transfer

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GUIDE FOR USING THE SOFTWARE

Pollutant Release and Transfer Register

FOR THE COMPETENT AUTHORITY

July 2024

PARTICIPATIO ECONTACT REC ALBANIA REC BOSNIA AND HERZEGOVINA REC MONTENEGRO

Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection

Umwelt Bundesamt

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Contents

Introduction

The administration of the PRTR Registry consists of a relatively small number of activities carried out by the staff of the institution responsible for the administration of the PRTR Registry.
The staff of the competent institution do not have the right to modify the data entered into the database by the operators, nor do they have the right to enter data into the database on behalf of the operator.
If irregularities in the data are detected during the verification, the competent institution shall inform the operator who entered the data of the irregularities detected and the operator should correct the irregularities brought to its attention.

User administration

When the application is installed, a user account is created for the person who will act as administrator of the PRTR registry.
The PRTR registry application recognizes five different user rights:

1. System administrator
2. System operator
3. User of the system
4. Local administrator
5. Local user

The rights of the ***LOCAL USER*** and the ***LOCAL ADMINISTRATOR*** are explained in the user manual and will not be explained further here.
With the ***SYSTEM US*****ER** right, the user who has been assigned this right can view all data in the database, however this user cannot perform any activities on the data.

There are no significant differences between the rights of a ***SYSTEM OPERATOR*** *and a* ***SYSTEM ADMINISTRATOR***. A user with the *system administrator* right can, in contrast to a user with the system administrator right:

- Manage user accounts of the application
- Create a new reporting year
- enable the subsequent modification of data entered for an installation
- initiate the creation of a report for submission to the European Environment Agency

A user with the authorization of a system operator has the right to:

- authorize the registration of companies
- approve the addition of a new installation
- Deactivate a company or an installation
- To export data from the application

Creating a user account

To create a user, you must select the ***Users option*** in the ***Administration*** menu.

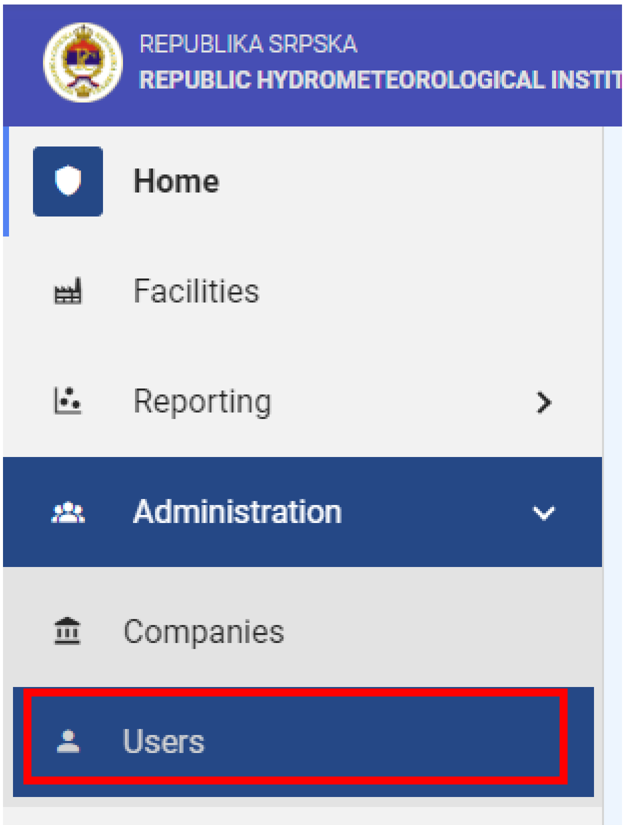


Fig. 1. Selection of functions for managing user accounts

If you click on the User option, you will receive a form as shown in Figure 2.

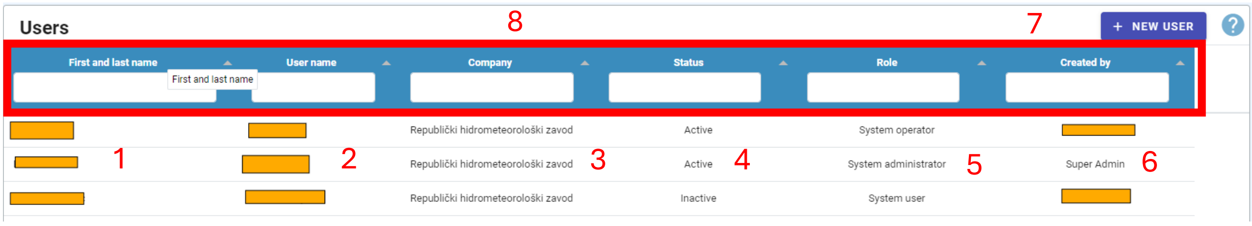


Fig. 2. Form for displaying and adding application users

Three units are distinguished on the form in Fig. 2:

1. Row with created user accounts (1-6)
2. Function for adding a new user (7)
3. Unit for searching/filtering user accounts (8)

Unit no. 1. contains the following data on user accounts:

1. First and last name of the user
2. User name
3. Company in which the user works
4. Status of the user account: active / inactive
5. The authorization assigned to the user account
6. Who created the user account

Unit no. 2. is used to search/filter user accounts; by entering a value in one of the fields, a query is executed that reduces/filters the visible number of user accounts.

If you click on the fields whose values are predefined, e.g. the field that describes the status or authorization of the user, a small menu appears with a selection of possible field values Fig. 3.

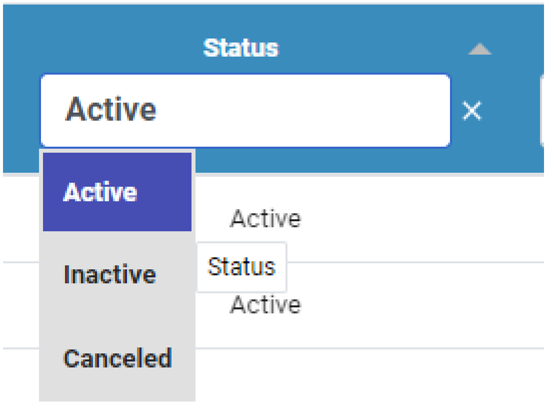


Fig. 3. Predefined status values for user accounts

The field selection active in Fig. 3 only shows the lines whose status is ***active***, in contrast to Fig. 2, where no filter is defined, so that 3 lines are displayed.

If you want to remove the filter, you must click on the **X** icon in Fig. 4.

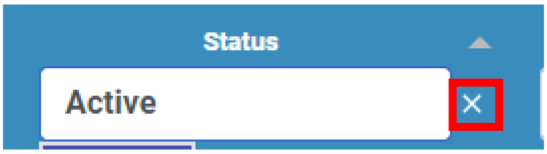


Fig. 4. Removing the filter

Create user

To add a new user, click on the ***NEW USER*** button (Fig. 2. field no. 7), whereupon the form opens as shown in Fig. 5

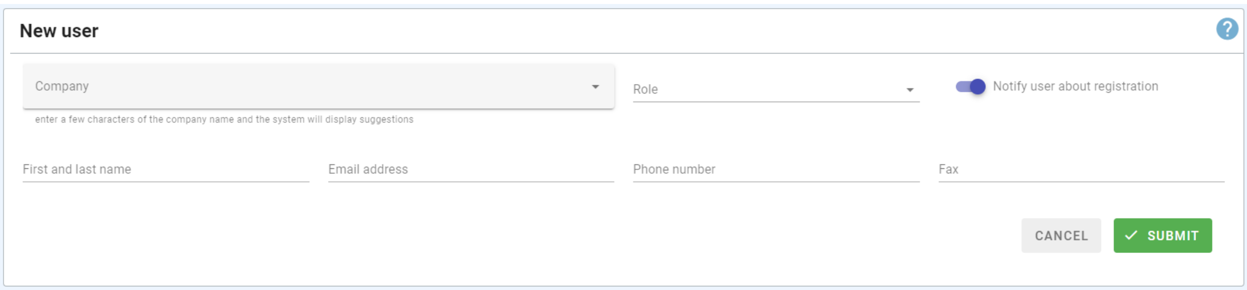


Fig. 5. Form for adding a new user

Fig. 5. Contain following fields the fields:

1. The name of the business entity for which the user account is being created, the business entity is selected from the drop-down list.
2. The authorization assigned to the user is selected from the drop-down list
3. Whether the user for whom the account is created will be notified by e-mail
4. First name and surname of the user
5. E-mail address
6. Contact phone
7. Fax number
8. Unsubscribe from user creation
9. Confirmation of the creation of a user account

In addition to creating users in the relevant institution, the system administrator has the right to create a user belonging to a business entity entered in the PRTR register.

The user name is created automatically according to the following rule ***NAME.surname***, if there is already a user with the same name and surname, the number ***NAME.SURNAMEXX*** is added to the user name, where **XX is a number** whose value increases continuously depending on how many users there are with the same name and surname.

The user account cannot be deleted, but it can be deactivated, blocked it for future usage.

Deactivation of the user account

Fig. 2 shows the list of user accounts created. If you want to view the details of a user account or deactivate it, click on the line containing the desired user account. After clicking on the line of the desired user account, a form appears, as shown in Fig. 6.

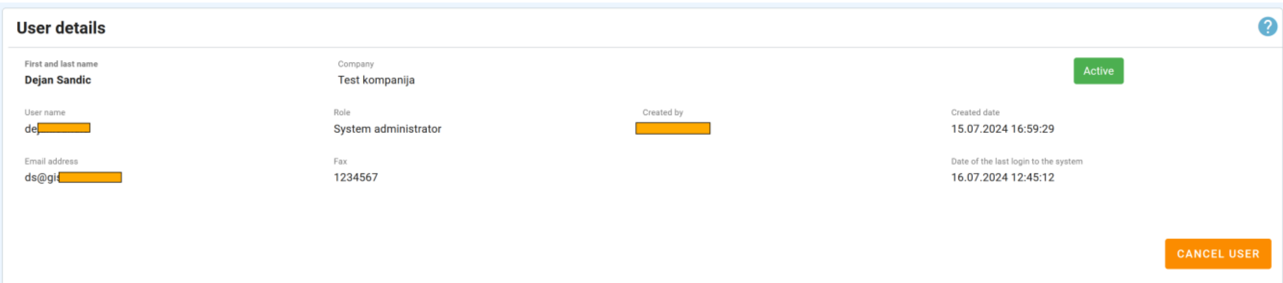


Fig.6. Form with user detail

Clicking on the orange button in the bottom left-hand corner of the form deactivates the selected user account. The green button in the top right-hand corner of the form shows the current status of the user account

Change your password

Changing the user password is explained in detail in the user manual. To change the password, click on the "***Forgotten password***" link in Fig. 7

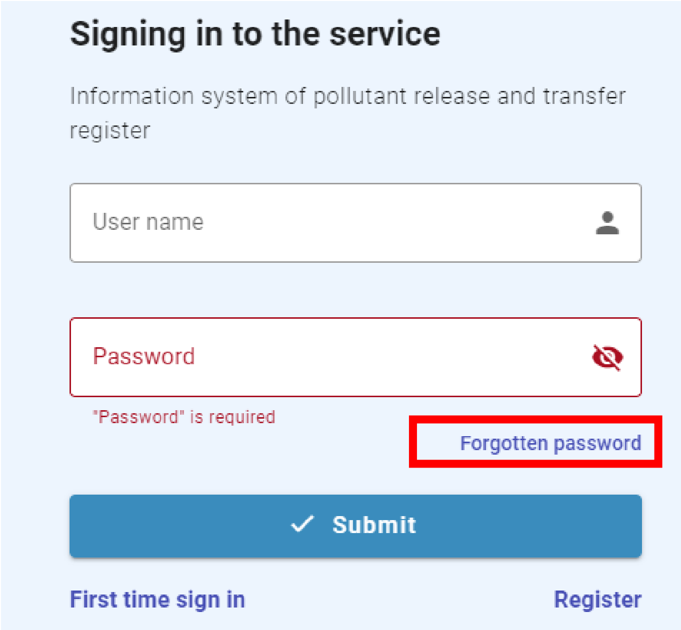


Fig. 7. Start of the password change procedure

After you have clicked on the ***Forgotten password*** link, a form opens (see Fig. 8) in which you enter the user name.

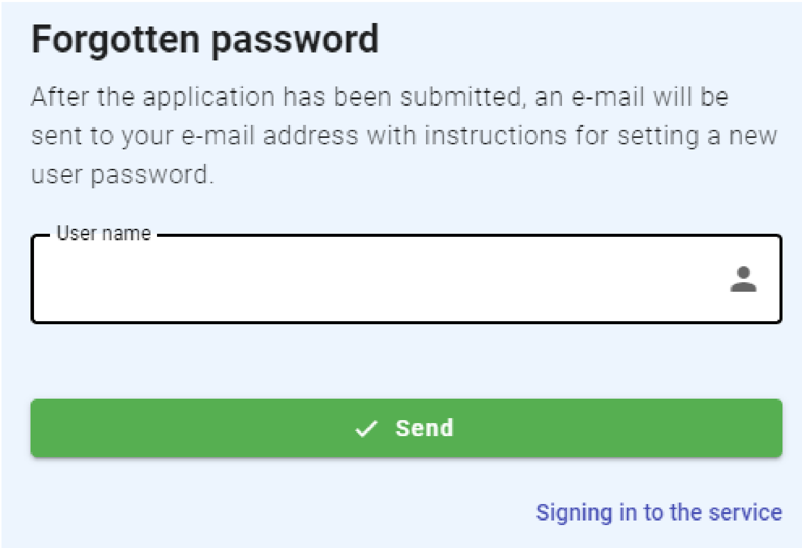


Fig. 7. Form for entering a user name where the password is changed

After entering the user name, a message is sent to the e-mail address containing instructions on how to change the password.

Registration of companies

After the company had completed the application for registration, the employees of the responsible institution received a notification that the company had submitted an application for registration.

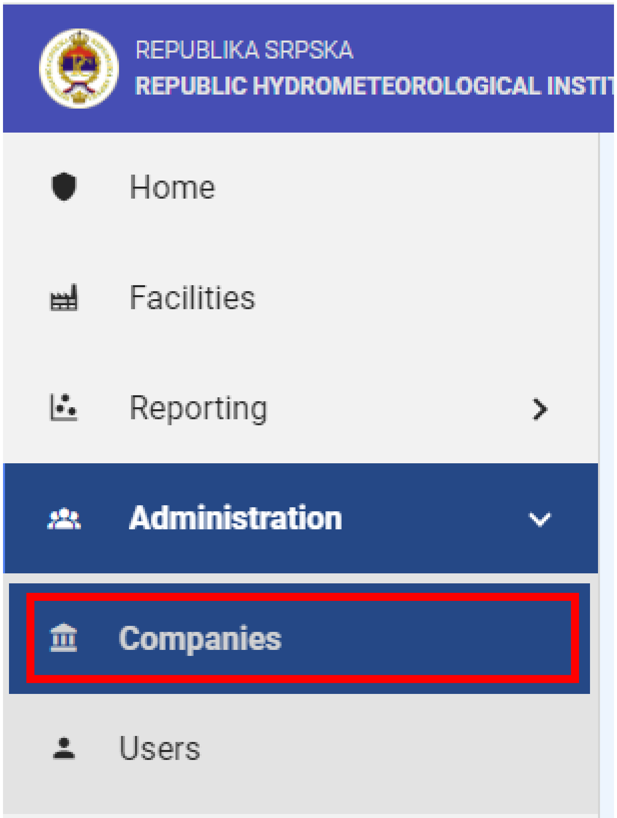
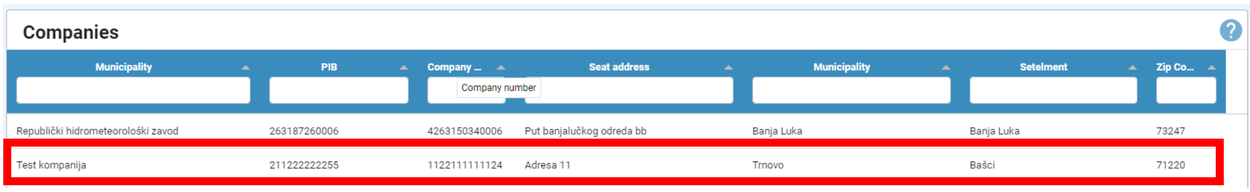


Fig. 8. Selection of the function for displaying economic units

By selecting the ***Companies*** (Fig. 8) in the ***Administration menu***, the form shown in Fig. 9 is displayed, in which list of companies displayed.



Municipality	PIB	Company ...	Seat address	Municipality	Setelment	Zip Co...
Republički hidrometeorološki zavod	263187260006	4263150340006	Put banjalučkog odreda bb	Banja Luka	Banja Luka	73247
Test kompanija	211222222255	1122111111124	Adresa 11	Trnovo	Bašci	71220

Fig. 9. Form with list of created companies

Click on the row in the table with the companies whose data is contained in the PRTR register and form as shown in Fig. 10. Will be shown

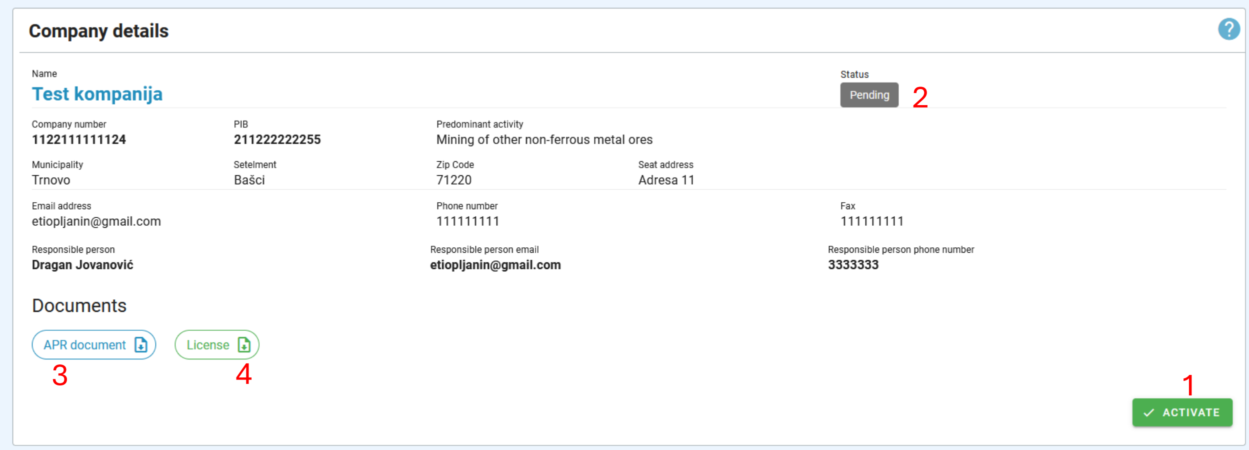


Fig. 10. Form with company details which has submitted an application for registration

The green box in the bottom right-hand corner of the form (box no. 1. Fig. 10.) is used to activate / accept the application for registration of a company. Clicking on this field changes the status of the company that has submitted an application for registration (Fig. 11).
The gray box (box no. 2, Fig. 10) in the upper right corner of the form indicates the status of the submitted application, where the gray box represents the application for registration pending approval, while the green box indicates that the application has been approved.
By clicking on fields no. 3 and no. 4 in Fig. 10, you can view the documents that the company submitted when registering their company.

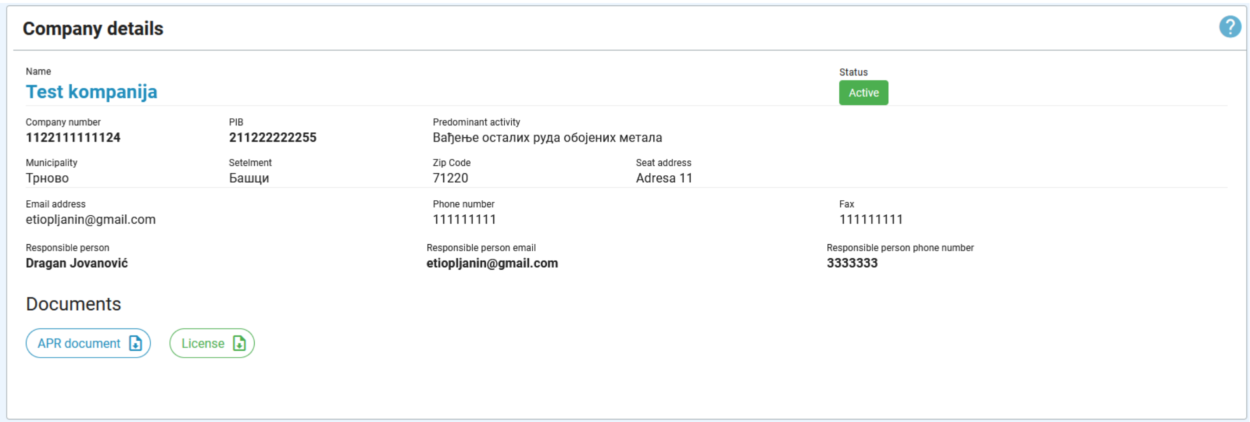


Fig. 10. Layout of the form with the details of the business entity whose registration has been approved

Entry of a new facility

The facility is the main carrier of information in the PRTR register, which is why special attention is required when establishing a new facility.
After the approved registration, the company can start create facility in register which are subject to reporting under the PRTR register and are used by the company.

The operator can only proceed with entering data on the emission source located in an facility once the competent institution has activated the newly created facility.

To obtain a list of the facilities created in the PRTR register (a created facility does not mean that it is active), the ***Facilities*** option must be selected in the menu (Fig. 11).

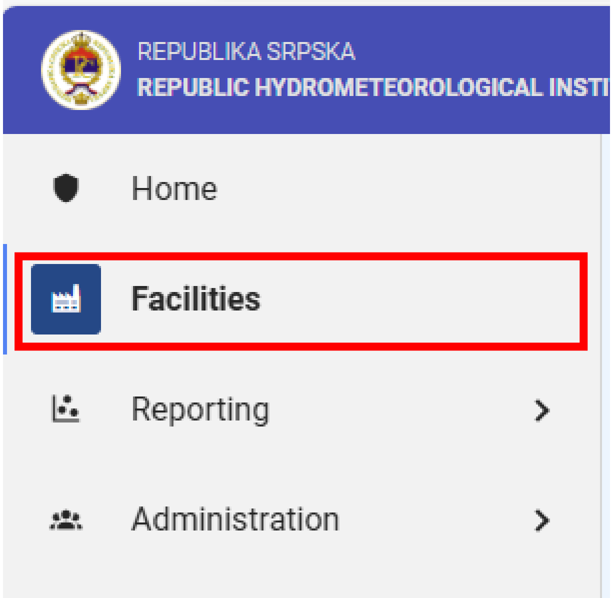


Fig. 11. Selecting the Facilities option from the application menu

If you click on the ***Facilities*** in the menu, you will see a form for displaying the facilities created in the PRTR register.

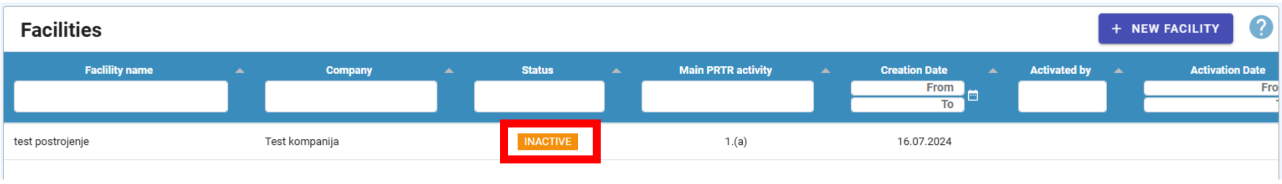


Fig. 12. Display of the list of created facilities in the PRTR register

In Fig. 12. in the table with the created facilities, only one installation is visible; the facility can have an active and an inactive status. An active status means that the facility has been approved by the responsible institution, while an inactive status (the field is colored orange) means that the created attachment is awaiting approval by the responsible institution.

To change the status of the facility, click on the line in the table that belongs to the facility whose status you want to change. The screen shown in Fig. 13 will then appear.

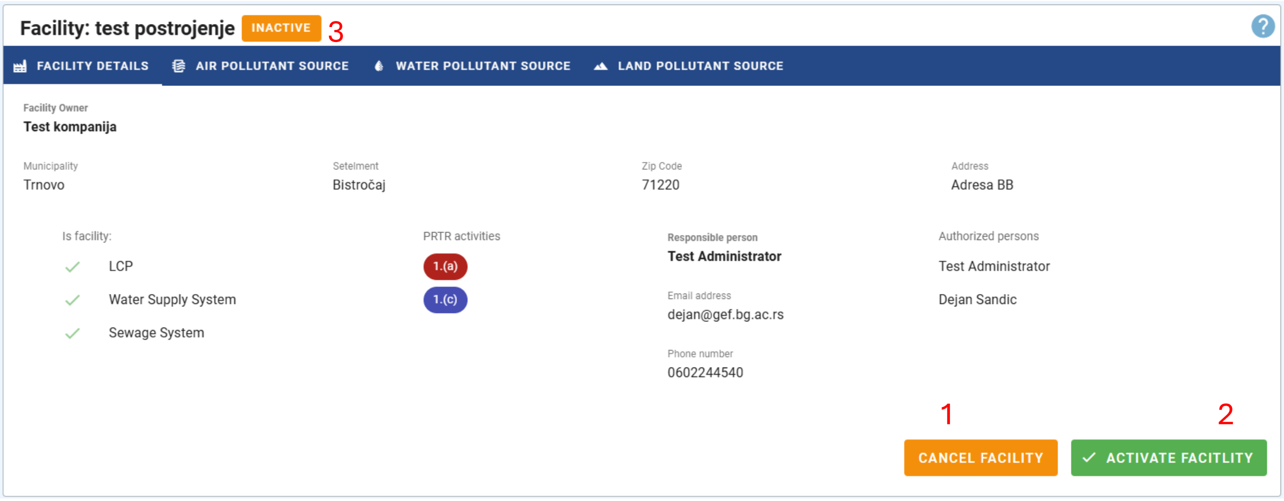


Fig. 13. Form for activating/deactivating the system

Click on the green button (field no. 2. Fig. 13.) to activate the created facility. After activating the facility, the operator can enter data on the emission sources exist in this facility.

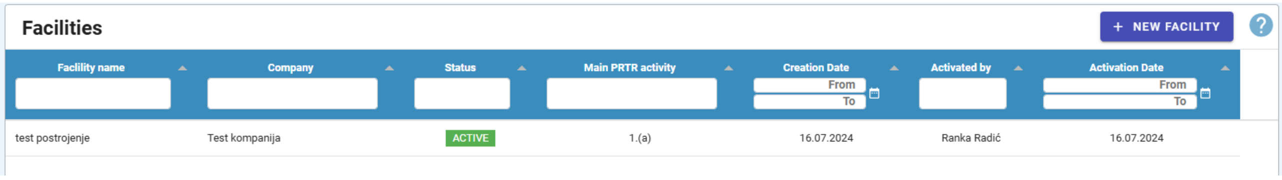


Fig. 14. Change in the form in Fig. 13. after activating the facility

If the facility is to be deactivated, click on the line of the table in which the desired facility is located. You will then see the form in Fig. 15.

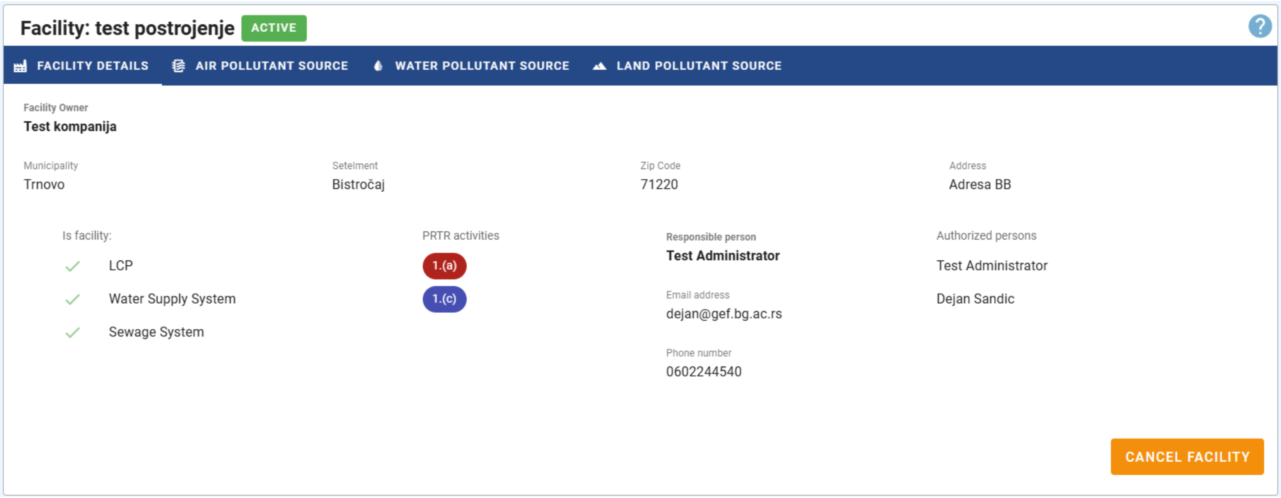


Fig. 14. Form for the deactivation of facility

When creating the facility, it is possible to deactivate or activate it (Fig. 13, fields no. 1 and no. 2). If the facility is activated, it can only be deactivated, as only the button for deactivating the facility is available (Fig. 14)

Data export for analysis

The application enables simple queries, for more complicated queries or analyzes it is necessary to export the data and analyze it in a program such as Microsoft Excel.

On the basic form of each report, there is a button for data export in the report menu next to the button for new entries, Fig. 15

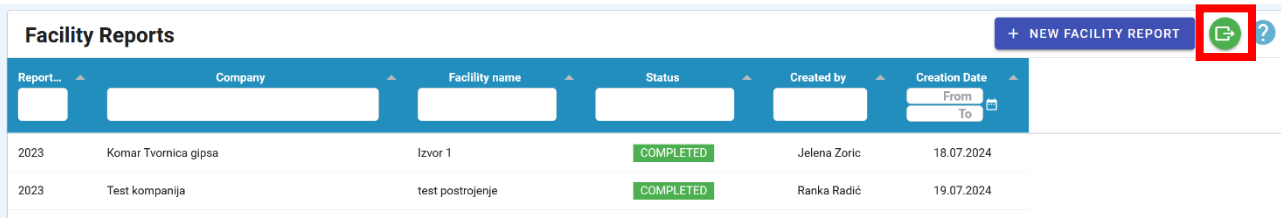


Fig. 15. Data export function

If you click on the "Export" button, a new form opens (Fig. 16) in which you must confirm whether you want to export the data. The data export may take some time depending on the size of the data set to be exported.

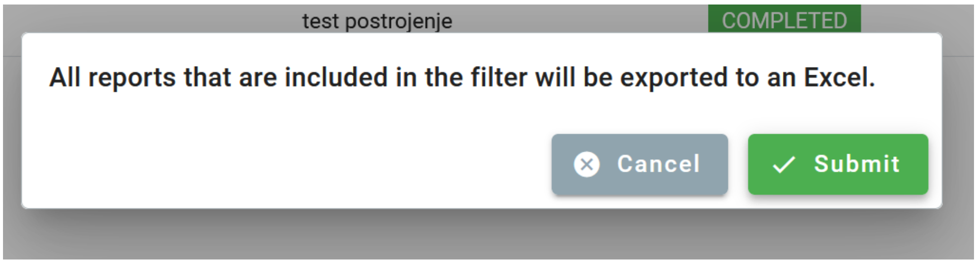


Fig. 16. Confirmation required to start the data export

To limit the text of the exported data, the area with the filters above the data table can be used (Fig. 15.).

Each report consists of several different data sets. When exporting the report, each data set in report corresponds to a sheet in the Excel file (Fig. 17a and Fig. 17b.).

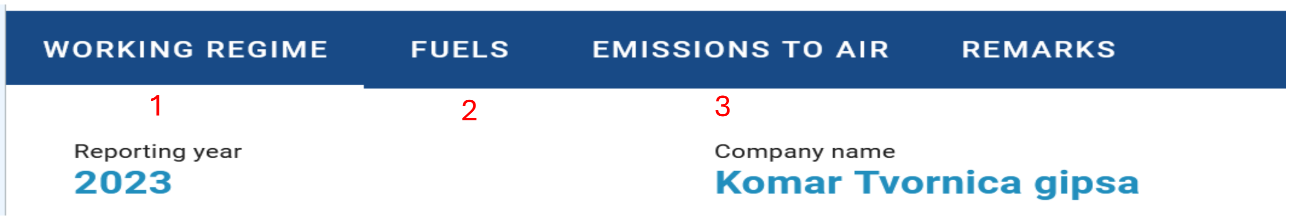


Fig. 17a. Data sets collected in a single report

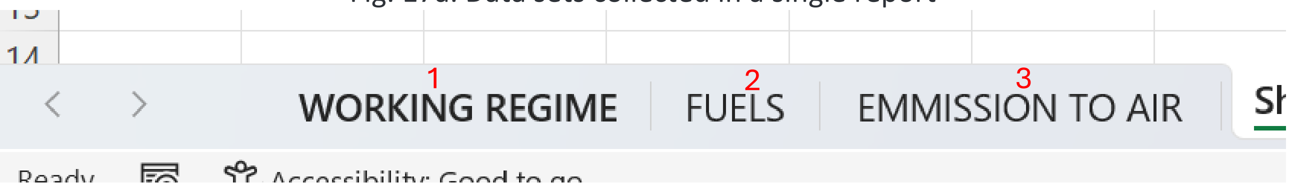


Fig. 17b Report data set that were transferred to excel sheets

When exporting, it is possible to export the selected data set for only one or all reporting years.

Reporting year

The reporting year is the calendar year for which the report is submitted. Reporting entities are required to submit the required data by the date specified in the relevant legal act. No further changes or subsequent additions to subtopics are possible after the specified date.
The institution responsible for the reporting date deactivates further data entry for the reporting year - blocks the data.
To lock the reporting year, select the Reporting year option in the Administration menu (Fig. 18).

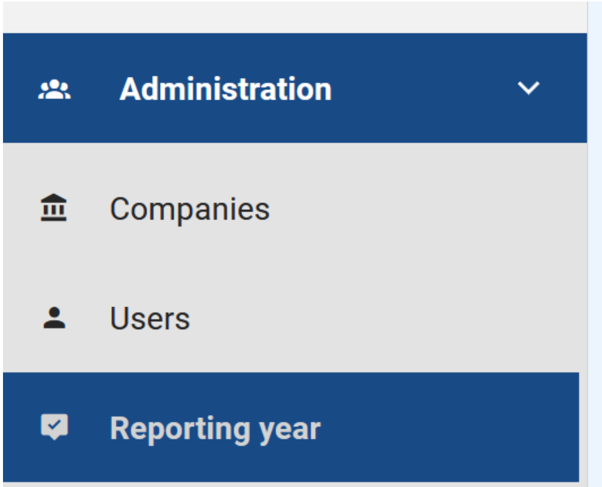


Fig. 18. Selecting the option for working with the reporting year

If you click on the Reporting year option, you will receive the form shown in Fig. 19.

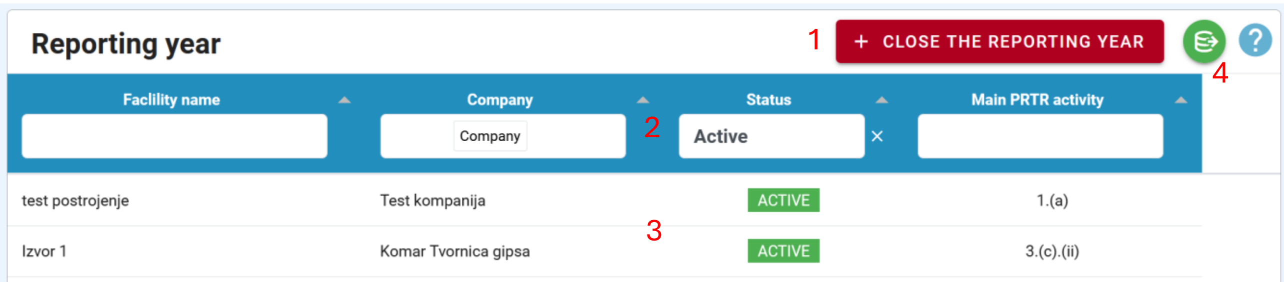


Fig. 19. Form for the end of the school year

The form in Fig. 19. contains the following fields

1. Button to close the reporting year
2. Data filtering
3. Table with facilities
4. Button for exporting data in the format specified by the EEA

If you click on the CLOSE REPORT YEAR button, a new form will open (Fig. 20) asking you to confirm the closure of the reporting year. Once you have selected the CONFIRM option, any further data entry for this reporting year will be disabled; this process is irreversible.
Closing a reporting year automatically creates a new reporting year and all data entries in the application refer to the new reporting year.
During the data check that precedes the submission of the annual report to the European Environment Agency, errors may occur during data entry by the economic entities. The employees of the competent

institution do not have the possibility to correct the errors found. It is therefore necessary to give companies the opportunity to correct the errors found after the reporting year has been completed. Clicking on a row in the table (field no. 3, Fig. 19) opens the form shown in Fig. 20.

Fig. 20. Form for extending the deadline for data correction after the end of the reporting year

Persons who have the administrator's prerogative at the competent institution are authorised to initiate functions in connection with the closure of the reporting year and the extension of the deadline for the correction of data.

Preparation of reports for the EEA

To prepare the report to the European Environment Agency, you must click on field no. 4 Fig. 19.
If you click on this box, a file in Microsoft Access format will be downloaded and forwarded to the European Environment Agency.

Updating the application

The application for the PRTR register was implemented using DOCKER technology. To update the application, it is necessary to log in to the server running the application using SSH client software. After logging in to the server running the PRTR registry application, the following command must be entered into the console:

docker stack deploy -c prtr-compose.yml --with-registry-auth prtr

When entering the command, make sure that the command is written in lowercase letters.