



Polychlorinated Biphenyls (PCBs)

Guidance Manual for PCB Online Submission

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.

Contents

1. Introduction	1
2. Logging In	1
3. PCB Home Page.....	2
3.1 Overview	2
3.2 Adding Sites for your Company	2
3.3 Editing Site Details	4
3.4 Add/Edit Equipment, Documents or Contact for a Site	4
4. The Site Page.....	6
4.1 Add Equipment	6
4.2 Edit Equipment.....	6
4.3 Add Site Documents.....	7
5. Edit Company Details	9
6. Add/Edit Company Contact	9
7. Add/Edit Site Contacts	10
8. PCB Notification Form.....	11

Table of Figures

Figure 1: PCB Submission Page	1
Figure 2: Company Home Page.....	2
Figure 3: Company Home Page - Creating a Site	3
Figure 4: Adding Sites for your Company	3
Figure 5: Editing Site	4
Figure 6: Opening Site.....	5
Figure 7: Add Equipment	6
Figure 8: Edit Equipment.....	7
Figure 9: Adding Site Documents - Part 1	8

Figure 10: Adding Site Documents - Part 2	8
Figure 11: Editing Company Details	9
Figure 12: Add/Edit Company Contact	9
Figure 13: Add/Edit Site Contacts	10
Figure 14: Adding a PCB Notification Form - Part 1	11
Figure 15: Adding a PCB Notification Form - Part 2	11

1. Introduction

Article 15 (1) of the Waste Management (Hazardous Waste) Regulations 1998 requires that all holders of PCBs, used PCBs or equipment containing more than 5 litres of PCB-contaminated materials with PCB concentrations greater than 50ppm notify the Environmental Protection Agency (EPA) by 1 September each year. The purpose of this guidance document is to assist **holders of PCBs, used PCBs, or PCB contaminated equipment in completing their online notification to the EPA**. The EPA has developed an online reporting system to assist holders in this regard. This guidance document is divided into sections, with each section corresponding to a specific step on the online system.

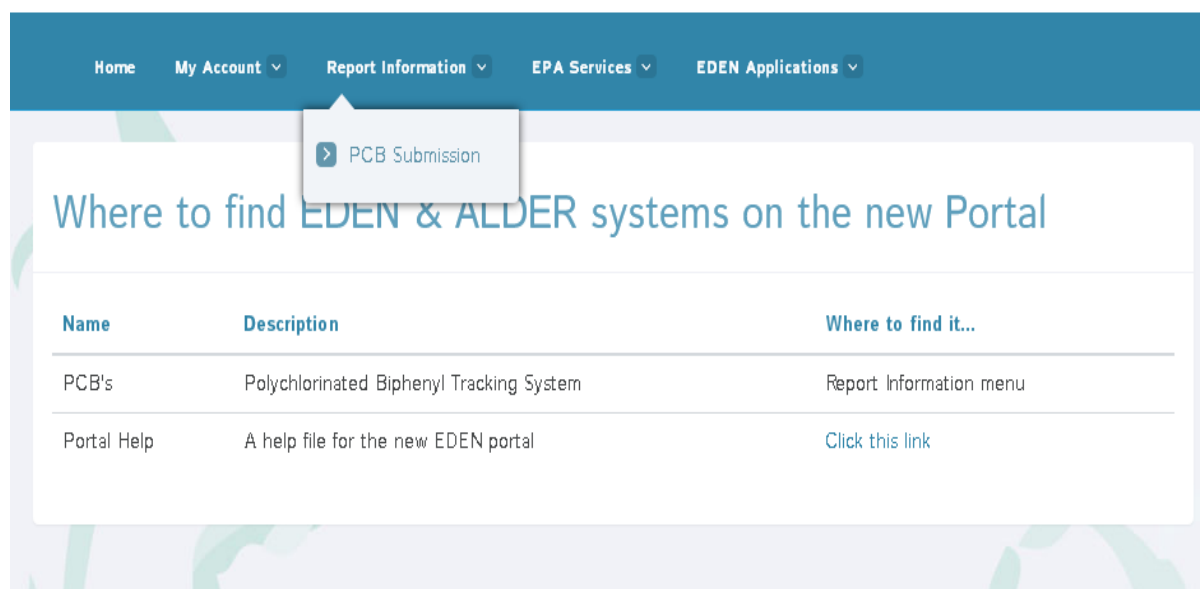
2. Logging In

1. To log in to the PCB application, open your browser and go to the EDEN Login page <https://www.edenireland.ie/>

(If you have yet to set up your new company account through EDEN, please download the guidance document entitle '*First Time Users of the PCB Application in EDEN*', via the link provided on the webpage www.pcbs.ie for further information on how to set up your company account on the online system.)

2. Enter your Login Credentials in the location provided.
3. You will be directed to the home page.
4. Click on Report Information and PCB Submission to go to the PCB Launch Page.

Figure 1: PCB Submission Page



3. PCB Home Page

3.1 Overview

On Launching the PCB application you will be brought to the PCB application home page.

1. Your company name should be displayed as shown below.
2. You may create or edit sites for your company.
3. Help is provided by the Quick User Tips.
4. You may also navigate to the Edit Company Details and Add/Edit Company contacts pages.

Figure 2: Company Home Page

PCB Submission
Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.

Company Name : Pcbtestorg2 **Your Company Name**

Quick User Tips : Browse over the buttons below for instructions

[Create Site](#) [Edit Site](#) [Add or Edit Equipment](#) [Add Annual Reports/Documents](#)

Company Site Details

Edit	Open	Site Name	Town/City	Address Line 1	Site Status
------	------	-----------	-----------	----------------	-------------

Site Entry Form

Site Name *

Address Line 1 *

Address Line 2

Address Line 3

Town / City *

Town / City *

County *

Dublin District Post Code

Northings

Eastings

Phone Number at Site *

Year of Construction

ESB substation on site *

Please use the year of the construction of the oldest part of the site.

[Save](#) [Clear](#)

3.2 Adding Sites for your Company

To add/create a site you must first access the "Site Entry Form" by clicking on the "Create Site" button as shown in Figure 3 below.

Figure 3: Company Home Page - Creating a Site

PCB Submission
Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.

Company Name : Pcbtestorg2

Quick User Tips : Browse over the buttons below for instructions

[Create Site](#) [Edit Site](#) [Add or Edit Equipment](#) [Add Annual Reports/Documents](#)

Company Site Details

Edit	Open	Address Line 1	Site Status
<p>You may add sites one at a time in the 'Site Entry Form' below. Add the site details to the 'Site Entry Form' and click on Save. The form will be added to the 'Company Site Details' grid. The form will then clear and you may add further sites if required.</p>			

Sites can be added/created to your company records one at a time:

1. To create a Site record complete the "Site Entry Form" as shown below making sure all mandatory fields are populated correctly.
2. When all mandatory details are completed click on the Save Button at the bottom of the Form.

Figure 4: Adding Sites for your Company

PCB Submission
Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.

Company Name : Pcbtestorg2

Quick User Tips : Browse over the buttons below for instructions

[Create Site](#) [Edit Site](#) [Add or Edit Equipment](#) [Add Annual Reports/Documents](#)

Company Site Details

Edit	Open	Site Name	Town/City	Address Line 1	Site Status

Site Entry Form

Enter site details here

Site Name *

Address Line 1 *

Address Line 2

Address Line 3

Town / City *

County *

Dublin District Post Code

Northings

Eastings

Phone Number at Site *

Year of Construction

ESB substation on site *

[Save](#) [Clear](#)

3. When you enter a new site and hit save you will be asked a number of qualifying questions.
4. On completing the questions the site will be created.
5. The Site Page will open where you may add equipment for that site. A full description of how to add or edit equipment records can be found in Section 4.1 on Page 6.

3.3 Editing Site Details

When you have created one or more sites for your company they will appear in the Company Site Details grid.

1. In order to edit the details for the site click on the “Edit” button for that site on the grid as shown below.
2. The site details will then appear in the Site Entry Form where you may edit them.
3. When you have finished click on the “Save” button on the bottom of the form.

Figure 5: Editing Site

The screenshot displays the 'PCB Submission' web application interface. On the left is a navigation menu with links: Home, Edit Company Details, Add/Edit Company Contact, and User Manual. The main content area is titled 'PCB Submission' and includes a sub-header 'Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.' Below this, the 'Company Name' is set to 'Pcbtestorg2'. A 'Quick User Tips' section lists four actions: Create Site, Edit Site, Add or Edit Equipment, and Add Annual Reports/Documents. The 'Company Site Details' section features a table with columns: Edit, Open, Site Name, Town/City, Address Line 1, and Site Status. The table lists three sites: Headquarters (Portarlinton, Tullamore rd, Identified), Warehouse 2 (Tullamore, Harbor St, Identified), and Manufacturing Plant (Carlow, Bypass, Identified). A callout box points to the 'Edit' button for the 'Manufacturing Plant' site, stating 'Click Here to edit the site'. Another callout box points to the 'Site Entry Form' below, stating 'Site Details will appear in the Site Entry Form grid where you may edit them'. The 'Site Entry Form' contains various input fields: Site Name (Name for site), Address Line 1, Address Line 2, Address Line 3, Town / City (two fields), County (dropdown), Dublin District Post Code, Northings, Eastings, Phone Number at Site, Year of Construction (with a note: 'Please use the year of the construction of the oldest part of the site.'), and ESB substation on site (dropdown). At the bottom right of the form are 'Save' and 'Clear' buttons.

Edit	Open	Site Name	Town/City	Address Line 1	Site Status
		Headquarters	Portarlinton	Tullamore rd	Identified
		Warehouse 2	Tullamore	Harbor St	Identified
		Manufacturing Plant	Carlow	Bypass	Identified

3.4 Add/Edit Equipment, Documents or Contact for a Site

To open the site record, click on the “Open” button for the site in the Company Site Details grid – see Figure 6.

Figure 6: Opening Site

PCB Submission
Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.

Company Name : Pchtestorg2

Quick User Tips : Browse over the buttons below for instructions

[Create Site](#) [Edit Site](#) [Add or Edit Equipment](#) [Add Annual Reports/Documents](#)

Company Site Details:

Edit	Open	Site Name	Town/City	Address Line 1	Site Status
		Headquarters	Portarlinton	Tullamore rd	Identified
		Warehouse 2	Tullamore	Harbor St	Identified
		Manufacturing Plant	Carlow	Bypass	Identified

Click here to open the Site Details Page

Site Entry Form

Site Name =

Address Line 1 =

Address Line 2 =

Address Line 3 =

Town / City =

County =

Dublin District Post Code =

Northings =

Eastings =

Phone Number at Site =

Year of Construction =

ESB substation on site =

Please use the year of the construction of the oldest part of the site.

[Save](#) [Clear](#)

This opens the Site Details page where you may:

1. Add or edit equipment records (See Section 4.1 and 4.2 on page 6 for detailed instructions).
2. Add site document records (See 4.3 on page 7/8 for detailed instructions).
3. Add or edit Site contacts (See Section 7 page 10 for detailed instructions).
4. Upload a PCB Annual Notification for a site (See section 8 page 11 for detailed instructions).

4. The Site Page

4.1 Add Equipment

To add equipment enter the details to the Equipment Entry form making sure to complete all mandatory fields.

Figure 7: Add Equipment

[Home](#)
[Edit Company Details](#)
[Add/Edit Company Contact](#)
[Add/Edit Site Contact](#)
[Add PCB Annual Notification](#)
[User Manual](#)

Site Equipment Details
Please list all the Equipment on this site which is contaminated with PCBs or which could be potentially contaminated by PCBs. This includes all of the following types of oil filled Equipment which was manufactured on or before 1989.
• Transformers • Circuit Breakers • Regulators • Welding Plant • Motor Starters
• Power Factor Correction Units • Capacitors • Hydraulic Plant • Submersible Pumps • Other not listed above

Company Name : Gracefield Products Ltd. Site Name : Manufacturing Plant
Quick User Tips : Browse over the buttons below for instructions
Add Equipment Edit Equipment Upload Documents

Edit	Equipment Name	Equipment Status	Serial Number	Other Identifier	Location
------	----------------	------------------	---------------	------------------	----------

Display/Add Documents

Equipment Entry Form

Equipment Type *
Manufacturer
Model
Year of Manufacture *
Serial Number
Other Identifier/Description
Location *
PCB Concentration
Volume of Oil *
Volume of Oil Estimated *
Oil Type
Other Oil Details
Equipment Weight *
Weight of Equipment Estimated *
Equipment Status *
Permit/Licence

If you have an asset number or other unique identifier for this equipment please enter it here
Please indicate the location of the equipment on your site, By GPS co-ordinates if available.
Please enter the concentration of PCBs in the oil in PPM. If unknown please enter UNKNOWN
Please enter the volume of oil in Litres. If you do not know the volume please use the following estimates.
Transformer 850 litres
Capacitor 3 litres
Circuit Breaker 20 litres
Fluorescent tube ballast 0.01 litres
Please indicate whether or not you have estimated the volume of oil in this item of equipment
Please choose from the commonly used PCBs oils listed below. If the oil in your equipment is not listed please choose "other" and enter the details below.
Please enter the brand name or description of the oil in your equipment. If you do not have any information on the oil in the equipment please enter "unknown"
Please enter the gross weight of the equipment in kilograms. If you do not know the weight please use the following estimates.
Transformer 3900kg
Circuit Breaker 235kg
Capacitor 5kg
Fluorescent light capacitor/ballast 0.1kg
Enter weight
Please indicate whether or not you have estimated the weight of this item of equipment
Please enter the Contractor's Hazardous Waste Management Permit/Licence.

Back Save Clear

4.2 Edit Equipment

To edit equipment

1. Click on the "Edit" button on the Site Equipment Details grid.
2. The equipment details will appear in the Equipment Entry Form below where you may edit them.
3. Hit the "Save" button at the bottom of the page.
4. The proposed changes will be submitted to the EPA for approval.

Figure 8: Edit Equipment

[Home](#)
[Edit Company Details](#)
[Add/Edit Company Contact](#)
[Add/Edit Site Contact](#)
[Add PCB Annual Notification](#)
[User Manual](#)

Site Equipment Details

Please list all the Equipment on this site which is contaminated with PCBs or which could be potentially contaminated by PCBs. This includes all of the following types of oil filled Equipment which was manufactured on or before 1989.

- Transformers
- Circuit Breakers
- Regulators
- Welding Plant
- Motor Starters
- Power Factor Correction Units
- Capacitors
- Hydraulic Plant
- Submersible Pumps
- Other not listed above

Company Name : Gracefield Products Ltd.

Site Name : Manufacturing Plant

Quick User Tips : Browse over the buttons below for instructions

Add Equipment
 Edit Equipment
 Upload Documents

Site Equipment Details

Edit	Equipment Name	Equipment Status	Serial Number	Other Identifier	Location
<input type="checkbox"/>	Capacitors - 3887373 - adsfad	In Use	3887373		Bay 3
<input type="checkbox"/>	Circuit Breakers - 7644494	In Use	7644494		Factory

Click the Edit button on the equipment record you wish to edit

The equipment details will appear in the Equipment Entry Form for editing

Display/Add Documents

Equipment Entry Form

Equipment Type *

Manufacturer

Model

Year of Manufacture *

Serial Number

Other Identifier/Description

Location *

PCB Concentration

Volume of Oil *

Volume of Oil Estimated *

Oil Type

Other Oil Details

Equipment Weight *

Weight of Equipment Estimated *

Equipment Status *

Permit/Licence

Back
Save
Clear

4.3 Add Site Documents

Open the Site Page for the relevant company site by clicking on the “Open” button on the Company Site Details grid on the home page.

1. Click on the “Display/Add Documents” button (as outlined in Figure 9 below).

Figure 9: Adding Site Documents - Part 1

Site Equipment Details
Please list all the Equipment on this site which is contaminated with PCBs or which could be potentially contaminated by PCBs. This includes all of the following types of oil filled Equipment which was manufactured on or before 1989.

- Transformers
- Circuit Breakers
- Regulators
- Welding Plant
- Motor Starters
- Power Factor Correction Units
- Capacitors
- Hydraulic Plant
- Submersible Pumps
- Other not listed above

Company Name : Gracefield Products Ltd. **Site Name : Manufacturing Plant**

Quick User Tips : Browse over the buttons below for instructions

[Add Equipment](#) [Edit Equipment](#) [Upload Documents](#)

Site Equipment Details

Edit	Equipment Name	Equipment Status	Serial Number	Other Identifier	Location

Click on the Display/Add Documents button

Display/Add Documents

Equipment Entry Form

Equipment Type *

Manufacturer

Model

Year of Manufacture *

2. Select the Items of equipment that document relates to.
3. Complete the Document entry form and click on the "Upload Document" button.
4. To add further documents, select the items of equipment, complete and download the documents as above.

Figure 10: Adding Site Documents - Part 2

Site Equipment Details

Edit	Equipment Name	Equipment Status	Serial Number	Other Identifier	Location
<input checked="" type="checkbox"/>	Capacitors - 3887373 - adsfasd	In Use	3887373		Bay 3
<input type="checkbox"/>	Circuit Breakers - 7644494	In Use	7644494		Factory

Select the equipment records that the document is related to

Add/Edit Equipment

Site Document Details

Document Name	Document Type	Document Ref No.	Issuing Company	Submitted Date

Document Entry Form

Document Name * Please enter a short description of the document you are uploading

Document Type *

Document Reference No. Please enter the unique reference for the document

Lab Name Please enter the name of the Test Laboratory

Issuing Company Please enter the name of the waste management company/ treatment facility who issued the document

Browse Document

Complete the Document Entry Form and click on the Upload Document button

5. Edit Company Details

Navigate to the Edit Company Details page on the left hand menu where your company details can be edited.

Figure 11: Editing Company Details

Company Details

Home
Edit Company Details
Add/Edit Company Contact
User Manual

Navigate to Edit Company Details in left hand navigation pane

Company Details

Company Name * Gracefield Products Ltd.
Main Phone * 01 279 4440
Address Line 1 * Innovation House
Address Line 2 Cherrywood Science and Technology Park
Address Line 3 Dublin 18
Town / City *
County * Dublin County
Dublin District Post Code

Back Save

6. Add/Edit Company Contact

Navigate to the Add/Edit Company Contacts page:

1. A list of the current contacts will be displayed in the Company Contacts grid.
2. Contacts can be added by entering the details on the Add Company Contact form.
3. Contact details can be edited by clicking on the "Edit" button on the contact record in the Grid.

Figure 12: Add/Edit Company Contact

Company Contact Details

Home
Edit Company Details
Add/Edit Company Contact
User Manual

Navigate to Add/Edit Company Contact on the left navigation pane

Company Name
Contact

First Name	Last Name	User	Email Address	Address Line 1	Town/City	County
Alder		User	test@gmail.com	Street 1		Dublin County
Patricia	Howard		patricia.howard@t om	Street 1		Dublin County

Company Contact Entry Form

First Name *
Last Name *
Job Title
Phone *
Mobile
Email Address *
Address Line 1 *
Address Line 2

7. Add/Edit Site Contacts

Open the Site Page for the relevant company site by clicking on the “Open” button on the Company Site Details grid on the home page.

1. Navigate to the Add/Edit Site contacts page on the left hand Menu.
2. To add a site contact you should first check if they are already entered as a company contact.
3. To do this click on the “Add Existing Contact” link at the bottom of the page.
4. This will display a list of existing contacts for your company.
5. If the contact you are intending on adding is listed select them and click on the “ADD” button.
6. If the contact is not already listed as a company contact click on the “Back” button.
7. The contact can be added by filling the details on the Site Contact Entry Form and hitting Save.
8. To edit a contact click on the “Edit” button beside the contact in the Site Contact grid.

Figure 13: Add/Edit Site Contacts

Home
[Edit Company Details](#)
[Site Equipment Listing](#)
[Add/Edit Company Contact](#)
[Add/Edit Site Contact](#)
[Add PCB Annual Notification](#)
[User Manual](#)

Company Name : Gracefield Products Ltd. Site Name : Manufacturing Plant

Site Contact Details

Edit	First Name	Last Name	Job Title	Phone	Email Address	Address Line 1	Town/City	County
	PcbTestOrg2 Admin	Admin			pcbtestorg2@hotmail.com.test.ie	test		Wexford

To edit details for a contact click on the Edit button

Site Contact Entry Form

First Name *
Last Name *
Job Title
Phone *
Email Address *
Address Line 1 *
Address Line 2
Address Line 3
Town / City *
County *
Dublin District Post Code

Back Save Clear Add Existing Contact

Check if the Contact is already available as a Company Contact by clicking on the Add Existing Contact button.

8. PCB Notification Form

Open the Site Page for the relevant company site by clicking on the “Open” button on the Company Site Details grid on the home page.

1. Navigate to the Add PCB Annual Notification page.
2. Complete the annual notification in the form provided .

Figure 14: Adding a PCB Notification Form - Part 1

Site Equipment Details
Please list all the Equipment on this site which is contaminated with PCBs or which could be potentially contaminated by PCBs. This includes all of the following types of oil filled Equipment which was manufactured on or before 1989.

- Transformers
- Circuit Breakers
- Regulators
- Welding Plant
- Motor Starters
- Power Factor Correction Units
- Capacitors
- Hydraulic Plant
- Submersible Pumps
- Other not listed above

Company Name : PCB Company Limited Site Name : Site 3

Quick User Tips : Browse over the buttons below for instructions

[To add PCB Annual Notification click here](#) [Edit Equipment](#) [Upload Documents](#)

Equipment Name	Equipment Status	Serial Number	Other Identifier	Location
----------------	------------------	---------------	------------------	----------

Display/Add Documents

Equipment Entry Form

Equipment Type *

Manufacturer

Model

Figure 15: Adding a PCB Notification Form - Part 2

PCB Annual Notifications

Site Name : Site 3

PCB Annual Notification Information

Site Name	Submitted Date	Report of Year
-----------	----------------	----------------

PCB Annual Notification Entry Form

Report for Year *

Confirmation *

Please provide information of the status of ALL suspect and confirmed PCB-contaminated equipment on site. Provide details of label and in-use management. Please also detail any disposal plans

Management Plan

Unidare Transformer - PCB content 199ppm:
The Unidare transformer located in the main plant room which is contaminated with 199ppm of PCBs continues to remain in use on Site 3. This equipment is labelled appropriately and is included within the sites Fire Management Plan. Spill kits are located adjacent to the transformers and the tap located on the unit is checked on a regular basis to ensure there are no leaks. The unit is located within a bunded room.

Power Factor Correction Unit - Containing 4 Askarel containing Capacitors
The PFCU reported in Q2 2012 has now been disposed of and is no longer present on Site 3. All relevant documentation including the method statement, Waste Transfer Form, Transfrontier Shipment Documentation and final certificate of destruction has been uploaded to the Alder portal.

No other equipment has been identified since the 2011 PCB notification. |