

Mr Noel Madden
Managing Director
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Dear Mr Madden

The EPA has recently issued an Industrial Emissions licence for your facility The Recycling Village Limited at Unit 21 Duleek Business Park, Commons, Duleek, County Meath. The EPA is writing to inform you that it is the responsibility of The Recycling Village Limited, as the licensee, under Condition 11 of the licence, to ensure that notifications, records and reports are submitted to the EPA in accordance with the requirements of the licence.

The EPA enforces all licences through an online web based system and has largely removed the need for paper based communication. Therefore, in order to facilitate the prompt and efficient enforcement of your license you are now required to contact the EPA without delay at aldersupport@epa.ie supplying the following information:

- As a minimum, the name and email address for the primary contact for your facility in relation to enforcement of your license.
- The Agency strongly recommends that contact information is also supplied for a secondary and tertiary contact.

The licensee shall then be issued with a *username* and *password* for logging into this web based system; through which enforcement of the licence and communication with the EPA will largely be based. Guidance on the use of the system, which you are strongly encouraged to read, can be found on the Agency's website at:

<http://www.epa.ie/whatwedo/enforce/alderhelp/>

The primary, secondary and tertiary contacts will be the persons notified of any correspondence/notifications from the EPA.

The management and communication of any incidents to the EPA shall be in accordance with the EPA's Guidance;

"Guidance on the Notification Management and Communication of Environmental Incidents" which can be accessed at:

<http://www.epa.ie/downloads/advice/licensee/name.23035.en.html>

All incidents must now be reported via the ALDER electronic communications web portal.

Guidance Notes on the preparation and presentation of the Annual Environmental Report (AER) and the Pollutant Release and Transfer Register (PRTR), as defined in your Industrial Emissions



licence, can be downloaded from the EPA's website at the following location:-
<http://www.epa.ie/downloads/advice/aerprtr/>.

These guidance notes contain information on the contents and structure of an AER/PRTR. Licensees should have regard to this Guidance Note when fulfilling the reporting requirements of their licence.

Guidance on ensuring that high quality emission monitoring data is reported to the EPA, in accordance with licence requirements, can be downloaded from the EPA's website at <http://www.epa.ie/whatwedo/advice/envmon/>.

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 EPA's website at <http://www.epa.ie/downloads/pubs/waste/stats/>

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

Yours sincerely,



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