

Mr Paul Tully
Owner/Manager
Mr Paul Tully
Moate Pig Unit
Ballinakill
Portlaoise, County Laois

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Environmental Protection Agency
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22 December 2011

P0710-03

Dear Mr Tully

In order to facilitate the prompt and efficient processing of reports to the EPA, all licensees are required to submit a cover letter with all reports 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. P0710-03).**

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.

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.

Encls.



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, reports 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 note that not all sections of the AER will be relevant to your class of activity. A specific AER Guidance Note is in preparation by the Agency for the Intensive Agriculture sector (piggery and poultry installations) of the First Schedule to the EPA Acts 1992 to 2011, draft copies of which may be obtained upon request.

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,


Programme Officer

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 Slurry Manure Register
Available Slurry/Manure storage
capacity

Dear Sir/Madam

Please find attached the report for the above referenced month and licence.

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

