Pollutants, Emissions and Energy Reporting Tool (PEER)©

Operator User Guide

Contents

Background

Gladstone Ports Corporation (GPC) is a government owned corporation that has triggered the thresholds for mandatory participation in the following legislation:
- National Pollution Inventory Act (via Qld Environmental Protection Act 2004)
- National Greenhouse and Energy Reporting Act 2007

To meet GPC's obligations under these Acts, GPC is required to collect data from its contractors pertaining to these Acts and their associated Regulations.

GPC has produced Pollutants, Emissions and Energy Reporting (PEER) to help Contractors collect the required data in a uniform way to assist GPC in meeting its obligations and minimise the impost on its contractors.

Terminology

Element:
There are various means of producing pollutants, emissions and consuming or producing energy within the operation of a business that are of interest to the NPI and NGER programs. In the PEER tool, each "means" is referred to as an "element". Each element consists of "layers". Layer1 is the highest level grouping of a set of elements. Each successive layer breaks the elements down into more specific categories. There may be up to 10 layers to fully describe the specific element. Each element has specific data input requirements, as well as various control measures that may be applicable to that element.

Sub-Element:
An identifier allocated by the Contractor to assist them in managing/minimising data input against an individual element (e.g. Unit 21 is a reference to a 4WD ute rego no. 123 ABC). If the unit identifier has reporting requirements against more than one element, then the sub-element must be created against each required element. Some of the benefits of uniquely identifying a piece of equipment are:
✓ default values can be assigned against a particular reporting element such as engine ratings for vehicles etc. This default data (if selected) will be automatically inserted into the data entry form if the sub-element is selected.
✓ The Contractor can filter on the sub-element to review what data has been entered and which units are missing
Note: The sub-element is not used by GPC in meeting its reporting requirements and as such is not a mandatory field. However it is strongly recommended that sub-elements are used to assist the Contractor in ensuring that all of the relevant data has been supplied to GPC.

Activity:
An "activity" as used when performing a search, is an activity that results in producing pollutants that are of interest for the National Pollutant Inventory. An "activity" may appear in more than one element group and at different layer levels. This enables all elements associated with the activity to be checked for its applicability in reporting data.

Keyword:
As used in the search forms, may be;
✓ A single word
✓ A phrase within "" e.g. "light vehicle"
✓ A combination of single words or phrases separated by spaces

Before You Start

Enable Macros and Add-Ins in Excel
You will need a Computer with Microsoft Excel Version 2003 or later with Macros and Add-Ins enabled.
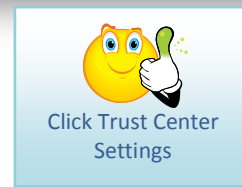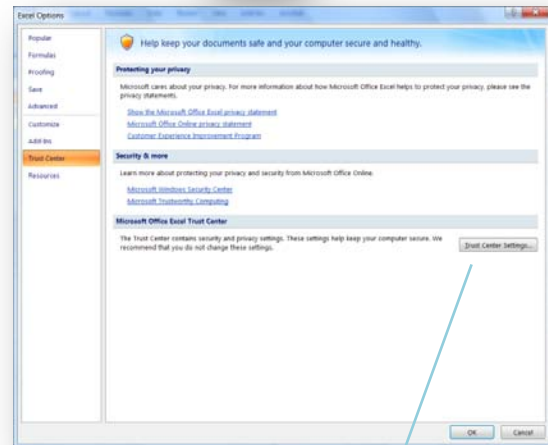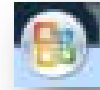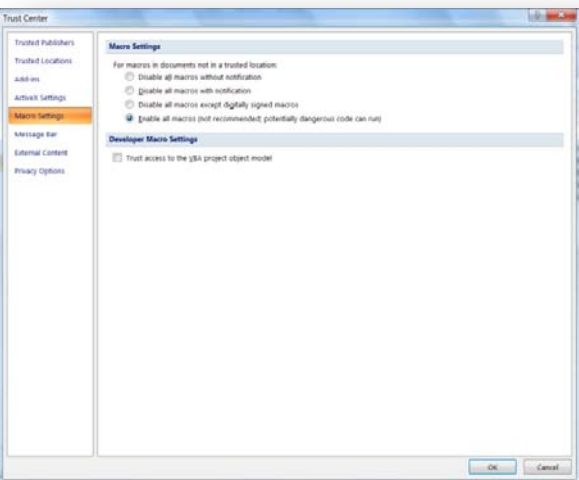
Using Office 2007, to enable Add-Ins within Excel
- 🖰 In Excel, click the **Office button** in the top left corner of Excel
- 🖰 Click Excel **Options**
- 🖰 Click **Trust Centre**
- 🖰 Click **Trust Centre Settings**
- 🖰 Click **Add-Ins**
- 🖰 Ensure **all options are unticked**

Click Trust Center Settings
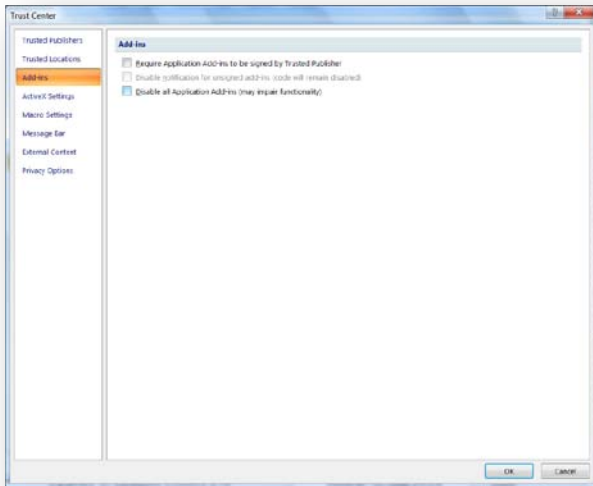
Using Office 2007, to enable Macros within Excel
- 🖰 In Excel, click the **Office button** in the top left corner of Excel
- 🖰 Click Excel **Options**
- 🖰 Click **Trust Centre**
- 🖰 Click **Trust Center Settings**
- 🖰 Click **Macro Settings**
- 🖰 Ensure **Enable all macros** is selected

*Using Office 2003*, to enable Macros within Excel
- In Excel, select **Tools/Options**
- Select the **Security** tab
- Select **Macro Security**
- Select **Low**
- Select the **Trusted Sources** tab
- Click **Trust all installed add-ins and templates**
- Click **OK**
- Click **OK**
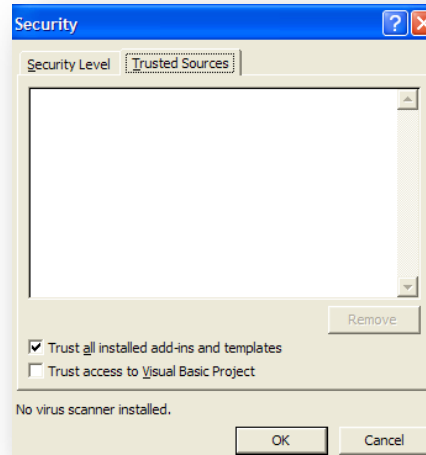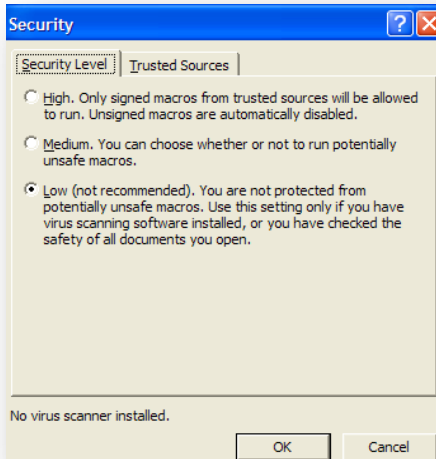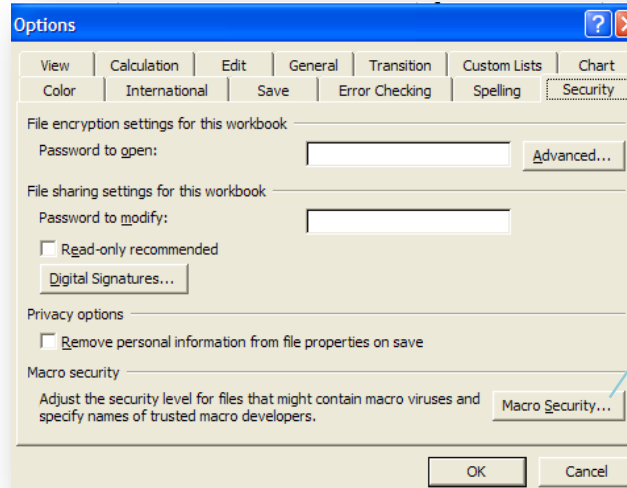
Saving the PEER Tool from Email
- 🖱 Double click on the **PEER** Tool Excel file in the email from GPC
- ☺ An Opening Mail Attachment window will display
- 🖱 Select **Save**
- ☺ The Save As window will display
- 🖱 **Select an appropriate Folder** or Company Drive where you wish to save the file
- 🖳 You can choose to use the **existing file name** or **type in a new file name**
- 🖱 Select **Save**
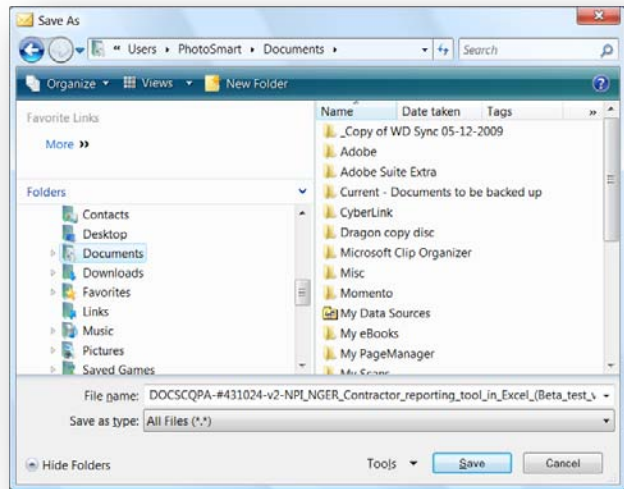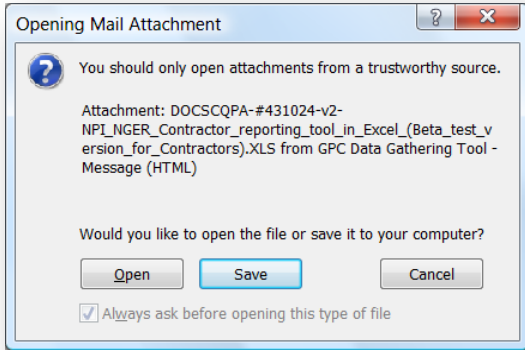
Saving and Opening the PEER Tool from CD
- 🖳 **Insert the CD** into your Computer CD Drive
- 🖱 Select **View** Files
- ☺ Windows will display a folder containing the files on the CD
- 🖱 **Right Click** on the PEER Tool Excel File
- 🖱 Select **Save As**
- 🖱 **Select an appropriate folder or Network Drive**
- 🖱 Click **Save**
- 🖱 **Go to the folder or Network Drive** where the file has been saved
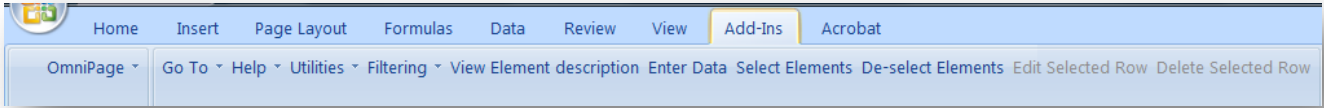- 🖱 **Double Click on the file** to start it

> You can choose to double click on the Peer Tool Excel file on the CD to start it. The Defined Searches window will display. Close this window and select File/Save As
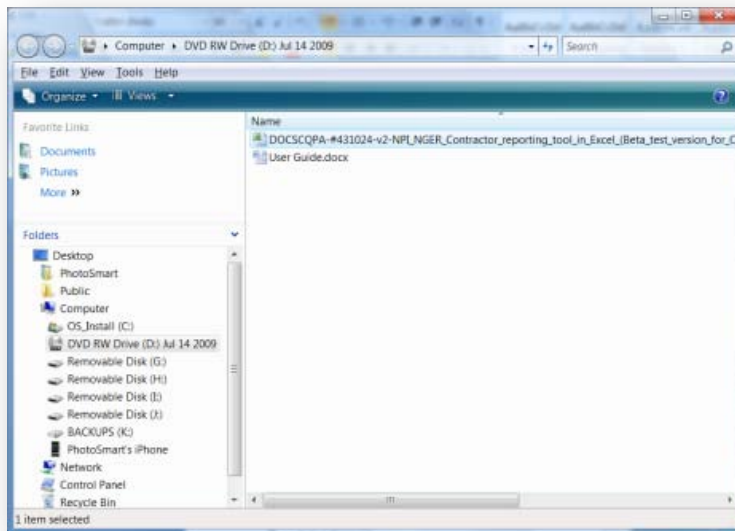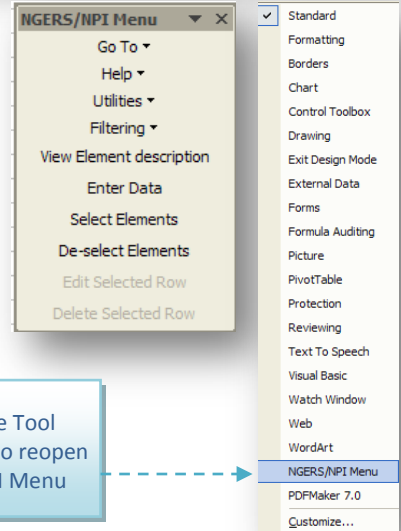
The Tool Bar

Using Office 2007
- Click the **Add-Ins Toolbar**
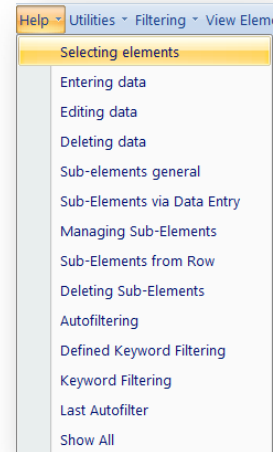- The PEER Tool menu options will appear

| Home | Insert | Page Layout | Formulas | Data | Review | View | Add-Ins | Acrobat |

OmniPage ▾   Go To ▾   Help ▾   Utilities ▾   Filtering ▾   View Element description   Enter Data   Select Elements   De-select Elements   Edit Selected Row   Delete Selected Row

Using Office 2003
- The Tool Bar will appear as a floating Menu
- You can **move** the Tool Bar around the screen by holding down the left mouse button in the title bar and dragging
- Click on the **down arrows** to view additional options for each Menu heading

NGERS/NPI Menu
- Go To ▾
- Help ▾
- Utilities ▾
- Filtering ▾
- View Element description
- Enter Data
- Select Elements
- De-select Elements
- Edit Selected Row
- Delete Selected Row

✓ Standard
Formatting
Borders
Chart
Control Toolbox
Drawing
Exit Design Mode
External Data
Forms
Formula Auditing
Picture
PivotTable
Protection
Reviewing
Text To Speech
Visual Basic
Watch Window
Web
WordArt
NGERS/NPI Menu
PDFMaker 7.0
Customize...

If you accidentally close the Tool Bar, select View/Toolbars to reopen it by clicking on NGERS/NPI Menu

Getting Help

- In addition to this Operator User Guide for the PEER Tool, you can
- Click **Help** in the Tool bar
- **Click the required option** to view Help

Help – Selecting and de-selecting elements to report on.

Only selected elements can have data input against them
To select or de-select multiple elements at once, just select a cell per element.
Tip: Hold down the Ctrl key when selecting more than one cell.

Only those elements in your selection will be displayed for your confirmation.
Selections outside of the element range will not be selected even though the cells may be highlighted.

Note: You cannot change the selection during the confirmation process. You must cancel the operation and start again.

OK

Help ▾   Utilities ▾   Filtering ▾   View Eleme

- Selecting elements
- Entering data
- Editing data
- Deleting data
- Sub-elements general
- Sub-Elements via Data Entry
- Managing Sub-Elements
- Sub-Elements from Row
- Deleting Sub-Elements
- Autofiltering
- Defined Keyword Filtering
- Keyword Filtering
- Last Autofilter
- Show All

For additional Help, call 07 4976 1240

Entering Data

- ☺ Go to the Folder or Network Drive where the **PEER** Tool has been saved
- 🖰 **Double click on the PEER Tool Excel File** to start it
- ☺ The PEER Tool will open and display the PEER Tool Defined Searches window
- 🖰 If you do not wish this window to display at startup, untick **View form on startup**
- 🖰 If elements have already been selected, you can choose to view only the selected elements by ticking **View selected elements only**
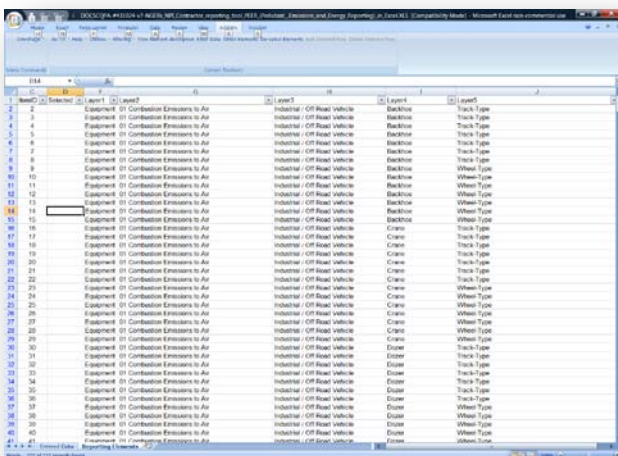- 🖰 Click **Exit** to close the Defined Searches window
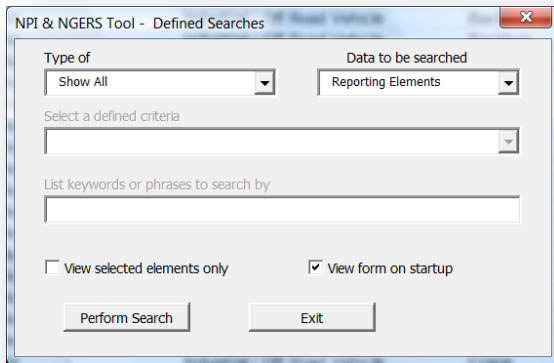
You can choose to change View Form on Startup at any time by selecting Utilities/Start Up Options in the Toolbar
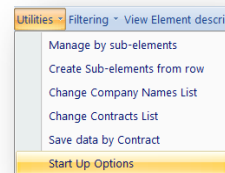
Searching and Filtering

Search All
- ☺ To search for all Reporting Elements
- 🖰 Ensure **Show All** is selected in the Type of Search field
- 🖰 Click on **Perform Search**
- ☺ All Reporting Elements will display

You can also choose to search on Entered Data by clicking on the down arrow on Data to be searched and selecting Entered Data
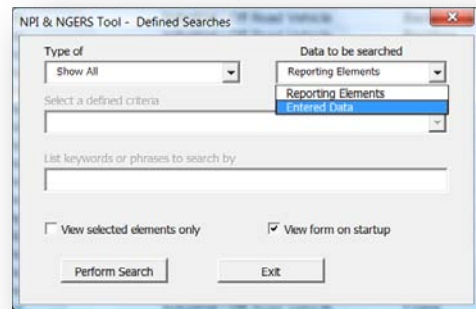
Scroll right to view additional information for a Element

Keyword Search

☺ To search by Keyword
🖰 Click on the down arrow in the Type of Search Field
🖰 Select by **Keyword**
☺ The List Keywords or phrases to search by field will be activated
🖥 **Type in a keyword** or phrase to search on eg welding
🖰 Click on Perform Search
☺ The search results will display in a Worksheet

You can also perform a Keyword search by selecting **Filtering/Keyword Search** in the Toolbar
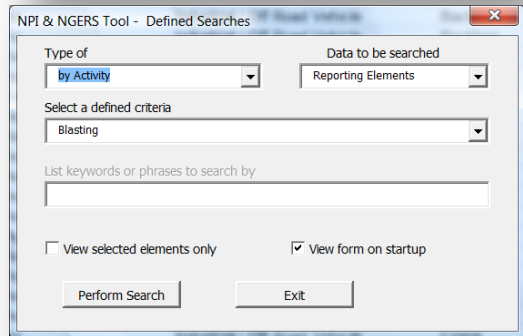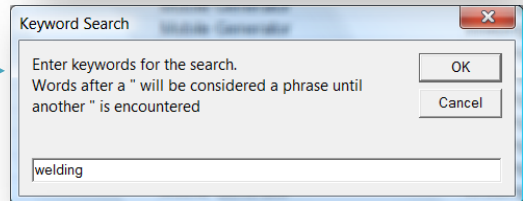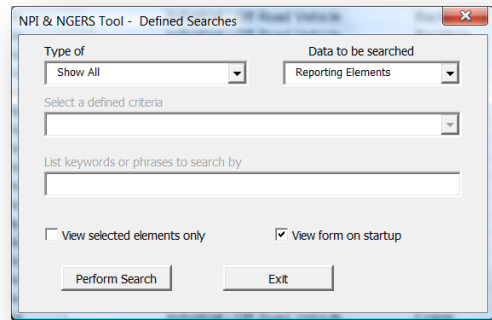
Activity Search

☺ To search by Activity
🖰 Click on the down arrow in the Type of Search field
🖰 Select by **Activity**
🖰 Click on the down arrow in the Select a defined criteria
🖰 Select the required Activity eg Blasting
🖰 Click on **Perform Search**
☺ The search results will display in a Worksheet

Equipment Type Search

☺ To search by Equipment Type
🖰 Click on the **down** arrow in the Type of Search field
🖰 Select **by Equipment Type**
🖰 Click on the **down** arrow in the Select a defined criteria
🖰 Select the required Equipment Type eg Light Vehicle
🖰 Click on **Perform Search**
☺ The search results will display in a Worksheet
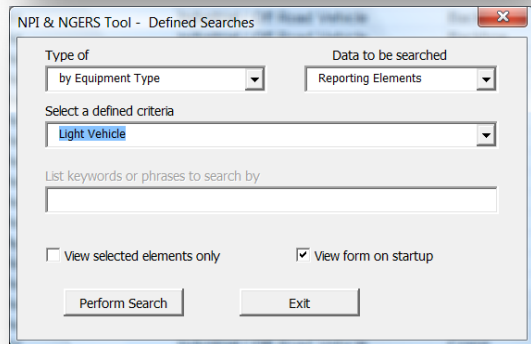
You can redisplay the Defined Searches window at any time by selecting Filtering/Defined filters in the Tool bar
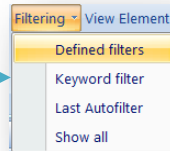
AutoFilter settings are saved when Select Elements, De-select Elements, Enter Data, Edit Selected Row or Keyword Filter are selected. Use Autofilter to quickly redisplay the last Autofilter settings
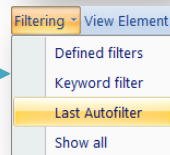
Selecting/Deselecting Elements

☺ Once you have performed a search, you must select the Element(s) required from the displayed list

🖰 **Scroll right** to see complete descriptions for Element(s) displayed

🖰 **Click on the element(s)** required holding down the **Ctrl** key to select multiple elements

🖰 Click **Select Elements** in the Tool Bar

🖰 The Selection of Possible Elements window will display
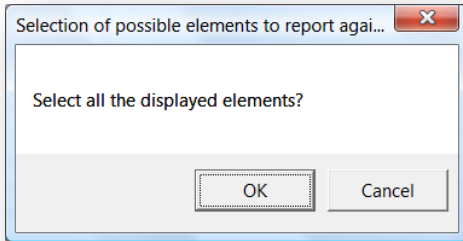
When selecting elements, only select a single cell per element. Do NOT select rows!

🖰 Select **OK**

☺ The PEER Tool will mark the selected element(s) with "Yes"

You can select multiple elements by holding down the Control [Ctrl] key and clicking on the elements required

If a cell is selected outside the range of element rows, when you click on Enter Data you will receive an error message – Click OK to return to the sheet to select the correct cell
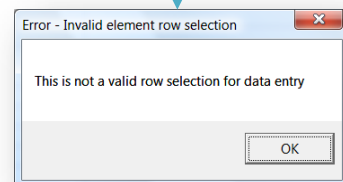
☺ You can deselect an Element

🖰 **Click one cell of an Element** to be deselected

🖰 Click **De-select Elements** in the Toolbar

🖰 The Selection of Possible Elements window will display

🖰 Click **OK**

🖰 The element will be deselected
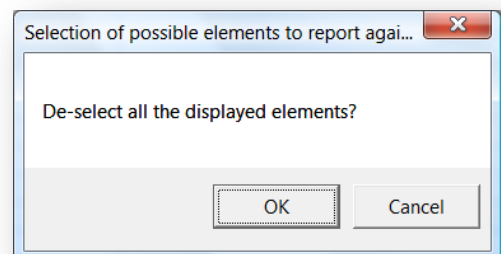
Entering Data

🖑 On the Tool Bar select **Enter Data**
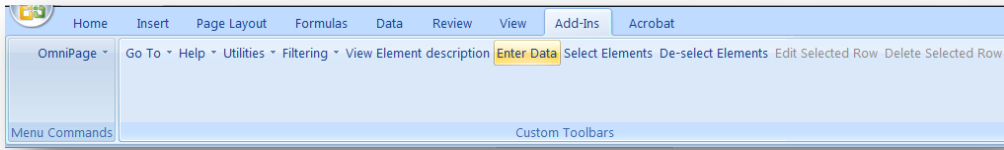
☺ For each cell selected, a data entry form will be displayed for that element, in the order that the cells were selected. Data entry is required for each Element (ie if two Elements have been selected, you will complete two Data Entry Forms)
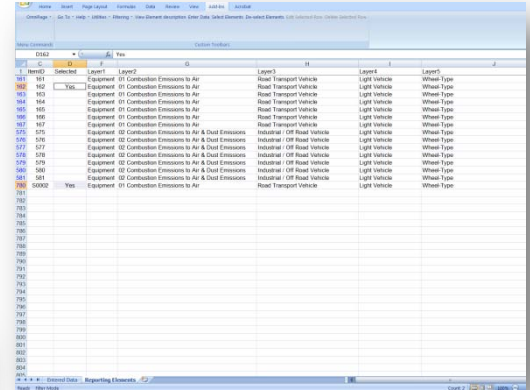
☺ The Data Entry Form will display

🖑 Click in the Business field
⌨ Enter your **Business Name**
🖑 Click in the Contract field
⌨ Enter your **GPC Contract number**
🖑 Click on the down arrow in the Month field
🖑 **Select the appropriate month**
🖑 Click on the down arrow in the Location field
🖑 **Select the appropriate location**
🖑 Click in the Sub Element field
🖑 You can leave this field blank or you can choose to enter your own reference eg Vehicle Registration Number or Company Unit Number
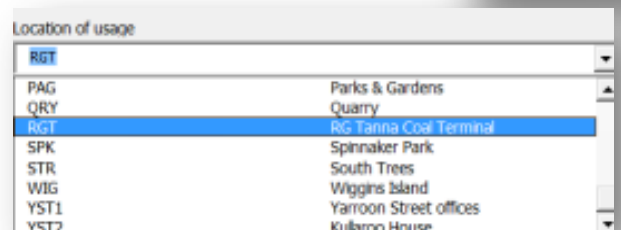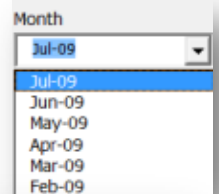
☺ You will now enter the values for the selected element
☺ The example used here is for a Petrol Light Vehicle
🖰 Click in the **Value** field
  eg Fuel Automotive Petrol Unleaded
💻 **Enter the appropriate value** (must be a number)
  eg Litres used to perform work at GPC in a Light Vehicle
🖰 Click the ***** field to save this value as a default
🖰 Click on the down arrow in the **Units** field
🖰 **Select the appropriate Unit**
  eg Litres or Kilo-Litres
🖰 Click on the down arrow in the Accuracy field
🖰 Select the appropriate Accuracy Value
☺ Continue completing all fields

> The number of value fields appearing and the data required to be entered on the Data Entry Form will be dependent upon the Element selected

> Accuracy fields range from 1 to 50
>
> 1 = up to 1% error
> 50 = up to 50% error

Data entry form for selected element

Business: PhotoSmart
Contract: CS090044

Month: Jul-09
Location of usage: RGT
Sub Element: CAT046

Fuel Automotive Petrol Unleaded

Value		Units	Accuracy
4	☑ *	Litres (L)	1

Distance travelled on sealed surface

Value		Units	Accuracy
48	☑ *	kilo-meters (km)	1

Engine Rating - Vehicle

Value		Units	Accuracy
175	☑ *	kilo-Watt (kW)	1

Year of Manufacture

Value		Units	Accuracy
2008	☑ *	Year	1

View Element Description   View Element Controls   Save   Cancel

* Saves the value as a default for the sub-element

> Click the View Element Description button to display full details for the Element you are entering data
> Click OK to return to the Data

Full base element name

Equipment
  01 Combustion Emissions to Air
    Road Transport Vehicle
      Light Vehicle
        Wheel-Type
          Automotive Petrol

OK

🖰   Click **View Element Controls**

☺   The Control Menu selection form for selected element window will display
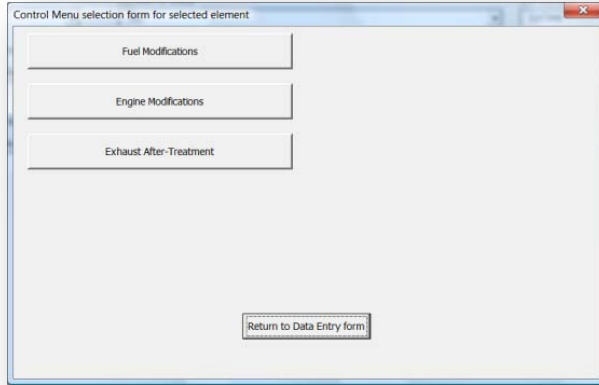
The Control Methods appearing will be dependent upon the Element selected

If there is only one Control Method for the selected Element, the Control Menu will not display. Only the Control Method window will display.

🖰   Click the **Control Method** buttons

☺   The Control Method windows will appear

🖰   **Click any options** applicable

💻   You can add a Control Method by entering it in the **Other Control Method** field

🖰   Click **Return to Menu**

☺   The Data Entry Form will redisplay

🖰   Click **Save**

☺   If more than one Cell was selected, the second Data Entry Form will display for you to complete

You must complete all fields on the Data Entry Form

Click OK to return to the Data Entry Form to complete all fields

ERROR on data entry form

Engine Rating - Vehicle
a blank is not a valid number.

OK
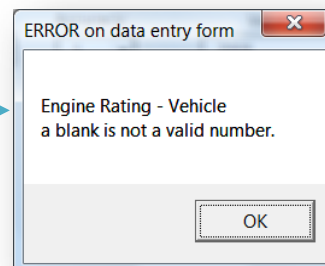
Working with Existing Data

Finding Existing Data
- Click **Go To** in the Tool Bar
- Click **Data Sheet**
- ☺ The Data Sheet containing your data will display
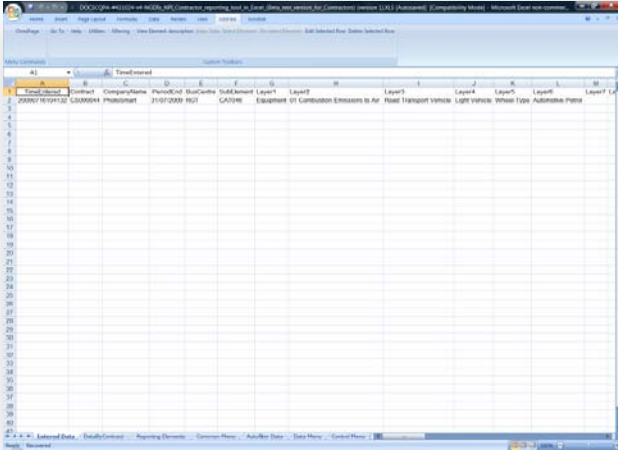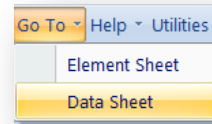
You can select View Element Description in the Toolbar to display full details for a selected Element
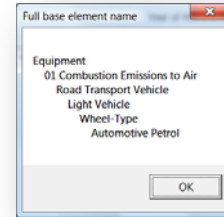
You can use the Filtering Menu options to reduce the displayed data entries

Edit Existing Data
- **Select an existing entry by clicking on one cell of the existing element**
- Click **Edit Selected Row** in the Tool Bar
- ☺ The Data Entry Form will redisplay where you can make changes
- Click **Save** after making changes
- ☺ The Saving Data Options window will display
- Click **Yes** to save **a new data entry**
- Click **No** to **update changes** you have made to the existing entry

You can also choose to add a new Sub-Element here!

Don't forget to Click **Save** when you have made any changes!
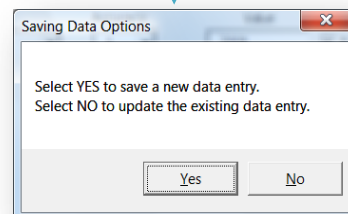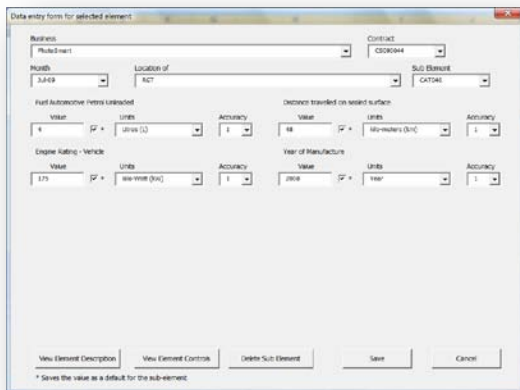
Deleting Existing Data

- **Select an existing entry by clicking on one cell of the existing element**
- Click **Delete Selected Row** in the Tool Bar
- The Deleting a data entry window will display
- Click **Yes** to delete
- Click **No** to cancel
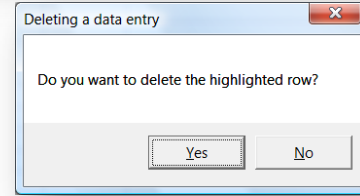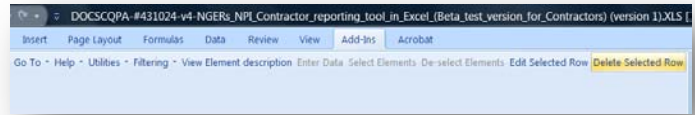
Change Company Names List

- You can add or delete Company Names to the Company Names List
- Click **Utilities** in the Toolbar
- Click **Change Company Names List**
- The Make Changes to the Company Names list window will display
- **Type in a new Company name**
- Click **Add** to add the new Company name to the list
- Click on the down arrow to **select an existing Company Name**
- Click **Delete** to delete the selected Company Name
- Click **Cancel** to close the Make Changes to the Company Names list window
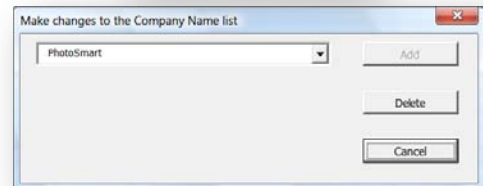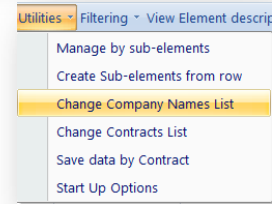
Change the Contracts List

- You can add or delete Contracts to the Contracts List
- Click **Utilities** in the Tool bar
- Click **Change Contracts List**
- The Make Changes to the Contract Number List will display
- **Type in a new Contract number**
- Click **Add** to add the new Contract number to the list
- Click on the down arrow to **select an existing Contract number**
- Click **Delete** to delete the selected Contract number
- Click **Cancel** to close the Make Changes to the Company Names list window
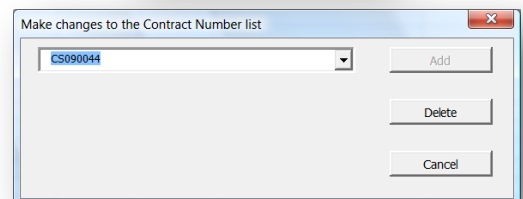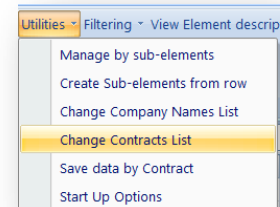
Managing Sub-Element Items

☺ You can edit, delete or add Sub-Elements

🖑 Click **Utilities** in the Tool bar
🖑 Click **Manage by sub-elements**
☺ The Managing sub-element items window will display
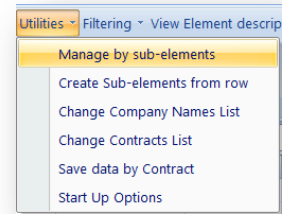
☺ If you have entered a sub-element previously on the Data Entry Form, it will be displayed
🖑 **Click on the down arrow** to select any additional sub-elements you may have entered previously
🖑 Click the **Add new or Edit sub-element** button
🖑 The Create new or edit existing sub-element window will display
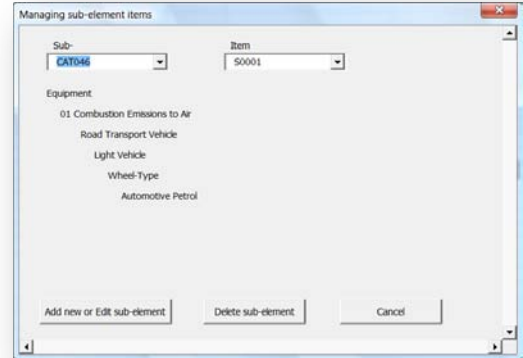
Add a New Sub-Element

⌨ To add a new Sub-Element, **type the new name in the Sub-Element field**
⌨ **Change any values or units** appropriately for the new Sub-Element
🖑 Click **Save**
🖑 **Click the down arrow** next to the Sub-Element field to reselect a Sub-Element to make further changes or
🖑 Click **Cancel** to close the Create new or edit existing Sub-Element window
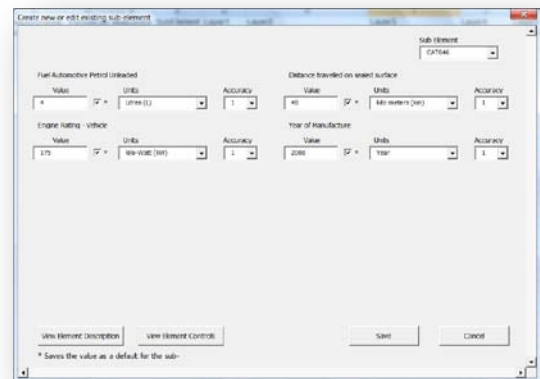
You can also create new or edit existing Sub-Elements by selecting one cell of an Element and clicking Utilities/Create Sub-Elements by Row in the Toolbar bar
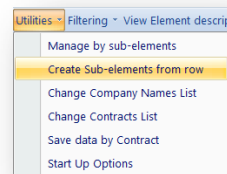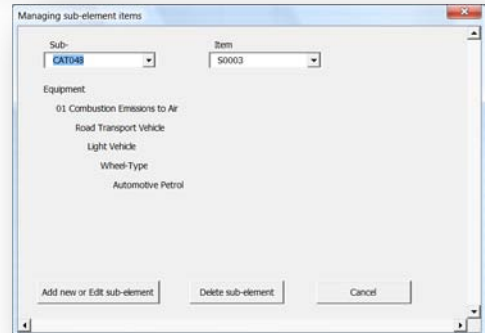
Edit an Existing Sub-Element

- ⌨ To edit an existing Sub-Element, **ensure it is selected in the Sub-Element field**
- 🖱 Click **Add new or Edit sub-element**
- ☺ The Create new or edit existing sub-element window will display
- ⌨ **Change any values or units** appropriately for the existing Sub-Element
- 🖱 Click **Save**
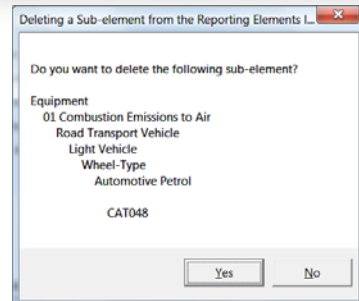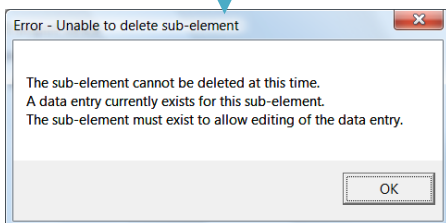- 🖱 Click **Cancel** to close the Create new or edit existing Sub-Element window
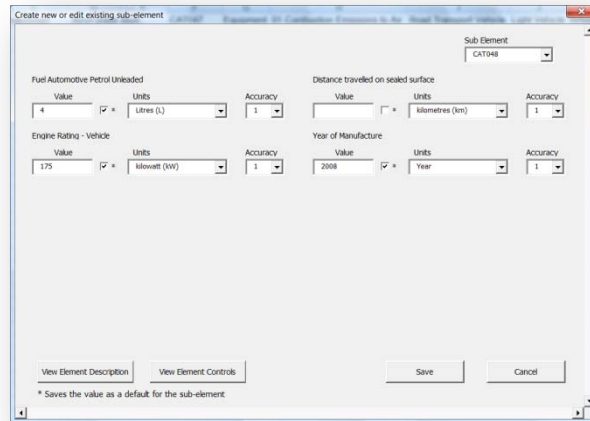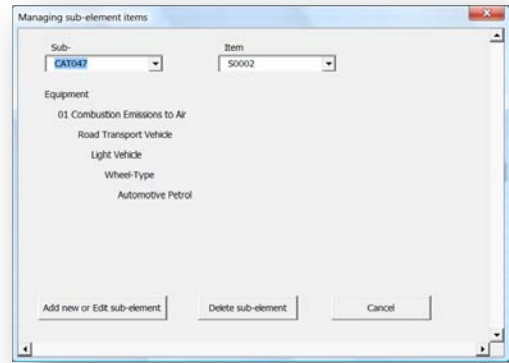
Deleting an Existing Sub-Element

- 🖱 To **delete** a Sub-Element
- 🖱 **Ensure the correct Sub-Element is displayed**
- 🖱 Click the **Delete Sub-Element** button
- ☺ The Deleting a Sub-Element from the Reporting Elements window will display
- 🖱 Click **Yes**
- 🖱 Click **Cancel** to close the Create new or edit existing Sub-Element window

If the Sub-Element to be deleted has an existing data entry, you will not be able to delete the Sub-Element. Refer to Deleting Existing Data section in this User Guide on how to delete a data entry. Once the data entry has been deleted, you will be able to delete the Sub-Element

Error - Unable to delete sub-element

The sub-element cannot be deleted at this time.
A data entry currently exists for this sub-element.
The sub-element must exist to allow editing of the data entry.

OK

Saving and Emailing the Report

Saving the Data

- ☺ After entering the data, the Excel file must be saved
- ☞ Click **Utilities**
- ☞ Click **Save data by Contract**
- ☺ The Data to be saved window will display

> The month and year must be selected before selecting **Save Files**
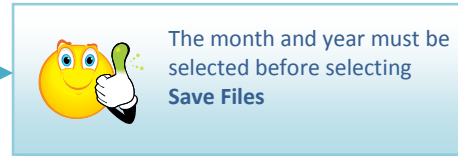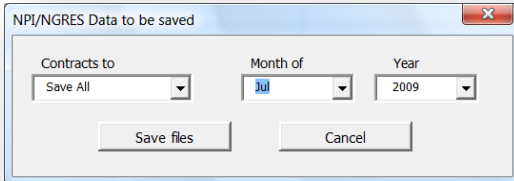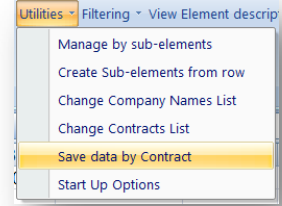
- ☞ **Click on the down arrow** to select your Contract or Save All Contract data
- ☞ **Click on the down arrow** to select the appropriate Month
- ☞ **Click on the down arrow** to select the appropriate Year
- ☞ Click **Save Files**
- ☺ The Save window will display
- ☞ **Select the appropriate folder** or Company drive where you wish to save the Report
- ☹ **Do not change the file name**
- ☞ Click **Save**
- ☺ Your Report has now been saved for that contract number and your Worksheet will be cleared of all data entries for that contract number
- ☺ You will need to repeat the "Select the appropriate folder…." & "Click Save" instructions for **each contract number**
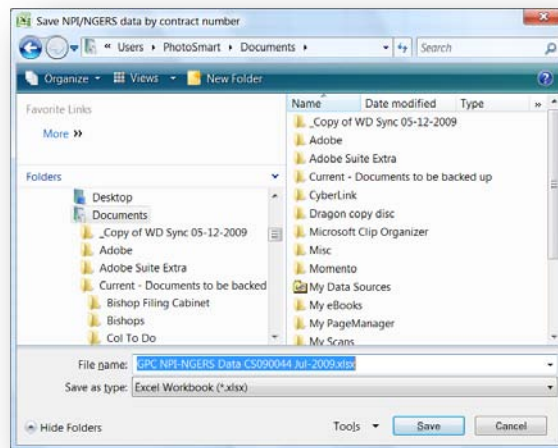
Emailing the Report to GPC

- ☺ Once the reporting period has expired, you must email your Report to GPC
- 💻 You must email all of your Reports to GPC
- 💻 Your Reports should be emailed to peertooldata@gpcl.com.au

Thank You for Using PEER
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