Guidance on Making BMW submissions through EDEN

Version 2.0 (issued 1st February 2018)

1. Firstly, you will need to access the EDEN portal at https://www.edenireland.ie.
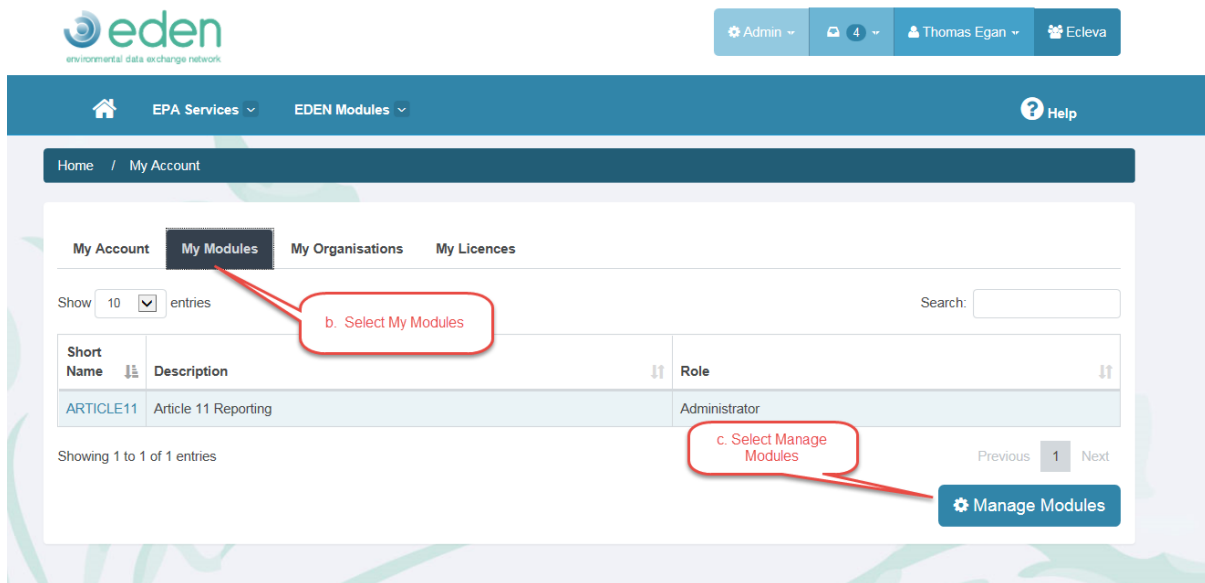
   If you are a first time user of the EDEN portal, you will need to create a user login account using the "Sign Up" option, and follow the instructions provided. Note that there are extensive user instructions in the "Help" section of the EDEN portal site, but if you require further assistance in relation to technical issues, or have queries in relation to EDEN registration, please email the following email address: eden@epa.ie. Once your registration has been approved, you can log into the EDEN portal.

2. You will then need to request access to the BMW application (If you have already completed this step, skip to Step 3)

   a. From the EDEN Home page, select "My Account" as shown

b. In My Account, select the "My Modules" Tab

c. Select "Manage Modules"

d. Click on Request Access for the BMW Module

e. You will be informed by email when access has been granted (or rejected)

Please note that access to the BMW reporting module is only granted to landfill operators (or persons authorised to act on their behalf) who wish to upload new BMW data for a particular landfill, or to view previously uploaded data for a landfill under their control. Any queries in relation to requesting access to the BMW reporting module should be addressed to the following email address: bmwreport@epa.ie

3. When access has been granted you can log into EDEN and select the BMW panel

4. All landfill sites for your account are listed in the pick list, choose which one you wish to work on, and click Login

5. You can view the details of any previous submission or download a PDF of previous submissions

Your previous submissions are listed below
Click on the "View PDF" link to open the PDF

	Year	Quarter	Reference Number	Created On	Modified On	Action
☐	2011	4	R-S22-02599-2011-4	09/01/2018 14:52:00	09/01/2018 14:52:00	View PDF
☐	2011	3	R-S22-02599-2011-3	09/01/2018 14:51:25	09/01/2018 14:51:25	View PDF
☐	2011	2	R-S22-02599-2011-2	09/01/2018 14:49:13	09/01/2018 14:49:13	View PDF
☐	2011	1	R-S22-02599-2011-1	09/01/2018 14:47:33	09/01/2018 14:47:33	View PDF
☐	2010	4	R-S22-02599-2010-4	09/01/2018 14:15:09	09/01/2018 14:15:09	View PDF
☐	2010	3	R-S22-02599-2010-3	07/11/2017 14:17:09	07/11/2017 14:17:09	View PDF

View   **Go Back**   **New**

1. Select he year you wish to view

2. Click on View

6. Click on New to create a new submission

Your previous submissions are listed below
Click on the "View PDF" link to open the PDF

	Year	Quarter	Reference Number	Created On	Modified On	Action
☐	2011	4	R-S22-02599-2011-4	09/01/2018 14:52:00	09/01/2018 14:52:00	View PDF
☐	2011	3	R-S22-02599-2011-3	09/01/2018 14:51:25	09/01/2018 14:51:25	View PDF
☐	2011	2	R-S22-02599-2011-2	09/01/2018 14:49:13	09/01/2018 14:49:13	View PDF
☐	2011	1	R-S22-02599-2011-1	09/01/2018 14:47:33	09/01/2018 14:47:33	View PDF
☐	2010	4	R-S22-02599-2010-4	09/01/2018 14:15:09	09/01/2018 14:15:09	View PDF
☐	2010	3	R-S22-02599-2010-3	07/11/2017 14:17:09	07/11/2017 14:17:09	View PDF

View   **Go Back**   **New**

Click New to create a new submission

7. To add a new waste type to your submission, click on the Add button

8. Select the waste type and the enter the weight in tonnes

9. The BMW Factor is defaulted to the EPA approved factor but you can choose a site specific factor if that is applicable

10. Click Next when all waste types have been added

11. Review your submission and click Finish if you are satisfied it is correct or Back to make a correction

12. You can return to submission list for the current landfill or return to the landfill selection picklist