

## **Step-by-step Guidance Manual for the ODS & F-gas Compliance System Application**

**This guide will help companies to**

- 1. Access the ODS & F-gas Compliance System**
- 2. Complete all details relating to the company**
- 3. Submit a Prior Annual Notification online, where relevant**

**This document is for guidance only. It does not purport to be and should not be considered a legal interpretation of the legislation referred to herein. Producers are advised to refer to the relevant legislation for comprehensive information on requirements.**

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## Introduction

The purpose of this guidance document is to assist companies that are obligated by the regulations controlling ozone depleting substances (ODS) and fluorinated greenhouse gases (f-gases) to interact with the EPA through the ODS and F-gas Compliance System application.

This guidance document is aimed at the following types of companies and organisations:

- Contractors involved in the installation, maintenance, servicing and decommissioning of refrigeration, air conditioning and heat pump equipment containing ODS or f-gas refrigerants;
- Contractors involved in the installation, maintenance, servicing and decommissioning of fire equipment containing halon or f-gas fire suppression agents;
- Contractors involved in the recovery of f-gas refrigerant from mobile air conditioning (MAC) systems;
- End users (operators) of equipment containing ODS or f-gas refrigerants and fire suppression agents;
- Distributors of ODS or f-gases;
- Waste management facilities handling waste ODS or f-gases; and,
- Any other company obligated by the regulations controlling ODS and f-gases.

### The ODS & F-gas Compliance System:

- Allows organisations that are obligated under the regulations controlling ozone depleting substances and fluorinated greenhouse gases to register with the EPA.
- Makes communications between the EPA and obligated organisations easier. For example, EPA will be able to issue specific guidance to relevant sectors, where necessary.
- Allows maintenance and service contractors that intend to transport waste gases to submit a Prior Annual Notification online.
- Allows organisations to view and respond to notifications and requests from the EPA in relation to Prior Annual Notifications.

This guidance document is divided into two sections;

Section 1 outlines how to log your company details with the EPA; and,

Section 2 outlines how to submit an online Prior Annual Notification to the EPA.

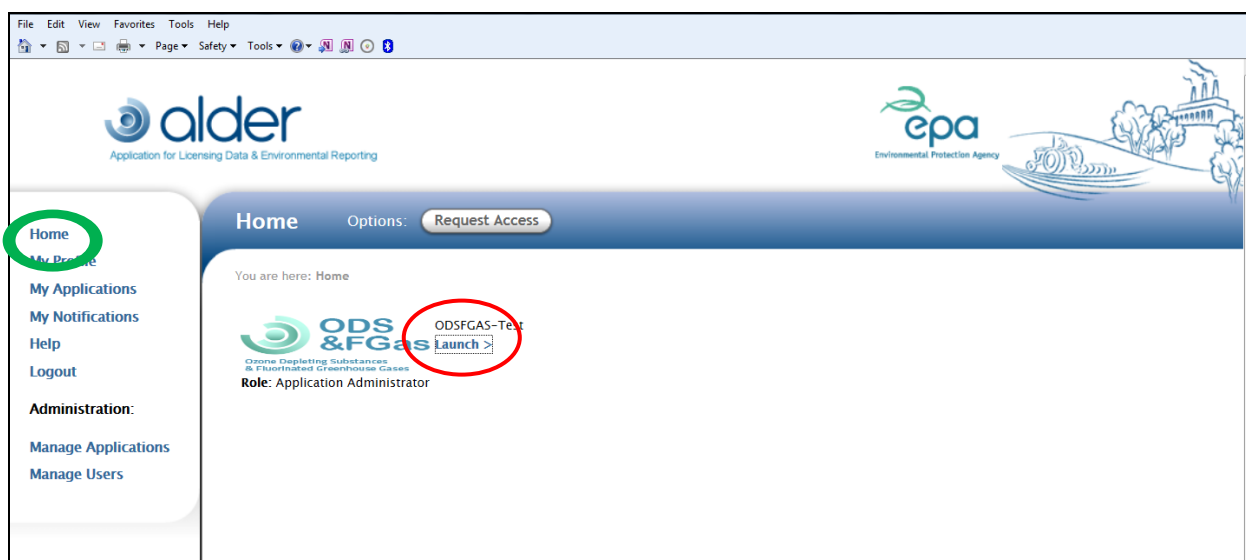
Each section describes what to do in a step-by-step manner, and includes illustrations for each step along the way.

## Section 1 – Company Details

If you have an existing account already set up, please login at <https://alder.edenireland.ie/> and click on “Home” and “Launch” to start the ODS & F-gas Compliance System application.

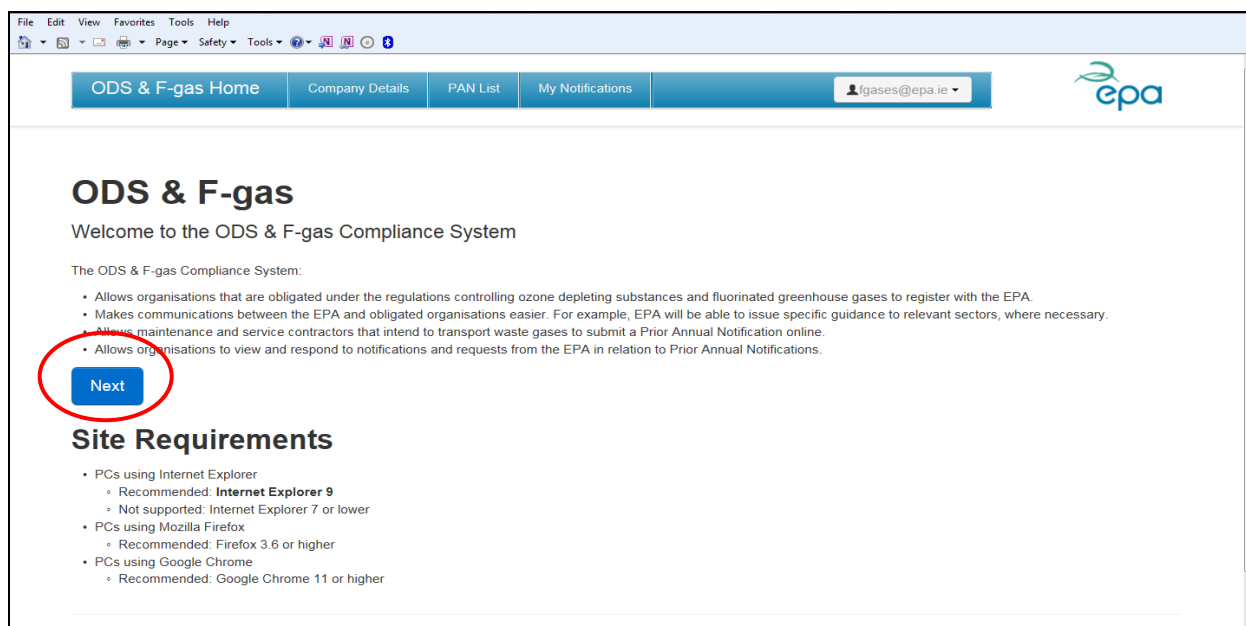
If you have yet to set up your new company account through the EPA’s portal-Alder (<https://alder.edenireland.ie/>), please refer to the Part 1 Guidance Document (First Time Users Guidance Manual).

**Figure 1: ODS & F-gas launch page**



When you click “Launch” you will be taken to a landing page, where you will then click on the “Next button” See Figure 2 below.

**Figure 2: Landing page**



Company details are required to be entered on a once off basis.

## Screen 1: Information and Guidance

This screen presents some general information relating to the legislation controlling ozone depleting substances and fluorinated greenhouse gases. Click on the “Next” button to move to the next screen.

Figure 3: Information and Guidance screen

The screenshot shows the 'Information & Guidance' screen of the 'ODS & F-gas Compliance System - Company Details'. The page has a blue header with navigation tabs: 'ODS & F-gas Home', 'Company Details', 'PAN List', and 'My Notifications'. A user profile dropdown shows 'fgases@epa.ie'. The EPA logo is in the top right. The main content area has a sub-header 'ODS & F-gas Compliance System - Company Details' and a message: 'Your registration has been completed for ODS & F-gas activity. However you can still change your Primary Contact name, add new Organisation Contact or Site Contacts in the relevant sections. To do this, click on the 'Next' buttons at the bottom of each screen to take you to the part of the registration form that you want to amend'. Below this is a navigation bar with 'Information & Guidance' (selected), 'Organisation Details', 'ODS & FGas Contacts', 'ODS & FGas Sites', and 'Declaration'. The main content box contains information about F-gases and ODS, their regulations, and the purpose of the register. At the bottom, there are three buttons: '< Prev' (disabled), 'Next >' (highlighted with a red circle), and 'Submit' (disabled).

## Screen 2: Organisation Details

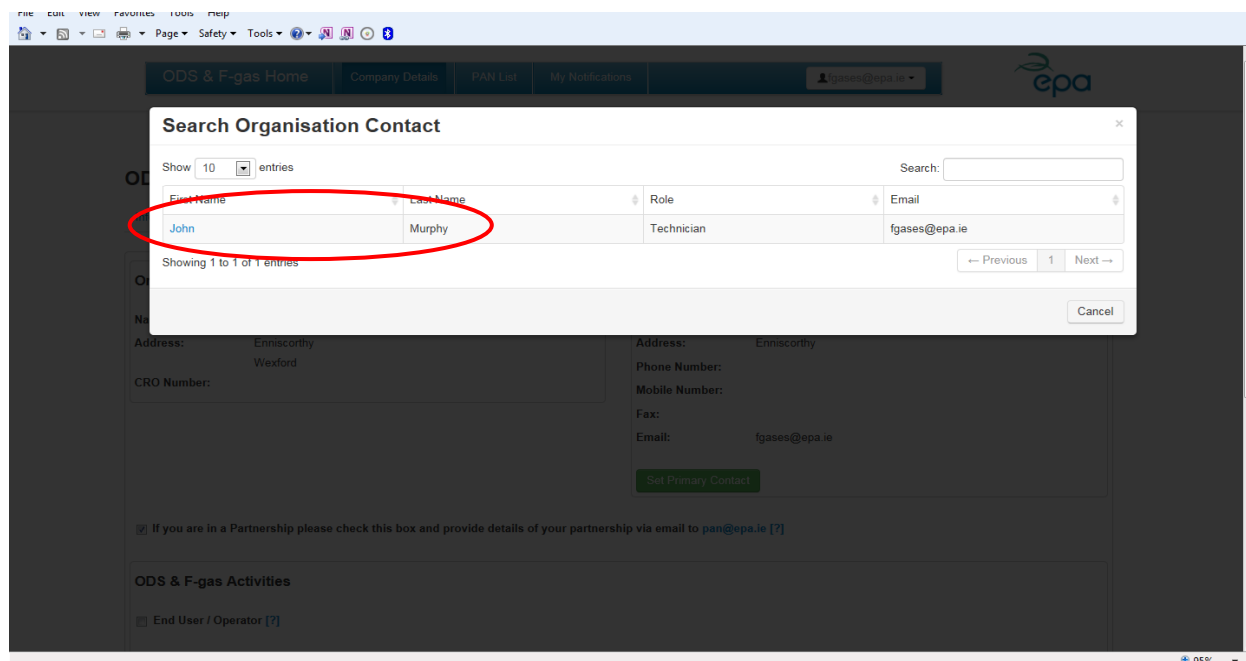
On the Organisation Details screen, some information will be carried over from the Alder Single Sign On set up stage. The ODS & F-gas Primary Contact Details will be blank the first time and will need to be set. Click on the “Set Primary Contact” button.

Figure 4: Setting the ODS & F-gas Primary Contact

The screenshot shows the 'Organisation Details' screen of the 'ODS & F-gas Compliance System - Company Details'. The page has the same blue header and navigation tabs as Screen 1. The main content area has a sub-header 'ODS & F-gas Compliance System - Company Details' and a navigation bar with 'Information & Guidance', 'Organisation Details' (selected), 'ODS & FGas Contacts', 'ODS & FGas Sites', and 'Declaration'. The main content box is divided into two sections. The left section, 'Organisation Details', contains fields for 'Name' (Fgas Test Ltd.), 'Address' (Enniscorthy, Wexford), and 'CRO Number'. The right section, 'ODS & F-gas Primary Contact Details [?]', contains fields for 'Contact Name' (John Murphy), 'Address' (Enniscorthy), 'Phone Number', 'Mobile Number', 'Fax', and 'Email' (fgases@epa.ie). A green circle highlights the 'Contact Name' and 'Address' fields. A red circle highlights the 'Set Primary Contact' button. Below these sections is a checkbox labeled 'If you are in a Partnership please check this box and provide details of your partnership via email to pan@epa.ie [?]', which is also highlighted with a red circle. At the bottom, there is a section for 'ODS & F-gas Activities' with a checkbox for 'End User / Operator [?]'.

A pop up window will appear and the name listed will by default be the name of the person entered in the Alder Single Sign On account. Click on this person's name to set them as the primary contact for ODS and f-gases. This action will populate the fields of the ODS & F-gas Primary Contact box above.

**Figure 5: Selecting the ODS & F-gas Primary Contact from Organisations Contact(s)**



If your company is involved in a partnership with another company, you should check the box beside the statement “If you are in a Partnership please check this box and provide details of your partnership via email to [pan@epa.ie](mailto:pan@epa.ie)” and details should be sent to the EPA via email. See check box highlighted in Figure 4 above.

Next, you must select the activities that relate to your company. The choices are as follows (see Figure 6 below):

- End User / Operator;
- Service / Maintenance Contractor;
- Gas Wholesaler / Distributor; and,
- Waste Management Facility.



**Figure 6: ODS & F-gas Activities**

The screenshot shows a web browser window with the EPA logo in the top right. The navigation bar includes 'ODS & F-gas Home', 'Company Details', 'PAN List', and 'My Notifications'. The user email 'fgases@epa.ie' is displayed. The main content area is titled 'ODS & F-gas Activities'. It contains several checkboxes: 'End User / Operator' (unchecked), 'Service / Maintenance Contractor' (checked), 'Gas Wholesaler / Distributor' (unchecked), and 'Waste Management Facility' (unchecked). Under 'Service / Maintenance Contractor', there is a 'Type Of Business' section with checkboxes for 'Refrigeration', 'Air Conditioning', 'Heat Pump', 'Mobile Air Conditioning', and 'Fire'. Below this, there are input fields for 'FGas Company Certification' (with a dropdown menu showing 'Other'), 'Other Description' (with a text input showing 'Refcom'), and 'Certification Number' (with a text input showing '1234-13'). At the bottom of the form are three buttons: '< Prev', 'Next >', and 'Submit'.

If your company is an **end user/operator** of equipment containing ODS or f-gases, then check the box beside End User / Operator. You will then be prompted to select the end user sector and sub-sector that applies to your business and click “Add”. Only one end user Sector can be selected for any End User / Operator but multiple end-user Sub-Sectors can then be selected.

**Figure 7: Selecting End User Sectors and Sub-Sectors**

The screenshot shows the same 'ODS & F-gas Activities' form as in Figure 6, but with a modal dialog box titled 'Add End User Sector' open. The dialog box has two dropdown menus: 'Sector' (showing 'Hospitality and leisure') and 'Sub-Sector' (showing 'Hotel'). At the bottom of the dialog are 'Add' and 'Cancel' buttons. In the background, the 'End User / Operator' checkbox is now checked, and a 'Sector Name' input field has appeared below it.

Each time an additional Sector/Sub-Sector selection is made and added, the list under ODS & F-gas Activities will be populated. See Figure 8 below.

**Figure 8: End User / Operator Sector and Sub-Sectors, as selected**

The screenshot shows a web application interface for 'ODS & F-gas Home'. The top navigation bar includes links for 'Company Details', 'PAN List', and 'My Notifications', along with a user profile icon and the email 'fgases@epa.ie'. The main content area is titled 'ODS & F-gas Activities' and contains a checkbox for 'End User / Operator' which is checked. Below this, a 'Sector Name' dropdown menu is open, showing two options: 'Hospitals and leisure - Hotel' and 'Hospitals and leisure - Leisure centre'. A red circle highlights these two options. Below the dropdown, there is a green button labeled 'Add End User Sector'. At the bottom of the form, there are three buttons: '< Prev', 'Next >', and 'Submit'.

If your company is involved in the installation, service, maintenance or decommissioning of equipment containing ODS or f-gases then check the box beside Service / Maintenance Contractor. You will then be prompted to select the Type of Business from the choice of *Refrigeration*, *Air Conditioning*, *Heat Pump*, *Mobile Air Conditioning* and *Fire*. Multiple selections can be made. See Figure 9 below.

Except for Mobile Air Conditioning, all other selections require details of f-gas company certification to be provided (compulsory fields).

Where f-gas company certification is held with F-gas Registration Ltd. in Ireland, this must be indicated by selecting FGR from the dropdown list and the certificate number must be entered in the "Certification Number" field.

Where f-gas company certification is held with a body other than FGR (e.g. via mutual recognition of certificates issued by a body in another Member State) this must be indicated by selecting "other" and details (e.g. name of certification scheme and website address) provided in the "Other Description" field and the certificate number must be entered in the "Certification Number" field.

**Figure 9: Type of Business selections for Service / Maintenance Contractors**

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ODS & F-gas Home Company Details PAN List My Notifications f-gases@epa.ie

epa

☒ Add End User Sector [?]

☒ Service / Maintenance Contractor [?]

Type Of Business

- ☒ Refrigeration
- ☒ Air Conditioning
- ☒ Heat Pump
- ☐ Mobile Air Conditioning
- ☐ Fire

FGas Company Certification \* [?]

Certification Number [?]

☐ Gas Wholesaler / Distributor [?]

☐ Waste Management Facility [?]

< Prev

Next >

Submit

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If your company is involved in the distribution of ODS or f-gases or the management of these gases as waste, then the relevant boxes should be checked beside Gas Wholesaler / Distributor and/or Waste Management Facility.

*If your company is a gas wholesaler/distributor and is authorised to store waste gases under a Certificate of Registration or other appropriate authorisation, then both boxes can be checked.*

Click on the “Next” button to move to the next screen.

### Screen 3: ODS & F-gas Contacts

In the ODS & F-gas Contacts tab, you can add contact details for persons involved in dealing with ODS and f-gases within your organisation. Click on the “Add Organisation Contact” button to open a pop up window where you can fill in details for additional contacts by clicking on “Add New”. There are three steps involved in populating the ODS & F-gas Organisation Contacts grid with additional contacts. See Figure 10 to Figure 12.

**Figure 10: Adding a new Organisation Contact – Step 1**

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ODS & F-gas Home Company Details PAN List My Notifications fgases@epa.ie

epa

Your registration has been completed for ODS & F-gas activity. However you can still change your Primary Contact name, add new Organisation Contact or Site Contacts in the relevant sections. To do this, click on the 'Next' buttons at the bottom of each screen to take you to the part of the registration form that you want to amend

Information & Guidance Organisation Details **ODS & FGas Contacts** ODS & FGas Sites Declaration

**ODS & F-gas Organisation Contacts** [?]

Show 10 entries Search:

First Name	Last Name	Role	Email
Michael	Murphy	Engineer	murphytest@epa.ie
John	Murphy	Technician	fgases@epa.ie

Showing 1 to 2 of 2 entries

**Add Organisation Contact** [?]

< Prev Next > Submit

EPA, Johnstown Castle, Co. Wexford - Phone: +353 (0)53 9160600 | Support - [PAN@epa.ie](mailto:PAN@epa.ie)

**Figure 11: Adding a new Organisation Contact – Step 2**

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**Search Organisation Contact**

Show 10 entries

First Name	Last Name
Michael	Murphy
John	Murphy

Showing 1 to 2 of 2 entries

**Add New Organisation Contact**

Name Title

First Name \*

Last Name \*

Home Phone

Mobile Phone

Email \*

Address 1

Address 2

Address 3

City

County

**Add New** Cancel

**Save** Cancel

Complete the fields in the “Add New Organisation Contact” window and click “Save”. See Figure 11 above. Click on the First Name of the contact person listed in the “Search Organisation Contact” window in order to populate the ODS & F-gas Organisation Contacts grid with that person’s name. See Figure 12 below.

**Figure 12: Adding a new Organisation Contact – Step 3**

Search Organisation Contact

Show 10 entries

Search:

First Name	Last Name	Role	Email
Michael	Murphy	Engineer	murphytest@epa.ie
John	Murphy	Technician	fgases@epa.ie

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Add New Cancel

Click on the “Next” button to move to the next screen.

## Screen 4: ODS & F-gas Sites

In the ODS & F-gas Sites tab, you can add details for sites related to your organisation. In addition, you can attribute contacts from your organisation contacts (entered in Scree 3 above) to each of the sites.

### Screen 4a: Adding Organisation Sites

Click on the “Add Organisation Site” button to open a pop up window where you can fill in details for additional sites by clicking on “Add New”. There are three steps involved in populating the ODS & F-gas Site Details grid with additional sites. See Figure 13 to Figure 15.

**Figure 13: Adding a new Organisation Site – Step 1**

File Edit View Favorites Tools Help

ODS & F-gas Home Company Details PAN List My Notifications ngases@epa.ie epa

### ODS & F-gas Compliance System - Company Details

Your registration has been completed for ODS & F-gas activity. However you can still change your Primary Contact name, add new Organisation Contact or Site Contacts in the relevant sections. To do this, click on the 'Next' buttons at the bottom of each screen to take you to the part of the registration form that you want to amend

Information & Guidance Organisation Details ODS & FGas Contacts **ODS & FGas Sites** Declaration

#### ODS & FGas Site Details [?]

Show 10 entries Search:

Site Name	Address	License Type(s)	Certificate of Registration Number	Waste Permit Number	Remove
Test Site				WFP-WX-13-0100-01	Remove site from ODS & F-gas

Showing 1 to 1 of 1 entries

**Add Organisation Site** [?]

#### ODS & F-gas Site Contacts [?]

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**Figure 14: Adding a new Organisation Site – Step 2**

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#### Search Organisation Site

Show 10 entries

Site Name	Address
Test Site	

Showing 1 to 1 of 1 entries

#### Add New Site

Site Name \*  
Certificate of Registration Number  
Waste Permit Number  
Address 1  
Address 2  
Address 3  
Address 4  
County \*

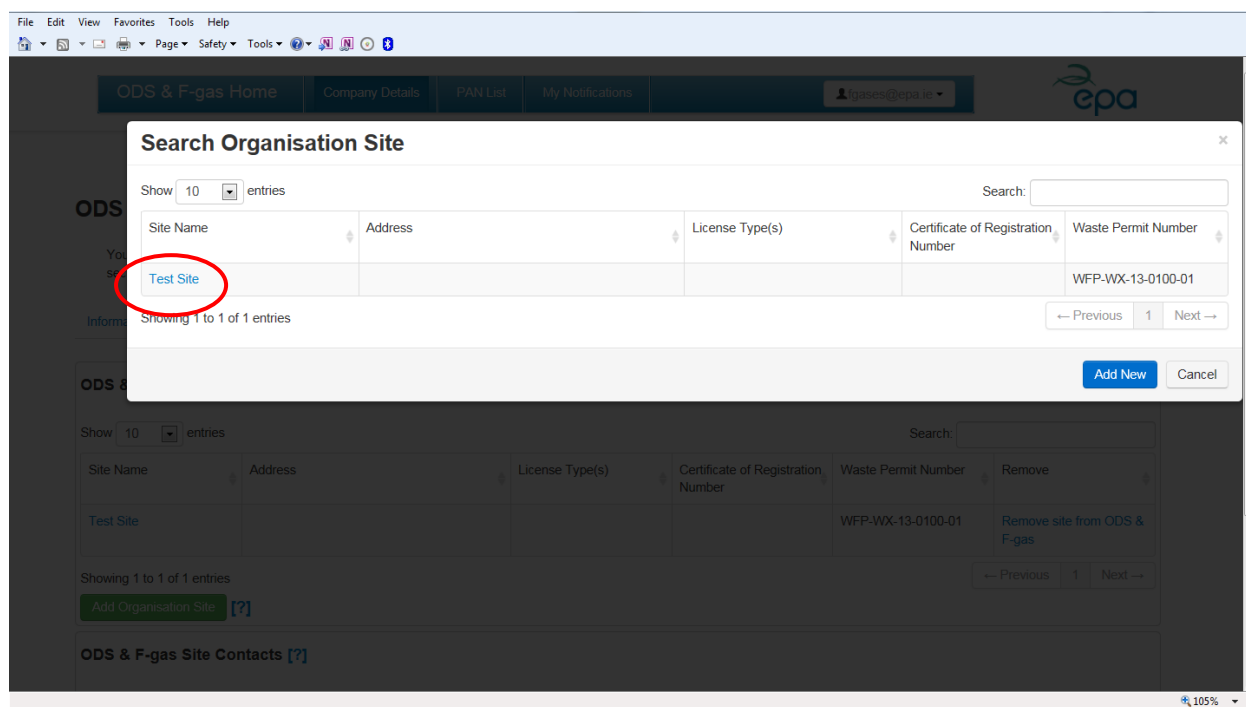
**Save** Cancel

**Add New** Cancel

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Complete the fields in the “Add New Site” window and click “Save”. See Figure 14 above. Click on the Site Name listed in the “Search Organisation Site” window in order to populate the ODS & F-gas Site Details grid with that person’s name. See Figure 15 below.

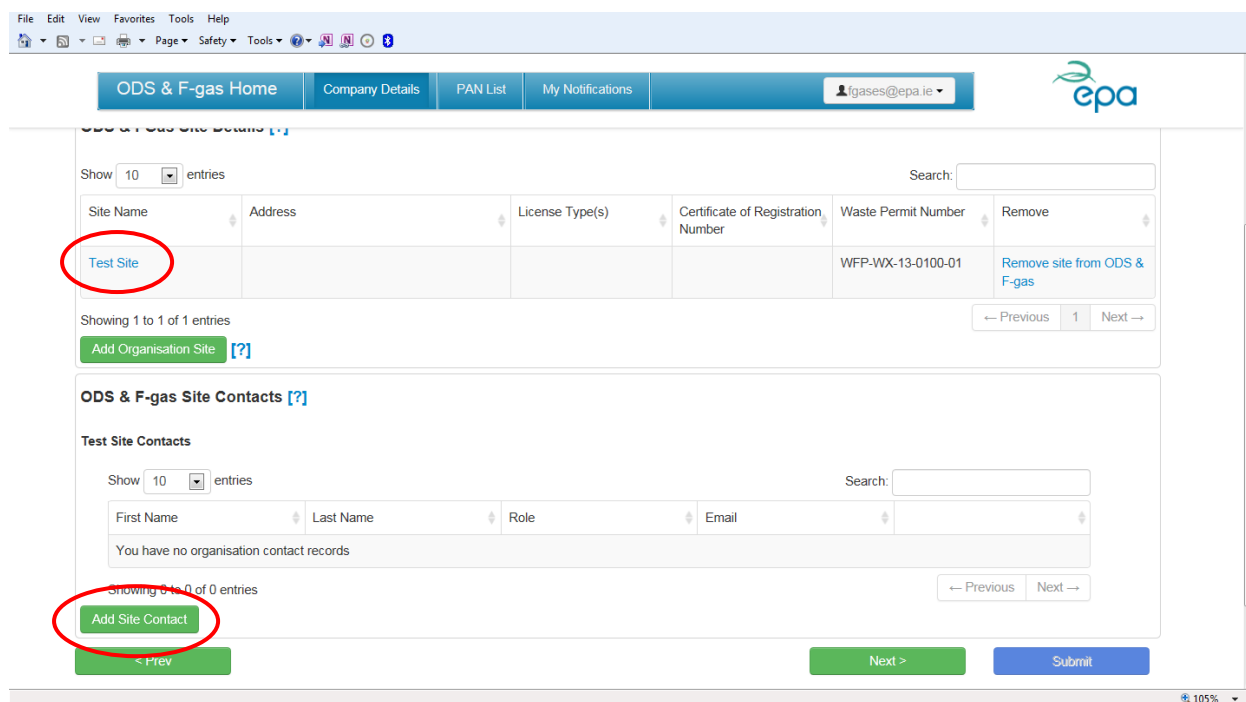
**Figure 15: Adding a new Organisation Site – Step 3**



## Screen 4b: Attributing Site Contacts

You can attribute one or more of your organisation contacts to your site(s). Click on the Site Name in the ODS & F-gas Site Details grid. You can then attribute a site contact for that site by clicking on "Add Site Contact".

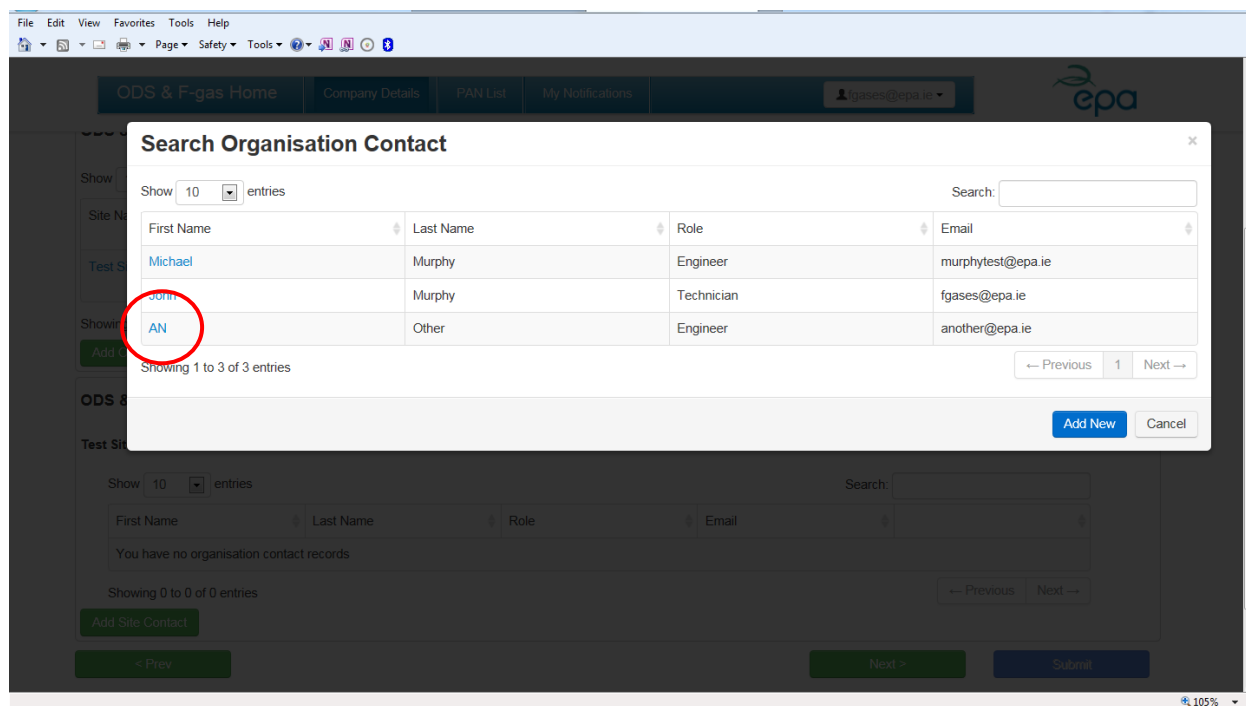
**Figure 16: Attributing Site Contacts – Step 1**



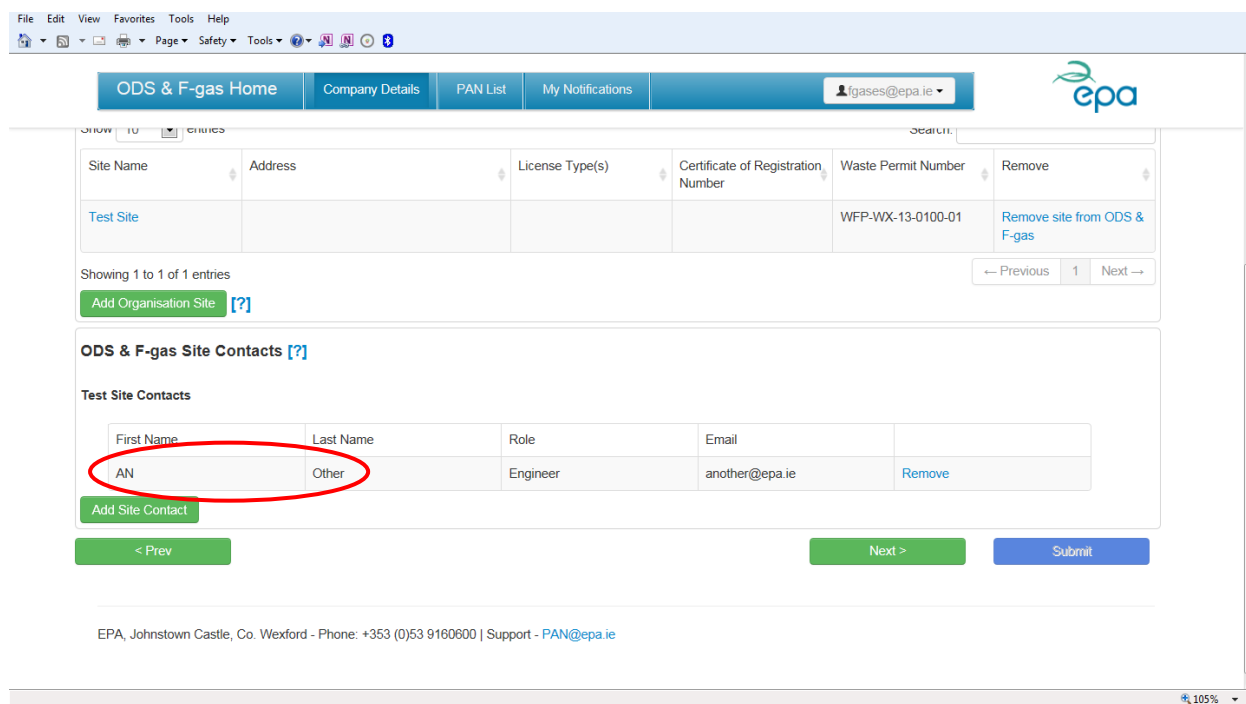
The “Search Organisation Contacts” window will then open; select a contact for the site by clicking on the relevant First Name of the contact person (Figure 17). This will then populate the ODS & F-gas Site Contacts grid (Figure 18).

If the relevant contact person is not listed, you can add an additional contact person by clicking on “Add New” and following the steps set out in Figure 10 to Figure 12.

**Figure 17: Attributing Site Contacts – Step 2**



**Figure 18: Attributing Site contacts – Step 3**



Click on the “Next” button to move to the next screen.



## Screen 5: Declaration

Before you can submit the details to the EPA, you must check the box on the final screen to confirm that the information provided is complete, true and accurate. Then click the “Submit” button. See Figure 19 below.

**Figure 19: Declaration and Submit**

The screenshot displays the 'Declaration' step within the 'Company Details' section of the ODS & F-gas Compliance System. The top navigation bar includes links for 'ODS & F-gas Home', 'Company Details', 'PAN List', and 'My Notifications', along with a user profile dropdown and the EPA logo. The main content area features a sub-header 'ODS & F-gas Compliance System - Company Details' and a breadcrumb trail: 'Information & Guidance', 'Organisation Details', 'ODS & FGas Contacts', 'ODS & FGas Sites', and 'Declaration'. The 'Declaration' section contains a text block explaining the legal requirements for providing accurate information. Below this, a checkbox is present, which is circled in red. The text following the checkbox states: 'We confirm that the information given is complete, true and accurate to the best of our ability (This box must be ticked before you can make your submission)'. At the bottom of the form, there are three buttons: '< Prev' (green), 'Next >' (green), and 'Submit' (blue). The 'Submit' button is circled in red. The footer of the page provides contact information for the EPA: 'EPA, Johnstown Castle, Co. Wexford - Phone: +353 (0)53 9160600 | Support - PAN@epa.ie'.

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ODS & F-gas Home Company Details PAN List My Notifications fgames@epa.ie

epa

### ODS & F-gas Compliance System - Company Details

Information & Guidance Organisation Details ODS & FGas Contacts ODS & FGas Sites Declaration

#### Declaration

As stated in article 10 of the Control of Substances that Deplete the Ozone Layer Regulations 2011, persons whose business involves the use of controlled substances must provide information to the Agency as may reasonably be sought. Please note failure to comply with this requirement is an offence under the Environmental Protection Agency Act 1992. As stated in article 12 of the Fluorinated Greenhouse Gas Regulations 2011, a person who provides information which is false, or to his or her knowledge misleading in a material way, is guilty of an offence. Please click on [www.ozone.ie](http://www.ozone.ie) to view the legislation related to ozone depleting substances. Legislation relating to fluorinated gases is available at [www.fgases.ie](http://www.fgases.ie)

☐ We confirm that the information given is complete, true and accurate to the best of our ability (This box must be ticked before you can make your submission)

< Prev Next > Submit

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## Section 2 – Submitting Prior Annual Notification online

After you submit your company details to the EPA, the system will assume that you are required to submit a Prior Annual Notification, if your ODS & F-gas Activity was selected as one of the following:

- Service / Maintenance Contractor
- Gas Wholesaler / Distributor
- Waste Management Facility

The following text will be displayed on the landing page (see Figure 20):

*Based on the information you have provided in your registration form, your organisation is now required to submit a Prior Annual Notification (PAN) to the EPA for the collection and transport of waste, returned or recovered gases in the course of your business. Please complete the PAN webform by clicking on the 'Edit' link under the heading 'Action' in the grid.*

*If you do not intend to move waste returned or recovered gas please email [PAN@epa.ie](mailto:PAN@epa.ie) to confirm that you do not wish to provide Prior Annual Notification and state the reasons why.*

You will note that if a Prior Annual Notification does not apply to your organisation, you have the option to email EPA at [PAN@epa.ie](mailto:PAN@epa.ie) to make a statement to this effect and provide the reasons why.

**Figure 20: Landing page for Prior Annual Notifications**

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ODS & F-gas Home Company Details PAN List My Notifications [lgases@epa.ie](mailto:lgases@epa.ie)

### ODS & F-gas Compliance System - Prior Annual Notification List

Based on the information you have provided in your registration form, your organisation is now required to submit a Prior Annual Notification (PAN) to the EPA for the collection and transport of waste, returned or recovered gases in the course of your business. Please complete the PAN webform by clicking on the 'Edit' link under the heading 'Action' in the grid.

If you do not intend to move waste returned or recovered gas please email [PAN@epa.ie](mailto:PAN@epa.ie) to confirm that you do not wish to provide Prior Annual Notification and state the reasons why.

Show 10 entries Search:

Name	Date Submitted	Expires On	Submitted By	Status	Action
PAN2013v1		15/11/2013	John Murphy	Not Started	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

← Previous 1 Next →

[Add New](#)

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If your ODS & F-gas Activity was selected as End User / Operator, no Prior Annual Notification is required and therefore you will be directed back to the Company Details Page after you click “Submit” (Screen 5 above).

Click on the “Edit” button to start your Prior Annual Notification and you will be taken to the General Information screen.

## Screen 1: General Information

The General Information screen will be pre-populated from the information entered in the Company Details screen (Figure 21). You should check that you are satisfied that all the information is accurate.

Then Click on the “Next” button to move to the next screen.

**Figure 21: Pre-populated information on General Information screen**

The screenshot shows a web application interface for the ODS & F-gas Compliance System. The top navigation bar includes links for ODS & F-gas Home, Company Details, PAN List, and My Notifications. The main heading is "ODS & F-gas Compliance System - Editing PAN2013v1". Below this, there are three tabs: General Information (selected), Gases Collection and Transport Details, and Other Information. The General Information tab displays a form with the following details:

- Organisation Details**
  - Name of Notifier: John Murphy
  - Company Name: Fgas Test Ltd.
- ODS & F-gas Activities**
  - ☐ End User / Operator
  - ☒ Service / Maintenance Contractor
  - ☐ Gas Wholesaler / Distributor
  - ☐ Waste Management Facility
- Type of Business**
  - ☒ Refrigeration
  - ☒ Air Conditioning
  - ☒ Heat Pump
  - ☐ Mobile Air Conditioning
  - ☐ Fire

At the bottom of the form, there are four buttons: Print Preview, < Prev, Next > (highlighted with a red circle), and Submit.

## Screen 2: Gases Collection & Transport Details

In the Gases Collection and Transport Details tab, you can add details for the waste, returned or recovered gases that you intend to collect, the local authority areas from which you intend to collect and the authorised facility to which you intend to bring the waste gases. Each of these are described in turn below.

### Screen 2a: Gases Details

You can add details of the waste, returned or recovered gases you intend to collect by clicking on the “Add Gas” button (Figure 22). You will then be prompted to add each gas individually in the Add Gas pop up window according to Type (i.e. ODS or F-gas refrigerant or fire extinguishant), gas-specific code, and quantity in kilogrammes (Figure 23). Click on the “Add” button to transfer your selection to the Gases Details grid (Figure 24).

Figure 22: Adding gases to the Prior Annual Notification

File Edit View Favorites Tools Help

ODS & F-gas Home Company Details PAN List My Notifications f@gases@epa.ie

epa

### ODS & F-gas Compliance System - Editing PAN2013v1

General Information **Gases Collection and Transport Details** Other Information

#### Gases Details

Please, give details of the gases you intend to collect or transport

Gas Type	Gas	Quantity (kg)

Add Gas

#### Local Authority Area(s)

Please detail the Local Authority Areas you intend to collect from, or alternatively, check the option All Local Authorities if you intend to collect from All Local Authorities

Please select... Add Local Authority

☐ All Local Authorities

Local Authority Name

https://odsfgas-test.edenireland.ie/pan/edit/20871e13-2137-e311-957d-005056ae002d#modal-add-gas 115%

Figure 23: Add Gas pop up window

File Edit View Favorites Tools Help

https://odsfgas-test.edenireland.ie/pan/edit/20871e13-2137-e311-957d-005056ae002d#modal-add-gas Certificate ... ALDER ODS & F-gas Compliance S... Organisations Active Accounts...

ODS & F-gas Home Company Details PAN List My Notifications f@gases@epa.ie

epa

### ODS & F-gas Compliance System - Editing PAN2013v1

General Information **Gases Collection and Transport Details** Other Information

#### Add Gas

Type F-gas refrigerant

Gas R410a

Quantity (kg) 0

Add Cancel

#### Gases Details

Please, give details of the gases you intend to collect or transport

Gas Type	Gas	Quantity (kg)

Add Gas

#### Local Authority Area(s)

Please detail the Local Authority Areas you intend to collect from, or alternatively, check the option All Local Authorities if you intend to collect from All Local Authorities

Please select... Add Local Authority

☐ All Local Authorities

Local Authority Name

115%

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**Figure 24: Gases details grid with gases populated**

**ODS & F-gas Compliance System - Editing PAN2013v1**

General Information | **Gases Collection and Transport Details** | Other Information

**Gases Details**  
Please, give details of the gases you intend to collect or transport

Gas Type	Gas	Quantity (kg)	
ODS refrigerant	R22	50	X
F-gas refrigerant	R134a	60	X
F-gas refrigerant	R410a	110	X
F-gas refrigerant	R404a	85	X

[Add Gas](#)

**Local Authority Area(s)**

## Screen 2b: Local Authority Area(s)

You must set out the local authority areas in which you intend to collect waste, returned or recovered gases. Select a local authority from the dropdown list and click on the “Add Local Authority” button (Figure 25). Repeat for each local authority you wish to add to the “Local Authority Area(s)” grid (Figure 26).

Alternatively, if you intend to collect waste, returned or recovered gases on a nationwide basis, you can check the “All local Authorities” checkbox (Figure 27).

**Local Authority Area(s)**

Please detail the Local Authority Areas you intend to collect from, or alternatively, check the option All Local Authorities if you intend to collect from All Local Authorities

Please select...	Add Local Authority
Carlow County Council	
Cavan County Council	
Clare County Council	
Cork County Council	
Donegal County Council	
Dun Laoghaire Rathdown County Council	
Fingal County Council	X
Galway County Council	
Kerry County Council	X
Kildare County Council	
Kilkenny County Council	
Laois County Council	
Leitrim County Council	
Limerick County Council	
Longford County Council	
Louth County Council	
Mayo County Council	
Meath County Council	
Monaghan County Council	
North Tipperary County Council	
Offaly County Council	
Roscommon County Council	
Sligo County Council	
South Dublin County Council	
South Tipperary County Council	
Waterford County Council	
Westmeath County Council	

or received gases transported by the notifier will be brought (or sent)

Name	Reg Number	Add Facility

Next > Submit

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Tools


ODS & F-gas Home

Company Details

PAN List

My Notifications

fgases@epa.ie



Local Authority Area(s)

Please detail the Local Authority Areas you intend to collect from, or alternatively, check the option All Local Authorities if you intend to collect from All Local Authorities

Please select...

Add Local Authority

☐ All Local Authorities

Local Authority Name	
Wexford County Council	<input type="checkbox"/>
Wicklow County Council	<input type="checkbox"/>
Waterford County Council	<input type="checkbox"/>
Kilkenny County Council	<input type="checkbox"/>
Carlow County Council	<input type="checkbox"/>

Facility Details

Please add the names of all facilities to which waste, returned or received gases transported by the notifier will be brought (or sent)

Name	Reg Number

**Figure 27: All Local Authorities checkbox**

The screenshot shows the 'ODS & F-gas Home' page. At the top, there is a navigation bar with links: 'ODS & F-gas Home', 'Company Details', 'PAN List', and 'My Notifications'. A user profile dropdown shows 'lgases@epa.ie'. Below the navigation bar, there is a table with three rows of refrigerant data:

Refrigerant	Code	Quantity	Action
F-gas refrigerant	R134a	60	
F-gas refrigerant	R410a	110	
F-gas refrigerant	R404a	85	

Below the table is an 'Add Gas' button. The 'Local Authority Area(s)' section contains a dropdown menu with 'Please select...' and an 'Add Local Authority' button. The 'All Local Authorities' checkbox is selected and circled in red. The 'Facility Details' section has a form with 'Name' and 'Reg Number' fields and an 'Add Facility' button.

## Screen 2a: Facility Details

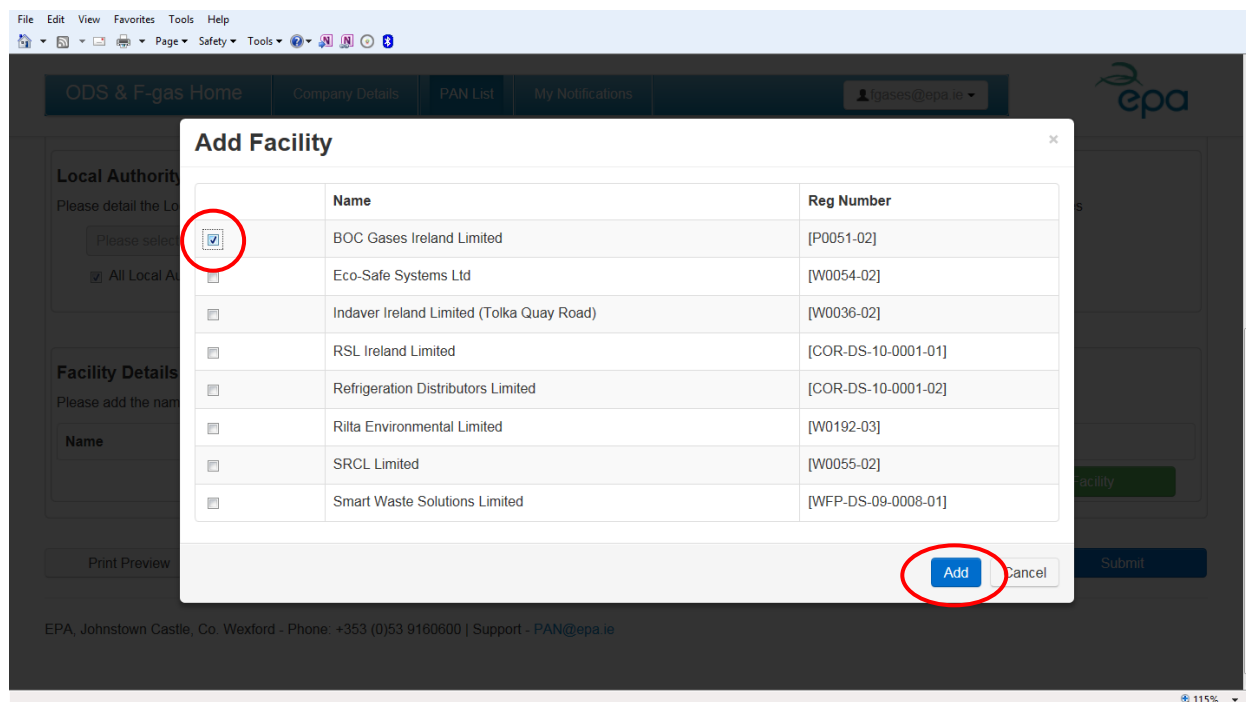
You must set out the authorised facility to which you intend to bring any waste, returned or recovered gases collected by you. Click on the “Add Facility” button (Figure 28) to select a facility or facilities from a list.

**Figure 28: Adding authorised facilities**

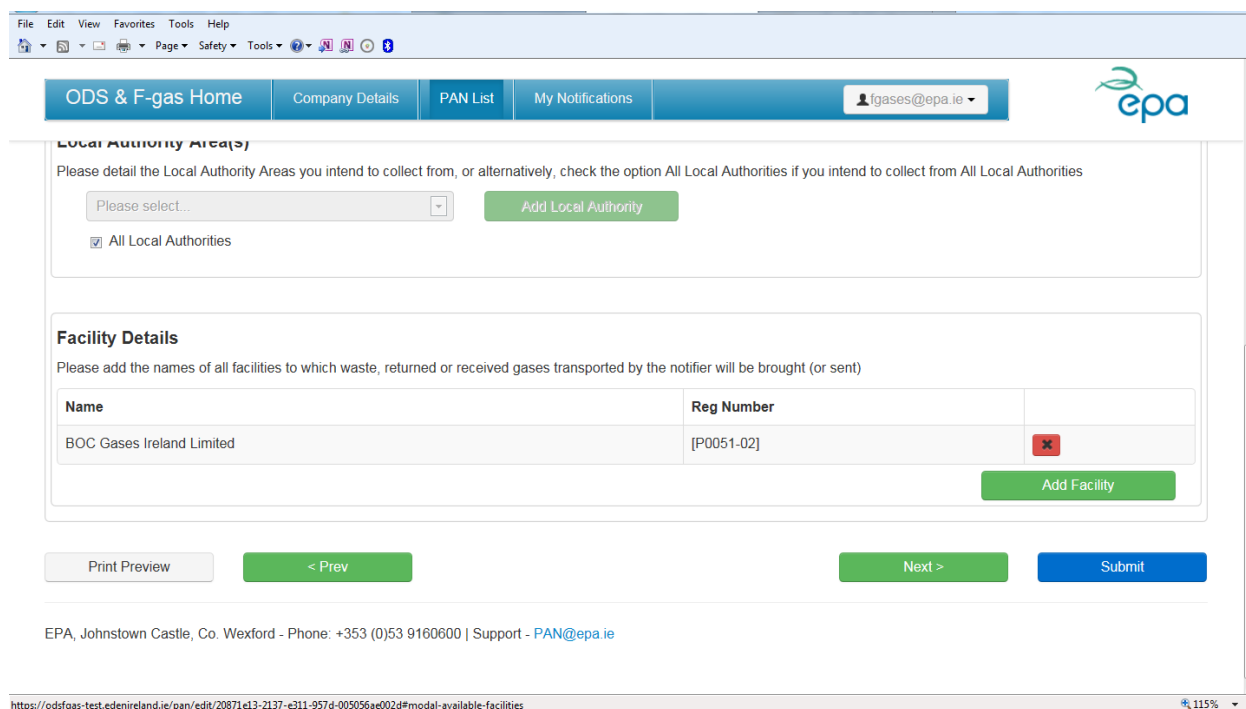
The screenshot shows the 'Facility Details' page. The 'Local Authority Area(s)' section is the same as in Figure 27. The 'Facility Details' section has a form with 'Name' and 'Reg Number' fields. The 'Add Facility' button is circled in red. At the bottom of the page, there are buttons for 'Print Preview', '< Prev', 'Next >', and 'Submit'. The footer contains contact information for EPA, Johnstown Castle, Co. Wexford.

Select the facility or facilities to which you intend to bring any waste, returned or recovered gases collected by you by checking the relevant box or boxes (Figure 29). Click on the “Add” button to transfer your selection(s) to the “Facilities Details” grid (Figure 30).

**Figure 29: List of authorised facilities**



**Figure 30: Selected facility displayed**



Then Click on the “Next” button to move to the next screen.



### Screen 3: Other Information

Before you can submit the Prior Annual Notification, you must check the box on the final screen to confirm that the information provided is complete, true and accurate. Then click the “Submit” button. See Figure 31 below.

**Figure 31: Declaration and Submit**

The screenshot shows a web browser window with the EPA ODS & F-gas Home page. The browser's address bar shows 'http://gases@epa.ie'. The page has a blue header with the EPA logo and navigation tabs: 'ODS & F-gas Home', 'Company Details', 'PAN List', and 'My Notifications'. The main content area is divided into two sections: 'Further Information' and 'Declaration'. The 'Further Information' section contains text about offences under Article 21 of the Waste Management (Collection Permit) Regulations 2007 and a large empty text box for providing information. The 'Declaration' section contains a statement: 'I hereby make this Prior Annual Notification to the Environmental Protection Agency in accordance with Articles 30(1)(iv) and 35(2) and the Fifth Schedule of the Waste Management (Collection Permit) Regulations 2007.' Below this statement is a checkbox labeled 'Confirm \*' which is checked. At the bottom of the page, there are four buttons: 'Print Preview', '< Prev', 'Next >', and 'Submit'. The 'Submit' button is highlighted with a red circle.

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ODS & F-gas Home Company Details PAN List My Notifications [gases@epa.ie](#)

epa

**Further Information**

Any offences prescribed under Article 21 of the Waste Management (Collection Permit) Regulations 2007, of which the person making this Notification has been convicted within the period of ten years prior to the making of this Notification, must be declared. In addition, any requirement imposed on the person under Sections 57 or 58 of the Waste Management Acts 1996 to 2007 must be declared.

Please refer to the Article 21 and paragraphs 1(j) and 1(k) of the Fifth Schedule of the Waste Management (Collection Permit) Regulations 2007 and sections 57 and 58 of the Waste Management Acts 1996 to 2007.

Where applicable, information requested should be provided in the space below:

**Declaration**

I hereby make this Prior Annual Notification to the Environmental Protection Agency in accordance with Articles 30(1)(iv) and 35(2) and the Fifth Schedule of the Waste Management (Collection Permit) Regulations 2007.

I certify that the information given in this Prior Annual notification is truthful, accurate and complete.

☒ Confirm \*

Print Preview < Prev Next > Submit