



## Guidance on Making BMW submissions through EDEN

Version 2.0 (issued 1<sup>st</sup> 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](mailto: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

The screenshot shows the EDEN portal interface. At the top left is the EDEN logo (environmental data exchange network). The top navigation bar includes 'Admin', a notification bell with '50+', a user profile for 'Deirdre Kirwan', and 'Cork County Council'. A dropdown menu for the user profile is open, showing options: 'My Account' (highlighted), 'My Portal Access', 'My Organisations', 'Sign out of Application', and 'Sign out of Portal'. Below the navigation is a 'Latest Portal Notifications' section with a table showing 3 of 269 entries. The table has columns for Name, Regarding, From, and Received. Below the table are four columns of service links: 'Apply', 'Notify/Manage', 'Report Information', and 'EPA Services'.

Name	Regarding	From	Received
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:29
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:27
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 15:07

**Apply**

- New Licence
- Licence Change / Amendment
- Licence Renewal

**Notify/Manage**

- LMA
- My Licences
- Bathing Water Incidents
- DWWA Inspections

**Report Information**

- WEEE Submission
- Drinking Water Safety Plans
- Bathing Water Annual Information
- EDEN MDS
- ODS and FGAS
- Article 27 Submission

**EPA Services**

- DWWA Inspector Register
- Splash
- WFD Home
- WFD Characterisation

- b. In My Account, select the “My Modules” Tab
- c. Select “Manage Modules”

The screenshot shows the EDEN user interface. At the top, there is a navigation bar with 'EPA Services' and 'EDEN Modules' dropdown menus. Below this, a breadcrumb trail shows 'Home / My Account'. The main content area has tabs for 'My Account', 'My Modules', 'My Organisations', and 'My Licences'. The 'My Modules' tab is active. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. A table lists modules, with one entry: 'ARTICLE11 Article 11 Reporting' with the role 'Administrator'. At the bottom right of the table area, there is a 'Manage Modules' button. Two red callout bubbles are present: one pointing to the 'My Modules' tab with the text 'b. Select My Modules', and another pointing to the 'Manage Modules' button with the text 'c. Select Manage Modules'.

- d. Click on Request Access for the BMW Module

#### Other Modules

The screenshot shows the 'Other Modules' page. It features a search bar and a 'Show 10 entries' dropdown. Below is a table with columns for 'Name', 'Description', and a '+ Request Access' button. The table lists several modules, including 'Article 27 Module', 'Authorisation Module', 'BMW Module', 'ODS & F-gas Module', 'Polychlorinated Biphenyl Module', and 'Waste Electrical and Electronic Equipment Module'. A red callout bubble points to the '+ Request Access' button for the 'BMW Module' with the text 'd. Click here to request access to BMW'.

Name	Description	
Article 27 Module	Notification of by-product decisions made by economic operators under Annex II of the Communities (Waste Directive) Regulations 2011	+ Request Access
Authorisation Module	Manage existing radiation protection, industrial, waste, urban waste water authorisations. Apply for new licence or authorisation	+ Request Access
BMW Module	Biodegradable Municipal Waste Reporting	+ Request Access
ODS & F-gas Module	ODS & F-gas Compliance module (includes send a PAN to the EPA)	+ Request Access
Polychlorinated Biphenyl Module	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA	+ Request Access
Waste Electrical and Electronic Equipment Module	Module for submission of WEEE waste management plans and reports	+ Request Access

- 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](mailto:bmwreport@epa.ie)

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

The screenshot shows the EDEN portal interface. At the top left is the EDEN logo (environmental data exchange network). At the top right, there are navigation elements: a gear icon for 'Admin', a mail icon, and a user profile for 'Vince Neil'. Below the header is a blue bar. The main content area is titled 'Latest Unread Portal Notifications' and shows 'Showing 1 to 3 of 3 entries'. A table lists three notifications, all titled 'Organisation Membership Request Approved BCC (Admin)'. Below this are two columns of links: 'Report Information' (WEEE Submission, Article 27 Submission, PCB Submission) and 'EPA Services' (Beaches, Catchments). The bottom section is titled 'Common Modules for Wexford County Council' and features four large blue buttons: 'Article 27 Article 27 Module', 'PCB Polychlorinated Biphenyl Module', 'BMW BMW Module', and 'WEEE Waste Electrical and Electronic Equipment Module'. A red callout bubble points to the BMW button with the text: 'Select the BMW application by clicking on this pannell'. Below the buttons is an 'All Modules' button.

Name	Regarding	From	Re
Organisation Membership Request Approved BCC (Admin)		Mahony, David	21
Organisation Membership Request Approved BCC (Admin)		Byrne, Ruairi	14
Organisation Membership Request Approved BCC (Admin)		Mahony, David	10

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

The screenshot shows a 'Site Code Selection' dropdown menu. The text 'Please select Site Code:' is followed by a dropdown list. The selected item is 'S22-02551'. The list includes the following codes: S22-02551, S22-02555, S22-02598, S22-02599, S22-02600, S22-02601, S22-02603, S22-02605, S22-02606, S22-02607, S22-02608, S22-02609, S22-02629, and W0191. A red callout bubble points to the dropdown with the text: 'Using this pick list you can choose which Landfill you will complete returns for'.

- 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
<input type="checkbox"/>	2011	4	R-S22-02599-2011-4	09/01/2018 14:52:00	09/01/2018 14:52:00	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	3	R-S22-02599-2011-3	09/01/2018 14:51:25	09/01/2018 14:51:25	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	2	R-S22-02599-2011-2	09/01/2018 14:49:13	09/01/2018 14:49:13	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	1	R-S22-02599-2011-1	09/01/2018 14:47:33	09/01/2018 14:47:33	<a href="#">View PDF</a>
<input type="checkbox"/>	2010	4	R-S22-02599-2010-4	09/01/2018 14:15:09	09/01/2018 14:15:09	<a href="#">View PDF</a>
<input type="checkbox"/>	2010	3	R-S22-02599-2010-3	07/11/2017 14:17:09	07/11/2017 14:17:09	<a href="#">View PDF</a>

1. Select the year you wish to view

View Go Back New

2. Click on View

- 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
<input type="checkbox"/>	2011	4	R-S22-02599-2011-4	09/01/2018 14:52:00	09/01/2018 14:52:00	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	3	R-S22-02599-2011-3	09/01/2018 14:51:25	09/01/2018 14:51:25	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	2	R-S22-02599-2011-2	09/01/2018 14:49:13	09/01/2018 14:49:13	<a href="#">View PDF</a>
<input type="checkbox"/>	2011	1	R-S22-02599-2011-1	09/01/2018 14:47:33	09/01/2018 14:47:33	<a href="#">View PDF</a>
<input type="checkbox"/>	2010	4	R-S22-02599-2010-4	09/01/2018 14:15:09	09/01/2018 14:15:09	<a href="#">View PDF</a>
<input type="checkbox"/>	2010	3	R-S22-02599-2010-3	07/11/2017 14:17:09	07/11/2017 14:17:09	<a href="#">View PDF</a>

View Go Back New

Click New to create a new submission

- To add a new waste type to your submission, click on the Add button
- Select the waste type and then enter the weight in tonnes
- 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

**Step 2 of 4**

Please enter your waste data below then click Next to continue  
 Your current reporting period is for: **2012 Quarter 1 (January - March)**  
 Your cumulative percentage BMW to date for the year **2012** is: **0 %**  
 Please email the EPA at [bmwreport@epa.ie](mailto:bmwreport@epa.ie) if any of the above details are incorrect

Previous Reporting History			
Year	Quarter	Reporting Period	Status
2011	Quarter 1	January - March	Submitted
2011	Quarter 2	April - June	Submitted
2011	Quarter 3	July - September	Submitted
2011	Quarter 4	October - December	Submitted

Type of MSW accepted	Total Qty MSW (Tonnes)	BMW Factor Type	BMW Factor Value	Total Qty BMW (Tonnes)	Comment	% BMW of MSW
Untreated 1-bin household waste	298	EPA Approved facto	0.65	193.70		65
2-bin residual household waste	444	EPA Approved facto	0.63	279.72		63
<b>Totals</b>	<b>742</b>			<b>473.42</b>		<b>63.8</b>

[Add](#) [Back](#) [Next](#)

Click here to add or view a submission for the current landfill

Click Next when completed

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

**Step 3 of 4**

Please review your data before submitting it.  
 If you need to make any amendments at this stage then click the Back button at the bottom of this page.  
 If you wish to complete your submission then click the Finish button.

**License Number:** S22-02599  
**Facility Name:** Carcur  
**Reporting Period:** 2012 Quarter 1 (January - March)

Type of MSW accepted	Total Qty MSW (Tonnes)	BMW Factor Type	BMW Factor Value	Total Qty BMW (Tonnes)	Comment	% BMW of MSW
Untreated 1-bin household waste	298.00	EPA Approved factor	0.65	193.70		65.00
2-bin residual household waste	444.00	EPA Approved factor	0.63	279.72		63.00
<b>Totals</b>	<b>742.00</b>			<b>473.42</b>		<b>63.80</b>

[Back](#) [Finish](#)

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

**Step 4 of 4**

**Thank You - Your data has been successfully submitted to the EPA**  
 Please make a note of your unique reference number for any further correspondence regarding this BMW report  
 Reference Number : **R-S22-02599-2012-1**

You can view a PDF report of your BMW submission by clicking the View PDF button below.  
 Please save this PDF or print it as a record of your submission.

[View PDF](#) [Back to BMW Submission List](#) [Back to SiteCode List](#)

Click here to add or view a submission for the current landfill

Click here to add or view a submission for a different landfill