

AER/PRTR Reporting Updates for 2012 reporting - WWDL

Updates to the PRTR Workbook for 2012

Facility Contact Details: Please ensure up to date contact details are submitted for each WWTP.

Facility ID and Details Page: Completion of the field: "Number of Employees" is now mandatory with 1 employee being the minimum accepted record. This is the number of employees at the facility/plant.

Treatment and Transfers of Waste: To increase user friendliness, there is now an auto-population function on this sheet of the PRTR Workbook. Last year's input details will be visible, with the exception of Quantity (tonnage) for each waste stream. Please check and ensure that the record is accurate and make the adjustment where changes have occurred on and off-site since the last reporting year's return.

Reasons for random errors in reporting: For waste water treatment plant operators - **sludge and screenings waste transfers** - the location of treatment should be reported as '**off-site in Ireland**'. The total weight or wet weight of sludge leaving the plant should be reported in tonnes per annum.

Please note: that the Air Emissions Input Sheet of the new **UWW PRTR Estimation Toolset V5** requires the entry of the **Total Sludge Quantity** (digested on-site and removed off-site) as Kg/annum dry matter. This requires a conversion from wet weight of sludge in tonnes to Kgs and conversion to % Dry Matter content for the sludge quantity.

Reporting Timeframe: The requirements for the **reporting year 2012** i.e. January - December 2012, apply to **all WWD licenses issued on or before 31/12/2012**, which are due for submission to the EPA by **28/02/2013**.

WWD facilities that were newly licensed in **Q4 2012** (01/10/2012 - 31/12/2012) are only required to complete the AER (**1 hard copy or paper copy submitted to their local EPA Regional Office and the upload of the pdf AER**) and are not required to complete Task 1 (PRTR Emissions Reporting Workbook).

Helpdesk Support

The E-reporting unit within the EPA operate a helpdesk facility (aerreturns@epa.ie), to assist you with any queries that you may have on the AER/PRTR reporting.

Queries on the content of the AER should be sent to Inspector, Brendan Kissane: b.kissane@epa.ie

Guidance Documents

There are a number of guidance documents available for WWDL holders to help with their AER/PRTR reporting tasks which are available at this link:

<http://www.epa.ie/downloads/advice/aerprtr/uwwtpaerprtrguidance/#d.en.30363>

New Agency E-tool for reporting PRTR pollutants

The new E-tool is available on the website at the following link:

<http://www.epa.ie/downloads/advice/aerprtr/uwwtpaerprtrguidance/name,30377,en.html>

The **Toolset Guidance Document** is available on the EPA website at this link:

<http://www.epa.ie/downloads/advice/aerprtr/uwwtpaerprtrguidance/name,34022,en.html>