Ms Elaine Neary
AWN Consulting Limited
Tecpro Building
Clonshaugh IDA Business & Technology Park
Dublin 17

08 June 2018   Reg. No.: W0297-01

<u>Article 34 of the Waste Management (Licensing) Regulations in respect of a licence application from Harp Refrigerants Limited for a facility located at Harp Refrigerants Limited, Unit 2, Whitestown Industrial Estate, Whitestown Road, Tallaght, Dublin 24.</u>

Dear Ms Neary

The [Environmental Data Exchange Network (EDEN)](#) is being upgraded to enable applications for a licence/licence review to be processed electronically.

These changes involve the creation of a new EDEN application called '***Authorisation Module***'. Initially, the '*Authorisation Module*' will allow the Agency to issue letters and notices associated with the later phase of the licensing process. The functionality also provides for you to respond to requests for further information via EDEN, where requested to do so. (This functionality will be expanded in the future).

The aim is to:

 ➢ Reduce paper based correspondence through the use of electronic communication.
 ➢ Improve our customer and stakeholder experience.
 ➢ Streamline our processes.

Your current licence application (Reg. No.: W0297-01) will be progressed via this new process.

Please complete the following:

 A. If you have not already done so, you need to sign up and register for EDEN.

   Guidance on this process is located here: https://www.edenireland.ie/help/gethelpfileforreg. EDEN is accessed here: https://www.edenireland.ie/

   ➢ **When registering a new organisation in EDEN (i.e., an organisation that <u>has not</u> previously been registered) please enter the organisation name <u>exactly</u> as it appears on your Licence Application Form.**

   ➢ When selecting the modules that you want to access, you should select '***Authorisation Module***' (required to access licence application/review correspondence and to interact with the Office of Environmental Enforcement (OEE) following the grant of a final decision on your application/review).

What will this mean to you?

1. *Appendix 1* overleaf includes the names and contact details of the people in your organisation the Agency will correspond with as '**Contact(s) for Correspondence**' and '**Contact for Licence Issue**'. (These contact details originate from your licence application form).

   ➢ A '**Contact for Correspondence**' will be notified via e-mail when any notice or letter is issued, via the new 'Authorisation Module' of EDEN, on the application for a licence/ review. There can be multiple 'Contact(s) for Correspondence'.

   ➢ The '**Contact for Licence Issue**' is the person to whom the final decision on the application for a licence/ review will issue (via post). There can only be one 'Contact for Licence Issue'.
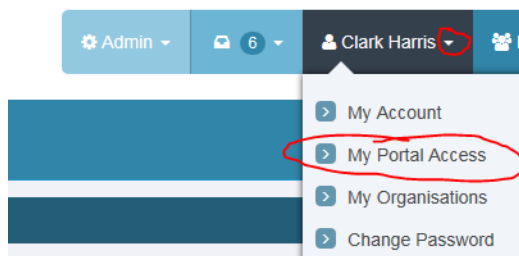
   Please review the contact details included in *Appendix 1*, and if you require a change, or to add an additional 'Contact for Correspondence', please e-mail the request to: licensing@epa.ie.

2. Whenever a letter or notice is issued to the new '*Authorisation Module*' area of EDEN, each '**Contact for Correspondence**' will receive an e-mail, with a hyperlink, advising them of this new correspondence.

3. When the Agency makes a decision on your licence application/review, the final decision will be issued (via post) to the '**Contact for Licence Issue**'.

   Note: The final decision on your licence application will continue to be issued to you by post.

To gain access to the '*Authorisation Module*' in EDEN (where you do not currently have access) you will need to:

1. Log into EDEN and click on the small arrow next to your name, then select '*My Portal Access*' (See screenshot below).

2. Click on the 'Request Access' button against '*Authorisation Module*' from the '*Other Modules*' list.

3. Click on '*Submit Request*'.

Please complete Steps 1 to 3 (detailed above), if applicable, <u>as soon as possible after receipt of this letter.</u>

On approval of your request by the Agency, the '*Authorisation Module*' application will be available to you under the '*EDEN Modules*' tab. You will then be able to access any further notices and letters issued to you on your licence application.

If you have any queries or feedback on the new process please e-mail licensing@epa.ie.

Yours sincerely,

Environmental Licensing Programme
Office of Environmental Sustainability
Tel: 053 – 9160600

cc   Mr Bryan J. Davies, Harp Refrigerants Limited, Unit 2, Whitestown Industrial Estate, Whitestown Road, Tallaght, Dublin 24.

Licence Application – Authorisation Module Contacts

Harp Refrigerants Limited Reg. No.: W0297-01

1. **Licence Application/Review - Contact(s) for Correspondence**

When a notice or correspondence on a licence application/review is issued via the 'Authorisation Module' an e-mail, including a link, will be issued to the 'Contact for Correspondence'.

Based on your Licence Application Form the following contact has been added as a 'Contact for Correspondence':

Contact for Correspondence	
Name	**Email**
Elaine Neary	elaine.neary@awnconsulting.com
Bryan Davies	bjdavies@harpintl.com
Bryan Davies	info@harp.ie

> ➤ If you would like to update/replace this contact person, or if you would like to add additional contacts of this type, please respond via e-mail to licensing@epa.ie with the full name and e-mail address of the contact(s).

2. **Licence Application/Review - Contact for Licence Issue**

When a decision on a licence application/review is issued, the final decision will be sent (via the post) to the 'Contact for Licence Issue'.

Based on your Licence Application Form the following contact has been added as the 'Contact for Licence Issue':

Contact for Licence Issue	
Name	**Email**
Elaine Neary	elaine.neary@awnconsulting.com

> ➤ If you would like to update/replace the 'Contact for Licence Issue' please respond via e-mail to licensing@epa.ie with the full name and e-mail address of the contact.