



ENVIRONMENTAL PROTECTION AGENCY

AER / PRTR GUIDANCE DOCUMENT No. 6:

Procedure for creating and submitting the Full PDF AER

For use by EPA-Licensed facilities for the purposes of annual reporting of environmental information

Version 2.1 October 2012

What data should the electronic AER Contain?

The AER submitted to the Agency in PDF format should be an exact replica of the AER held by the licensed facility at their site. It should contain:

- A cover page with a signed declaration stating: “All the data and information presented in this report has been checked and certified as being accurate. The quality of the information is assured to meet licence requirements;”
- The Main text of the AER;
- Any appendices referred to in the text of the AER;
- A copy of the PRTR workbook for the current reporting year.

How to Create a PDF AER

- A. The Annual Environmental Report should be in electronic, fully searchable/read-only, adobe supported version of PDF.
- B. Any PDF AER greater than 20Mb in size **cannot** be uploaded to the system.
- C. To facilitate the creation of a PDF file from an Office or other document you will need access to Adobe Acrobat. You will also need **Adobe Acrobat X Pro** or similar to merge files e.g. merging the Main AER with appendices and the PRTR workbook. You may wish to consult with the following on-line facility if you do not have access to Adobe Acrobat: <http://www.dopdf.com/>

- D. An alternative to merging files through Adobe Acrobat is to scan a paper copy of the complete AER. If you do this, you must ensure that the scan is of high quality and legible and that pages and content are upright for viewing on the website.
- E. The PDF file must be named as: **Reg. No. Year AER**,

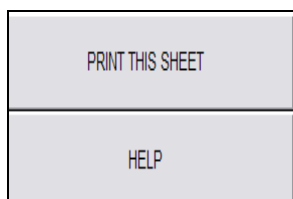
Example: In the case of a licensed IPPC facility – PXXXX-OY 2012AER.pdf

Example: In the case of a licensed waste facility – WXXXX-OY 2012AER.pdf

where XXXX is the licence register number and Y is a numerical giving the licence sequence. Note that the latter (Y) will be 01 in the case of the first licence which the facility receives; 02 in the case of the first revised licence issued to the facility, 03 in the case of a second revised licence issued and so on.

How to Create a PDF of the PRTR workbook

- A. Currently, **a copy of the completed PRTR workbook must be attached to the AER.** Only sheets of the PRTR workbook that contain data must be submitted.
- B. Each sheet of the **PRTR Workbook** (see screen shot below) contains a button marked “Print This Sheet”. This button will automatically sort the print lay-out of the sheet.



- C. When you press “Print This Sheet” you can print directly to a PDF or a paper copy that can be scanned later. If you do not use this button the lay-out of the sheets will not automatically be adjusted for printing.
 - **Note:** You must press the “**Print this Sheet**” button on all sheets of the PRTR workbook that contain relevant data. Save each sheet prior to conversion to pdf. Click and hold on **CTRL** on your keyboard and select all the sheets in the PRTR Workbook for conversion to pdf. Choose save as pdf file or print to pdf.

How to Upload the PDF AER

- A. The Full PDF AER is uploaded via the AER / PRTR Reporting Website: <http://aer.epa.ie/reporting/> Full AER Report PDF Upload Page.
- B. A step by step guide to uploading the PDF AER is outlined in – “[AER/PRTR Guidance Document No.5: AER/PRTR Electronic Reporting Workbook and Website User Manual Version 2.0 Jan 2012](#)”

Reasons why the Agency will reject AERs

When the AER is submitted electronically the document will be checked before it is published on the EPA website. If there is a problem with the AER it will be rejected and the facility will be sent an email from the database stating the reasons why the AER has been rejected.

Reasons for rejecting the AER include the following:

- The **AER is not legible** – e.g. print is faint, blurred, blackened out, too small, print layout has not been adjusted before creating a PDF, pages up-side down, sideways and not in the correct order.
- **Pages/Sections missing** – No cover sheet with facility name and reporting year included, No Table of Contents, Appendices not attached, the PRTR workbook is not included in the AER.

Any queries on the layout of the AER should be directed to the Office of Environmental Enforcement – Licence Enforcement Administration at 053-916 0600 or the **AER/PRTR Helpdesk** – aerreturns@epa.ie.