

SAMPLE TEXT

Our ref: ISR/99/lettv1.1

Date: 12 November 1999

<<address, fields 1,2,3,4 .>>

Dear <<Name or title>>

POLLUTION INVENTORY FOR 1999

I am writing to remind you of the need to provide information for the Inventory of Sources and Releases (ISR) for annual mass releases in 1999. As an operator of an authorised process or processes you are required to do this under the terms of your authorisation. The information provided for the ISR last year was reported as part of the Pollution Inventory and was placed on the Agency's website in May 1999.

This year the Agency has made available the relevant information for providing your returns for 1999 on the Internet but there are no changes in the requirements for reporting. Copies of the ISR Reporting Form and Guidance have been placed on the Agency's website for your use and can be accessed from the following Internet address:

URL Code: www.environment-agency.gov.uk/epns/isr.html

The Form is available in a number of formats including a Microsoft Word version where data can be entered electronically although returns must still be submitted as a hard copy to your local Agency Office. If you do not have access to the Internet you should contact your local Agency Office which will be able to provide you with the relevant copies of the reporting form and guidance.

The Guidance for Operators has been altered to provide some clearer definitions and examples including:

- Developments on the Pollution Inventory
- Reporting of "Notifiable Releases"
- Reporting of total Volatile Organic Compounds (VOCs)
- Reporting of individual organic compounds; and
- Estimating using Emission Factors.

Cont/d..

In addition the website will also provide you with access to your reported emissions for 1998 by entering your authorisation number or company name. Where an authorised process has been successful in a claim for confidentiality or is protected by National Security this information is not available and you should contact your local Agency office for details of historical releases if they are required.

For information a copy of this letter has been sent to both the process address and registered company address. If you have any queries please contact your local Agency Office.

Yours sincerely

MARTIN BIGG
Head of Process Industries Regulation

Direct dial 01454 624381
Direct fax 01454 624374