



Annual Environmental Report (AER) Guidance Document for the Intensive Rearing of Poultry or Pigs Sector

The completed AER should be saved as a **PDF file** and uploaded through **EDEN portal** as a **Licensee Return**, document type, AER.

NOTE: The AER is for public viewing. The licensees should ensure it is legible, GDPR compliant and formatted correctly.

Although every effort has been made to ensure the accuracy of the material contained in this publication, complete accuracy cannot be guaranteed. Neither the Environmental Protection Agency nor the author(s) accept any responsibility whatsoever for loss or damage occasioned or claimed to have been occasioned, in part or full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this publication.

Purpose of this Guidance Document

This document is addressed to operators of Industrial Emission (IE) facilities in the Intensive Agriculture sector who are required to submit an Annual Environmental Report (AER) to the EPA as part of the requirements of the IE licence. The guidance is designed to be used specifically by Intensive Agriculture facilities and is intended to aide in the completion of the AER. The format for reporting annual environmental information has been prepared by the Agency and is available in a separate standalone template document, at the following link: Intensive Agriculture AER template. [[Annual Environmental Report \(AER\) Guidance and Templates | Environmental Protection Agency](#)]

This guidance document is providing information on what each section of the AER requires ensuring that the final document is comprehensive and will assist members of the public to interpret and understand the environmental performance of the licensed site.

Please see Appendix I for more detail on how to access, download and submit the AER template.

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1) Section 1: Introduction

Please read the questions within the template carefully to determine which sections of the template are relevant to your facility and require completion. It is the responsibility of each facility to check their licence and complete the sections relevant to them.

Please note, additional information may be requested if deemed necessary.

This section of the AER template includes details of the facility, average stock numbers and stock type and a summary of any changes/improvements implemented during the reporting year. The licensees must provide as much details as possible in relation to site improvements or infrastructure changes completed or started during the reporting year. Please do not include personal phone numbers and/or personal email addresses. If required, leave the Contact Us section blank.

2) Section 2: How we Manage our Facility

Environmental Management System & Environmental Management Programme

All licensees are required to establish, maintain, and implement an Environmental Management System (EMS). Licensees are required to review the EMS on an annual basis and set up-to-date environmental goals for continual environmental performance improvement. Licensees are required to prepare, maintain, and implement an Environmental Management Programme (EMP) including a time schedule, for achieving the Environmental Objectives and Targets. A report on the programme, including the success in meeting the agreed targets, must be prepared and submitted to the Agency. The summary report on the EMP, including the success in meeting the agreed targets must be included in Appendix I of the AER template.

3) Section 3: Organic Fertiliser

Organic Fertiliser

Organic fertiliser means any fertiliser other than that manufactured by an industrial process and includes livestock manure, dungstead manure, farmyard manure, slurry, poultry litter and soiled water (Good Agricultural Practice (GAP) Regulations 2023, S.I. No. 62 of 2023). All organic fertiliser moved off-site must be recorded, and the records must be kept on-site for inspection by the Agency. The quantity of organic fertiliser generated by the animals housed on-site, the total quantity of organic fertiliser moved off site and the opening quantity of organic fertiliser within the tanks on the site (1st January previous year) and closing quantity (1st January of current year) shall be calculated and submitted to the Agency as part of the AER.

Table 2 Organic Fertiliser Movements should be completed using the explanatory notes as a guide for calculating the quantities.

4) Section 4: Underground and Overground Tanks, and Bunds

Tanks and Bunds

Underground and overground tanks and bunds are present on EPA licensed facilities and are used to contain different types of materials.

Complete Table 3 by inserting details of all the containment structures present on-site including an individual identification number or reference (ID), the type of containment (tank, bund etc.) and the liquid contained within the structure.

Complete Table 4, if applicable, with the visual inspection records of leak detection chambers in the facility.

Complete Table 5, if applicable, with information on the samples collected from the leak detection chamber.

Data collected for Table 4 and Table 5 must be available on-site for inspection by Agency Inspectors, in accordance with licence conditions.

5) Section 5: Energy & Water

This section captures resource use and efficiency in the form of energy and water **only**.

Energy

Energy used includes all energy consumed by on-site processes relevant to the licensed activities including offices, storage, etc but does not include off-site transport.

If renewable energy is generated on-site, then the amount of this energy consumed by your facility must be included in Table 6.

Please use the provided Excel file *“Excel for calculations Tables 6, 7, 8 & 15.xlsx”* to complete your calculations. Navigate to tab Energy Used (Table 6) and insert your data in columns C and D and the % increase / decrease on Previous Year will be calculated automatically in column E. Once the calculations are complete, please copy the results into Table 6 in the AER Template word document. Please note that the cells in Column E are locked and cannot be edited.

The energy the facility generated on-site in the reporting year, if applicable, must be reported in Table 7. The source of renewable energy generated on-site (solar, wind etc.) must be included in the comment box provided below the tables.

Please use the provided Excel file *“Excel for calculations Tables 6, 7, 8 & 15.xlsx”* to complete your calculations. Navigate to tab Energy Generated (Table 7) and insert your data in columns C and D and the % increase / decrease on Previous Year will be calculated automatically in column E. Once the calculations are complete, please copy the results into Table 7 in the AER Template word document. Please note that the cells in Column E are locked and cannot be edited. Once the calculations are complete, please copy the results into Table 7 in the AER Template word document.

Please **do not** submit the excel file with your AER, it is only there to assist your calculations.

Renewable sources as defined by European Communities (Renewable Energy) Regulations 2011, S.I. No. 147 of 2011 are: wind, solar, aerothermal, geothermal, hydrothermal, ocean energy, hydropower, biomass, landfill gas, sewage treatment plant gas and biogases.

Changes in fuel type or additional power generation infrastructure installed on-site during the reporting year must be included in the relevant text box.

Water

Water is a natural resource, and licensees are required by the EPA licence to identify ways to reduce water use, where possible. Water used in industry can be extracted from groundwater, rivers and/or lakes (surface water), taken from public water supplies (Uisce Éireann), recycled from the facility's processes or harvested from rainwater.

Please use the provided Excel file "*Excel for calculations Tables 6, 7, 8 & 15.xlsx*" to complete your calculations. Navigate to tab Water Usage (Table 8) and insert your data in columns B and C and the % increase / decrease on Previous Year will be calculated automatically in column D. Please note that the cells in Column D are locked and cannot be edited. Once the calculations are complete, please copy the results into Table 8 in the AER Template word document.

Please **do not** submit the excel file with your AER, it is only there to assist your calculations.

6) Section 6: Environmental Complaints

In this section you will outline the total number of complaints for the reporting year. That is, the total number of complaints reported to the EPA and/or directly to the site.

Log into the EDEN portal for information on complaints made to the EPA for example the number of complaints received for the reporting year. Please include the number of complaints closed and the number of non-compliances issued.

Where complaint type “Other” is used, further details must be added in the comment box provided.

Note to licensee: Please do not include the personal details for a complainant in Table 9.

7) Section 7: Environmental Incidents

In this section you will outline the number of environmental incidents that occurred in the reporting year by category and type. Use numerals to indicate the number of incidents. If no incidents occurred leave blank. Log into the EDEN portal to determine the incident category and type.

Where incident category type “Other” is used further details must be added in the comment box provided.

If an incident, as defined in the licence occurs, you are required to report it to the EPA, investigate the cause and take all necessary steps to resolve the issue. The EPA classify environmental incidents into 5 categories based on the potential impact on the environment. Types of incidents include but are not limited to: breach of Emission Limit Value, fire, odour, spillage, uncontrolled release, breach of trigger level.

Guidance on how to report an incident via the EDEN portal can be found [here](#).

8) Section 8: Our Environmental Emissions

This section is broken down into the following types of monitoring that may be required by your licence:

- Storm water
- Air
- Groundwater
- Noise

Individual emission/discharge point data is not required. Instead, for air and water monitoring the tables must be completed based on the compliance parameter monitored. The total number of **actual** samples taken as opposed to the number required by the licence shall be included.

Actual Number of Samples

The actual number of samples taken in a reporting year may be greater or less than the number required by your licence. For example, if there was no flow during a sampling round, the total number of samples will be less. Alternatively, if an incident occurred and you took samples as part of the investigation these are additional samples and must be included in Table 11. Samples taken by the EPA must not be included.

Storm Water

In this section, complete the following statements.

1. [Note: outline how storm water from the facility is managed prior to release.] **Storm water from our facility is managed prior to release by.... e.g. silt trap, oil interceptor etc.**
2. [Note: state the name of the water body that the facility discharges the storm water into.] **Storm water from our facility is discharged into the following water body (directly or indirectly).**

Air

In this section licensees must report on monitoring of emissions to atmosphere and include odour impact assessments, where applicable.

If monitoring is a requirement of your licence, complete the following statements based on the number of licensed air emission points:

1. Air emissions from the facility are monitored at the following number of emission points (Fill out comment box provided)
2. Ammonia management/reduction programme (A report on the ammonia management/reduction programme in place at our facility can be found in Appendix II)

If odour assessments were carried out by the licensee or the EPA in the reporting year, then they must be reported in Table 13 as follows:

1. Column 2 – state the number of odour impact assessments conducted by the licensee or a third party on behalf of the licensee. Underneath state

the number conducted by the EPA. Odour impact assessments carried out by the EPA are submitted as site visit reports, with odour impact assessment in the title. The report will state on the front page and in the body of the report whether the assessment was compliant.

2. Column 3 – based on the number of odour impact assessments conducted calculate the percentage that were compliant.
3. Column 4 – if no odour impact assessments were carried out leave column 3 blank and state **“No odour impact assessments conducted”** in column

The licence requires that an ammonia management/reduction programme outlining ammonia reduction measures appropriate for the site is established, maintained and implemented. The programme is to be reviewed annually, and any amendments notified to the Agency as part of the AER.

A report on the programme including the success meeting ammonia reductions on-site is to be prepared and submitted as part of the AER in Appendix III.

Groundwater

All licensees must answer question 1.

1. Do you have a groundwater monitoring programme in place?

A groundwater monitoring programme may be in place if it is a requirement of the licence or due to a previous or recurring groundwater contamination incident.

If the answer to question 1 was yes, please complete Table 14 by listing all parameters that indicated an increasing trend over the last 5 years. (If groundwater monitoring indicates increasing trends in pollution over a five-year period the licensee may be required to investigate the potential source.)

If investigations into groundwater contamination or increasing trends have been carried out, answer question 3 outlining details of these investigations, findings of the investigation, recommendations, and any subsequent action taken by the licensee.

A comment box with a 100-word limit is provided at the end of this section.

Noise

In this section, the following questions in relation to noise monitoring conducted at or in the vicinity of the facility must be completed.

- 1. We conducted noise monitoring on the following dates this year**
- 2. Where was the noise monitoring carried out?**
 - i. the boundary of your facility,
 - ii. noise sensitive locations off-site, or;
 - iii. both.
- 3. Were measured noise levels compliant with your EPA licence limits?**

If the noise levels were not compliant with the EPA licence limits, the licensee must give a comment, in the box provided, on the actions taken to address the noise level exceedances.

9) Section 9: Materials Handling

Waste Generated

Complete Table 15 with figures of hazardous and non-hazardous waste generated at the facility in the reporting year. The licensee must state the percentage tonnage increase or decrease on the previous reporting year and the percentage recovery. That is, the amount of total waste generated that was reused, recycled or recovered.

Please use the provided Excel file *“Excel for calculations Tables 6, 7, 8 & 15.xlsx”* to complete your calculations. Navigate to tab Waste Generated (Table 15) and insert your data in columns B and C and the % increase / decrease on Previous Year will be calculated automatically in column D. Once the calculations are complete, please copy the results into Table 15 in the AER Template word document. Please note that the cells in Column D are locked and cannot be edited.

Once the calculations are complete, please copy the results into Table 7 in the AER Template word document.

A comment box with 100-word limit is provided at the end of this section. If a significant change in tonnage occurred compared to the previous year, an explanation for the increase or decrease must be provided in the comment box.

Animal Tissue and Carcasses

Complete Table 16 providing details on the type and quantity of animal tissue/carcasses removed off site. In addition, provide details on the destination of the animal tissue/carcasses and the removal frequency (i.e. weekly, bi-weekly etc).

A comment box with a 100-word limit is provided at the end of this section. If a significant change in tonnage occurred compared to the previous year, an explanation for the increase or decrease must be provided in the comment box.

10) Section 10: BATc Requirements

Your EPA licence requires you to identify the best available techniques (BAT) and implement them in accordance with Commission Implementing Decision (CID) (EU 2017/302) of 15 February 2017 establishing BAT conclusions, under Directive 2010/75/EU of the European Parliament and of the Council, for the intensive rearing of poultry or pigs.

Provide details on the BAT implemented by your facility for each conclusion by completing the table in Appendix III.

11) Appendix I

Completing the AER Template

This is a guide on how to complete the AER template. Please follow the steps below:

1. Download the AER Guidance, AER template (Word Document) and supporting Excel file from [here](#).
2. Use only the following font when editing:
 - a. Calibri (Body), size 14, font colour black, spacing 1.15.
3. Complete the cover page by filling in the **year** and **licence details**.
4. Answer all applicable questions and complete applicable tables.
5. Use the supporting Excel file provided for your calculations.
6. Complete the Declaration by inputting the name and position of author and ticking the box. [where the declaration is not complete, the AER will be rejected]
7. Do **not** delete or edit formatting or the explanatory notes (text in grey boxes). You can add or remove rows from tables as required.
8. Keep within the assigned word limit if using comment boxes.
9. Do **not** use overly technical terms or industry jargon and expand acronyms, on first use, where possible.
10. Once complete save AER as a **pdf document**.
11. Submit as a Licensee Return (Annual Environmental Report on the EDEN portal), selecting document type Annual Environmental Report, on or before **31st of March** of reporting year.
12. **Do not** include the supporting Excel file provided for calculations in your submission.
13. Any reports that omit data without sufficient explanation may be rejected. Ensure all required data and declarations are completed to avoid rejection.

You are reminded that by ticking the box in the **Declaration** you thereby declare that the information provided in the report is true and accurate to the best of your knowledge. In addition, you confirm that monitoring and performance reporting required by the licence, including on-line Environmental Performance Reporting (EPR) data, has been submitted to the Agency and/or is available for inspection by the Agency.

This template is based on NALA (National Adult Literacy Agency) plain English guidelines, see [here](#). It uses the first person, has clear format and refrains from the use of technical or industry jargon. You are requested to **not** deviate from the information required in the tables and questions. Comment boxes are provided where you may wish to clarify further point or figures.