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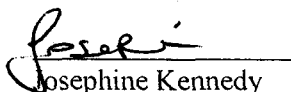
Dear Mr. Johnston

The EPA has recently issued a Waste Water Discharge Licence for an agglomeration in County Monaghan namely Carrickmacross. The EPA is writing to inform you that it is the responsibility of Monaghan 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 e-mail address and contact details for the submission of reporting data and incident notifications from waste water discharge licences in County Monaghan is:

Office of Environmental Enforcement,  
Environmental Protection Agency,  
McCumiskey House,  
Richview,  
Clonskeagh Road,  
Dublin 14.  
Phone: 01 2680100  
Fax: 01 2680199

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,



Josephine Kennedy  
Programme Officer  
Environmental Licensing Programme  
Office of Climate Licensing & Resource Use



## Appendix 1

### **Guidance on Incident Notification**

The EPA has compiled guidance on incident notifications for waste water discharge licence holders. This guidance is available for download at:

<http://www.epa.ie/downloads/advice/waste%20water/name,30562,en.html>

The Incident Notification template to be used when reporting waste water incidents to the EPA can be downloaded at:

<http://www.epa.ie/downloads/advice/waste%20water/name,30563,en.html>

The EPA issued a circular letter to Local Authorities on 27<sup>th</sup> June 2011 setting out new arrangements for a system of electronic reporting and corresponding via e-mail. This letter can be downloaded at:

<http://www.epa.ie/downloads/advice/waste%20water/name,31058,en.html>

### **Guidance on the Annual Environmental Report and the Pollutant Release and Transfer Register**

Guidance on the preparation and submission of the Annual Environmental Report (AER) and the Pollutant Release and Transfer Register (PRTR), which must be submitted to the EPA in accordance with the waste water discharge licence requirements, can be downloaded from the EPA website at the following location:

<http://www.epa.ie/downloads/advice/waste%20water/>

This guidance contains information on the content and structure of an AER. Licensees should have regard to this guidance when fulfilling the reporting requirements of the waste water discharge licence.

### **Audits**

*As part of the enforcement of waste water discharge licences, it is proposed that the EPA will undertake audits and discharge monitoring to determine compliance with licence conditions. The EPA has developed an Audit Report which details information that will be required to determine compliance or otherwise with the licence conditions. For your information a copy of the Audit Report template can be downloaded at.*

<http://www.epa.ie/downloads/advice/waste%20water/name,30564,en.html>

### **Other Guidance**