



ENVIRONMENTAL PROTECTION AGENCY

AER DRAFT GUIDANCE DOCUMENT:

ANNUAL ENVIRONMENTAL REPORT:

STANDARDISED REPORTING GUIDANCE FOR INTENSIVE AGRICULTURE FACILITIES

For use in reporting of:

- 1 Summary information on Environmental Management and Performance in the Annual Environmental Report**
- 2 Interpretation of Licence specific reports required for inclusion in the Annual Environmental Report**

Version 2.0 Feb 2019

Announcement January 2019

For EPA-licensed facilities, please note the following updates for 2018 AER reporting:

- The AER can be completed using the templates available on the EPA website at <http://www.epa.ie/pubs/advice/aerprtr/aerquid/>.
- Use of the templates is not mandatory for 2018 data reporting.
- There is no requirement to include a copy of the PRTR return in the AER.

The completed AER should be saved as a **PDF file** and uploaded through the **EDEN portal** as a **Return**.

NOTE: The AER is for public viewing. Licensees should ensure it is legible and formatted correctly.

Although every effort has been made to ensure the accuracy of the material contained in this publication, complete accuracy cannot be guaranteed. Neither the Environmental Protection Agency nor the author(s) accept any responsibility whatsoever for loss or damage occasioned or claimed to have been occasioned, in part or full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this publication.

Authors:

Ms Ann Marie Ryan, Mr Patrick Geoghegan (EPA)

Acknowledgements

The cooperation of all Regional Team Leaders (RTL's), Thematic heads and all staff within the Office of Environmental Enforcement (OEE) and any other EPA colleagues who provided input to the preparation of this guidance is gratefully acknowledged.

The assistance of staff in a number of licensed facilities is also acknowledged.

Table of Contents

General Introduction..... 2

Chapter 1: Intensive agriculture sector specific report summaries and templates 3

 Facility Information Summary..... 3

 Emissions to Air..... **Error! Bookmark not defined.**

 Emissions to Water/Wastewater 3

Chapter 2: Licence Specific Report summaries and templates..... 4

 Bund/Tank/Pipeline integrity testing..... 4

 Organic fertiliser storage capacity 4

 Nutrient Management Plan (NMP)..... 4

 Groundwater..... 4

 Resource Usage/Energy Efficiency/Waste Reduction 4

 Summary of Complaints/Incidents 4

 Waste 4

 Pollutant Release and Transfer Register (PRTR) 5

Comments and feedback **Error! Bookmark not defined.**

General Introduction

This document is addressed to operators of IPPC facilities in the **Intensive Agriculture sector** required to submit an Annual Environmental Report (AER) to the EPA as part of their EPA Licence requirements. It is designed to be used specifically by Intensive Agriculture facilities and is intended to assist in standardising the reporting format of the AER. The proposed format for reporting annual environmental information is contained in a series of templates prepared by the Agency.

For the AER reporting year 2018, due for submission in March 2019, the Agency request that licensees complete the templates which are available by clicking the link; [Intensive Agriculture AER templates](#)

How to use this guidance:

Relevant guidance documents to assist in compiling information and templates are linked **within** this document. The guidance and templates are identifiable as blue underlined text. When you click on the link the document will open.

Saving Excel templates as PDF document for submission

For facilities that choose to submit their AER using the templates provided, submission will require that they complete the templates in excel format and save the completed documents as PDF. The templates are available as one excel workbook with individual templates on tabs along the bottom of the workbook. This workbook will need to be saved as PDF (please ensure all tabs are selected along the bottom of the workbook i.e hold down shift key and click on tabs so that all are highlighted before saving as PDF).

Before you PDF your excel templates CHECK that all data is visible in the cells and if it is not increase the cell size to make it legible.

To submit, log on to the **EDEN** portal and follow normal procedure for uploading the **AER PDF** as a return.

Chapter 1: Intensive agriculture sector specific report summaries and templates

Please read the questions within the templates carefully to determine which sections of the template you need to complete. Templates have been designed so that most commonly completed sections are at the beginning of the template and more detailed licence specific information is asked for in consecutive sections; however it is the responsibility of each facility to check their licence and complete the sections relevant to them.

Please note additional information may be requested by the EPA Inspector for the site.

Facility Information Summary

The Facility Information summary will be required of all facilities regardless of sector and shall include the following:

- The licence register number
- The name and location of the site;
- NACE code and Class of Activity;
- A **brief** description of the activities/process at the site for the reporting year. This should include information such as production increases or decreases on site, any infrastructural changes, environmental performance improvements which were measured during the reporting year;
- Average stock numbers and type for the reporting year, the date of the last stock count and the stock numbers at this count
- National Grid Reference (6E, 6N)

Emissions to Water/Wastewater

A summary of contamination issues noted during visual inspections of storm/surface water discharges should be recorded in Table W1, if this is a licence requirement. In instances where monitoring of storm/surface water outflow occurs on site this should be reported by completing Table W2, where required by the licence. In cases where a site has licenced emissions to water or wastewater, these should be recorded in table W3.

Continuous and Non-continuous Monitoring:

Where monitoring returns are submitted separately to the Agency, only annualised data for each parameter should be input/recorded in the AER.

Where monitoring returns are only submitted on an annual basis, as part of the AER, the monthly averaged data (e.g. where the licence stipulates monthly monitoring) should be input/ recorded, for each licenced parameter. Where quarterly/biannual is a licence requirement, AER monitoring data should be reported as such.

All monitoring returns shall be maintained on site and uploaded through the EDEN portal where applicable.

Chapter 2: Licence Specific Report summaries and templates

Bund/Tank/Pipeline integrity testing

Testing of all underground pipes, all tanks, bunding structures and containers should be carried out according to licence conditions. Guidance has been published by the Agency in relation to [Storage and Transfer of Materials for Scheduled Activities](#). The Agency requires full disclosure of all tanks AND pipelines on site and proof that they have been tested for integrity, this includes but is not limited to fuel storage, liquid feed storage and liquid manure storage tanks/bunds and pipelines.

Sites will still be required to demonstrate that all structures have been tested within the test period specified by the Agency. A written record of all integrity tests and any maintenance or remedial work arising from them shall be maintained by the licensee on site and shall not be required as part of the AER. All questions must be answered (N/A must be entered where question is not applicable). The summary tables must be completed in the AER template.

Organic fertiliser storage capacity

Table OFS 1 should be completed using the explanatory notes as a guide for calculating the figures.

Nutrient Management Plan (NMP)

There is no longer a requirement to submit the NMP to the EPA but it must instead be submitted to the Department of Agriculture Food and Marine (DAFM). You must confirm in table OFS 1 that this information has been submitted to DAFM.

Groundwater

Where groundwater monitoring is a requirement of your licence please report results and a summary interpretation of these results in this template.

These monitoring results must be characteristic of the area/s of concern on site. Guidance documents have been published by the Agency on [Groundwater protection](#). The complete groundwater sampling and analysis report shall be maintained onsite unless requested by the Agency and shall **not** be required as part of the AER.

Where information is available regarding contamination on site it should be summarised in this template.

Resource Usage/Energy Efficiency/Waste Reduction

The AER requires that the resources used on site are reported, this includes fuel, electricity and water. A demonstration of measures to conserve energy and resources is also required in this template. A supporting guidance note on [Energy Efficiency auditing](#) has been produced by the Agency.

A comparison of resource usage to overall site production is desirable if available to account for increases and decreases in production and other variables on site. Where the energy efficiency audit is updated annually this templates requires that only updated information is reported.

Summary of Complaints/Incidents

Guidance on what classifies as an incident can be found [here](#). Detail of reporting an incident on the EDEN portal can be found [here](#). A summary of complaints and incidents for the site must be reported in the AER.

Waste

A copy of the waste management record for waste transferred off site shall be included in the AER. Please refer to your licence for details required in waste reporting.

NOTE: Waste reporting in this section of the AER should not include organic fertiliser (slurry/manure) destined for land spreading.

Pollutant Release and Transfer Register (PRTR)

From January 2019, please note that Pollutant Release and Transfer Register (PRTR) reporting of annual mass emissions and waste transfers will be completed using the new Environmental Performance Reporting (EPR) online application, which will be available through the EDEN portal.

There is no requirement to complete a separate excel PRTR workbook or include a copy of the PRTR in your AER.

Further information on EPR reporting is available at <http://www.epa.ie/enforcement/epr/>

Any queries on the layout of the AER should be directed to the Office of Environmental Enforcement – Licence Enforcement Administration at 053-9160600 or edensupport@epa.ie.