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Dear Ms. Power

The EPA has recently issued a Waste Water Discharge Licence for an agglomeration in County Cork, namely Killeens. The EPA is writing to inform you that it is the responsibility of Cork County Council, as the licensee, under Condition 6 of the Waste Water Discharge Licence to ensure that notifications, records and reports are submitted to the EPA in accordance with the requirements of the licence. In order to facilitate prompt and efficient reporting to the EPA all licensees are required to submit correspondence directly to the appropriate EPA Regional Inspectorate. The contact details for the submission of reporting data and incident notifications from waste water discharge licences in County Cork is:


Office of Environmental Enforcement,  
Environmental Protection Agency,  
Inniscarra  
Co Cork

Phone: (021) 4875540

Fax: (021) 4875545

Please see Appendix 1 attached for additional information in relation to guidance and reporting to the Agency. If you have any further questions please do not hesitate to contact the EPA using the contact details above.

Yours sincerely,



**Sonja Smith**

Programme Officer

Environmental Licensing Programme

Office of Climate Licensing & Resource Use

## **Appendix 1**

The EPA has compiled guidance for licensees on incident notifications. This guidance note is available for download at:

[http://www.epa.ie/downloads/advice/licensee/FG009-001\\_001\\_Guidance\\_to\\_Licensees\\_on\\_the\\_Notification\\_Management\\_Communication\\_of\\_Environmental\\_Incidents.pdf](http://www.epa.ie/downloads/advice/licensee/FG009-001_001_Guidance_to_Licensees_on_the_Notification_Management_Communication_of_Environmental_Incidents.pdf)

Please also find attached an Incident Notification Template that should be used when reporting incidents to the Agency.

<http://www.epa.ie/downloads/advice/licensee/name,28060,en.html>

Guidance Notes relating to the preparation and presentation of the Annual Environmental Report (AER) and the Pollutant Release and Transfer Register (PRTR), as defined in Waste Water Discharge licences, can be downloaded from the Agency's website at the following location:

<http://www.epa.ie/whatwedo/enforce/lic/aerprtrreporting/>

Please note that there is now a provision for summary data to be submitted in electronic format to the EPA. 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 the licence.

As part of the enforcement of Waste Water Discharge Licences, it is proposed that the EPA will be undertaking audits and discharge monitoring to determine compliance with licence conditions. The EPA has developed an Audit Report which details the information that will be required to determine compliance or otherwise with the licence conditions. Please find attached for your information a copy of the Audit Report template.

<http://www.epa.ie/downloads/advice/licensee/name,26995,en.html>

Full details on all guidance provided to licensees are available at

<http://www.epa.ie/downloads/advice/licensee/>

or

<https://www.enforcementnetwork.ie/docs/>