analysis and interpretation of the readings”. Site surveillance is usually performed on a weekly basis for all high, very high and extreme consequence dams; see Schedule 2 of the Regulation for the minimum frequency of safety activities. Site surveillance may be conducted at a reduced frequency to suit seasonal conditions (e.g. snow cover); however, these conditions and the reduced frequency must be described in the dam’s Operation, Maintenance & Surveillance Manual*.

(3) Dam Safety Concerns: The DSO is available to discuss any concern you may have about the safety of the dam and can assist you to determine the severity of an issue. A dam owner must report any potential safety hazard to a DSO. Please see section 14, *Hazardous conditions*, and section 15, *Potential safety hazard*, of the Regulation for further actions required by the dam owner.

(4) Dam Safety Reviews (DSRs) are comprehensive formal evaluations by a qualified engineer conducted every 10 years for high and very high consequence dams and every 7 years for extreme consequence dams to determine whether an existing dam meets current engineering standards. DSRs shall be carried out in accordance with the Regulation, EGBC's DSR Guideline and the Canadian Dam Association (CDA) Guideline. A link to the EGBC's DSR Guideline is available at www.egbc.bc.ca. The CDA Guidelines can be purchased at www.cda.ca.

(5 & 6) Operation, Maintenance and Surveillance (OMS) Manual & Dam Emergency Plan (DEP)

Requirements: Dam owners are required to have an OMS manual and a DEP. The OMS and DEP must be reviewed and updated at least every 7 years for very high and extreme consequence dams, and at least every 10 years for high consequence dams. For guidance on the required information to submit to the local emergency authority, refer to the [Guide & Template for Preparing a Dam Emergency Plan \(DEP\) in British Columbia](#) available on the Dam Safety website.

(6c) Emergency Contact Information: Dam owners are required to annually review and, if necessary, revise the emergency contact information in their DEP, and submit revised information to the DSO and to the local emergency authority.

(7) Downstream Conditions: Dam owners must review conditions downstream of their dams annually and notify the DSO if there are changes (e.g. land development) that might result in a change in the failure consequence classification of the dam.

Dam owners must operate and maintain their dams in accordance with the *Water Sustainability Act* (WSA), the Regulation, any applicable authorization, and any order that is made under the WSA.

***Note:** simplified versions of DEP and OMS for less complex dams may be acceptable (see templates in the Guidebook entitled [Inspection & Maintenance of Dams](#), available on the Dam Safety Website at: www.gov.bc.ca/damsafety).

Example of completed questions:

Dam Safety Report Submission (100236541)

1 Step 2 - Technical Information 3 4 5 6 7 Complete

*1a_Has your Formal Inspection for 2018 been completed?	Yes
*1b_Did the owner conduct the 2018 Formal Inspection?	No
1c_If not the owner, who conducted the Formal Inspection?	Jack Reacher
1d_Any comments on the 2018 Formal Inspection?	Monitoring gopher burrows
*2a_Did you undertake regular Site Surveillance?	Yes
2b_Any comments on Site Surveillance?	Monthly site visits
*3a_Have any dam safety concerns been identified in 2018?	Yes
3b_If Yes, please elaborate on dam safety concerns.	Animal control
*3c_If Yes to dam safety concerns identified, has a plan been prepared to address the safety concerns?	Yes
3d_Any comments on the plan to address dam safety concerns?	Monitoring gopher activity
*4a_Has a Dam Safety Review been conducted by a qualified Professional Engineer?	Yes
4b_If Yes to Dam Safety Review conducted by a Professional Engineer, what year was it completed? (eg. 1956)	1972
5a_In what year was your Operation, Maintenance and Surveillance manual last updated? (eg. 1956)	1989
6a_In what year was your Dam Emergency Plan (DEP) last updated? (eg. 1956)	2001
*6b_Did you submit the the required information from your DEP to the local emergency authority?	Yes
*6c_Is the emergency contact information in your DEP up-to-date?	Yes
*7a_Has there been any land use development downstream of your dam in 2018 that might affect the failure consequence classification of your dam?	Yes
7b_If Yes to downstream development, please elaborate.	New subdivision below
8a_Are there any other comments or suggestions?	online is the best
*9a_Did this dam status report information request reach you using the contact information on record?	No
9b_If not, please provide the correct contact information (including email address):	lchids@yahoo.com
*9c_In the future, do you you prefer being contacted by email or regular mail regarding dam status reporting?	Email
*9d_In the future, do you prefer to submit a dam status report online or paper form via fax or regular mail?	Online

REVIEW APPLICATION

PRINT PAGE

* An asterisk indicates a required field.

BACK CANCEL SAVE APPLICATION NEXT

***Note:** you can click the [Save Application](#) button at any time during the report process.

If you are using an [existing BCeID](#), you can then close the web browser and return to your report later (see the Manage Your Dam Status Report section below).

If you are [not using a BCeID](#), clicking [Save Application](#) will prompt you to obtain a [BCeID](#).

- 5) Once you have completed the questions and clicked **Next**, you will be prompted to upload relevant documents to your dam status report. This step is only required if you need to provide new or updated documents to the dam safety officer. **If you have no documents to upload, you can proceed to the next step.**


Under the **Documents to Attach** section you will see a list of all possible documents you can attach. Click the blue **Upload File** button to add documents. A pop-up box will appear that will allow you to enter a description and select the type of document you are uploading.

As you upload documents, a **green checkmark** ✓ will appear beside the ones you have attached, and you will see a list of the ones attached under the **Upload Your Documents Here** heading. When you are finished uploading documents, click **Next**.

Step 5: Document Upload 4 5 6 7: Complete

Please upload all documents that are relevant to your Dam Report.

Documents To Attach

Type of Document	Description
Dam Emergency Contact Record	New or updated (required to be undertaken annually) emergency contact information for a dam (required to be submitted to the dam safety officer or confirmation that no revision is necessary) including the contact names, primary placement area and telephone contact information requested by a dam safety officer.
Dam Emergency Plan	New or revised (required every 7-10 years) Dam Emergency Plan, including revisions made due to changes in the dam's failure consequence classification or when alterations have been made to a dam.
Dam Inspection Report	Report detailing a thorough, on-site, or formal inspection of a dam carried out by the dam owner or appropriate owner's representative (e.g., owner's engineering consultant).
Dam Owner's Geologic Information	For dams with multiple owners, the designated owner's name, address and other contact information required to be submitted to a dam safety officer upon request; the owner's design, construction, possible and known subsurface conditions related to the dam.
 Dam Safety Review Report	Report (required every 7-10 years for high, very high and extreme consequence dams only) providing a detailed review and safety assessment of a dam prepared by an engineering professional with the qualifications and experience a dam safety officer is required to be submitted to a dam safety officer for acceptance.
Failure Consequence Classification Report	Written report on the determination or re-determination (required to be undertaken annually) of the failure consequence classification of a dam (required to be submitted to a dam safety officer only if consequence has changed, or report in response to a request from a dam safety officer for information regarding the failure consequence classification).
Notice of Invasive Investigation of a Dam	Written notice to a dam safety officer of a proposed invasive investigation of a dam, required to be submitted at least 30 days prior to starting the invasive investigation.
Notice of Removal Activity (Dismantling, Decommissioning, Dewatering or Stopping Operation)	Written notice of a proposed removal, decommissioning, dewatering or ceasing operation of a dam, required to be submitted to the dam safety officer at least 150 days prior to starting the activity.
Notification of Potential Safety Hazard to a Dam	Confirmation of a potential safety hazard consistent to a dam must promptly notify a dam safety officer of the potential safety hazard.
Operation, Maintenance and Surveillance Manual	New or revised (required every 7-10 years) Operation, Maintenance and Surveillance Manual for a dam, including revisions made due to changes in the dam's failure consequence classification or when alterations have been made to a dam.
Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.
Other Dam Safety Relevant Data	Any other information, data, reports, or records related to a dam that a dam owner is required to submit to a dam safety officer, engineer, water manager or responsible under the Water Sustainability Act or Dam Safety Legislation.
Report on Dam Alteration, Improvement or Replacement	Written report detailing the work performed to construct, alter, improve or replace a dam required to be submitted to the dam safety officer within 90 days after completion.
Report on Reservoir OWS and DCT for Dam Alteration, Improvement or Replacement	Report on Reservoir OWS and DCT for Dam Alteration, Improvement or Replacement
Site Surveillance Report	Report on routine surveillance of a dam including visual observations of the dam and surrounding area and environmental monitoring, analysis and interpretation.

Upload Your Documents Here

* Type of Document: Dam Safety Review Report

* Description: Report

File Name: Box Full.jpg

UPLOAD FILE

- 6) This step is a **Privacy Declaration** for FrontCounter BC. Please review and **check the box** for agreement with the **Privacy Declaration statement**.

The screenshot shows a progress bar at the top with steps 1 through 7. Step 4, 'Step 4 - Privacy Declaration', is highlighted in yellow. Below the progress bar is a section titled 'PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION'. The text explains that personal information is collected by FrontCounter BC under the legal authority of section 26(c) and 21(1)(a) of the Freedom of Information and Protection of Privacy Act. It states that the collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at: FrontCounter BC Program Director, FrontCounter BC, Provincial Operation, 441 Columbia Street, Kamloops, BC V2C 2T3. A checkbox is checked, and a yellow box contains the text: 'Check here to indicate that you have read and agree to the privacy declaration stated above.' Below this are two buttons: 'REVIEW REPORT' and 'PRINT PAGE'.

- 7) In the Contact Information step, you will input whether this report is being reported for an individual or company/organization.

If you are completing the report using an **existing BCeID** and you are the individual providing this status report, select **Yes** for the question **“Are you the Individual providing this report?”**. Your **BCeID** contact information will automatically be populated.

Please note there is an **Edit Profile** button you can click on to update your **BCeID** contact information.

The screenshot shows a progress bar at the top with steps 1 through 7. Step 5, 'Step 5 - Contact Information', is highlighted in yellow. Below the progress bar is a section titled 'Dam Information'. It contains two questions: 'Is this Dam Report being reported for an Individual or Company/Organization?' with radio buttons for 'Individual' (selected) and 'Company/Organization'; and 'Are you the Individual Providing this report?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section titled 'Contact Information'. It contains fields for 'LEGAL NAME' (Last Name: Matteson, First Names: Ann, Middle Name:), 'Phone:' (250) 123-1234, 'Daytime Phone:' () - Ext., 'Fac:' () -, and 'Email:' ann.matteson@gov.bc.ca. Below these fields is a 'MAILING ADDRESS' field with the value '12 any Anywhere BC V8W4J4' and an 'EDIT PROFILE' button. At the bottom are two buttons: 'REVIEW REPORT' and 'PRINT PAGE'. At the very bottom are four buttons: 'BACK', 'CANCEL', 'SAVE APPLICATION', and 'NEXT'. A red asterisk indicates a required field.

If you are completing this report without a BCeID, you will need to **enter all contact information**. Providing an email address is recommended as this will allow the system to send you a confirmation email once you submit your report, and it will allow the Dam Safety Officer to contact you quickly if he or she requires additional information.

1 2 3 4 **Step 3 - Contact Information** 6 7 Complete

Dam Information

- Is this Dam Report being reported for an individual or Company/Organization? Individual Company/Organization
- Are you the individual providing this report? Yes No

Contact Information

LEGAL NAME

- *First Name:
- *Last Name:
- Middle Name:

*Phone:

- Daytime Phone: - Ext.
- Fax: -
- Email:

* MAILING ADDRESS

[ADD ADDRESS](#)

[REVIEW REPORT](#)

[PRINT PAGE](#)

* An asterisk indicates a required field.

[BACK](#) [CANCEL](#) [SAVE APPLICATION](#) [NEXT](#)

Once the contact information is correct, click the **Next** button to proceed.

- 8) The review step will indicate whether you have any errors that need to be fixed (such as missing information). If there are errors as pictured in the example below, click on the **Fix** hyperlink to take you back to the applicable screen. Once you have fixed any errors you will see a **Congratulations** box in green indicating your report is complete, as shown in the second example below.

1 2 3 4 5 **Step 6 - Review** 7 Complete

Outstanding Issues

The following Issues must be fixed before you can continue with your application.

[Fix](#) You must provide an answer for "When did you build your dam?".

Review Your Report

Please take a minute to review your report using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true.

Dam Safety Report Submission (100236533)

1 2 3 4 5 **Step 6 - Review** 7 Complete

Congratulations! There are no errors with your application.

Review Your Report

Please take a minute to review your report using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true.

[Dam Report](#)

[PRINT PAGE](#)

* An asterisk indicates a required field.

[BACK](#) [CANCEL](#) [SAVE APPLICATION](#) [NEXT](#)

- 9) In the Review Your Report section, click on the **Dam Report** hyperlink to review a PDF document summarizing your report.

Review Your Report



Please take a minute to review your report using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true.

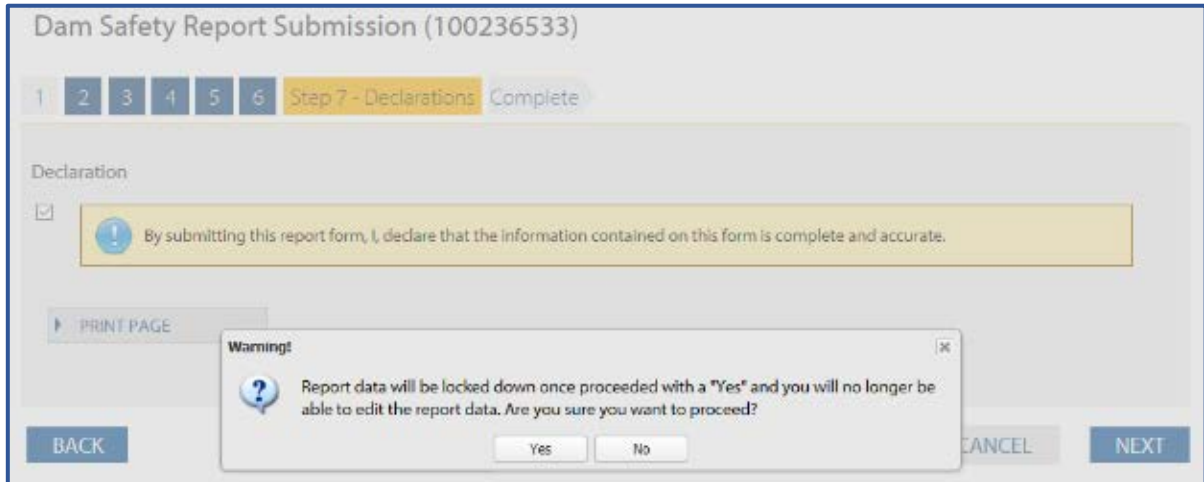
[Dam Report](#)

- 10) Once you have reviewed your report and clicked **Next**, you will advance to the Declaration step where you will declare that the information contained in your report is complete and accurate. Click on the **check box** to provide your declaration and click **Next** to proceed.

- 11) A warning dialog box will appear with a message that the report data is no longer editable once "Yes" is selected.

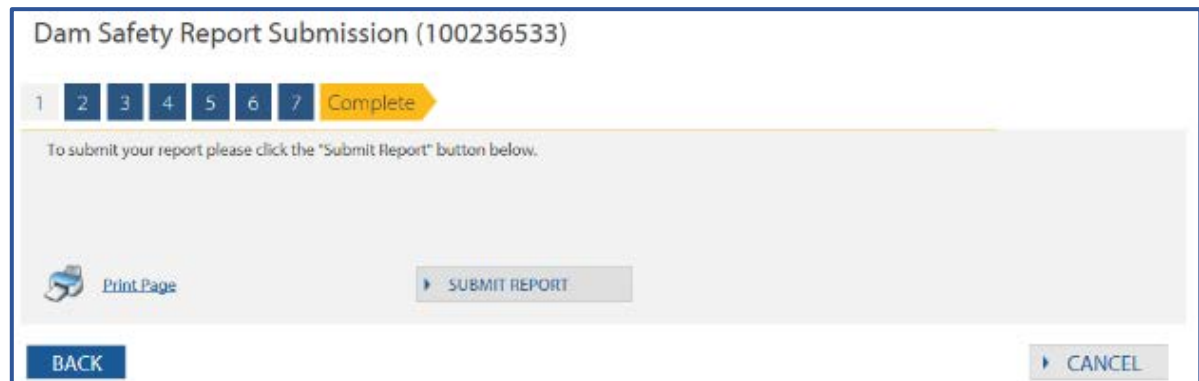
If you are confident that you have answered all questions correctly and provided all the required information with your Annual Dam Status Report, then click the **Yes** button to proceed to the final step.

If you would like to look over your report one more time, click **No** and then click on any of the numbered tabs at the top of the screen to return to those steps to review and edit your selections.



The screenshot shows the 'Dam Safety Report Submission (100236533)' interface. At the top, a progress bar indicates steps 1 through 6, with 'Step 7 - Declarations' highlighted in yellow and 'Complete' to its right. Below the progress bar, there is a 'Declaration' section with a checked checkbox and a yellow warning box containing an exclamation mark icon and the text: 'By submitting this report form, I, declare that the information contained on this form is complete and accurate.' A 'PRINT PAGE' button is visible. A 'Warning!' dialog box is overlaid on the screen, containing a question mark icon and the text: 'Report data will be locked down once proceeded with a "Yes" and you will no longer be able to edit the report data. Are you sure you want to proceed?' with 'Yes' and 'No' buttons. At the bottom, there are 'BACK', 'CANCEL', and 'NEXT' buttons.

- 12) In the final step, you will complete your report submission by clicking the **Submit Report** button. This will transmit your report via. vFCBC to the Dam Safety Program for review.

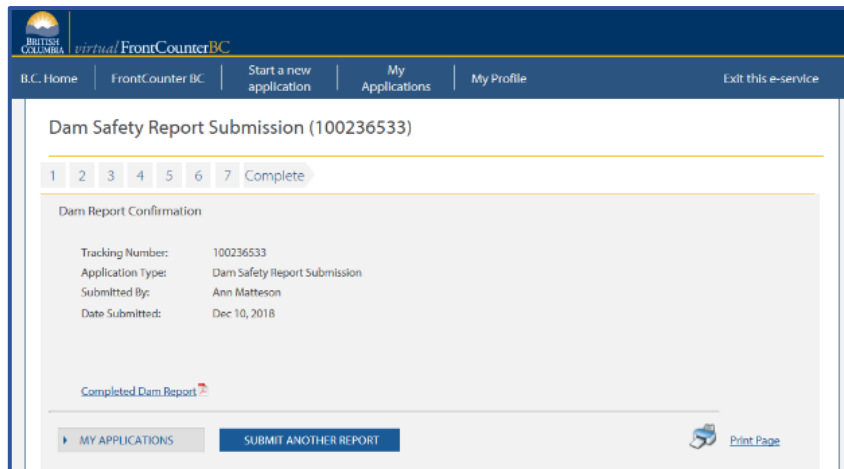


The screenshot shows the 'Dam Safety Report Submission (100236533)' interface at the final step. The progress bar at the top shows steps 1 through 7, with 'Complete' highlighted in yellow. Below the progress bar, there is a text instruction: 'To submit your report please click the "Submit Report" button below.' A 'Print Page' button with a printer icon is on the left, and a 'SUBMIT REPORT' button is in the center. At the bottom, there are 'BACK' and 'CANCEL' buttons.

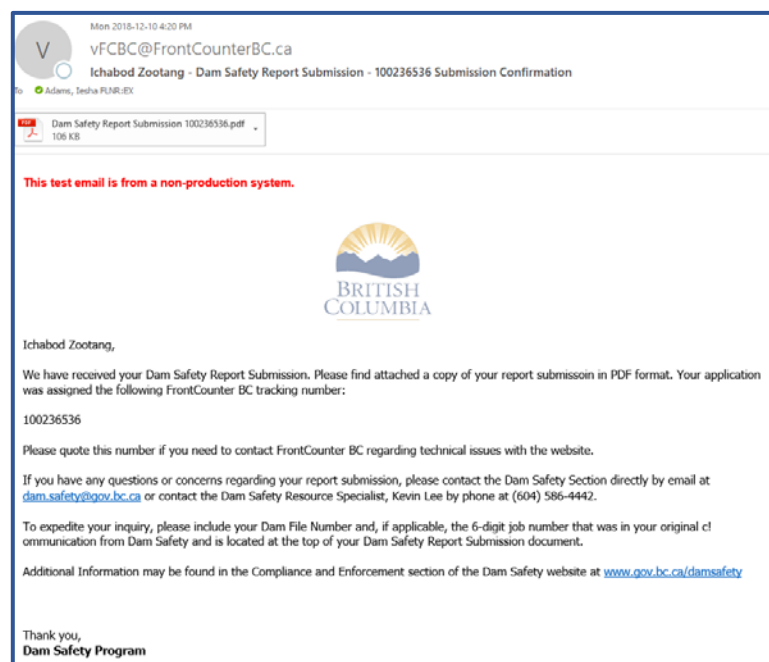
- 13) After you click **Submit Report** you will see a Dam Report Confirmation screen providing your vFCBC **Tracking Number** (different from the Job Number found in the Comptroller letter) and other details as well as the link to view your “Completed Dam Report” which you can download and save for your reference.

To submit reports for additional dams, click **Submit Another Report** to start from the beginning.

If you have logged on with your **BCeID**, then you can click the My Applications button to review all report submissions you have made.



- 14) You will receive a confirmation email from vFCBC once you submit your report. An example of the email you will receive is below. A copy of your Dam Safety Report Submission will be attached for your records.



Manage your Dam Status Report

If you used a BCeID and saved your report before it was completed, you can follow the steps below to access your saved Dam Status Report and complete your submission:

1. [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on **MANAGE Your Natural Resource Application (with BCeID)**

The screenshot shows the FrontCounter BC website. On the left is a navigation menu with sections: 'B.C. Home', 'Forests, Lands and Natural Resource Operations', 'FrontCounter BC', 'FrontCounter BC Links', and 'Helpful Links'. The 'FrontCounter BC Links' section includes: 'INFO about Natural Resource Applications', 'START a Natural Resource Application', 'MANAGE your Natural Resource Applications', 'WHAT is FrontCounter BC', 'WHERE FrontCounter BC Locations', 'HOW to contact FrontCounter BC', and 'NEWS FrontCounter BC'. The 'Helpful Links' section includes: 'Natural Resource Online Services', 'BCeID', 'BC Land Title & Survey', 'BC Online', 'Burning Requirements in BC (Fact Sheet)', and 'Conversion Calculator'. The main content area features the British Columbia logo and 'FrontCounterBC' text. Below this is a yellow box titled 'Licensing Required for Non-Domestic Groundwater Users' with two bullet points. At the bottom is a grid of six blue buttons: 'INFO about Natural Resource Applications', 'START a Natural Resource Application', 'MANAGE Your Natural Resource Applications (with BCeID)', 'WHAT is FrontCounter BC', 'WHERE FrontCounter BC Locations', and 'HOW to contact FrontCounter BC'. The 'MANAGE' button is circled in red.

2. Enter your User ID and Password

Log In with BCeID

User ID
Use a Business, Personal or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

3. Under the My Applications section, look for the report tracking number that you were initially working on. Click the **Open** hyperlink beside the tracking number to continue the report submission process.

My Applications

Welcome [User Name]

The following are your personal details as per your profile. Please ensure you are providing your full legal name. Click the "Update Profile" button if you require changes to this information.

Legal Name: [Input] [UPDATE PROFILE](#)

Phone: [Input]

Day Time Phone: () - [Input]

Fax: () - [Input]

Email: [Input]

Address: [Input]

My Applications [NEW APPLICATION](#) [AMEND APPLICATION](#) [CANCEL / WITHDRAW APPLICATION](#)

Currently Working On

Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application.

	Tracking #	Type	Description	Created Date	Application Expiry Date	
Open	100236547	Dam Safety Report Submission		Dec 14, 2018	Mar 14, 2019 (90 days left)	X
Open	100236139	EMA Waste Discharge New Registration/Notification	Code of Practice for Concrete and Concrete Products	Oct 10, 2018	Jan 08, 2019 (25 days left)	X
Open	100235233	Amend, Renew or Transfer Park Use Permit		Jun 13, 2018	Sep 11, 2018 (0 days left)	X

4. Click on the **Proceed** button to continue with the report submission process

Step 1 - Introduction 2 3 4 5 6 7 Complete

New Dam Safety Report Submission

Start your report

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:

- **If this is a Dam Status Report submission required by the Comptroller of Water Rights**, follow the instructions provided in the order letter initiating this request and review the Pre-Application Guide.
- **If you would like to submit information regarding your dam and do not have a 6 digit Job Number**, you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer to coordinate and expedite your report submission. Contact information of your Dam Safety Officer can be found on the [Dam Safety Website](#).
- **If you have any questions or concerns regarding your report submission**, please contact the Dam Safety Section directly by email at dam_safety@gov.bc.ca or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442.
- **If you are accessing this site for the first time**, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you are able to complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- **If you are accessing this site via. your BCeID account**, please click the Proceed button below to continue with your report.

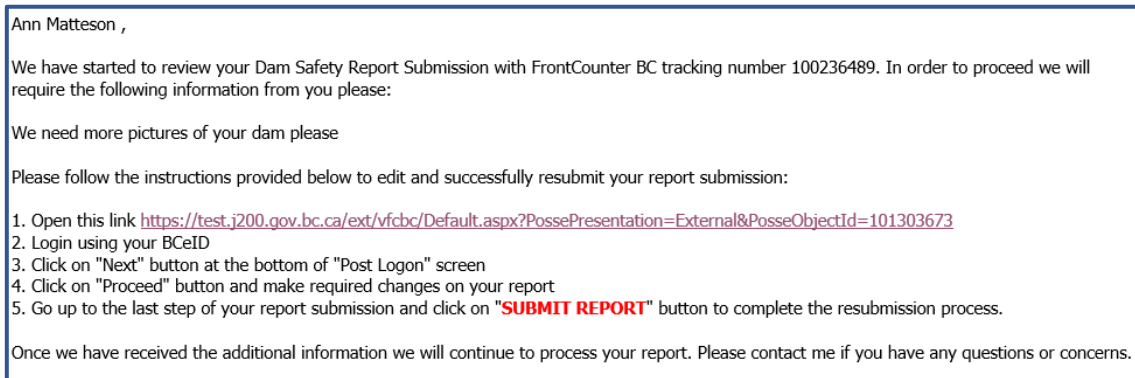
About the Online Application:

- A Red Asterisk * indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

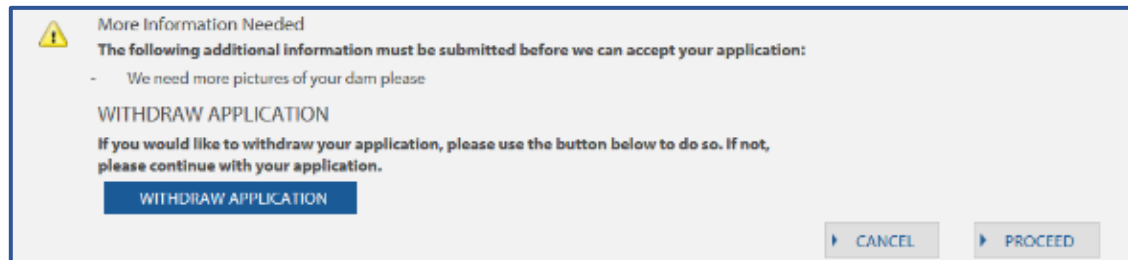
Respond to a Request for More Information

If upon review the Dam Safety Resource Specialist or Dam Safety Officer determines there is information missing from your Dam Status Report they will initiate a Request More Information process.

- *If you have completed your Dam Status Report without a BCeID*, you will likely receive a letter by email or through the mail with instructions on how to update your report submission.
- *If you completed your Dam Status Report with a BCeID*, you will receive an email notification similar to the example below:



Following the step-by-step instructions above, enter the vFCBC Dam Safety Report Submission process and the Introduction screen. You will notice at the bottom there is an alert symbol indicating More Information Needed:



You will also notice there is a **Withdraw Application** (i.e. Dam Report) button if you choose to.

To continue and provide the additional information, click the **Proceed** button.

You will proceed through each page again as you did in the initial submission. This will allow you to add any information that was requested or upload additional documents. The Review step will indicate whether there are any errors and you will be able to open and view the updated Dam Report document. Proceed until you have submitted your report again.

Troubleshooting

Below we have described several issues you may encounter. If the issue you encountered is not described below, or you need additional help, please contact Kevin Lee, Dam Safety Resource Specialist.

For assistance by email: kevin.lee@gov.bc.ca

For assistance by phone: (604) 586-4442

You have entered an invalid Information Request Job Number – this means that this is not a valid number in the system. Please double-check the Comptroller letter and try re-entering the number. If it is still not working, contact the Dam Safety Resource Specialist, Kevin Lee, or your Dam Safety Officer to confirm your Job Number.

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job number:

You have entered an invalid Information Request Job Number

This job number is past the final submission deadline date – this means that the final deadline in which reports can be received by the system, regarding your job number has passed. Please contact your Dam Safety Officer or the Dam Safety Resource Specialist, Kevin Lee, for further instructions on how to submit your report or additional information.

Please indicate whether this Report Submission is due to an information request.

*Is this Report Submission due to an Information Request? Yes No

*Please enter the Information Request Job number:

This job number is past the final submission deadline date. Please contact your Dam Safety Officer for further instructions