

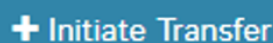
Detailed Guidance on Licensee Returns and Responding to Requests for Further Information.

This Guidance contains the following sections:

- A. How to Submit a Licensee Return in the ETS Module
- B. Responding to a Request for Further Information
- C. One-Way Correspondence from EPA
- D. EPA Decision on a Licensee Return

Licensee Returns is the general name given to any correspondence sent from an Operator to the EPA. Operators should use the “**Licensee Return**” tab for the following:

- Notify the Agency of **cessation** of activity using the “**Activity Cessation**” document sub-type.
- Notify the Agency of **permit updates** using the “**Notification**” document sub-type. This must be accompanied by a template including all permitted emission sources and capacity details and documentation of independent confirmation of any changes to capacity. The monitoring plan update must be completed and submitted separately on EU ETS Reporting.
- Notify the Agency of **non compliance, temporary deviations** from the monitoring plan and **data gaps** or **other updates** not listed elsewhere using the “Notification” document sub-type.
 - For temporary changes to the permitted installation for example temporary generators or other temporary emission sources include the start and end date of the temporary change, a description of the change and justification for not submitting a permit update or monitoring plan update.
 - For notification of a factor that has or may prevent compliance with permit conditions or the monitoring plan include details of the start and end dates for the non-compliance, description of factor(s) preventing compliance and what permit conditions/monitoring requirements are in non-compliance, reason why factor(s) has or may have prevented the non-compliance, details of the interim monitoring methodology applied, proof of a necessity for a change to the monitoring methodology, details of the measures taken /to be taken to restore prompt compliance. In addition, for data gap notification include detailed calculations of the estimated data and justify that an appropriate estimation method has been applied to determine conservative surrogate data. Commission Guidance for Making conservative estimates for emissions in accordance with Article 70 should be considered.
- Notify the Agency of an **installation transfer** using the “**Installation Transfer**” document sub-type. This must be accompanied by the completed transfer application form which can be downloaded from the website. [Transfer of Permit | Environmental Protection Agency](#)

 + Initiate Transfer

[\(epa.ie\)](#) **Do not** use the function

- Submit a verified Activity Level Changes report using the “Activity Level Changes” document sub-type.
- Submit a verified new entrant report using the “**New Entrant Report**” document sub-type.
- Submit a verified Baseline data report using the “**Baseline Data**” document sub-type.
- Submit a monitoring methodology plan or updated monitoring methodology plan using the “**Monitoring Methodology Plan**” document sub-type.

A. How to Submit a Licensee Return in the ETS Module

Note that Licensee Returns are associated with a permit, so to begin ensure you are in the correct Reg Number in EDEN (if you have multiple Permits).

1. From the Permit Home page under Quick Actions click on

A blue rectangular button with a white plus sign and the text "Return".

or

In the **Returns** tab click on

A blue rectangular button with the text "Make a new Return".

2. You are brought to this page

A large blue banner with the text "Make a Licensee Return to the EPA" in white.

3. Click on the help function for more guidance.

A blue rectangular button with a white question mark icon and the text "Help".

4. Select the type of return you are making to the EPA, select ETS Return

Select the type of return you are making to the EPA

Please Select a Document Type ▾

Please Select a Document Type

ETS Return

5. Select the sub-type of return

Select the sub-type of return

Please Select a Document Sub-type ▾

Please Select a Document Sub-type

Activity Cessation

Activity Level Changes

Baseline Data

Installation Transfer

Monitoring Methodology Plan

New Entrant Report

Notification

TKM Plan

TKM Report

6. Select the Category of Return

Select the category of return

Please Select a Document Category ▼
Please Select a Document Category
Confidential
Non-Confidential

7. Enter a Subject, Details and Upload Files if required

Enter a short subject heading below for your return to the EPA (200 character(s) remaining)

Enter the details of your return to the EPA below (2000 character(s) remaining)

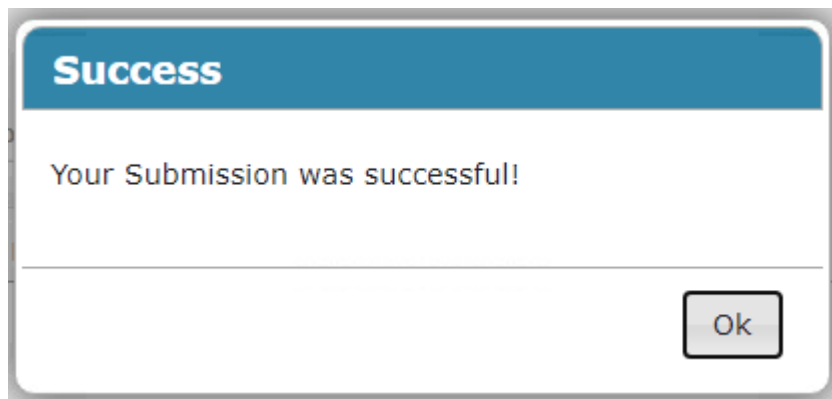
If you want to upload a document (e.g. photo, report, etc...) then you can do so by clicking below.

Upload files

Cancel

Submit

8. Submit the Return




9. The **Returns** tab now shows the Return you have made with the Status 'New'.

10. The EPA inspector will now assess the return and revert to you if necessary.

B. Responding to a Request for Further Information

The EPA may need the Operator to clarify details in the Return or provide more information to the EPA on any issue related to the permit, monitoring and reporting and free allocation . In this case the EPA initiates a Request for Information (RFI).

1. The Operator will receive an email and is instructed to log into EDEN to view the RFI.

You have a new EDEN message. EPA043712  Inbox x




No Reply <noreply-test@epa.ie>
to me ▾

We have sent you a request for more information in relation to your Licensee Return LR052743
Please log on to EDEN and review this activity, details below:

2. In EDEN the RFI is visible in the Dashboard tab and the Notifications tab. Click on the title to open the RFI.



3. Then click on  to see the details of the EPA RFI and any attachment that may have been sent by EPA.

4. You can respond and Upload documents as necessary

Response

Please see the updated docs attached as requested

Document upload - e.g. Photos. Name all documents appropriately

Upload files

File Name

Test excel to respond to RFI.xlsx

5. Submit.
6. The EPA Inspector receives an email to say response to an RFI has been received.
7. The EPA Inspector will close the RFI and may create another RFI if more information is required.

C. One-Way Correspondence from EPA

1. In addition to the RFI the EPA can also respond to a Licensee Return using a One-way Correspondence to the operator. You will receive a No Reply email



No Reply <noreply-test@epa.ie>
to me ▾

Dear Sir/Madam,

New correspondence from the Environmental Protection Agency is available in EDEN.

[Click here to login to EDEN and view this correspondence.](#)


Yours sincerely,
Environmental Protection Agency
Tel. 053 9160600

You can also see the correspondence on the Notifications section of the dashboard (and in the Notifications tab) with the Status: No Action Required.

Notifications				
	<input type="text" value="Search..."/>			
	Title ▾ ↓	Issue Date ▾ ↓	Due Date ▾	Status ▾
	🕒 Notification to operator re LR052743	28/10/2020	-	No Action Required

D. EPA Decision on a Licensee Return

1. Once the EPA has reviewed the Licensee Return and made a Decision, you will see the decision in in the Returns Tab.

itions	Returns	Incidents	Compliance	Site Visits	Complaints	EPA Reports	Environmental Performance Reporting	Meetings	Acti
<input type="text" value="Search..."/>									
									
Title ▼	Category ▼	Sub-Category ▼	Date Submitted ▼ ↕	Decision ▼	Status ▼ ↕				
Activity Level Changes	ETS Return	Activity Level Changes	28/10/2020	Assessed	Closed				