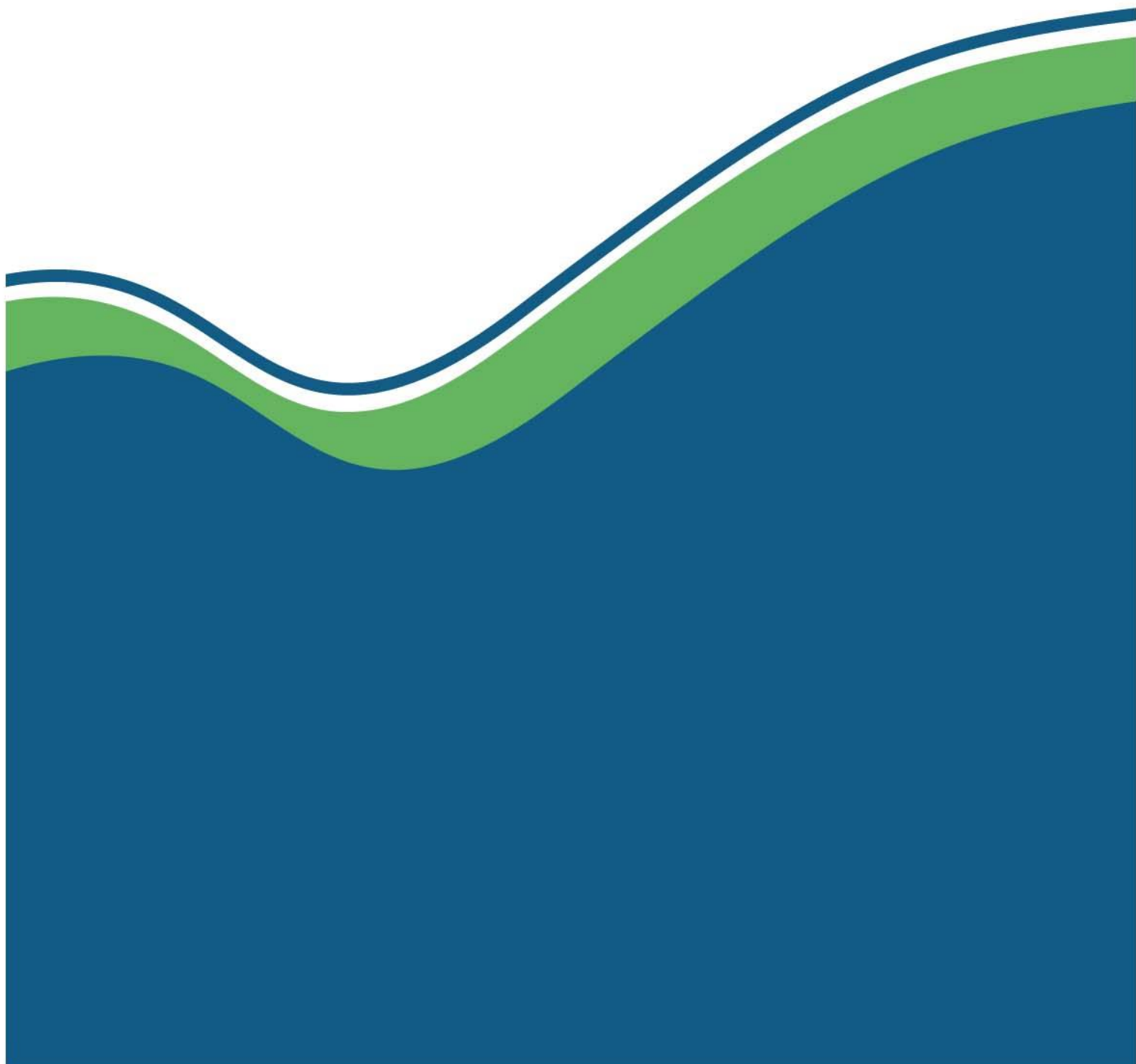




# Scottish Pollutant Release Inventory Reporting

Operator Reporting System Guidance

2017



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## 1. INTRODUCTION

Whilst this document has been produced to assist you in completing your SPRI return it is not intended to replace the Scottish Pollutant Release Inventory (SPRI) General Guidance Document available at: <https://www.sepa.org.uk/environment/environmental-data/spri/operator-guidance/>

As our guidance is reviewed annually each year we advise that you **review our current guidance** before calculating your SPRI return.

If you have problems completing the form or would like further training on using the SPRI Operator Reporting system then please contact the SPRI team at the following email address, note that there is no weekend cover available to any SPRI enquiries made: [SPRIAdministration@SEPA.org.uk](mailto:SPRIAdministration@SEPA.org.uk)

In all correspondence please quote your company's/organisation's registered name and site address and your unique NIC (National Identity Code) number, this will help us deal more efficiently with your enquiry.

You can also contact your local SPRI Support Officer at the following office locations:

**SEPA Stirling Office**  
Strathallan House  
The Castle Business Park  
Stirling,  
FK9 4TZ

Tel No: 01786 457700  
Fax No: 01786 446885

In your current year's return the address and contact information previously reported will be carried over into your new form. This is to reduce the level of duplication required to complete your return each year. However, you will be able to edit, add and delete pollutants from the list as required to update it for the current return.

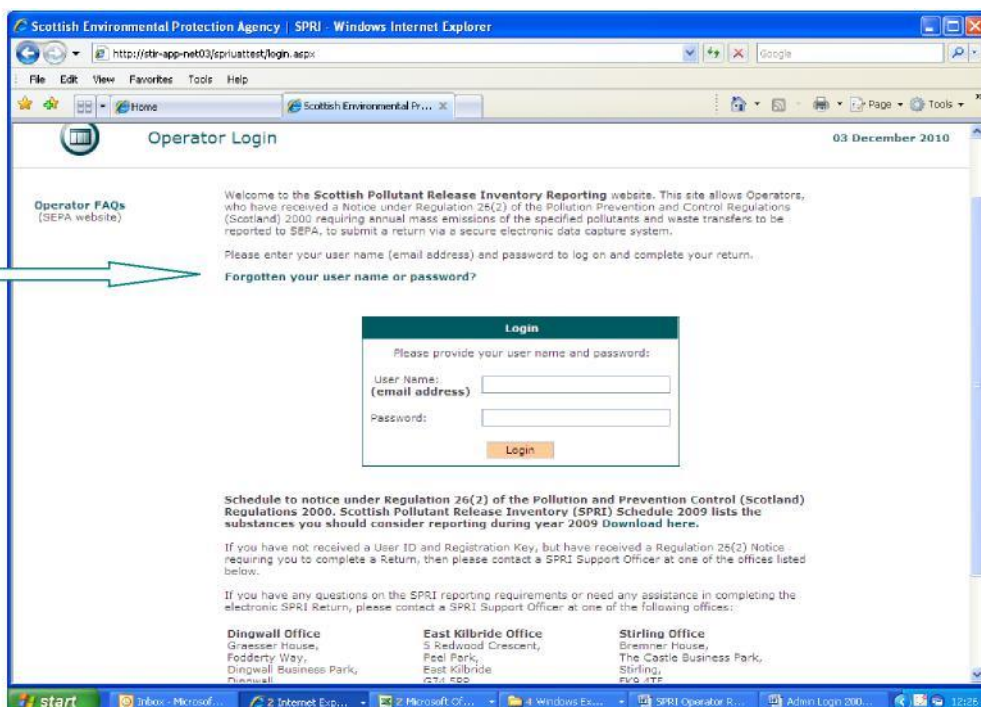
**NOTE:** The emission values previously reported will **not** be carried forward into your new return and these will need to be completed each year. You **cannot** log into the website to input information before the 1<sup>st</sup> January of the following year; e.g. 2017 data cannot be entered on to the site until 1<sup>st</sup> January 2017. **You must submit your data to SEPA by the 28<sup>th</sup> February 2017.**

## 2. OPERATOR REPORTING WEBSITE

Go to the SEPA website at <http://apps.sepa.org.uk/sprioperator/> this will take you to the SPRI home page.



Click on the **Operators Reporting Website** link. (See above screenshot). This will take you to the 'Operator Login' page where you login, complete and submit your return.



## 2.1 Forgotten username

If you have forgotten, or do not have access to, the username please contact SPRI team at [SPRIAdministration@sepa.org.uk](mailto:SPRIAdministration@sepa.org.uk) or by telephoning one of the numbers listed on the Operator Login page or page 3 of this document.

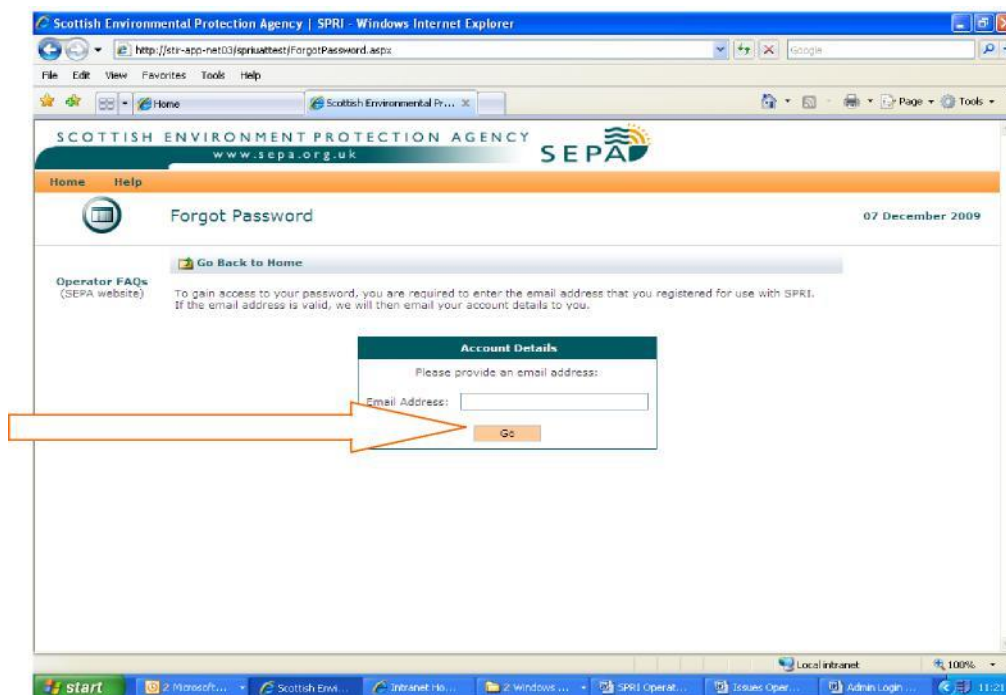
## 2.2 Forgotten password

**You will only be able to use this function if your username is an active e-mail address.** If your username is not an active e-mail address then please follow the instructions above for forgotten username.

To gain access to your password, you are required to enter the e-mail address that you registered for use with SPRI; the system will then notify you by e-mail of your password.

If you do not remember your password click the link **'forgotten your username or password'** (see screenshot below).

Enter your e-mail address into the accounts details box, and then click **'Go'**.



Click **'here'** to go back to the home page.



The system will then notify you by email of your password (see example below).

**From:** Account Admin

**Sent:** 07 January 2017 15:18

**To:** SEPA SPRI

**Subject:** SEPA Login Password Request

Thank you for contacting SEPA

Please find details of your Username & Password below:

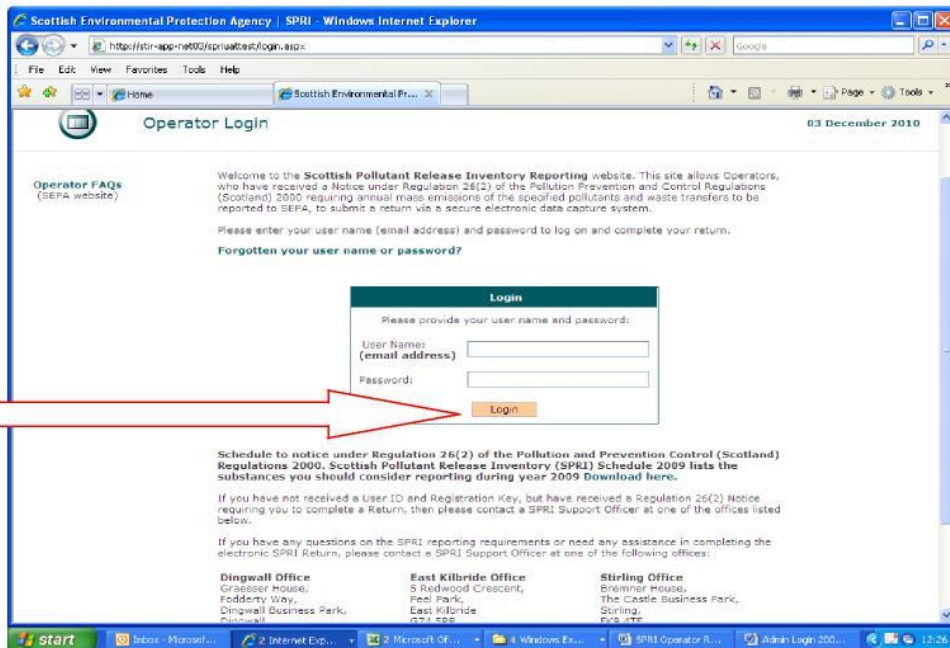
[Username:SEPA.SPRI@mail.com](mailto:SEPA.SPRI@mail.com)

Password: 246810YY

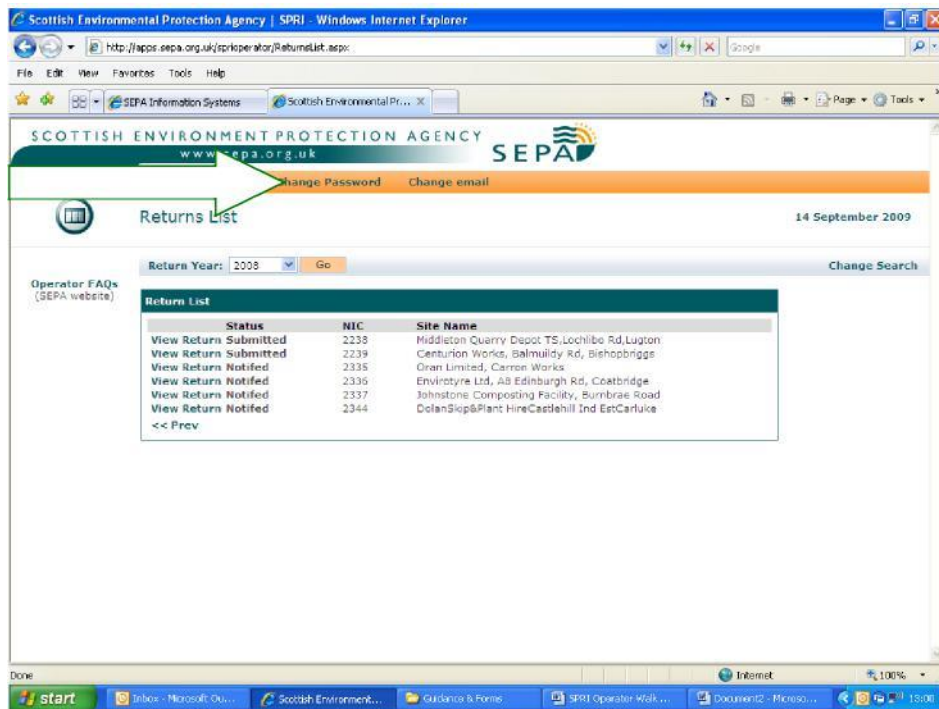
**NOTE: Please be aware that this email may automatically be classed as SPAM so you may have to check your email spam folder.**

### 2.3 Operator log-in

Enter your username and password and click on the '**Login**' button.



Once successfully logged on you will be presented with the Return List page.



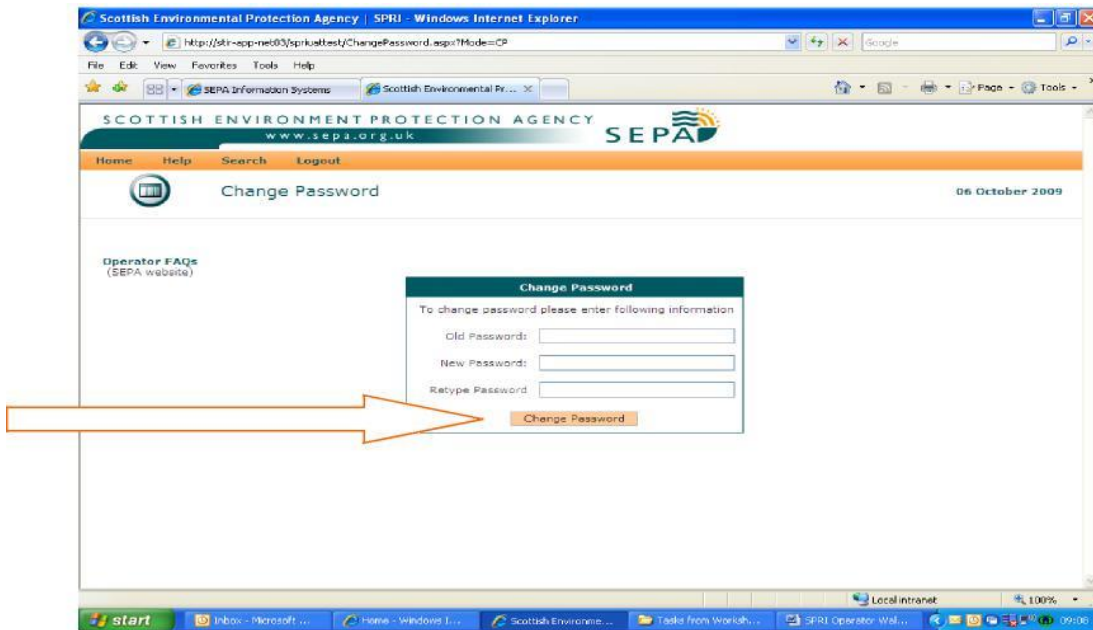
## 2.4 Change password and/or username (e-mail)

At this stage you are able to change your password and/or email address (username).

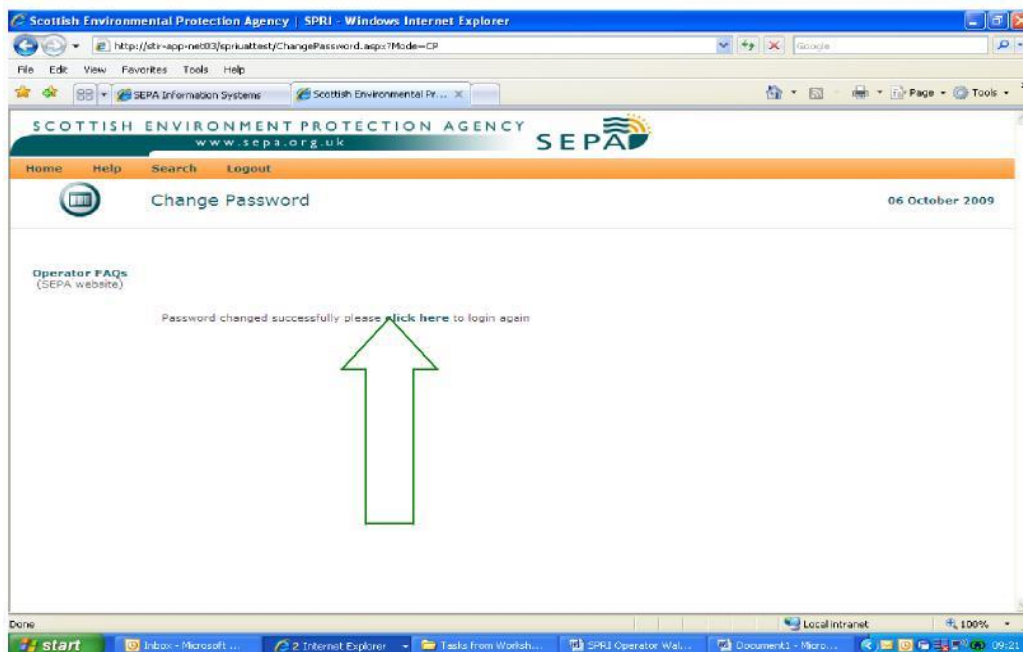
### 2.4.1 Change password

To change your password Click '**Change Password**' on the Orange bar (see Screenshot above).

Enter the required details into the **Change Password** box. Click '**Change Password**'.



Click 'Click here' link to go back to the login page.



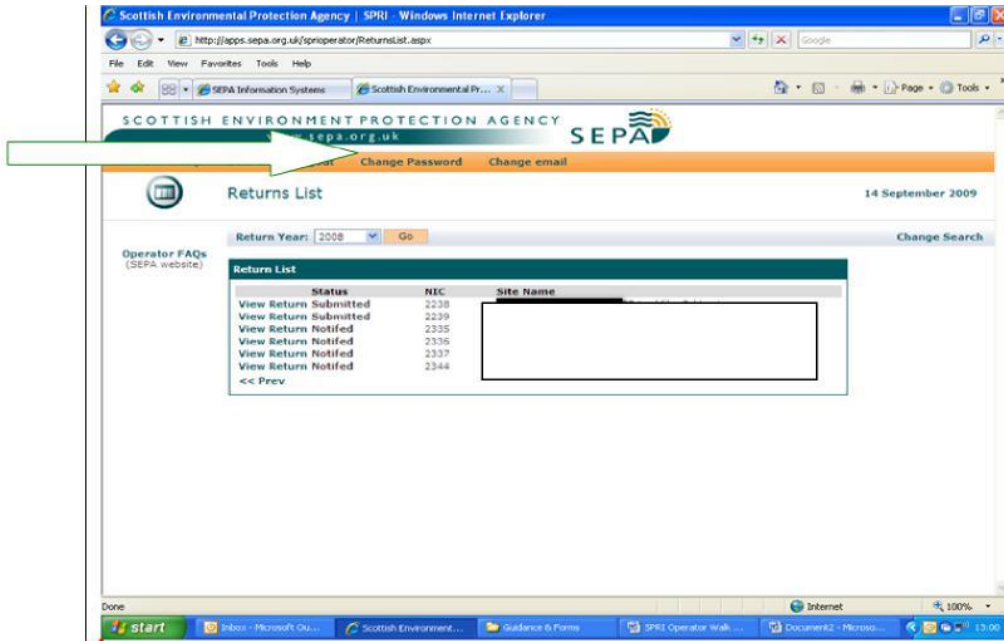
You are now required to login again using your new password.

## 2.4.2 Change username (e-mail)

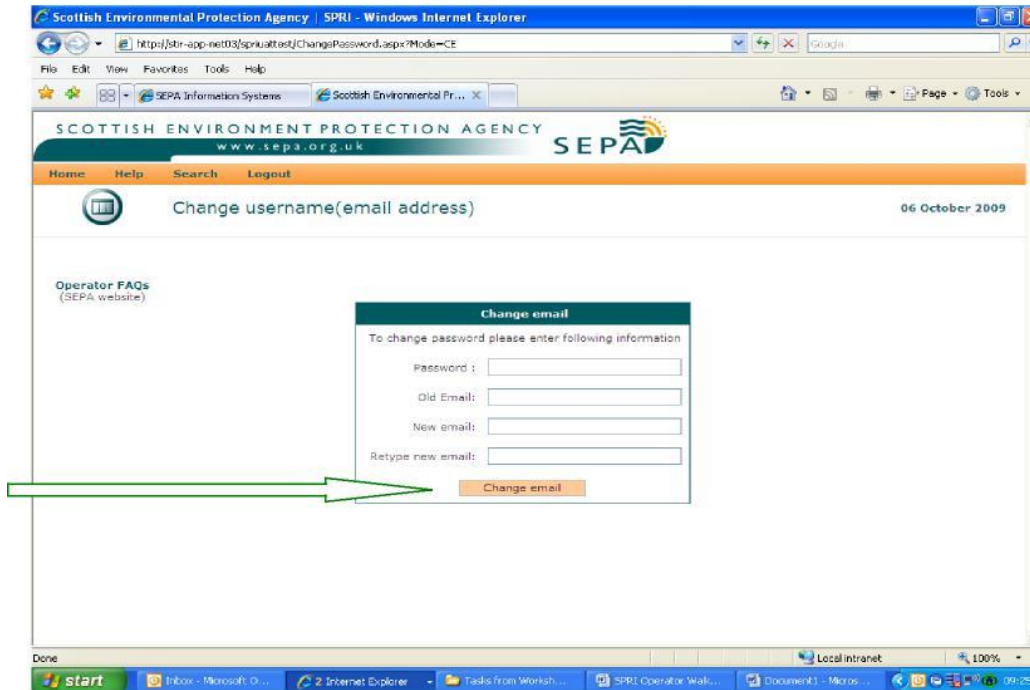
**NOTE:** When changing your username it is preferable to use an active email address as your username. This will allow the SPRI team to contact you with any updates.

Click 'Change email' on the Orange bar.





Enter the required details into the **Change email** box. Click **'Change email'**.



Click **'Click here'** link to go back to the login page.

You are now required to login again using your new username (e-mail address). See previous steps.

## 2.5 Reviewing data returns

If you have previously submitted data to the SPRI you can review this data following the logon instructions to gain access to the Returns List Page, and by selecting the year from the dropdown list at the top of the page.

**You will not be able to edit any information submitted to SEPA in previous years** without firstly requesting that the return be unlocked. If you wish to make changes to your return please contact a member of the SPRI team at [SPRIAdminstration@sepa.org.uk](mailto:SPRIAdminstration@sepa.org.uk) or see contact details on Log-in page.

To access your return select the 'View Return' button on the left in the Return List box, this will open the Home page.

Select the required and click 'Go'.

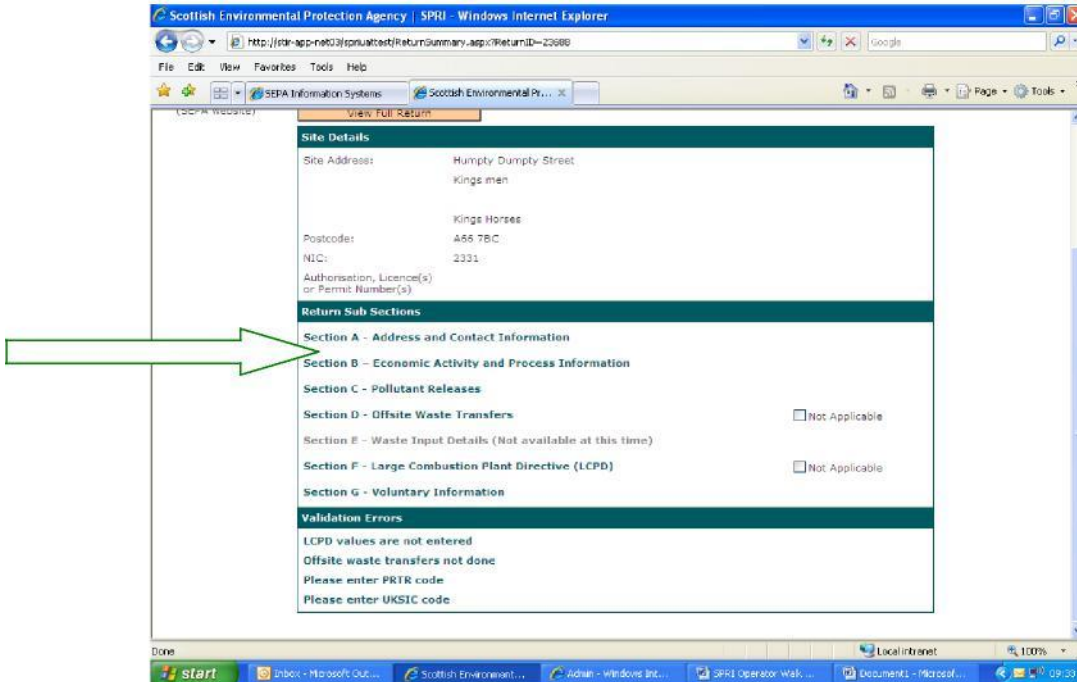
The screenshot shows the SEPA Returns List page. The page header includes the SEPA logo and navigation links: Home, Help, Search, Logout, Change Password, and Change email. The main content area is titled 'Returns List' and includes a search area with a 'Return Year' dropdown menu set to '2008' and a 'Go' button. A table titled 'Return List' displays the following data:

Status	NIC	Site Name
View Return Submitted	2238	
View Return Submitted	2239	
View Return Notified	2335	
View Return Notified	2336	
View Return Notified	2337	
View Return Notified	2344	

At the bottom of the table, there is a '<< Prev' link. The page also shows a date of '14 September 2009' and a 'Change Search' link.

### 3. COMPLETING YOUR RETURN

**NOTE:** the Operator Login website will timeout if left inactive for 15minutes, please make sure you save your data at regular intervals to prevent you from losing any entered data.



The home page allows you to navigate your way through each part of the form in any order.

- Section A – Address and Contact Information;
- Section B – Economic Activity and Process Information;
- Section C – Pollutant Releases;
- Section D – Off-site Waste Transfers;
- Section E – Waste Inputs;
- Section F – Large Combustion Plant Directive (LCPD); and
- Section G – Voluntary Information.

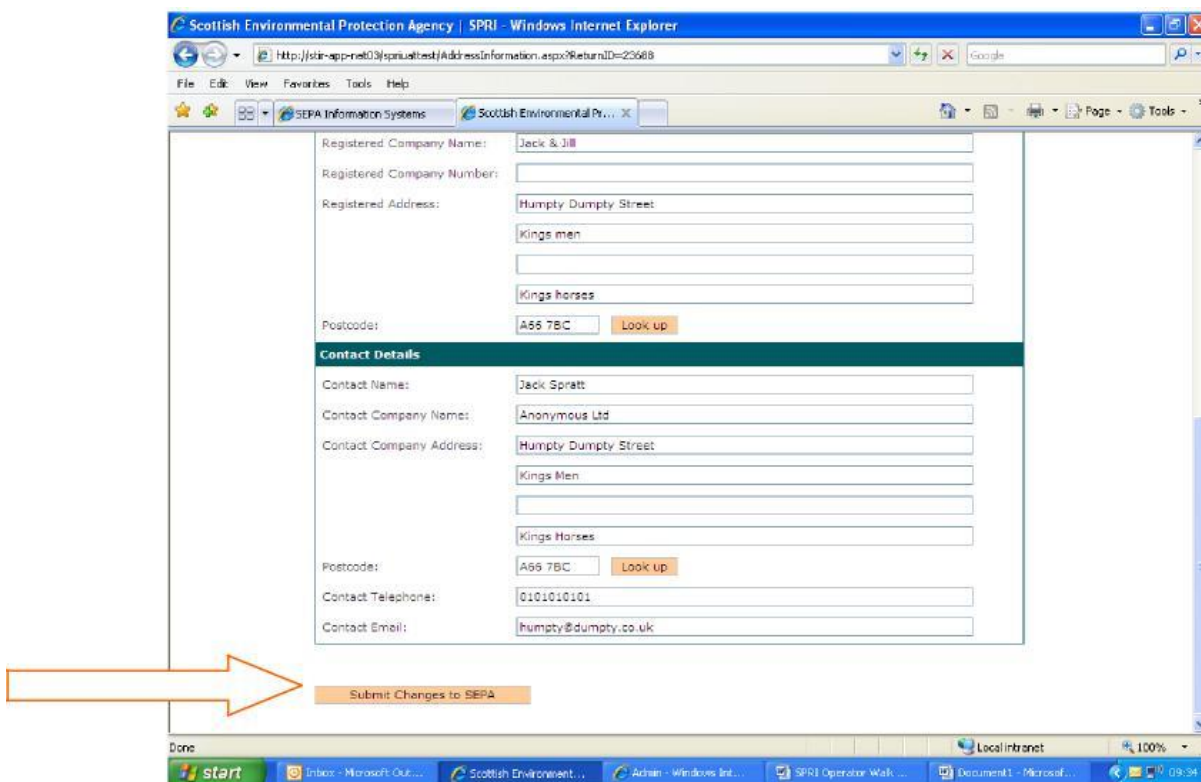
#### 3.1 Section A – Address and contact information

Hover the mouse over '**Section A**' of the form and left click (see screenshot above).

This presents you with a screen detailing Site Name and Address, Registered Company Details and SPRI Contact Details.

Please note that you cannot directly update the details on your return record. If you update and submit any changes, the information will be sent to SEPA to be updated on your behalf. Please allow 14 days for the updates to be made.

To make an amendment re-enter the details within the fields provided then click '**Submit Changes to SEPA**'.



When going back into this section you will only be able to view previous data, no changes will be viewed until the system has been updated by SEPA.

When this has been completed click 'Go back to Return Home' to continue completing your return.

### 3.2 Section B – Economic activity and process information

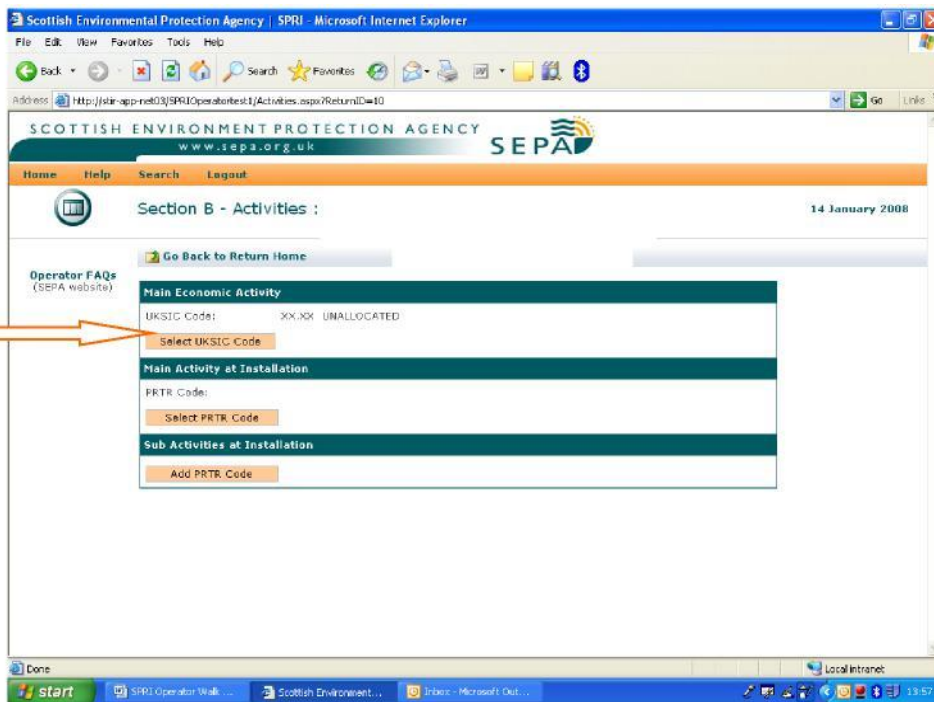
This section is used to edit the Main Economic (UKSIC code) and Process Activities (PRTR code) relating to an installation.

Hover the mouse cursor over 'Section B' of the form and left click.

#### 3.2.1 Selecting a UKSIC and PRTR code

A list to help you select a UKSIC code can be found using the following link <http://www.siccodesupport.co.uk/> and by selecting- '2007 Codes Search by Section'

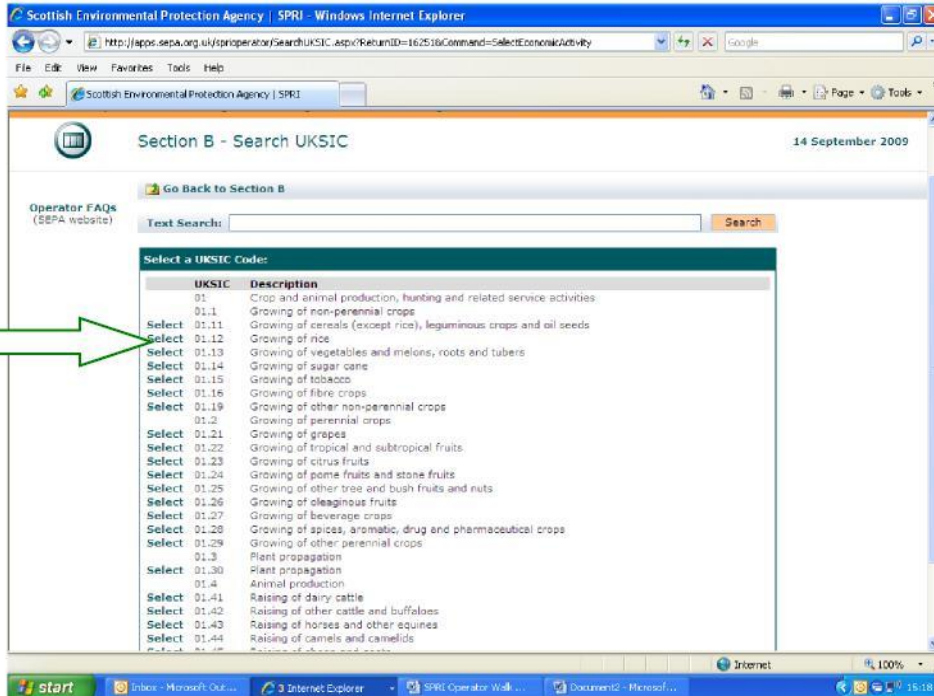
Click 'Select UKSIC Code' on the left side of the **Main Economic Activity box**.



You will be presented with a list of UKSIC codes.

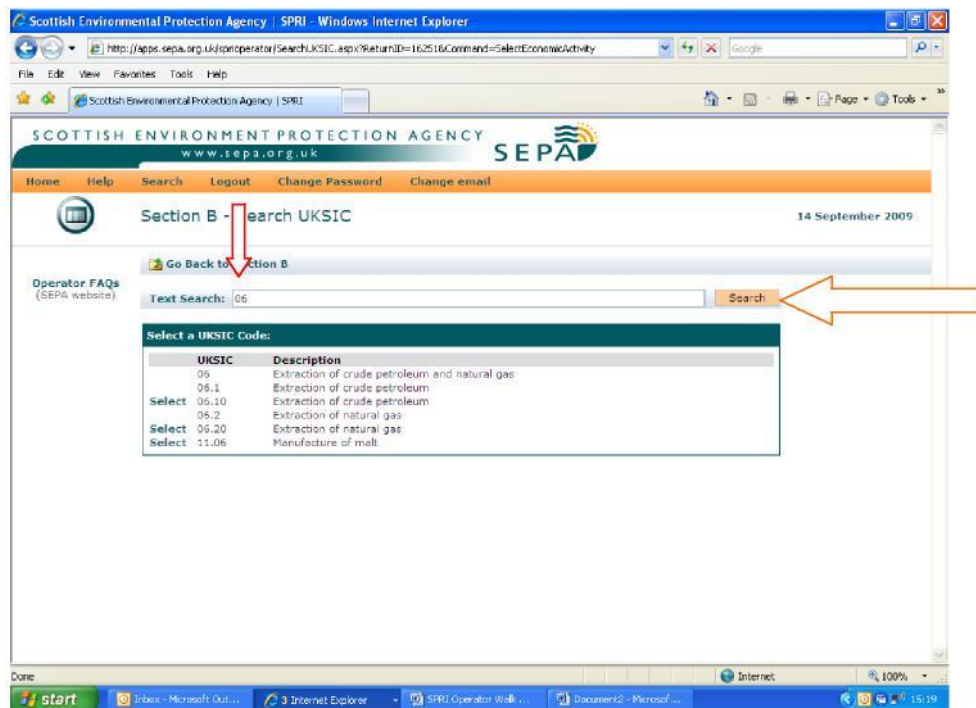
**NOTE:** you are only able to select four digit codes within the system.

When you have identified the UKSIC code for your installation click 'Select' to the left of the code.

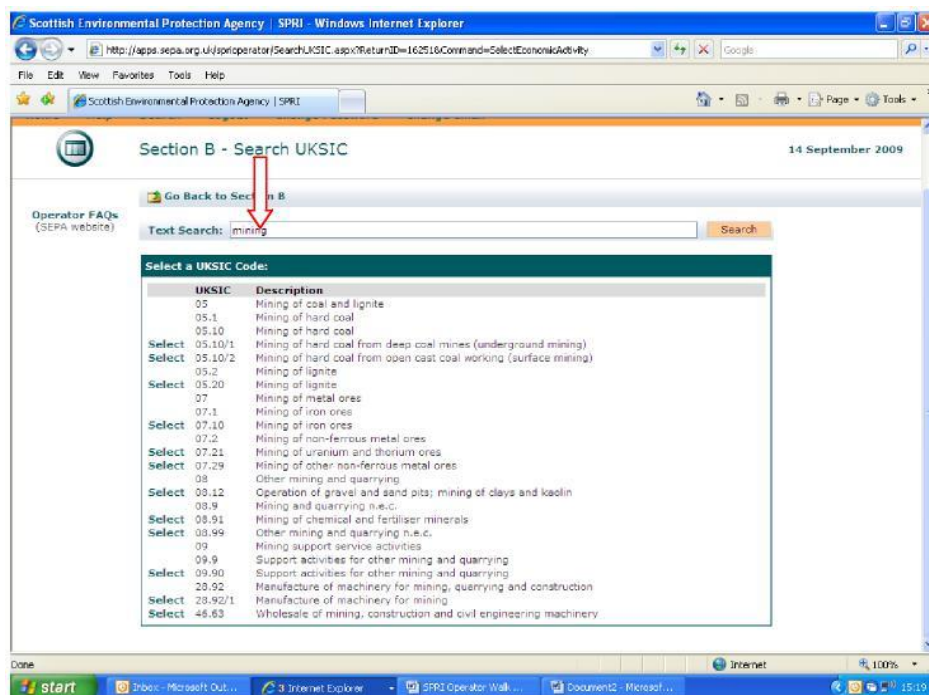


If the UKSIC code applicable to your activity is **not shown** on the screen either select 'Next >>' at the bottom of the screen, which will take you to the next page of codes, or use 'Text Search' function situated above the list.

**Example:** Entering the number '06' in the **Text Search** field and clicking 'Search' will retrieve all UKSIC codes containing the number '06'.



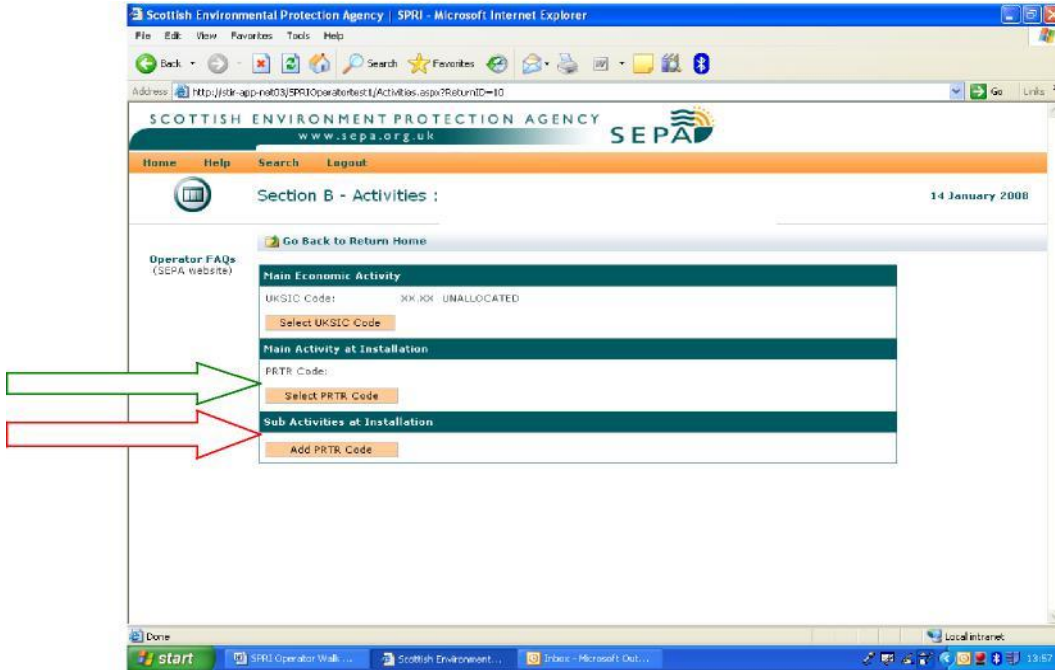
You can also search using text; e.g. enter 'mining' and this will retrieve all UKSIC codes that contain the word **mining** within the description.



### 3.2.2 Selecting a PRTR code

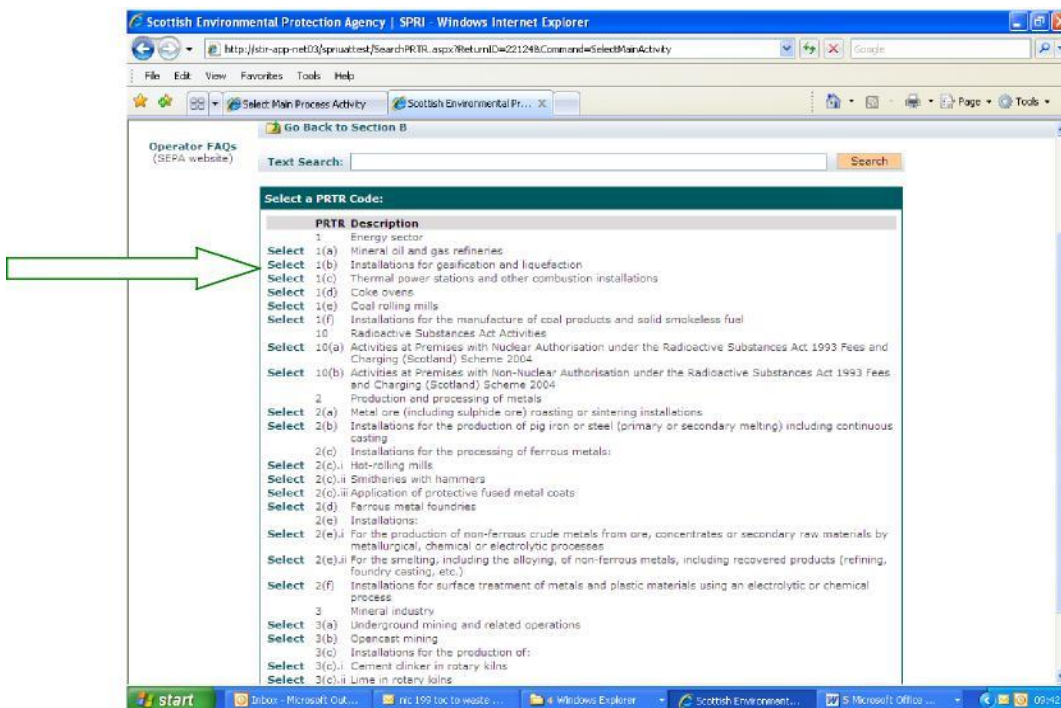
A list to help you select a PRTR code can be found using the following link >  
<http://bit.ly/1Mzvd6D>

Click **'Select PRTR Code'** on the left side of the **Main Economic Activity box**.



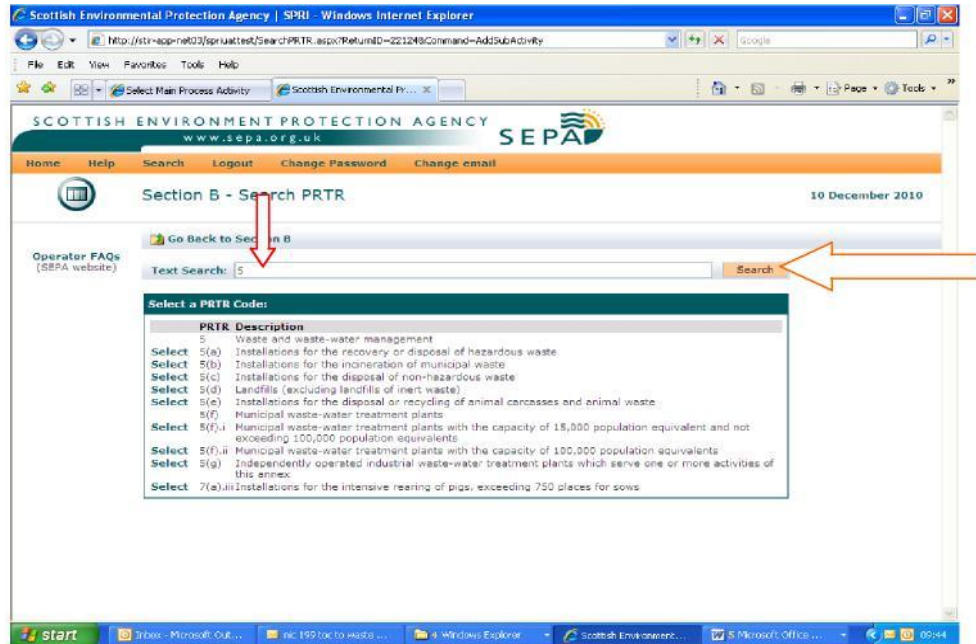
You will be presented with a list of PRTR codes.

When you have identified the PRTR code for your installation click **'Select'** to the left of the code.

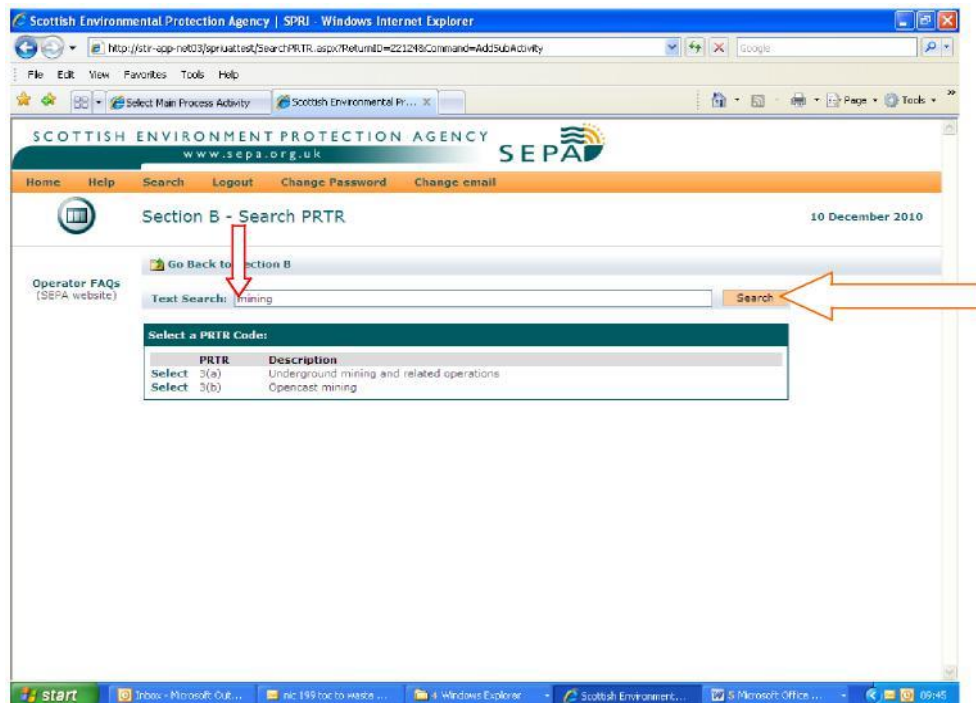


If a PRTR code applicable to your activity is **not shown** on the screen either select 'Next >>' at the bottom of the screen, which will take you to the next page of codes, or use 'Text Search' function situated above the list.

**Example:** Entering the number '5' in the **Text Search** field and clicking 'Search' will retrieve all PRTR codes containing the number '5'.



You can also search using text e.g. enter 'mining' and this will retrieve all PRTR codes that contain the word mining within the description.



**If you have a sub activity(s) carried out at your installation** click the 'Add PRTR code' button to search and select PRTR codes for the sub activity using the same process as you have done for the main activity.



**Note:** once you have added UKSIC and PRTR codes these will be set and carried forward for future years reporting. Only if the main activity of your company or installation changes will you be required to amend these codes.

When this has been completed click on **'Go back to Return Home'** to continue completing your return.

### 3.3 Section C – Pollutant releases

This page is used to identify and enter the pollutant releases from your installation. This same page will be used to enter data for four different media (Air, Water, Land and Wastewater).

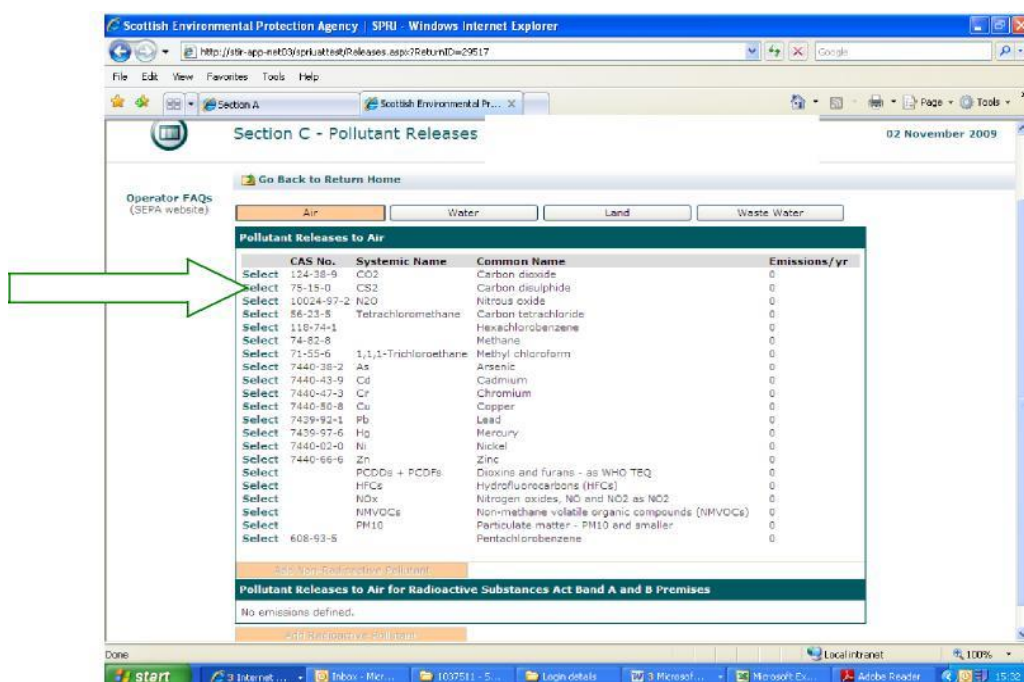
Pollutants are reported under two separate sections – Non-Radioactive Pollutant Releases and Radioactive Pollutant Releases.

Hover the mouse cursor over **'Section C'** of the form and left click.

Click on the button for the required media e.g. **'Air'** (when complete repeat the process for other applicable media).



You will be presented with a list of pollutants to air specific to the sector you have chosen as your PRTR code (Section B).



Review all the pollutants listed and enter the required data for those that are emitted from your site.

**NOTE:** This list refers to pollutants required to be reported to Europe, please refer to the SPRU General Guidance for additional information.

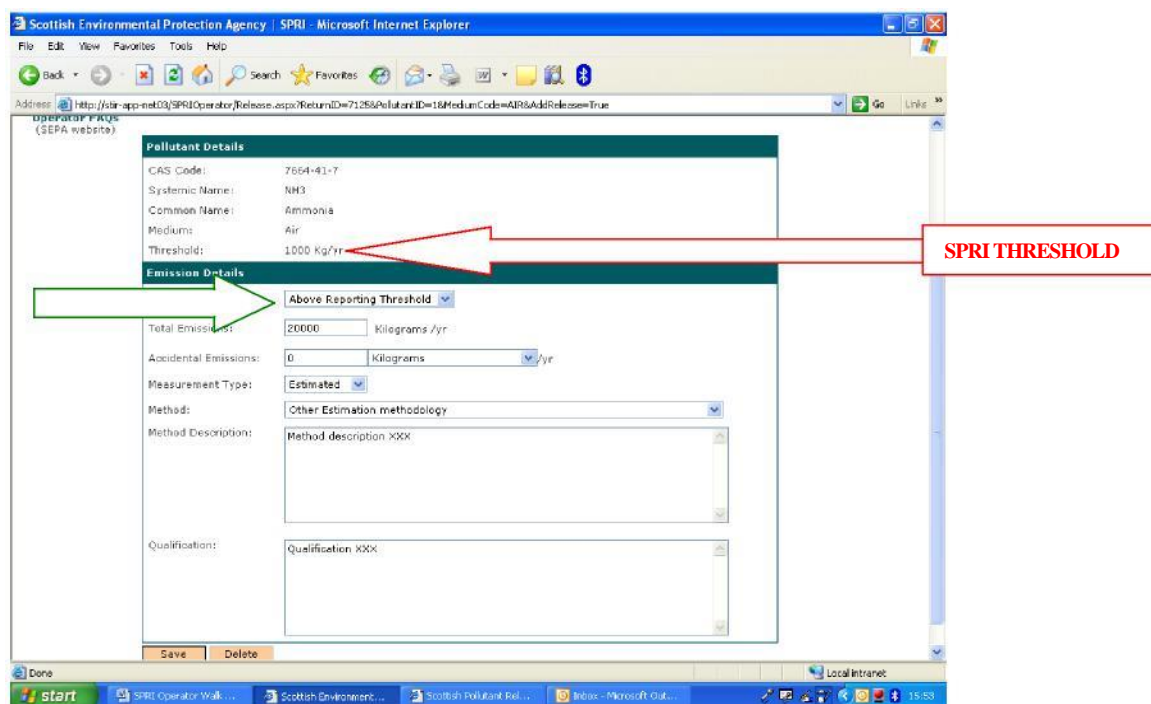
### 3.3.1 Entering Pollutant data

Click 'Select' on left within **Pollutant Releases** box to view relevant pollutant details and enter data into your return (see above screenshot).

**NOTE:** the pollutant lists are specific to each media therefore you are only able to select a pollutant that is required to be reported to SPRU to the selected media.

This page allows you to edit your return, add more pollutants to the list or delete pollutants already on the list.

The CAS code, pollutant names, media and SPRU reporting threshold will be given. You should assess whether the emission value that you have determined is above or below the SPRU threshold and complete the form as required.



- (a). You should determine the emission value of the selected pollutant; this should include any 'Accidental Emissions'.

**NOTE: Accidental emissions** are unplanned and unlicensed releases of a particular substance or substances to the environment. They may result from an emergency, poor operation, accident or plant failure. **Accidental emissions should not be reported where they are part of the routine maintenance** of the sites' process, such as emissions associated with annual tank cleaning operations. They should be reported as a value and the emission value should be entered into the '**Accidental emissions**' box. A detailed description of the cause of the accidental emission must be provided.

- (b). Select one of the following from the drop-down within '**Emission Details box**'.

**Please note:** For RS pollutants you must choose either 'Above Reporting Threshold (ART) or 'No Longer Applicable'. There is no longer any option to be "Below Reporting Threshold" (BRT).

### Above Reporting Threshold (ART)

**ART** – select "Above the Reporting Threshold" from the drop down menu if the pollutant value is above the SPRI reporting threshold. The emission value should be entered into '**Total emissions**' box. If you have a value for Accidental Emissions add the emissions value and accidental emissions value together and enter into the '**Total emissions**' box. You are also required to enter the Accidental Emissions value into the '**Accidental Emissions**' field and provide a description of how the accidental emission occurred. **NOTE:** If you have selected 'ART' and **do not** have accidental emissions you are required to enter '**0**' into the '**Accidental Emissions**' field.

### **Below the Reporting Threshold (BRT)**

**BRT** – select “Below the Reporting Threshold” from the drop-down menu provided if the pollutant value is below the SPRI reporting threshold. However, it is possible for you to have accidental emissions to declare even if your total emission is BRT. Where the sum of the accidental emissions, plus any other release is still below the reporting threshold for that specific pollutant, BRT should be selected from the drop-down menu provided and the accidental emissions value **should be** entered into ‘**Accidental Emissions**’ box.

### **No Longer Applicable**

**No Longer Applicable** – if the pollutant is not emitted from your site select “No Longer Applicable” from the drop down menu provided. If this option is selected then a full explanation/qualification reason must be entered into the Qualification box; *e.g. Substance no longer used and has been removed from the PPC ELVs for this reporting year, process now uses chemical X which has been reported for the first time this year.*

**(c). If you have selected ART or BRT you will also have to provide the following data.**

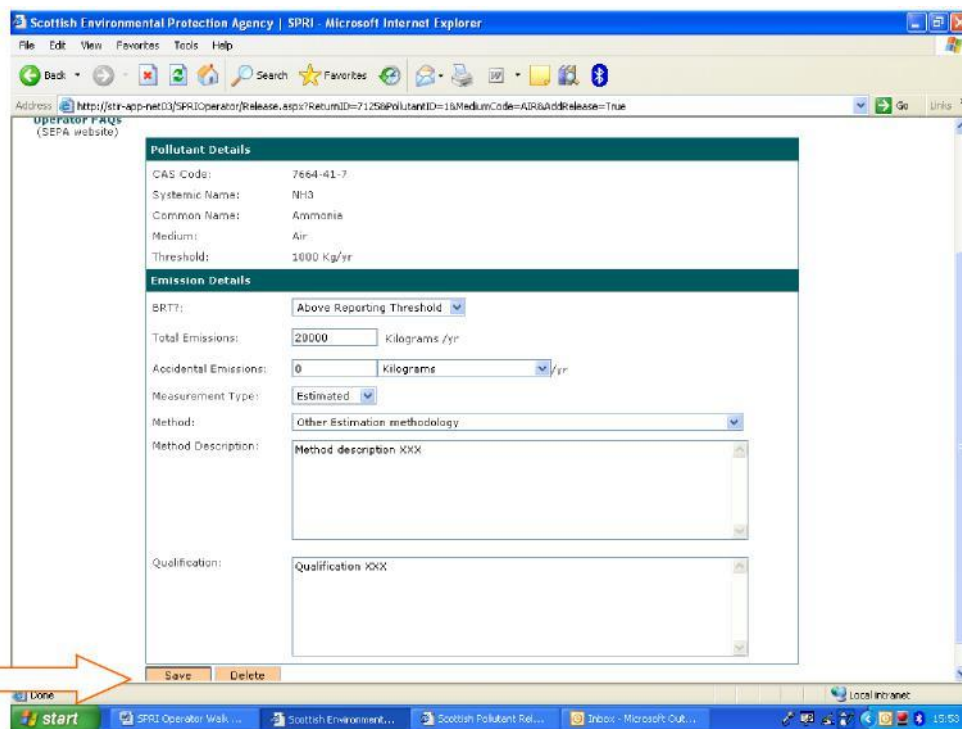
**Measurement Type** – Use the drop-down list to select how you have determined this value calculated, estimated or measured.

**Method** – Use the drop-down list to select the method.

**Method Description** –Type a more detailed description of the method used; *e.g. Average sample concentration multiplied by measured flow rate.*

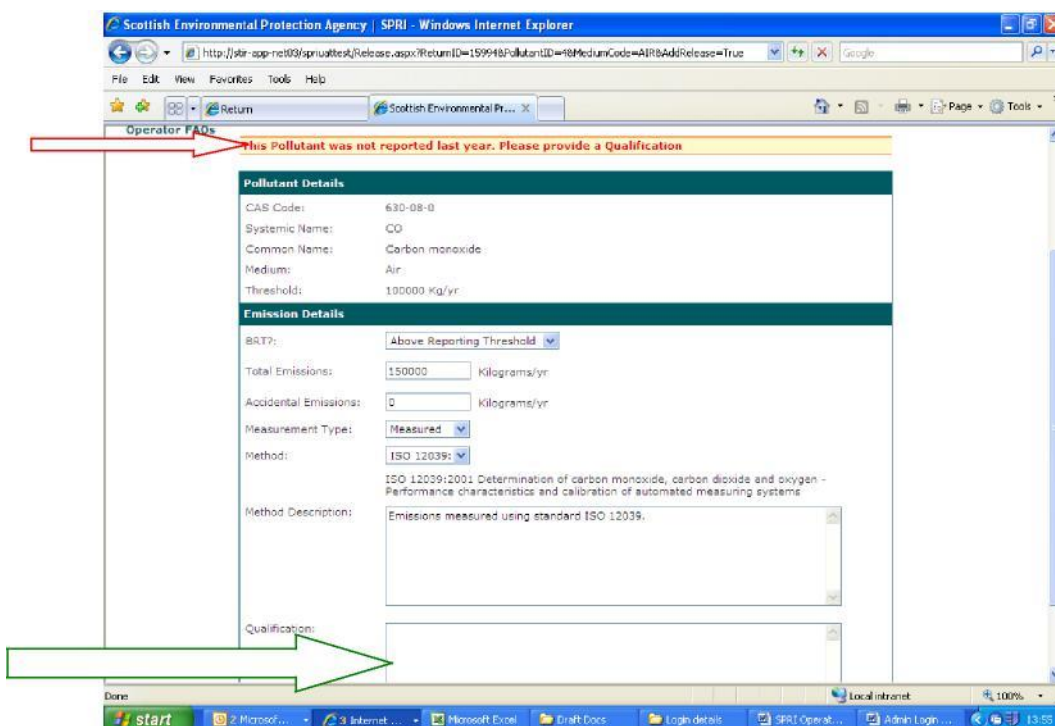
Further explanation of Measurement Type and Methods can be found by clicking on guidance available at SEPA’s SPRI website at > <http://bit.ly/1LaLNHL>

When complete click ‘**Save**’ on the bottom left hand side of the screen.



This automatically takes you to the Pollutant Release page showing a list of all of the pollutants you have added for air.

**NOTE:** If an error message is generated, you will not be able to save your data until you have entered the additional information requested into the qualification box (see screen shot below).

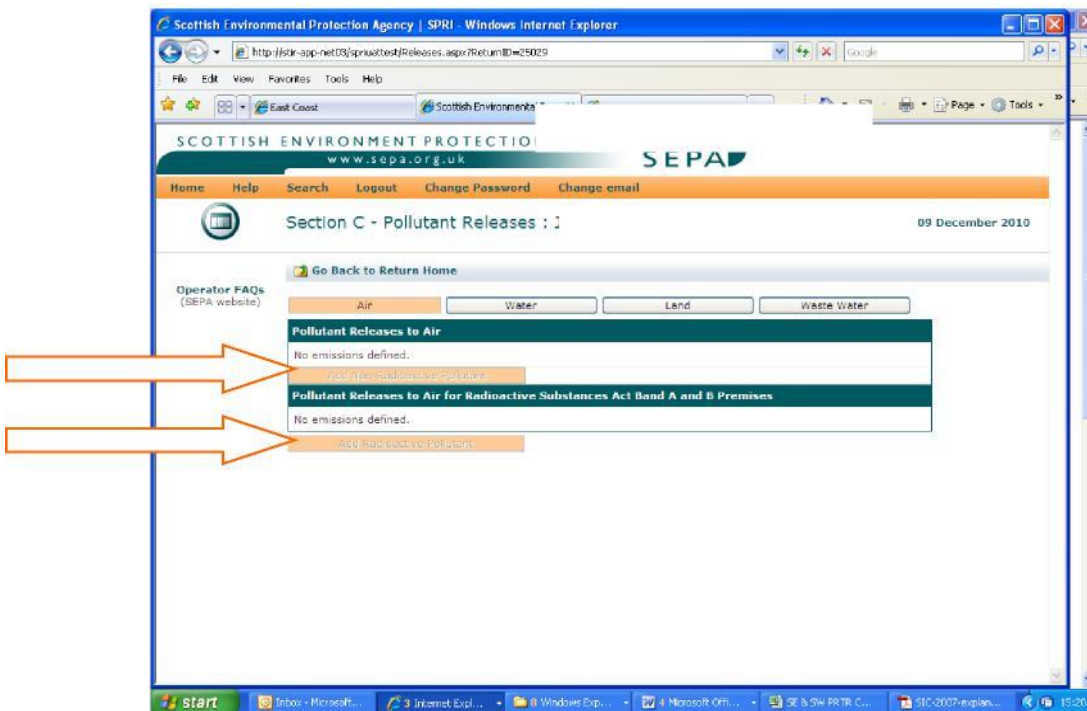


### 3.3.2 Add a pollutant

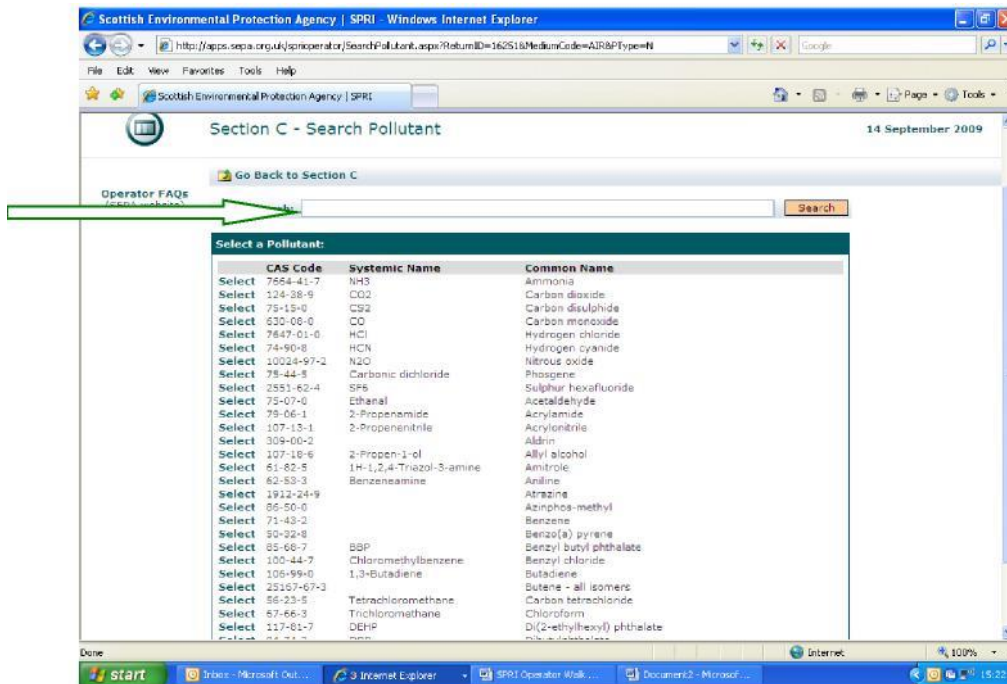
You will be required to add the sector specific pollutants that are emitted from your site and you should consult the schedule to the notice under Regulation 63(2) of the Pollutant Prevention and Control (Scotland) Regulations 2012 which is available on the [Operator Log-In Page](#) or from the [SPRI guidance webpages](#).

To add a pollutant that is emitted from your site but not present on the electronic form click the button for the required media e.g. **'Air'** (when complete repeat the process for other applicable media).

Click **'Add Non-Radioactive Pollutant'** or **'Add Radioactive Pollutant'**.



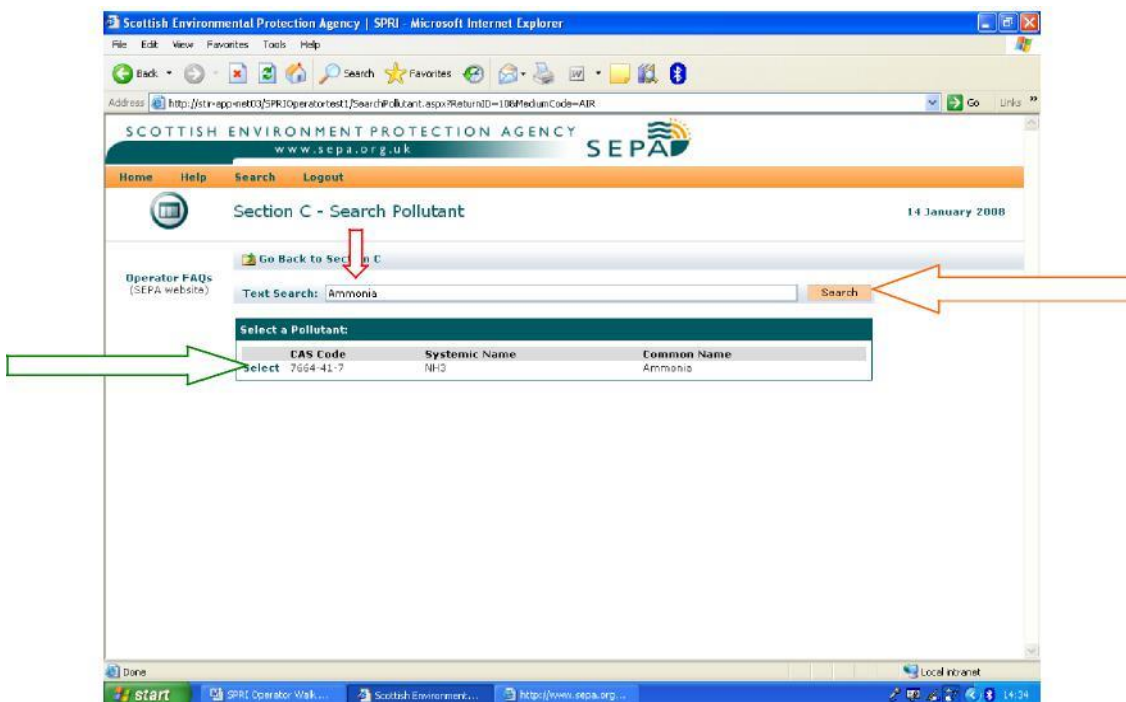
You will be presented with a list of pollutants to air.



### 3.3.3 Searching for a pollutant

Using the 'Text Search' field you can narrow the search to CAS-Code, Systemic Name or Common Name (see above screenshot).

**Example:** Entering "Ammonia" in the 'Text Search' box and clicking 'Search' will retrieve the pollutant Ammonia.



To add a pollutant click 'Select' to the left of the relevant pollutant in the list on the pollutant release page. You are now able to enter data into your return.

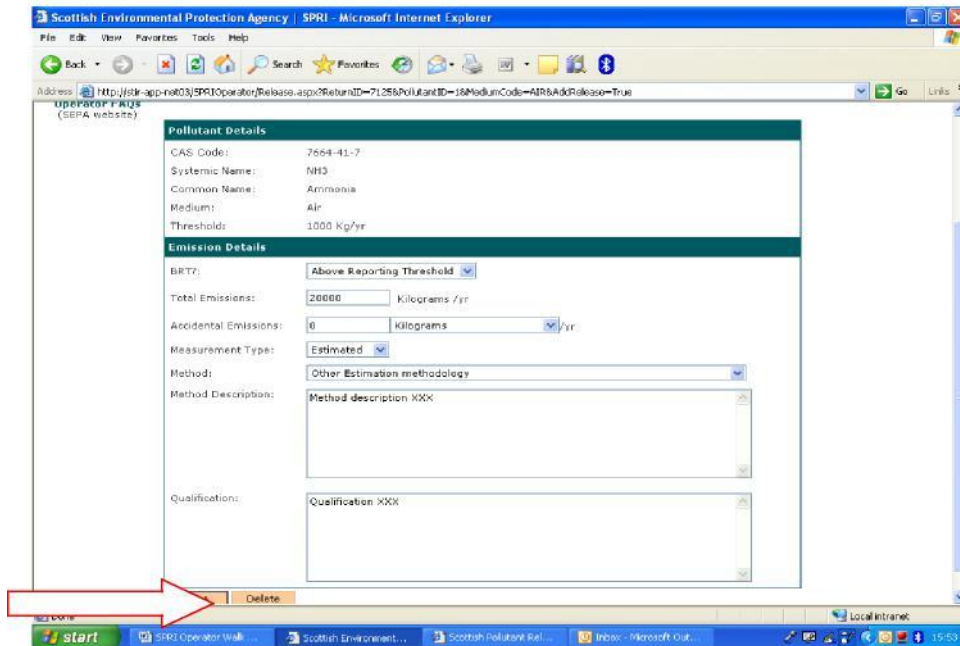
**NOTE:** The pollutant lists are specific to each media therefore you are only able to select a pollutant that is required to be reported to SPRI to the selected media. If you are unable to find a pollutant when searching then check that the pollutant is not already present on the reporting list.

### 3.3.4 Delete a pollutant

To delete a pollutant click 'Select' to the left of the relevant pollutant in the list on the pollutant release page.



Click 'Delete' at the bottom of the pollutant data page.

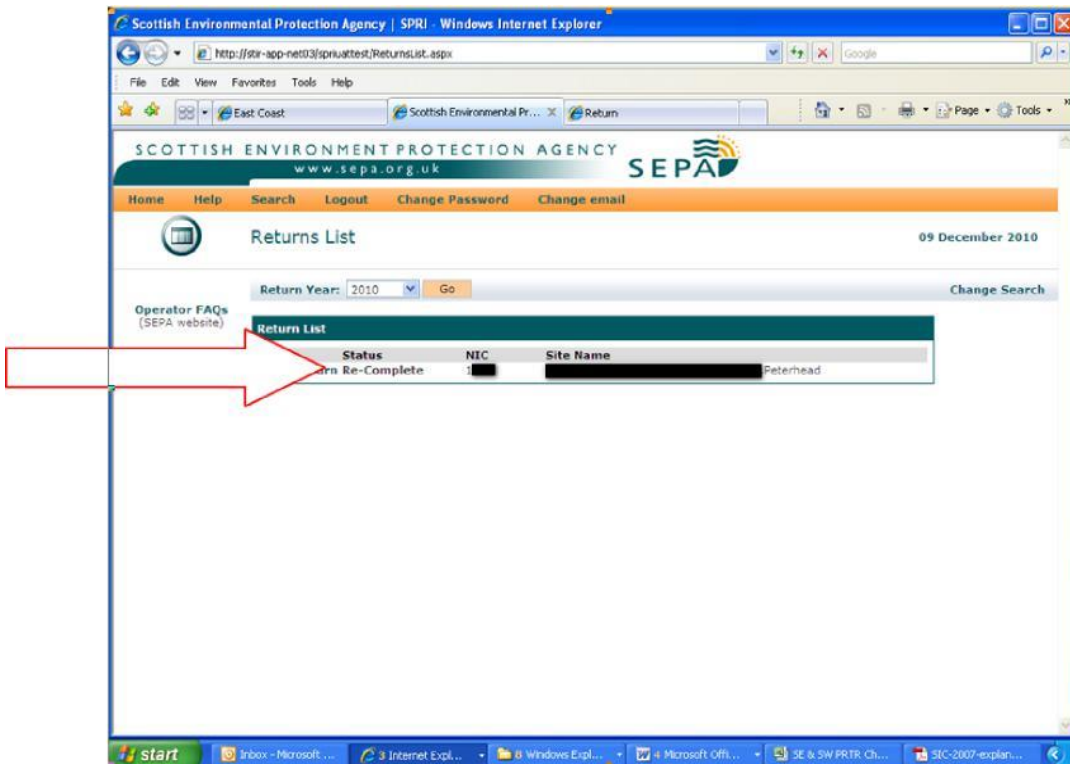




**NOTE:** You cannot delete a pollutant if it has been reported in the previous year; you must select no longer applicable (**NLA**) and provide a full qualification reason as to why the substance has been removed.

### 3.3.5 Edit your return

You are **only** able to edit all data within your return when it is at the status of 'Incomplete' or 'Re-complete'. **If you have already submitted your return and wish to make changes you will need to contact a member of the SPRI team at [SPRIAdminstration@sepa.org.uk](mailto:SPRIAdminstration@sepa.org.uk) see contact details on log-in page.**



When you are satisfied that all the pollutants and information required have been entered for the media **Air**, repeat these steps to enter the emissions to **Water, Land and Wastewater**, if applicable.

Once **all** pollutants have been entered for **all** media applicable to your installation, click 'Go back to Return Home'.

### 3.4 Section D – Off-site waste transfers

This page is used to report any off-site waste transfers, both internal (within the UK) and transboundary (outwith the UK).

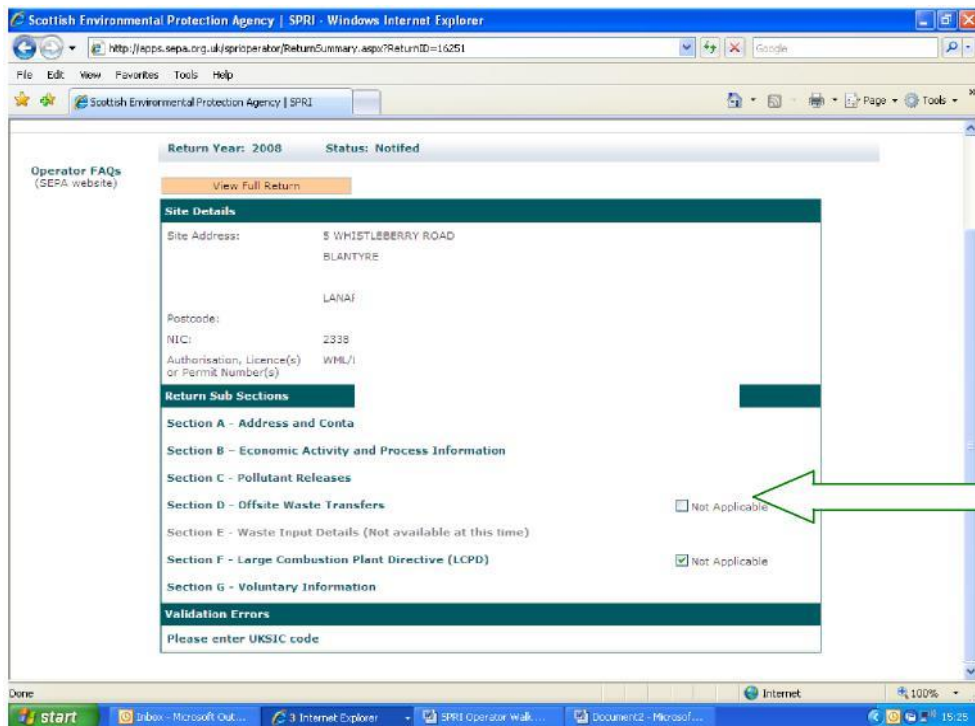
You are required to report where your site has annual transfers of hazardous waste (**HW**) also known as 'Special' waste and/or non-hazardous waste (**Non-HW**) (*this should include liquid waste such as landfill leachate moved by tanker*), which exceed the SPRI reporting thresholds.

You are not required to report liquid waste disposed of by land treatment, where it is for agricultural benefit, such as a soil improver.

**Thresholds for reporting to SPRI:**

Hazardous waste – **2 tonnes/year**  
Non-hazardous waste – **2000 tonnes/year**

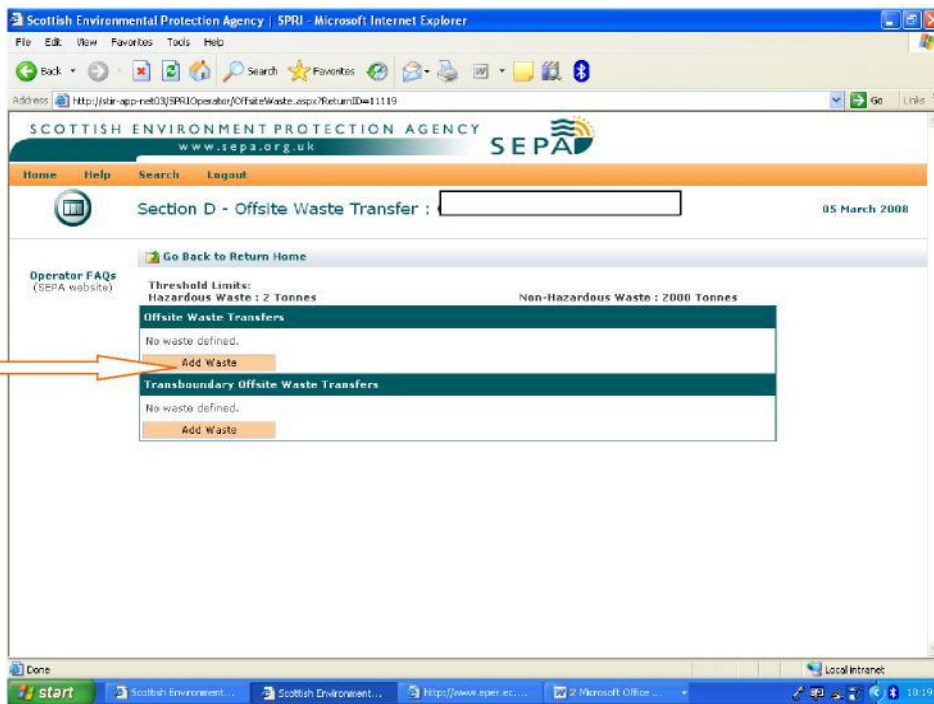
**NOTE:** If the assessed level of waste is below the reporting threshold or you have no waste leaving your installation please tick the “Not Applicable” box next to the text **Section D – Offsite Waste Transfers** on the Home page (see screenshot below).



To add off-site waste details hover the mouse cursor over ‘Section D’ of the form and left click.

### 3.4.1 Waste transfers within the UK

Click ‘Add Waste’ within **Offsite Waste Transfer** box.



To complete your offsite waste transfer within the UK data follow the steps below:

Select the method 'Recovery' or 'Disposal' from the drop-down menu.

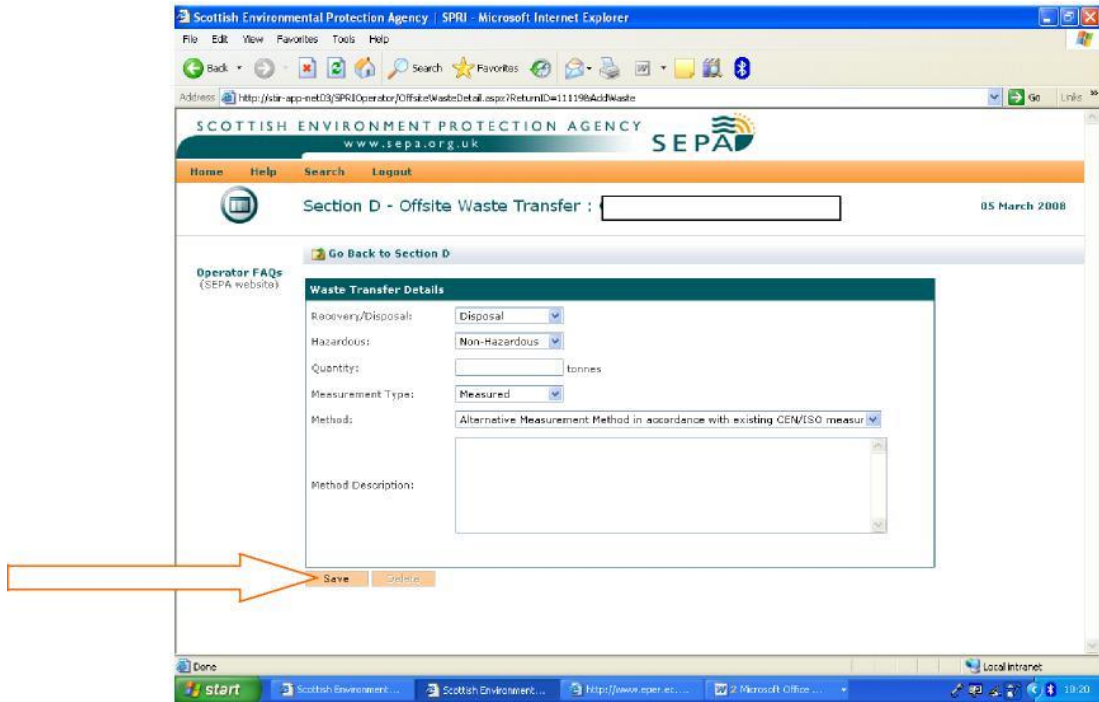
Select the type of waste 'Hazardous' or 'Non-Hazardous' from the drop-down menu.

Enter the **quantity of waste in tonnes/year**.

**Select the Measurement Type** from the drop-down list to identify how you have determined the value; calculated, estimated or measured.

**Select the Method** from the dropdown list to identify the method used.

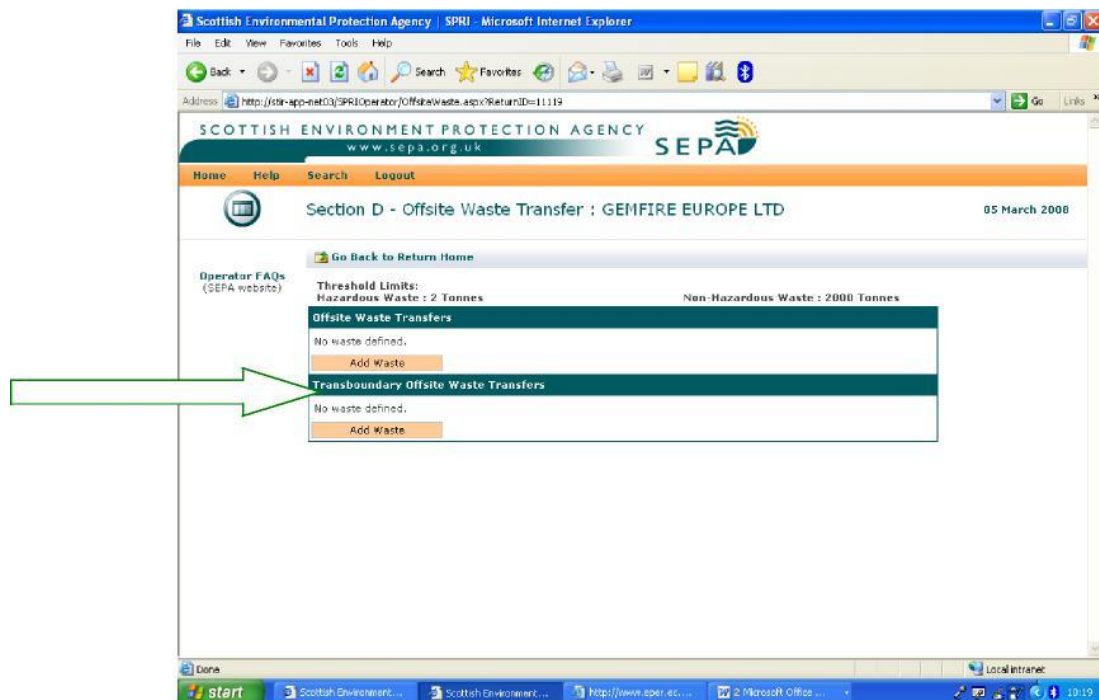
Provide a **Method Description** by typing a **detailed description** of the method used.



When completed click **'Save'** on the bottom left hand side of the screen.

### 3.4.2 Waste transfer outwith the UK

You are required to report all hazardous waste which is above the 2 tonnes/year threshold. Click **'Add Waste'** within **'Transboundary Offsite Waste Transfers'** box.



To complete your offsite waste transfer out with the UK data follow the steps below: Select the method 'Recovery' or 'Disposal' from the drop-down menu. Select the type of waste 'Hazardous' from the drop-down menu.

Enter the **quantity of waste in tonnes/year**.

Select the **Measurement Type** from the drop-down list to identify how you have determined the value; calculated, estimated or measured.

Select the **Method** from the drop-down list to identify the method used.

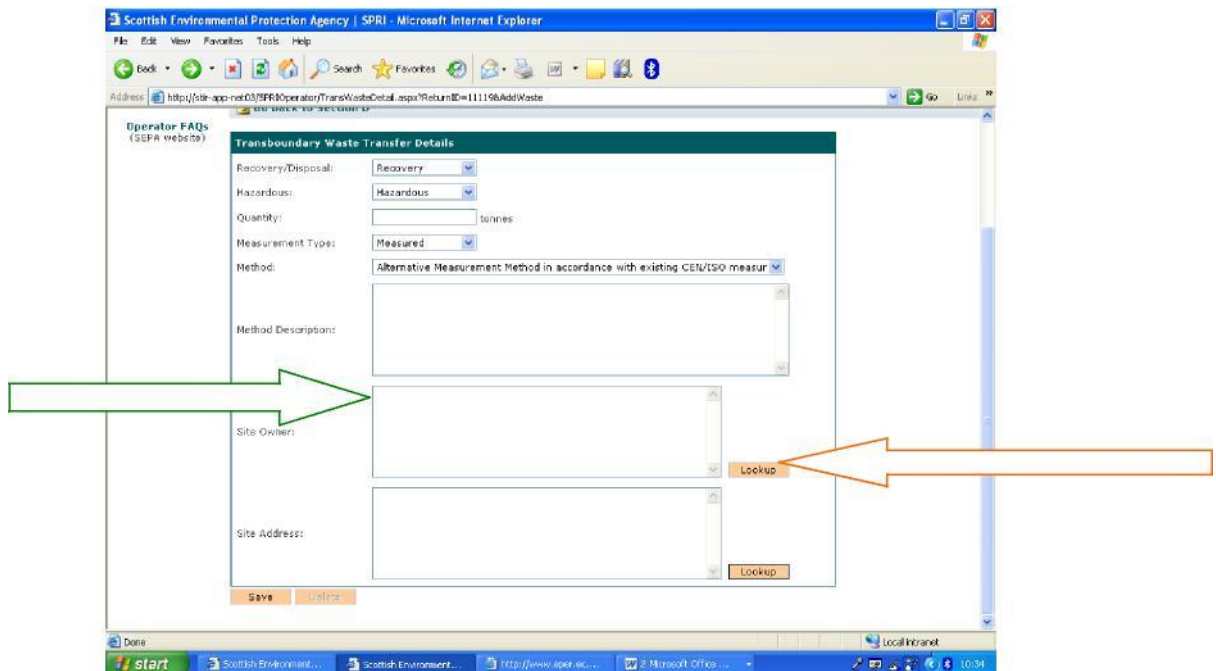
Provide a **Method Description** by typing a detailed description of the method used.

Enter the details of the **Site owner receiving the waste**. Enter the **Site**

**Address of the site receiving the waste**.

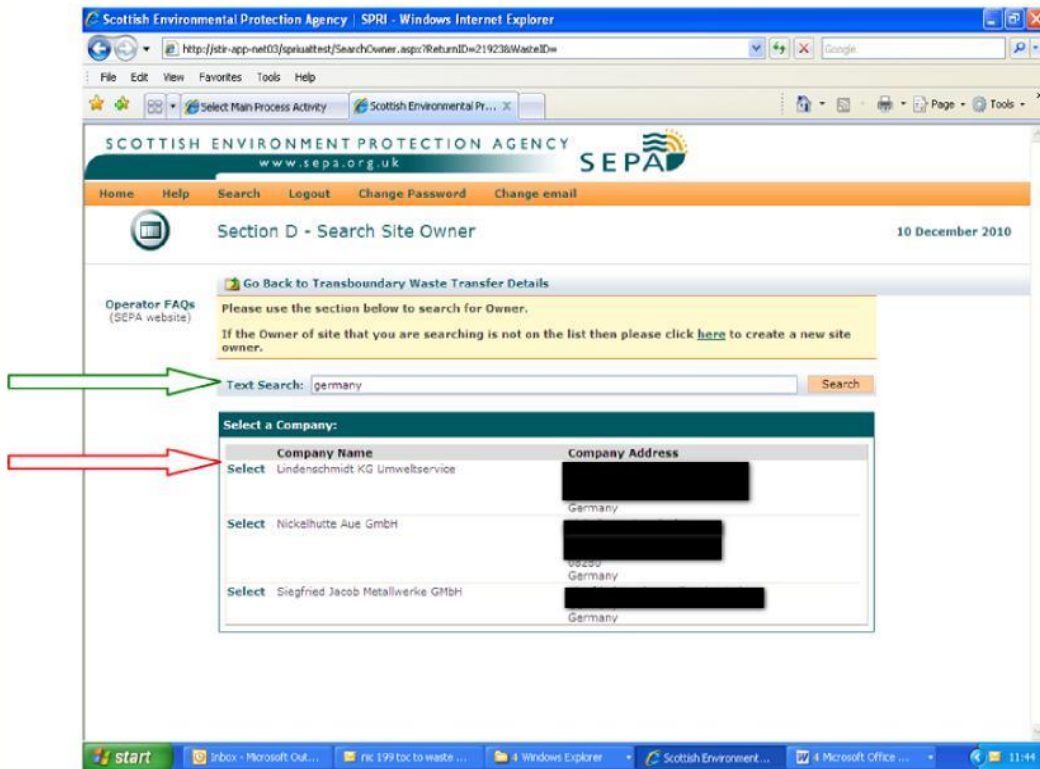
### 3.4.3 Entering site owner details

Click the **'Lookup'** button to the right of **'Site Owner'** field.



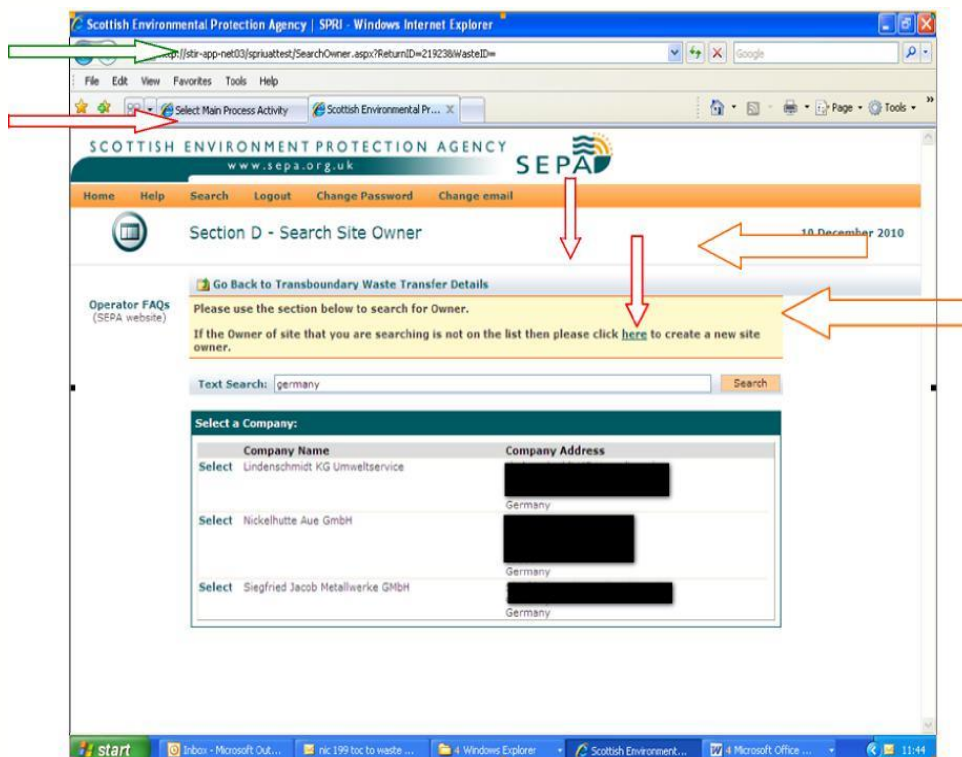
Enter the Company Name, Address or Country of the Site Owner where the waste is being transferred to into the **'Text Search'** field and click **'Search'**.

**Example:** Entering **'Germany'** in the **'Text Search'** box and clicking **'Search'**, will retrieve Site Owner details in Germany within the system.

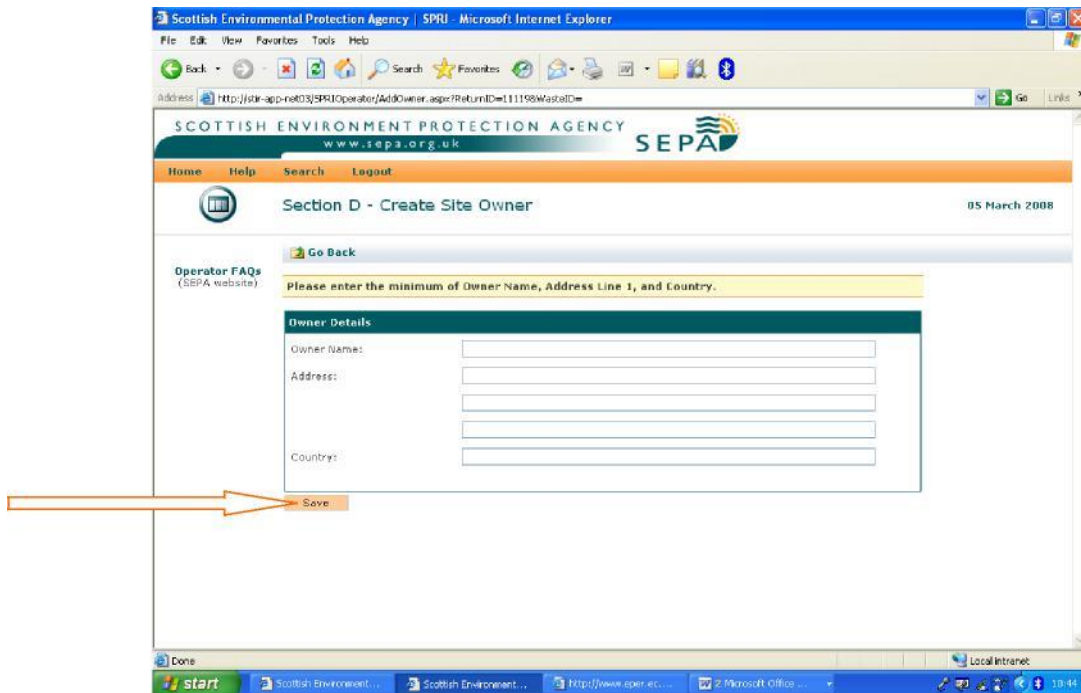


Click 'Select' to the right in the **Select a Company** box that refers to the correct Site Owner Details.

If using the search facility does not retrieve details for the relevant Site Owner then click on 'here' located within the statement (yellow box).



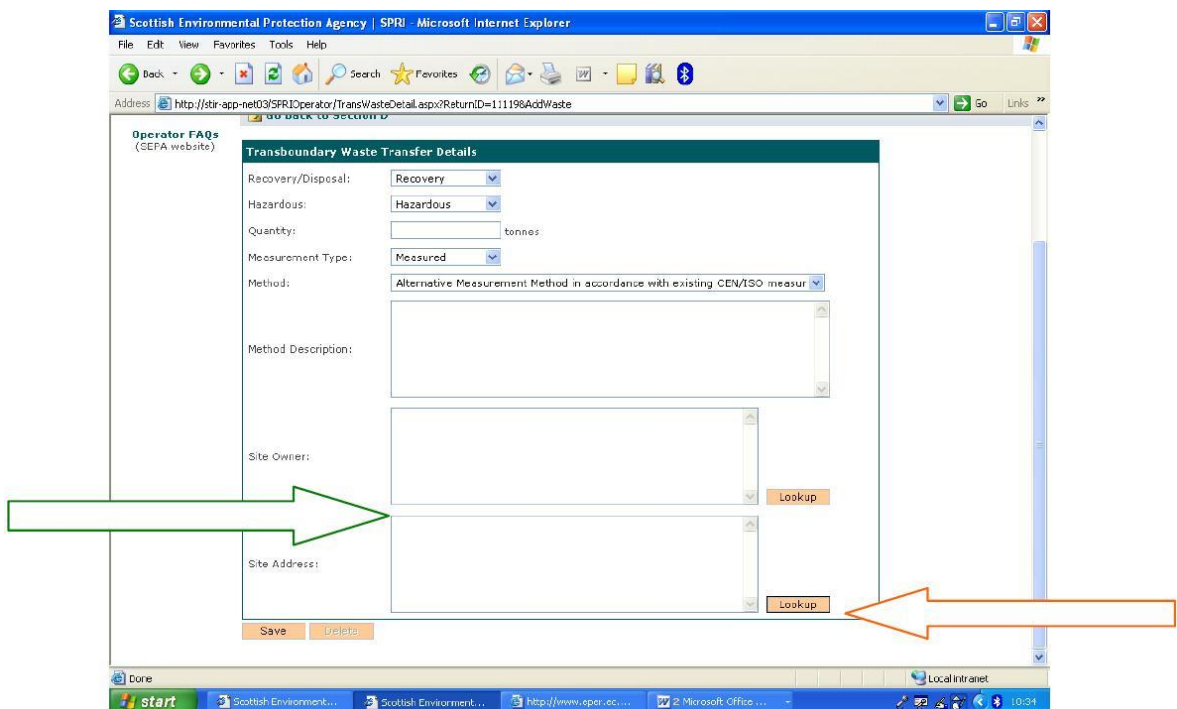
You will then be required to enter the appropriate Site Owner details.



When completed click 'Save' on the bottom left hand side of the screen.

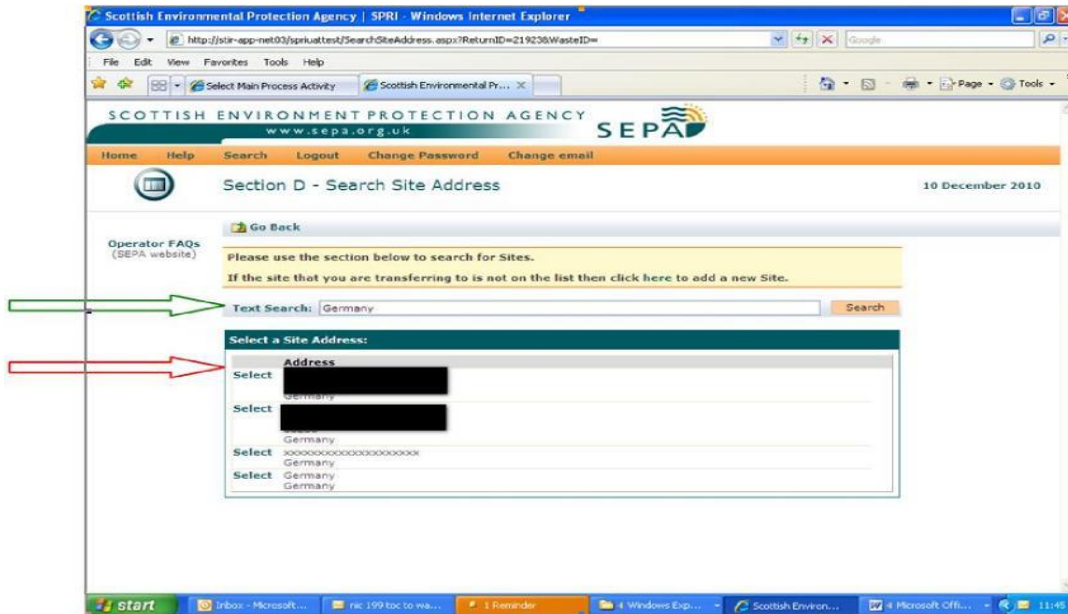
### 3.4.4 Entering site address details

Click the 'Lookup' button next to the 'Site Address' field.



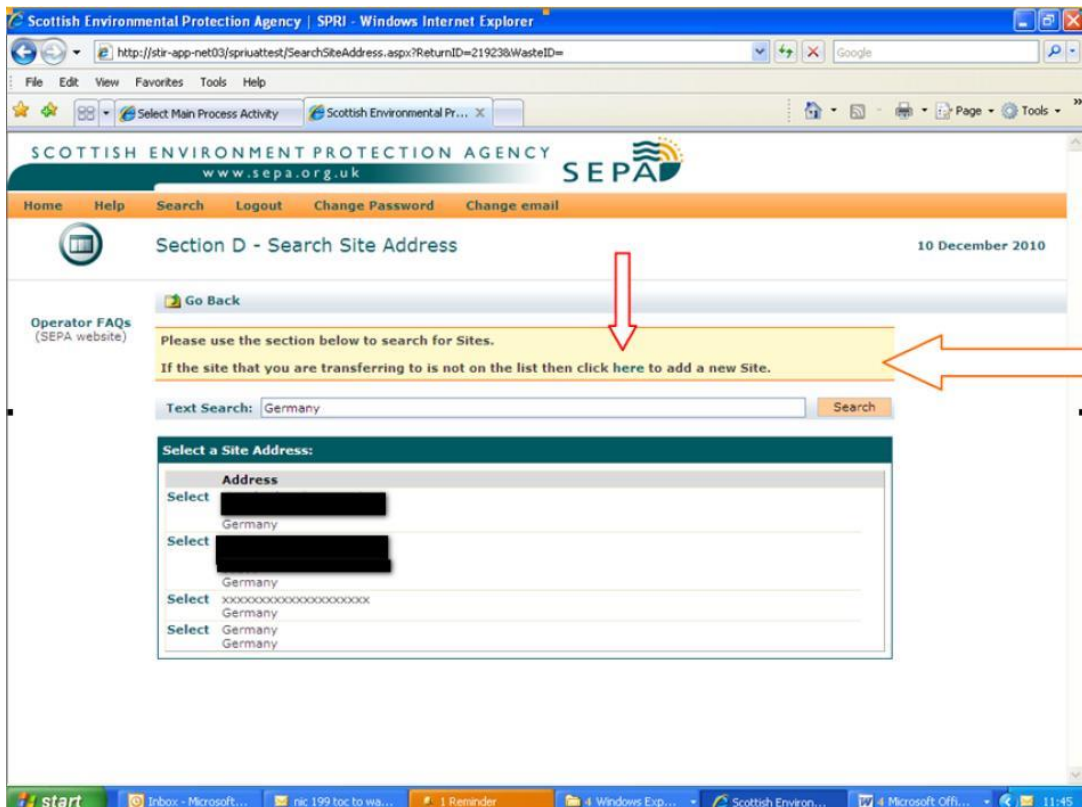
Enter the Address where the waste is being transferred to into the 'Text Search' field and click 'Search'.

Example: Entering 'Germany' in the 'Text Search' box and clicking 'Search', will retrieve Site Addresses in Germany within the system.



Click 'Select' to the right in the Select a Site Address box that refers to the correct Site Address Details.

If using the search facility does not retrieve details for the relevant site address then click on 'here' located within the statement (yellow box).





You will then be required to enter the appropriate Site details.

The screenshot shows a web browser window displaying the SEPA website. The page title is 'Section D - Create Site' and the date is '10 December 2010'. A yellow message box says 'Please enter the minimum of Site Name, Address Line 1 and Country.' Below this is a 'Site Details' form with three input fields: 'Site Names', 'Address', and 'Country'. A 'Save' button is at the bottom left of the form. A 'Go Back' button is at the top left of the form area. The browser's address bar shows a URL starting with 'http://stn-app-ne03/spruattest/AddSite.aspx?ReturnID=219230WasteID=6&Origin=TransWasteDetail'.

When completed click 'Save' on the bottom left hand side of the screen. Once all the information has been completed click 'Go back to Return Home'.

### 3.5 Section E – Waste inputs

This section should not be completed by any operator. Please ignore this part of the form.

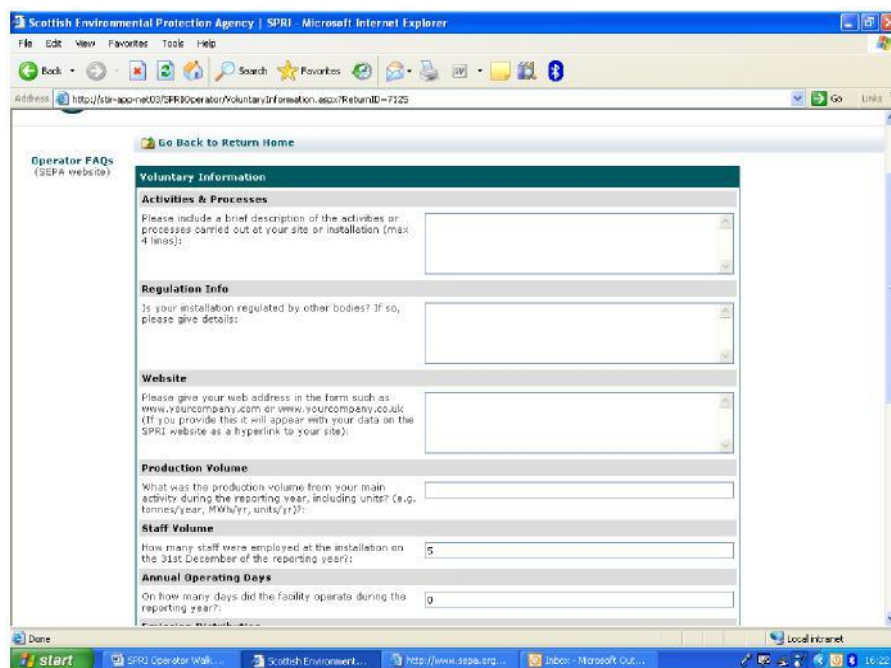
### 3.6 Section F – Large Combustion Plant Directive (LCPD)

This section is no longer required to be completed by any operator. Please ignore this part of the form.

### 3.7 Section G – Voluntary information

Section G of the SPRI form is voluntary information and will be published via SEPA's website. This section can be used to record any additional information that you would like to make available to viewers of SPRI data.

Hover your mouse over 'Section G' of the form and left click the mouse.

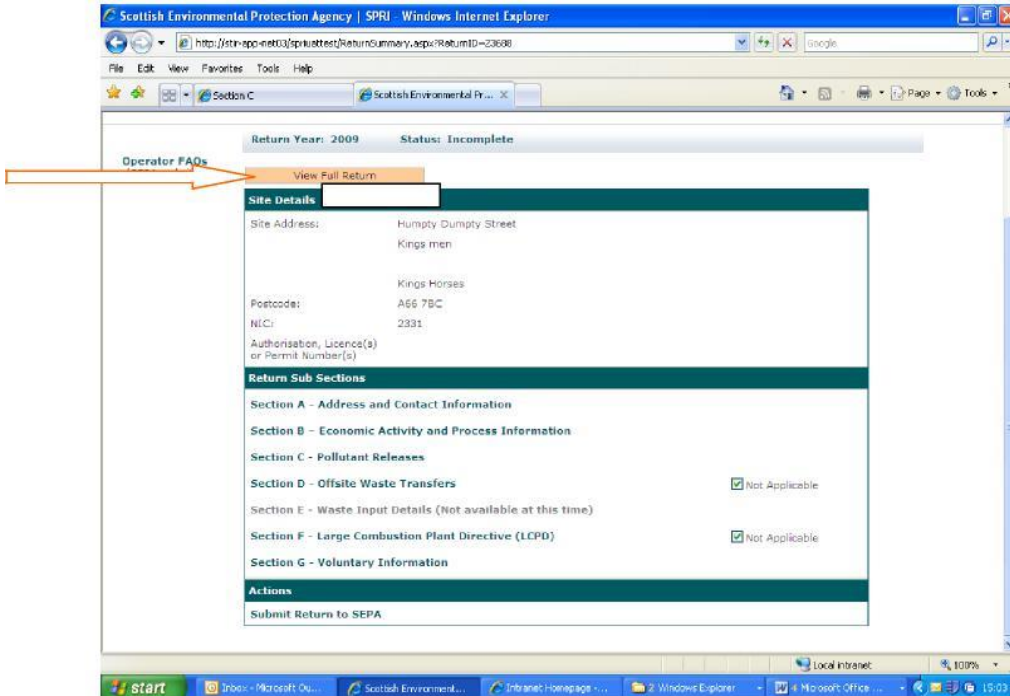


Once all the information has been completed click the **'Save'** at the bottom of the page.

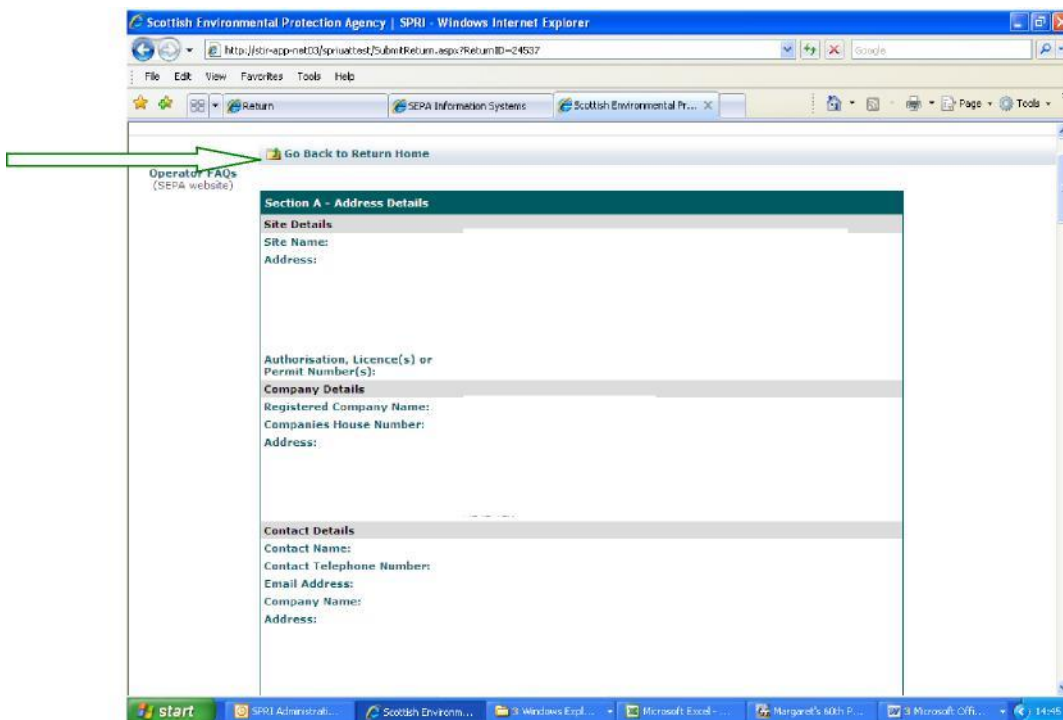
Then click the **'Go back to Return Home'**.

#### 4. REVIEWING YOUR RETURN

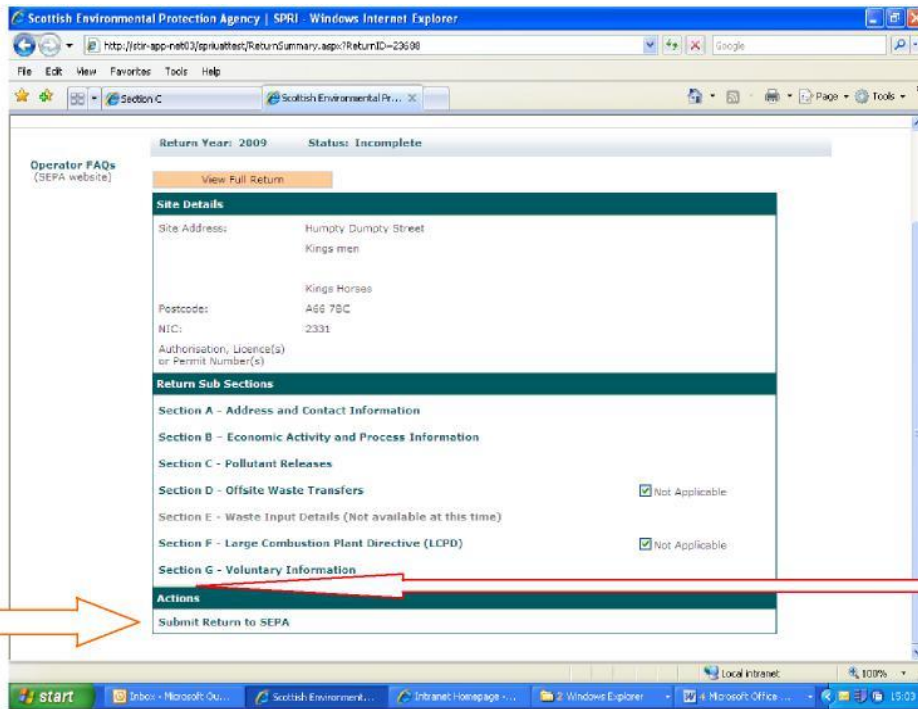
Before submitting your return click 'View Full Return' to review and check the data you have entered.



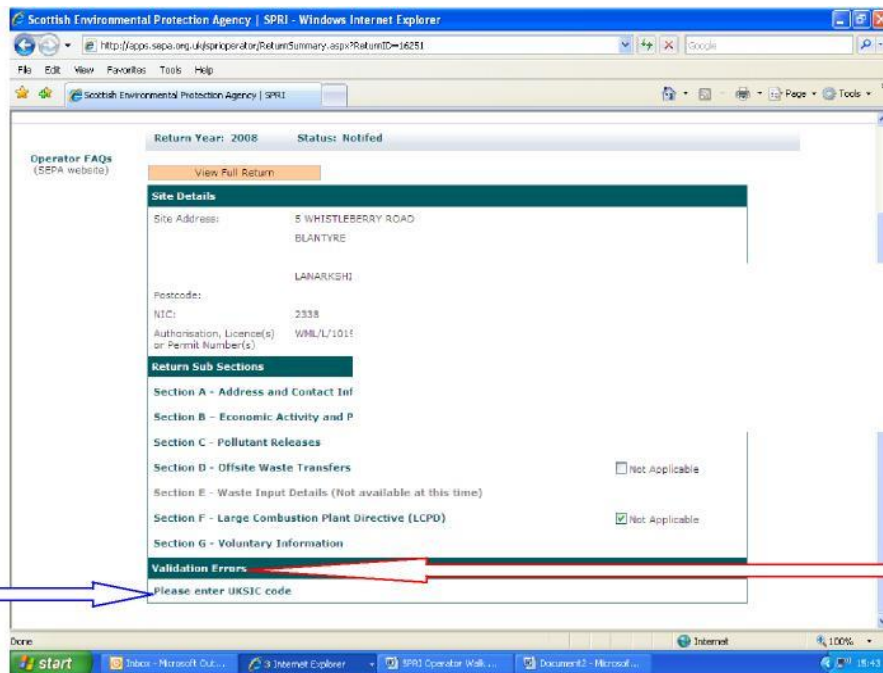
When completed click 'Go Back to Return Home'.



To submit your return click 'Submit Return to SEPA' under the 'Actions' title



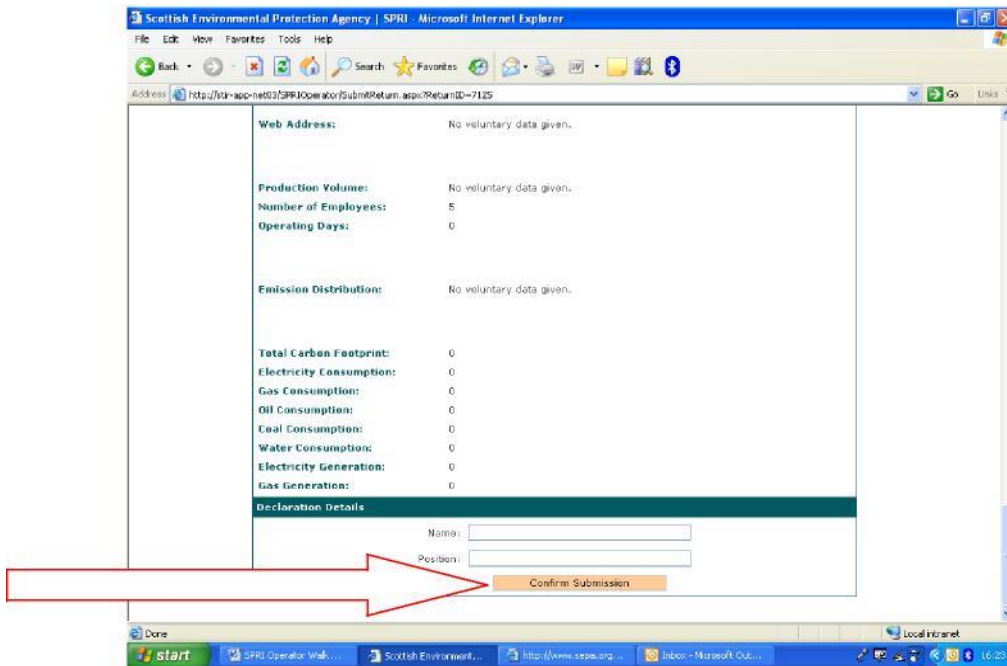
If 'Submit Return to SEPA' link cannot be viewed the 'Actions' title will be replaced by a 'Validation Errors' title.



To correct validation errors click the error link; e.g. in above screenshot error is "Please enter UKSIC code". This will take you directly to the correct page to enter the required information.

**The Validation errors must be corrected before you will be able to submit your return.**

Once you have **checked the information entered is accurate and correct**, type your **Name and Position** into the fields provided.



At this stage you can print off a copy of your return

Click **'Confirm Submission'**.

**“Thank You  
Your return has now been submitted to SEPA”**