



Scottish Pollutant Release Inventory Reporting

Operator Reporting System Guidance

2017



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4.	REVIEWING YOUR RETURN	

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: <u>SPRIAdministration@SEPA.org.uk</u>

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 1st January of the following year; e.g. 2017 data cannot be entered on to the site until 1st January 2017. You must submit your data to SEPA by the 28th February 2017.

2. OPERATOR REPORTING WEBSITE

Go to the SEPA website at <u>http://apps.sepa.org.uk/sprioperator/</u> 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.

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	Dingwall Office Graesser House, Fodderty Way, Dingwall Business Park, Dingwall	East Kilbride Office S Redwood Crescent, Poel Park, East Kilbride G74 Soo	Stirling Office Bremner House, The Castle Business Park, Stirling, EVO ATE	

2.1 Forgotten username

If you have forgotten, or do not have access to, the username please contact SPRI team at <u>SPRIAdministration@sepa.org.uk</u> 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'.

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

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	Operator Registration	03 De	cember 2010
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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

Password: 246810YY

NOTE: Please be aware that this email <u>may</u> 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.

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If you have requiring y below.	e not received a User ID and Registration Key, be ou to complete a Return, then please contact a S	t have received a Regulation 26(2) Notice PRI Support Officer at one of the offices listed	
If you have electronic t	e any questions on the SPRI reporting requireme SPRI Return, please contact a SPRI Support Offic	nts or need any assistance in completing the er at one of the following offices:	
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Once successfully logged on you will be presented with the Return List page.

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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'.

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

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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.

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

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		New email:		
		Retype new email:		
		Change email		
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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 <u>SPRIAdminstration@sepa.org.uk</u> 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.

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Select the required and click 'Go'.

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'.

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	Registered Company Name:	Jack & Jill			
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		Kings men			
		Kings horses			
	Postcode:	A55 7BC Look up			
	Contact Details			-	
	Contact Name:	Jack Spratt			
	Contact Company Name:	Anonymous Ltd			
	Contact Company Address:	Humpty Dumpty Street			
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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 curser 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 <u>http://www.siccodesupport.co.uk/</u> and by selecting- '2007 Codes Search by Section'

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

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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.

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	01	Crop and animal production, hunting and related service activities		
	01,1	Growing of non-perennial crops		
	Select 01.11	Growing of cereals (except rice), leguminous crops and oil seeds Growing of rice		
	Select 01.12	Growing of vegetables and melons, roots and tubers		
	Select 01.14	Growing of sugar cane		
	Select 01.15	Growing of tobacco		
	Select 01.16	Growing of fibre crops		
	Select 01.19	Growing of other non-perennial crops		
	01.2 Select 01.21	Growing of perennial crops Growing of grapes		
	Select 01.22	Growing of tropical and subtropical fruits		
	Select 01.23	Growing of citrus fruits		
	Select 01.24	Growing of pome fruits and stone fruits		
	Select 01.25	Growing of other tree and bush fruits and nuts		
	Select 01.26 Select 01.27	Growing of sleaginous fruits Growing of beverage crops		
	Select 01.28	Growing of spices, aromatic, drug and pharmaceutical crops		
	Select 01.29	Growing of other perennial crops		
	01.3	Plant propagation		
	Select 01,30	Plant propagation		
	01.4 Select 01.41	Animal production Raising of dairy cattle		
	Select 01.42	Raising of other cattle and buffaloes		
	Select 01.43	Raising of horses and other equines		
	Select 01.44	Raising of camels and camelids		
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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'.

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	Select 11.06	Manufacture of malt		
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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> <u>http://bit.ly/1Mzvd6D</u>

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		Select UKSIC Code	
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		Select PRTR Code	
		Sub Activities at Installation	
		Add PRTR Code	

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'.

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Select a PRTR Code:	
PRTR Description 5 Waste and waste-water management	
Select 5(a) Installations for the recovery or disposal of hazardous waste.	
Select 5(b) Installations for the incineration of municipal waste Select 5(c) Installations for the disposal of non-hazardous waste	
Select 5(d) Landfills (excluding landfills of inert waste)	
Select 5(e) Installations for the disposal or recycling of animal carcasses and animal waste 5(f) Municipal waste-water treatment plants	
5(f) Municipal waste-water treatment plants Select 5(f). If functioal waste-water treatment plants with the capacity of 15,000 population equivalent and not	
exceeding 100,000 population equivalents	
Select 5(f).ii Municipal waste-water treatment plants with the capacity of 100,000 population equivalents Select 5(g) Independently operated industrial waste-water treatment plants which serve one or more activities of	
this annex. Select 7(a).iii.Installations for the intensive rearing of pigs, exceeding 750 places for sows	

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.

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	elect Main Process Activity	7 🍘 Scottish Environmental Pr 🗙	<u>∆</u> • ⊡ · ⊕ • ⊡	Paga 🔹 🎒 Tools 🔹 🏁
SCOTTISH		NT PROTECTION AGENCY		6
ome Help	Search Logou			100 - 100 Barrard
	Section B - S	earch PRTR	10 De	cember 2010
	🖄 Go Back to	iction B	1	
Operator FAQs (SEPA website)	Text Search:	ining	Search	
	Select a PRTR Co	de:		
	PRTR Select 3(a) Select 3(b)	Description Underground mining and related operations Opencast mining		
			J	

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 curser 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 SPRI 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 SPRI 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 SPRI reporting threshold will be given. You should assess whether the emission value that you have determined is above or below the SPRI threshold and complete the form as required.

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EPA website)	ppriecostarra operacor/release	se for wearing the second s		
EPA WEDDING)	Pollutant Details			
	CAS Code:	7654+41+7		
	Systemic Name:	NH3		
	Common Name:	Ammonia		
	Medium:	Air		
	Threshold:	1000 Kg/yr		SPRI THRESHOI
	Emission Details			
		Above Reporting Threshold 😒		
	Total Emissions:	20000 Kilograms /vr		
	Accidental Emissions:	0 Kilograms Vr		
	Measurement Type:	Estimated 🕑		
	Method:	Other Estimation methodology	~	
	Method Description:	Method description XXX	0	-
	14.2.40.00405-000038884088			
			1	
	Oualification:	Qualification XXX	100	
	0.0000000000	Quantication AAA		

(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 dropdown 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> <u>http://bit.ly/1LaLNHL</u>

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

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app-net03/SPRIOperator/Release Pollutant Details	.aspir?RetumID=71258A90lutantID=18MedumCode=AIR8AAdRelease=True		💌 🛃 Go
CAS Code:	7664-41-7		
CONTRACTOR OF THE OWNER	NH3		
Common Name:	Ammonie		
Medium:	Air		
Threshold:	1000 Kg/yr		
Emission Details			
BRT7:	Above Reporting Threshold 👻		
Total Emissions:	20000 Kilograms /yr		
Assiduated Protocology			
Measurement Type:	Estimated		
Method:	Other Estimation methodology		
Method Description:	Method description XXX	6	
		2	
Qualification:	Qualification XXX	8	
		50	
	app-netDi/SPRIOperator/Release Pollutant: Details CAS: Code: Systemic Name: Cormon Name: Medium: Threshold: Emission Details BRIT: Total Emissions: Accidental Emissions: Measurement Type: Nethod: Method Description:	appret03/SPRIOperator/Release, sps://RetumD=71258Poiluter0D=18MedumCode=ARBAddirelease=True Pollutant Details CAS Code: 7664-61-7. Systemic Names: Ammonia Medium: Air. Threshold: 1000 Kg/yr Emission Details Reporting Threshold ♥ Statistics: 20000 Kilograms Ayr Accidental Emissions: 0 Kilograms Yrr Messarement Type: Estimated ♥ Method Description: Hethod description: Hethod description XXX	app-net0(SPRICperetor/Release,esp://RetumID=712564/04LantID=16Medum/Code=AR6AddRelease=True Pollutant Details CAS: Code: 7664-41-7 Systemic Name: NH3 Common Name: Ammonia Medium: Air Threshold: 1000 Kg/yr Emission Details BRT7: Above Reporting Threshold ♥ Total Emissions: 20000 Kilograms /yr Accidental Emissions: 0 Kilograms /yr Method: Other Estimated ♥ Method: Other Estimation methodology Method Description: Method description XXX

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).

File Edit View Favorites Tools Help			
🚖 🔗 - 🧟 Return	Scottish Environmental Pr ×	💁 • 🖻 · 🖬	💼 🔹 🔂 Page 🔹 🎯 Tools
Operator FAOs	not reported last year. Please provide a Qualification		
Pollutant Details			
CAS Code:	630-08-0		
Systemic Name:	co		
Common Name: Medium:	Carbon monoxide Air		
Threshold:	100000 Kg/yr		
Emission Details			
BRT7:	Above Reporting Threshold 💌		
Total Emissions:	150000 Kilograms/yr		
Accidental Emission	s: D Kilograms/yr		
Measurement Type	Measured 👻		
Method:	150 12039: 🗸		
	ISO 12039:2001 Determination of carbon monoxide, carbon dioxide and Performance characteristics and calibration of automated measuring syst	oxygen -	
Method Description	Emissions measured using standard ISO 12039.	0	
		<u> </u>	
Qualification:		8	
	>		

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 <u>Operator Log-In</u> <u>Page</u> or from the <u>SPRI guidance webpages</u>.

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).

Scottish Environmental Protection Agency | SPRI - Windows Internet Explored 🚱 🕤 👻 http://stir-app-net03/spruattest/Releases.aspx?ReturnID=25029 v + × File Edit View Favorites Tools Help 🚖 🏘 😥 🔹 🍘 East Coast 🍘 Scottish Environmenta " 🖶 🔹 🔂 Page 🔹 🌀 Tools 🔹 SCOTTISH ENVIRONMENT PROTECTIO SEPAP www.sepa.org.uk Search Logout Change Password Cha Section C - Pollutant Releases : 1 09 December 2010 🔰 Go Back to Return Home Operator FAQs Waste Water No emissions defined 🛃 Start 🛛 😡 Intox - Microsoft... 📝 3. Internet Expl... - 🚔 8. Windows Expl... - 🔯 4. Microsoft Offi... - 😫 St. & SW PR TR. C.. The SIC-2007-explan

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

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

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	Section C - Se	arch Pollutant			14 September 2009
	3 Go Back to Sect	ion C			
Operator FAQs	-				
1				Search	
	Select a Pollutant:				
	Select a Pollutant:				
	CAS Code	Systemic Name	Common Name		
	Select 7654-41-7	NH3	Ammonia		
	Select 124-38-9	C02	Carbon dioxide Carbon disulphide		
	Select 75-15-0 Select 630-08-0	C92	Carbon disciplide		
	Select 7647-01-0	HCI	Hydrogen chloride		
	Select 74-90-8	HCN	Hydrogen cyanide		
	Select 10024-97-2	N2O	Nitrous oxide		
	Select 75-44-5	Carbonic dichloride	Phosoene		
	Select 2551-62-4	SE5	Sulphur hexafluoride		
	Select 75-07-0	Ethanal	Acetaldehyde		
	Select 79-06-1	2-Propenamide	Acrylamide		
	Select 107-13-1	2-Propenenitrile	Acrylonitrile		
	Select 309-00-2		Aldrin		
	Select 107-18-6	2-Propen-1-ol	Allyi alcohol		
	Select 61-82-5	1H-1,2,4-Triazol-3-amine	Amitrole		
	Select 62-53-3	Benzeneamine	Aniline		
	Select 1912-24-9		Atrazine		
	Select 86-50-0		Azinphos-methyl		
	Select 71-43-2		Benzene		
	Select 50-32-8 Select 85-68-7	BBP	Benzo(a) pyrene Benzvi butvi ohthalate		
	Select 100-44-7	Chloromethylbenzene	Benzyl obryl phinalate Benzyl chloride		
	Select 106-99-0	1.3+Butadiene	Butadiene		
	Select 25167-67-3	1,3400(80)616	Butene - all isomers		
	Select 56-23-5	Tetrachloromethane	Carbon tetrachioride		
	Select 67-66-3	Trichloromethane	Chloroform		
	Select 117-81-7	DEHP	Di(2-ethylhexyl) phthalate		
Done	Particular and an a	(manual)	miler and a leafe all as a	G Internet	. 100%

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.

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		ROTECTION AGENCY	the second s	
	www.sepa.or		SEPA	
Home Help	Search Logout			
	Section C - Search	n Pollutant		14 January 2008
<u> </u>	П			
Operator FAQs	🔁 Go Back to Sector C			
(SEPA website)	Text Search: Ammonia			Search
	Select a Pollutant:			
	CAS Code	Systemic Name NH3	Common Name Ammonia	
~	Select 7604-41-7	Summa.	Ammonio	

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.

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	Pollutant Details		
1	CAS Code:	7664-41-7	
	Systemic Name:	сни	
	Common Name:	Ammonia	
	Medium:	Air	
	Threshold:	1000 Kg/yr	
	Emission Details		
	BRT7:	Above Reporting Threshold 💌	
	Total Emissions:	20000 Kilograms /sr	
	The second s		
	Accidental Emissions:	0 Kilograms W/yr	
	Measurement Type:	Estimated 💌	
	Method:	Other Estimation methodology	
	Method Description:	Method description XXX	
		×	
	Qualification:	Ouslification XXX	
	A CONTRACTOR	Quantization XXX	

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 <u>SPRIAdminstration@sepa.org.ukor</u> 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/yearNon-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).

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perator FAQs SEPA website)	View Full Return			
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		LANAS		
	Postcode:			
	NIC:	2338		
	Authorisation, Licence(s) or Permit Number(s)	WPIL/1		
	Return Sub Sections			
	Section A - Address and	d Conta		
	Section B - Economic A	ctivity and Process Information		
	Section C - Pollutant Re	leases		
	Section D - Offsite Was	te Transfers	Not Applicable	
	Section E - Waste Input	Details (Not available at this time)	7	
	Section F - Large Comb	ustion Plant Directive (LCPD)	Not Applicable	
	Section G - Voluntary In	nformation		
	Validation Errors			
	Please enter UKSIC cod	e		
			G Internet	€ 100% ·

To add off-site waste details hover the mouse curser 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.

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	ENVIRONMENT PROTECTION AGENCY	
Home Help	Search Lagaut	
	Section D - Offsite Waste Transfer :	05 March 2
	🔁 Go Back to Return Home	
Operator FAQs (SEPA website)	Threshold Limits: Hazardous Waste : 2 Tonnes Non-Hazardous Waste : 2000 Tonnes	
	Offsite Waste Transfers	
	No waste defined.	
	Add Waste	
	Transboundary Offsite Waste Transfers	
	No waste defined.	
	Add Waste	

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.

SCOTTISH	ENVIRONMENT	PROTECTION AGENCY	
Home Help	Search Logout		
	Section D - Offs	ite Waste Transfer :	05 M
Operator FAQs	📓 Go Back to Sectio	n D	
(SEPA website)	Waste Transfer Deta	ils -	
	Recovery/Disposal:	Disposal	
	Hazardous:	Non-Hazardous 💌	
	Quantity:	tonnes	
	Measurement Type:	Measured 💌	
	Method:	Alternative Measurement Method in accordance with existing CE	N/ISO measur
	Method Description:		
			100
	Save Delete		

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.

Address 🗃 http://stir-a	pp-net03/SPR10perator/TransV	/asteDetal.aspx?ReturnID=111198/4ddWaste	🐸 🛃 Go Unia 🎌	
Operator FAQs			^	
(SEPA website)	Transboundary Was	te Transfer Details		
	Recovery/Disposal:	Recovery		
	Hazardous:	Hazandous 💌		
	Quantity:	tonnes		
	Measurement Type:	Measured 🛛		
	Method:	Alternative Measurement Method in accordance with existing CEN/ISO measur		
		<u>×</u>		
	Method Description:			
		>		
1			2	
	Site Owner:	1994 C		
		Lookup		
	Site Address:			
		Lookup		
		COOKED		

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.

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sco	TTISH E		NMENT w.sepa.	PROTECTION	AGENCY			
Home	Help S	earch	Logout	Change Password	Change email			
(ection	D - Sea	rch Site Owner				10 December 20
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	1	owner. Text Sea	er of site t rch: germa	hat you are searching	; is not on the list the	n please click <u>here</u>	to create a new site Search	
	~		ompany N	me	Compa	my Address		
	~	Select L	indenschmid	t KG Umweltservice	Germa			
		Select 1	iickelhutte A	ue GmbH	08280 Germa			
		Select S	Siegfried Jaco	b Metallwerke GMbH	German			

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).

	Select Main Process Activity 🖉 Scottish Environmental Pr 🗴		🗿 • 🖻 · 🖶	• 🔂 Page • 🍈 Tools		
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Home Help	Search Logout Change Password Chan	ge email				
	Section D - Search Site Owner	∀п	$\leq =$	10 December 2010		
	🔁 Go Back to Transboundary Waste Transfer De	tails		1		
Operator FAQs (SEPA website)	Please use the section below to search for Owner.					
	If the Owner of site that you are searching is not owner.	on the list then please click here t	lo create a new site			
	Text Search: germany		Search			
	Select a Company:					
	Company Name	Company Address				
	Company Name Select Lindenschmidt KG Umweltservice	Company Address				
	Select Lindenschmidt KG Umweltservice	Company Address				
	Select Lindenschmidt KG Umweltservice	Germany				
	Select Lindenschmidt KG Umweltservice					
	Select Eindenschmidt KG Umweltservice Select Nickelhutte Aue GmbH	Germany				
	Select Eindenschmidt KG Umweltservice Select Nickelhutte Aue GmbH	Germany Germany				

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

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Operator FAQs (SEPA website)	Please enter the m	inimum of Owner Name	, Address Line 1, and Co	untry.		
	Owner Details					
	Owner Name:				1	
	Address:					
	Country:	-			_	
	COUNTR	1				
	Save					

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.

Address 👌 http://stir-	app-net03/SPRIOperator/TransW	steDetail.aspx?ReturnID=111198AddWaste	💙 🛃 Go 🛛 Links 🍟
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(SEPA website)	Transboundary Wast	e Transfer Details	
	Recovery/Disposal:	Recovery	
	Hazardous:	Hazardous	
	Quantity:	tonnes	
	Measurement Type:	Measured	
	Method:	Alternative Measurement Method in accordance with existing CEN/ISO measur	
	Method Description:		
		~	
	Site Owner:		
		>	
	Site Address:		
		Lookup	
	Save Deleta		

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.

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Home Help	Search Logout Change Password Change email	-	
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	Section D - Search Site Address	1	0 December 2
Operator FAQs	🔁 Go Back		
(SEPA website)	Please use the section below to search for Sites.		
	If the site that you are transferring to is not on the list then click here to	add a new Site.	
	> Text Search: Germany	Search	
	Text search. Germany		
	Select a Site Address:		
	> Address		
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	Select Germany Germany		

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).

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ome Help	Search Logout Change Password Change email		
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perator FAQs	🔁 Go Back		
SEPA website)	Please use the section below to search for Sites.	add a new Site.	
	Text Search: Germany	Search	
	Select a Site Address:		
	Address		
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	Select xxxxxxxxxxxxxxxxxxxxx		
	Select x0000000000000000 Germany Select Germany		

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

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× 25 * 1009	Select Main Process Activity	Cottish Environmental Pr X		. m. m. m.	Ell Hage + 🕼 Toos
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erator FAQs IEPA website)	Please enter the mini	imum of Site Name, Address Line 1 a	and Country.		
	Site Details				
	Site Name:				
	Address:				
	Country:			201	
	Save				

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'.

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

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	Return Sub Section	•		
	Section A - Addres	s and Contact Information		
	Section B - Econom	nic Activity and Process Information		10
	Section C - Polluta			
	and the second			
	Section D - Offsite Waste Transfers		Not Applicable	
	Section E - Waste I	nput Details (Not available at this time)		
	Section F - Large C	ombustion Plant Directive (LCPD)	Not Applicable	
	Section G - Volunta	ry Information		
	Actions			
	Submit Return to S	EPA		

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

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The second second second	Return Year: 2008	Status: Notifed		
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	Section B - Economic A	ctivity and P		
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	- and the second s	ustion Plant Directive (LCPD)	Not Applicable	
	Section G - Voluntary I	nformation		
	Validation Errors			
	Please enter UKSIC coo	le		

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.

Address 👘 http:	//str-app-net03/SPRJOperator/SubmitReturn.asp	x7ReturnID=7125	👱 🛃 ଭ
	Web Address:	No voluntary data given.	
	Production Volume:	No voluntary data given.	
	Number of Employees: Operating Days:	5 0	
	Emission Distribution:	No voluntary data given.	
	Total Carbon Feotprint:	0	
	Electricity Consumption: Gas Consumption: Oil Consumption:	0 0 0	
	Coal Consumption: Water Consumption:	0 0	
	Electricity Generation: Gas Generation:	0	
	Declaration Details	Namer	
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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"