



ENVIRONMENTAL PROTECTION AGENCY

AER / PRTR GUIDANCE DOCUMENT No. 7:

REQUIREMENT FOR CONTACT DETAILS FOR ENFORCEMENT PURPOSES

Version 2.1 May 2012

Introduction

The PRTR workbook is the current collection tool for facility contact details within the EPA's Office of Environmental Enforcement. The current contact names, email addresses, phone, mobile phone and fax numbers are submitted to the Agency through the PRTR workbook annual returns. If there are any changes to these details or you think some details maybe incorrect please contact aerreturns@epa.ie immediately.

Contact Name

- The contact name provided in the PRTR is used for **Letter** communication by all Enforcement Departments within the EPA.
- A designated person should be responsible / appointed for receiving written communications from the Agency and distributing them to the relevant team/person(s) within your facility.
- Enter the contact name in cell B33 and their job/company position within the company in cell B35 on the "Facilities ID & Activities" sheet of the PRTR workbook.

Contact Email

- It is preferable that multiple emails for the relevant section contacts in your organisation are chosen and submitted to aerreturns@epa.ie , to facilitate all **electronic** communications from the Agency.
- The email contacts will be submitted in the following format (see example below), by email with the subject title: POXX-01 update to contact details
 1. Primary contact name, email address, job position, phone no, mobile phone if available
 2. Secondary contact name, email address, job position, phone no, mobile phone if available;
 3. Tertiary contact name, email address, job position, phone no, mobile phone if available.

In the event that the primary email contact cannot be reached the secondary email contact will be used and in the event the secondary contact cannot be reached the tertiary contact will be used.

Send	To...	aerreturns@epa.ie
	Cc...	
	Bcc...	
Subject:		P0021-01 update to contact details

To whom it may concern,
Please find updated contacted details for our facility in the event that the primary email contact cannot be reached the secondary email contact will be used.

	Name	Job Position	Email address	Phone no	Mobile phone
primary contact	A.N.Other	Environmental manager	another@email.ie	053 123456	0867891011
secondary contact	John.Doe	Environmental safety officer	john.doe@email.ie	054 123456	0867891012
tertiary contact	Jane Doe	QC Analyst	jane.doe@epa.ie	055 123456	0867891013

Example of contact detail submission to aerreturns@epa.ie

Important: Responsibility lies with your facility to ensure contact details are up to date.

- The **primary** email address should be entered in Cell B34 on the “Facilities ID & Activities” sheet of the PRTR workbook if this has not already been submitted.

Contact Telephone / Mobile / Fax number

- Provide the general contact number for the facility (cell B36 on the “Facilities ID & Activities” sheet of the PRTR workbook).
- For the primary contact provide the mobile number of the person designated as the primary Contact Name for the facility (cell B37 on the “Facilities ID & Activities” sheet of the PRTR workbook).
- Provide the Fax Number for the Facility (if available) (cell B38 on the “Facilities ID & Activities” sheet of the PRTR workbook).

Future developments

The Agency plans to receive all licensee submissions through one area/portal called ALDER by the end of 2012/early 2013. At that stage you will be required to register and sign into this portal using your contact information.

In the interim, the contact email information you provide to the Agency will be the method by which the Agency communicates with you-**please ensure these details are correct and remain up to date at all times.**