



Office of
Environmental
Enforcement

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Mr Nigel Cannon
General Manager
TopChem Pharmaceuticals Limited
Ballymote Business Park
Carrownanty
Ballymote
County Sligo

21 February 2008

MP0828-01

Dear Mr Cannon

In order to facilitate the prompt and efficient processing of monitoring returns to the EPA, all licensees are required to submit a cover letter with all monitoring returns in the format specified below. This is required under the IPPC licence, *'the format of all records required by this licence shall be to the satisfaction of the Agency'*.

The covering letter shall include the following information referenced at the top of the page:

1. **The IPPC licence Register No.**
2. **The company name as per the licence application.**
3. **The reporting period.**
4. **Required submission date.**
5. **Report name as listed in the Schedule on "Recording and Reporting to the Agency" to the IPPC licence (Reg No. P0828-01).**

In a situation where a number of reports are being submitted together please list the report names on the cover letter as per the Schedule on "Recording and Reporting to the Agency". Please note that you are required to submit the original and two copies of the reports.

NON COMPLIANCES

If there were non-compliances in the reporting period, the following details are required:

1. **Date.**
2. **Parameter.**
3. **Emission point reference no.**
4. **Number of non compliant measurements versus number of measurements during the reporting period.**
5. **Maximum exceedence versus licence limit.**
6. **Cause.**
7. **Corrective action.**



COMPLAINTS

A summary of complaints received should be given in the cover letter. This summary should include the total number of complaints received during the reporting period and a breakdown of these complaints based on the classification used in the attached sample cover letter. Complaints received via the EPA should be clearly differentiated from those received directly. If no complaints were received by your facility during the reporting period please report that zero complaints were received.

If there were complaints received in the reporting period, the following details are required:

1. **Complaint class.**
2. **Total number of complaints by class.**

Please find attached a *sample* covering letter. If these requirements for a covering letter are not met, monitoring results will be returned and deemed not received.

The Guidance Note on the preparation and presentation of the Annual Environmental Report (AER), as defined in IPPC licences, can be downloaded from the Agency's website at the following location :-

<http://www.epa.ie/OfficeofEnvironmentalEnforcement/LicenceEnforcement/AnnualEnvironmentalReport/>. This Guidance Note contains information on the contents and structure of an AER. Licensees should have regard to this Guidance Note when fulfilling the reporting requirements of an IPPC license. Please note that there is now a provision for summary data to be submitted in electronic format to the EPA.

Please also find attached the Guidance Note for the effective monitoring of emissions to sewer and waters. The Guidance Note for the effective monitoring of emissions to atmosphere, can be downloaded from the Agency's website at


<http://epanet.epa.ie:8888/Development.epa.ie/downloads/advice/licensee/name,12626,en.html>

European Waste Catalogue and Hazardous Waste List

The European Waste Catalogue and Hazardous Waste List is a consolidated document designed to ease the task of classifying waste and hazardous waste and understanding the legislation associated with the classification of waste and hazardous waste. It may be used in classifying all wastes and hazardous wastes. It is available to download from the Agency's website at <http://www.epa.ie/NewsCentre/ReportsPublications/HazardousWaste/FileUpload,383,en.pdf>

If you have any questions or require any additional information, please do not hesitate to contact this office.

Yours sincerely,


Administration
Office of Environmental Enforcement

Office of Environmental Enforcement
 Environmental Protection Agency
 PO Box 3000
 Johnstown Castle Estate
 Wexford

Register No.: 1001
Company Name: ABC Works
Reporting Period May 1997
Required submission date: 14 June 1997
Report Names Emissions to Atmosphere
 Emissions to Sewer
 Complaints
 Surface Waters

Dear Sir/Madam

Please find attached the monitoring results for the above referenced month and licence. A summary of compliance with the IPPC licence conditions is as follows:

Were all monitoring results compliant with the terms of the IPPC licence?

Yes

No

√

Date	15 May 1997	20-22 May 1997
Parameter	Suspended solids	TA Luft Class III Organics
Emission Point Ref. No.	SW 1	A 11
No. of exceedences vs. No. of samples	4 of 5	n/a
Maximum Exceedence vs. Emission Limit Value	43mgL vs 10mgL	n/a
Cause	Floating aerator malfunction	Monitoring equipment broken
Corrective action	Repair of aerator completed on 22/4/97. Effluent quality returned to compliance on 25/4/97	Monitoring equipment sent for repair. Monitoring re-commenced at 10.00 hrs on 22 May 1997.

Were any complaints received in this reporting period?

Yes

No

√

Complaint Class	Noise	Odour	Water	Dust	Procedural	Miscellaneous	Total
Total	2	1					3

If you require any additional information please contact this office.

 A.N. Other
 Environmental Manager

 Date