AER Returns
Excel Workbook & Website
User Manual

Version 2.1 January 2015

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1.0 Downloading the Configured Excel Workbook or XSD Schema

1.1 Logging In

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

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)

Fig. 1.2 – Entering login details

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

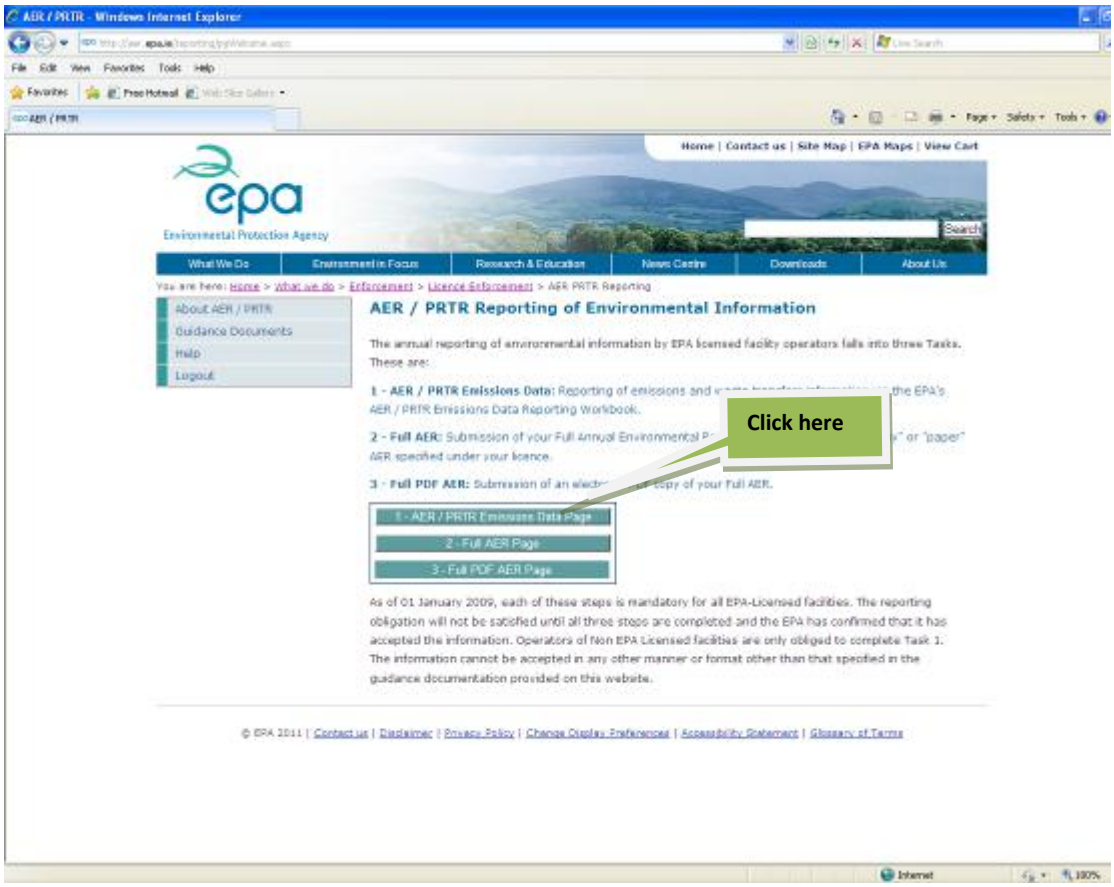


Fig. 1.3 – The welcome page

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

Fig. 1.4 – The Emission Data Download / Upload Page

- Press the AER/PRTR Emissions Data Download Page

1.2 Downloading the Configured Excel Workbook

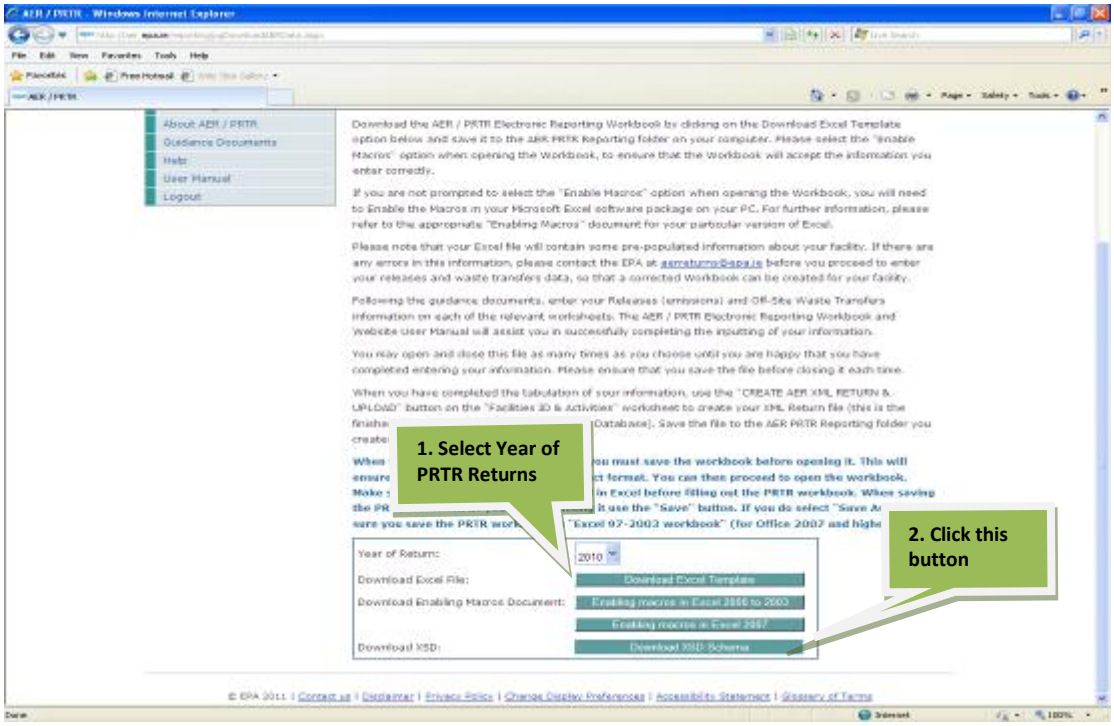


Fig. 1.5 – The PRTR Workbook Download page

- 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.

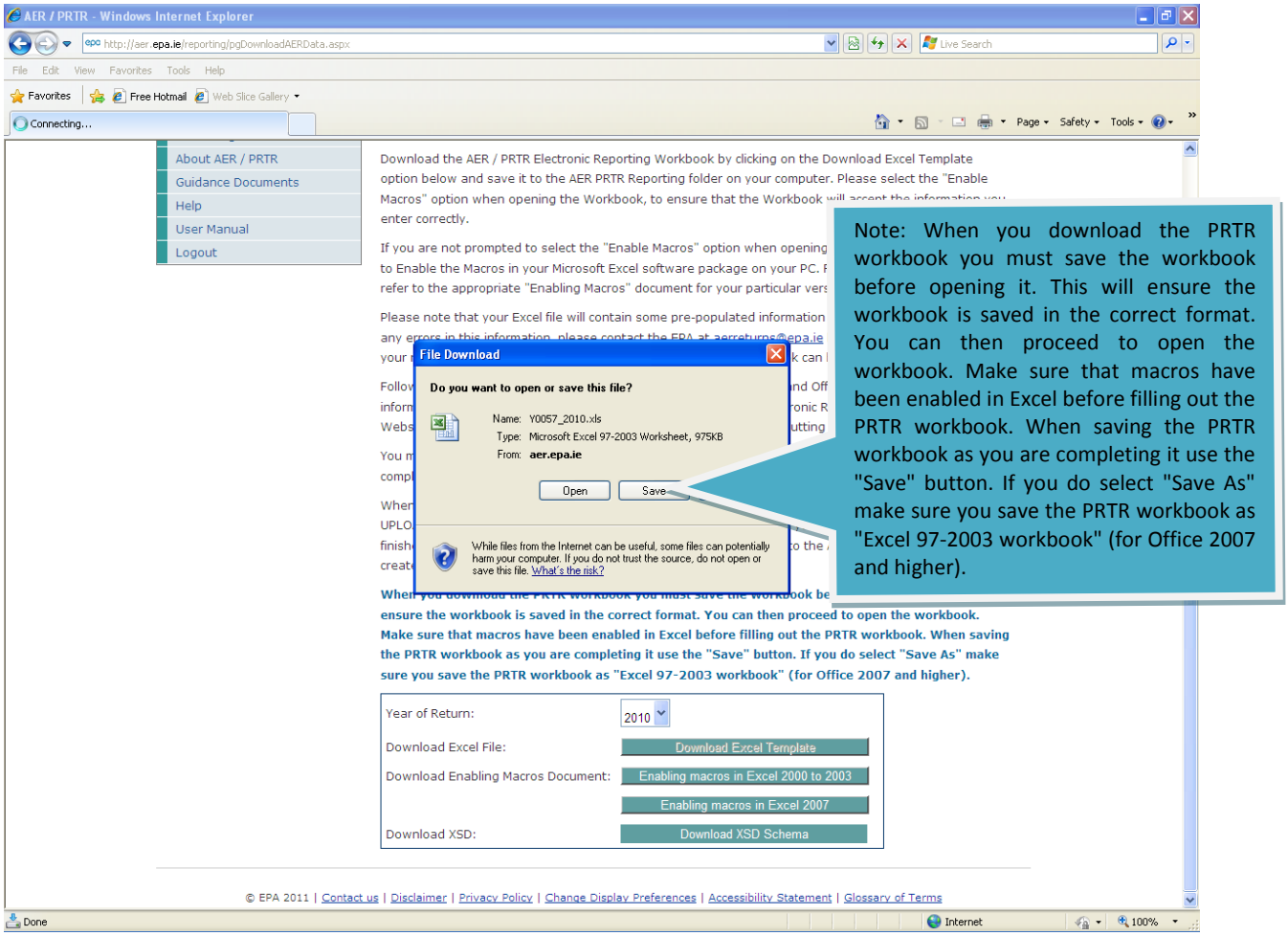


Fig. 1.5 – Saving the Excel file

- 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

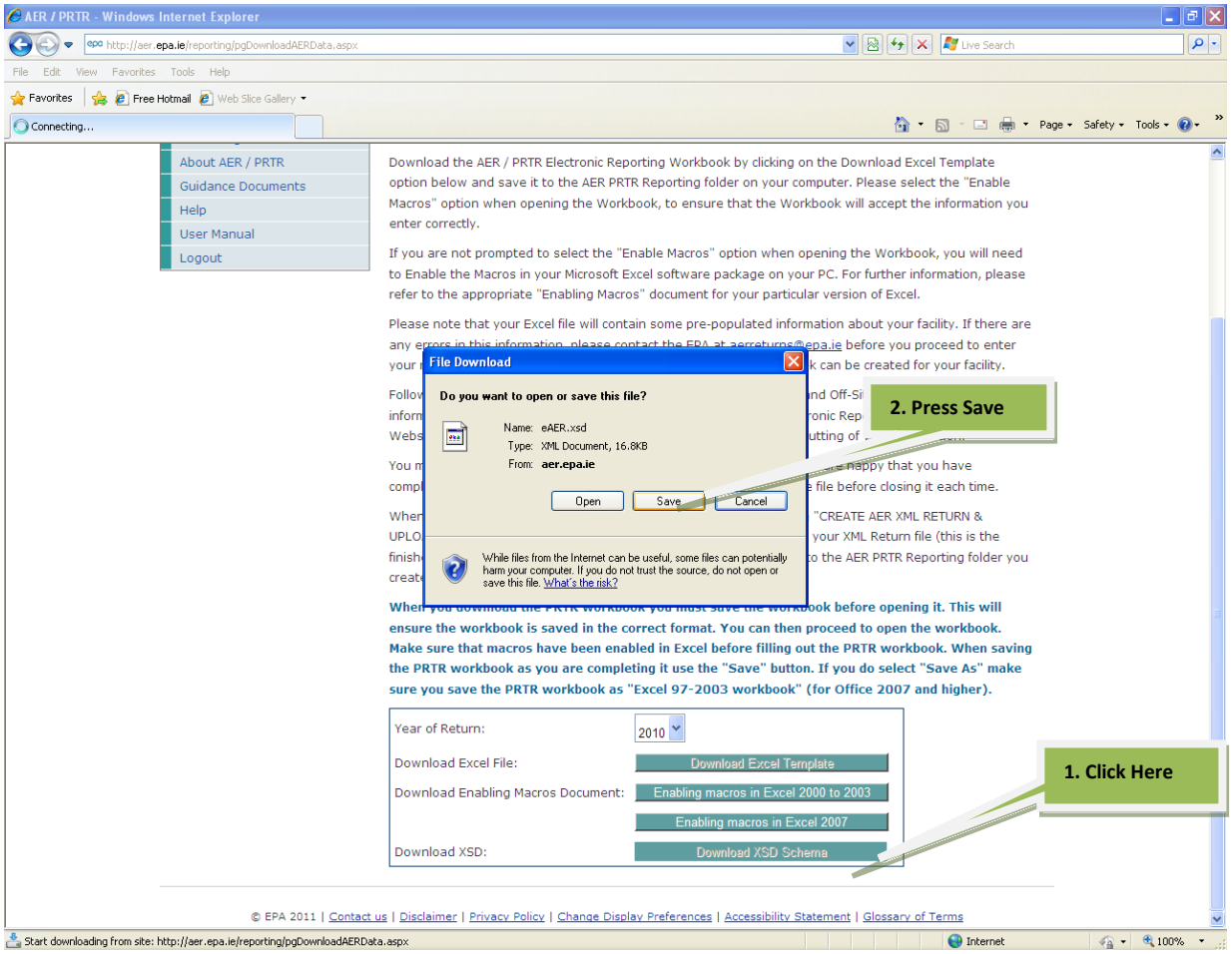


Fig. 1.6 – Saving the XSD file

- 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.

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

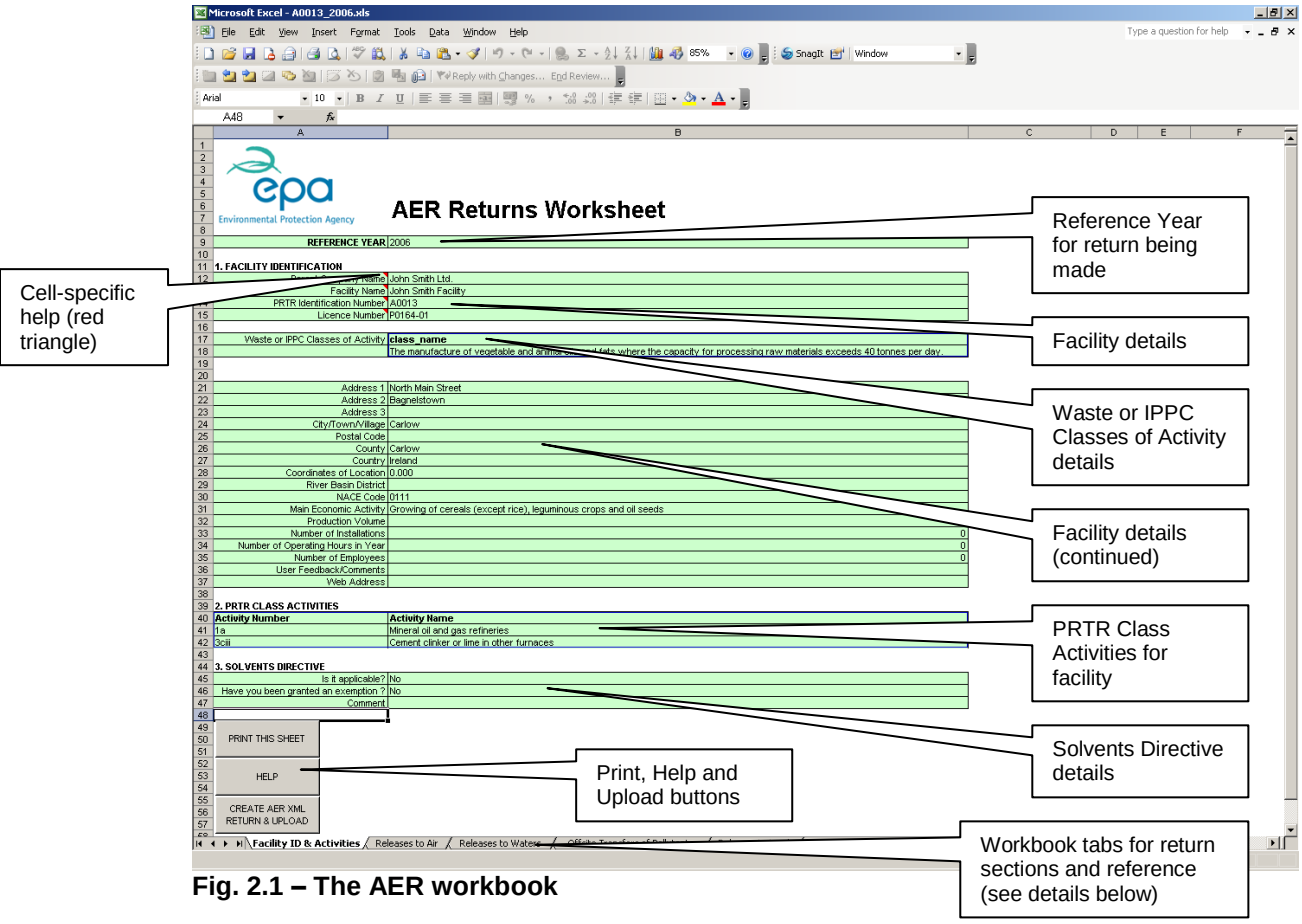


Fig. 2.1 – The AER workbook

2.2 Facility ID & Activities Sheet

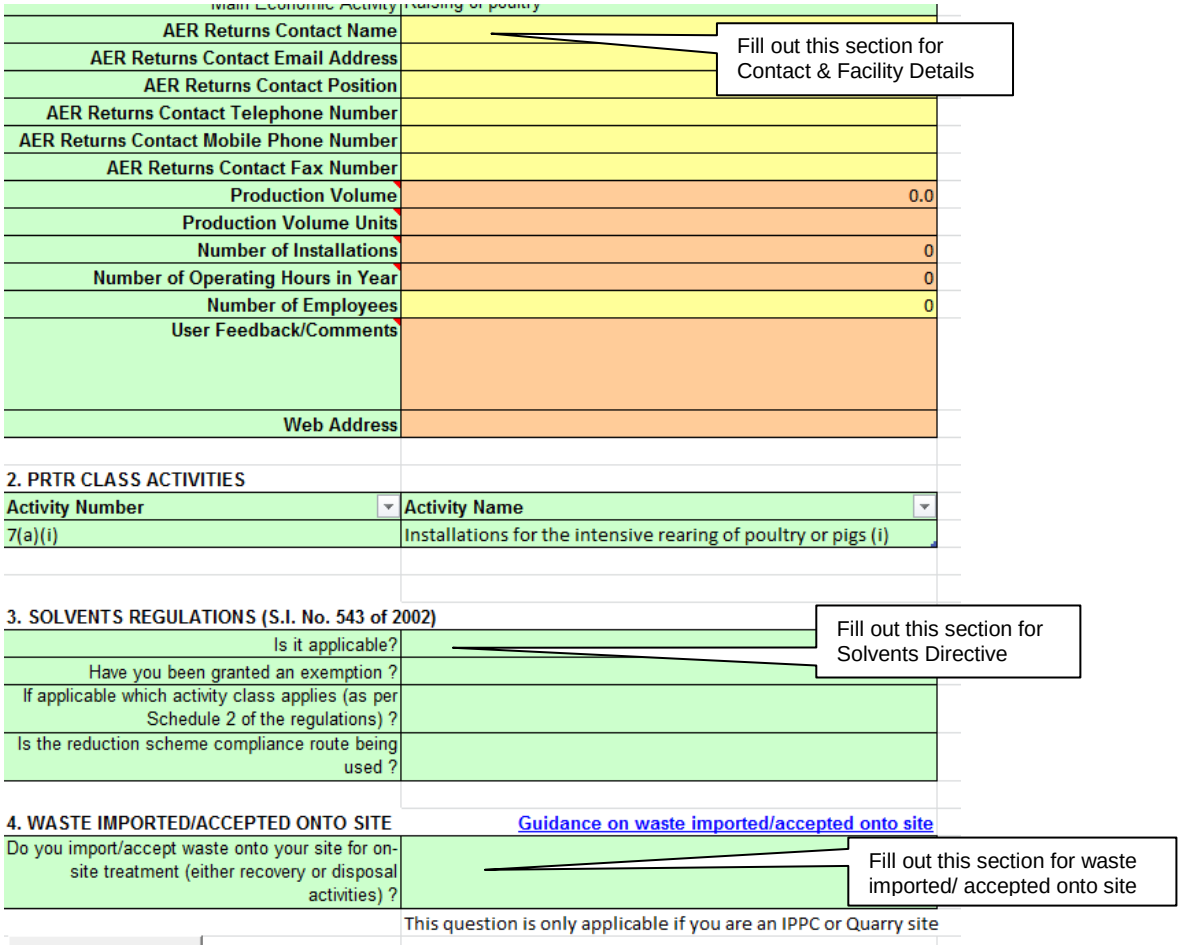


Fig. 2.2 – Facility ID & Activities Sheet

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.

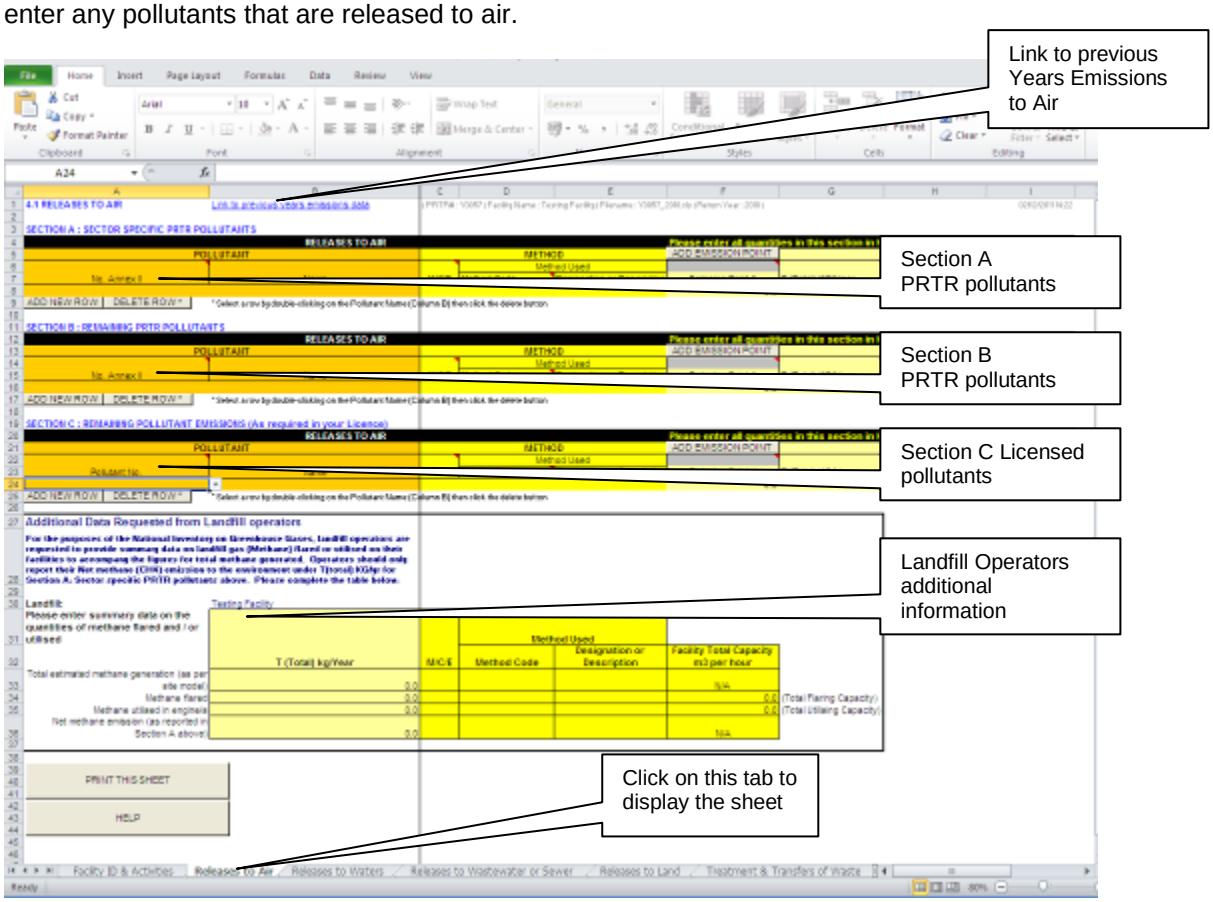


Fig. 2.3 – Releases to Air Sheet

- 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.

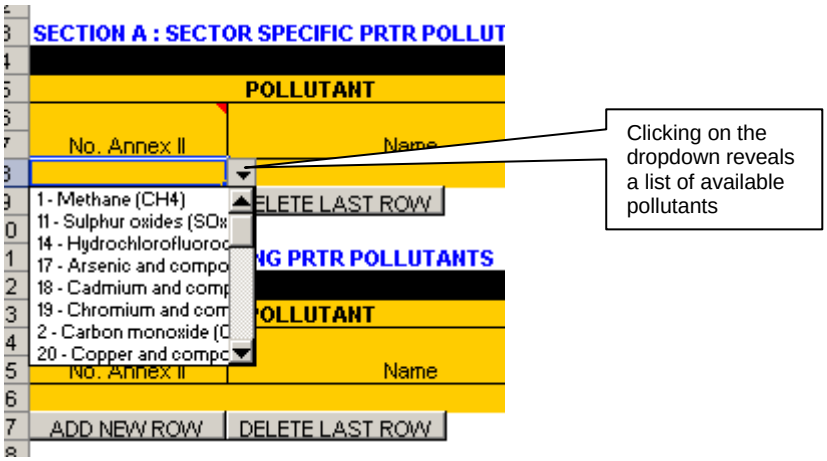


Fig. 2.4 – Selecting a pollutant from the dropdown list

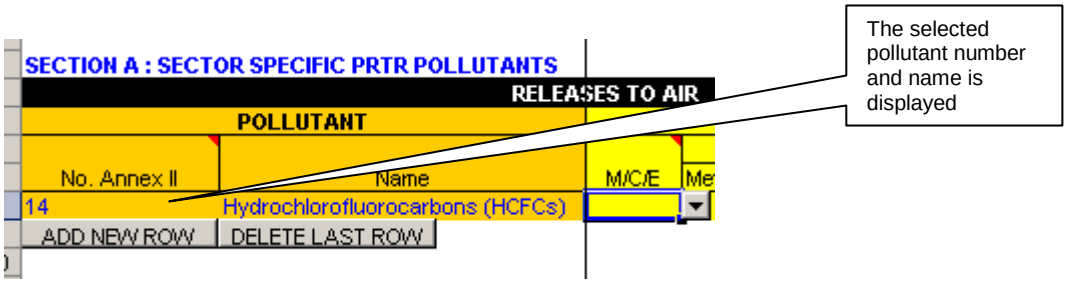


Fig. 2.5 – After selecting a pollutant from the dropdown list

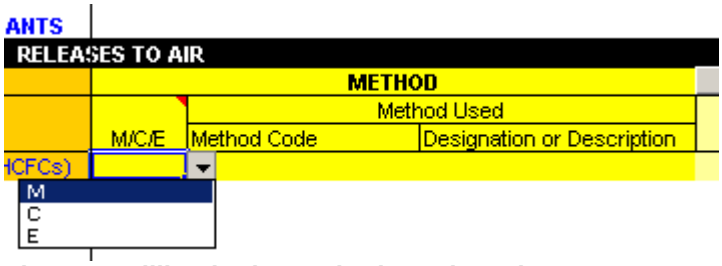


Fig. 2.6 – Filling in the Method Used section

- 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.

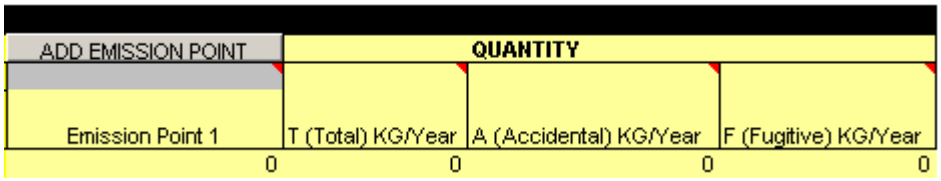


Fig. 2.7 – Filling in the release quantities

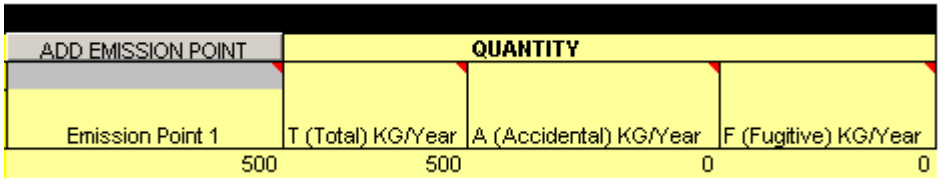


Fig. 2.8 – Filling in the release quantities (continued)

- 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

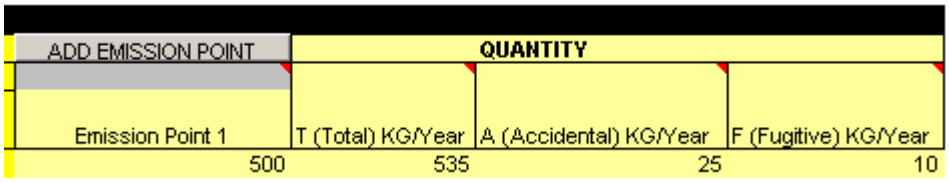


Fig. 2.9 – Filling in the Accidental and Fugitive quantities (optional)

- 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 (A maximum of 9 points can be used).

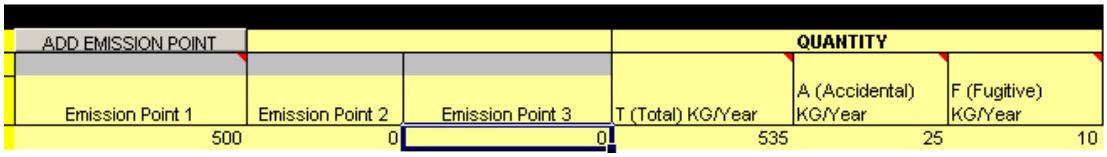


Fig. 2.10 – Adding additional Emission Points

- 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

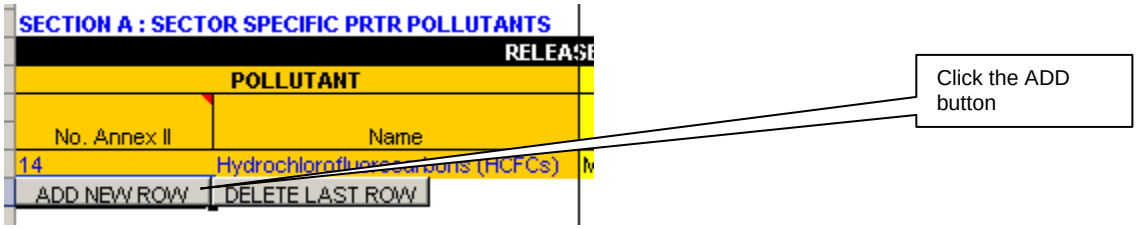


Fig. 2.11 – Adding a new row to enter another pollutant: Step 1

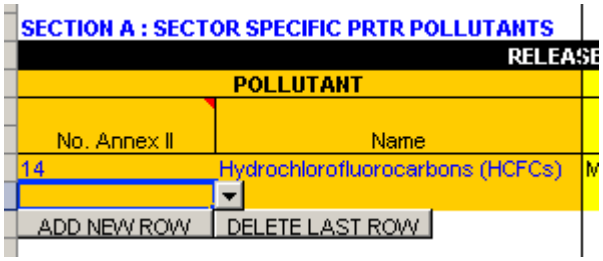


Fig. 2.12 – Adding a new row to enter another pollutant: Step 2

- 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

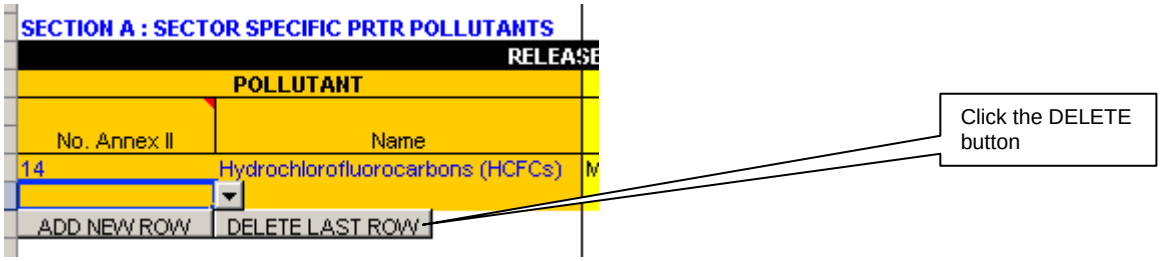


Fig. 2.13 – Deleting a row: Step 1

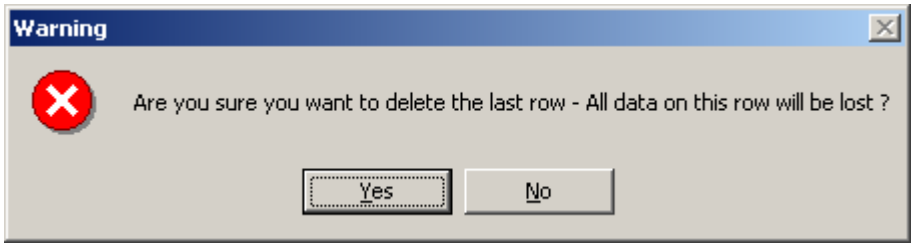


Fig. 2.14 – Deleting a row: Step 2

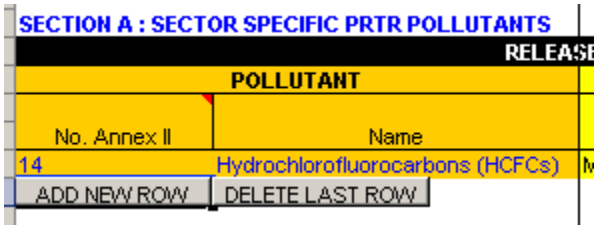


Fig. 2.15 – Deleting a row: Step 3

- 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

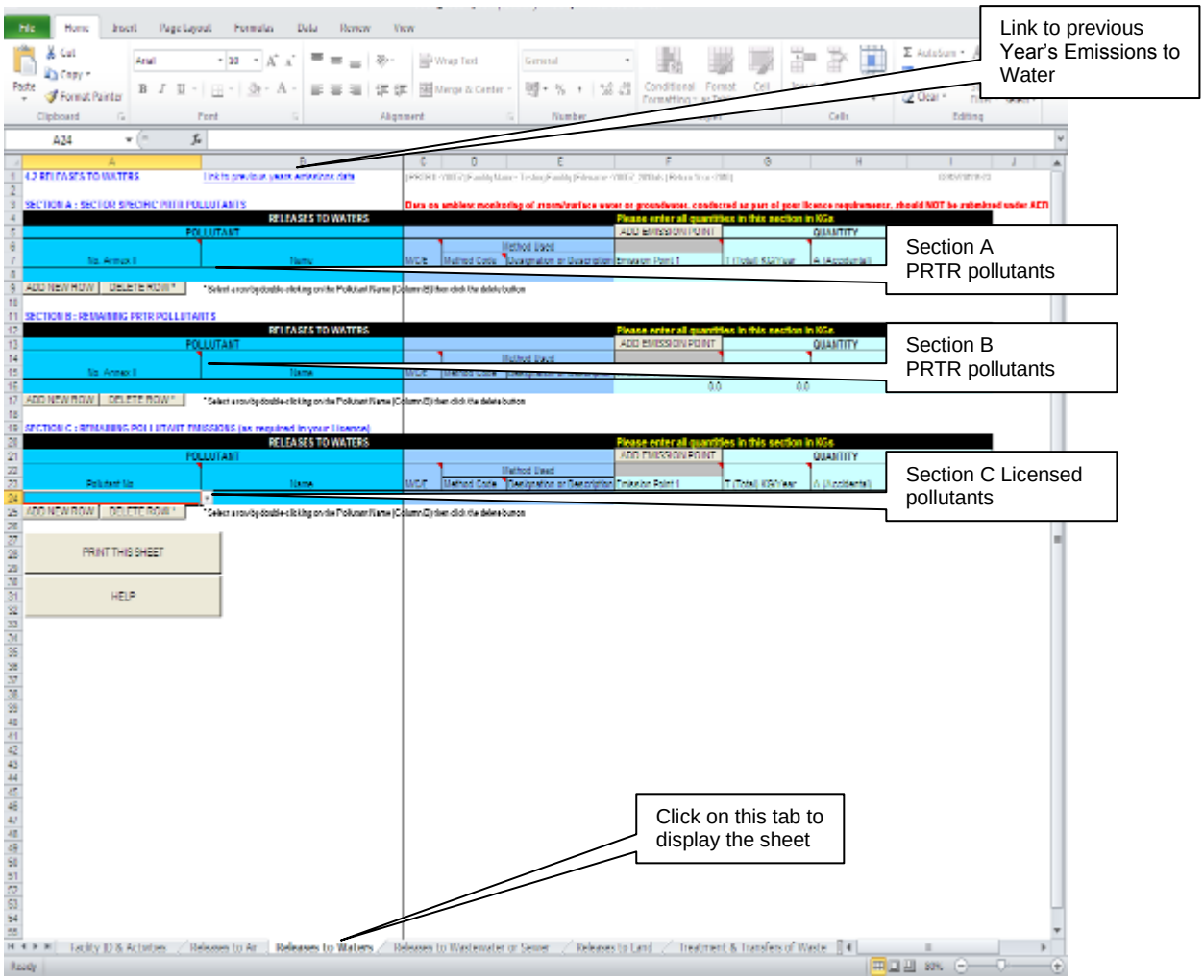


Fig. 2.16 – Releases to Waters Sheet

- 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

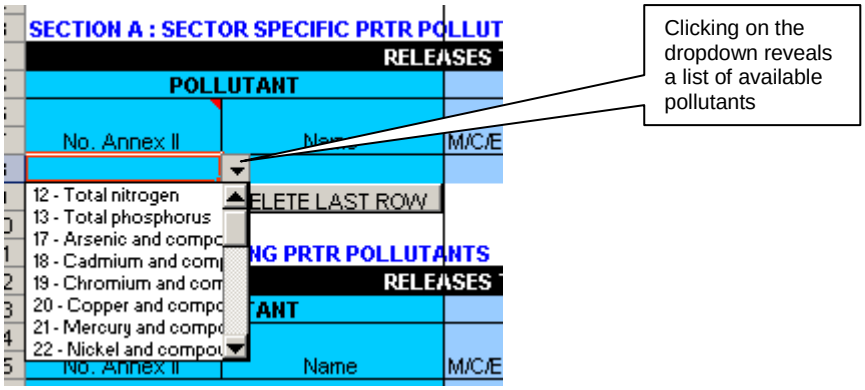


Fig. 2.17 – Selecting a pollutant from the dropdown list

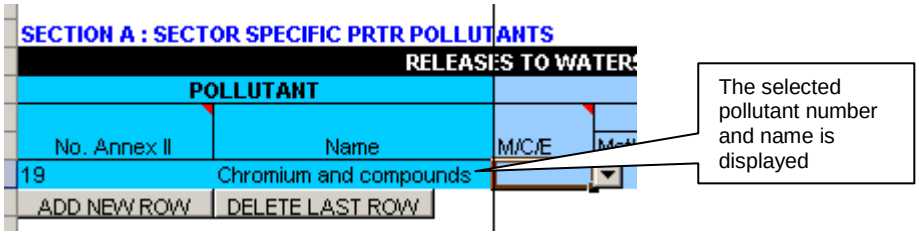


Fig. 2.18 – After selecting a pollutant from the dropdown list

- 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.

<u>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.</u>

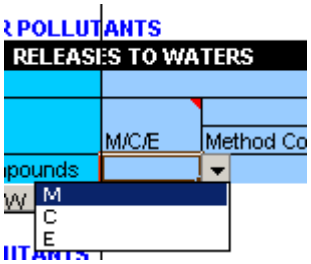


Fig. 2.19 – Filling in the Method Used section

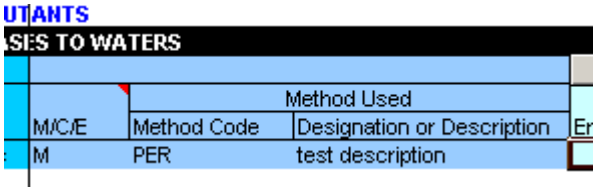


Fig. 2.20 – Filling in the Method Used section (continued)

- 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.

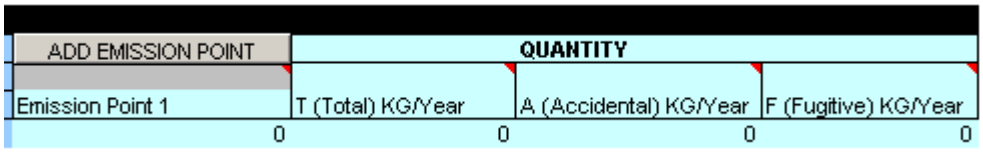


Fig. 2.21 – Filling in the release quantities

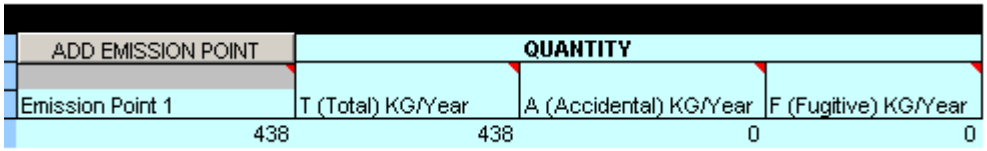


Fig. 2.22 – Filling in the release quantities (continued)

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

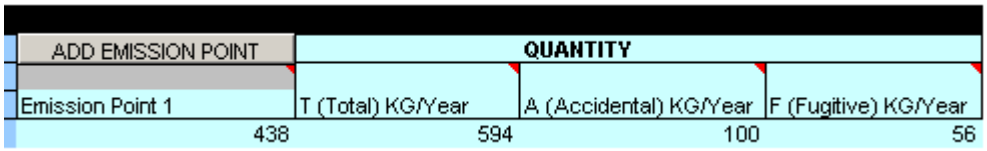


Fig. 2.23 – Filling in the Accidental and Fugitive quantities (optional)

- 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 (A maximum of 9 points can be used)

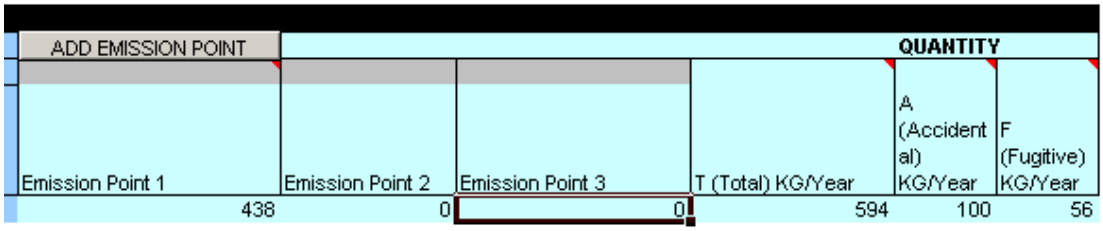


Fig. 2.24 – Adding additional Emission Points

- 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

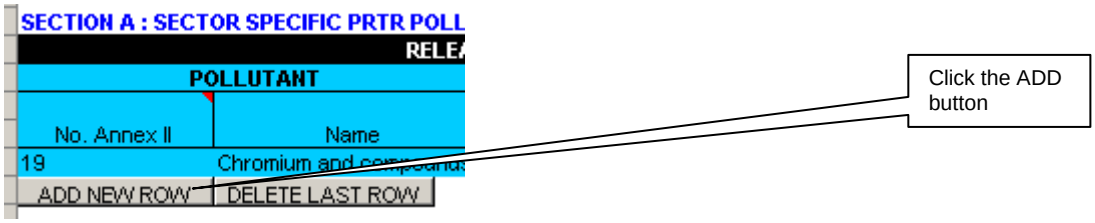


Fig. 2.25 – Adding a new row to enter another pollutant: Step 1

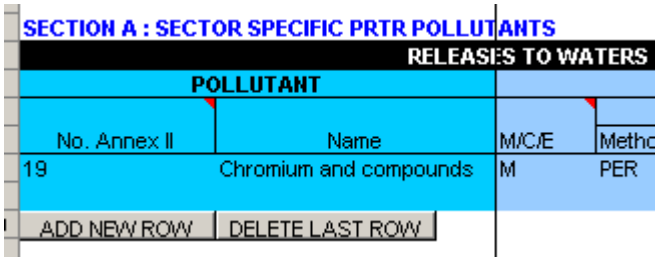


Fig. 2.26 – Adding a new row to enter another pollutant: Step 2

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

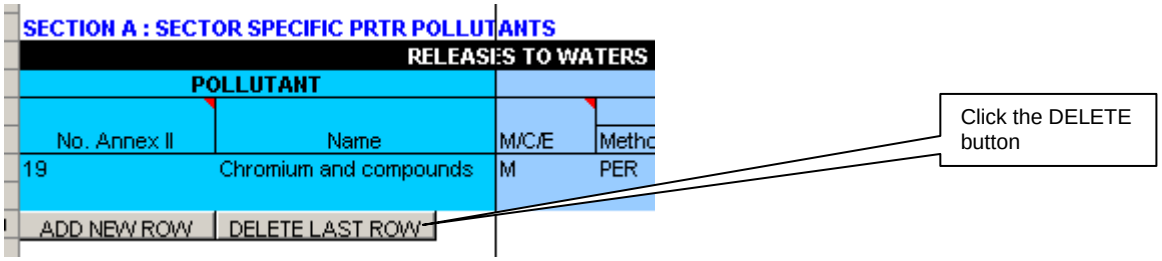


Fig. 2.27 – Deleting a row: Step 1

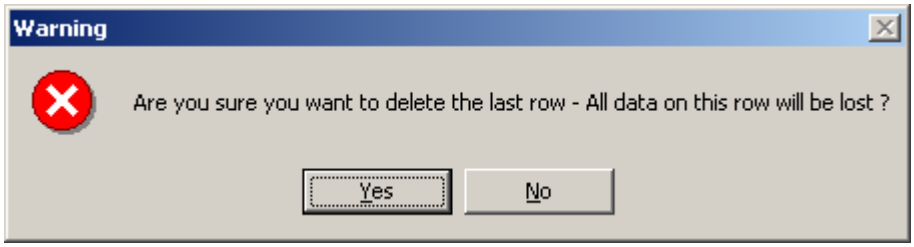


Fig. 2.28 – Deleting a row: Step 2

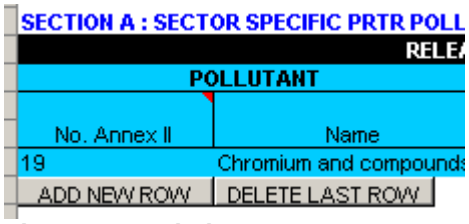


Fig. 2.29 – Deleting a row: Step 3

- 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.

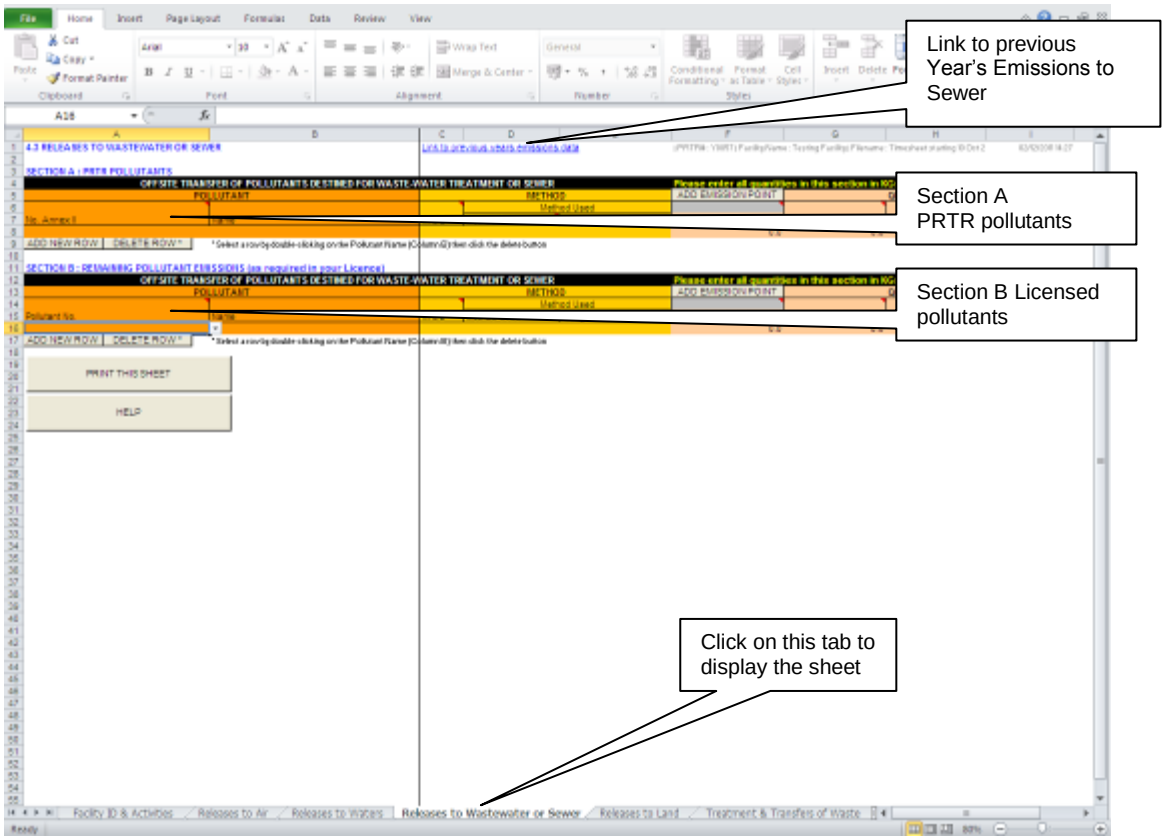


Fig. 2.30 – Offsite Transfers Sheet

- 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

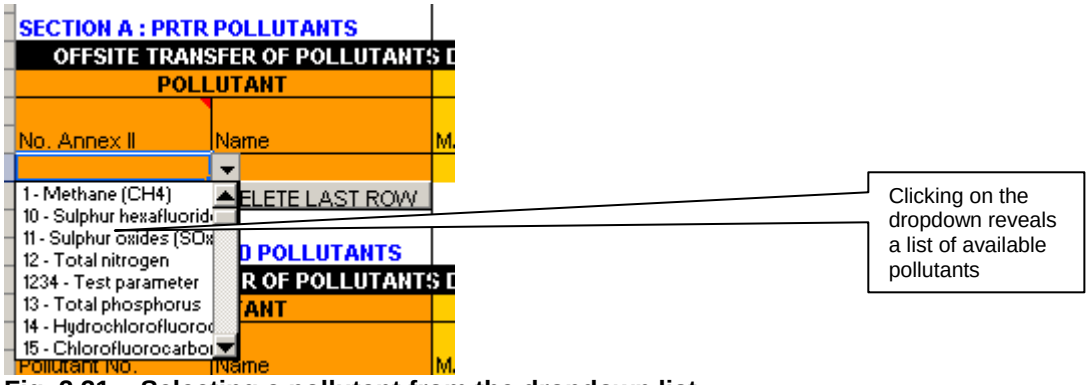


Fig. 2.31 – Selecting a pollutant from the dropdown list

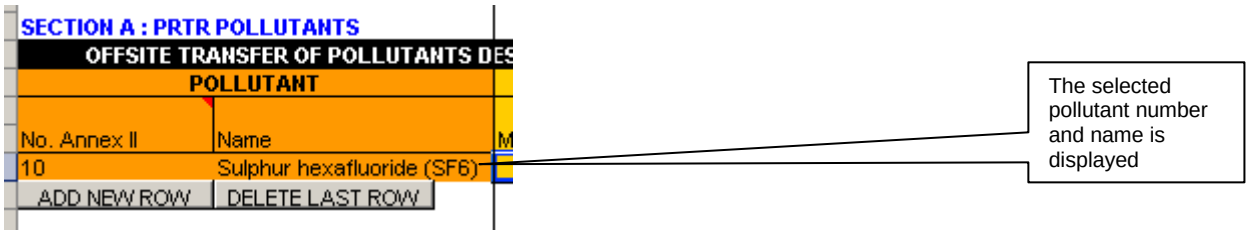


Fig. 2.32 – After selecting a pollutant from the dropdown list

- 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.

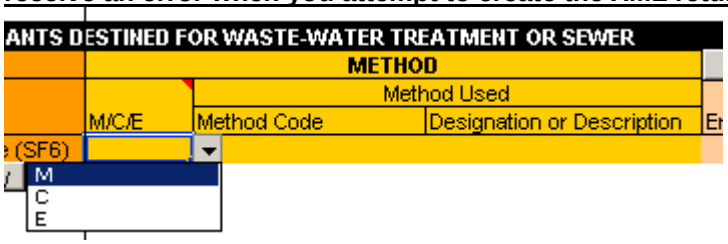


Fig. 2.33 – Filling in the Method Used section

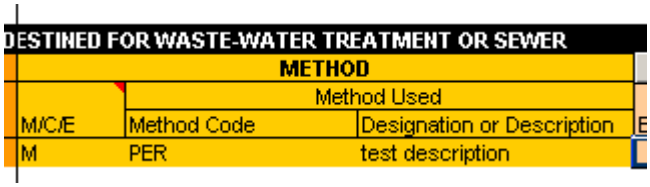


Fig. 2.34 – Filling in the Method Used section (continued)

- 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.

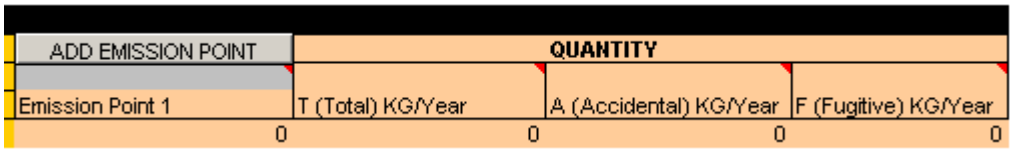


Fig. 2.35 – Filling in the release quantities

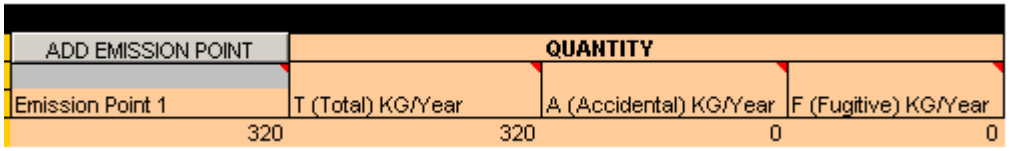


Fig. 2.36 – Filling in the release quantities (continued)

- 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

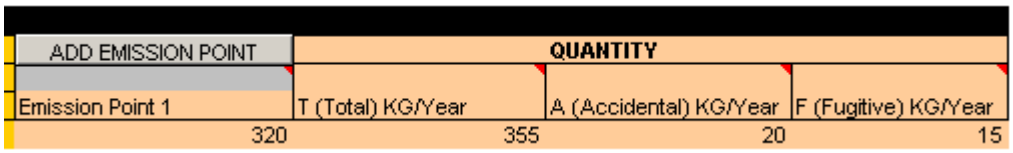


Fig. 2.37 – Filling in the Accidental and Fugitive quantities (optional)

- 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 (A maximum of 9 points can be used)

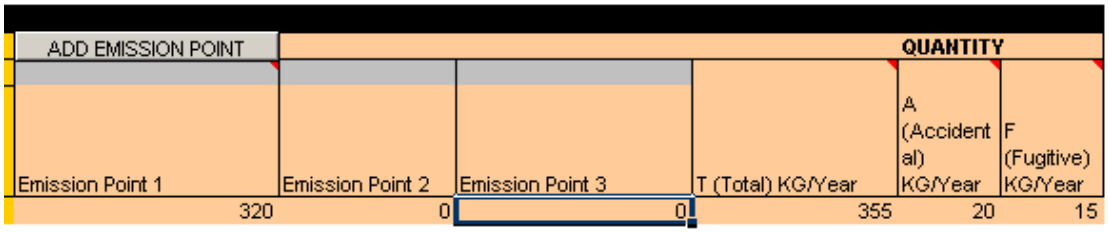


Fig. 2.38 – Adding additional Emission Points

- 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

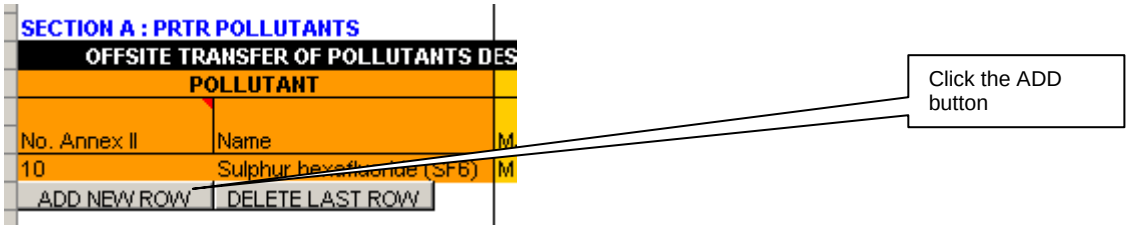


Fig. 2.39 – Adding a new row to enter another pollutant: Step 1

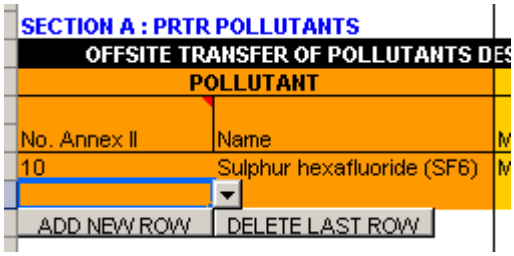


Fig. 2.40 – Adding a new row to enter another pollutant: Step 2

- 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

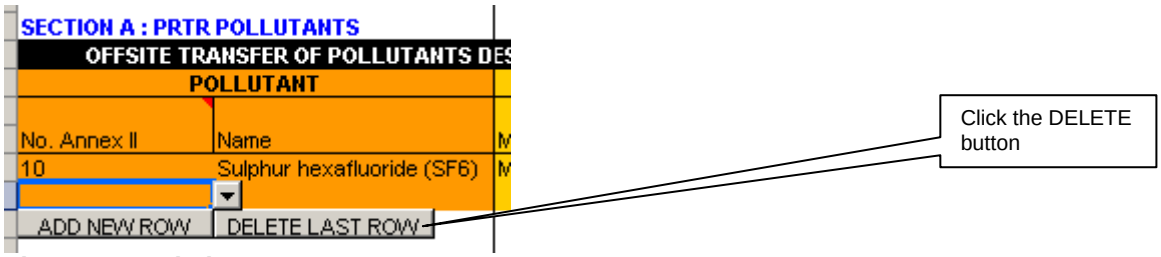


Fig. 2.41 – Deleting a row: Step 1

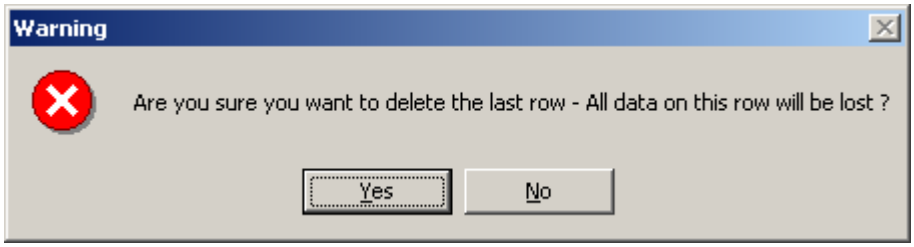


Fig. 2.42 – Deleting a row: Step 2

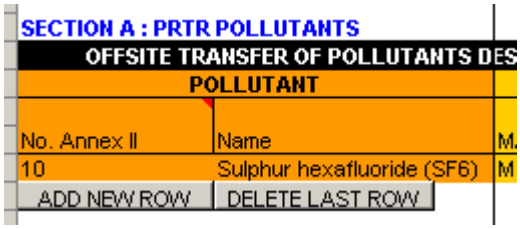


Fig. 2.43 – Deleting a row: Step 3

- 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

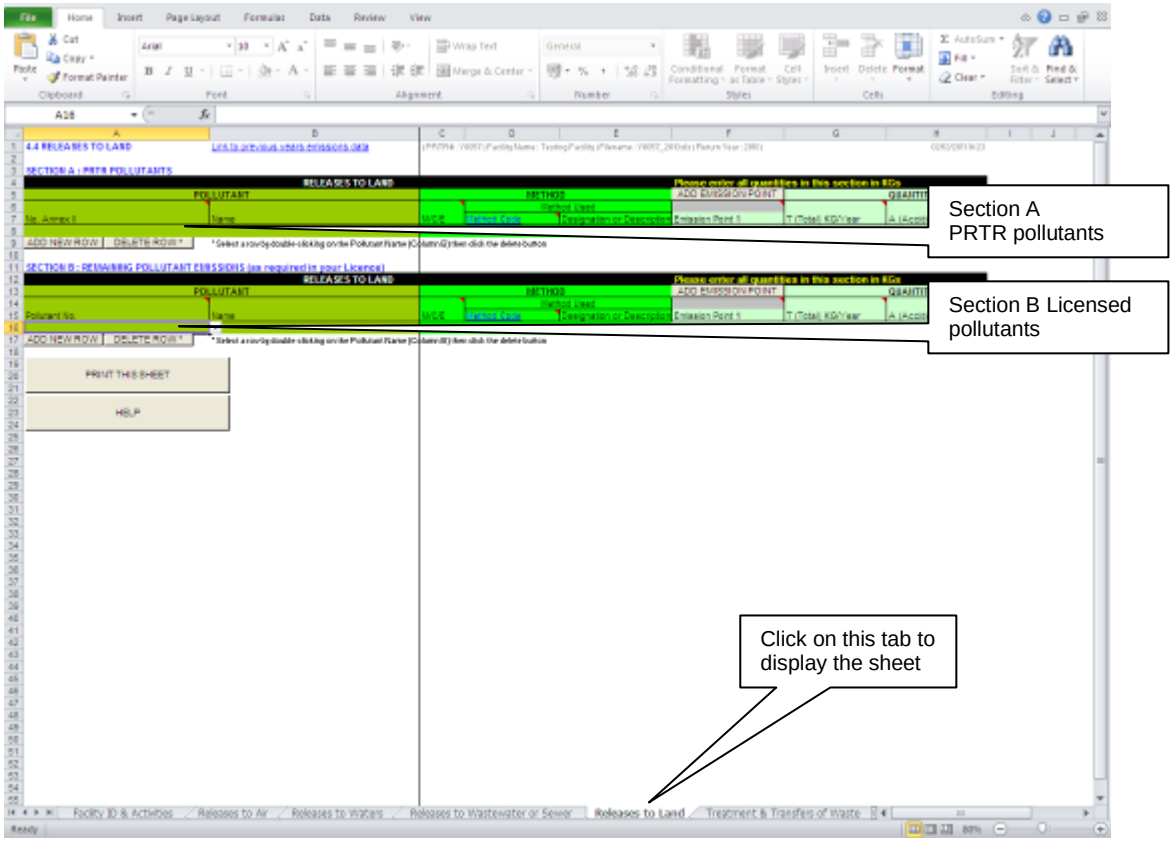


Fig. 2.44 – Releases to Land Sheet

- 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

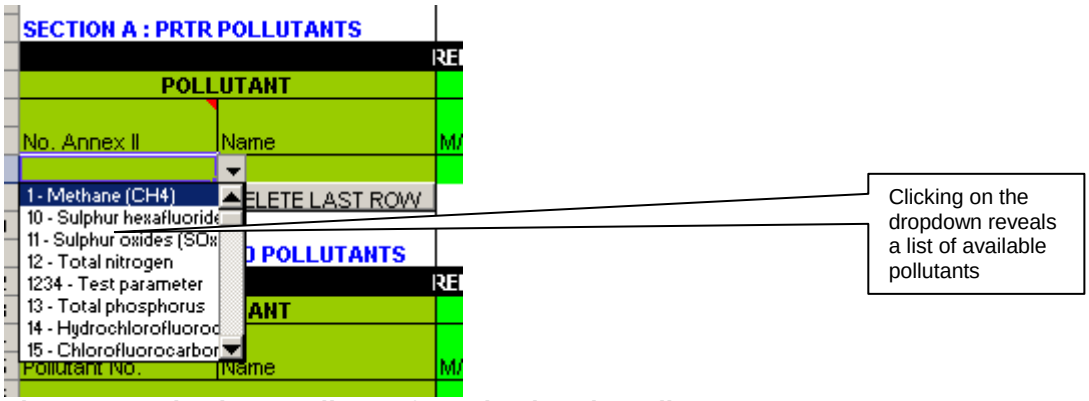


Fig. 2.45 – Selecting a pollutant from the dropdown list

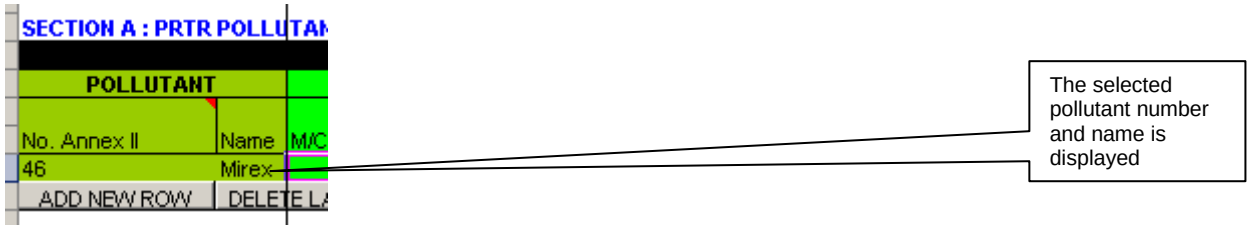


Fig. 2.46 – After selecting a pollutant from the dropdown list

- 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.

<u>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.</u>

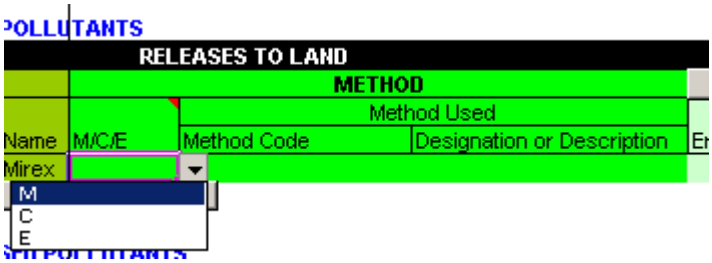


Fig. 2.47 – Filling in the Method Used section

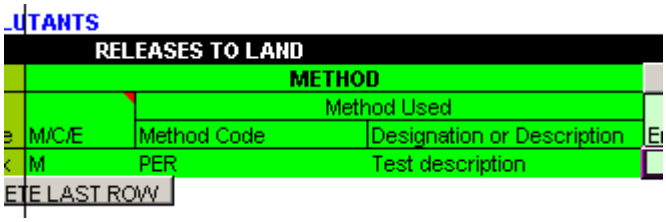


Fig. 2.48 – Filling in the Method Used section (continued)

- 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.

Fig. 2.49 – Filling in the release quantities

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

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 (A maximum of 9 points can be used)

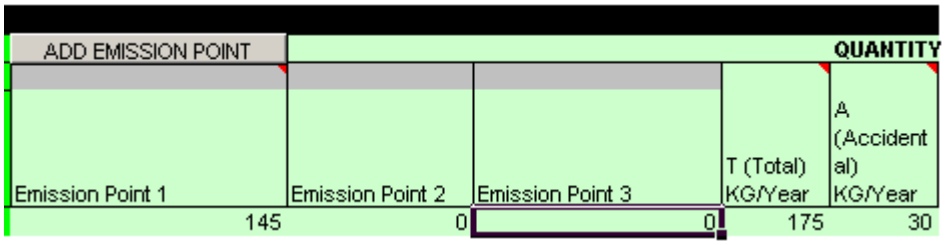


Fig. 2.52 – Adding additional Emission Points

- 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.

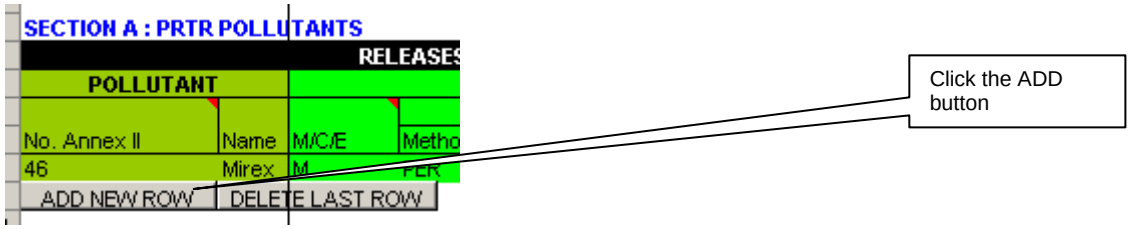


Fig. 2.53 – Adding a new row to enter another pollutant: Step 1

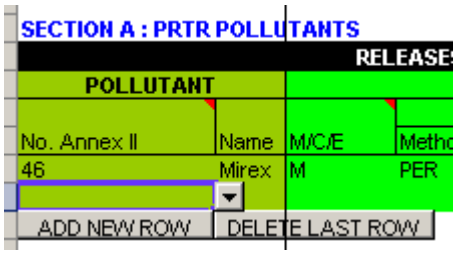


Fig. 2.54 – Adding a new row to enter another pollutant: Step 2

- 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

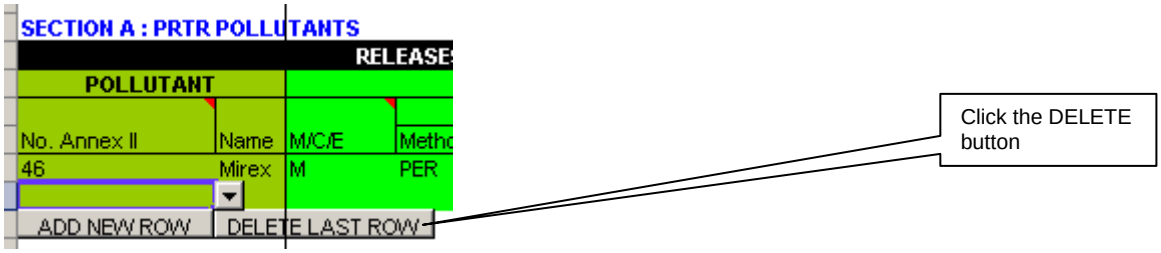


Fig. 2.55 – Deleting a row: Step 1

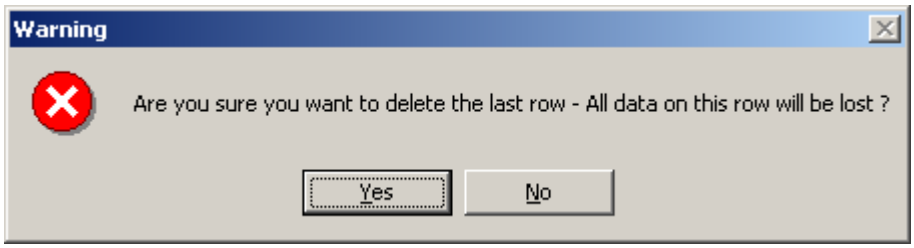


Fig. 2.56 – Deleting a row: Step 2

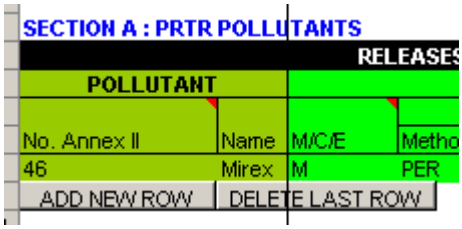


Fig. 2.57 – Deleting a row: Step 3

- 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.

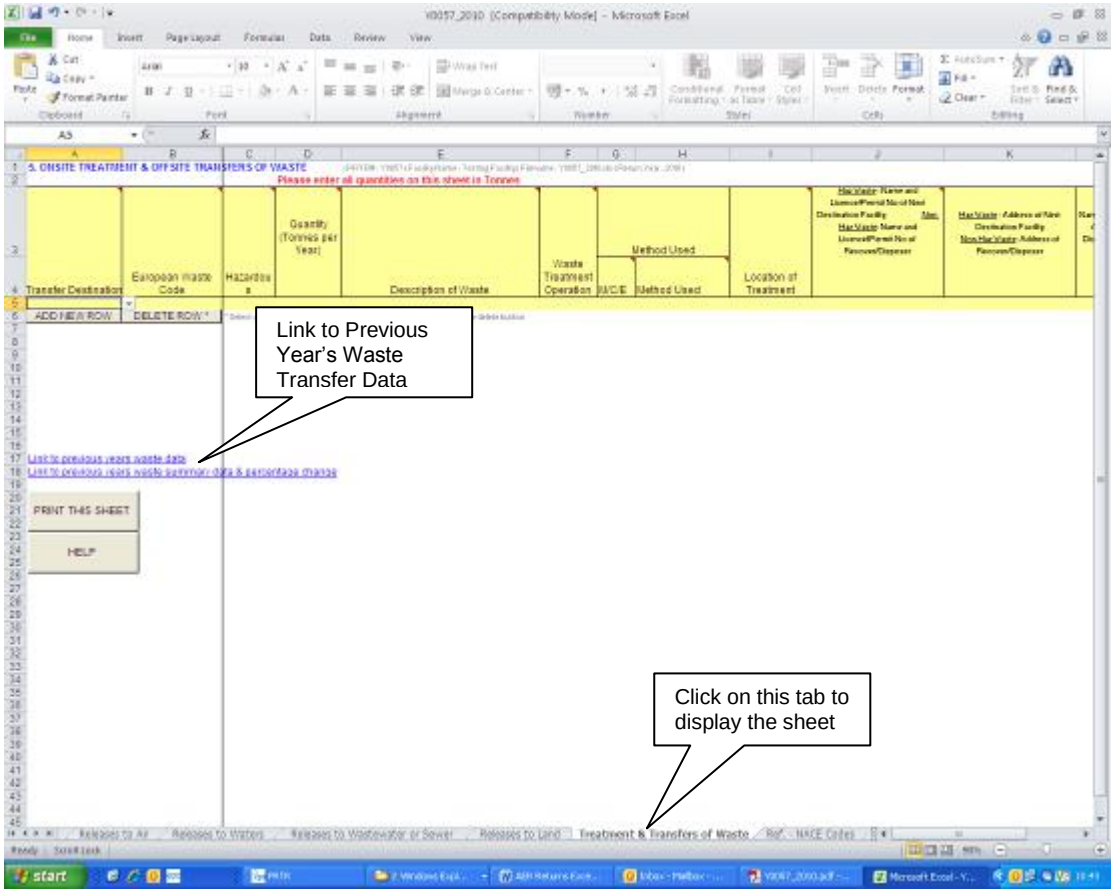


Fig. 2.58 – Treatment & Transfers of Waste Sheet

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

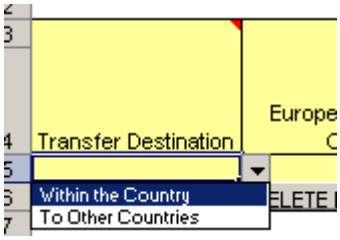


Fig. 2.59 – Selecting the Transfer Destination

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

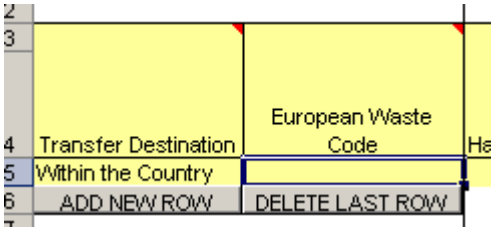
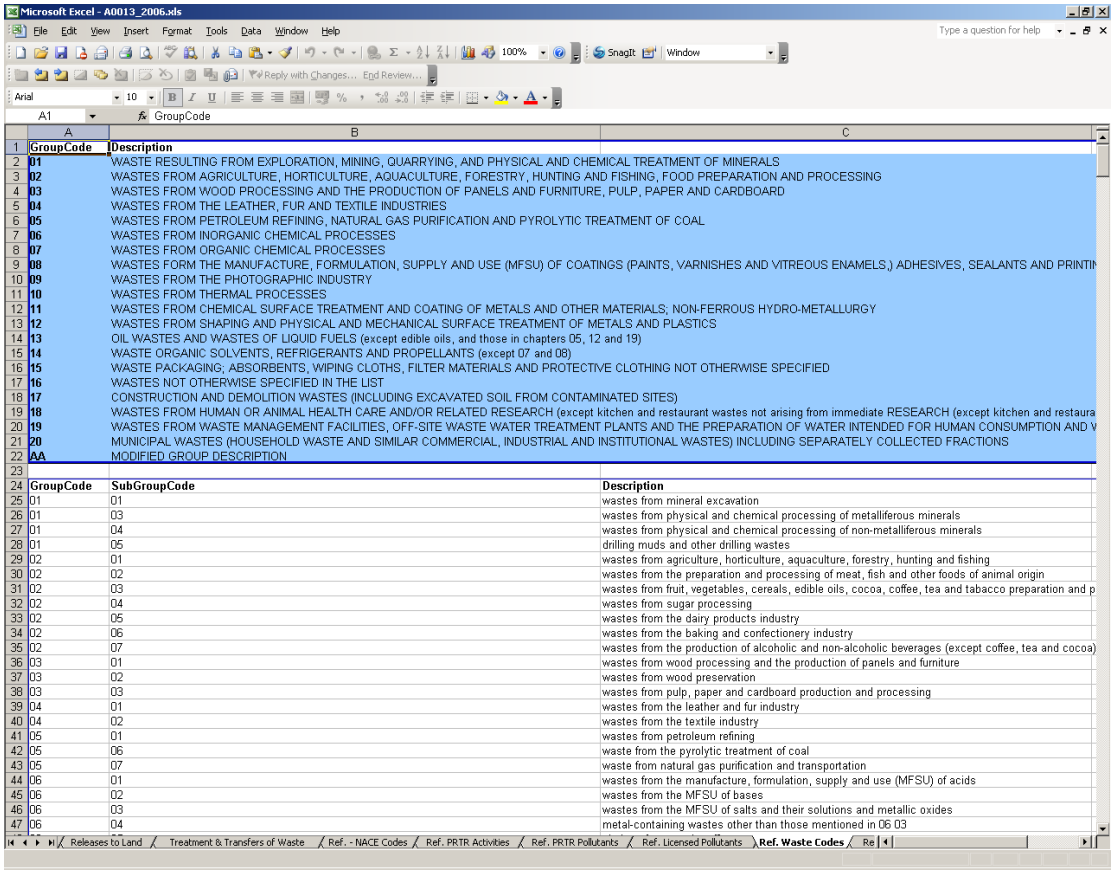


Fig. 2.60 – Entering the EWC (European Waste Code)

The EWC reference worksheet will be displayed

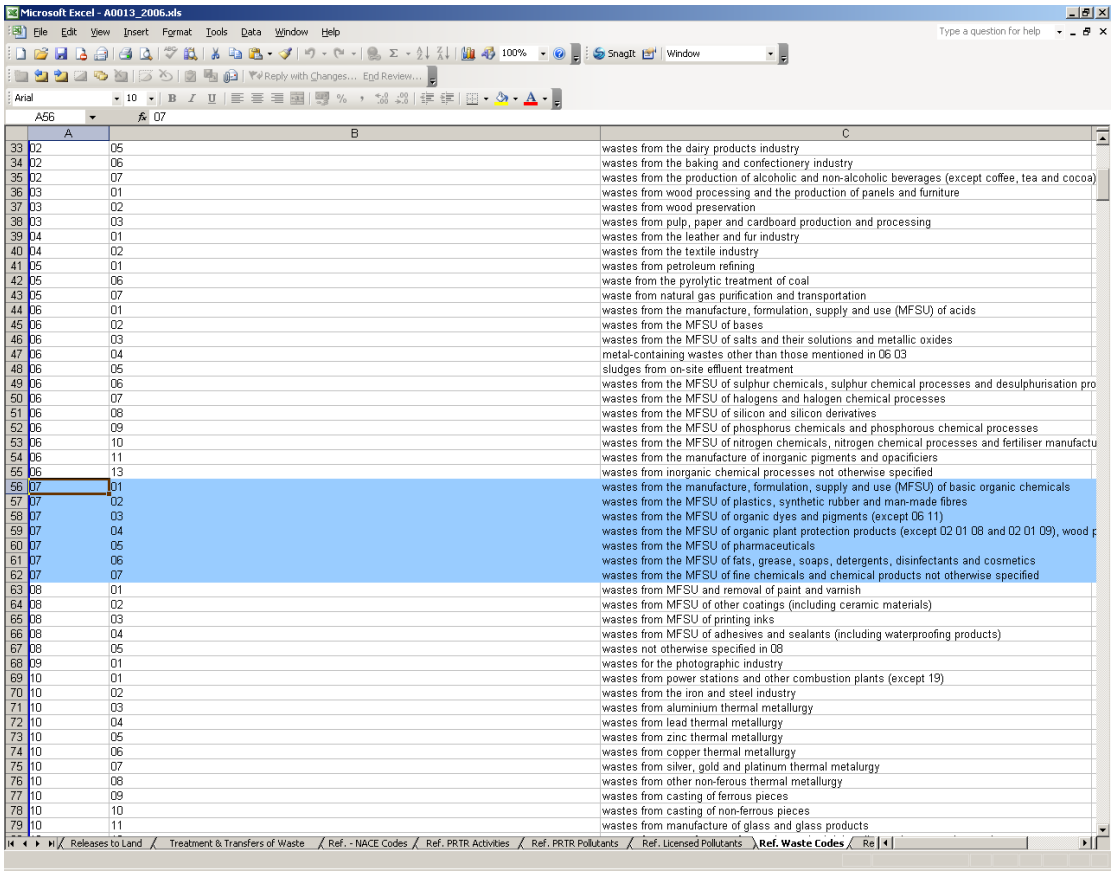


GroupCode	Description
01	WASTE RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
05	WASTES FROM PETROLEUM REFINING, NATURAL GAS PURIFICATION AND PYROLYTIC TREATMENT OF COAL
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
08	WASTES FORM THE MANUFACTURE, FORMULATION, SUPPLY AND USE (MFSU) OF COATINGS (PAINTS, VARNISHES AND VITREOUS ENAMELS,) ADHESIVES, SEALANTS AND PRINTIN
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
10	WASTES FROM THERMAL PROCESSES
11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO-METALLURGY
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
13	OIL WASTES AND WASTES OF LIQUID FUELS (except edible oils, and those in chapters 05, 12 and 19)
14	WASTE ORGANIC SOLVENTS, REFRIGERANTS AND PROPELLANTS (except 07 and 08)
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
18	WASTES FROM HUMAN OR ANIMAL HEALTH CARE AND/OR RELATED RESEARCH (except kitchen and restaurant wastes not arising from immediate RESEARCH (except kitchen and restaura
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND V
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
AA	MODIFIED GROUP DESCRIPTION

GroupCode	SubGroupCode	Description
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
02	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 and p
02	04	wastes from sugar processing
02	05	wastes from the dairy products industry
02	06	wastes from the baking and confectionery industry
02	07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
03	01	wastes from wood processing and the production of panels and furniture
03	02	wastes from wood preservation
03	03	wastes from pulp, paper and cardboard production and processing
04	01	wastes from the leather and fur industry
04	02	wastes from the textile industry
05	01	wastes from petroleum refining
05	06	waste 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

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.



	A	B	C
33	02	05	wastes from the dairy products industry
34	02	06	wastes from the baking and confectionery industry
35	02	07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
36	03	01	wastes from wood processing and the production of panels and furniture
37	03	02	wastes from wood preservation
38	03	03	wastes from pulp, paper and cardboard production and processing
39	04	01	wastes from the leather and fur industry
40	04	02	wastes from the textile industry
41	05	01	wastes from petroleum refining
42	05	06	waste from the pyrolytic treatment of coal
43	05	07	waste from natural gas purification and transportation
44	06	01	wastes from the manufacture, formulation, supply and use (MFSU) of acids
45	06	02	wastes from the MFSU of bases
46	06	03	wastes from the MFSU of salts and their solutions and metallic oxides
47	06	04	metal-containing wastes other than those mentioned in 06 03
48	06	05	sludges from on-site effluent treatment
49	06	06	wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation pro
50	06	07	wastes from the MFSU of halogens and halogen chemical processes
51	06	08	wastes from the MFSU of silicon and silicon derivatives
52	06	09	wastes from the MFSU of phosphorus chemicals and phosphorous chemical processes
53	06	10	wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manufactu
54	06	11	wastes from the manufacture of inorganic pigments and opacificiers
55	06	13	wastes from inorganic chemical processes not otherwise specified
56	07	01	wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals
57	07	02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
58	07	03	wastes from the MFSU of organic dyes and pigments (except 06 11)
59	07	04	wastes from the MFSU of organic plant protection products (except 02 01 08 and 02 01 09), wood p
60	07	05	wastes from the MFSU of pharmaceuticals
61	07	06	wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics
62	07	07	wastes from the MFSU of fine chemicals and chemical products not otherwise specified
63	08	01	wastes from MFSU and removal of paint and varnish
64	08	02	wastes from MFSU of other coatings (including ceramic materials)
65	08	03	wastes from MFSU of printing inks
66	08	04	wastes from MFSU of adhesives and sealants (including waterproofing products)
67	08	05	wastes not otherwise specified in 08
68	09	01	wastes for the photographic industry
69	10	01	wastes from power stations and other combustion plants (except 19)
70	10	02	wastes from the iron and steel industry
71	10	03	wastes from aluminium thermal metallurgy
72	10	04	wastes from lead thermal metallurgy
73	10	05	wastes from zinc thermal metallurgy
74	10	06	wastes from copper thermal metallurgy
75	10	07	wastes from silver, gold and platinum thermal metalurgy
76	10	08	wastes from other non-ferous thermal metallurgy
77	10	09	wastes from casting of ferrous pieces
78	10	10	wastes from casting of non-ferrous pieces
79	10	11	wastes from manufacture of glass and glass products

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.

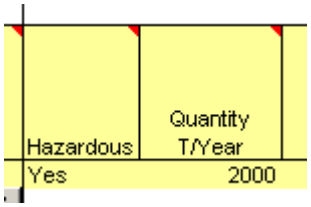


Fig. 2.64 – Entering a Quantity

- 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.

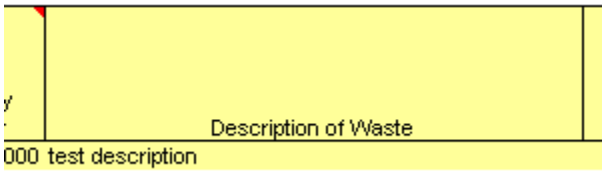


Fig. 2.65 – Entering a Description for the waste

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

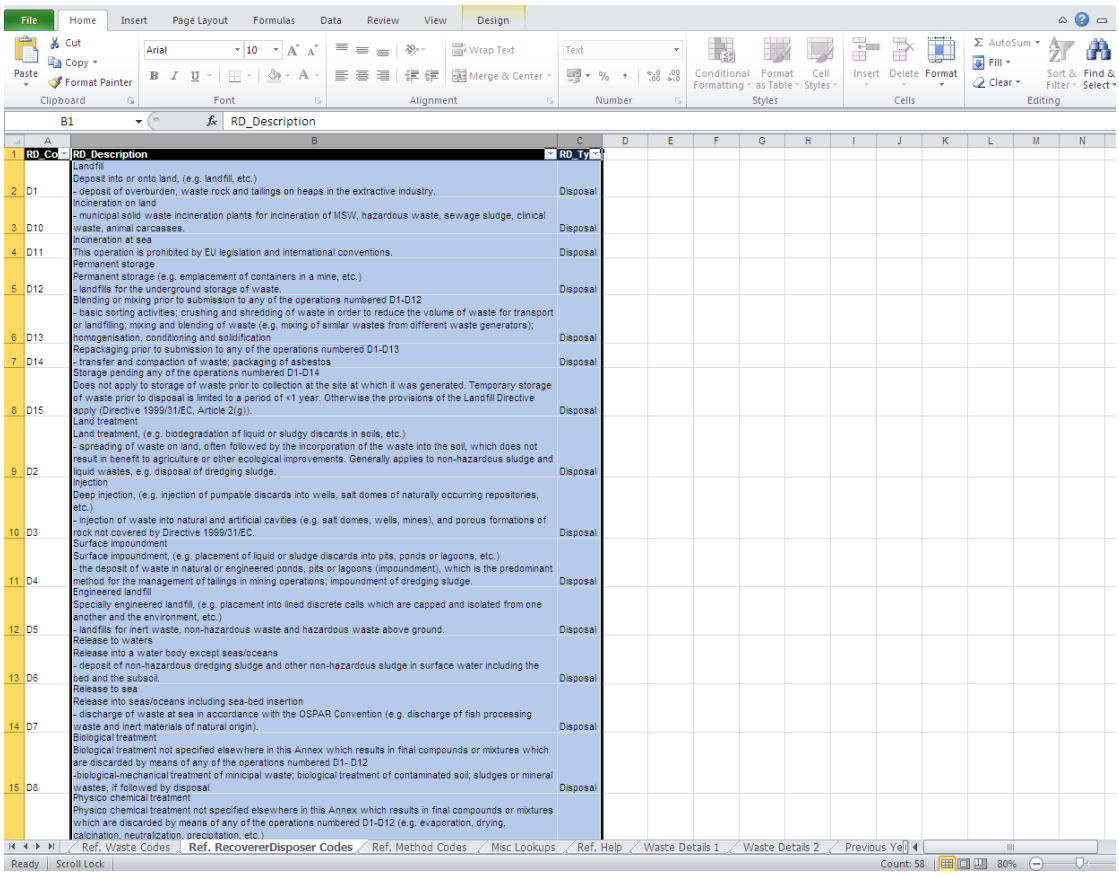


Fig. 2.66 – The Recoverer/Disposer Codes reference sheet

- 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.

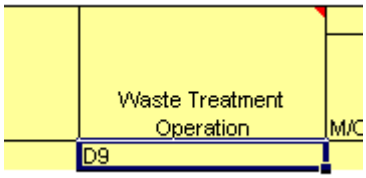


Fig. 2.67 – After selecting the Recoverer/Disposer code

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

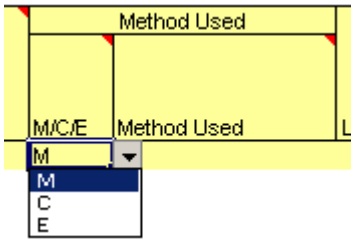


Fig. 2.68 – Entering a Method Used

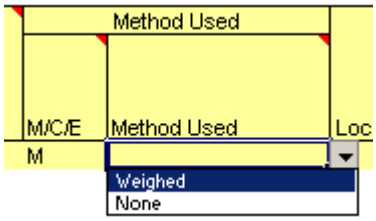


Fig. 2.69 – Entering a Method Used (continued)

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

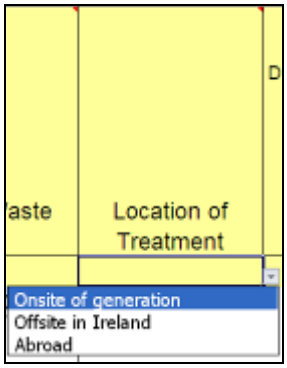


Fig. 2.70 – Selecting a Treatment Location

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

- 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	Haz Waste : Name and Licence/Permit No of Next Destination Facility Non Haz Waste: Name and Licence/Permit No of Recover/Disposer	Haz Waste : Address of Next Destination Facility Non Haz Waste: 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 generati	Own site name,Own site 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 Eurostat[1], 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.

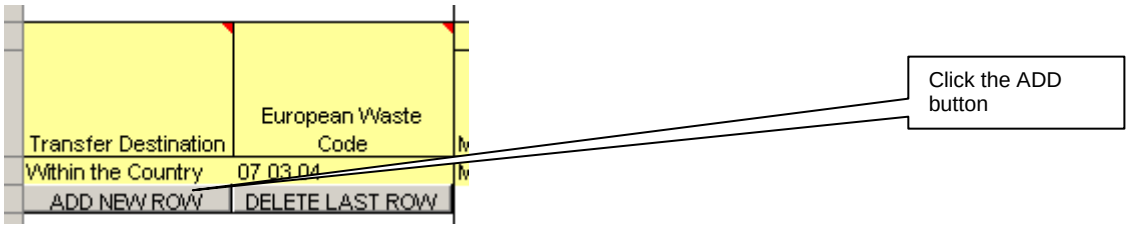


Fig. 2.72 – Adding a new row to enter another waste record: Step 1

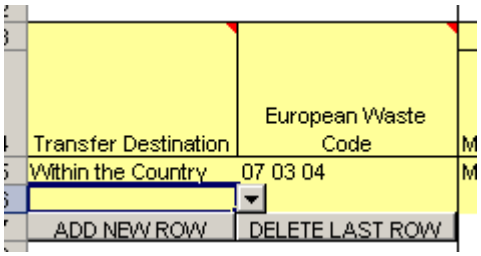


Fig. 2.73 – Adding a new row to enter another waste record: Step 2

- 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

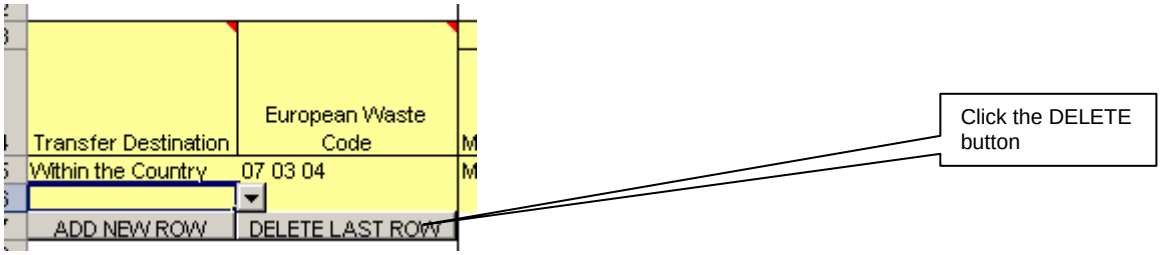


Fig. 2.74 – Deleting a row: Step 1

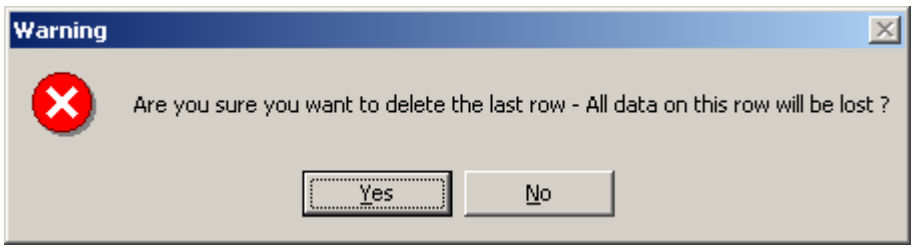


Fig. 2.75 – Deleting a row: Step 2

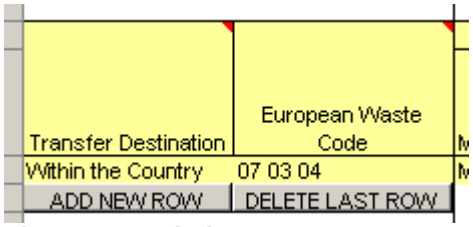


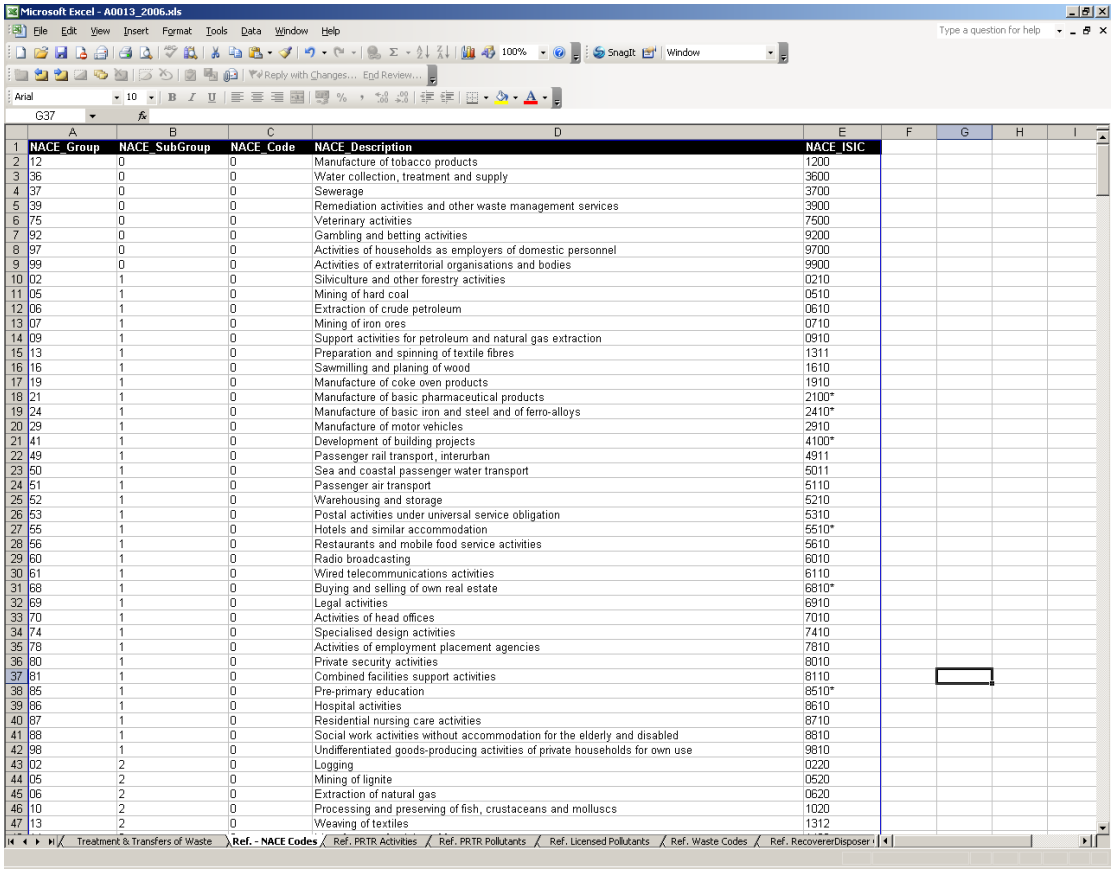
Fig. 2.76 – Deleting a row: Step 3

- 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

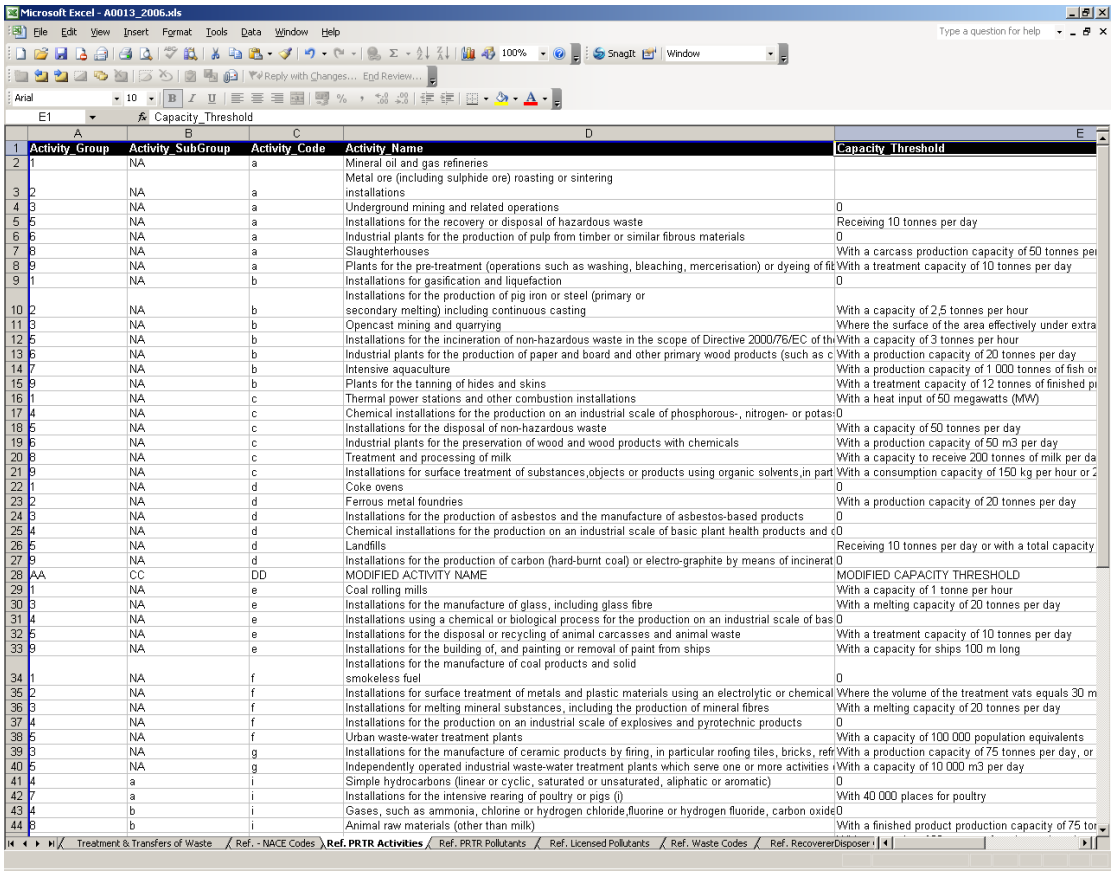


	A	B	C	D	E	F	G	H	I
1	NACE_Group	NACE_SubGroup	NACE_Code	NACE_Description	NACE_ISIC				
2	12	0	0	Manufacture of tobacco products	1200				
3	36	0	0	Water collection, treatment and supply	3600				
4	37	0	0	Sewerage	3700				
5	39	0	0	Remediation activities and other waste management services	3900				
6	75	0	0	Veterinary activities	7500				
7	92	0	0	Gambling and betting activities	9200				
8	97	0	0	Activities of households as employers of domestic personnel	9700				
9	99	0	0	Activities of extraterritorial organisations and bodies	9900				
10	02	1	0	Silviculture and other forestry activities	0210				
11	05	1	0	Mining of hard coal	0510				
12	06	1	0	Extraction of crude petroleum	0610				
13	07	1	0	Mining of iron ores	0710				
14	09	1	0	Support activities for petroleum and natural gas extraction	0910				
15	13	1	0	Preparation and spinning of textile fibres	1311				
16	16	1	0	Sawmilling and planing of wood	1610				
17	19	1	0	Manufacture of coke oven products	1910				
18	21	1	0	Manufacture of basic pharmaceutical products	2100*				
19	24	1	0	Manufacture of basic iron and steel and of ferro-alloys	2410*				
20	29	1	0	Manufacture of motor vehicles	2910				
21	41	1	0	Development of building projects	4100*				
22	49	1	0	Passenger rail transport, interurban	4911				
23	50	1	0	Sea and coastal passenger water transport	5011				
24	51	1	0	Passenger air transport	5110				
25	52	1	0	Warehousing and storage	5210				
26	53	1	0	Postal activities under universal service obligation	5310				
27	55	1	0	Hotels and similar accommodation	5510*				
28	56	1	0	Restaurants and mobile food service activities	5610				
29	60	1	0	Radio broadcasting	6010				
30	61	1	0	Wired telecommunications activities	6110				
31	68	1	0	Buying and selling of own real estate	6810*				
32	69	1	0	Legal activities	6910				
33	70	1	0	Activities of head offices	7010				
34	74	1	0	Specialised design activities	7410				
35	78	1	0	Activities of employment placement agencies	7810				
36	80	1	0	Private security activities	8010				
37	81	1	0	Combined facilities support activities	8110				
38	85	1	0	Pre-primary education	8510*				
39	86	1	0	Hospital activities	8610				
40	87	1	0	Residential nursing care activities	8710				
41	88	1	0	Social work activities without accommodation for the elderly and disabled	8810				
42	98	1	0	Undifferentiated goods-producing activities of private households for own use	9810				
43	02	2	0	Logging	0220				
44	05	2	0	Mining of lignite	0520				
45	06	2	0	Extraction of natural gas	0620				
46	10	2	0	Processing and preserving of fish, crustaceans and molluscs	1020				
47	13	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

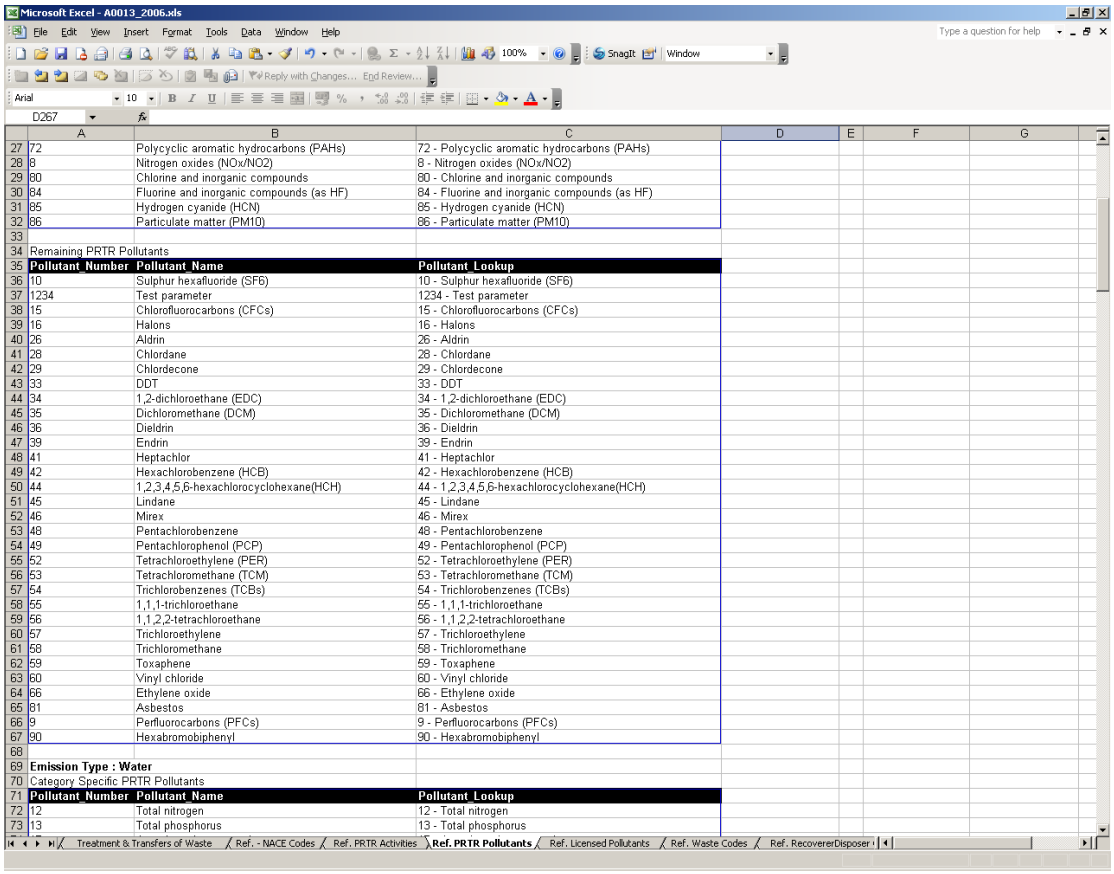


	A	B	C	D	E
1	Activity_Group	Activity_SubGroup	Activity_Code	Activity_Name	Capacity_Threshold
2	1	NA	a	Mineral oil and gas refineries	
3	2	NA	a	Metal ore (including sulphide ore) roasting or sintering installations	
4	3	NA	a	Underground mining and related operations	0
5	5	NA	a	Installations for the recovery or disposal of hazardous waste	Receiving 10 tonnes per day
6	6	NA	a	Industrial plants for the production of pulp from timber or similar fibrous materials	0
7	8	NA	a	Slaughterhouses	With a carcass production capacity of 50 tonnes per
8	9	NA	a	Plants for the pre-treatment (operations such as washing, bleaching, mercerisation) or dyeing of fil	With a treatment capacity of 10 tonnes per day
9	1	NA	b	Installations for gasification and liquefaction	0
10	2	NA	b	Installations for the production of pig iron or steel (primary or secondary melting) including continuous casting	With a capacity of 2,5 tonnes per hour
11	3	NA	b	Opencast mining and quarrying	Where the surface of the area effectively under extra
12	5	NA	b	Installations for the incineration of non-hazardous waste in the scope of Directive 2000/76/EC of th	With a capacity of 3 tonnes per hour
13	6	NA	b	Industrial plants for the production of paper and board and other primary wood products (such as c	With a production capacity of 20 tonnes per day
14	7	NA	b	Intensive aquaculture	With a production capacity of 1 000 tonnes of fish or
15	9	NA	b	Plants for the tanning of hides and skins	With a treatment capacity of 12 tonnes of finished pr
16	1	NA	c	Thermal power stations and other combustion installations	With a heat input of 50 megawatts (MW)
17	4	NA	c	Chemical installations for the production on an industrial scale of phosphorous-, nitrogen- or potas	0
18	5	NA	c	Installations for the disposal of non-hazardous waste	With a capacity of 50 tonnes per day
19	6	NA	c	Industrial plants for the preservation of wood and wood products with chemicals	With a production capacity of 50 m3 per day
20	8	NA	c	Treatment and processing of milk	With a capacity to receive 200 tonnes of milk per da
21	9	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 or 2
22	1	NA	d	Coke ovens	0
23	2	NA	d	Ferrous metal foundries	With a production capacity of 20 tonnes per day
24	3	NA	d	Installations for the production of asbestos and the manufacture of asbestos-based products	0
25	4	NA	d	Chemical installations for the production on an industrial scale of basic plant health products and c	0
26	5	NA	d	Landfills	Receiving 10 tonnes per day or with a total capacity
27	9	NA	d	Installations for the production of carbon (hard-burnt coal) or electro-graphite by means of incinerat	0
28	AA	CC	DD	MODIFIED ACTIVITY NAME	MODIFIED CAPACITY THRESHOLD
29	1	NA	e	Coal rolling mills	With a capacity of 1 tonne per hour
30	3	NA	e	Installations for the manufacture of glass, including glass fibre	With a melting capacity of 20 tonnes per day
31	4	NA	e	Installations using a chemical or biological process for the production on an industrial scale of bas	0
32	5	NA	e	Installations for the disposal or recycling of animal carcasses and animal waste	With a treatment capacity of 10 tonnes per day
33	9	NA	e	Installations for the building of, and painting or removal of paint from ships	With a capacity for ships 100 m long
34	1	NA	f	Installations for the manufacture of coal products and solid smokeless fuel	0
35	2	NA	f	Installations for surface treatment of metals and plastic materials using an electrolytic or chemical	Where the volume of the treatment vats equals 30 m
36	3	NA	f	Installations for melting mineral substances, including the production of mineral fibres	With a melting capacity of 20 tonnes per day
37	4	NA	f	Installations for the production on an industrial scale of explosives and pyrotechnic products	0
38	5	NA	f	Urban waste-water treatment plants	With a capacity of 100 000 population equivalents
39	3	NA	g	Installations for the manufacture of ceramic products by firing, in particular roofing tiles, bricks, refr	With a production capacity of 75 tonnes per day, or
40	5	NA	g	Independently operated industrial waste-water treatment plants which serve one or more activities (	With a capacity of 10 000 m3 per day
41	4	a	i	Simple hydrocarbons (linear or cyclic, saturated or unsaturated, aliphatic or aromatic)	0
42	7	a	i	Installations for the intensive rearing of poultry or pigs (i)	With 40 000 places for poultry
43	4	b	i	Gases, such as ammonia, chlorine or hydrogen chloride,fluorine or hydrogen fluoride, carbon oxide	0
44	8	b	i	Animal raw materials (other than milk)	With a finished product production capacity of 75 ton

Fig. 2.78 – PRTR Activities Reference Sheet

Ref. PRTR Pollutants

This worksheet contains reference information for PRTR Pollutants



	A	B	C
27	72	Polycyclic aromatic hydrocarbons (PAHs)	72 - Polycyclic aromatic hydrocarbons (PAHs)
28	8	Nitrogen oxides (NOx/NO2)	8 - Nitrogen oxides (NOx/NO2)
29	80	Chlorine and inorganic compounds	80 - Chlorine and inorganic compounds
30	84	Fluorine and inorganic compounds (as HF)	84 - Fluorine and inorganic compounds (as HF)
31	85	Hydrogen cyanide (HCN)	85 - Hydrogen cyanide (HCN)
32	86	Particulate matter (PM10)	86 - Particulate matter (PM10)
33			
34	Remaining PRTR Pollutants		
35	**Pollutant_Number**	**Pollutant_Name**	**Pollutant_Lookup**
36	10	Sulphur hexafluoride (SF6)	10 - Sulphur hexafluoride (SF6)
37	1234	Test parameter	1234 - Test parameter
38	15	Chlorofluorocarbons (CFCs)	15 - Chlorofluorocarbons (CFCs)
39	16	Halons	16 - Halons
40	26	Aldrin	26 - Aldrin
41	28	Chlordane	28 - Chlordane
42	29	Chlordecone	29 - Chlordecone
43	33	DDT	33 - DDT
44	34	1,2-dichloroethane (EDC)	34 - 1,2-dichloroethane (EDC)
45	35	Dichloromethane (DCM)	35 - Dichloromethane (DCM)
46	36	Dieldrin	36 - Dieldrin
47	39	Endrin	39 - Endrin
48	41	Heptachlor	41 - Heptachlor
49	42	Hexachlorobenzene (HCB)	42 - Hexachlorobenzene (HCB)
50	44	1,2,3,4,5,6-hexachlorocyclohexane(HCH)	44 - 1,2,3,4,5,6-hexachlorocyclohexane(HCH)
51	45	Lindane	45 - Lindane
52	46	Mirex	46 - Mirex
53	48	Pentachlorobenzene	48 - Pentachlorobenzene
54	49	Pentachlorophenol (PCP)	49 - Pentachlorophenol (PCP)
55	52	Tetrachloroethylene (PER)	52 - Tetrachloroethylene (PER)
56	53	Tetrachloromethane (TCM)	53 - Tetrachloromethane (TCM)
57	54	Trichlorobenzenes (TCBs)	54 - Trichlorobenzenes (TCBs)
58	55	1,1,1-trichloroethane	55 - 1,1,1-trichloroethane
59	56	1,1,2,2-tetrachloroethane	56 - 1,1,2,2-tetrachloroethane
60	57	Trichloroethylene	57 - Trichloroethylene
61	58	Trichloromethane	58 - Trichloromethane
62	59	Toxaphene	59 - Toxaphene
63	60	Vinyl chloride	60 - Vinyl chloride
64	66	Ethylene oxide	66 - Ethylene oxide
65	81	Asbestos	81 - Asbestos
66	9	Perfluorocarbons (PFCs)	9 - Perfluorocarbons (PFCs)
67	90	Hexabromobiphenyl	90 - Hexabromobiphenyl
68			
69	**Emission Type : Water**		
70	Category Specific PRTR Pollutants		
71	**Pollutant_Number**	**Pollutant_Name**	**Pollutant_Lookup**
72	12	Total nitrogen	12 - Total nitrogen
73	13	Total phosphorus	13 - Total phosphorus

Fig. 2.79 – PRTR Pollutants Reference Sheet

Ref. Licensed Pollutants

This worksheet contains reference information for Licensed Pollutants

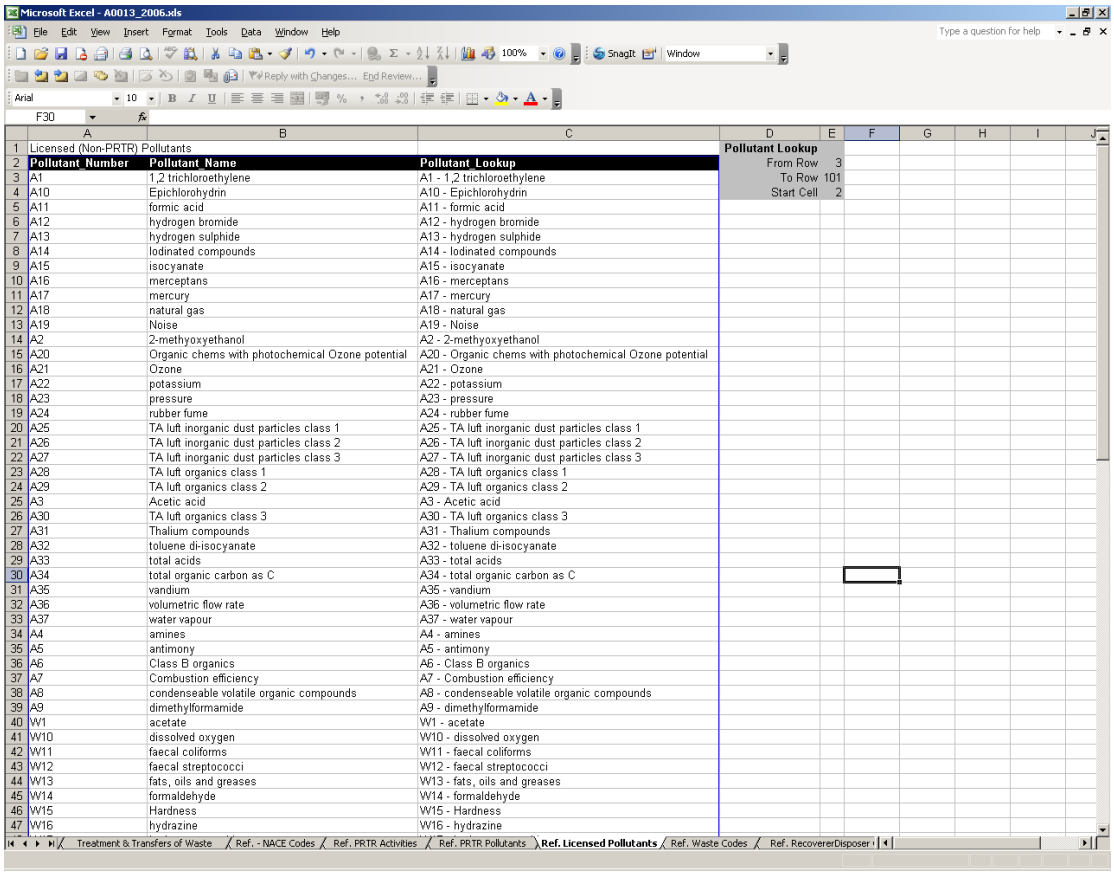
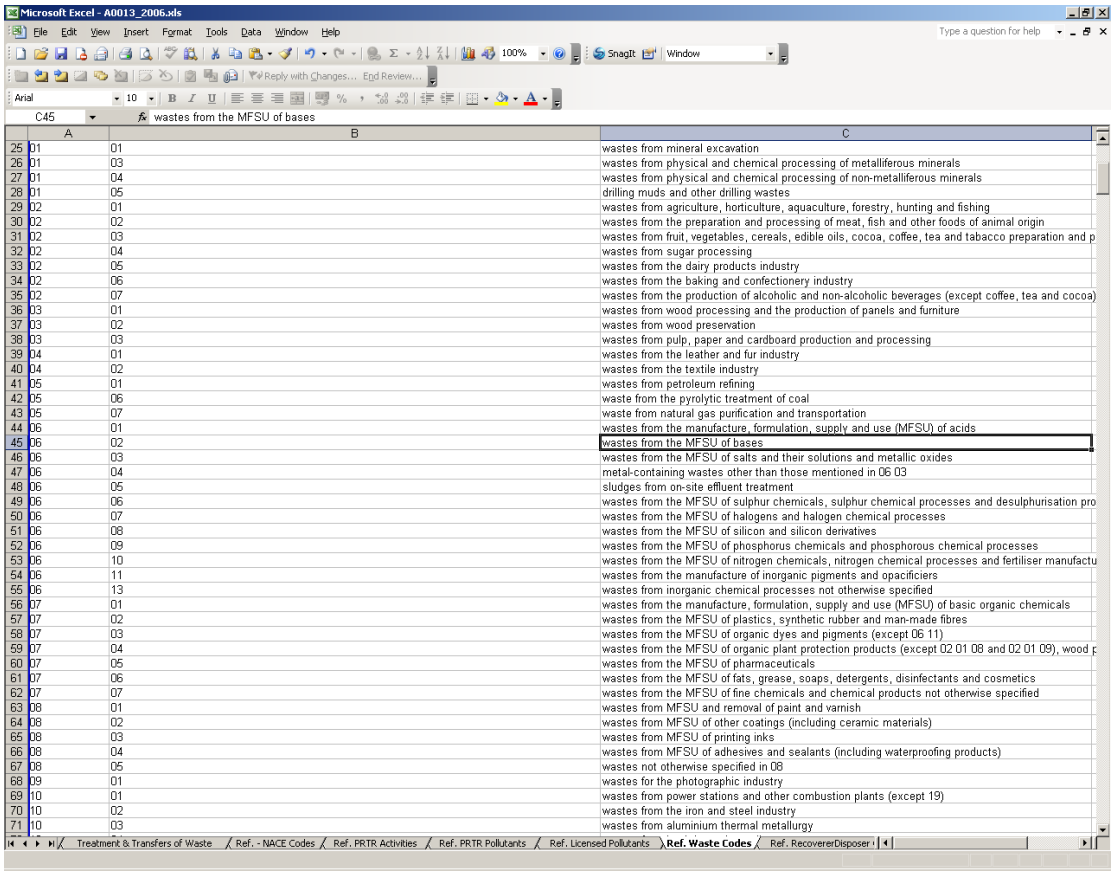


Fig. 2.80 – Licensed Pollutants Reference Sheet

Ref. Waste Codes

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

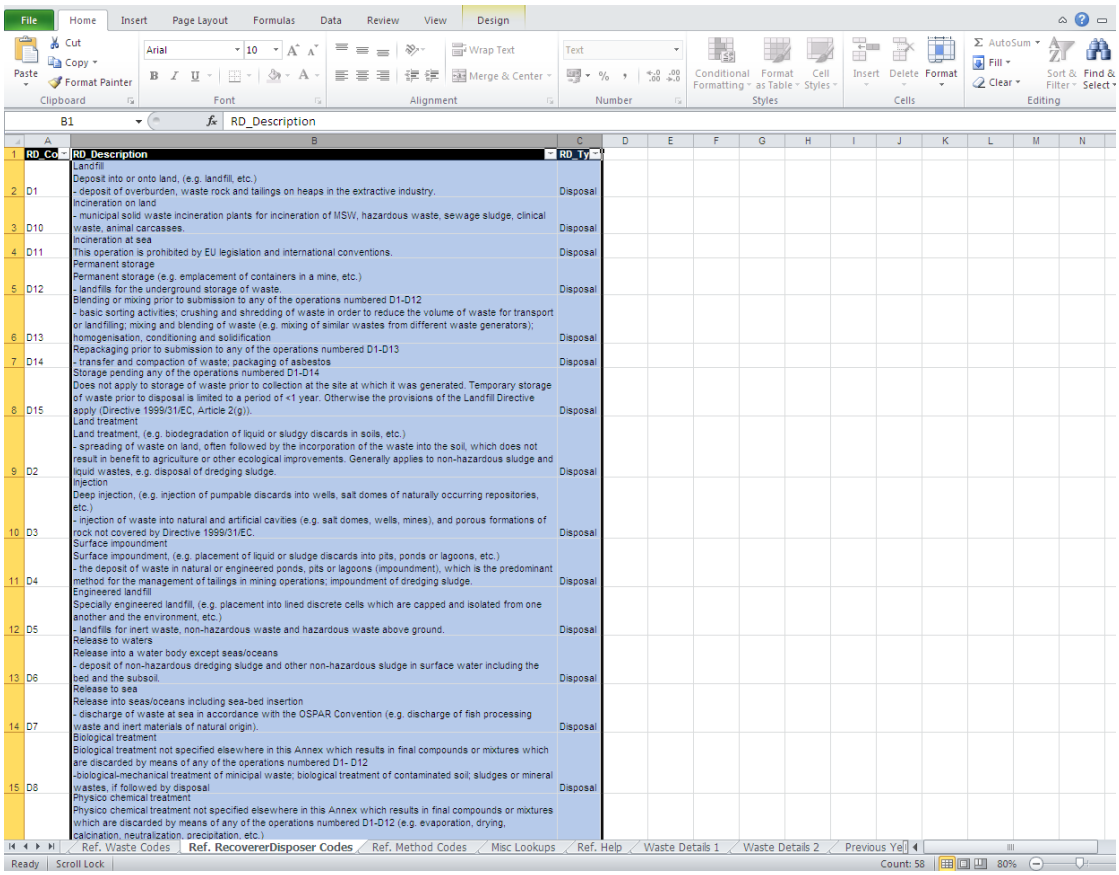


	A	B	C
25	01	01	wastes from mineral excavation
26	01	03	wastes from physical and chemical processing of metalliferous minerals
27	01	04	wastes from physical and chemical processing of non-metalliferous minerals
28	01	05	drilling muds and other drilling wastes
29	02	01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
30	02	02	wastes from the preparation and processing of meat, fish and other foods of animal origin
31	02	03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tabacco preparation and p
32	02	04	wastes from sugar processing
33	02	05	wastes from the dairy products industry
34	02	06	wastes from the baking and confectionery industry
35	02	07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
36	03	01	wastes from wood processing and the production of panels and furniture
37	03	02	wastes from wood preservation
38	03	03	wastes from pulp, paper and cardboard production and processing
39	04	01	wastes from the leather and fur industry
40	04	02	wastes from the textile industry
41	05	01	wastes from petroleum refining
42	05	06	waste from the pyrolytic treatment of coal
43	05	07	waste from natural gas purification and transportation
44	06	01	wastes from the manufacture, formulation, supply and use (MFSU) of acids
45	06	02	wastes from the MFSU of bases
46	06	03	wastes from the MFSU of salts and their solutions and metallic oxides
47	06	04	metal-containing wastes other than those mentioned in 06 03
48	06	05	sludges from on-site effluent treatment
49	06	06	wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation pro
50	06	07	wastes from the MFSU of halogens and halogen chemical processes
51	06	08	wastes from the MFSU of silicon and silicon derivatives
52	06	09	wastes from the MFSU of phosphorus chemicals and phosphorous chemical processes
53	06	10	wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manufactu
54	06	11	wastes from the manufacture of inorganic pigments and opacificiers
55	06	13	wastes from inorganic chemical processes not otherwise specified
56	07	01	wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals
57	07	02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
58	07	03	wastes from the MFSU of organic dyes and pigments (except 06 11)
59	07	04	wastes from the MFSU of organic plant protection products (except 02 01 08 and 02 01 09), wood p
60	07	05	wastes from the MFSU of pharmaceuticals
61	07	06	wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics
62	07	07	wastes from the MFSU of fine chemicals and chemical products not otherwise specified
63	08	01	wastes from MFSU and removal of paint and varnish
64	08	02	wastes from MFSU of other coatings (including ceramic materials)
65	08	03	wastes from MFSU of printing inks
66	08	04	wastes from MFSU of adhesives and sealants (including waterproofing products)
67	08	05	wastes not otherwise specified in 08
68	09	01	wastes for the photographic industry
69	10	01	wastes from power stations and other combustion plants (except 19)
70	10	02	wastes from the iron and steel industry
71	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

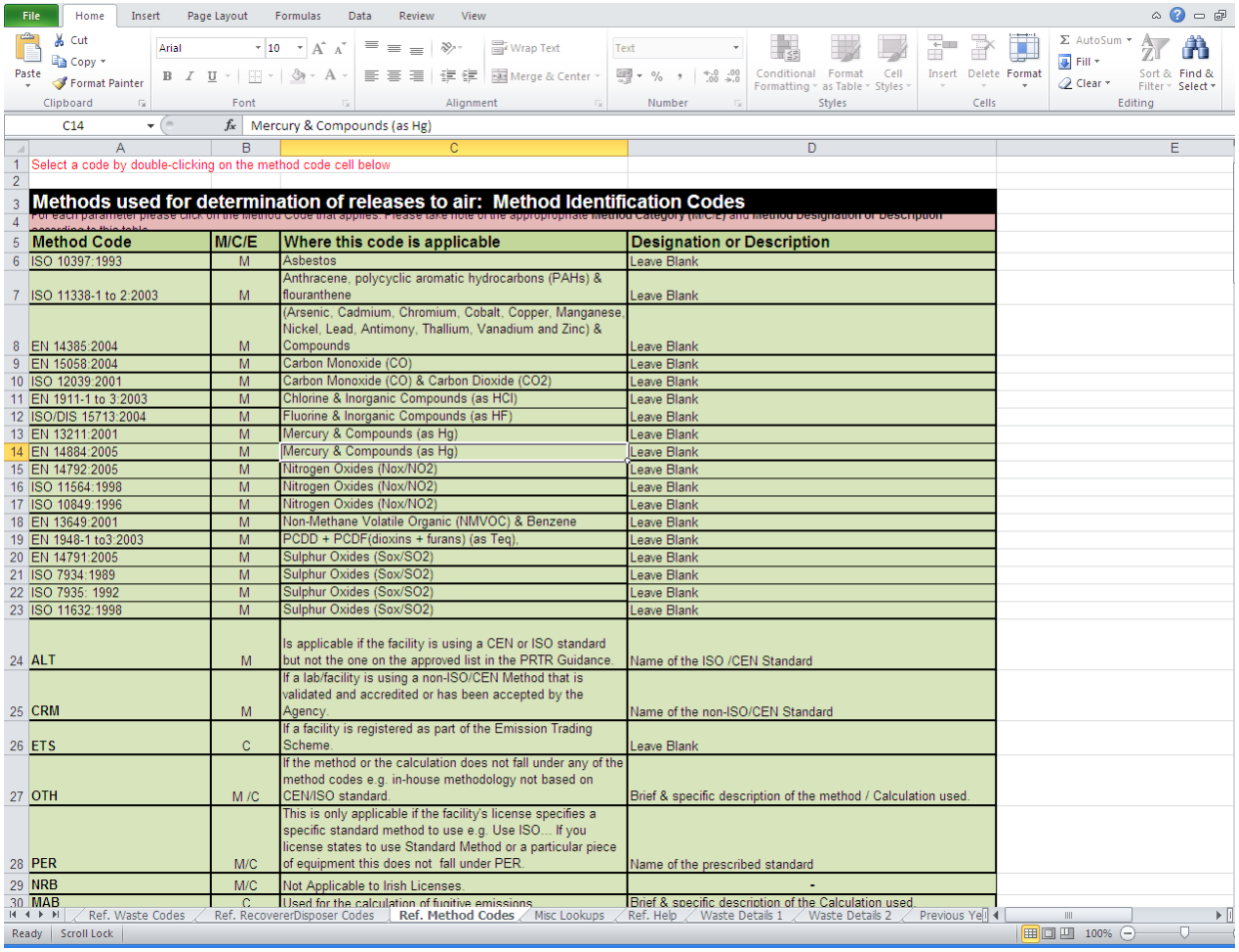


	A	B	C
1	RD_Co	RD_Description	RD_Ty
2	D1	Landfill Deposit into or onto land, (e.g. landfill, etc.) - deposit of overburden, waste rock and tailings on heaps in the extractive industry.	Disposal
3	D10	Incineration on land - municipal solid waste incineration plants for incineration of MSW, hazardous waste, sewage sludge, clinical waste, animal carcasses.	Disposal
4	D11	Incineration at sea This operation is prohibited by EU legislation and international conventions.	Disposal
5	D12	Permanent storage Permanent storage (e.g. emplacement of containers in a mine, etc.) - landfills for the underground storage of waste.	Disposal
6	D13	Blending or mixing prior to submission to any of the operations numbered D1-D12 - basic sorting activities; crushing and shredding of waste in order to reduce the volume of waste for transport or landfilling; mixing and blending of waste (e.g. mixing of similar wastes from different waste generators); homogenisation, conditioning and solidification	Disposal
7	D14	Repackaging prior to submission to any of the operations numbered D1-D13 - transfer and compaction of waste; packaging of asbestos	Disposal
8	D15	Storage pending any of the operations numbered D1-D14 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 apply (Directive 1999/31/EC, Article 2(g)).	Disposal
9	D2	Land treatment 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 liquid wastes, e.g. disposal of dredging sludge.	Disposal
10	D3	Injection Deep injection, (e.g. injection of pumpable discards into wells, salt domes of naturally occurring repositories, etc.) - 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.	Disposal
11	D4	Surface impoundment Surface impoundment, (e.g. placement of liquid or sludge discards into pits, ponds or lagoons, etc.) - the deposit of waste in natural or engineered ponds, pits or lagoons (impoundment), which is the predominant method for the management of tailings in mining operations; impoundment of dredging sludge.	Disposal
12	D5	Engineered landfill Specially engineered landfill, (e.g. placement into lined discrete cells which are capped and isolated from one another and the environment, etc.) - landfills for inert waste, non-hazardous waste and hazardous waste above ground.	Disposal
13	D6	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.	Disposal
14	D7	Release to sea Release into seas/oceans including sea-bed insertion - discharge of waste at sea in accordance with the OSPAR Convention (e.g. discharge of fish processing waste and inert materials of natural origin).	Disposal
15	D8	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 wastes, if followed by disposal	Disposal
		Physico chemical treatment 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.)	

Fig. 2.82 – Recoverer/Disposer Codes Reference Sheet

Ref. Methods Used

This worksheet contains reference information for Methods Used



Select a code by double-clicking on the method code cell below

Methods used for determination of releases to air: Method Identification Codes

For each parameter please click on the Method Code that applies. Please take note of the appropriate Method Category (M/C/E) and Method Designation or Description according to this table.

Method Code	M/C/E	Where this code is applicable	Designation or Description
ISO 10397:1993	M	Asbestos	Leave Blank
ISO 11338-1 to 2:2003	M	Anthracene, polycyclic aromatic hydrocarbons (PAHs) & flouranthene	Leave Blank
EN 14385:2004	M	(Arsenic, Cadmium, Chromium, Cobalt, Copper, Manganese, Nickel, Lead, Antimony, Thallium, Vanadium and Zinc) & Compounds	Leave Blank
EN 15058:2004	M	Carbon Monoxide (CO)	Leave Blank
ISO 12039:2001	M	Carbon Monoxide (CO) & Carbon Dioxide (CO2)	Leave Blank
EN 1911-1 to 3:2003	M	Chlorine & Inorganic Compounds (as HCl)	Leave Blank
ISO/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
ISO 11564:1998	M	Nitrogen Oxides (Nox/NO2)	Leave Blank
ISO 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
ISO 7934:1989	M	Sulphur Oxides (Sox/SO2)	Leave Blank
ISO 7935: 1992	M	Sulphur Oxides (Sox/SO2)	Leave Blank
ISO 11632:1998	M	Sulphur Oxides (Sox/SO2)	Leave Blank
ALT	M	Is applicable if the facility is using a CEN or ISO standard but not the one on the approved list in the PRTR Guidance.	Name of the ISO /CEN Standard
CRM	M	If a lab/facility is using a non-ISO/CEN Method that is validated and accredited or has been accepted by the Agency.	Name of the non-ISO/CEN Standard
ETS	C	If a facility is registered as part of the Emission Trading Scheme.	Leave Blank
OTH	M /C	If the method or the calculation does not fall under any of the method codes e.g. in-house methodology not based on CEN/ISO standard.	Brief & specific description of the method / Calculation used.
PER	M/C	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 of equipment this does not fall under PER.	Name of the prescribed standard
NRB	M/C	Not Applicable to Irish Licenses.	-
MAB	C	Used for the calculation of fugitive emissions	Brief & specific description of the Calculation 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.

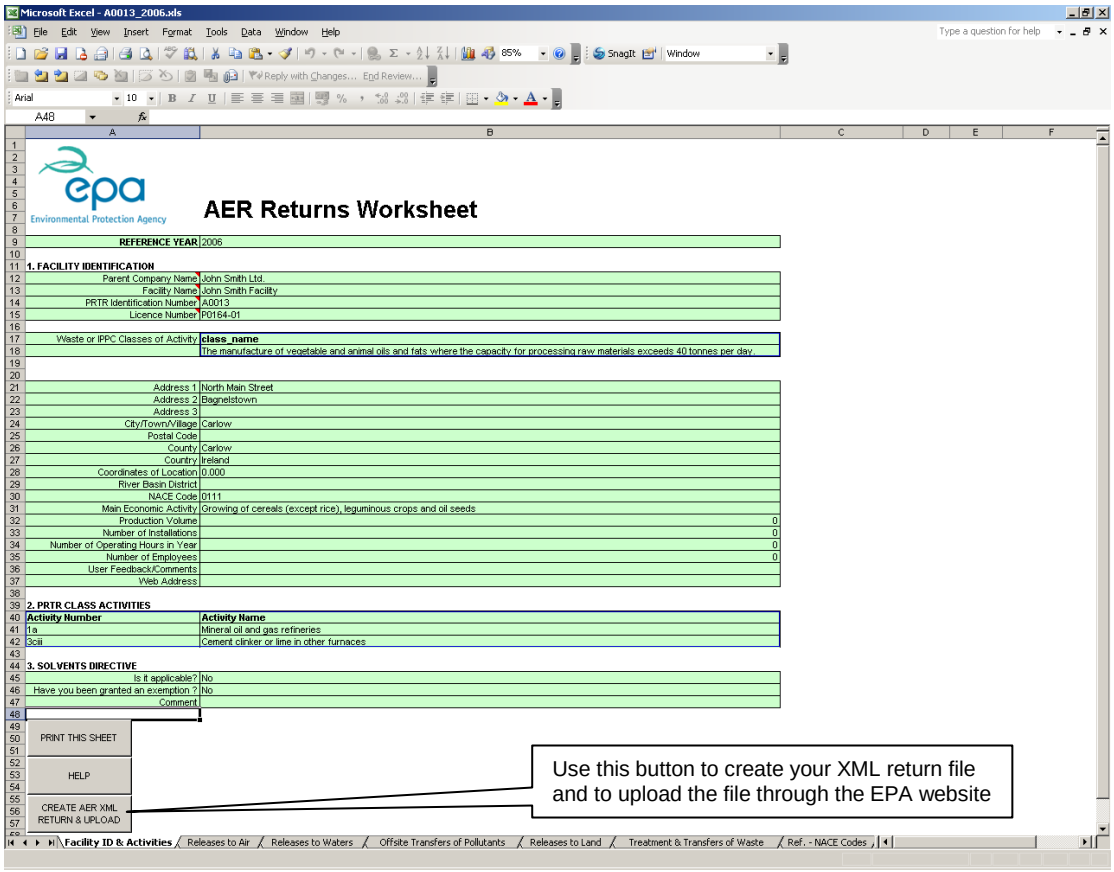


Fig. 3.1 – Submitting your return

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

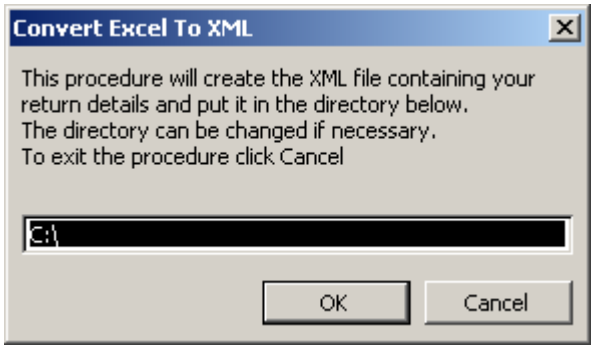


Fig. 3.2 – Creating the XML return file

- 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)

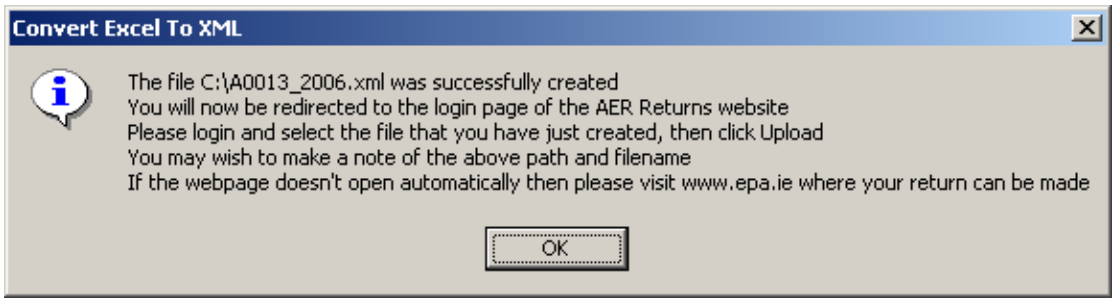


Fig. 3.3 – Creating the XML return file (continued)

- 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.

Fig. 3.4 – 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)

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

- Click the **AER/PRTR Emissions Data Upload Page** button

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

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- 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.

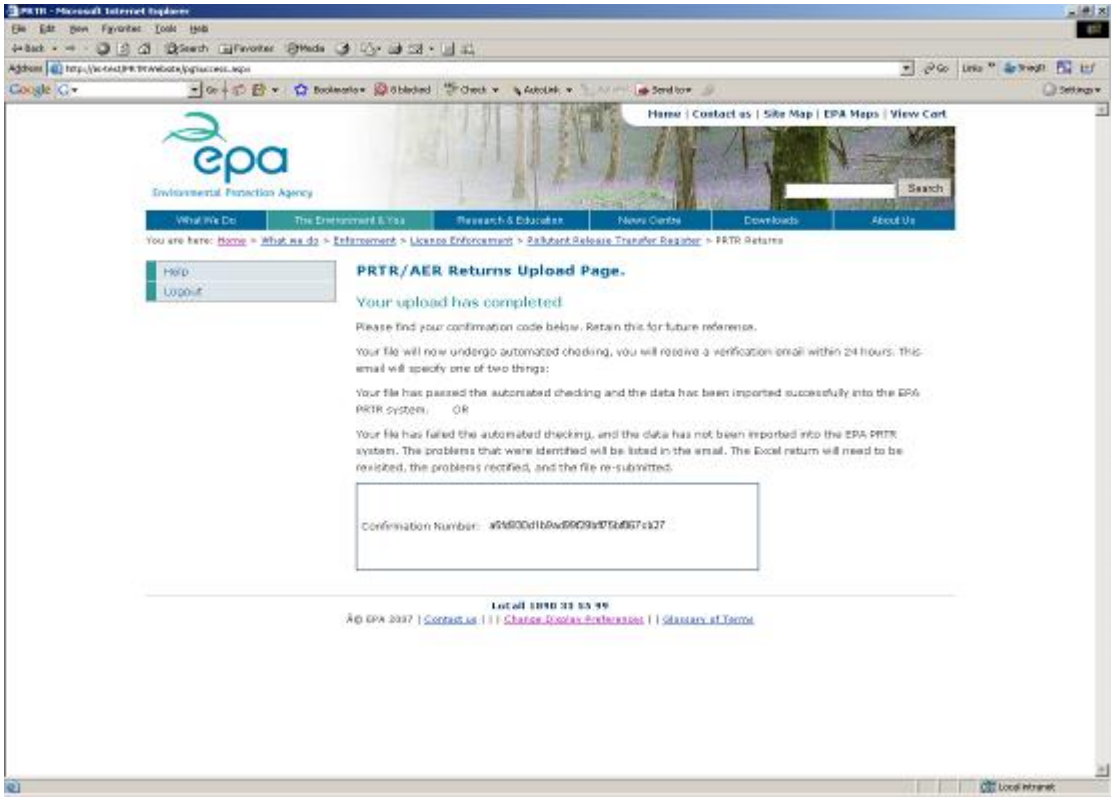

Fig. 3.9 – The upload confirmation page

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

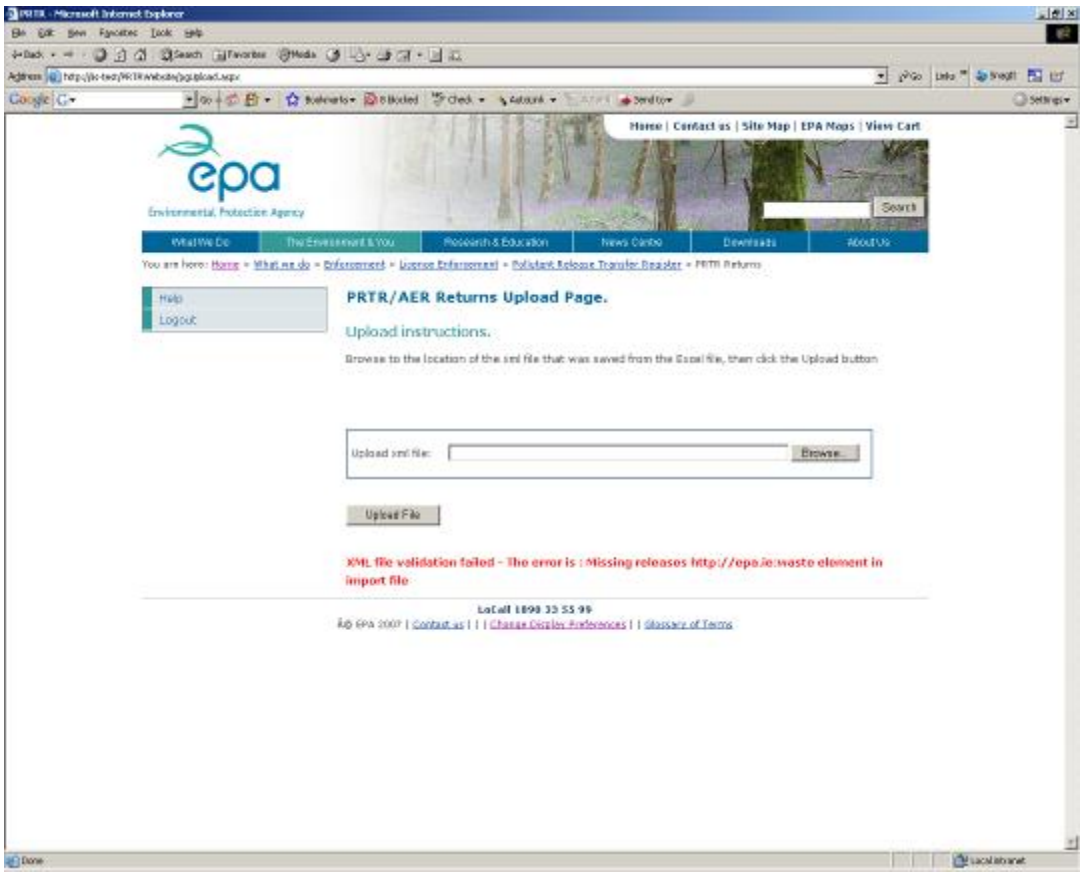

Fig. 3.10 – Upload errors

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.

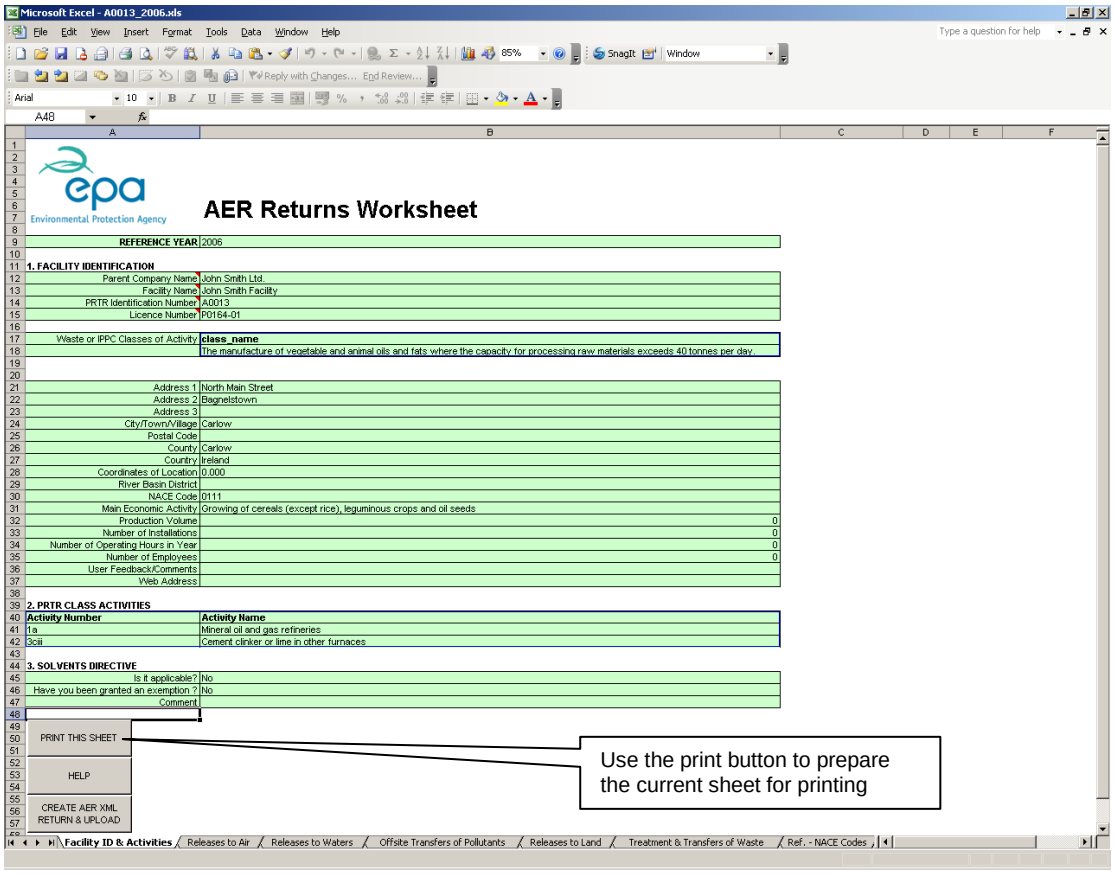

Fig. 3.11 – Printing your AER return details