



**ENVIRONMENTAL PROTECTION AGENCY**

**AER / PRTR GUIDANCE DOCUMENT No. 2a:**

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

**For use in reporting of PRTR Emissions and Waste Transfers information via the EPA Electronic AER / PRTR Reporting Workbook**

Version 2.0      February 2011

The following guide is intended to assist the operators of Non EPA-Licensed Industry in making the required annual submissions of environmental information in accordance with the PRTR Regulations. Please ensure to complete each step before proceeding to the next one.

The annual reporting of environmental information by Non EPA-licensed facility operators is a requirement arising under the PRTR Regulations. These are the European PRTR Regulation, (EC) No. 166 / 2006, which was transposed into Irish law by S.I. No. 123 of 2007, the European Communities (European Pollutant Release and Transfer Register) Regulations 2007.

The following are the steps to successfully reporting your emissions and off-site waste transfers information via the EPA's AER / PRTR Reporting Website:

- A      Before commencing, ensure that you have
- Compiled 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 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. It also provides a wealth of additional material, including examples of calculation and estimation methods, conversion tools, worked examples and a Frequently Asked Questions section based on the experience of the first reporting cycle.
  3. *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.
  4. *Where applicable, the EPA's Sector-Specific AER / PRTR Guidance Document*
    - This document complements Documents 1 and 2, 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.
  5. *European Commission Guidance Document for the Implementation of the European PRTR, May 2006*
    - This document provides a very detailed description of the requirements of the PRTR Regulations and is very relevant for non-EPA licensed industry sectors.
- 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 will be issued when this is completed successfully; 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 have completed your obligations to report under the PRTR Regulations. However, your report will be assessed in relation to its quality, completeness, consistency and credibility, and it is possible that further refinement or review of the information may be required following the date of your submission. We strongly recommend, therefore, 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.

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](mailto:aerreturns@epa.ie).