



By-Product Notification Form Guidance

Version 1 – January 2022

ENVIRONMENTAL PROTECTION AGENCY

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Amendments to this Guidance			
Version No.	Date	Amendment since previous version	Reason
V.1	January 2022	N/A	New guidance document

Background

Introduction

In order for a material to be considered as a by-product the material must be notified to the Agency for determination¹. Notifications of by-products *must be* submitted using the online notification form. Access to the online notification form is available via the Environmental Data Exchange Network (**EDEN**) online portal.

Purpose

This guidance document has been created to assist notifiers² to submit a by-product notification to the Agency via the EDEN online portal. It includes information on how to gain access to the online notification form and a section-by-section guide on the completion of the notification form.

This document is intended to be used as a reference tool to assist you to prepare and provide an appropriate response to each question of the notification form. Page four of this document includes a list of the sections of the notification form and this list is hyperlinked to the relevant sections of the guidance. General guidance in relation to by-products is available in the Agency's '[Draft By-Product Guidance](#)' document. Guidance in relation to soil & stone by-products is available in the Agency's '[Guidance on Soil and Stone By-products](#)' document.

¹ In accordance with Regulation 27 (2)(a) of the European Union (Waste Directive) 2011-2022 .

² The natural or legal person who holds a substance or object which they believe to be a by-product, or an agent on their behalf.

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General Information

Access to EDEN & help for users

Your by-product notification and all supporting information should be submitted to the EPA using the online by-product notification form, hereafter called the 'notification form', which is accessible via the EDEN Portal. If you are a first-time notifier, please register for EDEN and request access to the '**By-Product Module**'. Information on how to register for EDEN and gain access to modules is provided in *Step 3* of the [Guidance on how to register for EDEN](#). When you have been granted access to EDEN and the By-Product Module by the EPA, you will be able to create and submit a by-product notification.

Further information on EDEN is available in the '[Frequently Asked Questions](#)' and in the EDEN Portal 'Help' section .

If you are a private individual making a notification (i.e. the notification is not being made by or on behalf of an organisation), when registering for EDEN, input 'Private Individual' as the 'Organisation Name'.

If you have queries or issues in relation to EDEN, please submit these to eden@epa.ie.

If you have queries in relation to the by-product notification form, please submit these to byproduct@epa.ie.

The EPA will issue all correspondence to notifiers via EDEN. Guidance on how to access and respond to an EPA Correspondence issued via EDEN is available in the 'Consultation & Correspondence' section below .

Public access - By-product register

Information supplied in a notification, including the notification form, supporting documentation and attachments, along with any other future non-confidential information and correspondence in relation to that notification will be published on the EPA website via the [by-product register](#). The by-product register contains a link to each notification where notification documents can be viewed, and where submissions can be made by local authorities, third parties and members of the public.

Public access via the by-product register provides for appropriate consultation in relation to notifications. All documents are available on the by-product register after 11am the following day, after submission to, or issue by, the Agency.

Note -All information notified will be viewable by the public via the by-product register.

Submissions

Relevant local authorities, as notified, receive an automatic alert when a new notification is submitted to the Agency. The local authorities may decide to undertake site visits to the source and/or use locations to verify information provided within the notification and inspect the notified material. The local authority may make a submission to the Agency on the findings of any site visit undertaken. The local authority may also make a submission in relation to the notification with regard to the notification details, supporting information provided, planning status, submissions made, etc.

Third parties and members of the public may also make submissions in relation to a specific notification.

The [by-product register](#) contains a link to each notification where submissions can be made by local authorities, third parties and members of the public.

A minimum period of 3 weeks is allowed for after the last receipt of correspondence/ information/ valid submissions (containing new or relevant information) prior to a determination being made. Once a notification has been assessed and a recommended determination has been prepared for consideration in the internal approval process, submissions are no longer accepted, and the submissions functionality will become unavailable.

RSS feeds are available via the notification link in the by-product register. Anyone can follow/sign up for a RSS feed on a notification. See guidance on RSS feeds in the 'Tracking Your Notification' section below. The RSS feed sends a notification to the 'follower' each time new documentation, including submissions, are uploaded to the by-product register in relation to the specific notification.

Confidential information

Should you consider information to be confidential, this information should be submitted in a separate enclosure to byproduct@epa.ie bearing the legend "Confidential Information". In the event that the information is considered by the notifier to be of a confidential nature, then the nature of this information, and the reasons why it is considered confidential (with reference to the "Access to Information on the Environment" Regulations) should be stated in the submission and the notification form, where relevant. In the event that the Agency decides to withhold information from the public, the nature of the information withheld and the reason why it is considered confidential will be available for public inspection.

Note, it is preferable that confidential information is not submitted, unless it is deemed critical to the assessment of the notification.

Attachment format and file size

All files attached to the notification form should be submitted in searchable PDF format and be no larger than 50MB each in size.

Notification form templates

The online notification form is supported by a number of template documents that may need to be completed and uploaded into the online notification form. These templates are available to download from within the form at the appropriate sections or from the [Agency website](#). The following templates are included:

- *Material Producer Declaration* -To be completed where the notifier is not the material producer³ – this document gives the consent of the material producer to the notifier to make a notification on their behalf.
- *End User Declaration* -To be completed where the notifier is not the end user⁴ – this document gives the declaration of the end user that they require and intend to use the notified material at the use location.⁵
- *Declaration of Soil and Stone Suitability - Civil* – Required to be completed for soil and stone notifications only.
- *Declaration of Soil and Stone Suitability - Environmental* – Required to be completed for soil and stone notifications only.

If the Agency templates are not used, the Agency may issue a consultation letter seeking further information. This may consequently result in a delay in reaching a determination.

Other information

The notification form is designed in such a way as to set out questions in a structured manner and not necessarily in the order presented in Regulation. Your attention is drawn to Regulation 27(2)(b) in this regard.

The requirements of the Regulations shall take precedence over any considerations mentioned in this notification form or on the website.

Note - In order to avoid enforcement action in the event of a waste determination, it is advised not to move/use the notified material until the Agency has made a determination.

³ The material producer is the person with overall responsibility for the source location and/or production process, the overall employer at the source location. This may be the source location owner, or their contractor, or an operator of the development at the leased source location.

⁴ The end user is the person with overall responsibility or ownership for the activity at the use location. This may be the use location owner or their contractor or an operator of the development at the leased use location.

⁵ Where the notification relates to use of the notified material at indefinite/ multiple locations, providing end user declarations may not be possible as the end user may not be known.

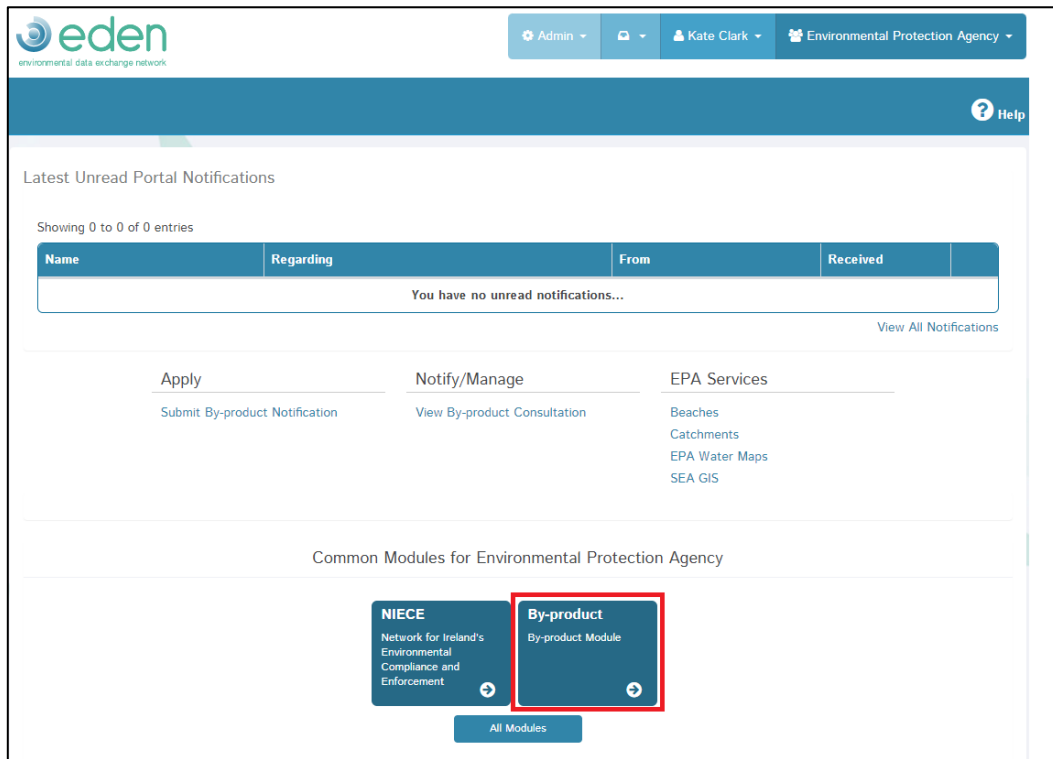
Data protection

Access to personal data provided in relation to the notification is to be strictly controlled. The EPA are the primary data controllers under the European Union (Waste Directive) Regulations 2011-2020. The website privacy policy for this notification is available on the EPA's website at <https://www.epa.ie/footer/privacypolicy/>. By visiting this website, you are accepting the terms of this Website Privacy Policy. Any external links to other websites are clearly identifiable as such and we are not responsible for the content or the privacy policies of these other websites. The basis for the collection of the data is the requirement for a notifier, who holds a substance or object which he or she believes is to be considered as a by-product, to notify the Agency and seek a determination on the matter from the Agency.

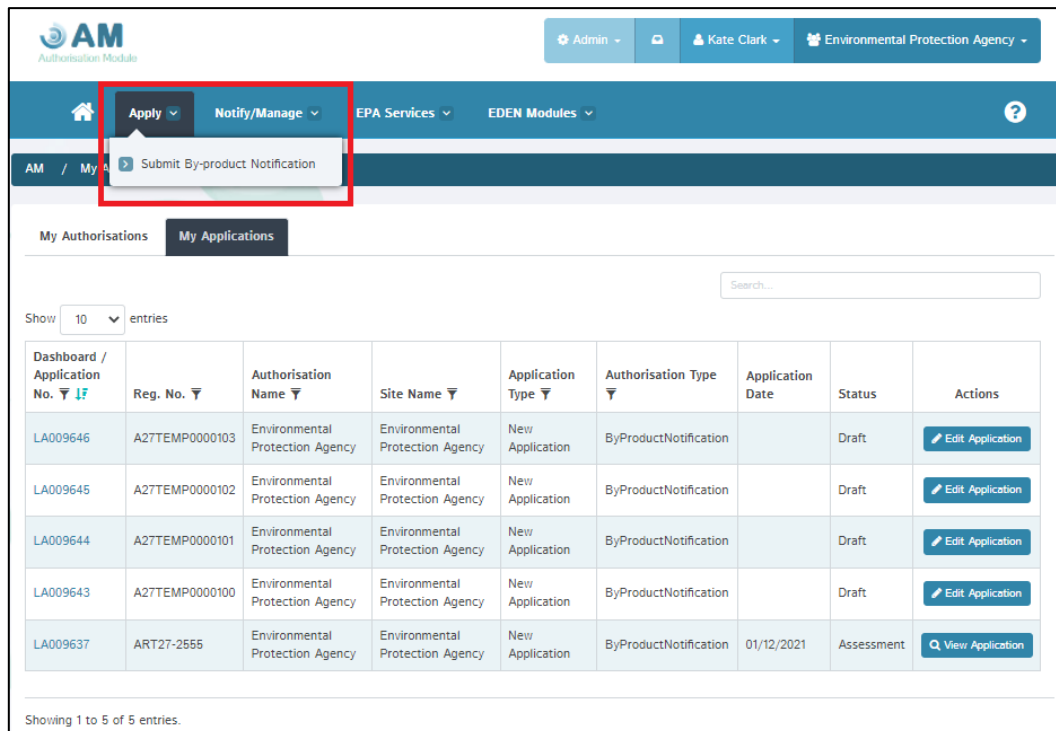
Please note that the European Union (Waste Directive) Regulations 2011-2020 indicates that the EPA shall establish and maintain a register of by-products to record substances or objects notified to it as by-products. It is intended to publish the notifier name, source location address and use location address, as notified, on the EPA website. This information may include personal data. Under the Regulations, the EPA may review, amend or seek clarification on data submitted by the notifier and the local authority. Therefore, the EPA may contact the notifier and local authority or their agents using the personal data provided.

How to Create a New By-product Notification

Navigate to the By-Product Module.

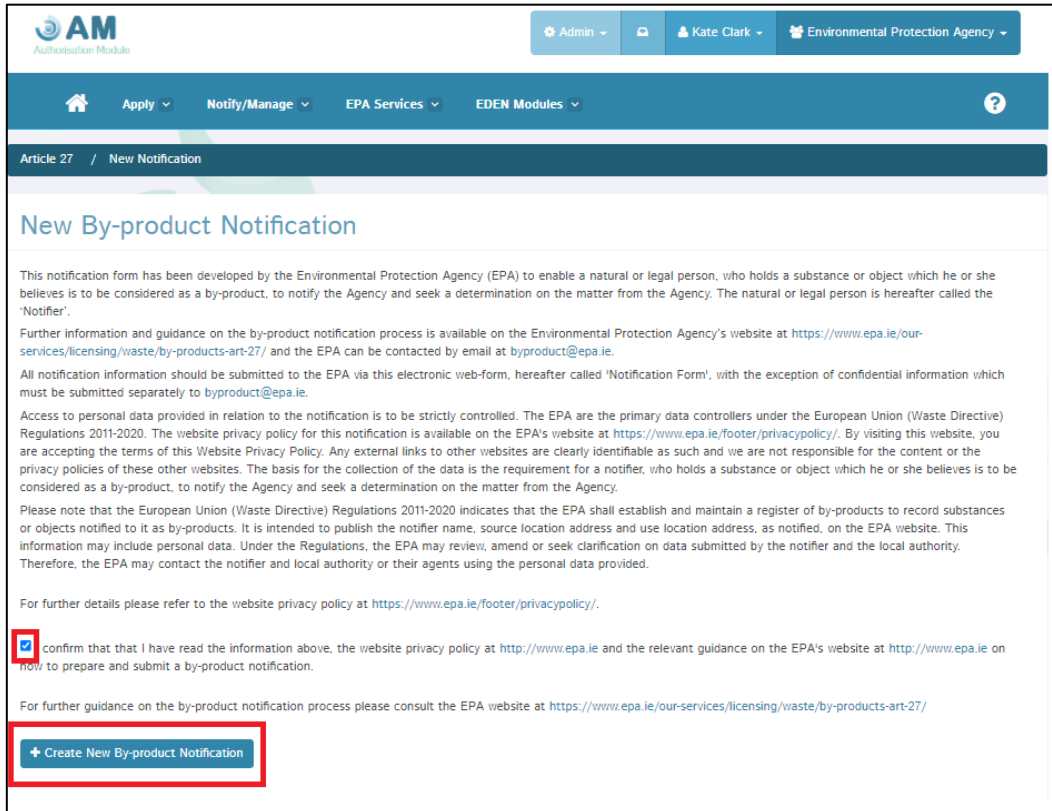


Select 'Apply' on the toolbar and 'Submit By-Product Notification' from dropdown list.



Review the displayed information and tick box to confirm you have read the information displayed, the website privacy policy at <http://www.epa.ie> and the relevant guidance on the EPA's website at <http://www.epa.ie> on how to prepare and submit a by-product notification.

Select 'Create New By-product Notification Button'.



AM
Authorisation Module

Admin | Kate Clark | Environmental Protection Agency

Apply | Notify/Manage | EPA Services | EDEN Modules

Article 27 / New Notification

New By-product Notification

This notification form has been developed by the Environmental Protection Agency (EPA) to enable a natural or legal person, who holds a substance or object which he or she believes is to be considered as a by-product, to notify the Agency and seek a determination on the matter from the Agency. The natural or legal person is hereafter called the 'Notifier'.

Further information and guidance on the by-product notification process is available on the Environmental Protection Agency's website at <https://www.epa.ie/our-services/licensing/waste/by-products-art-27/> and the EPA can be contacted by email at byproduct@epa.ie.

All notification information should be submitted to the EPA via this electronic web-form, hereafter called 'Notification Form', with the exception of confidential information which must be submitted separately to byproduct@epa.ie.

Access to personal data provided in relation to the notification is to be strictly controlled. The EPA are the primary data controllers under the European Union (Waste Directive) Regulations 2011-2020. The website privacy policy for this notification is available on the EPA's website at <https://www.epa.ie/footer/privacypolicy/>. By visiting this website, you are accepting the terms of this Website Privacy Policy. Any external links to other websites are clearly identifiable as such and we are not responsible for the content or the privacy policies of these other websites. The basis for the collection of the data is the requirement for a notifier, who holds a substance or object which he or she believes is to be considered as a by-product, to notify the Agency and seek a determination on the matter from the Agency.

Please note that the European Union (Waste Directive) Regulations 2011-2020 indicates that the EPA shall establish and maintain a register of by-products to record substances or objects notified to it as by-products. It is intended to publish the notifier name, source location address and use location address, as notified, on the EPA website. This information may include personal data. Under the Regulations, the EPA may review, amend or seek clarification on data submitted by the notifier and the local authority. Therefore, the EPA may contact the notifier and local authority or their agents using the personal data provided.

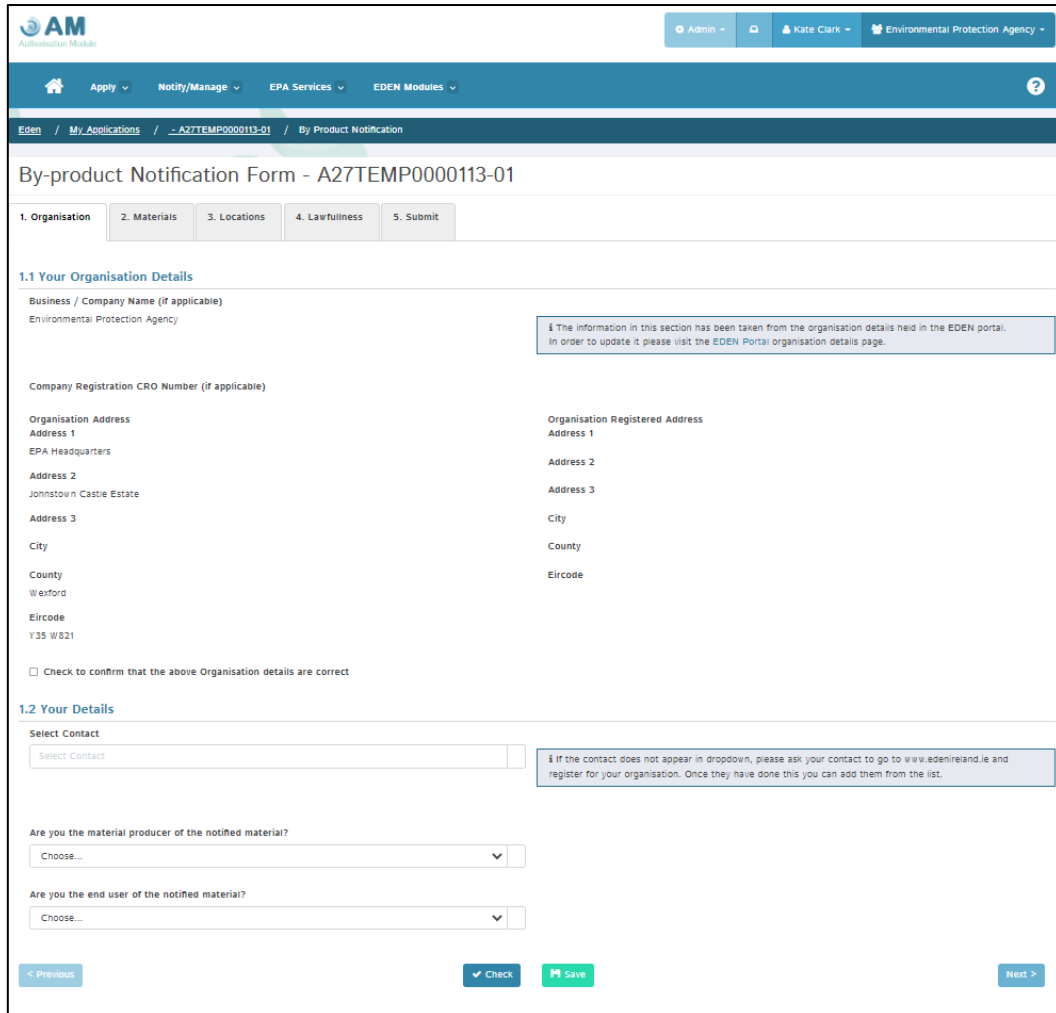
For further details please refer to the website privacy policy at <https://www.epa.ie/footer/privacypolicy/>.

confirm that that I have read the information above, the website privacy policy at <http://www.epa.ie> and the relevant guidance on the EPA's website at <http://www.epa.ie> on how to prepare and submit a by-product notification.

For further guidance on the by-product notification process please consult the EPA website at <https://www.epa.ie/our-services/licensing/waste/by-products-art-27/>

[+ Create New By-product Notification](#)

This will create and open a draft notification with a temporary notification number e.g. ART27TEMP0000113-01. Note once submitted, a by-product reference number will be assigned to the notification.



AM
Automotive Mobile

Admin - Kate Clark - Environmental Protection Agency -

Apply - Notify/Manage - EPA Services - EDEN Modules -

Eden / My Applications / --A27TEMP0000113-01 / By Product Notification

By-product Notification Form - A27TEMP0000113-01

1. Organisation 2. Materials 3. Locations 4. Lawfulness 5. Submit

1.1 Your Organisation Details

Business / Company Name (if applicable)
Environmental Protection Agency

Company Registration CRO Number (if applicable)

Organisation Address
Address 1
EPA Headquarters
Address 2
Johnstown Castle Estate
Address 3
City
County
Westford
Eircode
Y35 W821

Organisation Registered Address
Address 1
Address 2
Address 3
City
County
Eircode

Check to confirm that the above Organisation details are correct

1.2 Your Details

Select Contact
Select Contact

Are you the material producer of the notified material?
Choose...

Are you the end user of the notified material?
Choose...

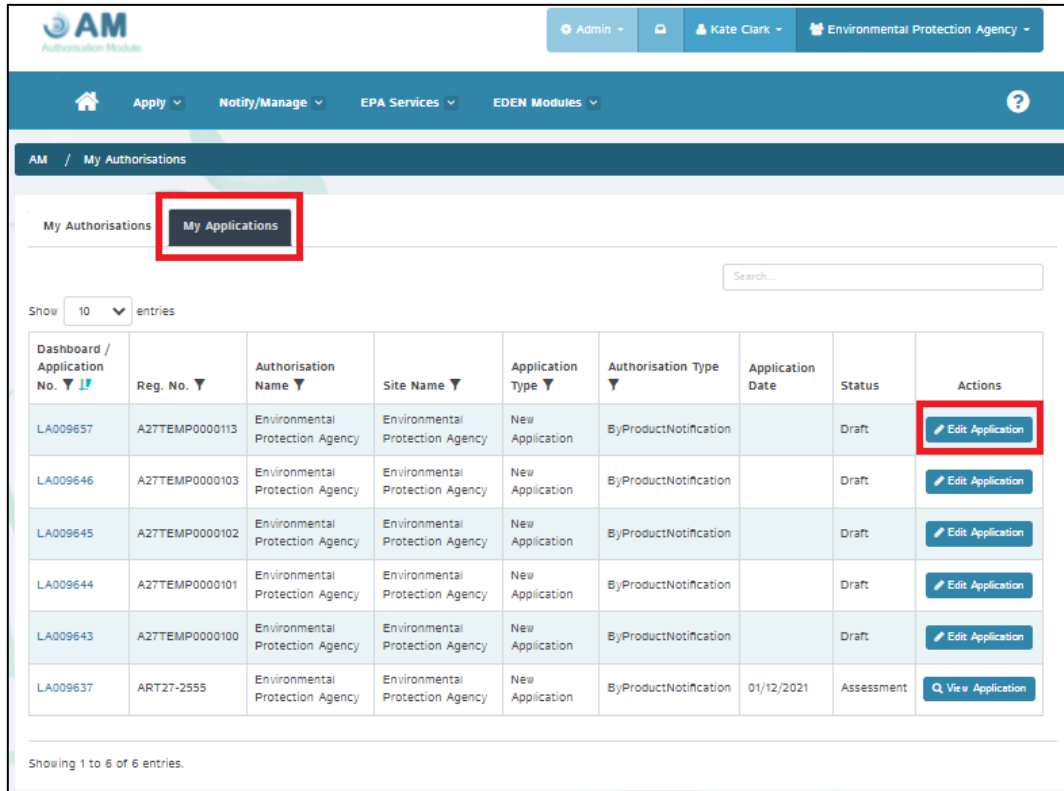
< Previous Check Save Next >

! The information in this section has been taken from the organisation details held in the EDEN portal. In order to update it please visit the EDEN Portal organisation details page.

! If the contact does not appear in dropdown, please ask your contact to go to www.edenireland.ie and register for your organisation. Once they have done this you can add them from the list.

Saving/ Editing a Draft By-product Notification

The notification form, once created, has a 'save' button for you to save your entries as you move through the notification form. You may save a draft notification at any stage and return to edit the draft at a later date. To open a saved 'draft notification' navigate to 'my applications' under the EDEN 'By-product Module' once created in EDEN. Once a notification is submitted to the Agency, changes cannot be made to the notification form. See section below on 'Unsolicited Additional Information/ Amending Information Already Submitted'.



The screenshot shows the AM (Automation Module) interface. At the top, there is a navigation bar with 'Admin', 'Kate Clark', and 'Environmental Protection Agency'. Below this is a secondary navigation bar with 'Apply', 'Notify/Manage', 'EPA Services', and 'EDEN Modules'. The main content area is titled 'AM / My Authorisations' and contains a sub-section 'My Applications' which is highlighted with a red box. Below this is a search bar and a 'Show 10 entries' dropdown. A table lists several applications, with the first row (LA009657) having an 'Edit Application' button highlighted with a red box. The table has the following columns: Dashboard / Application No., Reg. No., Authorisation Name, Site Name, Application Type, Authorisation Type, Application Date, Status, and Actions.

Dashboard / Application No.	Reg. No.	Authorisation Name	Site Name	Application Type	Authorisation Type	Application Date	Status	Actions
LA009657	A27TEMP0000113	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009646	A27TEMP0000103	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009645	A27TEMP0000102	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009644	A27TEMP0000101	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009643	A27TEMP0000100	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009637	ART27-2555	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification	01/12/2021	Assessment	View Application

Showing 1 to 6 of 6 entries.

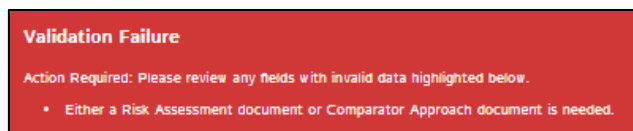
Completing the Notification Form

The notification form is divided into five sections for ease of completion. Guidance on how to complete each section and sub-section is provided below.

The notification form contains in-built validation, whereby if a mandatory field is not completed, it will *not allow* the notification to be submitted. Each section has a 'Check' button which allows you to check if the section has been fully completed. A 'Validation Successful' note will appear after the 'Check' if all required fields of the section have been completed.



If mandatory fields have not been completed a 'Validation Failure' note will appear after the 'Check' indicating fields which are incomplete. If mandatory information has been omitted, the field will also highlight in red font with a note prompting you to 'complete the mandatory field'.



You will be able to move between the sections of the notification form without completing the fields in the previous section; however, all mandatory fields are required to be completed prior to submitting the notification.

You should save each section of the notification form after editing. Prompts to save changes are given when moving between sections of the notification form.

1. Organisation

1.1 Your Organisation Details

Review the auto-populated organisation details, as registered to your organisation within EDEN.

Tick to confirm that the organisation details are correct.

1.1 Your Organisation Details

Business / Company Name (if applicable)
Environmental Protection Agency

Company Registration CRO Number (if applicable)

Organisation Address
Address 1
EPA Headquarters
Address 2
Johnstown Castle Estate
Address 3
City
County
Wexford
Eircode
Y35 W821

Organisation Registered Address
Address 1
Address 2
Address 3
City
County
Eircode

Check to confirm that the above Organisation details are correct [✎](#)

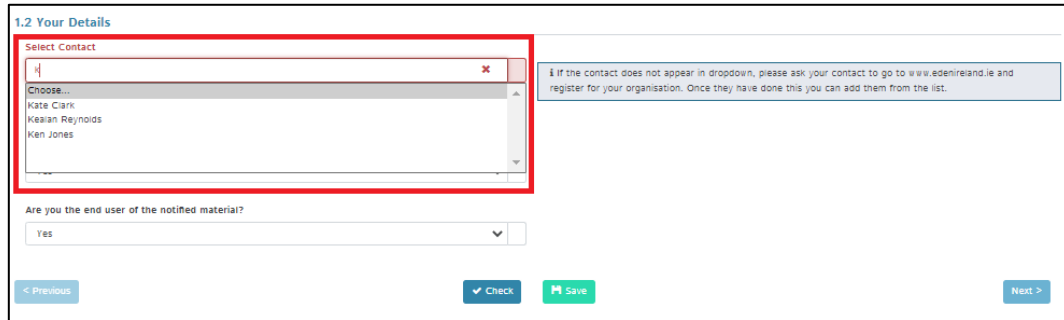
ⓘ The information in this section has been taken from the organisation details held in the EDEN portal. In order to update it please visit the EDEN Portal organisation details page.

Useful Tips

If you are a private individual making a notification (i.e. the notification is not being made by or on behalf of an organisation), when registering for EDEN, input 'Private Individual' for the Business/ Organisation Name'.

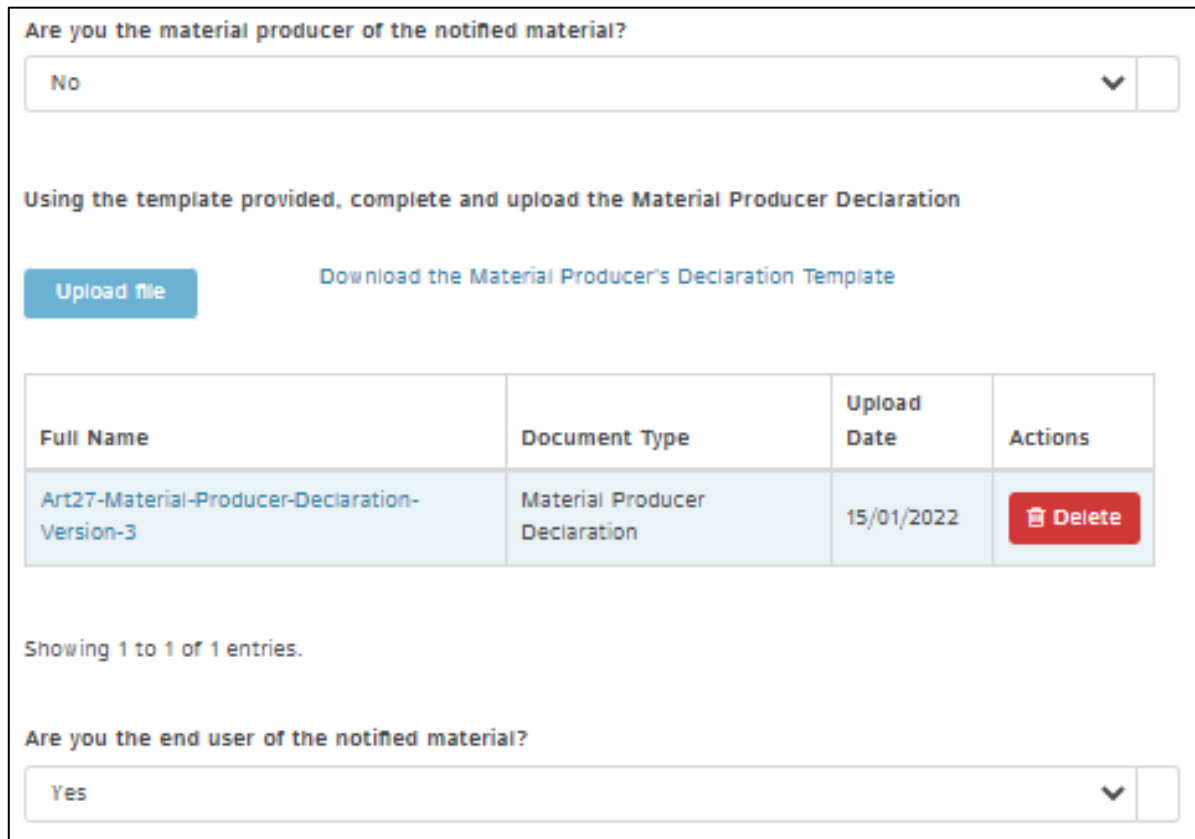
1.2 Your details

From the drop-down list under 'Select Contact', select your name. As you will have already registered for the 'By-product Module' under your organisation, your name will appear within the drop-down list. Once you select your name, your contact details will auto-populate. Please review these details to ensure these are correct. (If incorrect, amend your details under 'My account' located in the toolbar.)



Under the fields ‘Are you the material producer of the notified material?’ and ‘Are you the end user of the notified material?’ select ‘Yes’ or ‘No’ from the drop-down list.

If you select ‘No’ you will be prompted to upload a ‘Material Producer’s Declaration’ or ‘End User Declaration’, as appropriate. These templates are available to download from within the form or from the [Agency's website](#). Download the template, fully complete, and upload a pdf version of the completed declaration using the ‘Upload file’ button.



Are you the material producer of the notified material?

No

Using the template provided, complete and upload the Material Producer Declaration

Upload file Download the Material Producer's Declaration Template

Full Name	Document Type	Upload Date	Actions
Art27-Material-Producer-Declaration-Version-3	Material Producer Declaration	15/01/2022	Delete

Showing 1 to 1 of 1 entries.

Are you the end user of the notified material?

Yes

Useful tips

Material Producer Declaration -Only to be completed where the notifier is not the material producer – this document gives the consent of the material producer to the notifier to make a notification on their behalf. The material producer is the person with overall responsibility for the source location/ production process, such as the overall employer at the source

location. This may be the source location owner, or their contractor, or an operator of the development at the leased source location.

End User Declaration - To be completed where the notifier is not the end user – this document gives the declaration of the end user that they require and intend to use the notified material as notified at the use location. The end user is the person with overall responsibility or ownership for the activity at the use location. This may be the use location owner, or their contractor, or an operator of the development at the leased use location.

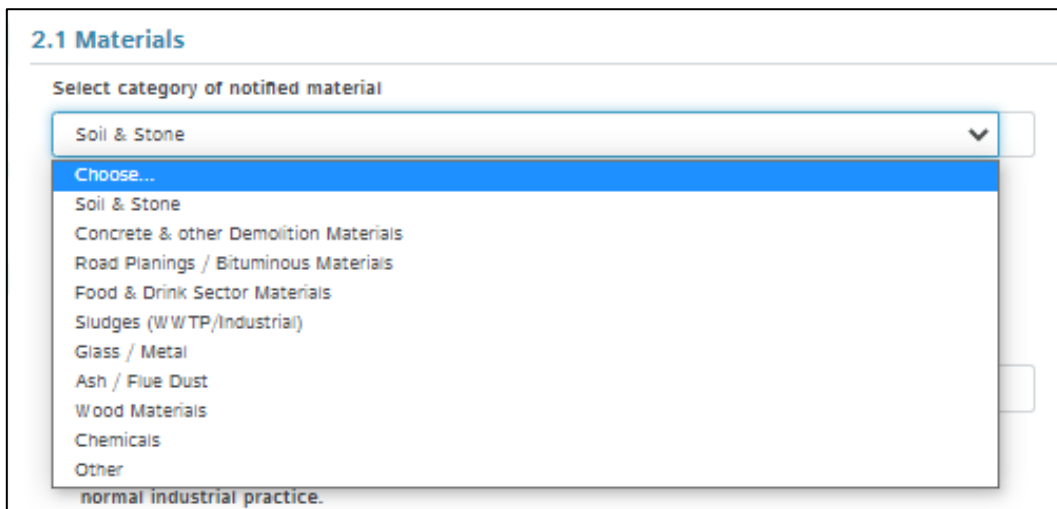
Signatures - Typed signatures may be used when signing these declarations.

Indefinite/ multiple use locations -Where the notification relates to use of the notified material at indefinite/ multiple locations, providing end user declarations may not be possible as the end user may not be known. In this instance upload a pdf document detailing this.

2. Materials

2.1 Materials

Select the category of your notified material from the drop-down list.



2.1 Materials

Select category of notified material

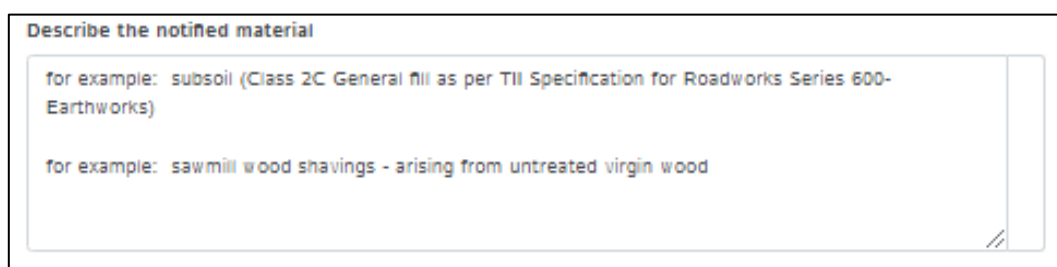
Soil & Stone

Choose...

- Soil & Stone
- Concrete & other Demolition Materials
- Road Planings / Bituminous Materials
- Food & Drink Sector Materials
- Sludges (WWTP/Industrial)
- Glass / Metal
- Ash / Flue Dust
- Wood Materials
- Chemicals
- Other

normal industrial practice.

Describe the notified material, providing any relevant details and attributes of the material. This is a free text box.



Describe the notified material

for example: subsoil (Class 2C General fill as per TII Specification for Roadworks Series 600- Earthworks)

for example: sawmill wood shavings - arising from untreated virgin wood

Enter the quantity of material that is the subject of the notification. Quantity should be entered in m³.



A screenshot of a web form input field. The label above the field is "Quantity of material (m3)". The field itself is a long horizontal box with a small spinner control on the right side. The value "10,000.00" is displayed in the field.

Useful tips

Indefinite production processes - Where the notification relates to an indefinite volume of material arising from a continuing production process, the quantity does not need to be specified. Under your description of the notified material specify that material will be produced as part of a continuing production process and provide an indication of volumes anticipated to be produced per annum.

Conversion factors: if your typical quantification units for your material is not in cubic meters (m³), please use an appropriate conversion factor and provide details of this within the technical requirements report (Section 4.2).

Note that notified material categories - 'soil & stone', 'concrete & other demolition materials' and 'road planings/ bituminous material' are considered to arise from definitive production processes. As such the 'quantity of material' is mandatory for these materials.

For soil & stone notifications only, you will be required to confirm whether the soil and stone arises from a greenfield or brownfield source location? Select 'yes' or 'no' as appropriate from the drop-down list.



A screenshot of a web form drop-down menu. The label above the menu is "Is the soil and stone greenfield or brownfield?". The menu is open, showing four options: "Greenfield", "Choose...", "Greenfield", and "Brownfield". The second "Greenfield" option is highlighted in blue. There is a small blue pencil icon to the right of the menu.

If you select 'brownfield' you will need to upload test results, an interpretation of these results, and a plan indicating the soil sampling locations. Use the 'Upload' button to enclose these documents. These documents may be encompassed within a single 'site investigation report' (or similar) or individually. You will also be prompted to describe the activities that were previously undertaken at the brownfield site. This is a free text box.

Is the soil and stone greenfield or brownfield?

Describe the activities that were previously undertaken at the brownfield source site

For the brownfield material, upload test results, an interpretation of these results, and a map of the sampling locations

Full Name	Document Type	Upload Date	Actions
Site Investigation Report	Brownfield Details	19/01/2022	<input type="button" value="Delete"/>

Useful tips

Greenfield – is a source location with no previous development.

Brownfield - is a source location with any previous development, this may include any previous use of the site which may have resulted in contamination of the soil. This includes road, buildings, previous earthworks, industrial activity, etc.

Previous Use - While greenfield material may be notified from a greenfield section of a previously developed site, sufficient evidence must be provided to demonstrate that the previous use or surrounding development/ activity did not give rise to contamination of the notified material. This is particularly relevant in the case of industrial and commercial source locations.

It is recommended that you satisfy yourself of the previous use of the source location by reviewing current and historic aerial imagery. Free applications such as [Google Maps](#) and [GeoHive Map Viewer](#) may provide as useful sources. Other mapping tools are available.

It is recommended to clearly indicate on a site plan the area from which the notified soil and stone is to be excavated at the source location. This should be uploaded under Section 3.1 (Location) of the notification form.

Soil testing – Soil testing is not required for notification of greenfield soil and stone.

In the case of non-greenfield sources, you will need to provide relevant evidence to demonstrate that the notified material is uncontaminated and equivalent to virgin soil **or** that it is geochemically appropriate for deposit at the use location for the specified use.

This may be achieved by:

- Demonstrating that the soil analytical results are below *Summary of Maximum Concentrations and/or Trigger Levels in Soil & Stone for Soil Recovery Facilities* specified in *Table 3.3* of the [Guidance on waste acceptance criteria at authorised soil recovery facilities](#) . Online mapping of geochemical domains as set out in that guidance is available [here](#);
- Providing an environmental and human health risk assessment which demonstrates no overall adverse impacts; or
- by another appropriate and scientifically robust method.

As per the Agency's '[Guidance on Soil and Stone By-products](#)' "The use of inert landfill waste acceptance criteria is *not acceptable* as demonstration of uncontaminated status of soil and stone material notified as by-product".

You should provide a clear interpretation of soil analytical results against the assessment criteria, including a summary of analytical data. Your assessment criteria should be relevant to the specific use location. You should also include a soil sampling location plan along with a copy of laboratory analytical data.

2.2 Processes

Describe the production process that generated the notified material. This is a free text box.

Describe the production process that generated the notified material

for example: Excavation works to enable residential development

for example: industrial sawmill - cutting, sanding & planing wood to size to create furniture

Describe the specific use of the notified material. This is a free text box.

Describe the specific use of the notified material

for example: Used as fill material to raise ground levels as part of commercial development.

for example: used as horse bedding at stud

Tick to confirm that the notified material can be used directly without any further processing other than normal industrial practice. This is a requirement of being a by-product (Regulation 21(1)(b) requires that *the substance or object can be used directly without any further processing other than normal industrial practice*).

I confirm that the notified material can be used directly without any further processing other than normal industrial practice.

Useful tips

Production Process Description - Provide a description of the activity and the reason for the production process/development e.g. 'site excavation as part of a housing development'. Note that a description such as 'site excavation' does not provide sufficient detail regarding the overall production process.

Specific Use Description - Provide a description of the activity and the reason for the specific use e.g. 'use as fill to raise ground levels to proposed site formation levels to enable a

commercial development'. Note that a description such as 'fill' does not provide sufficient detail regarding the specific use.

Further processing - If the notified material is to be processed further in any way, include details of this under your technical requirements report (Section 4.2). In your description of the further processing include a synopsis of how this processing is considered normal industrial practice. Refer to '[Draft By-Product Guidances](#)' for further details of what constitutes compliance with Regulation 21(1)(b).

Tick to confirm that the production of the notified material is not the primary aim of the production process. This is a requirement of being a by-product (Regulation 21(1)(c) requires that *the substance or object is produced as an integral part of a production process*).

<input checked="" type="checkbox"/>	I confirm that the production of the notified material is not the primary aim of the production process.
-------------------------------------	--

Useful tips

Refer to '[Draft By-Product Guidances](#)' for further details of what constitutes compliance with Regulation 21(1)(c).

3. Locations

3.1 Source Location

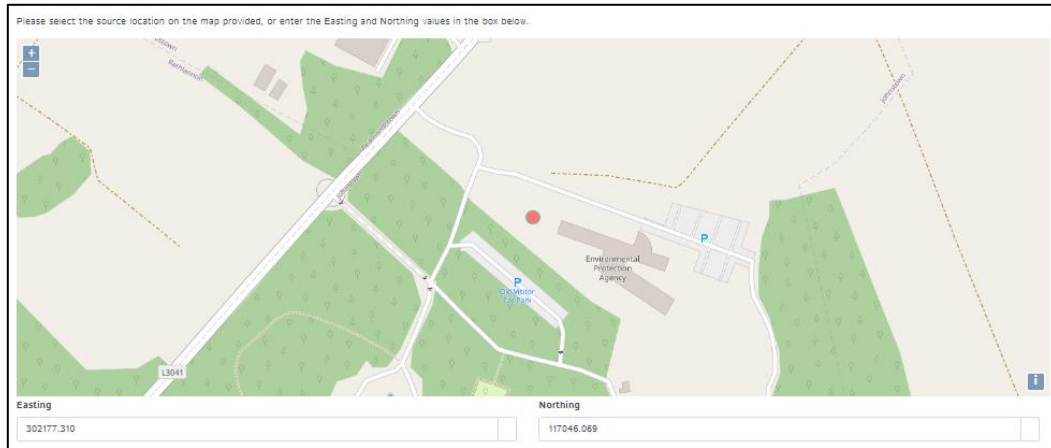
Enter details of the source location including address, Eircode and county. Enter the Local Authority with remit over the source location. If your source location does not have an Eircode (for example if it is an agricultural field) then the Eircode field may be left blank.

3.1 Source Location	
Source Name and Address	Eircode
<input type="text" value="EPA, Johnstown Castle, Estate, Wexford, Y35 W82"/>	<input type="text" value="Y35W821"/>
	County
	<input type="text" value="Wexford"/>
	Local Authority at source location
	<input type="text" value="Wexford County Council"/>

Useful tips

You may find your Eircode [here](#).

Use the map to find the easting and northing coordinates for your source location. Zoom in on the map to your source location and click on the centre of the site. A red dot marker will appear on the map. The Easting and Northing fields will then auto-populate.



Upload a source location map (pdf version) using the ‘Upload file’ button. The map of the source location should include the site boundary, and an outline of the specific area where the notified material is to be taken from.

Upload a map of the source location which includes the site boundary, and an outline of the specific area where the notified material was taken from

[Upload file](#)

Full Name	Document Type	Upload Date	Actions
Source Site map	Source Location Map	15/01/2022	Delete

3.2 Use Location

Repeat steps as set out in Section 3.1 above for the use location.

The map of the use location should include the site and planning boundary (where applicable), and an outline of the specific area where the notified material will be used.

Useful tips

Indefinite/ multiple use locations - Where the notification relates to use of the notified material at indefinite/ multiple locations, use location details are non-mandatory and may be left blank or you may enter ‘multiple use locations’ or ‘indefinite use’ in the address.

‘Soil & stone’, ‘concrete & other demolition materials’ and ‘road planings/ bituminous material’ – these notified material categories are considered to arise from definitive production processes and as such will have definite use. Due to the non-homogeneous

nature of these materials and variable factors which may affect quality and composition, there is a requirement to have planning permission/ exemption or another appropriate authorisation for use at a specific use location. As such the use location details are mandatory for these materials.

Use Location – The legal premise of by-products under Regulations 27 is applicable in the European Union only. Notifications may only be made in relation to material intended for use within the European Union. The Agency does not have remit to determine whether the further use of a by-product is lawful in relation to Regulation 27(1)(d) when used outside the European Union.

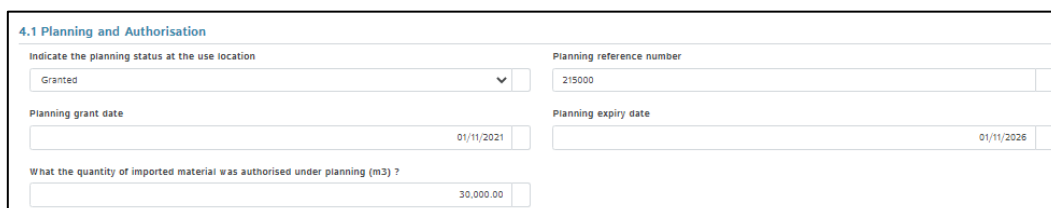
4. Lawfulness

4.1 Planning and Authorisation

Select from the drop-down list (granted, exempted or not applicable) to indicate the planning status for the use location. This should relate to the planning permission/planning exemption under which the notified material is intended for use.

Enter the associated planning reference number. Where the planning status is 'not applicable' type 'not applicable' into the planning reference number field.

If the planning permission or planning exemption authorises a specific volume of material to be imported enter what the quantity is in cubic meters (m³). If not specified within planning or if 'not applicable', leave field blank.



The screenshot shows a form titled "4.1 Planning and Authorisation". It contains the following fields:

- "Indicate the planning status at the use location": A dropdown menu with "Granted" selected.
- "Planning reference number": A text input field containing "215000".
- "Planning grant date": A date input field containing "01/11/2021".
- "Planning expiry date": A date input field containing "01/11/2026".
- "What the quantity of imported material was authorised under planning (m3) ?": A text input field containing "30,000.00".

Upload supporting information to demonstrate that the planning consent or planning exemption for the use location provides for the specific use of material notified and for the quantity notified.

Useful tips

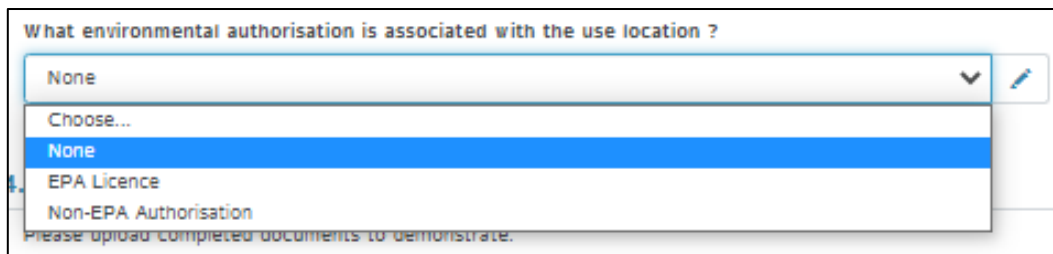
Quantity Authorised - The planning consent, exemption or supporting planning documents such as environmental impact reports, construction management plans, site plans/ section, site assessment reports etc. or the planners report may specify volumes authorised/ anticipated to be imported. You should specify which sections of the planning documentation indicates the authorised quantity.

‘Soil & stone’, ‘concrete & other demolition materials’ and ‘road planings/ bituminous material’ – these notified material categories are considered to arise from definitive production processes and as such will have definite use. Due to the non-homogeneous nature of these materials, the fact that these materials will be typically be in direct contact with the environment, and variable other factors which may affect quality and composition, there is a requirement to have planning permission/ exemption or another appropriate authorisation for use at a specific use location. The planning permission or a planning exemption must provide for the specified use of the notified material. ‘Not applicable’ may not be selected as planning status for these materials. The planning reference number field is mandatory for these materials.

Planning Exemption – Where the use is stated in the notification to be exempt from planning a **Section 5 Declaration** from the planning authority **must be held** and a copy submitted with the supporting information.

Supporting information to demonstrate that planning consent - This should include a written synopsis and include supporting documents which clearly indicate authorisation for use/ requirement for the notified material at the use location under that planning permission/ exemption. Supporting documents may include extracts from the planning consent, planning exemption, planners report, site plans/sections etc.

Using the drop-down list indicate whether the notified material is to be used at a use location with an environmental authorisation.



If you select an EPA licence or Non-EPA Authorisation you will be prompted to provide detail of these.

Useful tips

Describe Authorisation - You should include the authorisation reference number and describe what the authorisation relates to/authorises.

Example 1: If your notification relates to the use of road planings at a Recycled Asphalt Pavement (RAP) plant, you should provide details of the Air Pollution Act (APA)⁶ Licence.

Example 2: If your notification relates to the use of soil and stone for capping a landfill, you should provide details of the EPA Licence.

⁶ Air Pollution Act, 1987, available at: <http://www.irishstatutebook.ie/eli/1987/act/6/enacted/en/html>

4.2 Technical Requirements and Impact

You will need to upload documents to demonstrate that:

- i the substance or object fulfils all relevant product, environmental and health protection requirements for the specific use.
- ii the substance or object will not lead to overall adverse environmental or human health impacts.

4.2.1 'Soil & Stone'

If the material category is 'soil & stone', then both an 'Environmental Declaration of Soil and Stone Suitability' and 'Civil Declaration of Soil and Stone Suitability' must be submitted to demonstrate compliance with item (i) as detailed in Section 4.2 above. These templates are available to download from within the notification form at the appropriate sections or from the [Agency's website](#).

Item (ii) above is demonstrated for 'soil and stone' under Section 2.1- of the notification form. See guidance on Section 2.1 [here](#).

If you have selected 'soil & stone' as the material category, requirements in Section 4.2.2 below will not display in the notification form.

Environmental Declaration of Soil and Stone Suitability

[Download the Environmental Declaration Template](#)

Full Name	Document Type	Upload Date	Actions
Art27-Environmental-Declaration-of-Soil-and-Stone	Environmental Declaration	16/01/2022	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries.

Civil Declaration of Soil and Stone Suitability

[Download the Civil Declaration Template](#)

Full Name	Document Type	Upload Date	Actions
Art27-Civil-Declaration-of-Soil-and-Stone-	Civil Declaration	16/01/2022	<input type="button" value="Delete"/>

Useful tips

Declarations of Suitability – Both the Environmental and Civil declarations of suitability should be completed and signed by appropriately qualified persons.

4.2.2 Non-‘Soil & Stone’ Material Categories

For every other material category (non- ‘soil & stone’), a ‘Technical Requirements’ document must be submitted must be submitted to demonstrate compliance with item (i) as detailed in Section 4.2 above. **Either** a ‘Comparator Approach’ document **or** a ‘Risk Assessment’ document must be submitted to demonstrate compliance with item (ii) as detailed in Section 4.2 above.

If you have selected any material category, other than ‘soil & stone’, the requirements in Section 4.2.1 above will not display in the notification form.

Technical Requirements Document

[Upload file](#)

Full Name	Document Type	Upload Date	Actions
Technical Requirements Report	Technical Requirements	16/01/2022	Delete

Showing 1 to 1 of 1 entries.

Comparator Approach Document

[Upload file](#)

Full Name	Document Type	Upload Date	Actions
No documents were found			

Showing 0 to 0 of 0 entries.

Risk Assessment Document

[Upload file](#)

Full Name	Document Type	Upload Date	Actions
Risk Assessment	Risk Assessment	16/01/2022	Delete

Showing 1 to 1 of 1 entries.

[< Previous](#)

Click here to perform validation on this tab of the notification form

[Check](#) [Save](#)

Useful tips

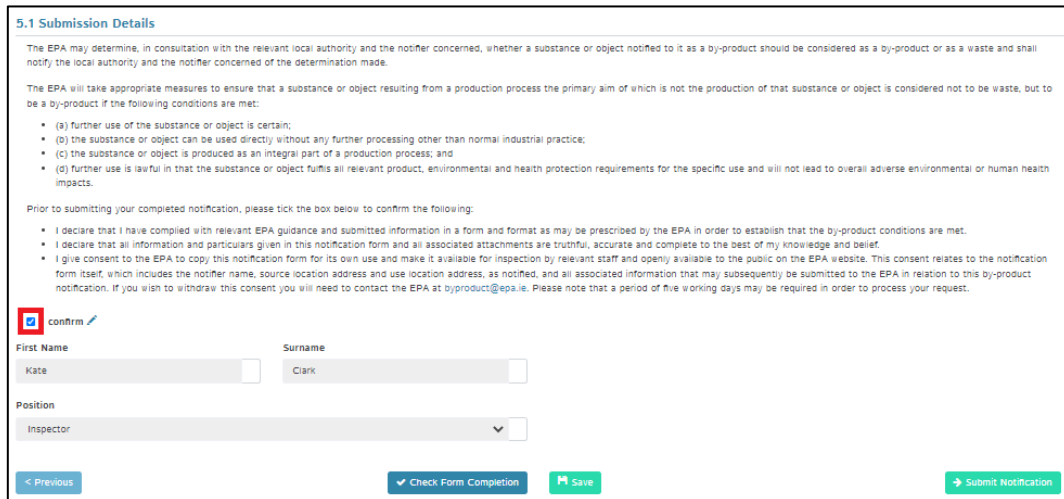
Technical Requirements, Comparator Report, Risk Assessment – For information and guidance in relation to these assessments, refer to the [‘Draft By-Product Guidance’](#)

5. Submit

5.1 Submission Details

Review the displayed information and tick 'I confirm' to verify that you have read the information displayed, and to declare that:

- you have complied with the relevant EPA guidance;
- the notification form and attachments are truthful, accurate and complete to the best of your knowledge and belief; and
- you consent to the notification form and all supporting documents submitted as part of the notification, and all subsequent associated documents submitted to the Agency to be published online to the [by-product register](#).



5.1 Submission Details

The EPA may determine, in consultation with the relevant local authority and the notifier concerned, whether a substance or object notified to it as a by-product should be considered as a by-product or as a waste and shall notify the local authority and the notifier concerned of the determination made.

The EPA will take appropriate measures to ensure that a substance or object resulting from a production process the primary aim of which is not the production of that substance or object is considered not to be waste, but to be a by-product if the following conditions are met:

- (a) further use of the substance or object is certain;
- (b) the substance or object can be used directly without any further processing other than normal industrial practice;
- (c) the substance or object is produced as an integral part of a production process; and
- (d) further use is lawful in that the substance or object fulfils all relevant product, environmental and health protection requirements for the specific use and will not lead to overall adverse environmental or human health impacts.

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

- I declare that I have complied with relevant EPA guidance and submitted information in a form and format as may be prescribed by the EPA in order to establish that the by-product conditions are met.
- I declare that all information and particulars given in this notification form and all associated attachments are truthful, accurate and complete to the best of my knowledge and belief.
- I give consent to the EPA to copy this notification form for its own use and make it available for inspection by relevant staff and openly available to the public on the EPA website. This consent relates to the notification form itself, which includes the notifier name, source location address and use location address, as notified, and all associated information that may subsequently be submitted to the EPA in relation to this by-product notification. If you wish to withdraw this consent you will need to contact the EPA at byproduct@epa.ie. Please note that a period of five working days may be required in order to process your request.

confirm

First Name: Kate Surname: Clark

Position: Inspector

< Previous Check Form Completion Save Submit Notification

Select the 'Check for Completion' button, ensuring the 'I confirm' is ticked first.

If all mandatory fields are complete a 'Check for Completion- Success' note will appear.

Check Form Completion - Success

All the information provided meets the minimum validation requirements so you can proceed with the submission of the notification form.

If all mandatory fields are not complete a 'Check for Completion- Failure' note will appear. Complete the incomplete sections as indicated in the failure note and repeat the steps above.

Check Form Completion - Failure

Action Required: There are data validation issues that will prevent you from submitting this form. Please correct these issues, which are highlighted in red, prior to submission.

- Not Applicable is not a valid status for 'Soil & Stone', 'Road Planings / Bituminous Materials' or 'Concrete & other Demolition Materials' by-products notifications as planning permission must have been granted or have been exempted. In Tab 4. Lawfulness.

Select the 'Submit Notification' button to submit your notification.

5.1 Submission Details


The EPA may determine, in consultation with the relevant local authority and the notifier concerned, whether a substance or object notified to it as a by-product should be considered as a by-product or as a waste and shall notify the local authority and the notifier concerned of the determination made.

The EPA will take appropriate measures to ensure that a substance or object resulting from a production process the primary aim of which is not the production of that substance or object is considered not to be waste, but to be a by-product if the following conditions are met:

- (a) further use of the substance or object is certain;
- (b) the substance or object can be used directly without any further processing other than normal industrial practice;
- (c) the substance or object is produced as an integral part of a production process; and
- (d) further use is lawful in that the substance or object fulfils all relevant product, environmental and health protection requirements for the specific use and will not lead to overall adverse environmental or human health impacts.

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

- I declare that I have complied with relevant EPA guidance and submitted information in a form and format as may be prescribed by the EPA in order to establish that the by-product conditions are met.
- I declare that all information and particulars given in this notification form and all associated attachments are truthful, accurate and complete to the best of my knowledge and belief.
- I give consent to the EPA to copy this notification form for its own use and make it available for inspection by relevant staff and openly available to the public on the EPA website. This consent relates to the notification form itself, which includes the notifier name, source location address and use location address, as notified, and all associated information that may subsequently be submitted to the EPA in relation to this by-product notification. If you wish to withdraw this consent you will need to contact the EPA at byproduct@epa.ie. Please note that a period of five working days may be required in order to process your request.

I confirm 

First Name Surname

Position

[< Previous](#) [✔ Check Form Completion](#) [📄 Save](#) [➔ Submit Notification](#)

A 'Submission Successful' will appear providing your by-product notification reference number.

You will receive an email confirmation that your notification has been submitted. The email will include the by-product notification reference number and a pdf version of your notification form.

Submission Successful

Thank you for submitting this By-product Notification.

Your reference number is ART27-2563.

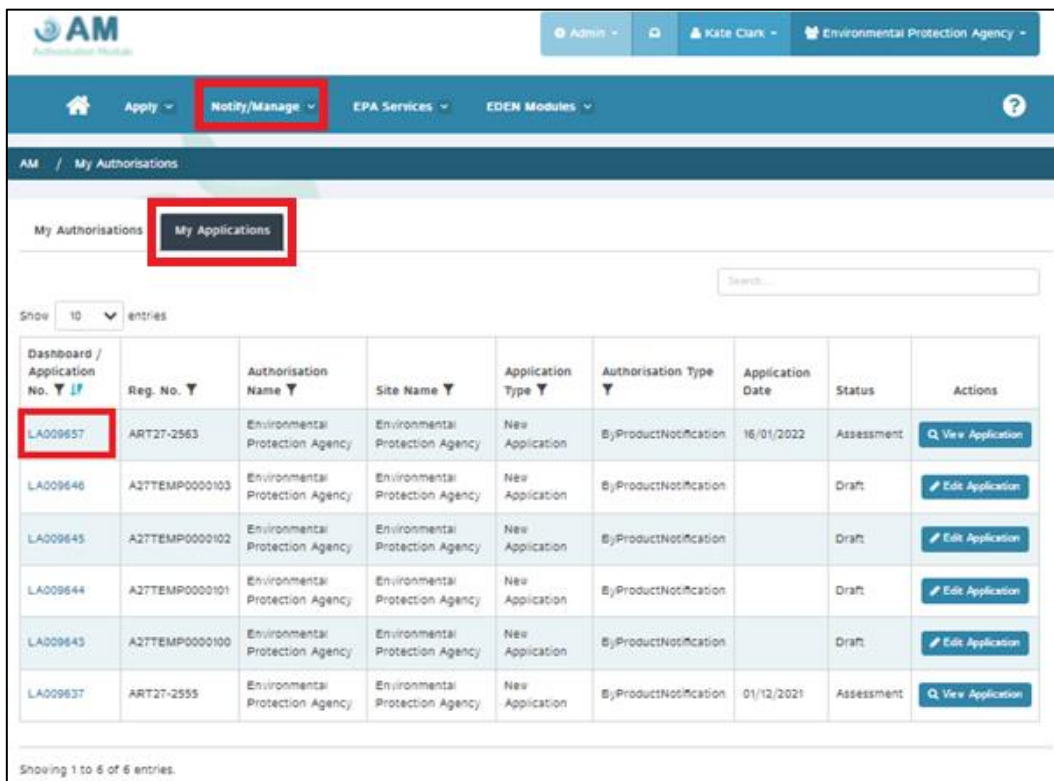
Please quote this number in all correspondence with the EPA in relation to this notification.

Further information and guidance on the by-product notification process is available on the Environmental Protection Agency's website at www.epa.ie and the EPA can be contacted by email at byproduct@epa.ie

Once submitted, the notification status in 'My Applications' section of EDEN will show as 'Assessment'.

Unsolicited Additional Information/ Amending Information Already Submitted

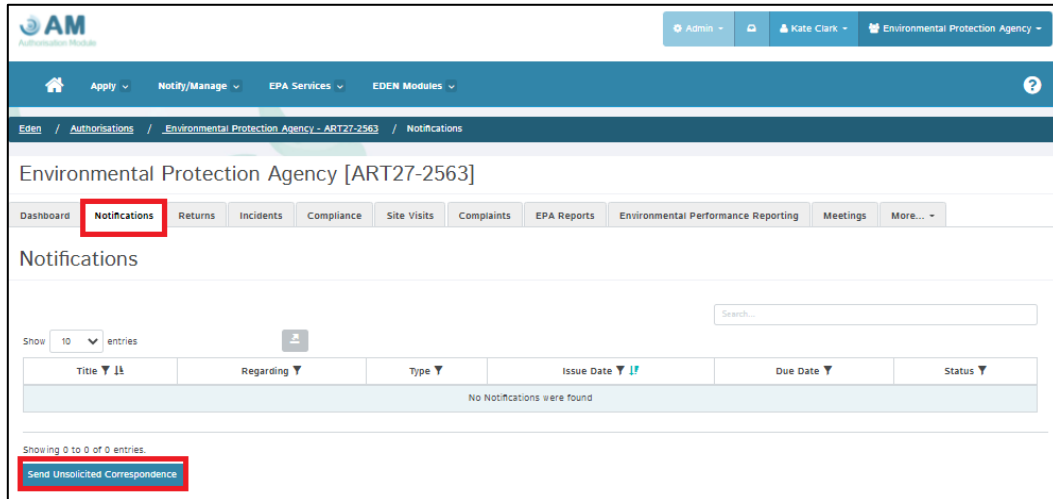
Should you wish to submit unsolicited additional information to the Agency, provide omitted information or to revise information previously provided in regard to a submitted notification you may do so via EDEN. Navigate to the 'My Applications' section of EDEN via the 'Notify/Manage' button under the 'View By-product Consultations' tab. You must click on the blue reference number under 'Dashboard Application No.' in the left column to open the notification dashboard. The 'view application' button currently does not have functionality'. Documents already submitted are available for view on the [by-product register](#).



Dashboard / Application No. ▼	Reg. No. ▼	Authorisation Name ▼	Site Name ▼	Application Type ▼	Authorisation Type ▼	Application Date	Status	Actions
LA009657	ART27-2563	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification	16/01/2022	Assessment	View Application
LA009646	A27TEMP0000103	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009645	A27TEMP0000102	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009644	A27TEMP0000101	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009643	A27TEMP0000100	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	Edit Application
LA009637	ART27-2555	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification	01/12/2021	Assessment	View Application

Navigate to the 'Notifications' tab and select 'Send Unsolicited Correspondence'.

Note the the 'Notifications' tab is currently the only tab with functionality.



Upload and submit a pdf document containing your unsolicited additional information.

This mechanism is only suitable for minor changes such as revising the quantity of material notified or submitting additional supporting information/ omitted information. Core details such as the source location, use location or notifier cannot be changed by submitting unsolicited information.

In the case where significant changes to a notification are sought, you should request to withdraw your notification and submit a new notification. Guidance on how to withdraw a notification is provided below.

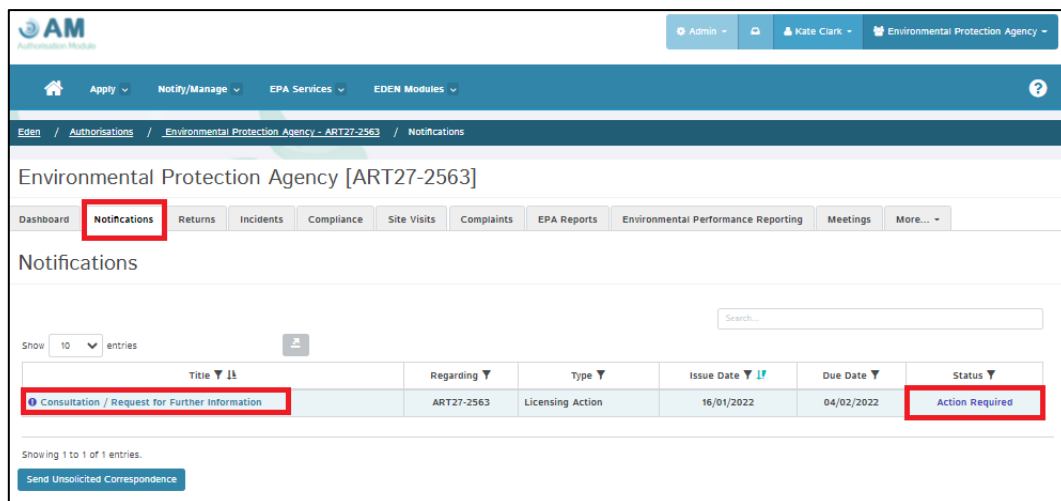
Consultation & Correspondence

The EPA will issue all correspondence to notifiers via the EDEN portal.

You will receive an email from EDEN any time correspondence from the Agency is issued to you. The email will contain a link to the correspondence file, where you will be directed to log into EDEN. A message will also display in the EDEN message icon on the toolbar.

You may also access correspondence via 'My Applications' section of EDEN by clicking the 'Dashboard Application No.' Correspondence from Agency will display under the 'Notifications' tab. Correspondence requiring response will have a status of 'Action Required'. Click on the title of the correspondence (in left 'Title' column) to open the Agency's correspondence.

(Note the the 'Notifications' tab is currently the only tab with functionality.)



Download the EPA Attachment and review content. Prepare a response and upload a pdf document of the response using the 'Upload file' button. More than one attachment may be uploaded. Click on 'Submit' to respond to the Agency.

Consultation / Request for Further Information LACT00009070

Please review any attached documents and reply on or before the Due Date below.
All relevant information is detailed in the attachment with guidance from www.epa.ie.

Issue Date: 16 January 2022 Status: **Action Required**

Due Date: 04 February 2022 Replied On Date:

EPA Attachments

Letter to Notifier - Consultation - LACT00009070.docx	16/01/2022	Download
---	------------	--------------------------

Applicant Attachments

rñ response.pdf	Download	Remove
-----------------	--------------------------	------------------------

[Upload file](#)

[Submit](#) [Close](#)

A 'Thank you' note will pop up indicating your response has been submitted. This confirms that your response has been successfully submitted.

Note that the 'Upload file' and 'Submit' buttons will remain in the 'Thank you' pop up display. This is a system glitch. Do not re-upload the same document again as this will duplicate your submission.

Close the pop up.

Consultation / Request for Further Information
LACT00009070

Thank You.
Your response has been submitted to the Environmental Protection Agency.

Note
If you wish to retain confirmation of your submitted response, please take a screenshot of this page. The name of the submitted file will appear below when you refresh the notice.

Please review any attached documents and reply on or before the Due Date below.
All relevant information is detailed in the attachment with guidance from www.epa.ie.

Issue Date: 16 January 2022

Status: **Under Review**

Due Date: 04 February 2022

Replied On Date: 16 January 2022

EPA Attachments

Letter to Notifier - Consultation - LACT00009070.docx	16/01/2022	Download
---	------------	--------------------------

Applicant Attachments

No applicant attachments available for this licensing action.

[Upload file](#)

[Submit](#)

[Close](#)

A copy of your response will also be upload to the online [by-product register](#) for public view. The status of the consultation action will change to 'Under Review'.

AM
Authorisation Module
Admin - Kate Clark - Environmental Protection Agency

Apply - Notify/Manage - EPA Services - EDEN Modules
?

Eden / Authorisations / Environmental Protection Agency - ART27-2563 / Notifications

Environmental Protection Agency [ART27-2563]

Dashboard Notifications Returns Incidents Compliance Site Visits Complaints EPA Reports Environmental Performance Reporting Meetings More...

Notifications

Show 10 entries

Title	Regarding	Type	Issue Date	Due Date	Status
Consultation / Request for Further Information	ART27-2563	Licensing Action	16/01/2022	04/02/2022	Under Review

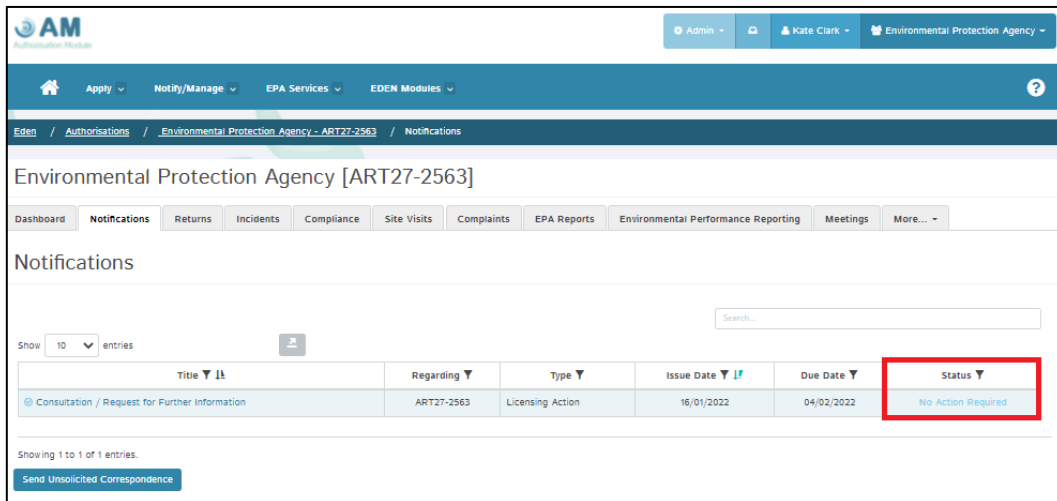
Showing 1 to 1 of 1 entries.

[Send Unsolicited Correspondence](#)

Once the Agency has reviewed your response, they will 'Close' the action or issue a further consultation letter. The status of the action will show as 'No Action required' if the Agency has closed the consultation.

The status of the correspondence/ consultation with the Agency will be available to view via EDEN through the 'Dashboard Application No.' under the 'Notifications' tab. The statuses that will be displayed include:

- Action required - the Agency has sent you correspondence in which you need to provide a response.
- Under review - correspondence/ response has been submitted to the Agency for assessment.
- No Action required -
 - The Agency has reviewed your correspondence and has no further queries in relation to the queries raised; or
 - The Agency has sent you correspondence in which you do not need to provide a response.



The screenshot shows the EDEN system interface. The top navigation bar includes 'Admin', 'Kate Clark', and 'Environmental Protection Agency'. The main navigation bar has 'Apply', 'Notify/Manage', 'EPA Services', and 'EDEN Modules'. The breadcrumb trail is 'Eden / Authorisations / Environmental Protection Agency - ART27-2563 / Notifications'. The page title is 'Environmental Protection Agency [ART27-2563]'. Below the title is a navigation menu with 'Dashboard', 'Notifications', 'Returns', 'Incidents', 'Compliance', 'Site Visits', 'Complaints', 'EPA Reports', 'Environmental Performance Reporting', 'Meetings', and 'More...'. The 'Notifications' section is active, showing a search bar and a table with columns: Title, Regarding, Type, Issue Date, Due Date, and Status. The 'Status' column for the first entry, 'Consultation / Request for Further Information', is highlighted in a red box and shows 'No Action Required'. Below the table, it says 'Showing 1 to 1 of 1 entries.' and there is a 'Send Unsolicited Correspondence' button.

Title	Regarding	Type	Issue Date	Due Date	Status
Consultation / Request for Further Information	ART27-2563	Licensing Action	16/01/2022	04/02/2022	No Action Required

Further consultation from the Agency will revert the status to 'Action Required'. You will then need to respond to the Agency under the same 'consultation/request for further information' link and repeat the steps above.

Note the Agency may issue a new 'consultation/request for further information' after a previous consultation/request for further information' is closed.

Correspondence such as the issue of a 'determination letter' will also be available through 'Notifications'. EDEN will issue you an email notice of any such correspondence.

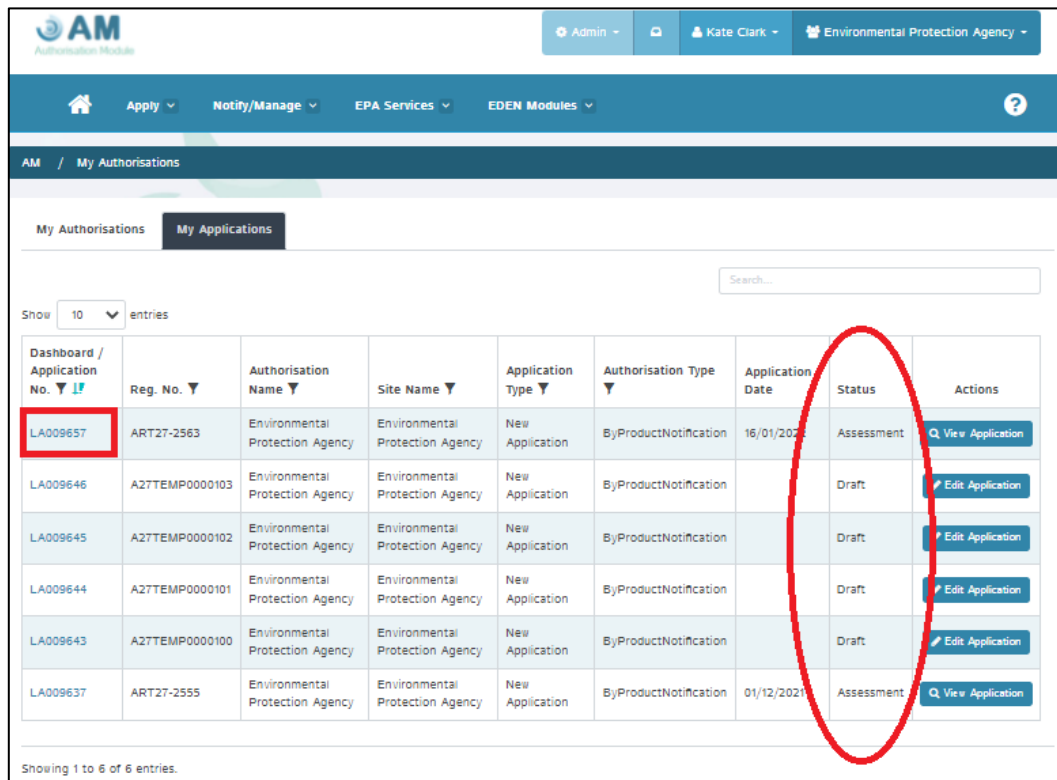
Tracking your Notification













EDEN

The status of your notification will be available to view via EDEN under 'My Applications'. The following statuses that will be displayed include:

- Draft (prior to submission);
- Assessment (following submission of notification & throughout the consultation period);
- Under review (Recommended Determination under preparation);
- Board Review (Recommended Determination is being considered by the Board or Director of the Agency); and
- FD due for Issue (following Director/ Board decision).

The notification will move to 'My Authorisations' and display a status of 'Closed' once a determination has issued. Note that both by-product determinations and waste determinations will also display under 'My Authorisations'. 'My Authorisations' is a generic term used in the system and must not be construed as a consent. i.e. in the event of a waste determination being issued, the display of that determination under 'My Authorisations' does not denote in any way, authorisation for the use of material that has been determined as waste.



Dashboard / Application No. 	Reg. No. 	Authorisation Name 	Site Name 	Application Type 	Authorisation Type 	Application Date	Status	Actions
LA009657	ART27-2563	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification	16/01/2022	Assessment	 View Application
LA009646	A27TEMP0000103	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	 Edit Application
LA009645	A27TEMP0000102	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	 Edit Application
LA009644	A27TEMP0000101	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	 Edit Application
LA009643	A27TEMP0000100	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification		Draft	 Edit Application
LA009637	ART27-2555	Environmental Protection Agency	Environmental Protection Agency	New Application	ByProductNotification	01/12/2021	Assessment	 View Application

Showing 1 to 6 of 6 entries.

Local Authority & Third Party Submissions - By-product Register

Relevant local authorities for the source location and use location may make a submission to the Agency on their findings of any site visit they undertaken in relation to your notification. The local authority may also make a submission in relation to the notification with regard to the notification details, supporting information provided, planning status, submissions made etc. Similarly, a third party may make a submission to the Agency in relation to your notification.

RSS feeds are available via the notification link in the [by-product register](#). The RSS feed sends a notification to the 'follower' each time new documentation is uploaded to the by-product register on that file. **It is recommended that you follow/sign up for a RSS feed in relation to your notification** so that you **receive alerts of any submissions** made in relation to your notification. You may make a submission on local authority and third party submissions by submitting 'Unsolicited Information' via EDEN. See guidance in relation to submitting 'Unsolicited Information' above.

Signing up to the RSS feed is the ONLY mechanism to be alerted of submissions related to your notification. You will NOT receive a notification from EDEN in relation to receipt of third party submissions.

To sign up to a RSS feed on your notification, go to the by-product register. Use the search tool to search for your notification. Click on the notification number.




By-product Notifications Register

Use the search facilities to find results by Notification Number, Notified Material, Status, and Source or Use Counties.

Search

ART27-2563


Filter by Status: Filter by Source County: Filter by Use County:

Notification Number 	Date Received 	Date Closed 	Notified Material	Notifier	Status	Local Authority at Source	Local Authority at Use	Open for Submissions
ART27-2563	16-01-2022		Soil & Stone	Environmental Protection Agency	Notified	Wexford County Council	Wexford County Council	Yes

Click on the orange icon for RSS feeds and follow the instructions provided. You will be asked to provide an email address in order to receive alerts.

By-product Notification

Notification Details

Notification Reference	 ART27-2563
Notifier	Environmental Protection Agency
Date Received	16-01-2022
Status	Notified
Local Authority at Source	Wexford County Council
Local Authority at Use	Wexford County Council

Documents

Filter by Created By:

All

Date	Created By	Document Name
No documents found.		

[Make a Submission](#)

You may unfollow/unsubscribe from an RSS fed at any time by following the instructions in your sign up email.

You may make a submission on a local authority or third party submission via EDEN by submitting 'Unsolicited Correspondence'.

A minimum period of 3 weeks is allowed for after the last receipt of correspondence/ information/ valid submissions (containing new or relevant information) prior to a determination being made.

Withdrawing a Notification

Requests for withdrawal should be made to the Agency via email to byproduct@epa.ie.

Note that a notification can only be withdrawn if no material has been used/ moved under the notification submitted. This should be stated in your withdrawal request email.

The local authorities with remit over the source location and use location will be notified of your withdrawal request and given opportunity to make a submission in relation to your request. Provided the local authority does not give any reason why the notification may not be withdrawn, the Agency shall then withdraw your notification.

If you decide to not to proceed with a notification which has not yet been determined by the Agency, please ensure to advise the Agency of this and request a withdrawal.