

AER Returns Excel Workbook & Website User Manual

Version 2.1 January 2015

Table of Contents

1.0 Downloading the Configured Excel Workbook or XSD Schema	2
1.1 Logging In	2
1.2 Downloading the Configured Excel Workbook	
1.3 Downloading the XSD Schema	
2.0 The Excel Workbook	9
2.1 Introduction	9
2.2 Facility ID & Activities Sheet	
2.3 Releases to Air Sheet	
2.4 Releases to Waters Sheet	
2.5 Offsite Transfers of Pollutants	
2.6 Releases to Land	
2.7 Treatment & Transfers of Waste	
2.8 Reference Sheets	
3.0 Creating & Submitting an AER Return	43
3.1 Logging In	
3.2 Uploading the completed XML return file	
3.3 Printing	

1.0 Downloading the Configured Excel Workbook or XSD Schema

1.1 Logging In

Navigate to the login page of the <u>AER/PRTR returns site.</u>

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	About AER / PRTR	Welcome to the AER / PRTR	Annual Environ	mental Report	ing Website	
	Guidance Documents	This website will assist you in making your	annual returns of anvir	onmental information	as required under	
		your EPA licence and / or under the PRTR Ra				
		be reported and provides tools to allow you Documents" box on the left hand navigation		efficiently. Click on the	"Guidance	
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Fig. 1.1 – Login page

Here you will need to enter the following details:

- Your User ID (As supplied to you by the EPA)Your password (As supplied to you by the EPA)

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Guidance Dotumente	This website still assist you in making your annual returns of environmental information as required under
	your EPA loence and / or under the PRTR Regulations. The site provides full guidance on the information to be reported and provides tools to allow you to do this easily and efficiently. Click on the "Duidance
	Decements' box on the left hand navigation bar.
	To enter the site, please provide your unique username and password.
	User ID: A0013
	Password: ••••••
	Please note that the captoha has now been removed from this login page.
	Your username and password do not change from year to year.
	Loge
ID EPA 2011 Cont	est up <u>Disclaimer</u> <u>Privacy Folice</u> <u>Change Disclay Preferences</u> <u>Accessible's Statement</u> <u>Statemy of Terms</u>
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Fig. 1.2 – Entering login details

- Click the Login button to proceed.After successfully logging in the welcome page will be displayed.



Fig. 1.3 – The welcome page

- Click the 1- AER/PRTR Emissions Data Page button.
- The download page will be displayed.



ig. 1.4 – The Emission Data Download / Opload Tage

• Press the AER/PRTR Emissions Data Download Page

1.2 Downloading the Configured Excel Workbook



Fig. 1.5 – The PRTR Workbook Download page

- Select required Reporting Year.
- Click the Download Excel Template button.
- Please wait while the Excel file is being configured. *
- You will then be presented with a Save As dialog box

* Please be patient during this time as the configuration process may take a few moments.



Fig. 1.5 – Saving the Excel file

- Click the Save button and save the file to your computer.
- You can now open the Excel file on your computer and begin filling in your return information (See section on Excel sheet for details)

1.3 Downloading the XSD Schema



Fig. 1.6 – Saving the XSD file

- Click the Download XSD Schema button.
- You will be presented with a Save As dialog box
- Click the Save button and save the file on your computer.

2.0 The Excel Workbook

2.1 Introduction

The AER Returns Excel workbook is divided into numerous worksheets. The first group of worksheets form the AER return once filled in by the licensee. The remaining worksheets provide reference material to assist in the filling out of the data.

Help can also be found within the Excel sheet by either clicking on the HELP button or by hovering your mouse over the red triangle in cells that include comments.

<u>Please note Facility contact details will no longer be auto-populated. The facility will have to enter these details into their workbook annually</u>

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	A	B	C D E F
	e o o		
	6	AER Returns Worksheet	
	7 Environmental Protection Agency 8		Reference Year
	9 REFERENCE YEAR	2006	for return being
	11 1. FACILITY IDENTIFICATION	John Smith Ltd.	made
Cell-specific	Facility Name	John Smith Facility	
help (red	PRTR Identification Number		
triangle)	16 17 Waste or IPPC Classes of Activity	class name	Facility details
(nangie)	18	The manufacture of vegetable and animation of task where the capacity for processing raw materials exceeds 40 tonnes per day.	
	19 20		
		North Main Street Bagnelstown	
	23 Address 3 24 City/Town/Village	Carlow	Waste or IPPC
	25 Postal Code		Classes of Activity
	26 County 27 Country	Ireland	details
	28 Coordinates of Location 29 River Basin District	0.000	
	30 NACE Code 31 Main Economic Activity	0111 Growing of cereals (except rice), leguminous crops and oil seeds	
	32 Production Volume 33 Number of Installations		Facility details
	34 Number of Operating Hours in Year	0	
	35 Number of Employees 36 User Feedback/Comments	0	(continued)
	37 Web Address 38		
	39 2. PRTR CLASS ACTIVITIES 40 Activity Number	Astivity Name	
	41 1a	Activity Name Mineral oil and gas refineries	PRTR Class
	42 3cii 43	Cement clinker or lime in other furnaces	Activities for
	44 3. SOLVENTS DIRECTIVE 45 Is it applicable?	No	facility
	46 Have you been granted an exemption ? 47 Comment		
	48		
	49 50 PRINT THIS SHEET		
	51		Solvents Directive
	53 HELP 54	Print, Help and	details
	55	Upload buttons	
	57 RETURN & UPLOAD	г	
	H + H Facility ID & Activities Re	eases to Air 🖌 Releases to Watere 🖌 Officito Terreform of Bull to the terreform of Bull to the	Workbook tabs for return
			sections and reference
	Fig. 2.1 – The A	ER workbook	(see details below)
		-	
		-	

2.2 Facility ID & Activities Sheet

Main Economic Activity	Interioring or poundy		
AER Returns Contact Name			
AER Returns Contact Email Address	6	Fill out this section for	
AER Returns Contact Position	1	Contact & Facility Details	
AER Returns Contact Telephone Number	r		
AER Returns Contact Mobile Phone Number	r		
AER Returns Contact Fax Number	r		
Production Volume		0.0	
Production Volume Units	5		
Number of Installations	5	0	
Number of Operating Hours in Yea	7	0	
Number of Employees		0	
User Feedback/Comments	5		
Web Address			
web Address	5		
2. PRTR CLASS ACTIVITIES			
	A stiller Norma		
Activity number	Activity nume	• - f (1)	
7(a)(i)	Installations for the intensive rearing	or pourtry or pigs (1)	
2 COLVENTS DECULATIONS (S.L.No. 542 of	2002)		1
3. SOLVENTS REGULATIONS (S.I. No. 543 of Is it applicable)		Fill out this section for	
Have you been granted an exemption 3		Solvents Directive	
If applicable which activity class applies (as pe			1
Schedule 2 of the regulations)			
Is the reduction scheme compliance route being			
used	2		
4. WASTE IMPORTED/ACCEPTED ONTO SITE	Guidance on waste im	ported/accepted onto site	
Do you import/accept waste onto your site for on	-	Fill out this section for	wooto
site treatment (either recovery or disposa		imported/ accepted on	
activities) 1	?		to site
	This question is only applicable if you	are an IPPC or Quarry site	

Fig. 2.2 – Facility ID & Activities Sheet

This worksheet contains Licensee-specific information about the facility making the return Most of this sheet will have been pre-filled when you downloaded the file from the website. This will only leave certain areas to be filled out.

The following areas should be filled out on this worksheet:

- Production Volume *
- Production Volume Units
- Number of Installations *
- Number of Operating Hours in Year *
- Number of Employees *
- User Feedback/Comments
- Web Address

* If you cannot fill in these sections then please ensure that the cell contains a default value of 0 rather than blank – Otherwise your upload may be rejected.

You should also fill out Section 3 - Solvents Directive and Section 4 on waste imported/accepted onto site.

Please examine all pre-entered data to ensure that it is correct. You will need to inform the EPA if anything should be altered.

2.3 Releases to Air Sheet

Click on the "Releases to Air" tab of the workbook to display the sheet. This worksheet allows you to enter any pollutants that are released to air.



Fig. 2.3 – Releases to Air Sheet

- Based on your Class Activities, the PRTR pollutants list will be divided into two sections (Section A and B)
- Section A represents sector-specific pollutants, which apply to air and are based on your class activities
- Section B represents all remaining pollutants that could be released to air but are not contained in Section A
- This division of pollutants allows for quicker and more intuitive filling out of the worksheet as pollutants are grouped by priority
- The third section (Section C) provides an area to fill in licensed pollutants
- An additional section for Landfill operators must be filled out also
- Enter a Total KG/Year, Method used details and the Facility Total Capacity as appropriate
- Each section is filled in the same manner
- Begin by selecting a pollutant from the dropdown list under the pollutant section
- When you select a pollutant the pollutant number and name will appear in the corresponding cells

- Fill in the method used section of the worksheet by selecting a method from the dropdown list. Only Measured, Calculated or Estimated are the values that can be entered here
- The Method code field is not free test and you must double click on the cell to select a relevant method code.
- The Designation or Description is a free text cell.

You must enter a value into all of these cells under the Method Used section or you will receive an error when you attempt to create the XML return file for uploading.



Fig. 2.4 – Selecting a pollutant from the dropdown list



Fig. 2.5 – After selecting a pollutant from the dropdown list





• Next, enter the quantities of release for this pollutant under Emission Point 1. This will appear in the Total Quantity cell also. Quantities are expressed in KGs per year.

ADD EMISSION POINT		QUANTITY	
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fugitive) KG/Year
0	0	0	0

Fig. 2.7 – Filling in the release quantities

ADD EMISSION POINT		QUANTITY	
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fugitive) KG/Year
500	500	0	0

Fig. 2.8 – Filling in the release quantities (continued)

• If any Accidental or Fugitive releases for this pollutant are applicable then enter these under the Accidental or Fugitive section, otherwise leave these as 0

		A	
ADD EMISSION POINT		QUANTITY	
			1 1
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fugitive) KG/Year
500	535	25	10

Fig. 2.9 – Filling in the Accidental and Fugitive quantities (optional)

• If you have releases from more than one Emission Point then you can add additional points by clicking on the **ADD EMISSION POINT** button. This will add an additional Emission Point column to the right of the last one (<u>A maximum of 9 points can be used</u>).

ADD EMISSION POINT				QUANTITY		
				A (Accidental)	F (Fugitive)	
Emission Point 1	Emission Point 2	Emission Point 3	T (Total) KG/Year	KG/Year	KG/Year	
500	0	0	535	25		10

Fig. 2.10 – Adding additional Emission Points

- The Accidental and Fugitive quantities represent the totals for ALL emission points and not one particular point
- You can also enter comments or a description of each emission point in the grey cell over the emission point.
- In order to add another pollutant in a particular section you must click the ADD NEW ROW button



Fig. 2.11 – Adding a new row to enter another pollutant: Step 1

SECTION A : SECT	OR SPECIFIC PRTR POLLUTANTS	
	RELEA	
	POLLUTANT	
No. Annex II	Name	
14	_Hydrochlorofluorocarbons (HCFCs)	M
ADD NEW ROW	DELETE LAST ROW	

Fig. 2.12 – Adding a new row to enter another pollutant: Step 2

• If you have made a mistake and wish to remove the last row entered then click the DELETE LAST ROW button in the relevant section

SECTION A : SECT	OR SPECIFIC PRTR POLLUTANTS		
	RELEAS	SE	
	POLLUTANT		
No. Annex II	Name		Click the DELETE button
14	Hydrochlorofluorocarbons (HCFCs)	N]
ADD NEW ROW	DELETE LAST ROW-		

Fig. 2.13 – Deleting a row: Step 1



Fig. 2.14 – Deleting a row: Step 2



Fig. 2.15 – Deleting a row: Step 3

- If you do not have any releases for a particular section then do not enter any pollutant or related data into the section leave it blank
- You cannot enter the same pollutant more than once in a particular section.

2.4 Releases to Waters Sheet

• Click on the "Releases to Waters" tab of the workbook to display the sheet. This worksheet allows you to enter any pollutants that are released to water



Fig. 2.16 – Releases to Waters Sheet

- Based on your Class Activities the PRTR pollutants list will be divided into two sections (Section A and B)
- Section A represents sector-specific pollutants, which apply to water and are based on your class activities
- Section B represents all remaining pollutants that could be released to water but are not contained in Section A
- This division of pollutants allows for quicker and more intuitive filling out of the worksheet as pollutants are grouped by priority
- The third section (Section C) provides an area to fill in licensed pollutants
- Each section is filled in the same manner
- Begin by selecting a pollutant from the dropdown list under the pollutant section
- When you select a pollutant the pollutant number and name will appear in the corresponding cells

	SECTION A : SECTOR SPECIFIC PRTR I REL POLLUTANT	Clicking on the dropdown reveals a list of available pollutants	
	No. Annex II	M/C/E	
	12 - Total nitrogen 13 - Total phosphorus 17 - Arsenic and compc 18 - Cadmium and comp 18 - Cadmium and comp		
23		EASES '	
4	22 - Nickel and compo	M/C/E	

Fig. 2.17 – Selecting a pollutant from the dropdown list

SECTION A : SECTOR SPECI		ANTS S TO WATE	
POLLUTAN		STO WATE	The selected
No. Annex II	Name	M/C/E Ma	 pollutant number and name is displayed
19 Chromium	and compounds		displayed
ADD NEW ROW DELETE I	AST ROW		

Fig. 2.18 – After selecting a pollutant from the dropdown list

- Fill in the method used section of the worksheet by selecting a method from the dropdown list. Only Measured, Calculated or Estimated are the values that can be entered here
- The Method code field is not free test and you must double click on the cell to select a relevant method code.
- The Designation or Description is a free text cell.

You must enter a value into all of these cells under the Method Used section or you will receive an error when you attempt to create the XML return file for uploading.



Fig. 2.19 – Filling in the Method Used section

<mark>ants</mark> Es to wa	TERS		
		Method Used	F
M/C/E	Method Code	Designation or Description	Er
M	PER	test description	
			_

Fig. 2.20 – Filling in the Method Used section (continued)

• Next, enter the quantities of release for this pollutant under Emission Point 1. This will appear in the Total Quantity cell also Quantities are expressed in KGs per year.

ADD EMISSION POINT	QUANTITY		
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fugitive) KG/Year
0) 0	0

Fig. 2.21 - Filling in the release quantities



Fig. 2.22 - Filling in the release quantities (continued)

If any Accidental or Fugitive releases for this pollutant are applicable then enter these under the Accidental or Fugitive section, otherwise leave these as 0

		A	
ADD EMISSION POINT		QUANTITY	
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fugitive) KG/Year
438	594	100	56

Fig. 2.23 – Filling in the Accidental and Fugitive quantities (optional)

• If you have releases from more than one Emission Point then you can add additional points by clicking on the **ADD EMISSION POINT** button. This will add an additional Emission Point column to the right of the last one (<u>A maximum of 9 points can be used</u>)

ADD EMISSION POINT					1
				A	
				(Accident	F
				al)	(Fugitive)
Emission Point 1	Emission Point 2	Emission Point 3	T (Total) KG/Year		KG/Year
438	0	0	594	100	56

Fig. 2.24 – Adding additional Emission Points

- The Accidental and Fugitive quantities represent the totals for ALL emission points and not one particular point.
- You can also enter comments or a description of each emission point in the grey cell over the emission point.
- In order to add another pollutant in a particular section you must click the ADD NEW ROW button





	SECTION A : SECT	OR SPECIFIC PRTR PC	LLUT	ANTS	
		RE	LEAS	S TO W	ATERS
	PC	DLLUTANT			
	No. Annex II	Name		M/C/E	Metho
	19	Chromium and compou	nds	м	PER
L	ADD NEW ROW	DELETE LAST ROW			

Fig. 2.26 – Adding a new row to enter another pollutant: Step 2

If you have made a mistake and wish to remove the last row entered then click the DELETE • LÁST ROW button in the relevant section.

SECTION A : SECTOR SPECIFIC PRTR POLLUTANTS							
	RELEAS	ES TO W	/ATERS				
P	OLLUTANT						
						Click the DELETE	
No. Annex II	Name	M/C/E	Metho			button	
19	Chromium and compounds	М	PER				
ADD NEW ROW	DELETE LAST ROW						

Fig. 2.27 – Deleting a row: Step 1

Warning	×
8	Are you sure you want to delete the last row - All data on this row will be lost ?
	Yes No
Fig 2 28	- Deleting a row: Step 2

Deleting a row: Step 2 iy. z.zo

SECTION A : SECTOR SPECIFIC PRTR POLL					
RELE					
PC	DELUTANT				
No. Annex II	Name				
19	Chromium and compounds				
ADD NEW ROW	DELETE LAST ROW				

Fig. 2.29 – Deleting a row: Step 3

- If you do not have any releases for a particular section then do not enter any pollutant or • related data into the section - leave it blank
- You cannot enter the same pollutant more than once in a particular section. •

2.5 Offsite Transfers of Pollutants

• Click on the "Offsite Transfers of Pollutants" tab of the workbook to display the sheet. This worksheet allows you to enter any pollutants that are transferred offsite and are destined for wastewater treatment or sewer.

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ION A (PATH POLLUTANTS OFFICE THAN	SPER OF POLLUTANTS DESTINED FOR WA	STE-WATER THEATMENT OR SCHER	- Pie	use order all quantities in this section in IO	
PC	LUTANT	METH	AD AD	D EVISSION POINT	Section A
angs I	1.2.10				PRTR pollutants
NEWROW DELETEROW*	Select a rowby-double-sloking ovder Polucan Na	ne (Columnii) the did the birro button			
ION B : RELIMINING POLLUTANT EL OFFSITE TRAN	ISSIDIES (an required in your License) SPER OF POLLUTANTS DESTRED FOR WAY	STE-WATER TREATMENT OR SCHER	Pe	ase order all quartities in this section in KG	
PC	LUTANT	MCTH Ua	AD AD	CO EMISSION POINT	Section B Licensed
et Na	13.14				pollutants
NEWROW DELETEROW*	* Telest a revie disking ov its Polyant Pa	vier (Column AT) then slick the delete builton			
PRINT THIS SHEET					
HELP					
	_				
			Г	Click on this tab to	
				display the sheet	

Fig. 2.30 – Offsite Transfers Sheet

- This worksheet is divided into two sections (Section A and B). Section A represents PRTR pollutants while section B represents Licensed pollutants
- Each section is filled in the same manner
- Begin by selecting a pollutant from the dropdown list under the pollutant section
- When you select a pollutant the pollutant number and name will appear in the corresponding cells

-	SECTION A : PRTR	POLLUTANT	s
	OFFSITE TRANS	SFER OF POL	LUTANTS C
	POLL	UTANT	
	No. Annex II	Name	N
		-	
	1 - Methane (CH4) 10 - Sulphur hexafluo <u>rid</u>		ST ROW
	11 - Sulphur oxides (SO) 12 - Total nitrogen		ANTS
	1234 - Test parameter	R OF POL	
	13 - Total phosphorus	ANT	
_	14 - Hydrochlorofluoro 15 - Chlorofluorocarbo Poliutant No		N

Fig. 2.31 – Selecting a pollutant from the dropdown list

	SECTION A : PRTR OFFSITE TR	POLLUTANTS ANSFER OF POLLUTA	NTS D	E	
	POLLUTANT			_	The selected pollutant number
	No. Annex II	Name		M	and name is
J.	10	Sulphur hexafluoride (SF6)		displayed
	ADD NEW ROW	DELETE LAST ROW			

Fig. 2.32 – After selecting a pollutant from the dropdown list

- Fill in the method used section of the worksheet by selecting a method from the dropdown list. Only Measured, Calculated or Estimated are the values that can be entered here
- The Method code field is not free test and you must double click on the cell to select a relevant method code.
- The Designation or Description is a free text cell.

You must enter a value into all of these cells under the Method Used section or you will receive an error when you attempt to create the XML return file for uploading.

ANTS D	ESTINED	FOR W	ASTE-WATE	R TREATMENT OR SEWER	
			M	ETHOD	
				Method Used	
	M/C/E	Metho	od Code	Designation or Description E	i
(SF6)		-			
/ M					
ΠÇ					
E					

Fig. 2.33 – Filling in the Method Used section

DESTINED	FOR WASTE-WATE	R TREATMENT OR SEWER
	M	THOD
		Method Used
M/C/E	Method Code	Designation or Description
M	PER	test description

Fig. 2.34 – Filling in the Method Used section (continued)

• Next, enter the quantities of release for this pollutant under Emission Point 1. This will appear in the Total Quantity cell also Quantities are expressed in KGs per year.

ADD EMISSION POINT		QUA	NTITY		
Emission Point 1	T (Total) KG/Year	A (Ad	ccidental) KG/Year	F (Fugitive) KG/Y	'ear
0		0	0		0

Fig. 2.35 – Filling in the release quantities



Fig. 2.36 – Filling in the release quantities (continued)

• If any Accidental or Fugitive releases for this pollutant are applicable then enter these under the Accidental or Fugitive section, otherwise leave these as 0

ADD EMISSION POINT		QUANTITY	
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year	F (Fuqitive) KG/Year
320	355	· · · · · · · · · · · · · · · · · · ·	15

Fig. 2.37 - Filling in the Accidental and Fugitive quantities (optional)

• If you have releases from more than one Emission Point then you can add additional points by clicking on the **ADD EMISSION POINT** button. This will add an additional Emission Point column to the right of the last one (<u>A maximum of 9 points can be used</u>)

ADD EMISSION POINT				QUANTITY	1
				A	
				(Accident	F
				al)	(Fugitive)
Emission Point 1	Emission Point 2	Emission Point 3	T (Total) KG/Year	KG/Year	KG/Year
320	0	0	355	20	15

Fig. 2.38 – Adding additional Emission Points

- The Accidental and Fugitive quantities represent the totals for ALL emission points and not one particular point.
- You can also enter comments or a description of each emission point in the grey cell over the emission point.
- In order to add another pollutant in a particular section you must click the ADD NEW ROW button

SECTION A : PRTR POLLUTANTS		
OFFSITE TRANSFER OF POLLUTANTS D POLLUTANT		Click the ADD
No. Annex II Name	M	button
10 Sulphur bexelluonide (SF6) ADD NEW ROW DELETE LAST ROW	M	

Fig. 2.39 – Adding a new row to enter another pollutant: Step 1

SECTION A : PRTR	POLLUTANTS	
OFFSITE TR/	ANSFER OF POLLUTANTS D	ŧ
PC	DLLUTANT	
No. Annex II	Name	Ν
10	Sulphur hexafluoride (SF6)	Ν
	–	
ADD NEW ROW	DELETE LAST ROW	

Fig. 2.40 – Adding a new row to enter another pollutant: Step 2

• If you have made a mistake and wish to remove the last row entered then click the DELETE LAST ROW button in the relevant section

	R POLLUTANTS RANSFER OF POLLUTANTS D POLLUTANT	DE			
No. Annex II	Name	M			Click the DEL button
10	Sulphur hexafluoride (SF6)	M			
ADD NEW ROW		1			

Fig. 2.41 – Deleting a row: Step 1

Warning	×
8	Are you sure you want to delete the last row - All data on this row will be lost ?
	<u>Yes</u> <u>N</u> o

Fig. 2.42 – Deleting a row: Step 2

SECTION A : PRTR OFFSITE TR	POLLUTANTS ANSFER OF POLLUTANTS D	ES:
P	DLLUTANT	
No. Annex II	Name	M.
10	Sulphur hexafluoride (SF6)	М
ADD NEW ROW	DELETE LAST ROW	
		I

Fig. 2.43 – Deleting a row: Step 3

- If you do not have any releases for a particular section then do not enter any pollutant or related data into the section leave it blank
- You cannot enter the same pollutant more than once in a particular section.

2.6 Releases to Land

These activities are not currently employed in Ireland. Therefore, although a page has been made available in the Workbook for the reporting of releases to land to cater for future developments, it is currently not expected that any operation in Ireland will report under this category. This worksheet is locked and you are not able to input data on it.

• Click on the "Releases to Land" tab of the workbook to display the sheet. This worksheet allows you to enter any pollutants that are released to land

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Format Painter B	「豆・ 豆・ 急・)	A · 臣言言 (法法	Marga & Center *	間・ちょう公司	Conditional Permat I Formatting * as Table * St	di Insert Delete Pormat	Clear * Sert & Find &
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A RELEASES TO LAND	Los to previous ve	D bars emissions data	C D	Testing Pacify (Filename 1/985).3	F Ni Colo i Pietren Nano - 2004	G	H J A
TION A 1 PRTR POLLUTAN				the second second second second			1000
TIGHTA CPATH POLICITAR		RELEASES TO LAND			Pease order all quantity	es in this section in RGs	
	POLLUTANT			TH00 Hethod Used	ADD EMISSION POINT	ULAIM C	Section A
Amexi	Name		VC- Extent Case	Designation or Description	Emission Point 1	T (Totel) SDYrear A (Accid	PRTR pollutants
D NEW ROW DELETE R	Ovill * Select a rowby-doubl	H-sicking ovder Polktant Flame (Col	mnili) the did the detroit of	on			i itin polititanto
TION B : REMAINING POLLU	UTANT ENIISSIONS (na requi						
	POLLUTANT	RELEASES TO LAND	н	11100	ADD EMISSION POINT	QLAITT	
cent No.	Same		VCC Refer Code	Designation or Description	Emission Point 1	T (Totel) KG(Year A (Accid)	Section B Licensed
	Dill 1	In slisting on the Policited Plane (Cold	and Without shift the debalant				pollutants
PRINT THIS SHEE	ET						
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						ck on this tab to	
						ck on this tab to play the sheet)

Fig. 2.44 – Releases to Land Sheet

- This worksheet is divided into two sections (Section A and B). Section A represents PRTR pollutants while section B represents Licensed pollutants
- Each section is filled in the same manner
- Begin by selecting a pollutant from the dropdown list under the pollutant section
- When you select a pollutant the pollutant number and name will appear in the corresponding cells

	SECTION A : PRT	R POLLUTANTS	
			RE
_	PO		
	No. Annex II	Name	M
		•	
_	1 - Methane (CH4) 10 - Sulphur hexafluor		ROW
	11 - Sulphur oxides (S 12 - Total nitrogen		ITS
:	1234 - Test paramete	r 🛛	RE
1	13 - Total phosphoru 14 - Hydrochlorofluoi		
	15 - Chlorofluorocart Pollutant No.		M

Fig. 2.45 – Selecting a pollutant from the dropdown list

SECTION A : PRTR	POLLU	TAN			
POLLUTANT No. Annex II 46	Name Mirex-	м/с			The selected pollutant number and name is displayed
ADD NEW ROW	DELET	ΈL/			



- Fill in the method used section of the worksheet by selecting a method from the dropdown list. Only Measured, Calculated or Estimated are the values that can be entered here
- The Method code field is not free test and you must double click on the cell to select a relevant method code.
- The Designation or Description is a free text cell.

You must enter a value into all of these cells under the Method Used section or you will receive an error when you attempt to create the XML return file for uploading.

POLLI	TANTS	ELEASES TO LAND	
			ETHOD
			Method Used
Name	M/C/E	Method Code	Designation or Description
Mirex		•	
M			
ן <u>ר</u>		Γ	
Tre	лтпа		
Fia. 2	2.47 – F	illina in the Meth	nod Used section

Fig. 2.47	– Filling	in the	wethod	Usea	section

L	TANTS						
	REL	EASES TO LAND					
		M	ETHOD				
	Method Used						
е	M/C/E	Method Code	Designation or Description	E			
Ċ	M	PER	Test description				
E	E LAST RO	WV		_			

Fig. 2.48 – Filling in the Method Used section (continued)

• Next, enter the quantities of release for this pollutant under Emission Point 1. This will appear in the Total Quantity cell also Quantities are expressed in KGs per year.

ADD EMISSION POINT		QUANTITY
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year
) () 0

Fig. 2.49 – Filling in the release quantities

ADD EMISSION POINT		QUANTITY
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year
14	5 145	; 0

Fig. 2.50 - Filling in the release quantities (continued)

• If any Accidental releases for this pollutant are applicable then enter these under the Accidental section, otherwise leave these as 0

ADD EMISSION POINT		QUANTITY
Emission Point 1	T (Total) KG/Year	A (Accidental) KG/Year
145	175	30

Fig. 2.51 - Filling in the Accidental quantity (optional)

• If you have releases from more than one Emission Point then you can add additional points by clicking on the **ADD EMISSION POINT** button. This will add an additional Emission Point column to the right of the last one (<u>A maximum of 9 points can be used</u>)

ADD EMISSION POINT	QUANTITY			
				0
				A (Accident
			1 ° ′	al)
Emission Point 1	Emission Point 2	Emission Point 3	<u>KG/Year</u>	KG/Year
145	0	0	175	30

Fig. 2.52 – Adding additional Emission Points

- The Accidental quantities represent the totals for ALL emission points and not one particular point.
- You can also enter comments or a description of each emission point in the grey cell over the emission point.

• In order to add another pollutant in a particular section you must click the ADD NEW ROW button.

SECTION A : PRTR POLLU	TANTS		
	RELEASES]	
POLLUTANT			Click the ADD
			button
No. Annex II Name	M/C/E Metho		
46 Mirex	M PER		
ADD NEW ROW DELET	E LAST ROW		

Fig. 2.53 – Adding a new row to enter another pollutant: Step 1

SECTION A : PRTR POLLUTANTS RELEASE						
POLLUTANT						
No. Annex II	Name	M/C/E	Metho			
46	Mirex 🚽	М	PER			
ADD NEW ROW	DELET	E LAST RO	XVV			

Fig. 2.54 – Adding a new row to enter another pollutant: Step 2

• If you have made a mistake and wish to remove the last row entered then click the DELETE LAST ROW button in the relevant section

		TANTS	ELEASE		
POLLUTAN	T	R	ILLASE		
No. Annex II	Name	M/C/E	Metho		Click the E
46	Mirex	M	PER		1

Fig. 2.55 – Deleting a row: Step 1



Fig. 2.56 – Deleting a row: Step 2

	SECTION A : PRTR POLLUTANTS							
_	POLLUTANT	REL	EASES					
_	No. Annex II	Name	M/C/E	Metho				
	46	Mirex	M	PER				
	ADD NEW ROW	DELE1	E LAST RO	XVV				

Fig. 2.57 – Deleting a row: Step 3

- If you do not have any releases for a particular section then do not enter any pollutant or related data into the section leave it blank
- You cannot enter the same pollutant more than once in a particular section.

2.7 Treatment & Transfers of Waste

• Click on the "Treatment & Transfers of Waste" tab of the workbook to display the sheet. This worksheet allows you to enter onsite treatment and offsite transfers of waste.



Fig. 2.58 – Treatment & Transfers of Waste Sheet

• Begin by selecting the transfer destination from the dropdown list (valid entries are Within the Country or To Other Countries).



Fig. 2.59 – Selecting the Transfer Destination

• Next, select the EWC (European Waste Code) by double-clicking on the EWC cell for the record you are filling out.



Fig. 2.60 – Entering the EWC (European Waste Code)

The EWC reference worksheet will be displayed



Fig. 2.61 – The EWC Reference Sheet

- Select the appropriate chapters to build the waste code (These are broken into Group, SubGroup and Code on the reference sheet).
- To select a code double-click on it where you will then be brought to the next section of codes under the selected one.

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i 🚅 🖬 🖪			3 100% - 🔞 📄 5 SnagIt 📷 Window -
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		= = = ME 1 70 70 7 100 410 1위 1위 1위 1인 •	
А		В	C
02	05		wastes from the dairy products industry
02	06		wastes from the baking and confectionery industry
02 03	07		wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and coco
03 03	02		wastes from wood processing and the production of panels and furniture wastes from wood preservation
03 03	02		wastes from wood preservation wastes from pulp, paper and cardboard production and processing
03	01		wastes from bulp, paper and cardboard production and processing wastes from the leather and fur industry
04	02		wastes from the textile industry
05	01		wastes from petroleum refining
05 05	06		wastes from the pyrolytic treatment of coal
05	07		waste from natural gas purification and transportation
06	01		wastes from the manufacture, formulation, supply and use (MFSU) of acids
06	02		wastes from the MFSU of bases
06	03		wastes from the MFSU of salts and their solutions and metallic oxides
06	04		metal-containing wastes other than those mentioned in 06 03
06	05		sludges from on-site effluent treatment
06	06		wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation p
06	07		wastes from the MFSU of halogens and halogen chemical processes
06	08		wastes from the MFSU of silicon and silicon derivatives
06	09		wastes from the MFSU of phosphorus chemicals and phosphorous chemical processes
06	10		wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manufac
06	11		wastes from the manufacture of inorganic pigments and opacificiers
06	13		wastes from inorganic chemical processes not otherwise specified
07	01		wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals
07	02		wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07	03		wastes from the MFSU of organic dyes and pigments (except 06 11)
07	04		wastes from the MFSU of organic plant protection products (except 02 01 08 and 02 01 09), woo
07	05		wastes from the MFSU of pharmaceuticals
07	06		wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics
07	07		wastes from the MFSU of fine chemicals and chemical products not otherwise specified
08	01		wastes from MFSU and removal of paint and varnish
08	02		wastes from MFSU of other coatings (including ceramic materials)
08	03		wastes from MFSU of printing inks
08	04		wastes from MFSU of adhesives and sealants (including waterproofing products)
08	05		wastes not otherwise specified in 08
09	01		wastes for the photographic industry
10 10	01		wastes from power stations and other combustion plants (except 19)
10 10			wastes from the iron and steel industry
10	03		wastes from aluminium thermal metallurgy wastes from lead thermal metallurgy
10	05		wastes from lead thermal metallurgy wastes from zinc thermal metallurgy
10	06		wastes from zinc thermal metallurgy wastes from copper thermal metallurgy
10	05		wastes from copper thermal metallurgy wastes from silver, gold and platinum thermal metalurgy
10	08		wastes from sliver, gold and platinum thermal metalurgy wastes from other non-ferous thermal metallurgy
10	09		wastes from casting of ferrous pieces
10	10		wastes from casting of non-ferrous pieces
10	11		wastes from manufacture of glass and glass products
	12	ansfers of Waste / Ref NACE Codes / Ref. PRTR Activ	vities / Ref. PRTR Pollutants / Ref. Licensed Pollutants / Ref. Waste Codes / Ref.

Fig. 2.62 – Navigating through the codes

- Appropriate codes for the selected values will be highlighted in blue.
- Repeat this for the subsequent levels to retrieve the full six-digit Waste Code.
- The code will then be returned to the Treatment & Transfers of Waste sheet that is being filled out.
- If you already know the full six digit EWC then just scroll down the Waste Reference sheet and double click on the six-digit code.
- The Hazardous value for the entered EWC will be displayed.



Fig. 2.63 – After selecting the EWC

• Enter a quantity for the particular EWC (Tonnes/year). Please ensure that all weights are entered as wet weights.



Fig. 2.64 – Entering a Quantity

• The description of waste field will be auto-populated when you select the EWC code. If the description does not describe your waste stream accurately double click on the description cell. This allows you to enter the description manually. Generally your own accurate description of the waste can be more valuable than the generic EWC description and aids the validation process.

000 test description

Fig. 2.65 – Entering a Description for the waste

• Select a Waste Treatment Operation by double-clicking on the cell under this section. The Waste Treatment Operation reference worksheet will be displayed.

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	Deposit into or onto land, (e.g. landfill, etc.)	Disease											
1	 deposit of overburden, waste rock and tailings on heaps in the extractive industry. Incineration on land 	Disposi	ai										
10	- municipal solid waste incineration plants for incineration of MSW, hazardous waste, sewage sludge, clinical	D:											
10	waste, animal carcasses. Incineration at sea	Disposi	31										
11	This operation is prohibited by EU legislation and international conventions.	Dispose	al										
	Permanent storage Permanent storage (e.g. emplacement of containers in a mine, etc.)												
12	 landfills for the underground storage of waste. Blending or mixing prior to submission to any of the operations numbered D1-D12 	Disposi	al										
	 basic sorting activities; crushing and shredding of waste in order to reduce the volume of waste for transport 												
13	or landfilling; mixing and blending of waste (e.g. mixing of similar wastes from different waste generators);												
	homogenisation, conditioning and solidification Repackaging prior to submission to any of the operations numbered D1-D13	Disposi	31										
14	- transfer and compaction of waste; packaging of asbestos Storage pending any of the operations numbered D1-D14	Dispose	al										
	Does not apply to storage of waste prior to collection at the site at which it was generated. Temporary storage												
	of waste prior to disposal is limited to a period of <1 year. Otherwise the provisions of the Landfill Directive												
15	apply (Directive 1999/31/EC, Article 2(g)). Land treatment	Disposi	al										
	Land treatment, (e.g. biodegradation of liquid or sludgy discards in soils, etc.)												
	 spreading of waste on land, often followed by the incorporation of the waste into the soil, which does not result in benefit to agriculture or other ecological improvements. Generally applies to non-hazardous sludge and 												
2	liquid wastes, e.g. disposal of dredging sludge.	Dispose	al										
	Injection Deep injection, (e.g. injection of pumpable discards into wells, salt domes of naturally occurring repositories,												
	etc.)												
3	 injection of waste into natural and artificial cavities (e.g. salt domes, wells, mines), and porous formations of rock not covered by Directive 1999/31/EC. 	Dianan	.1										
3	Surface impoundment	Disposi	31										
	Surface impoundment, (e.g. placement of liquid or sludge discards into pits, ponds or lagoons, etc.)												
4	 the deposit of waste in natural or engineered ponds, pits or lagoons (impoundment), which is the predominant method for the management of failings in mining operations; impoundment of dredging sludge. 	Dispose	al										
	Engineered landfill Specially engineered landfill, (e.g. placement into lined discrete cells which are capped and isolated from one												
	another and the environment, etc.)												
5	 landfills for inert waste, non-hazardous waste and hazardous waste above ground. Release to waters 	Disposi	al										
	Release to waters Release into a water body except seas/oceans												
	 deposit of non-hazardous dredging sludge and other non-hazardous sludge in surface water including the bed and the subsoil. 												
6	Release to sea	Disposi	31										
	Release into seas/oceans including sea-bed insertion												
7	 discharge of waste at sea in accordance with the OSPAR Convention (e.g. discharge of fish processing waste and inert materials of natural origin). 	Dispose	al										
	Biological treatment												
	Biological treatment not specified elsewhere in this Annex which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1-D12												
	-biological-mechanical treatment of minicipal waste; biological treatment of contaminated soil; sludges or mineral												
8	wastes, if followed by disposal Physico chemical treatment	Disposi											
	Physico chemical treatment not specified elsewhere in this Annex which results in final compounds or mixtures												
	which are discarded by means of any of the operations numbered D1-D12 (e.g. evaporation, drying, calcination, neutralization, precipitation, etc.)												
► H	Ref. Waste Codes Ref. RecovererDisposer Codes Ref. Method Codes Misc Lookups	Re	f. Help /	Waste D	etails 1	Waste	Details 2	/ Previ	ous Yell 4				

Fig. 2.66 – The Recoverer/Disposer Codes reference sheet

• Select the appropriate code by double-clicking on it. The code will then be returned to the Treatment & Transfers of Waste sheet that is being filled out.



Fig. 2.67 – After selecting the Recoverer/Disposer code

• Select a method used from the dropdown lists in the Method Used section of the sheet.



Fig. 2.68 – Entering a Method Used



Fig. 2.69 – Entering a Method Used (continued)

• Select a Location of Treatment from the dropdown list (valid values are Onsite of Generation, Offsite in Ireland and Abroad).



Fig. 2.70 – Selecting a Treatment Location

• If you select "Onsite of Generation" a pop-up box will appear explain when to use the treatment location "On-Site in Ireland".

1	Warning	
	♪	Note - The Treatment Location 'On-site of Generation' is only used to record waste that is recovered or disposed of at the site where it was generated
		OK

- Enter the name and licence/permit number of the next destination facility for hazardous waste, or the name and licence/permit number of the recoverer/disposer for non hazardous waste.
- Enter the address of the next destination facility (hazardous waste) or the recoverer/disposer (non hazardous waste).
- For hazardous waste, enter the name and licence/permit number and address of the final recoverer/disposer.
- For hazardous waste, enter the actual address of the final destination i.e. final recovery/disposal site.
- If you have reported waste treated 'on-site of generation' please enter in your own facility name /address details.

Location of Treatment	<u>Haz Waste</u> : Name and Licence/Permit No of Next Destination Facility <u>Non Haz Waste</u> : Name and Licence/Permit No of Recover/Disposer	<u>Haz Waste</u> : Address of Next Destination Facility <u>Non Haz Waste</u> : Address of Recover/Disposer	Name and License / Permit No. and Address of Final Recoverer / Disposer (HAZARDOUS WASTE ONLY)	Actual Address of Final Destination i.e. Final Recovery / Disposal Site (HAZARDOUS WASTE ONLY)
Onsite of generat	Own site name,Own site i permit No	Own address,.,,,,Ireland	Own address,Own licence name and number,Own address,.,.,,Ireland	Own address,,,,,,Ireland

In some cases where waste generated on-site is treated on site, the on-site treatment process may be a preliminary treatment step, and residual waste from the treatment process may be sent off-site for final treatment. If that is the case, please enter the residual wastes transferred off-site as separate entry(ies)/rows and in the description(s) clearly describe that this is residual waste following preliminary treatment of waste on-site (as detailed in previous entry/row no. x).

Some PRTR organisations have internal recycling as part of the production process. It is very important that this is correctly identified by operators so that EPA can clearly identify it for validation and reporting purposes.

According to guidance published by Eurostat¹, internal recycling includes the following operations where they take place at the site of generation:

- The reprocessing of production waste (e.g. of cuttings, shavings, rejects etc.) in the same or a similar process by which it was generated, as typically carried out in some sectors of manufacturing industry;
- The regeneration of spent process materials in order to be used again for the same or a similar purpose (e.g. regeneration of spent solvents, acids and bases, catalysts, adsorbents);

Internal recycling excludes:

- Any disposal operation;
- Energy recovery operations;
- Any backfilling operations

These two lists are not exhaustive.

¹ Manual on waste statistics. A handbook for data collection on waste generation and treatment." 2013 edition. European Union, 2013 (ISBN 978-92-79-29050-3)

When reporting on waste treated on-site of generation, please identify clearly in the description if it is an internal recycling process (as described above) and separately report on any recycling of waste received from other companies for recycling.

Fig. 2.71 – Additional waste details

In order to add another waste code record you must click the ADD NEW ROW button.



Fig. 2.72 – Adding a new row to enter another waste record: Step 1



Fig. 2.73 – Adding a new row to enter another waste record: Step 2

• If you have made a mistake and wish to remove the last row entered then click the DELETE LAST ROW button in the relevant section



Warning	×							
Are you sure you want to delete the last row - All data on this row will be lost								
	<u>Y</u> es <u>N</u> o							

Fig. 2.75 – Deleting a row: Step 2



Fig. 2.76 – Deleting a row: Step 3

• If you have no waste data to enter then do not enter any waste or related data into this worksheet - leave it blank

2.8 Reference Sheets

Ref. - NACE Codes

This worksheet contains reference information for NACE codes

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	Group NACE_SubGro			NACE ISIC				
2	0	0	Manufacture of tobacco products	1200				
6	ő	0	Water collection, treatment and supply	3600				
7	ő	Ő	Sewerage	3700				
19	0	0	Remediation activities and other waste management services	3900				
5	ő	Ū.	Veterinary activities	7500				
2	0	0	Gambling and betting activities	9200				
7	0	0	Activities of households as employers of domestic personnel	9700				
19	0	0	Activities of extraterritorial organisations and bodies	9900				
12	1	0	Silviculture and other forestry activities	0210				
15	1	0	Mining of hard coal	0510				
16	1	0	Extraction of crude petroleum	0610				
17	1	0	Mining of iron ores	0710				
19	1	0	Support activities for petroleum and natural gas extraction	0910				
3	1	0	Preparation and spinning of textile fibres	1311				
6	1	0	Sawmilling and planing of wood	1610				
9	1	0	Manufacture of coke oven products	1910				
1	1	0	Manufacture of basic pharmaceutical products	2100*				
4	1	0	Manufacture of basic iron and steel and of ferro-alloys	2410*				
9	1	0	Manufacture of motor vehicles	2910				
1	1	0	Development of building projects	4100*				
9	1	0	Passenger rail transport, interurban	4911				
0	1	0	Sea and coastal passenger water transport	5011				
i0 i1	1	0	Passenger air transport	5110				
52	1	0		5210				
i2 i3	1	0	Warehousing and storage	5310				
13 15	1	0	Postal activities under universal service obligation Hotels and similar accommodation	5310				
5 6	1	0		5510				
ю Ю	1	0	Restaurants and mobile food service activities					
	1	0	Radio broadcasting	6010				
1 8	1	0	Wired telecommunications activities	6110				
			Buying and selling of own real estate	6810*				
9 0	1	0	Legal activities	6910				
	1		Activities of head offices	7010				
4	1	0	Specialised design activities	7410				
8	1		Activities of employment placement agencies	7810				
0	1	0	Private security activities	8010				
1	1	0	Combined facilities support activities	8110				
5	1	0	Pre-primary education	8510*				
6	1	0	Hospital activities	8610				
7	1	0	Residential nursing care activities	8710				
8	1	0	Social work activities without accommodation for the elderly and disabled	8810				
8	1	0	Undifferentiated goods-producing activities of private households for own use	9810				
2	2	0	Logging	0220				
5	2	0	Mining of lignite	0520				
6	2	0	Extraction of natural gas	0620				
0	2	0	Processing and preserving of fish, crustaceans and molluscs	1020				
3	2	0	Weaving of textiles	1312				

Fig. 2.77 – NACE Codes Reference Sheet
Ref. PRTR Activities

This worksheet contains reference information for PRTR Class Activities

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cuvity_G	NA NA	a a a a a a a a a a a a a a a a a a a	Mineral oil and gas refineries	Capacity_Threshold
	1925	a	Mileral on and gas reinferes Metal ore (including sulphide ore) roasting or sintering	
	NA	a	installations	
	NA	a	Underground mining and related operations	0
	NA	a	Installations for the recovery or disposal of hazardous waste	Receiving 10 tonnes per day
	NA	a	Industrial plants for the production of pulp from timber or similar fibrous materials	
	NA	a	Slaughterhouses	With a carcass production capacity of 50 tonnes
	NA	a	Plants for the pre-treatment (operations such as washing, bleaching, mercerisation) or dyein	
	NA	b	Installations for gasification and liquefaction	0
			Installations for the production of pig iron or steel (primary or	
	NA	b	secondary melting) including continuous casting	With a capacity of 2,5 tonnes per hour
	NA	b	Opencast mining and quarrying	Where the surface of the area effectively under ex
	NA	b	Installations for the incineration of non-hazardous waste in the scope of Directive 2000/76/EC	C of the With a capacity of 3 tonnes per hour
	NA	b	Industrial plants for the production of paper and board and other primary wood products (sucl	h as c With a production capacity of 20 tonnes per day
	NA	b	Intensive aquaculture	With a production capacity of 1 000 tonnes of fish
	NA	b	Plants for the tanning of hides and skins	With a treatment capacity of 12 tonnes of finisher
	NA	c	Thermal power stations and other combustion installations	With a heat input of 50 megawatts (MW)
	NA	c	Chemical installations for the production on an industrial scale of phosphorous-, nitrogen- or	
	NA	с	Installations for the disposal of non-hazardous waste	With a capacity of 50 tonnes per day
	NA	с	Industrial plants for the preservation of wood and wood products with chemicals	With a production capacity of 50 m3 per day
	NA	c	Treatment and processing of milk	With a capacity to receive 200 tonnes of milk per
	NA	c	Installations for surface treatment of substances, objects or products using organic solvents,	in part With a consumption capacity of 150 kg per hour
	NA	d	Coke ovens	0
	NA	d	Ferrous metal foundries	With a production capacity of 20 tonnes per day
	NA	d	Installations for the production of asbestos and the manufacture of asbestos-based products	0
	NA	d	Chemical installations for the production on an industrial scale of basic plant health products	
	NA	d	Landfills	Receiving 10 tonnes per day or with a total capac
	NA	d	Installations for the production of carbon (hard-burnt coal) or electro-graphite by means of inc	
۵,	CC	DD	MODIFIED ACTIVITY NAME	MODIFIED CAPACITY THRESHOLD
	NA	e	Coal rolling mills	With a capacity of 1 tonne per hour
	NA	e	Installations for the manufacture of glass, including glass fibre	With a melting capacity of 20 tonnes per day
	NA	e	Installations using a chemical or biological process for the production on an industrial scale	
	NA	e	Installations for the disposal or recycling of animal carcasses and animal waste	With a treatment capacity of 10 tonnes per day
	NA	e	Installations for the building of, and painting or removal of paint from ships	With a capacity for ships 100 m long
			Installations for the manufacture of coal products and solid	
	NA	f	smokeless fuel	0
	NA	f	Installations for surface treatment of metals and plastic materials using an electrolytic or che	
	NA	f	Installations for melting mineral substances, including the production of mineral fibres	With a melting capacity of 20 tonnes per day
	NA	f	Installations for the production on an industrial scale of explosives and pyrotechnic products	
	NA	1	Urban waste-water treatment plants	With a capacity of 100 000 population equivalents
	NA	g	Installations for the manufacture of ceramic products by firing, in particular roofing tiles, brick	
	NA	g	Independently operated industrial waste-water treatment plants which serve one or more acti	
	a	1	Simple hydrocarbons (linear or cyclic, saturated or unsaturated, aliphatic or aromatic)	0
	a	1	Installations for the intensive rearing of poultry or pigs (i)	With 40 000 places for poultry
	b	1	Gases, such as ammonia, chlorine or hydrogen chloride,fluorine or hydrogen fluoride, carbor	
	D		Animal raw materials (other than milk)	With a finished product production capacity of 75

Fig. 2.78 – PRTR Activities Reference Sheet

Ref. PRTR Pollutants

This worksheet contains reference information for PRTR Pollutants

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А	B	C	D	E	F	G	
72	Polycyclic aromatic hydrocarbons (PAHs)	72 - Polycyclic aromatic hydrocarbons (PAHs)					
3	Nitrogen oxides (NOx/NO2)	8 - Nitrogen oxides (NOx/NO2)					
80	Chlorine and inorganic compounds	80 - Chlorine and inorganic compounds					
34	Fluorine and inorganic compounds (as HF)	84 - Fluorine and inorganic compounds (as HF)					
85	Hydrogen cyanide (HCN)	85 - Hydrogen cyanide (HCN)					
36	Particulate matter (PM10)	86 - Particulate matter (PM10)					
Remaining PR	TD Delluterte						
	mber Pollutant Name	Pollutant Lookup					
10	Sulphur hexafluoride (SF6)	10 - Sulphur hexafluoride (SF6)					_
1234	Test parameter	1234 - Test parameter					
15	Chlorofluorocarbons (CFCs)	15 - Chlorofluorocarbons (CFCs)					-
16	Halons	16 - Halons					
26	Aldrin	26 - Aldrin					
26 28	Chlordane	28 - Chlordane					
20 29							
	Chlordecone	29 - Chlordecone					
33	DDT	33 - DDT					
34	1,2-dichloroethane (EDC)	34 - 1,2-dichloroethane (EDC)					
35	Dichloromethane (DCM)	35 - Dichloromethane (DCM)					
36	Dieldrin	36 - Dieldrin					
39	Endrin	39 - Endrin					
41	Heptachlor	41 - Heptachlor					
42	Hexachlorobenzene (HCB)	42 - Hexachlorobenzene (HCB)					
44	1,2,3,4,5,6-hexachlorocyclohexane(HCH)	44 - 1,2,3,4,5,6-hexachlorocyclohexane(HCH)					
45	Lindane	45 - Lindane					
46	Mirex	46 - Mirex					
48	Pentachlorobenzene	48 - Pentachlorobenzene					
49	Pentachlorophenol (PCP)	49 - Pentachlorophenol (PCP)					
52	Tetrachloroethylene (PER)	52 - Tetrachloroethylene (PER)					
53	Tetrachloromethane (TCM)	53 - Tetrachloromethane (TCM)					
54	Trichlorobenzenes (TCBs)	54 - Trichlorobenzenes (TCBs)					
55	1,1,1-trichloroethane	55 - 1,1,1-trichloroethane					
56	1,1,2,2-tetrachloroethane	56 - 1,1,2,2-tetrachloroethane					
57	Trichloroethylene	57 - Trichloroethylene					
58	Trichloromethane	58 - Trichloromethane					
59	Toxaphene	59 - Toxaphene					
60	Vinyl chloride	60 - Vinyl chloride					-
66	Ethylene oxide	66 - Ethylene oxide					
81	Asbestos	81 - Asbestos					
9	Perfluorocarbons (PFCs)	9 - Perfluorocarbons (PFCs)					
90	Hexabromobiphenyl	90 - Hexabromobiphenyl					_
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	sific PRTR Pollutants	Dellutent Leeluu					
Pollutant_Nur 12	mber Pollutant_Name	Pollutant Lookup					
12 13	Total nitrogen	12 - Total nitrogen					
13	Total phosphorus	13 - Total phosphorus					

Fig. 2.79 – PRTR Pollutants Reference Sheet

Ref. Licensed Pollutants

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	Ion-PRTR) Pollutants	· ·	Pollutant Lookup					
	Number Pollutant Name	Pollutant Lookup	From Row	3				
A1	1,2 trichloroethylene	A1 - 1,2 trichloroethylene	To Row	101				
A10	Epichlorohydrin	A10 - Epichlorohydrin	Start Cell					
A11	formic acid	A11 - formic acid						
A12	hydrogen bromide	A12 - hydrogen bromide						
A13	hydrogen sulphide	A13 - hydrogen sulphide						
A14	lodinated compounds	A14 - Iodinated compounds						
A15	isocyanate	A15 - isocyanate						
A16	merceptans	A16 - merceptans						
A17	mercury	A17 - mercury						
A18	natural gas	A18 - natural gas						
A19	Noise	A19 - Noise						
A2	2-methyoxyethanol	A2 - 2-methyoxyethanol						
A20		A20 - Organic chems with photochemical Ozone potential						
A21	Ozone	A21 - Ozone						
A22	potassium	A22 - potassium						
A23	pressure	A23 - pressure						
A24	rubber fume	A24 - rubber fume						
A25	TA luft inorganic dust particles class 1	A25 - TA luft inorganic dust particles class 1						
A26 A27	TA luft inorganic dust particles class 2	A26 - TA luft inorganic dust particles class 2						-
A27 A28	TA luft inorganic dust particles class 3	A27 - TA luft inorganic dust particles class 3						_
A20 A29	TA luft organics class 1 TA luft organics class 2	A28 - TA luft organics class 1 A29 - TA luft organics class 2						
A29 A3	Acetic acid	A3 - Acetic acid						
A30	TA luft organics class 3	A30 - TA luft organics class 3						-
A31	Thalium compounds	A31 - Thalium compounds						
A32	toluene di-isocyanate	A32 - toluene di-isocyanate						
A33	total acids	A33 - total acids						-
A34	total organic carbon as C	A34 - total organic carbon as C		-				
A35	vandium	A35 - vandium						-
A36	volumetric flow rate	A36 - volumetric flow rate						
A37	water vapour	A37 - water vapour						
A4	amines	A4 - amines						1
A5	antimony	A5 - antimony						
A6	Class B organics	A6 - Class B organics						
A7	Combustion efficiency	A7 - Combustion efficiency						
AB	condenseable volatile organic compounds	AB - condenseable volatile organic compounds						
A9	dimethylformamide	A9 - dimethylformamide						
VV1	acetate	W1 - acetate						
W10	dissolved oxygen	W10 - dissolved oxygen						
W11	faecal coliforms	W11 - faecal coliforms						
W12	faecal streptococci	W12 - faecal streptococci						
W13	fats, oils and greases	W13 - fats, oils and greases						
VV14	formaldehyde	W14 - formaldehyde						
W15	Hardness	W15 - Hardness						
W16	hydrazine	W16 - hydrazine						

This worksheet contains reference information for Licensed Pollutants

Fig. 2.80 – Licensed Pollutants Reference Sheet

Ref. Waste Codes

This worksheet contains reference information for EWC (European Waste Codes)

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C45		he MFSU of bases
,	Α.	B
01	01	wastes from mineral excavation
01	03	wastes from physical and chemical processing of metalliferous minerals
01	04	wastes from physical and chemical processing of non-metalliferous minerals
01	05	drilling muds and other drilling wastes
)2	01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02	02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02	03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tabacco preparation a
)2	04	wastes from sugar processing
02	05	wastes from the dairy products industry
02		wastes from the baking and confectionery industry
)2)3	07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and co
J3 J3	01	wastes from wood processing and the production of panels and furniture
)3)3	02	wastes from wood preservation
)3)4	01	wastes from pulp, paper and cardboard production and processing wastes from the leather and fur industry
)4)4	01	wastes from the learner and our industry wastes from the textile industry
)4)5	02	wastes from petroleum refining
)5)5	06	wastes from the pyrolitic treatment of coal
)5)5	07	waste from natural das purification and transportation waste from natural das purification and transportation
16	07	waste from the manufacture formulation, supply and use (MFSU) of acids
J6 J6	02	wastes from the MFSU of bases
JG	03	wastes from the MFSU of bases wastes from the MFSU of salts and their solutions and metallic oxides
JG	04	metal-containing wastes other than those mentioned in DG 03
J6	05	sludges from on-site effluent treatment
J6	06	wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation
)6	07	wastes from the MFSU of halogens and halogen chemical processes
J6	08	wastes from the MFSU of silicon and silicon derivatives
36	09	wastes from the MFSU of phosphorus chemicals and phosphorous chemical processes
J6	10	wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manu
)6	11	wastes from the manufacture of inorganic pigments and opacificiers
)6	13	wastes from inorganic chemical processes not otherwise specified
07	01	wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals
)7	02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
)7	03	wastes from the MFSU of organic dyes and pigments (except 06 11)
)7	04	wastes from the MFSU of organic plant protection products (except 02 01 08 and 02 01 09), we
)7	05	wastes from the MFSU of pharmaceuticals
)7	06	wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics
)7	07	wastes from the MFSU of fine chemicals and chemical products not otherwise specified
)8	01	wastes from MFSU and removal of paint and varnish
)8	02	wastes from MFSU of other coatings (including ceramic materials)
)8	03	wastes from MFSU of printing inks
)8	04	wastes from MFSU of adhesives and sealants (including waterproofing products)
)8	05	wastes not otherwise specified in 08
)9	01	wastes for the photographic industry
0	01	wastes from power stations and other combustion plants (except 19)
10	02	wastes from the iron and steel industry
10	03	wastes from aluminium thermal metallurgy

Fig. 2.81 – European Waste Codes Reference Sheet

Ref. Recoverer/Disposer Codes

This worksheet contains reference information for Recoverer and Disposer Codes



Fig. 2.82 – Recoverer/Disposer Codes Reference Sheet

Ref. Methods Used

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00 11000 110 2.2000		(Arsenic, Cadmium, Chromium, Cobalt, Copper, Manganese		
		Nickel, Lead, Antimony, Thallium, Vanadium and Zinc) &		
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EN 15058:2004	M	Carbon Monoxide (CO)	Leave Blank	
SO 12039:2001	M	Carbon Monoxide (CO) & Carbon Dioxide (CO2)	Leave Blank	
EN 1911-1 to 3:2003	M	Chlorine & Inorganic Compounds (as HCI)	Leave Blank	
SO/DIS 15713:2004	M	Fluorine & Inorganic Compounds (as HF)	Leave Blank	
EN 13211:2001	M	Mercury & Compounds (as Hg)	Leave Blank	
EN 14884:2005	M	Mercury & Compounds (as Hg)	Leave Blank	
EN 14792:2005	M	Nitrogen Oxides (Nox/NO2)	Leave Blank	
SO 11564:1998	M	Nitrogen Oxides (Nox/NO2)	Leave Blank	
SO 10849:1996	M	Nitrogen Oxides (Nox/NO2)	Leave Blank	
EN 13649:2001	M	Non-Methane Volatile Organic (NMVOC) & Benzene	Leave Blank	
EN 1948-1 to3:2003	M	PCDD + PCDF(dioxins + furans) (as Teq),	Leave Blank	
EN 14791:2005	M	Sulphur Oxides (Sox/SO2)	Leave Blank	
SO 7934:1989	M	Sulphur Oxides (Sox/SO2)	Leave Blank	
SO 7935: 1992	M	Sulphur Oxides (Sox/SO2)	Leave Blank	
SO 11632:1998	М	Sulphur Oxides (Sox/SO2)	Leave Blank	
		Is applicable if the facility is using a CEN or ISO standard		
ALT	M	but not the one on the approved list in the PRTR Guidance. If a lab/facility is using a non-ISO/CEN Method that is	Name of the ISO /CEN Standard	
		validated and accredited or has been accepted by the		
CRM	м	Agency.	Name of the non-ISO/CEN Standard	
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TS	с	Scheme.	Leave Blank	
.10		If the method or the calculation does not fall under any of the		
		method codes e.g. in-house methodology not based on		
DTH	M /C	CEN/ISO standard.	Brief & specific description of the method / Calculation used.	
		This is only applicable if the facility's license specifies a		
		specific standard method to use e.g. Use ISO If you		
		license states to use Standard Method or a particular piece		
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This worksheet contains reference information for Methods Used

Fig. 2.83 – Method Used Reference Sheet

3.0 Creating & Submitting an AER Return

• Once all relevant data has been entered (ref. sections below) click the **CREATE AER XML RETURN & UPLOAD** button on the Facilities ID & Activities worksheet.

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14		PR		ation Numb	r A0013		
15 16			Lic	ence Numb	P0164-01		
17		Waste or	IPPC Class	es of Activ	y class_name		
18 19					The manufacture of vegetable and animal oils and fats where the capacity for processing raw materials exceeds 40 tonnes per day.		
20							
21 22					1 North Main Street 2 Bagnelstown		
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42					Mineral oil and gas refineries Cement clinker or lime in other furnaces		
43							
44	3. SUL	VENTS D		it applicabl	? No		
46	Have	e you been	granted a	n exemption			
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Fig. 3.1 – Submitting your return

 This will validate the workbook and prompt you to enter a location for creating the XML AER Return file (C:\ by default)



Fig. 3.2 – Creating the XML return file

- You can either accept the default path or enter a different path where the file will be created, then click the OK button.
- Once the file has been created a message will be displayed containing further instructions (Make a note of the XML file at this point)



Fig. 3.3 – Creating the XML return file (continued)

- You will then be redirected to the AER returns website where you must first login and then attach your XML file for uploading.
- It is therefore important to ensure you have Internet access from the computer you are making a return from.

3.1 Logging In

• Navigate to the login page of the AER returns site.

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	Guidance Documente	This website will assist you in making your annual returns of environmental information as required under	
		your EPA licence and / or under the PRTR Regulations. The site provides full guidance on the information to	
		be reported and provides tools to allow you to do this easily and efficiently. Click on the "Guidance	
		Dozuments" box on the left hand navigation bar.	
		To-enter the site, please provide your unique username and passworth	
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		Please note that the captitha has now been removed from this login page.	
		Your username and password do not change from year to year.	
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Here you will need to enter the following details:

- Your User ID (As supplied to you by the EPA)
- Your password (As supplied to you by the EPA)

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Fig. 3.5 – Entering login details

- Click the Login button to proceed.
- After successfully logging in the welcome page will be displayed *
- If you have been brought to the AER site directly from the Excel workbook then once you have logged in you will be redirected to the Upload page automatically. In this case skip to the section on Uploading the completed XML return file below.

• Click the AER/PRTR Emissions Data Page button



Fig. 3.6 – The welcome page





Fig. 3.7 – Selecting the Upload page

3.2 Uploading the completed XML return file

- Select relevant Year
- Click the Browse button on the Upload page.
- Browse to the XML file that the Excel workbook previously generated
- Select the XML file and click OK
- The file name and path should be displayed in the upload textbox
- Click the Upload File button



Fig. 3.8 – Selecting the file for uploading

- If the file uploaded without any errors then a confirmation page will be displayed.
- Your upload will be processed by the EPA.
- Check your email for any updates or errors in your submission.



Fig. 3.9 – The upload confirmation page

If any errors are found in the upload file then these will be displayed accordingly.

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Fig. 3.10 – Upload errors

3.3 Printing

• If required, the AER return details can be printed by clicking on the **PRINT THIS SHEET** button. Alternatively, you can use the standard Excel print options found under the File menu.

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11	1. FACILITY IDENTIFICATION				
12	Facility Nam	John Smith Lita.			
14	PRTR Identification Numbe	A0013			
15	Licence Numbe	r]P0164-01			
17	Waste or IPPC Classes of Activit	/ class_name			
18		The manufacture of vegetable and animal oils and fats where the capacity for processing raw materials exceeds 40 tonnes per day.			
19					
21	Address	North Main Street			
22	Address	Bignelstown			
23	City/Town/Villag	o Carlow			
25	Postal Cod	2			
26	Count	/ Carlow			
28	Coordinates of Location	0.000			
29	River Basin Distric	t			
30	NACE Cod Main Economic Activiti	0111 Crowing of cereals (event rice), leguminous crons and oil seeds			
32	Production Volum	e Orientalis (except nos), leganinous crops and on secus			
33	Number of Installation	0			
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36	User Feedback/Comment				
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39	2. PRTR CLASS ACTIVITIES				
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41	1a 3cii	Inineral oli ana gas remettes Cement clinker or line in other furnaces			
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44	3. SOLVENTS DIRECTIVE				
46	Have you been granted an exemption	No			
47	Commer				
48					
50	PRINT THIS SHEET				
51		Use the print hutton t	to prepare		
53	HELP				
54		the current sheet for	printing		
55	CREATE AER XML				
57	RETURN & UPLOAD				-
14 4	► H Facility ID & Activities / R	eleases to Air 🖌 Releases to Waters 🖌 Offsite Transfers of Pollutants 🖌 Releases to Land 🖌 Treatment & Transfers of Waste 🏒 Re	ef NACE Codes , 4		ЪĽ

Fig. 3.11 – Printing your AER return details