



ENVIRONMENTAL PROTECTION AGENCY

AER / PRTR GUIDANCE DOCUMENT No. 2:

A Step-by-Step Guide to reporting by EPA-licensed facilities of AER / PRTR Emissions Data and the Annual Environmental Report

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The following guide will assist in making the required annual submissions of environmental information in accordance with your EPA Licence and with the PRTR Regulations. Please ensure to complete each step before proceeding to the next one.

The annual reporting of environmental information by EPA-licensed facility operators falls into three Tasks. These are:

Task 1 AER / PRTR Emissions Data: Reporting of emissions and waste transfers information via the EPA's AER / PRTR Emissions Data Reporting Workbook.

Task 2 Full AER: Submission of the Original Signed Copy (x 1) of your Full Annual Environmental Report (AER) to the Regional Inspectorate's Office. This is the "hardcopy" or "paper" AER specified under your licence. **(Only applicable for WWDL facilities for the reporting year commencing 2011 i.e. those due on the 28th February 2012)**

Task 3 Full PDF AER: Submission of an electronic PDF copy of your Full AER.

Task 1 AER / PRTR Emissions Data: Reporting of emissions and waste transfers information via the EPA's AER / PRTR Emissions Data Reporting Workbook

A Before commencing, ensure that you have

- Your annual Emissions and Off-Site Waste Transfers records in accordance with the relevant guidance at Step B below, particularly Documents 1 and 2.
- Your Username and Password. These are specific to each licensee / operator; they are supplied by the EPA by letter and by email and should be retained carefully.

- B Log on to the AER / PRTR Reporting Website <http://aer.epa.ie/reporting>, enter your Username and Password and download the following Guidance Documents:
1. *PRINCIPLES OF PRTR AND AER REPORTING OF ANNUAL ENVIRONMENTAL INFORMATION*
 - This introductory paper sets out the technical requirements and the legal framework for annual environmental reporting by both EPA-Licensed facilities and operators of relevant Non EPA-Licensed activities.
 2. *The Step by Step Guide for AER / PRTR Reporting for EPA-licensed sites*
 - This Guide will assist you in making the required annual submissions of environmental information in accordance with your EPA Licence and with the PRTR Regulations.
 - A version of this document, the *Step by Step Guide for AER / PRTR Reporting for non EPA-licensed facilities*, intended for use by the operators of non EPA-licensed facilities, is also available here.
 3. *EPA Guidance Note on the Annual Environmental Report*
 - This document provides guidance for compiling all of the necessary information on emissions, waste transfers and environmental performance of the facility.
 4. *The EPA Guidance Note Annex on AER / PRTR Reporting*
 - This document provides detailed guidance on the requirements of both AER and PRTR emissions and waste transfers reporting for all EPA-licensed industry sectors and non-licensed industry subject to the PRTR Regulations.
 5. *The AER / PRTR Electronic Reporting Workbook and Website User Manual*
 - This document provides a detailed step-by-step procedure for using the Electronic AER / PRTR Reporting Workbook and for downloading from and uploading to the AER / PRTR Website.
 6. *Procedure for creating and submitting the Full PDF AER*
 7. *Where applicable, the EPA's Sector-Specific AER / PRTR Guidance Document*
 - This document complements Documents 3 and 4, and provides sector-specific assistance in deciding what needs to be reported and for compiling the required information. For some sectors, the EPA have developed Excel-based Calculation Tools which provide for the calculation of the required emissions based on best available scientific knowledge.
 8. *European Commission Guidance Document for the Implementation of the European PRTR, May 2006*
 - This document is more relevant to non-EPA licensed industry sectors but will be of interest to licensed sites as well. Please note, however, that in the event of any inconsistency or conflict between the EU Guidance Document and the requirements of your licence, the requirements of your licence shall be followed. Also, please be careful to take the widest interpretation of the guidance in relation to your facility.
- C Download the AER / PRTR Electronic Reporting Workbook and save it to a safe location on your computer. We recommend that you create a special folder for this purpose, naming it "*AER PRTR Reporting*" and creating subfolders for each reporting year. Save the Workbook to this folder.

- D Following the guidance in the above documents, enter your Releases (emissions) and Off-Site Waste Transfers information on each of the relevant worksheets. The *AER / PRTR Electronic Reporting Workbook and Website User Manual* will assist you in successfully completing the inputting of your information.
- You may open and close this file as many times as you choose until you are happy that you have completed entering your information. Please ensure that you save the file before closing it each time.
- E When you have completed the tabulation of your information, use the “CREATE AER XML RETURN AND UPLOAD” button on the “Facilities ID & Activities” worksheet” to create your XML return file (this is the finished format for upload to the AER / PRTR Database). Save the file to your computer.
- The default location is C:\, though you may wish to save the file in the AER PRTR Reporting folder you created at Step C.
- F You will be automatically redirected to the AER / PRTR Reporting Website. Enter your username and password. The *AER / PRTR Electronic Reporting Workbook and Website User Manual* will assist you in successfully uploading your XML File.
- G When you have uploaded your XML return file, you will be notified by the website that your uploaded Workbook is now in a “queue” awaiting acceptance by our AER / PRTR database. A tracking number is attached to this notification; this notification page should be printed and retained for future reference. You should also electronically copy and paste the tracking number to a “Word” document and save this to your AER / PRTR Reporting folder on your computer.
- H A *Verification of Acceptance* email notice will be sent to your email address confirming that the information has been accepted by the AER / PRTR database; this usually takes 24 hours. Again, this email should be retained carefully.
- If your Workbook is NOT successfully accepted by the database, a “Rejection” notification will be sent to your email address. The email will indicate what the problem is. Please follow the instructions on the Rejection to fix the problem and upload again.
- I When the information has been successfully uploaded AND you have received the *Verification of Acceptance* email from the EPA database, you may now proceed to the Second task, the submission of your Full Annual Environmental Report (your “Hardcopy” or “paper” AER).
- Task 2 Full AER: Submission of an Original Signed Copy (x 1) of your Full Annual Environmental Report to the Regional Inspectorate’s Office. (Only applicable for WWDL for the reporting year commencing 2011 i.e. those due on the 28th February 2012)**
- J Compile your Full AER in accordance with the requirements of your licence and following the advice given in the EPA’s *Guidance Note Annex on AER / PRTR Reporting*.
- K The following specific requirements must be adhered to:
1. No pages larger than A3 (including maps/plans/drawings) should be contained in the original report.
 2. Duplex (double-sided) printing should be used to the extent possible.

- L The AER / PRTR Emissions Data information (all relevant worksheets including the “**Facility ID & Activities**” sheet) must be printed out and included in the **Summary of Emissions** and **Waste Management** chapters of your Full AER. Where applicable, please also ensure that you print out the “**Data Entry and Output**” worksheet from the Sector-specific Excel-based Calculation tool and include this in the AER.
- Both the EPA’s AER / PRTR Electronic Reporting Workbook and, where applicable, the “Data Entry and Output” worksheets of the Sector-specific Calculation Tools are designed to allow the information to be printed out and inserted directly into the Full AER without any additional formatting.
- M When you have completed compiling your Full AER, you may now proceed to the Third task, the creation and upload of a “pdf” of your Full AER.
- N The Full AER must be submitted to your Regional Inspectorate’s Office as set out in your licence (or other office as may be agreed with the EPA). Please ensure that **an Original Signed Copy (x 1) of the Annual Environment Report shall be submitted to the EPA.**

Task 3 Full PDF AER: Submission of an electronic PDF copy of your Full AER

- O Create your Full PDF AER, which is an electronic PDF copy of your Full AER, and save it to your computer.
- Specific guidance is provided on the AER / PRTR Reporting Website’s PDF AER Upload page to assist you in carrying out the creation of your Full PDF AER.
 - You may wish to save the Full PDF AER file in the *AER PRTR Reporting* folder you created at Step C.
- P Log on to the <http://aer.epa.ie/reporting> website, enter your Username and Password and go to the “Full PDF AER page”.
- Q Follow the instructions to browse for, select and upload your Full PDF AER file. The website will immediately indicate whether or not you have successfully uploaded the file.
- If your file is not accepted, it is likely that the file is not in the correct “readable PDF” format. You will be advised of this and asked to fix the problem and repeat the uploading step.
- R When the PDF Copy has been successfully uploaded and accepted by the EPA database, this will conclude the procedure for reporting of your environmental information for the reporting year (save any modifications which may subsequently be necessary).

We strongly recommend that you retain all electronic and paper copies of your submissions and all related documentation in a secure location (the electronic documents may be retained in the *AER PRTR Reporting* folder you created at Step C), as these may be required for inspection by either by your inspector or another authorised person.

The documents may also be needed in the event that changes may need to be made to your submissions. For example, errors or omissions from your submissions might subsequently be detected during the EPA’s review of the information, during on-site audits of your facility or by yourself; this may necessitate correcting and resubmitting the information.

Additional guidance is available on our main website at

<http://www.epa.ie/whatwedo/enforce/lic/aerprtrreporting/operatorinformation/>

If you have any queries which are not addressed in the guidance documents, please contact us at aerreturns@epa.ie.