

# Extractive Industries Registration Guidance

## User Manual

### Overview

#### Purpose

This guidance has been created to assist Local Authorities to register Extractive Industries within their functional area (as required under the Waste Management (Management of Waste from the Extractive Industries) Regulations S.I. No. 566 of 2009, hereafter referred to as the Extractive Waste Regulations), these include:

- the extraction, treatment and storage of mineral resources,
- the working of quarries, and
- the extraction, treatment and storage of peat.


This guidance is for both registering a new extractive industry and editing/updating an existing register entry. It also provides information on how to notify the EPA of reportable events under the Extractive Waste Regulations.

This document is intended to be used as reference tool to assist the Local Authority staff to provide an appropriate response to each question in the registration process.

#### Introduction

To register an Extractive Industry the relevant Local Authority must complete the online Registration Form, via the [Environmental Data Exchange Network \(EDEN\) online portal](#).

If you are a first-time EDEN user, please register for EDEN. [Click here for advice on how to register for EDEN](#). When you have been granted EDEN access by the EPA, you will be able to complete and submit, or update, an Extractive Industry Register entry.

Further information on [EDEN](#) including a '[Frequently Asked Questions](#)' section are available on the EPA website. EDEN portal help information is also available at the following icon when you are logged into EDEN: 

When completing the Registration Form:

- (1) Wherever possible all answers are to be provided in the spaces in the Registration Form. Supporting information may be include in an attachment in Section 3 (including reasoned opinion).
- (2) The data (and any supporting documentation provided) will be listed on the Extractive Industries Register, made available to the public and published on the EPA website.
- (3) Local Authorities should be aware of their statutory requirements.

## **About the Extractive Industries Register, the Registration Form and the Data**

The Extractive Industries Register has been developed by the EPA for the purposes of:

- Providing for each Local Authority to establish and maintain a register of all extractive industries within its functional area including:
  - a) the extraction, treatment and storage of mineral resources
  - b) the working of quarries, and
  - c) the extraction, treatment and storage of peat.
- Meeting the obligations of Regulation 19(2) of the Extractive Waste Regulations 2009 as amended, in terms of prescribing the particulars to be entered in the register and the manner in which such information shall be entered and maintained.

Registration is required to be submitted via EDEN, hereafter called the 'Registration Form'.

This provides a single mechanism for each Local Authority and builds up to a national register of Extractive Industries.

The 'Registration Form' on EDEN must be completed in accordance with the instructions included in EDEN and included in this document.

This 'Registration Form' does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Extractive Waste Regulations. While every effort has been made to ensure the accuracy of the 'Registration Form', the EPA assumes no responsibility and gives no guarantees, undertakings and warranties concerning the accuracy, completeness or up-to-date nature of the information provided herein and does not accept any liability whatsoever arising from any errors or omissions.

The EPA does not guarantee the accuracy of any data available in the register on the EPA website or any resulting report. It is the user's responsibility to independently verify and quality control any of the data used and ensure that it is fit for purpose/use.

The requirements of the Extractive Industries Regulations, shall take precedence over any considerations mentioned in the 'Registration Form' or on the EPA website.

Access to personal data provided in relation to the registration is to be strictly controlled.

The website privacy policy for this registration is available on the EPA's website at [www.epa.ie](http://www.epa.ie).

The basis for the collection of the data is the requirement for Local Authorities and EPA to register Extractive Industries in accordance with the provisions of Extractive Waste Regulations.

### **Public Access**

Information supplied in the 'Register' including supporting documentation and attachments will be put on public display on the internet and is therefore open to inspection by any person.

Please note that the Extractive Waste Regulations require the EPA to make available a summary of the data held within the register available to the public. It is not intended that any personal data (i.e., information which personally identifies you) which you submit as part of your registration will be published. The EPA may contact Local Authorities using the personal data provided.

**Attachment format and file size**

All files attached when registering an Extractive Industry facility are required be submitted in searchable PDF format and be no larger than 50MB each in size.

If you have a query on the Extractive Industry Registration Form, please submit it to: [ExtractiveIndustriesRegister@epa.ie](mailto:ExtractiveIndustriesRegister@epa.ie)

## User Manual - Table of Contents

The sections below are hyperlinked to the relevant sections within this document Page No.

<a href="#">Overview</a>	<a href="#">1</a>
<a href="#">Table of Contents</a>	<a href="#">4</a>
A. <a href="#">EDEN Access</a>	<a href="#">5</a>
B. <a href="#">Submitting a New Extractive Industry Registration</a>	<a href="#">5</a>
1. <a href="#">Organisation</a>	<a href="#">6</a>
2. <a href="#">Site</a>	<a href="#">7</a>
3. <a href="#">Extractive Industry Details</a>	<a href="#">9</a>
4. <a href="#">Submission</a>	<a href="#">11</a>
C. <a href="#">Updating an Extractive Industry Register Entry</a>	<a href="#">12</a>
D. <a href="#">Reporting an Extractive Industry Event</a>	<a href="#">15</a>

## A. EDEN Access

To submit an Extractive Industry Register entry, or update an entry you must use the EPA's online portal. Access is via the Environmental Data Exchange Network (EDEN) portal, at <http://www.edenireland.ie>.

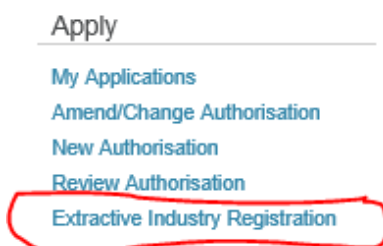
You need access to the **Extractive Industries Module** in EDEN to complete and submit an Extractive Industry Registration. Guidance on how to gain access to an EDEN Module is [available here](#). (**Note:** You need to be logged into the EDEN portal to open this guide).

When your request for access to the **Extractive Industries Module** has been approved by the EPA, you will be able to submit/update an Extractive Industry Registration.

## B. Submitting a new Extractive Industry Registration

To submit a new Extractive Industry Registration, complete the following steps:


- a. Sign in to EDEN using your e-mail address and password.
- b. Under '**Apply**' click on '**Extractive Industry Registration**'.



- c. Read the Extractive Industry Registration disclaimer text, and where appropriate tick the '**I confirm**' tick box.

I confirm that:

1. I have read the information above, the website privacy policy at [www.epa.ie](http://www.epa.ie) and the relevant guidance on the EPA's website [www.epa.ie](http://www.epa.ie) on registering an Extractive Industry or revising an Extractive Industry registration.
2. I declare that the information and particulars I provided within this 'Registration Form' are to the best of my knowledge truthful, accurate and complete.

- d. Then click on the  button.
- e. Complete the 'Registration Form' using the guidance set out in the next 4 sections. A video of the [process of submitting a new Extractive Industry Registration is available on the EPA YouTube channel](#).

## 1. Organisation

### Guidance

#### 1.1 Organisation Details

The *'Your Organisation Details'* section will display details of the Local Authority organisation you are registered against in EDEN.

Check that the displayed organisation information is correct and if so place a tick in the confirmation checkbox.

 Check to confirm that the above Organisation details are correct

If the organisation details are not correct, please contact the EPA via e-mail at: [ExtractiveIndustriesRegister@epa.ie](mailto:ExtractiveIndustriesRegister@epa.ie)

#### 1.2 Your Contact Details

In the web-form, click in the *'Select' Contact'* field. All Local Authority contacts that are registered for EDEN and have access to the Extractive Industries (EI) module will be displayed in the list.

Select your own name from the dropdown list by clicking on it. Your contact details will then auto-populate the remainder of this section.

#### 1.2 Your Details

Select Contact

Choose...
Stuart Huskisson

Click on **'Save'** at the bottom of the page. Click the **'Check'** button to check for any data issues on the page. Click **'Next'** to move onto the next page of the Registration Form.

< Previous

✓ Check

 Save

 Next >

## 2. Site

### 2.1 Extractive Industry Site Details

Enter the name of the 'Operator' of the facility. If the facility is historic and the operator is not known to the Local Authority, enter 'Unknown'.

Enter the 'Site Name'. This is the name by which the site is known, this may be the commercial name of the facility or the commercial name followed by the location name in brackets.

Enter the site address details, including town/city, county and Eircode, if available.

### 2.2 Other Site Details

Identify if there is a Waste Facility Permit or EPA Licence associated with the site? If so, click 'Yes'. If not click 'No'.

#### 2.2 Other Site Details

Is there a Waste Facility Permit or EPA Licence associated with this Site?

Yes  No

If 'Yes', identify if this is an EPA Licenced Facility. If so, click 'Yes'. If not click 'No'.

Is this an EPA Licensed Facility?

Yes  No

If 'No': –

- Enter the Waste Facility Permit number.
- Enter the date of issue of the Waste Facility Permit, and date of expiry of Waste Facility Permit.
- Select the type of extraction from the dropdown list (Mineral extraction, Quarry or Peat).

If 'Yes': –

- Enter the EPA licenced organisation name or the licence Reg. No. **and** select appropriate facility.
- Enter the date of issue of the EPA Licence.
- Select the type of extraction from the dropdown list (Mineral extraction, Quarry or Peat).

Identify whether there is an 'Extractive Waste Management Plan' in place: 'Yes' or 'No'.

If 'Yes', upload a copy of the 'Extractive Waste Management Plan'.

- In accordance with Regulation 5(1)(a) of the Extractive Waste Regulations, the 'Operator' is required to draw up an Extractive Waste Management Plan. Further information on this is available in **Section 6** of the [EPA Guidance on the Waste Management \(Management of Waste from the Extractive Industries\) Regulations 2009](#).

If 'No', move onto the next question.

## 2.2 Extractive Industry Location Details

You can either:

1. Locate the Extractive Industry site on the map, using the zoom feature to accurately locate the site, then click on the centre point of the site on the map, or
2. If known, enter the 6-digit Irish Grid Reference Easting and Northing for the centre point of the facility site into the boxes below the map (see screenshot below).

Facility Centre Point - Easting (6 digit Irish Grid Reference)

Facility Centre Point - Northing (6 digit Irish Grid Reference)

---

You are required to upload a suitably scaled map, plan or aerial photograph of the facility. This must clearly identify the boundary of the facility and indicate the direction of North. All maps/plans/photographs should be **titled and dated with the boundary of the facility clearly marked, preferably in red**. The map(s)/plan(s)/photograph(s) must be uploaded in a single PDF document.

The map(s)/plan(s)/photograph(s) can be those included in the Waste Facility Permit application or Planning Permission application.

---

Click on '**Save**' at the bottom of the page. Click the '**Check**' button to check for any data issues on the page. Click '**Next**' to move onto the next page of the Registration Form.

< Previous

✓ Check

Save

Next >



### 3. Extractive Industry Details

#### 3.1 Extractive Waste Facility Details

- You are required to identify if Extractive Waste is held on site: **‘Yes’** or **‘No’**.
  - If **‘Yes’**, you are required to provide outline details of the wastes held on site. Please provide the *‘List of Waste Codes’* for the waste and any further relevant information.
  - If **‘No’**, move onto the next question.
  
- You are required to identify if there is an Extractive Waste Facility on site: **‘Yes’** or **‘No’**.
  - **‘Extractive Waste Facility’** has the meaning of *‘Waste Facility’* as defined in the Waste Management (Management of Waste from the Extractive Industries) Regulations S.I. No. 566 or 2009, i.e.:
 

*Any area designated for the accumulation or deposit of extractive waste, whether in a solid or liquid state or in solution or suspension, for the following time-periods:*

    - (a) *no time-period for Category A waste facilities and facilities for waste characterised as hazardous in the waste management plan,*
    - (b) *a period of more than six months for facilities for hazardous waste generated unexpectedly,*
    - (c) *a period of more than one year for facilities for non-hazardous noninert waste,*
    - (d) *a period of more than three years for facilities for unpolluted soil, non-hazardous prospecting waste, waste resulting from the extraction, treatment and storage of peat and inert waste.*

*Such facilities are deemed to include any dam or other structure serving to contain, retain, confine or otherwise support such a facility, and also to include, but not be limited to, heaps and ponds, but excluding excavation voids into which waste is replaced, after extraction of the mineral, for rehabilitation and construction purposes.*
  
- Further information and guidance on is available in the [Guidance on the Waste Management \(Management of Waste from the Extractive Industries\) Regulations 2012](#).
  
- If there is an Extractive Waste Facility on site, you are required to provide information about the facility, in terms of the waste type(s) and quantity stored at the facility and other relevant information.
  
- You are also required to select the type of Extractive Waste Facility from the dropdown list (Dam, Heap, Tailings Pond or Other). If you select ‘Other’ you are required to enter a further description of the extractive waste facility.

Type of Extractive Waste Facility?

Choose...
Dam
Heap
Tailing Pond
Other

### 3.2 Additional Details

You are required to select the classification of the Waste Facility in accordance with the Extractive Waste Regulations:

- You are required to select whether the facility is a:
  - Category A Facility - **'Yes'** or **'No'**
  - Inert Waste Facility – **'Yes'** or **'No'**
  - Non Inert/Non Hazardous Waste Facility – **'Yes'** or **'No'**
- You are required to provide a summary of the **'reasoned opinion'** for the classification of the facility. Type brief details in the field displayed below:

**Provide a reasoned opinion summary for the classification of the Waste Facility as selected above**

Provide a reasoned opinion summary for the classification of the Waste Facility as selected above

- You are also required to upload a single PDF document which contains a copy of the full **'reasoned opinion'** and any other supporting information to explain the classification or describe the facility. (This must be uploaded as a single PDF document).

### 3.3 Waste Facility Status

You are required to update this section in relation to the status of the facility.

1. To identify whether the waste facility is closed? **'Yes'** or **'No'**
2. To identify whether the facility has been abandoned? **'Yes'** or **'No'**
3. To identify if the waste facility causes serious negative environmental impacts or has the potential of becoming in the medium or short term a serious threat to human health or the environment (Reg. 20 of the Extractive Waste Regulations)? **'Yes'** or **'No'**

#### 3.3. Waste Facility Status

**Is the Waste Facility closed?**

Yes  No

**Is the Waste Facility abandoned?**

Yes  No

**Does the Waste Facility cause or have potential to cause serious negative environmental impacts (Reg. 20 Extractive Waste Regulations 2009)?**


Yes  No

## 4. Submission


The Submission section of the web-form collects the Local Authority declaration confirmation and includes the button to submit the register entry to the EPA.

Prior to submitting the completed Registration Form, you are required to tick the box to confirm agreement of the declaration text. When appropriate, tick the  I confirm box.

### 'Check Form Completion' Function

A  button is included at the bottom of the page. Click on this button to perform a validation check across the entire Registration Form. If there are any validation issues they will be listed in a red box. Each section of the form with a validation issue will be outlined in red and each field with a validation issue will also be outlined in red.

### Submit Registration

When the Registration Form is complete and there are no outstanding validation issues, click on the  button. This will submit the register entry to the EPA. (**Note:** Any validation issues will be displayed on the screen. If so, address these issues and repeat the submit process).

**Note:** You cannot submit a register entry until all validation issues have been resolved.

When you have successfully submitted the Registration Form, a confirmation message will be displayed on screen and the person registering the facility will receive a confirmation e-mail.

Within 24 hours the register entry will be included in the Extractive Industries Register on the EPA website and this will be visible on EPA Maps.

If you have any query on the Extractive Industry Register, please submit it to:

[ExtractiveIndustriesRegister@epa.ie](mailto:ExtractiveIndustriesRegister@epa.ie)

## C. Updating an Extractive Industry Register Entry

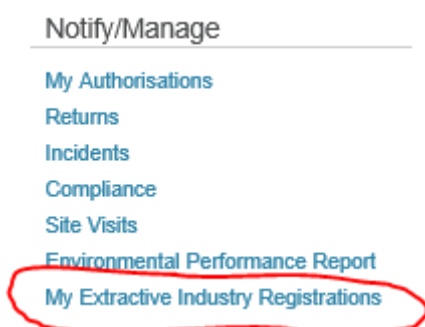
### How to update an Extractive Industry Register Entry

Each Local Authority is required to maintain the entries in the Extractive Industry Register. This includes updating the Waste Facility Status if a facility is closed, abandoned or identified as a facility that causes serious negative environmental impacts or has the potential of becoming in the medium or short term a serious threat to human health or the environment (Reg. 20 - Extractive Waste Regulations S.I. 566 of 2009 as amended).

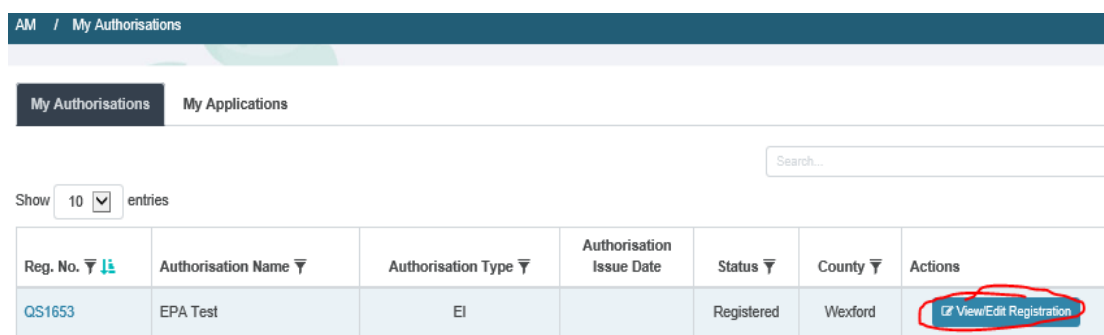
A video of the process of [updating an Extractive Industry Register entry is available on the EPA YouTube channel](#).

To update a Register entry, the Local Authority should complete the following steps:

1. Sign in to EDEN using your e-mail address and password.
2. Under **'Notify/Manage'** click on **'My Extractive Industry Registrations'**.



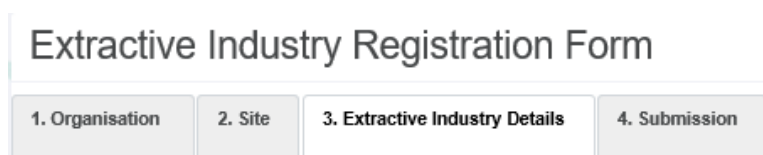
3. Locate the Registered facility entry on the list, by searching for the **'Register Number'** or the **'Operator Name'** in the search box, or scrolling through the list.
4. Click on the **'View/Edit Registration'** link against the relevant register entry (see below).



The image shows a screenshot of the EDEN interface. At the top, there is a breadcrumb 'AM / My Authorisations'. Below it are tabs for 'My Authorisations' and 'My Applications'. A search box is present. Below the search box, it says 'Show 10 entries'. A table follows with the following columns: Reg. No., Authorisation Name, Authorisation Type, Authorisation Issue Date, Status, County, and Actions. The first row of data has Reg. No. 'QS1653', Authorisation Name 'EPA Test', Authorisation Type 'EI', Status 'Registered', and County 'Wexford'. The 'Actions' column for this row contains a link 'View/Edit Registration' which is circled in red.

Reg. No.	Authorisation Name	Authorisation Type	Authorisation Issue Date	Status	County	Actions
QS1653	EPA Test	EI		Registered	Wexford	View/Edit Registration

5. Navigate through the sections of the Registration Form to the data field(s) to be updated and update them. (**Note:** the **'Waste Facility Status'** options are in **Section 3. Extractive Industry Details**).



The image shows the 'Extractive Industry Registration Form' with four main sections: 1. Organisation, 2. Site, 3. Extractive Industry Details, and 4. Submission.

6. After you have updated the Registration Form, navigate to 'Section 4. Submission', read the declaration, place a tick in the '**I confirm**' box, and then click on '**Submit Registration**'.

#### 4.1 Submission Details

Prior to submitting your completed registration, please tick the box below to confirm the following:

- I declare that all the information and particulars given in this registration form and all associated attachments are truthful, accurate and complete to the best of my knowledge and belief.
- I give consent to the Environmental Protection Agency (EPA) and Local Authorities to copy this registration form for their own use and to make it available for inspection by relevant staff. This consent relates to the registration form itself, and all associated information that may subsequently be submitted to the EPA in relation to the Extractive Industry being registered.

Access to personal data provided in relation to the registration is to be strictly controlled. The Environmental Protection Agency (EPA) are the primary data controllers under the Waste Management (Management of Waste from the Extractive Industries) Regulations S.I. No. 566 of 2009 as amended. The website privacy policy for this registration is at <http://www.epa.ie>. By submitting this registration, you are accepting the terms of this Website Privacy Policy.

The basis for the collection of the data is the requirement for Local Authorities to register the Extractive Industries in accordance with the provisions of the Waste Management (Management of Waste from the Extractive Industries) Regulations S.I. No. 566 of 2009 as amended.

Please note that the Waste Management (Management of Waste from the Extractive Industries) Regulations S.I. No. 566 of 2009 as amended indicates that the EPA shall collate and publish a summary of the data held within the register. It is not intended that any personal data (i.e. information which personally identifies you) which you submit as part of your application will be published. The EPA may contact the Local Authorities or the owners of the Extractive Industry using the personal data provided.

For further details please refer to the website privacy policy for this registration at <http://www.epa.ie>.

confirm

< Previous

✓ Check Form Completion

Save

→ Submit Registration

7. When you have successfully re-submitted the Registration Form, a confirmation message will be displayed on screen and the person updating the entry will receive a confirmation e-mail.
8. Within 24 hours the updated data will be included in the Extractive Industries Register on the EPA website.

## D. How to report an Extractive Industry Event

### (Under Regulation 11(3) or 12(6) of the Extractive Waste Regulations)

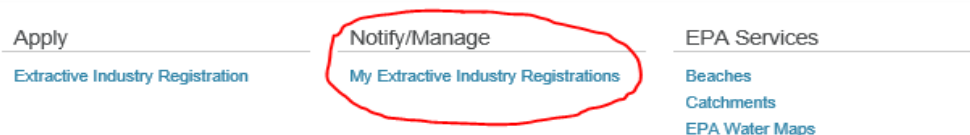
Each Local Authority is required to report, without undue delay, **any event or development likely to affect the stability of the waste facility, and any significant adverse effects revealed by the relevant control and monitoring procedures as reported by an operator**. These events are reported under Reg. 11(3) of the Extractive Waste Regulations for active sites, or Reg. 12(6) for closed sites.

A template to notify the EPA of a reportable event under Regulation 11(3) or 12(6) of the Extractive Waste Regulations 2009 is [available on the EPA website](#).

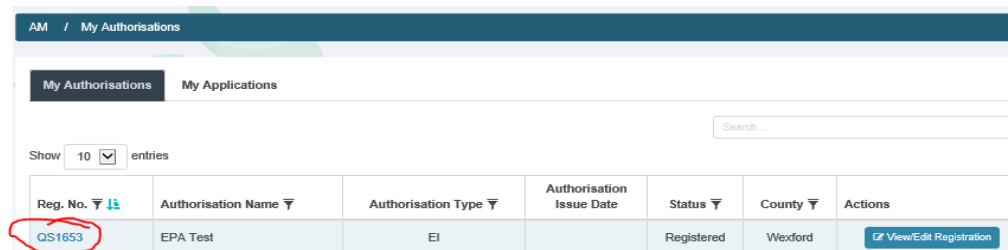
A video of [how to report an Extractive Industry Event is available on the EPA YouTube channel](#).

To report an event the Local Authority should complete the following steps:

1. Log into EDEN, using your e-mail address and password.
2. Click on **'My Extractive Industry Registrations'** (see screenshot below).



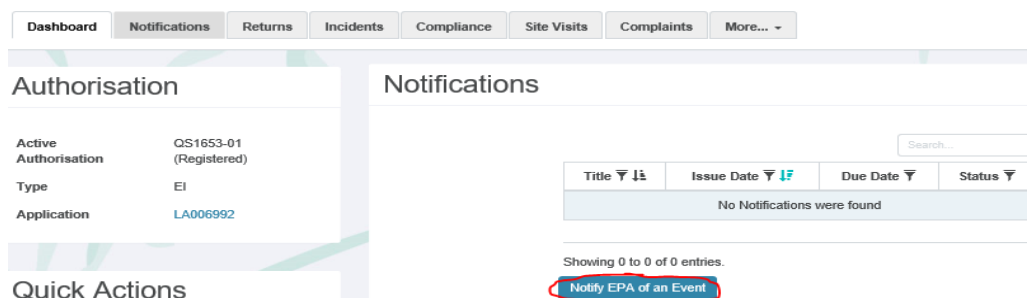
3. Locate the Registered facility entry on the list, by searching for the **'Register Number'** or the **'Operator Name'** in the search box, or scrolling through the list.
4. Click on the **'Reg. No.'** link for the relevant register entry.



Reg. No.	Authorisation Name	Authorisation Type	Authorisation Issue Date	Status	County	Actions
QS1653	EPA Test	EI		Registered	Wexford	<a href="#">View/Edit Registration</a>

**Note:** You need to have both *'Licence'* access and *'Extractive Industry'* module access to be able to *'Notify the EPA of an Event'* at a registered facility within your functional area. Therefore when you click on the **'Reg. No.'** in EDEN if you are not brought to *Licence Notification* page – complete the steps set out in this linked EDEN guidance on [how to request access to a licence](#). (First log into EDEN to open this guidance).

5. In the *'Notifications'* section, click on **'Notify EPA of an Event'**.



6. Read the 'Notify EPA on Event' text, and if you have not already done so, download the ['Notification Form' template available on the EPA website at the highlighted link.](#)

## Notify EPA of an Event

Where you have been notified by an operator of an extractive industry event under Regulation 11(3) or 12(6), then you are required to notify the EPA of this event here.

Regulation 11(3): (open sites) "events likely to affect the stability of the waste facility and any significant adverse environmental effects revealed by the control and monitoring procedures of the waste facility".

Regulation 12(6): (closed sites) "events or developments likely to affect the stability of the waste facility, and any significant adverse environmental effects revealed by the control and monitoring procedures of the waste facility".

Reporting extractive industry events is a requirement under Article 18(2) of EU Directive 2006/21/EC on the Management of Waste from the Extractive Industries.

### Exemptions

Inert waste and unpolluted soil from mines and quarries plus the waste from the extraction, treatment and storage of peat are exempt from Regulations 11(3), Regulations 12 and from the reporting requirements referred to in Articles 11(3) and 12(6) of Directive 2006/21/EC.

### How to Report

The information required to be reported is listed in Annex II 2009/358/EC and is set out in the [Notification Form](#).

Please download and complete the [Notification Form](#). Then upload it as a PDF document using the 'Upload file' button below. You can find more details on how to complete the Notification Form in the [Extractive Industries Registration Guidance](#).

7. Fill in the Notification Form, making sure to complete ALL sections. Save the completed form in 'PDF' format and then click on the 'Upload file' button and select the saved version.

### Documents

There are no documents available for this action

Upload file

→ Submit

**Note:** You can then use the '**Download**' button to open and view the uploaded file or the '**Remove**' button to remove the document and replace it with another version.

### Documents

Name	Actions
Reg 11(3) Event Notification.pdf	<a href="#">Download</a> <a href="#">Remove</a>

8. Click on [→ Submit](#) to submit the event notification to the EPA.

The notification information will be used by the EPA to complete statutory reporting to the European Commission under the Extractive Waste Regulations and Extractive Waste Directive.