European Environment Agency

Reporting of establishment information under the Seveso Directive (eSPIRS)

Manual for Reporters

Version 1

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Contents

1 Introduction

This document describes how European Member States (MS) and other reporting countries are expected to report on Seveso eSPIRS (e-Seveso Plant Information Retrieval System) under the Seveso-III Directive (Directive 2012/18/EU) and Commission Implementing Decision (CID) 2022/1979. Throughout this document, this reporting process is referred to as 'Seveso eSPIRS reporting'.

Section 2 provides an overview of the conceptual framework underpinning the reporting process, while Section 3 describes the practical aspects of submitting eSPIRS data through the European Environment Agency's reporting platform, Reportnet 3.

Additional documentation is available to support reporters and provide detailed guidance on specific aspects of the reporting process:

- Data Model Documentation, describing the data elements to be reported for eSPIRS.
- The Data Format Guide, describing the structure and content of the files to upload in Reportnet 3.
- The Quality Control Documentation, describing the Quality control logic applied to the reported data.

All of the documents concerning the reporting of Seveso Directive data flows can be found at:
https://industry.eea.europa.eu/seveso/about

1.1 Transition of eSPIRS to the European Environment Agency

In accordance with the provisions of Commission Implementing Decision (EU) 2022/1979, the European Environment Agency (EEA) was required to develop, by the end of 2025, the database referred to in Article 21(3) of the Seveso III Directive (Directive 2012/18/EU) for the collection and management of information on Seveso establishments. Prior to these provisions, responsibility for collecting and maintaining this information rested with the Major Accident Hazards Bureau (MAHB) of the European Commission's Joint Research Centre (JRC). At the end of 2025, the contents of the e-Seveso Plant Information Retrieval System (eSPIRS), hosted by the JRC, were securely transferred to EEA systems.

Following the migration, reporting countries participated in a verification process to ensure that the data transferred to the EEA system accurately reflected the information previously reported through the JRC platform. The verification also confirmed that data elements identified by countries as confidential were correctly classified in the new system. Upon successful completion of the verification process, countries are granted access to the Seveso eSPIRS reporting system. This enables them to review, amend and update previously reported and verified information, as well as to submit future updates in accordance with the reporting requirements.

More information on the verification process is available at:

https://industry.eea.europa.eu/seveso/about

2 Reporting Seveso Establishments

This section provides an overview of the eSPIRS reporting process, with particular emphasis on the relationships between Seveso establishments and objects reported through other industrial data flows. It explains how these relationships should be managed through the correct use of INSPIRE identifiers. The section also describes the data reporting and publication workflow, outlines the management of the establishment lifecycle, and explains how data confidentiality is handled throughout the reporting and publication process.

2.1 Links between Seveso Establishment reporting and other industrial dataflows

The Seveso III Directive 2012/18/EU requires Member States to provide information on Establishments falling under the definition of *upper* or *lower tier* based on the presence of dangerous substances in quantities exceeding the thresholds specified in Annex I of the Directive. In practice, under the Seveso Directive what are most commonly identified as Establishments are either industrial plants or storage premises. Since reporting information on industrial activities is also required by other Directives and Regulations, it is important to clarify the relationships between Seveso Establishments and elements reported elsewhere, with the aim to promote data consistency and reuse, and to foster efficiency gains in the reporting process.

The Directives and Regulations of interest in the current analysis are:

- The Industrial Emissions Portal Regulation 2024/1244 (IEPR), which replaces the European Pollutant Release and Transfer Register (E-PRTR) Regulation 166/2006

- The Industrial Emissions Directive (IED) 2010/75/EU, amended by Directive (EU) 2024/1785 (6) (the Industrial and Livestock Rearing Emissions Directive (IED))

The indications outlined in the current document apply in equivalent way to the amended Directives and Regulations that form the basis of current Industrial dataflow reporting. All the Directives and Regulations listed above, including the Seveso Directive and their related Commission Implementing Decisions, refer to the INSPIRE Regulation 1089/2010 that establishes a framework for spatial data sharing. INSPIRE introduces a hierarchical reporting structure that includes various levels that allow for reporting of different types of information, such as site location, production processes and emissions data.

The INSPIRE data structure defines the following hierarchical layers within industrial production plants based on their geographical relationships:

- production sites;
- production facilities;
- production installations;
- production installation parts.

Examples of the relationships between different elements of the hierarchy are provided in Figure 1 and 2[1].

[1] Examples are taken from: Commission guidance – Commission Notice: guidelines on how to apply in practice definitions for sites, facilities and installations, laid down in Article 13(h) of the Industrial Emissions Portal Regulation: https://eur-lex.europa.eu/eli/C/2025/6534/oj/eng

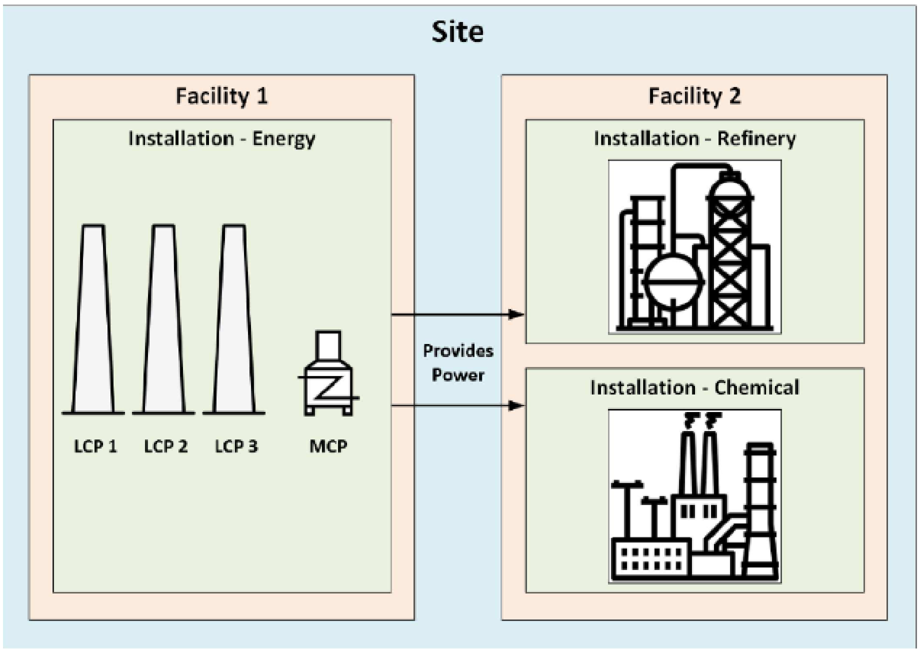

Figure 1. Example of Site with multiple Facilities/Establishments.

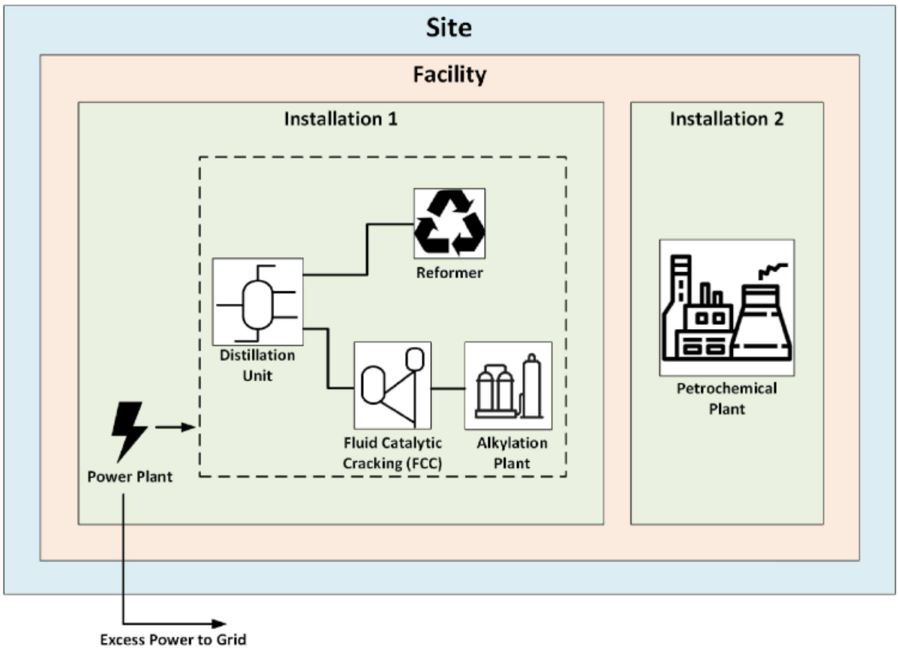

Figure 2. Isolated Facility/Establishment.

The Commission Guidance document "*Guidelines on how to apply in practice definitions for sites, facilities and installations, laid down in Article 13(h) of the Industrial Emissions Portal Regulation*" further clarifies the nature of each element in the hierarchy.

The definitions can be summarised as follows:

Hierarchy level	Description
Site	The overarching area of land that includes a single facility or multiple facilities with a functional association, either operational, economic or technical.
Facility	A collection of installations or technical units operating under the common management of an operator.
Installation	A specific stationary technical unit, or group of technically connected units, within a facility where industrial activities occur.
Installation part	Subcomponents of an installation, such as an LCP, an inline waste (co-)incinerator, an MCP (which is not covered as part of an IED installation), that contribute to the overall operations of an installation.

Table 1. Industrial dataflows hierarchy of elements and definitions.

On the basis of these definitions, a Seveso establishment appears to correspond most closely to the **Facility** level of the INSPIRE hierarchy. This is because the facility represents the largest operational element managed by a single operator and may comprise one or more installations or technical units. Therefore, for the purpose of linking Seveso data with other industrial dataflows, a Seveso establishment should generally be mapped to the facility level[2]. Further details on how to correctly identify each element of the hierarchy are provided in the Commission Guidance Document.

Starting from 2028, reporting of IED/IEPR data is going to be organized in three separate but interlinked dataflows:

- The **Core EU Registry** on identification and administrative information that is not expected to change significantly year-to-year.

- The **IED Implementation dataflow** on permitting, site inspections and derogations. This contains administrative information that can expect changes year-to-year.

- The **Industrial Emissions Thematic dataflow** which includes thematic reporting of pollutant releases, pollutant transfers and off-site waste transfers, as well as production volume, use of relevant raw materials, energy use and water use for each **installation** under the scope of the IEPR. Moreover, provisions set in art. 72 of the IED for Large Combustion Plants (LCPs) are included, i.e. reporting of emission to air of nitrogen oxides, sulphur dioxides and dust and energy input of relevant fuels.

[2] As also noted in Commission Implementing Decision (EU) 2022/1979: "For the purpose of the reporting in this Decision, 'establishment' is equivalent to 'production facility' as defined in Regulation (EU) No 1089/2010, point 8.2.1 of Annex IV."

Interlinkage between the three IED/IEPR dataflows is achieved through the use of the INSPIRE identifier, or **InspireId**, which uniquely identifies the relevant elements across the different dataflows. An overview of the data reported in each dataflow, including the Seveso establishments dataflow, is provided in Table 2.

Hierarchical Level	Core EU Registry	IED Implementation	IED Emission Thematic	Seveso
Site	Admin data			Admin data
Facility/Establishment	Admin data			Admin data + Seveso data
Installation	Admin data	Permit/Derogation	Thematic data (IEPR)	
Installation Part	Admin data		Thematic data (LCP)	

Table 2. Data reported in various Industrial Dataflows and corresponding levels.

As shown in Table 2 , the Seveso establishments dataflow is self-contained and independent from the other industrial dataflows, since it includes all required establishment and site administrative data. Nevertheless, for the purpose of improving consistency across industrial reporting, Member States are encouraged to use the same identifier, namely the **InspireId**, to designate a Seveso establishment and an IED/IEPR facility where the two entities correspond to the same real-world object. The same recommendation applies to sites. Figure 3 describes the recommended process for assigning an **InspireId** and site information to a Seveso establishment. The process takes into account possible overlaps with facilities and sites reported under the industrial dataflows, as well as the presence or absence of connected establishments or facilities, as illustrated in Figure 1 and Figure 2.

The same considerations apply to the data currently reported under the EU Registry.

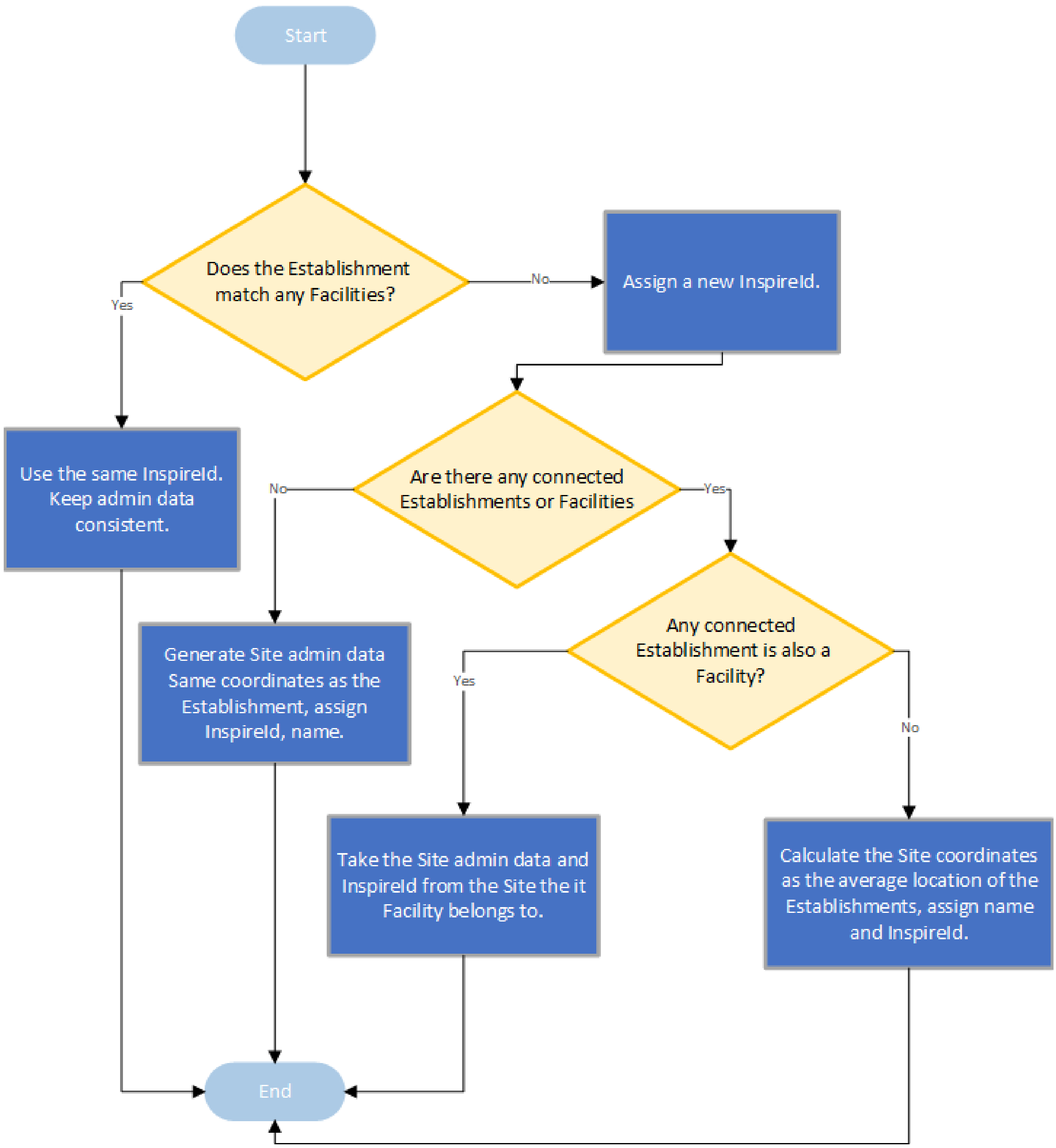

Figure 3. Schematic of the recommended procedure to assign InspireId to an Establishment and production Site.

2.2 Seveso Establishment Reporting and Publishing workflow

The Seveso III Directive does not specify how frequently Member States should report Establishment data, and it does not define a specific deadline for updating such information. Over the years, it has become common practice for Member States to submit updates of establishment information at least annually. The reported information is expected to reflect the most recent status of the Establishments. However, in the absence of a clearly defined reporting deadline, each country may choose a different time of year to submit its data. As a result, the aggregated European Seveso Establishment dataset is likely to include records updated at different points in time and, in some cases, referring to the status of Establishments in different calendar years, as shown in Figure 4. To keep track of the different reporting periods, countries are requested to provide an indication of the year the information that is being reported refers to. For example, if a country reports eSPIRS at the beginning of 2027 but provides data updated in Q3 2026, the year indicated should be 2026.

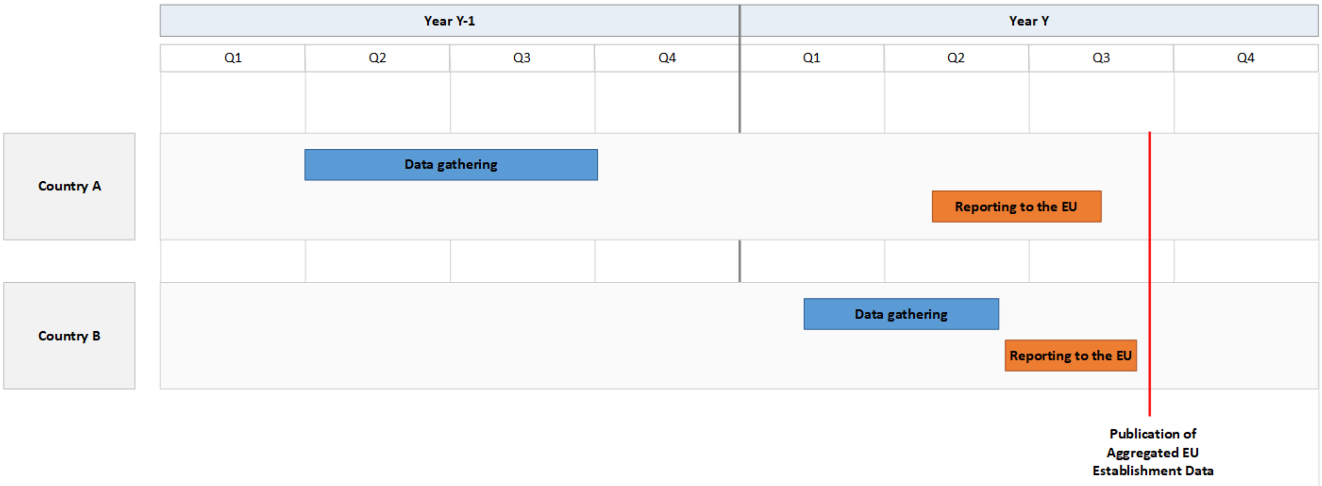

Figure 4. Country specific reporting timelines and their influence on the published data.

Once the data has been entered into the EEA reporting system, it is released after successfully passing the required quality checks. After receiving final approval from the EEA, the released data is then published through the Industrial Safety site on the European Industrial Emissions Portal, excluding any content that has been declared confidential, or that might indirectly reveal confidential data. Data publication may be carried out in batches, by grouping several successfully submitted deliveries from different countries, rather than updating the published dataset each time a new delivery is received. Figure 5 shows the overall workflow going from reporting data on Reportnet 3 to the publication on the Industrial Safety site.

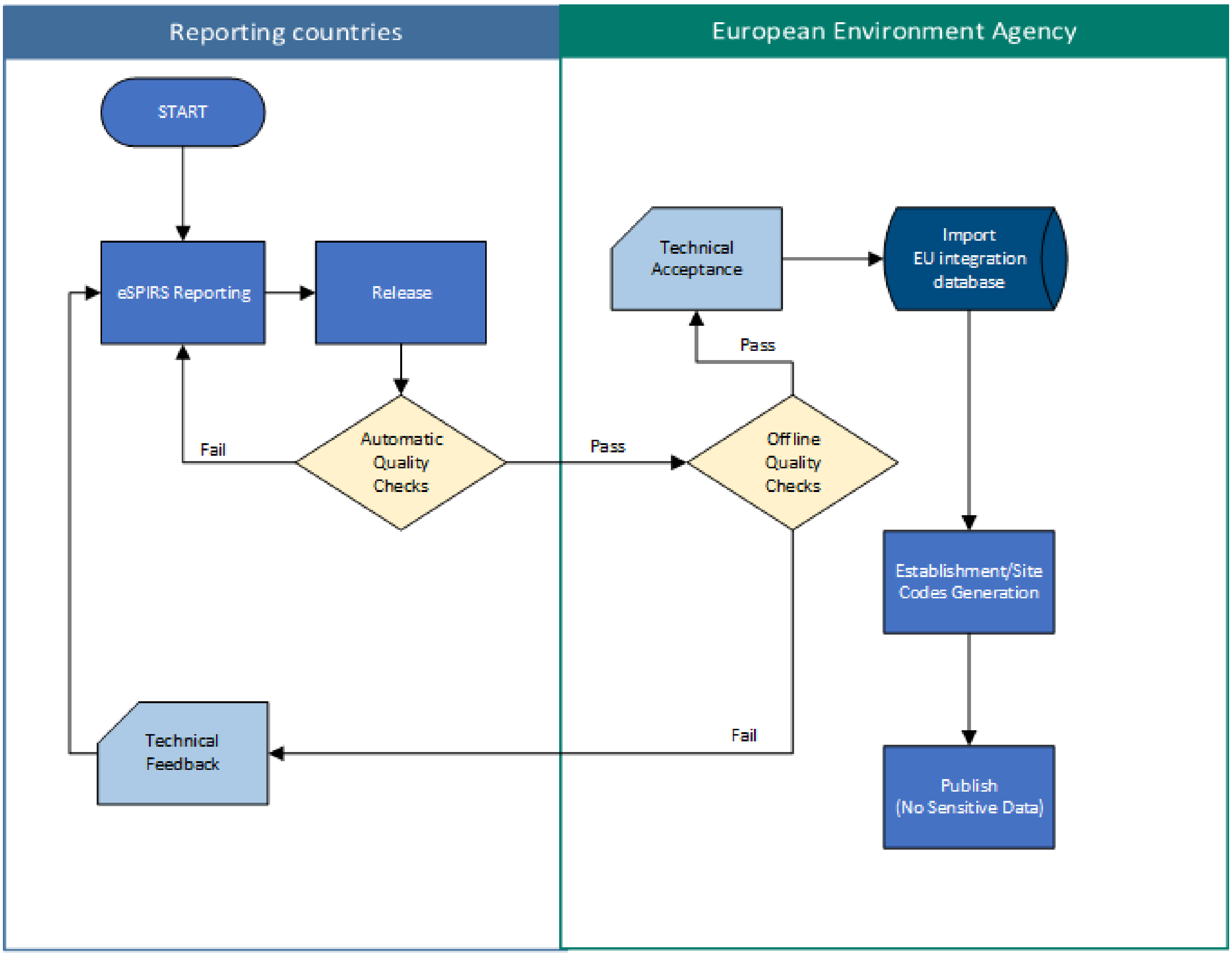

Figure 5. Reporting and Publishing Workflow.

2.3 Establishment status and lifecycle changes

Over time, a Seveso establishment may undergo changes that affect how it is reported in eSPIRS. The most common change concerns the quantities of dangerous substances present on the establishment, which may lead to a reclassification from a Lower-Tier establishment to an Upper-Tier establishment, or vice versa. When the quantities of dangerous substances fall below the Lower-Tier threshold, the establishment ceases to fall within the scope of the Seveso Directive and is no longer reported in eSPIRS. Similarly, an establishment that suspends or ceases its operations, whether temporarily or permanently, and no longer stores dangerous substances on its premises is not reported in eSPIRS.

Before the introduction of Commission Implementing Decision (EU) 2022/1979 (CID 2022/1979), the data structure used to report eSPIRS did not allow a clear distinction between establishments that ceased reporting because they had stopped operations and those that were temporarily outside the scope of the Seveso Directive. To address this limitation, CID 2022/1979 introduced the new **status** data element, which describes the operational status of an establishment and allows these situations to be distinguished.

The establishment **status** may take one of the following values:

- **functional** – The establishment operates under normal conditions. This status also applies to establishments whose activities are seasonal or intermittent by nature.
- **disused** – The establishment has temporarily ceased operations but may resume them in the future.
- **decommissioned** – The establishment has permanently ceased operations.

Considering both the operational status of an establishment and its classification under the Seveso Directive, the following situations can be identified:

1. **New entrant**

An establishment is reported for the first time, either because it has commenced operations or because it has entered the scope of the Seveso III Directive for the first time. A new **inspireId** shall be assigned to the establishment, unless the establishment was previously reported under the Industrial Emissions Portal Regulation (IEPR) and already has an existing identifier. The establishment shall be reported with **functional** status.

2. **Exit from the scope of the Seveso Directive**

An establishment that was previously reported in eSPIRS exits the scope of the Seveso Directive. In this case, the establishment is not reported in eSPIRS.

3. **Re-entry into the scope of the Seveso Directive**

An establishment that was previously reported in eSPIRS, subsequently exited the scope of the Seveso Directive, and later re-enters the scope shall retain its original **inspireId**. The establishment shall be reported with **functional** status.

4. **Temporary cessation of operations (Disuse)**

An establishment temporarily ceases its operations but may restart them at a later date. The establishment shall be reported with **disused** status in the last reporting year during which it remains within the scope of the Seveso Directive.

5. **Restart of operations**

A previously disused establishment resumes operations. The establishment shall be reported with **functional** status in the first reporting year in which it again falls within the scope of the Seveso Directive.

6. **Permanent closure (Decommissioning)**

An establishment permanently ceases its activities, with no intention of resuming operations. This may include the dismantling or removal of infrastructure from the site. The establishment shall be reported with **decommissioned** status in the last reporting year during which it remains within the scope of the Seveso Directive. Once an establishment has been reported as **decommissioned**, no establishment using the same **inspireId** shall be reported in future reporting cycles.

In addition to the situations listed above, an establishment can also be affected by changes not directly linked to its operational status or its classification under the Seveso Directive. Such situations occur when the establishment is subject to:

7. **Change of ownership or parent company**

The establishment is reported with a new name and/or and parent company but continues to be associated with the same industrial activity carried out prior to the change in ownership designated by NACE and SPIRS main industry type classifications. The establishment is reported with the same inspireId and with **functional** status.

8. **Split**

The establishment splits into two or more entities under different operators. The establishment that is to be linked with the pre-existing entry in eSPIRS and keep the same inspireId is the one that retains the same main industry type classification (NACE and /or SPIRS) and operator. The remaining entries are treated as 'new entrants'. If more than one of the resulting establishments keep the original industry type classification, the one with the largest capacity shall be linked to the original entry and keep the same inspireId. Operational status of the establishments shall be reported as **functional.**

9. **Merge**

The merged establishment is considered a continuation of the previous entry that matches the main industry type of the entry into which it is merged. It shall retain the same inspireId and shall be reported with **functional** status. The rest of the merged establishments are not reported anymore. Coordinates of the merged establishment are updated to reflect the change in its spatial extent.

2.4 Restriction of sensitive information

Under Article 22 of the Seveso III Directive, the national competent[3] authority may restrict public access to reported information where the conditions set out in Article 4 of Directive 2003/4/EC are met. Article 4 lists the different reasons that can be used to justify and encode restrictions applied to reported data.

Commission Implementing Decision (EU) 2022/1979 does not explicitly specify which data elements may be subject to restriction. Consequently, the approach adopted during the development of the EEA eSPIRS reporting system was to allow restrictions on any data element that is not inherently public by nature. The only exceptions are:

- Information on the reporting authority, which is always public, except for telephone numbers and email addresses, which are always restricted.
- URLs of websites used to provide public information, which are always public.

Restrictions may be applied to all other data elements, provided that a justification is supplied in accordance with one of the grounds listed in Article 4 of Directive 2003/4/EC. The applicable reasons are defined in the following code list:

Reason Value Vocabulary

The entries in this codelist are used to flag restricted components of the reported data. To simplify reporting, reduce the risk of inconsistencies, and prevent the unintended disclosure of sensitive information, the granularity of data restrictions in eSPIRS was reduced compared with the previous Minerva system. In particular:

- A restriction applied to the establishment location covers both geographical coordinates (latitude and longitude).
- A restriction applied to the establishment address covers all address components, including city, postal code, street name, and street number.
- A restriction applied to industry type covers the primary and secondary SPIRS industry types, as well as the NACE activities.
- A restriction applied to a substance declaration covers all elements of the declaration, including substance identification, quantities, comments, and related information.

As described in Section 2.2, when eSPIRS data are published through the EEA's Industrial Safety site, all restricted data are removed from the publicly available dataset. However, the reason for the restriction remains visible to the public.

An additional safeguard was introduced by excluding the inspireId from the published dataset. This measure reduces the risk of unintentionally disclosing sensitive information through links between eSPIRS and other industrial reporting systems described in Section 2.1. Within the published eSPIRS dataset, establishments are instead uniquely identified using the **establishmentCode**, while sites are identified using the **siteCode**. Both identifiers are custom codes automatically generated by the EEA reporting system. This approach prevents external users from directly linking a published Seveso establishment to a corresponding production facility or site using identifiers that may be available in other reporting systems.

To facilitate data management and maintenance, reporting countries have access to reference tables that map the generated **establishmentCode** and **siteCode** values to the corresponding inspireId values used during reporting. This is further described in Section 2.5.

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[3] The competent authority mentioned in the Seveso Directive corresponds to the reporting authority in CID 2022/1979

To further simplify the management of restrictions at site level, restrictions on site names and site locations are automatically derived from the restrictions declared at establishment level. Consequently, if the location of an establishment belonging to a site is restricted, the location of the corresponding site is also restricted. In addition, site-level information is withheld for all other establishments associated with the same site.

This provision prevents the indirect disclosure of a restricted establishment location through the publication of the site location or through the locations of other establishments belonging to the same site, which may be in close proximity to the restricted establishment. The same principle applies to site names, which may contain information that could directly or indirectly reveal the identity of one or more associated establishments.

All the restriction declarations, with the exception of the ones on substances, are grouped in a single reporting table in the reporting system called **EstablishmentConfidentiality**. Table 1 in Annex 2 of the Data Model Documentation provides an overview of how restrictions on different data elements can be claimed using specific entries in the **EstablishmentConfidentiality** table.

2.5 Structure of the eSPIRS dataflow

The Reportnet 3 platform works with data organised in flat tables made up of rows and columns. These tables can be linked to each other to represent more complex data structures, similar to how relational databases work.
Tables are organised in collections called Datasets and structured in Dataflows containing one or more Datasets. Reference Datasets store information that is used to validate and cross reference the reported data such as controlled vocabularies, geographical boundaries or data from other Dataflows. Reference Datasets are not used to report data and cannot be modified by the users.

The eSPIRS dataflow includes five datasets:

- **Establishments**, containing all the information on establishments that needs to be reported.
- **ReportInfo**, containing administrative information on the reporting authority and the calendar year the reported data refers to.
- **Mapping**, containing cross reference between the inspireId identifiers used by countries to report and the identifiers generated by EEA and used in the data dissemination public products.
- **Vocabulary**, a read-only reference dataset containing all the code lists used in the Establishment reporting.
- **Spatial,** a read-only reference dataset containing geospatial data, such as country boundaries, used to validate the location of the reported establishments.

Reporters are required to operate only on the **Establishments** and **ReportInfo** datasets.

Both the **Establishments** and **ReportInfo** datasets are initially empty; they can be filled in with the latest data reported to the EEA using the prefill functionality that is described in Step 3: Enter the metadata in "ReportInfo" and Step 4: Enter the establishments data in "Establishments" .
More details on the content and format of the **Establishments** and **ReportInfo** tables can be found in the Data Model Documentation and in the Data Format Guide.

The **Mapping** dataset is not configured as a read-only dataset because of technical limitations of the Reportnet 3 platform. However, reporters shall consider the dataset as read-only. Its content is not imported into EEA systems and is provided exclusively as a reference to assist reporting countries in mapping the inspireId values used for establishments and sites to the corresponding **establishmentCode** and **siteCode** identifiers generated by the EEA and used in public versions of the data.

For newly reported establishments and sites, the mapping information becomes available only after the related eSPIRS dataflow has been released and has successfully completed technical acceptance. The Mapping dataset should not be modified manually. Its content should only be populated and updated through the prefill functionality of the reporting system.

In the first eSPIRS reporting cycle performed at the EEA in 2026, the prefill functionality loads data transferred from the JRC system that went through the verification procedure.

3 Reporting process: using EEA Reportnet

Reportnet 3 is the European Environment Agency's digital infrastructure for data collection. This chapter explains how to use Reportnet 3 for the purpose of reporting information to the European Commission in accordance with Article 21 (3) of the Seveso Directive (Directive 2012/18/EU) and in line with the format defined in Commission Implementing Decision (EU) 2022/1979.

3.1 Overall flow

The overall reporting flow consists of several key steps: from reporting to submission and feedback. The flowchart below shows the key steps in the process, and each box contains a link to the relevant section of the chapter.

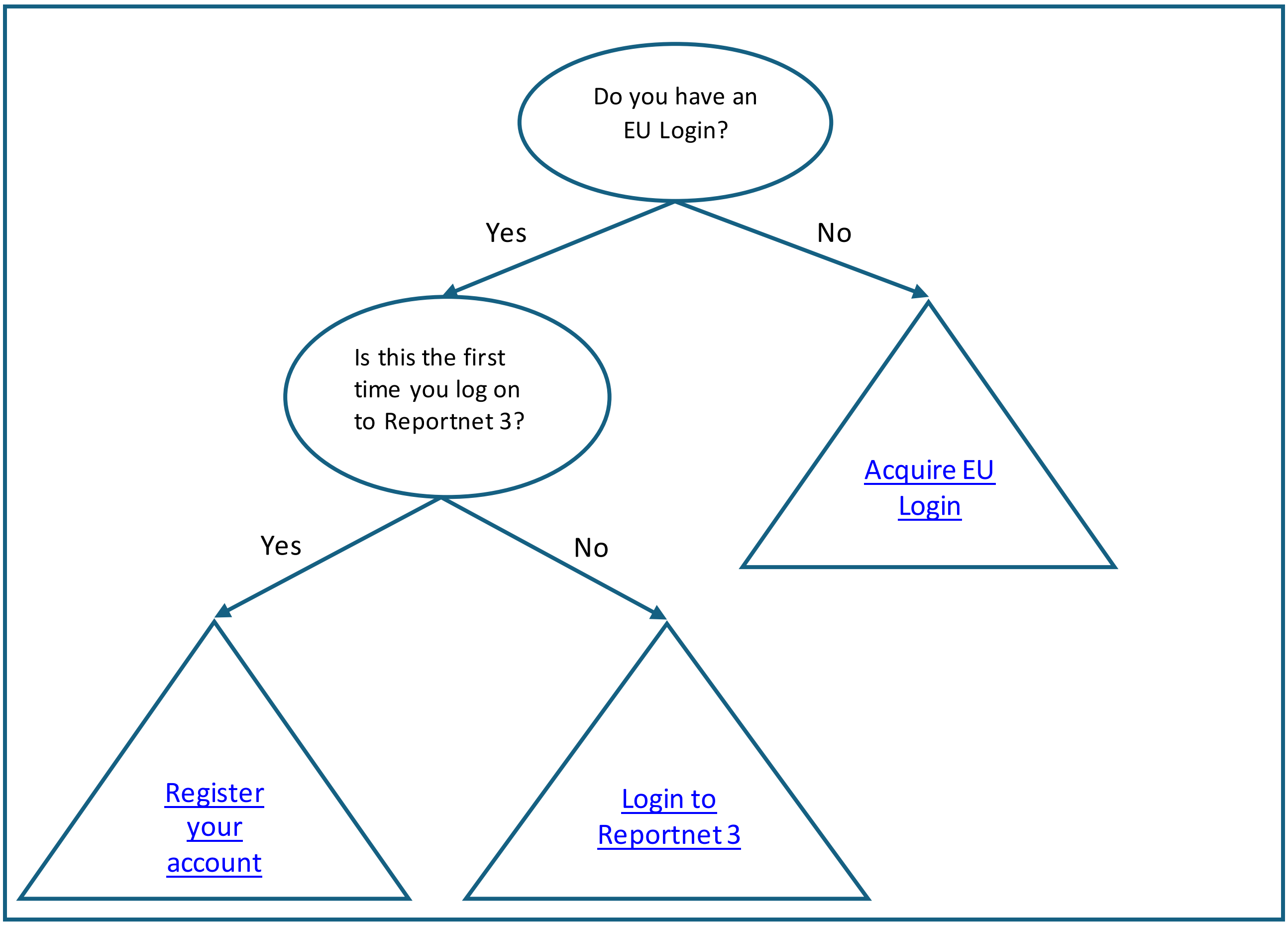
Member State Competent Authority (MS CA)		System	MS CA	EU
Access the reporting system	Report establishments using import Add or edit an individual establishment	Automated quality checks	Review and submit data	Technical feedback

3.2 Access the reporting system

Accessing the eSPIRS dataflow requires the following pre-requisites:

- **Permissions to report the national delivery**. For reporting purposes, each competent authority nominates **a Lead reporter**. The permissions to access the reporting platform are granted to **the Lead reporter** by the EEA. The lead reporter may add additional colleagues to assist with reporting. Please refer to Annex 2 – Adding supporting reporters for details on the available roles and how to add supporting reporters.
- **EU Login** with a username and password (EU Login with Multifactor Authentication is used to access reporting on Reportnet 3).

The diagram below provides links to sections describing the various steps required to access the reporting system.



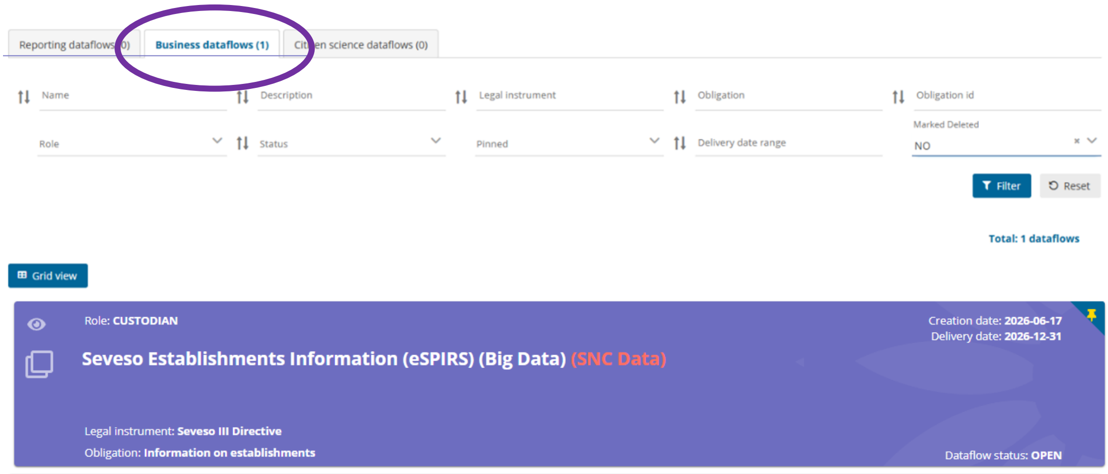
3.3 Report Establishments using the import functionality

3.3.1 Step 1: Login to the EEA's Reportnet 3 platform

See Section 3.2 for details, if you need guidance on how to do this.

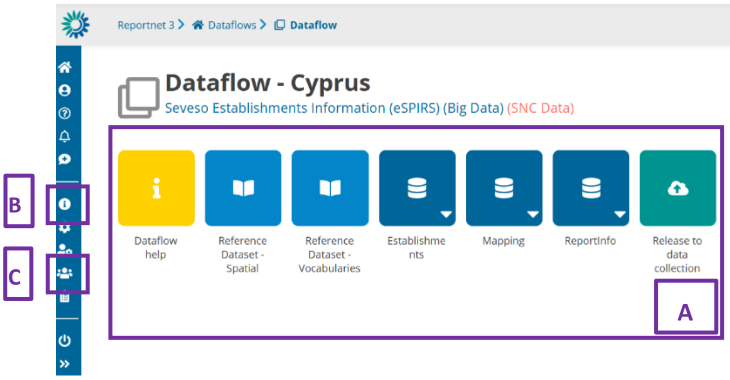
3.3.2 Step 2: Access the reporting section for information on Seveso establishments

Once logged in to the platform you will see the reporting elements you are responsible for. It may be only the reporting on establishments or also the major accidents reporting. On the platform, each reporting item is denoted a "dataflow". Make sure to have the "Business dataflows" tab in the interface active.



Click on the establishments dataflow to enter the overview of reporting of establishments.

Once inside the dataflow, the overview page will be visible:



The dataflow overview page contains the following elements:

- **[A]** – The main part of the page are icons which lead to the components of the dataflow:
    - **Dataflow help** – in here you will find three tabs showing documents, links and technical overview of the reporting schema.
    - **Reference Dataset - Spatial** – contains the geometry of the country boundaries. This is a reference dataset used for quality checks
    - **Reference Dataset - Vocabularies** – contains all codelists currently used in the establishments reporting for quality checks.
    - **ReportInfo** is where the metadata (year and reporting entity) are entered and validated.

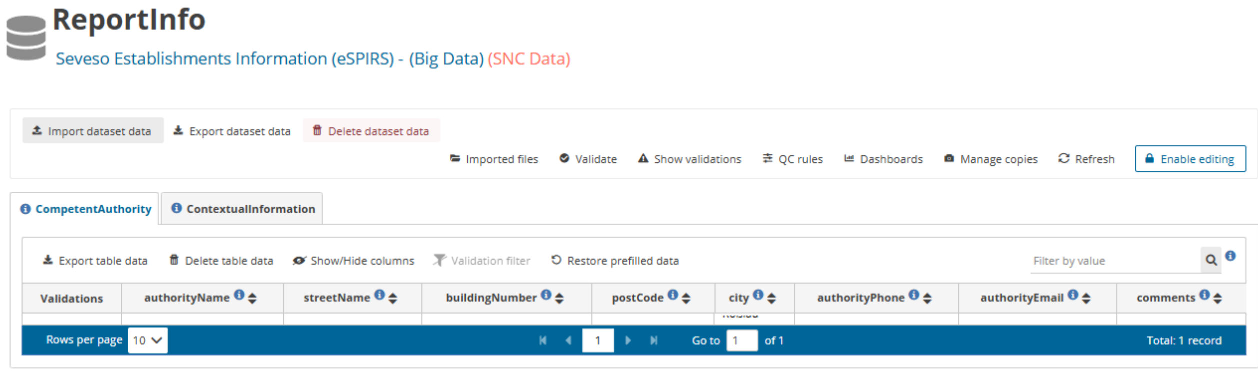
   - **Establishments** component is where the data for establishments are entered and validated.
   - **Release to data collection** is for submitting your reported data once you have uploaded and validated it (visible to **Lead reporter** only).
- **[B]** – **Properties** Properties displays the information regarding the dataflow, reporting obligation and legal instrument.
- **[C]** – **Manage reporters** Manage reporters displays a dialog where a lead reporter can provide access to the dataflow for other reporters – see section **Error! Reference source not found.** for details. Visible to lead reporter only.

The Reference Dataset components, marked with a book icon , are not editable. The information there is for reference, you can enter the components and view the information as needed.

The reporting components are marked with the database symbol . You need to fill the information in both "Establishments" and "ReportInfo" areas, before submitting the report. You can do so in any order.

3.3.3 Step 3: Enter the metadata in "ReportInfo"

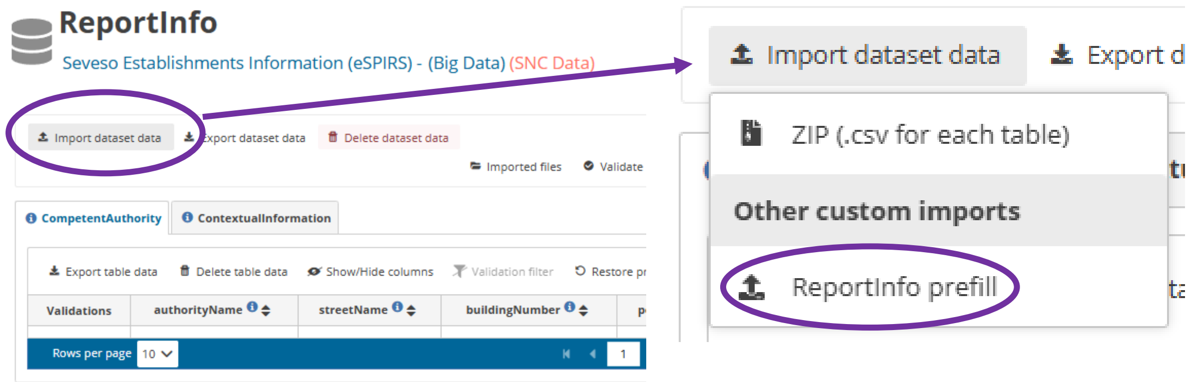
Enter the reporting area for metadata by clicking the "ReportInfo" button. This will lead to the tabular view for the required metadata.



In this component, all information can be either reported from scratch or prefilled with existing data and then adjusted if needed.

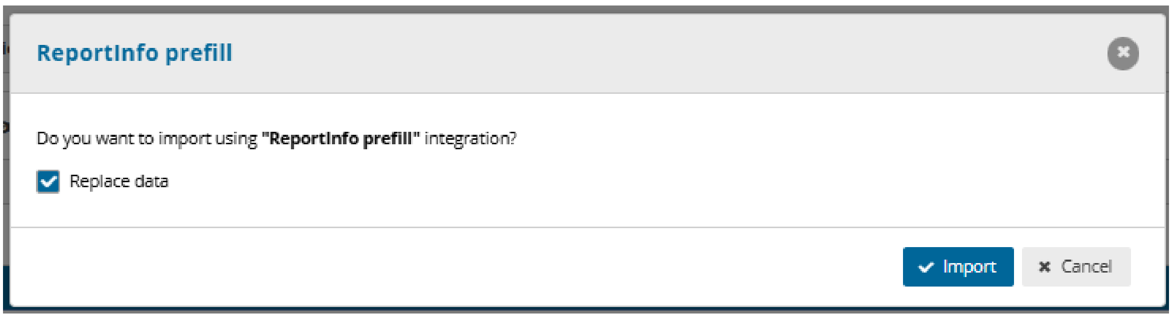
Prefill

To prefill with existing data, click on "import dataset data". Two options will appear. Select "ReportInfo prefill".



A dialogue box will appear.

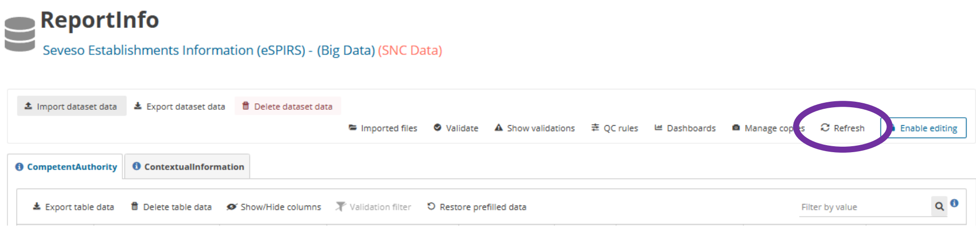
Click "Import":



A brief pop-up will appear and the notifications button on the left  will light up with a new event , indicating initiation. You will be notified again when the process is finished, first when the data is fetched, and once more when the data is loaded to the tables. You can see the information on this three-step process if you click on the notifications button:

Loaded data completed at Cyprus	SUCCESS	2025-06-23 13:49:32
External processes ended at Cyprus	SUCCESS	2025-06-23 13:49:05
Importing data in Cyprus	INFO	2025-06-23 13:48:26

When the data is loaded, the "Refresh" button will be highlighted. Press on the "Refresh" button for data to be displayed on the screen.



Before loading:

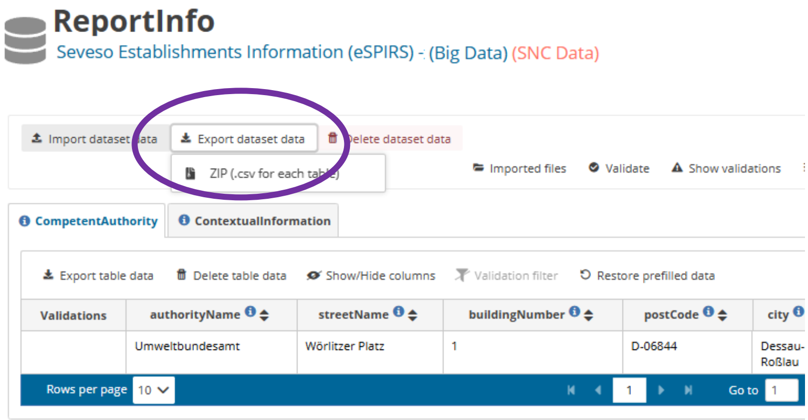
After loading:

After refreshing, the data in the CompetentAuthority and ContextualInformation tables will be presented.

- **CompetentAuthority**: This table contains the name and contact details of the Competent Authority in charge of reporting the data according to the Seveso Directive.
- **ContextualInformation**: This is the basic metadata for the reporting consisting only in the reportingYear, since the country information is automatically managed by the reporting system. As explained in Section 2.2, reportingYear indicates the calendar year the information on establishment refers to, not the calendar year of the reporting cycle.

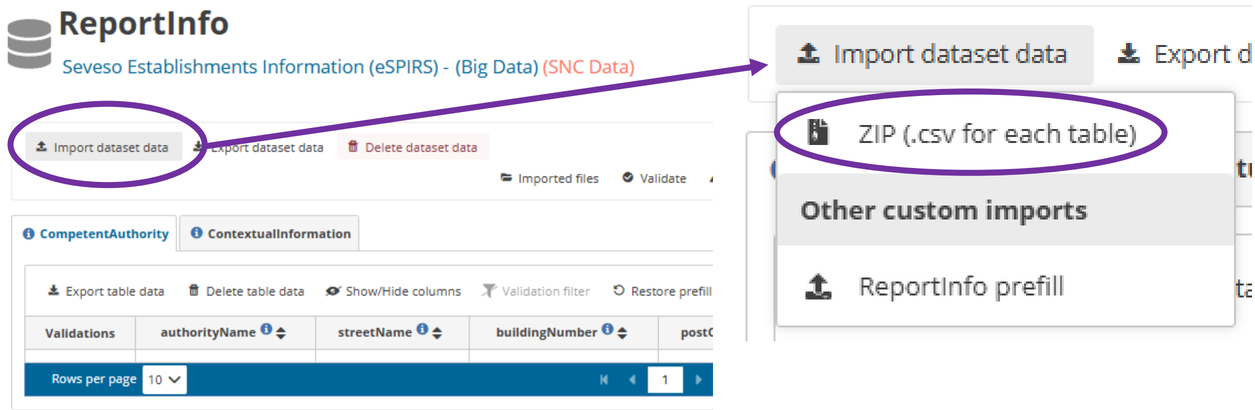
Update or report without prefilling

To enter without prefilling or to edit the prefilled data, it is necessary to have the .csv files containing the correct columns. It can be generated by using the "Export dataset data" button and selecting "ZIP (.csv for each table)":

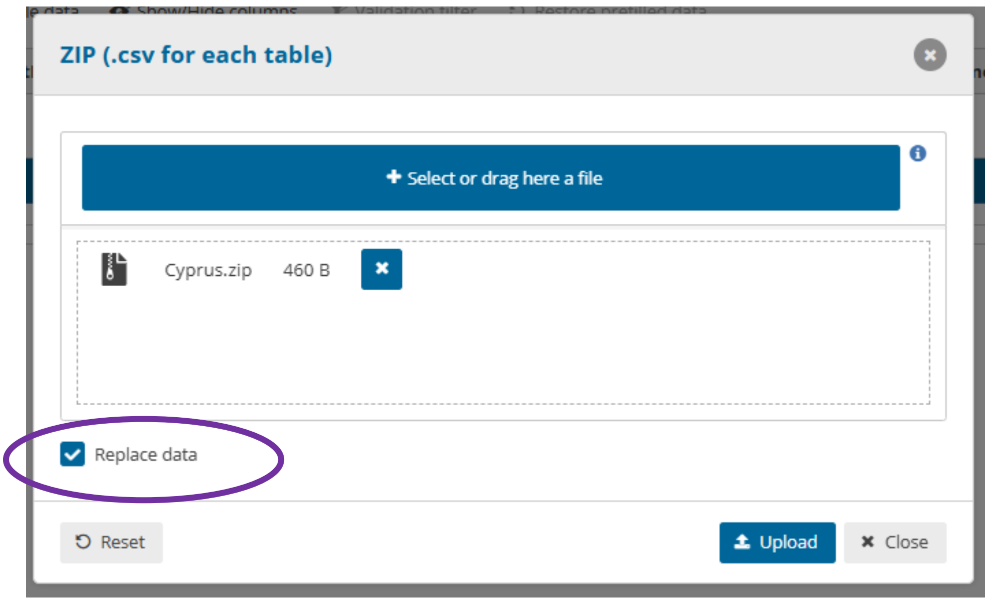


Relevant .csv file can be edited as needed (without changing its structure, tab, column names, file names).

To update the dataset with the new data, click on “import dataset data”. Two options will appear. Select “ZIP (.csv for each table)”.

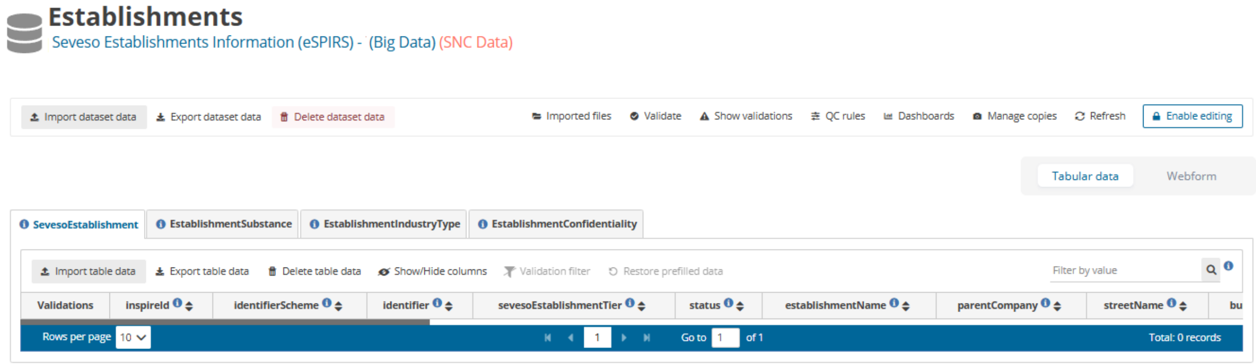


A dialogue box will appear. Add the ZIP file, make sure you tick “Replace data” and click “Upload”:



3.3.4 Step 4: Enter the establishments data in "Establishments"

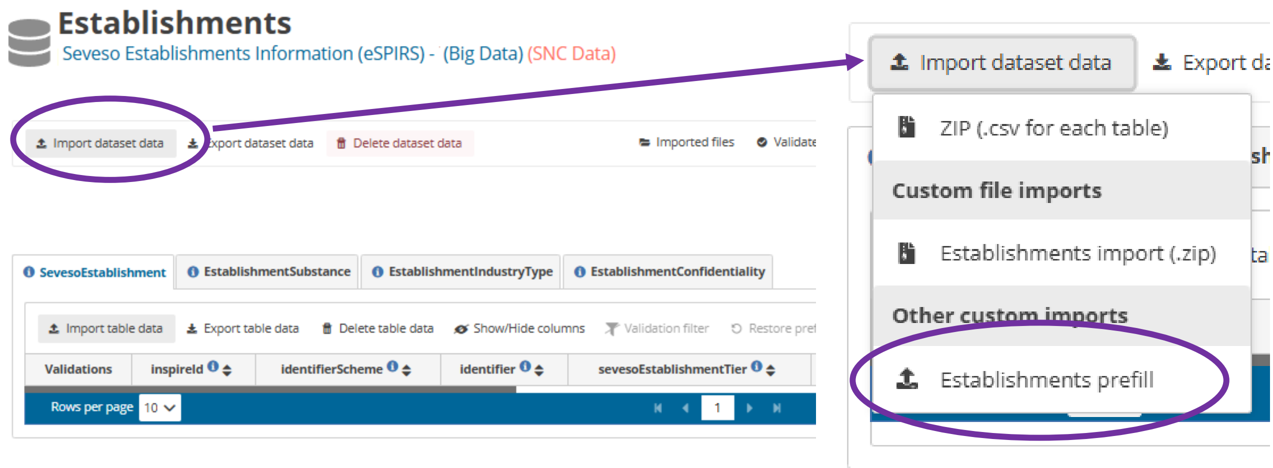
Enter the reporting area for establishment information by clicking the "Establishments" button. This will lead to the tabular view for the establishment data required.



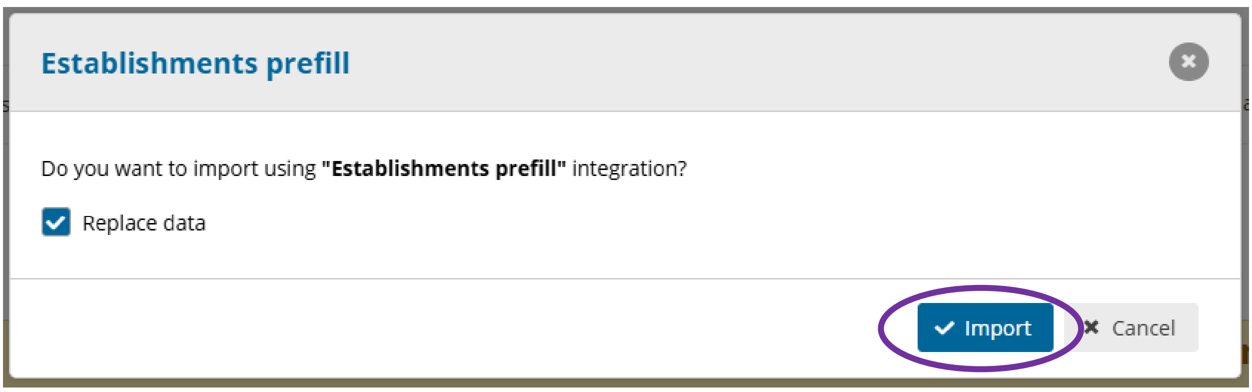
In this component, all information can be either reported from scratch or prefilled with existing data and then adjusted if needed.

Prefill

To prefill with existing data, click on "import dataset data". Two options will appear. Select "Establishment prefill".



A dialogue box will appear. It is important to select the "Replace data" option when prefilling to avoid creating duplicated entries if the dataflow already contains data. Click "Import":

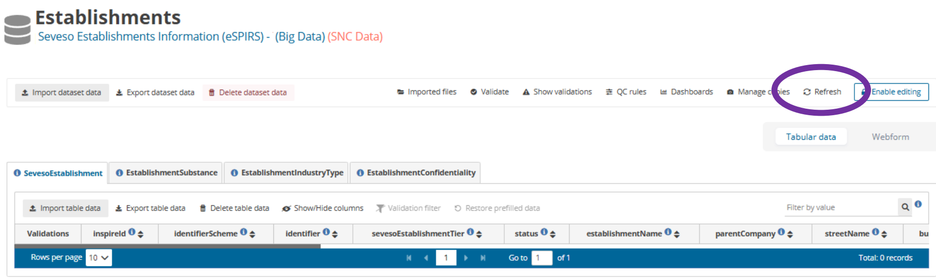


A brief pop-up will appear and the notifications button on the left 

will light up with a new event , indicating initiation. You will be notified again when the process is finished, first when the data is fetched, and once more when the data is loaded to the tables. You can see the information on this three-step process if you click on the notifications button:

Message	Level	Date
Loaded data completed at Cyprus	SUCCESS	2025-06-23 17:33:24
External processes ended at Cyprus	SUCCESS	2025-06-23 17:32:43
Importing data in Cyprus	INFO	2025-06-23 17:32:33

When the data is loaded, the "Refresh" button will be highlighted. Press on the "Refresh" button for data to be displayed on the screen.



Before loading:

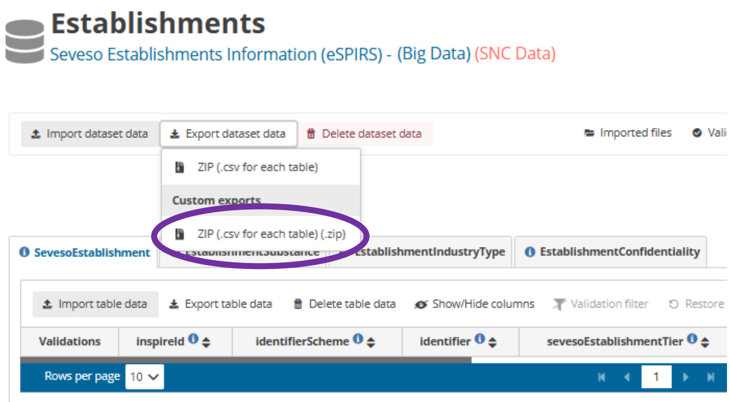
After loading:

After refreshing, the data in all tables will be presented, corresponding to the latest previously reported data in the eSPIRS database.

You can choose to confirm the data as is, edit it, or replace everything with a new dataset. To update the dataset, follow the instructions in the next section.

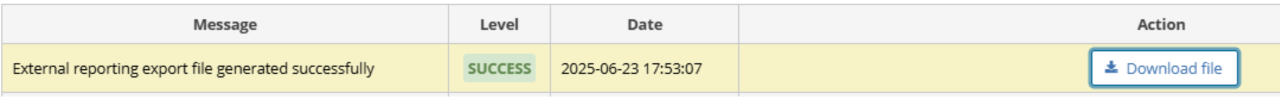
Update or report without prefilling

To enter without prefilling or to edit the prefilled data in bulk, it is necessary to have the .csv files containing the correct columns. It can be generated by using the "Export dataset data" button and selecting "**Custom exports**" -> "ZIP (.csv for each table)":



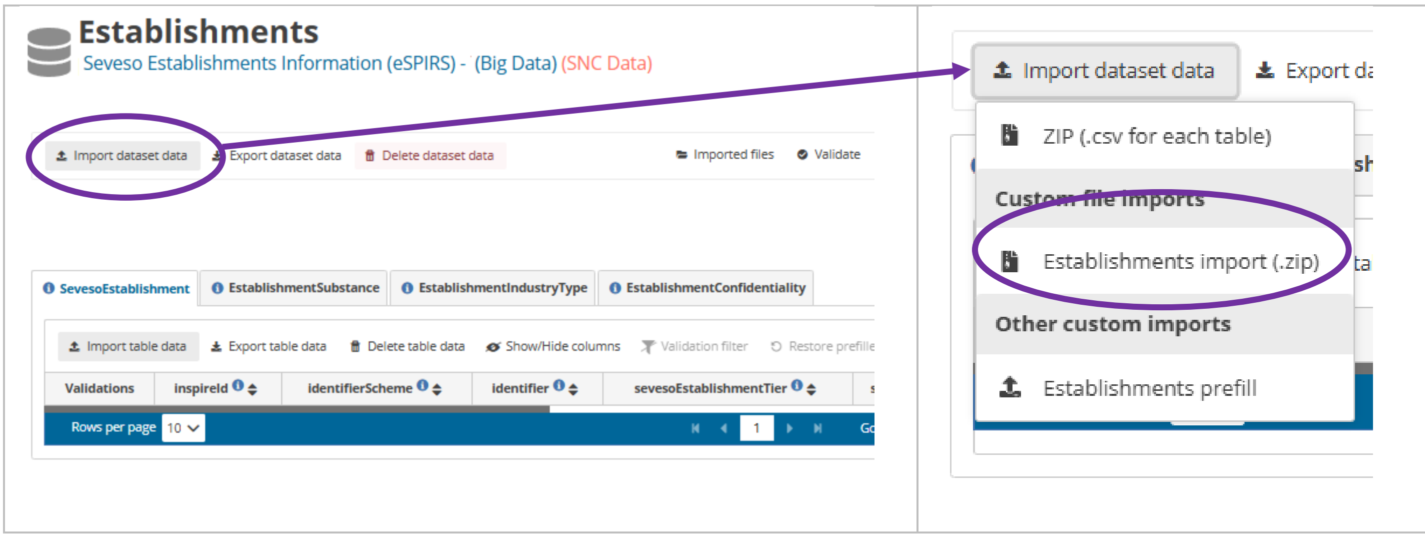
IMPORTANT: select the option under "Custom exports" to generate the correct .csv files.

The export may take a few minutes. You can locate the generated file by clicking "notifications", "Action" column:



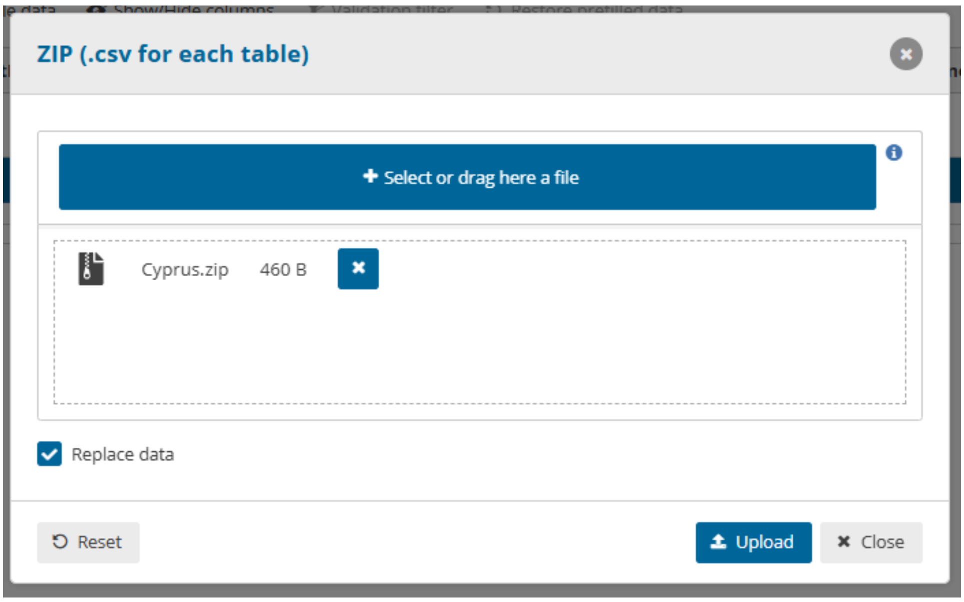
Downloaded .csv files can be edited as needed (without changing their structure, tab, column names, file names).

To update the dataset with the new data, click on “import dataset data”. Three options will appear. Select “Establishments import (.zip)”, under “Custom file imports”.



IMPORTANT: select the option under “Custom file imports” to generate the correct tables.

A dialogue box will appear. Add the ZIP file and click “Upload”:



“Replace data” checkbox:

- Full dataset: If you have edited the .csv files and are uploading the entire dataset of establishments at once, the “Replace data” checkbox should be checked.

- Deleting establishments: if the establishments to be deleted are in the .csv files, they should be removed. A full dataset of existing and new establishments (without the deleted establishments) should be uploaded, and the “Replace data” checkbox should be checked.
- Appending the dataset: if only new establishments need to be added, .csv files with only the new establishment data can be imported. In this case, the “Replace data” checkbox should be left unchecked, and the new data will be added as new records to the dataset.

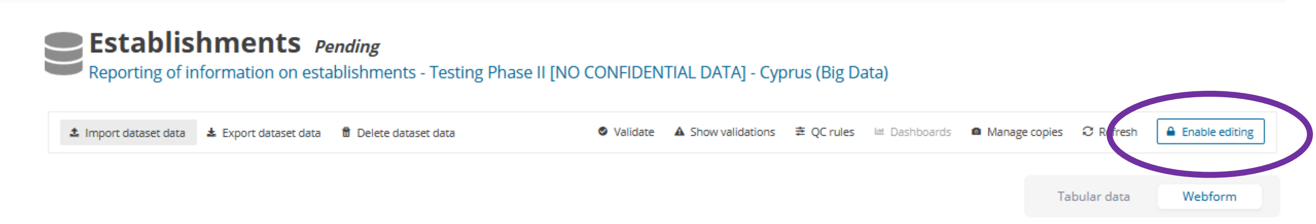
Editing individual establishments: see section 3.4.

3.4 Reporting or editing an individual establishment using webform

In addition to the bulk import functionalities described in the previous section, the reporting system supports manual editing. Manual editing can be performed directly inside the table views, or by using webforms. As the data regarding an individual establishment is spread across four tables in the data schema, adding or editing the data using the table views is not the recommended method. Instead, reporters are encouraged to use the webforms. Webforms are intended to provide an easier and more user-friendly interaction when entering, exploring and manually editing the data of a single establishment. The main advantage of using webforms for manual editing is that the user can focus on an individual establishment without having to worry about the cross-references between different tables.

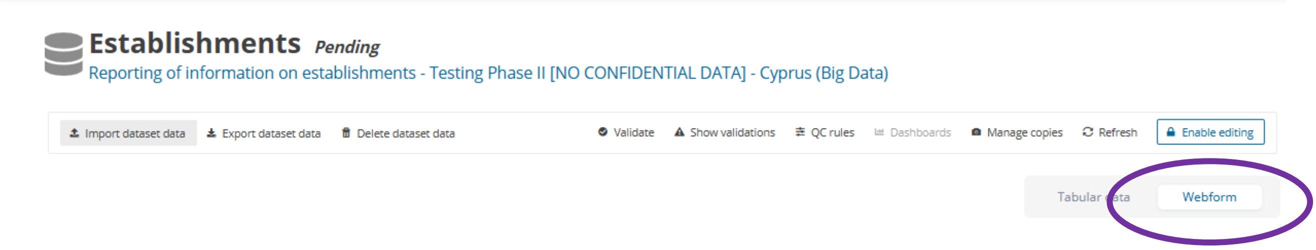
If the reporter has already logged into the system and accessed the dataflow and the Establishments dataset as described in 3.3.1 and 3.3.2, the following steps are required to edit establishment data using the webforms.

3.4.1 Step 1: Enter edit mode.



Edit mode is activated by clicking the “Enable editing” button. The transition to the edit mode requires copying data to and from the reporting system and might take a few tens of seconds.

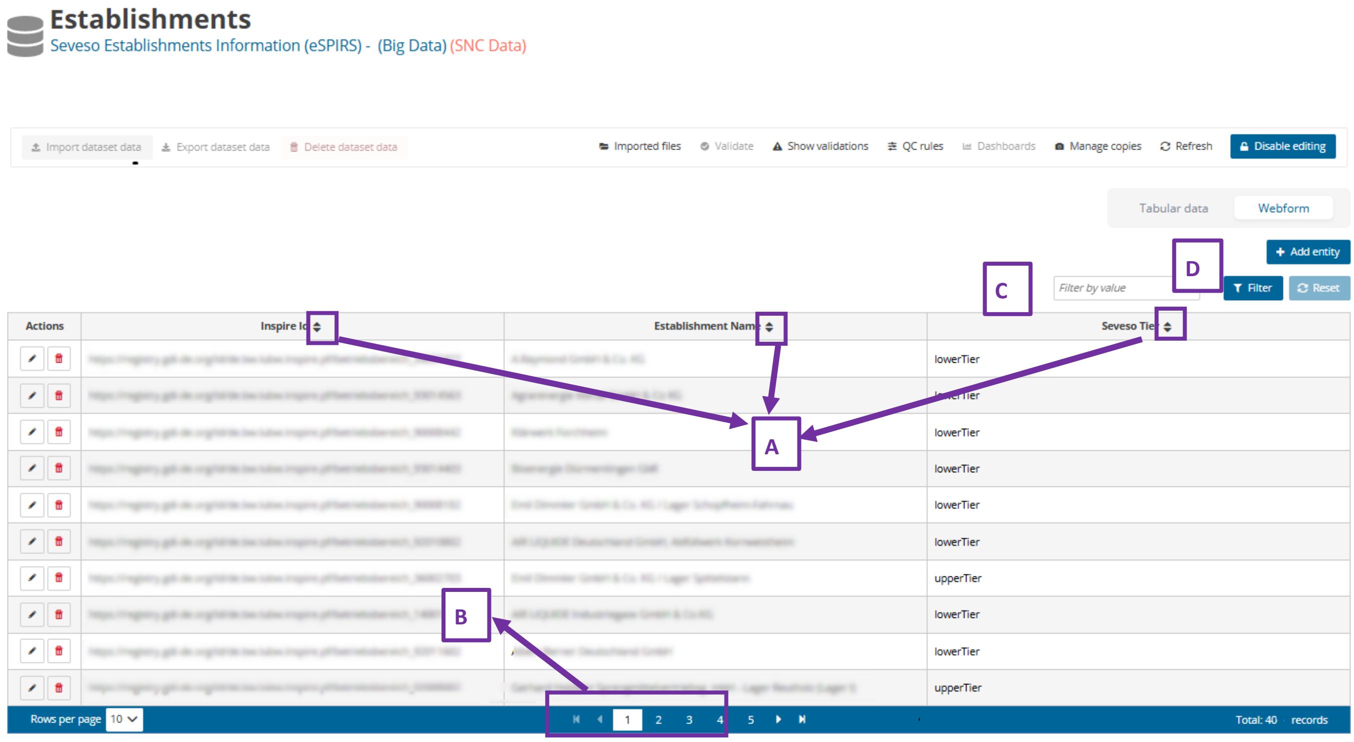
3.4.2 Step 2: Activate the webforms – overview page



The webforms mode should be active by default, if not, it can be activated by clicking the “Webform” button. Upon entering the webform mode, an overview page shows a list of all the establishments in the reporting system. The list contains the establishments’ inspireId, their name and their Seveso Tier classification.

3.4.3 Step 3: Navigate the overview page

The overview page can be navigated by sorting the columns **[A]** and moving through the different pages **[B]** when the number of entries exceeds the maximum displayed per page. There is the possibility of filtering the entries based on the text entered in the “filter by value” **[C]** textbox and clicking on the “Filter” button **[D]**. Note that the filter is case sensitive and uses all the information in the dataset, even if it is not displayed in the overview table.

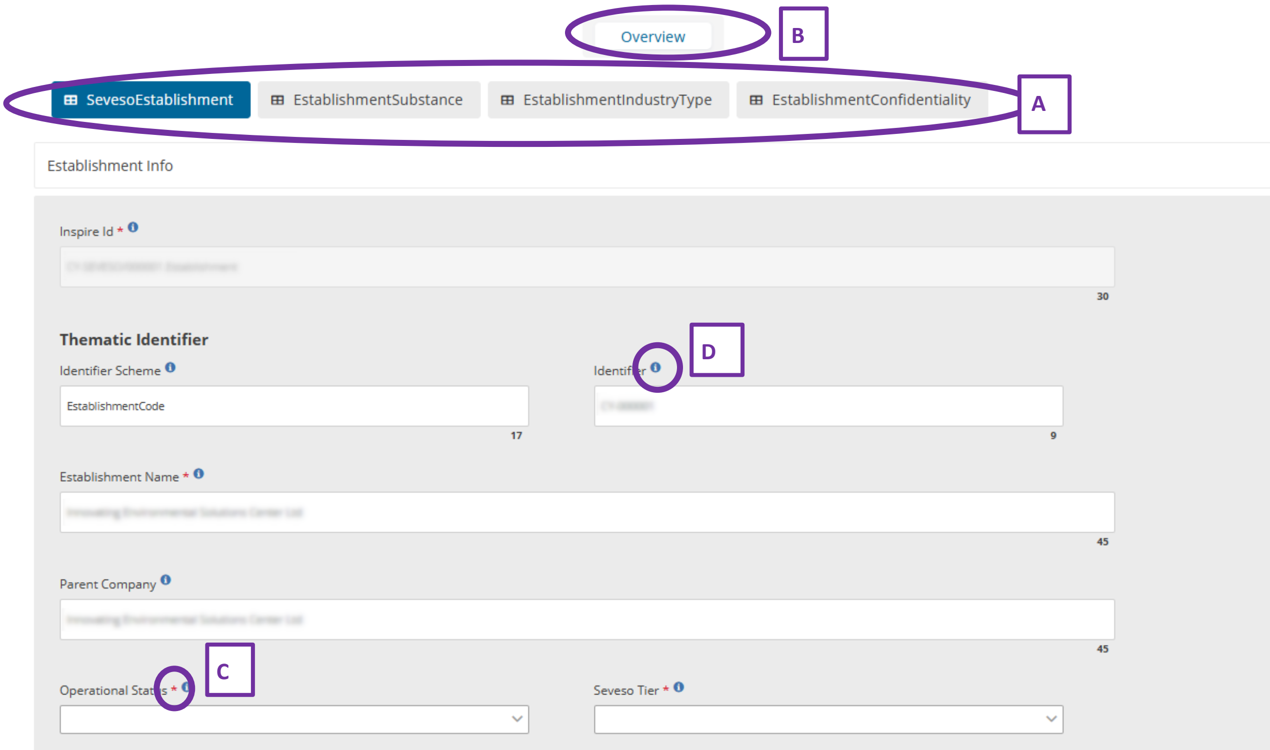


3.4.4 Step 4: Display the Establishment forms

Once the Establishment to edit is located in the overview page, the editable forms can be activated by clicking on the pencil icon in the action column.

As shown in the Figure below, the form for editing the establishments is organized in four tabs corresponding to the four tables in the data schema and csv files: SevesoEstablishment, EstablishmentSubstance, EstablishmentIndustryType and EstablishmentConfidentiality. It is possible to navigate through the different tabs by clicking the corresponding buttons [A] and to go back to the Overview page to access data of a different establishment by clicking the "Overview" button [B]. The form displays data entry fields that are either a text box accepting text entries, or a drop-down menu when the value is bound to a reference vocabulary. The maximum number of characters that can be entered in each text box is shown below its lower right corner.

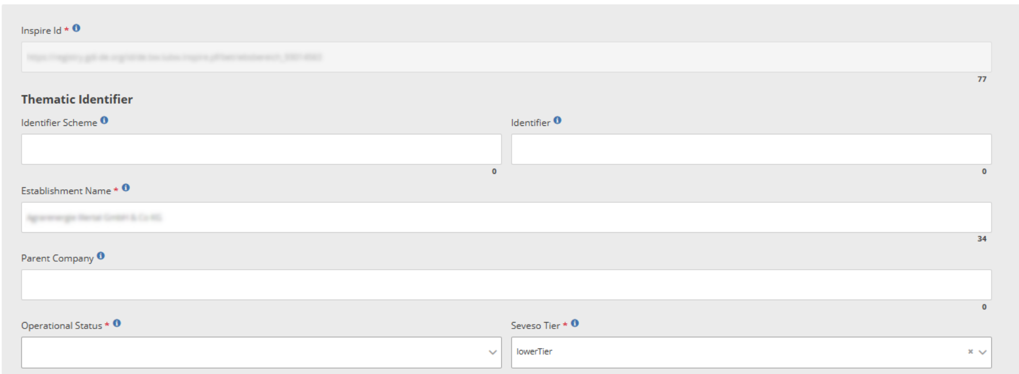
Mandatory fields are indicated by a red asterisk next to their name [C]. The info icon shows the description of the data field as a tooltip when hovering over it [D]. The fields inspireId and "Establishment Name" are repeated in each tab for reference. The identifier field inspireId is not editable in the form and appears greyed out. The inspireId of an establishment can only be assigned when creating a new record (see 3.4.9).



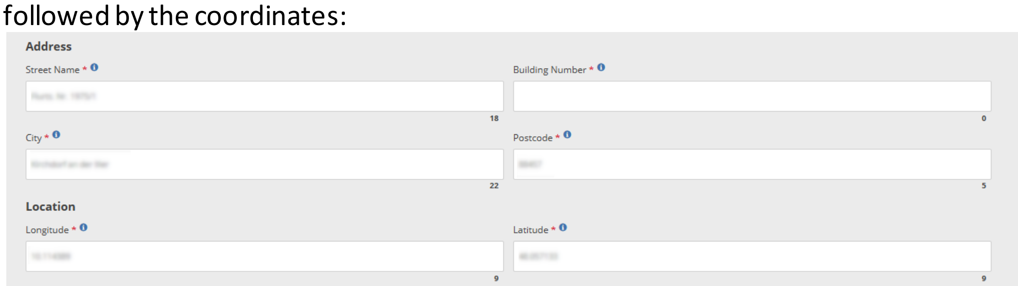
3.4.5 Step 5: Edit the SevesoEstablishment data

The SevesoEstablishment form contains most of the data of the establishment. The form is organized in different areas.

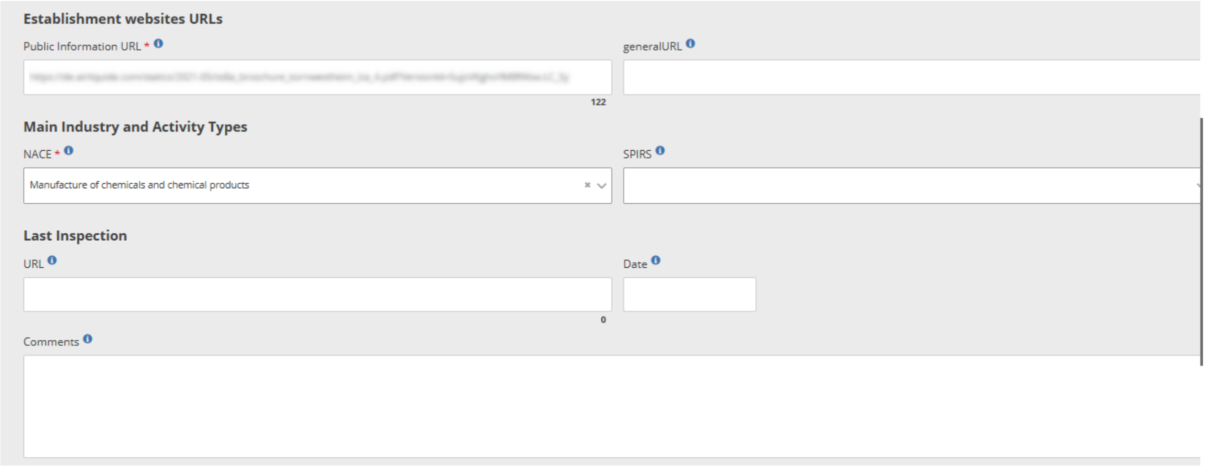
- The area at the top part contains the general information on the establishment such as the identifiers, the name, the classification and parent company info:



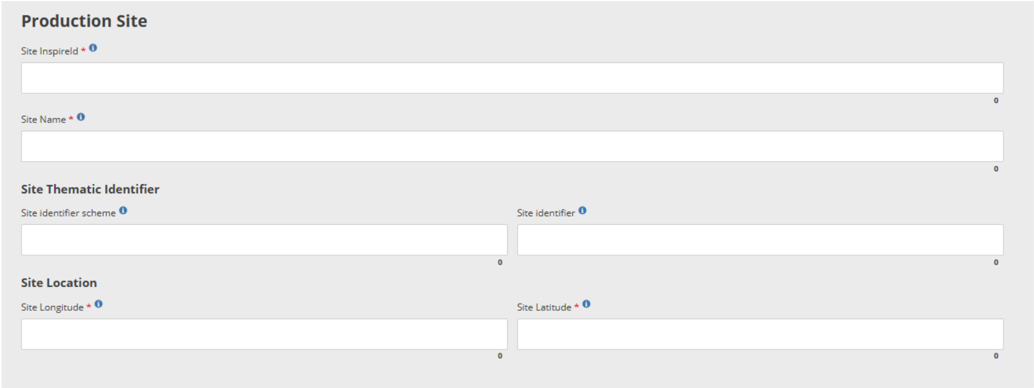
- The area immediately below contains the establishment location information, i.e. its address followed by the coordinates:



- Next, there are the fields related to URL of websites, followed by main Industry and activity types declaration, inspection data and comments:

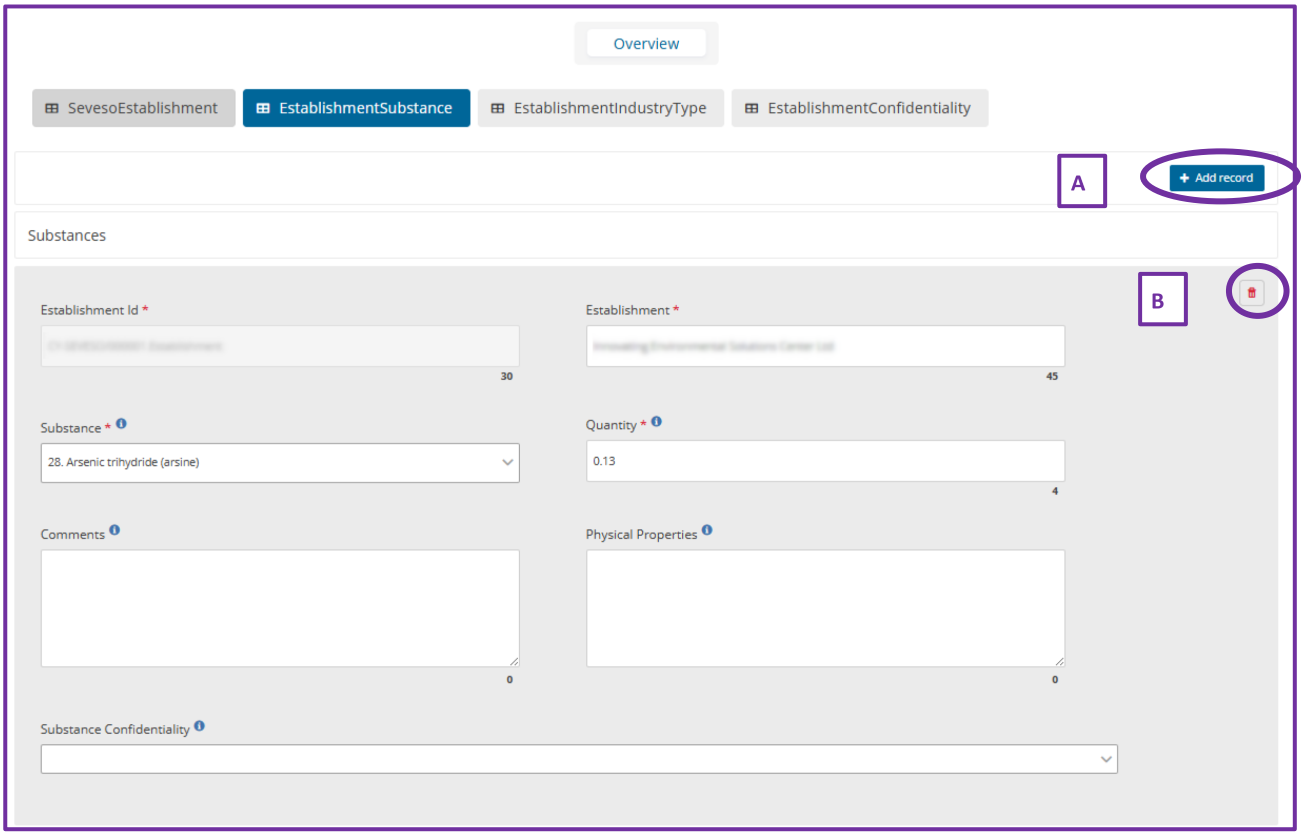


- Finally, the bottom block is dedicated to the information about the site where the establishment is located:



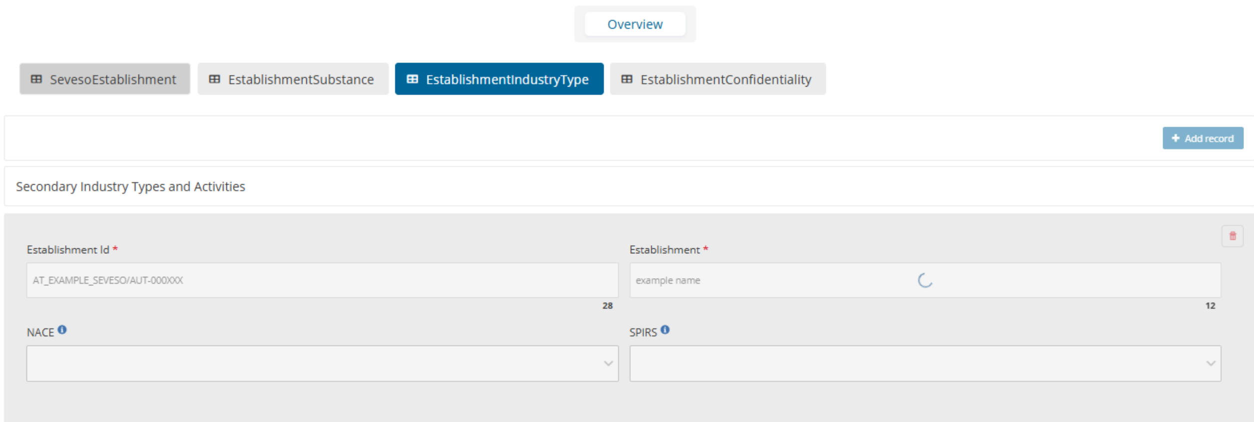
3.4.6 Step 6: Edit the EstablishmentSubstance data

The EstablishmentSubstance form contains one entry for each of the substances or categories of substances declared for the establishment. Substances can be added by clicking the “Add record” button **[A]** or removed by clicking the “recycling bin” icon **[B]**.



3.4.7 Step 7: Edit the EstablishmentIndustryType data

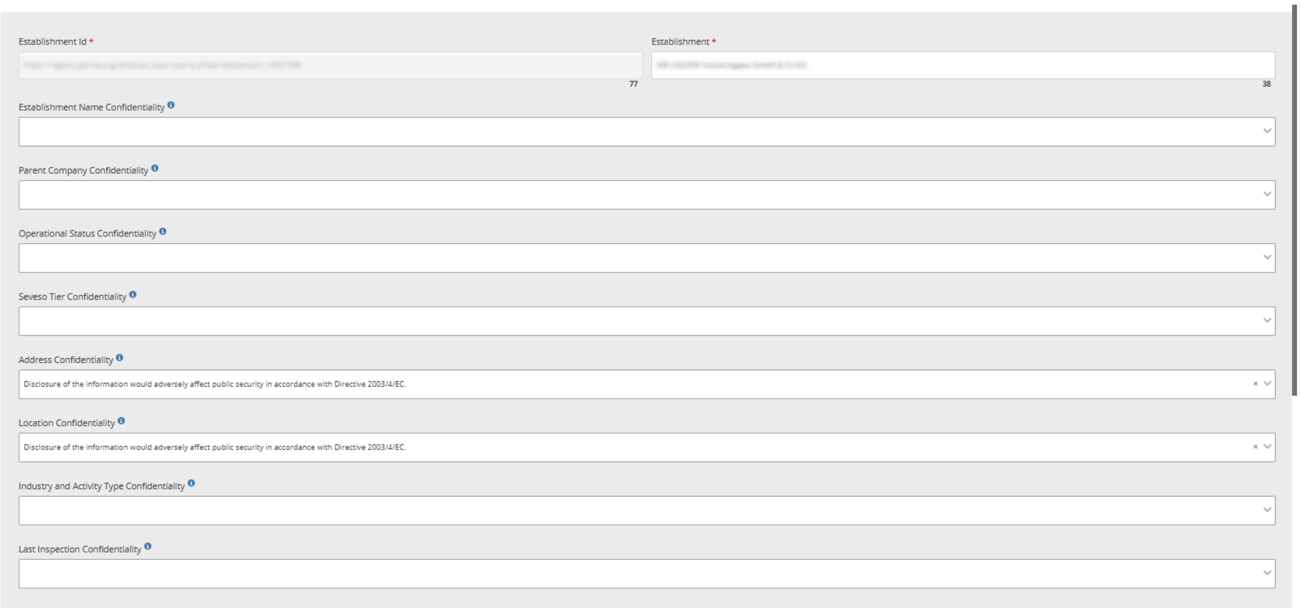
The EstablishmentIndustryType form contains the declaration of secondary SPIRS industry type codes and NACE activity types. Records can be added and removed as described for substances.



Secondary industry types are optional to provide, using the EstablishmentIndustryType. If a new entry for secondary industry type is added, at least a SPIRS or NACE code should be provided. If not needed, it can be deleted using the “recycling bin” icon.

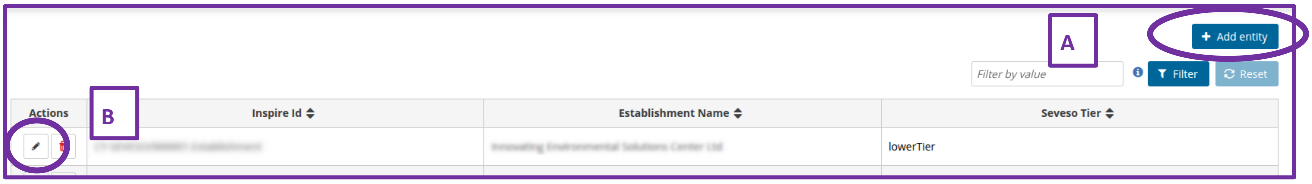
3.4.8 Step 8: Edit the EstablishmentConfidentiality data

The EstablishmentConfidentiality tab contains all the confidentiality declarations with the only exception of substance confidentiality that can be found in the EstablishmentSubstance tab.

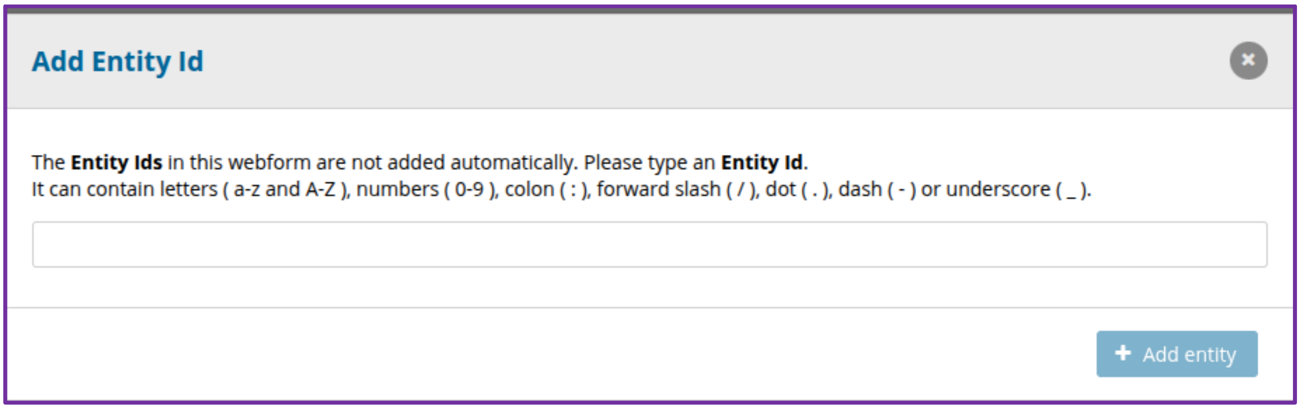


3.4.9 Entering a new Establishment or deleting an existing one

A new establishment can be added from the Overview pane by clicking on the “Add entity” button **[A]** or deleted by clicking on the trash can icon **[B]**.



When adding a new establishment a dialog is shown to specify the inspireId:



Once the inspireId is entered, a new record is added at the bottom of the Overview table. After creation of the Establishment the inspireId cannot be changed in the forms.

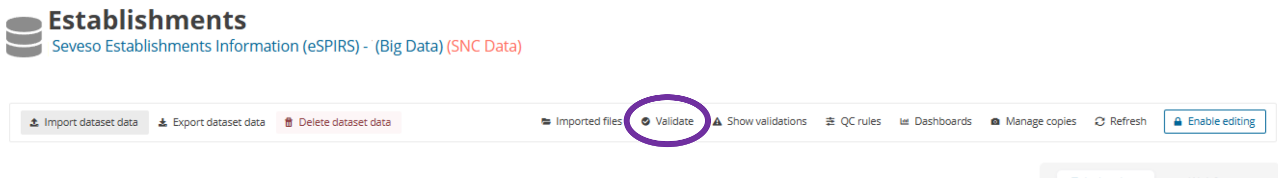
When deleting an existing establishment a confirmation dialog is shown:

It is not possible to recover a deleted establishment, unless it has previously been saved in an export file.

3.5 Validation

After updating the Establishments and ReportInfo datasets, their content needs to be validated by executing automated Quality Checks to ensure the correctness, consistency and completeness of the data. The Quality Checks are also automatically executed when the dataflow is submitted, and any blocking error will prevent the release of the data. It is good practice to perform one or more validations during the update of the datasets to evaluate the quality of the submitted data and analyse possible issues. In addition to blocking errors, there are less severe ones that still need to be addressed to improve the quality of the submitted data. Validation can be triggered on each dataset by clicking on the “Validate“ icon.

A detailed description of the Quality Checks and the validation process is provided in the Quality Control Documentation.



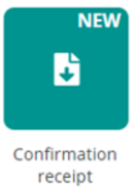
3.6 Submission

Once the establishment information and reporting metadata has been filled in, it can be submitted. To do this, go to the dataflow overview:

Click on the button **Release to data collection.**

Several automated quality checks are embedded in the system. The form will be checked automatically when a submission is attempted. The process for running and reviewing automated quality checks is described in a separate document.

If everything is correct, a notification will appear saying the data has been “released successfully“. You will also see a new icon from which you can download a **Confirmation receipt**. If you change the data and resubmit a new version, then a new confirmation receipt is available for download.

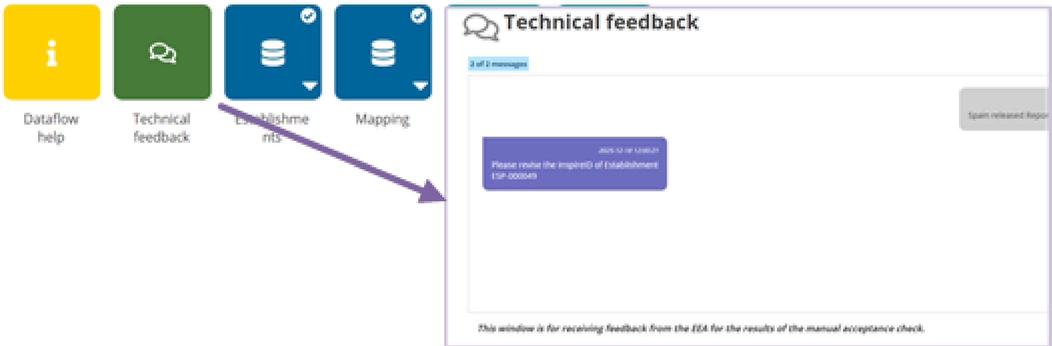


If errors have been detected, the submission will fail, and a notification will appear informing that the quality checks have not been passed.

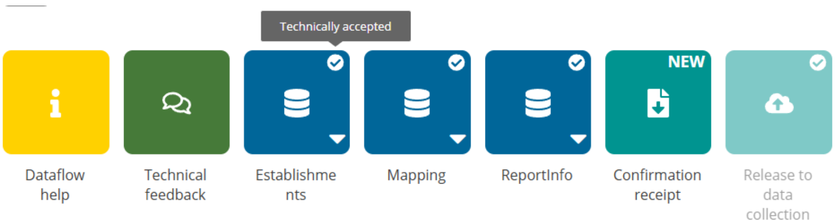
3.7 Technical feedback and resubmission

A successful release of the dataflow sends the dataflow into “Technical Acceptance”, allowing the EEA to revise the data and identify possible problems that were not detected by the automated QCs. If any problem is found, a “Technical feedback” message together with a mail from the Seveso helpdesk describing the issues will be sent to the reporters.

All the messages are available in the “Technical feedback” dialog.



If no issues are found or the problems described in the “Technical feedback” are solved, all the datasets in the dataflow will be technically accepted which will successfully end the verification process.



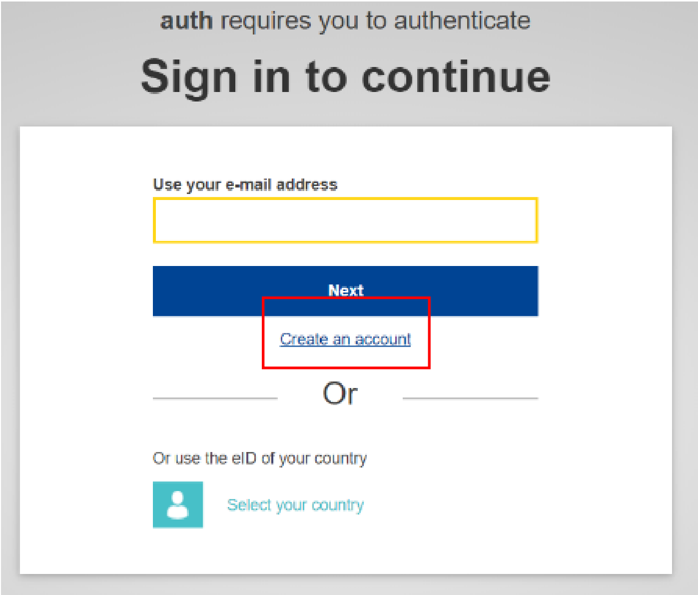
Annex 1 – Accessing Reportnet 3

Acquire EU login

1. Navigate to Reportnet 3 https://reportnet.europa.eu/ and click on "Login" button on the top right corner of the page

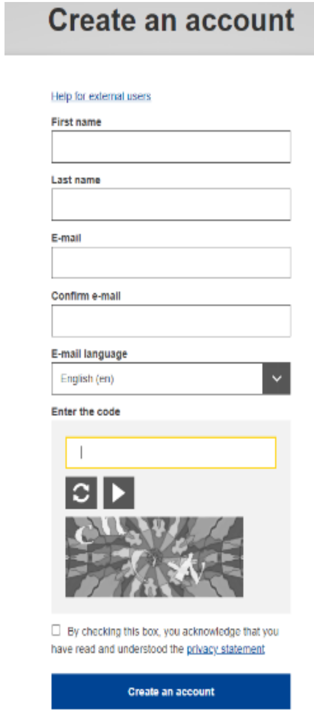
2. You will be redirected to authenticate using EU login

3. Click on the **Create an account** link on the EU Login sign-in page



4. Fill in the provided form with your personal details

- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- Confirm e-mail – Type your e-mail address again to make sure it is correct;
- **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
- Click on **Create an account** to proceed.



5. If the form is correctly filled in, an e-mail is sent to the address you provided to verify that you have access to it. If you cannot find the e-mail, check your spam, or junk folder.

Dear ……,

You have been registered in EU Login.

Your email address is .....@....

To create your password, follow the link below:

this link

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

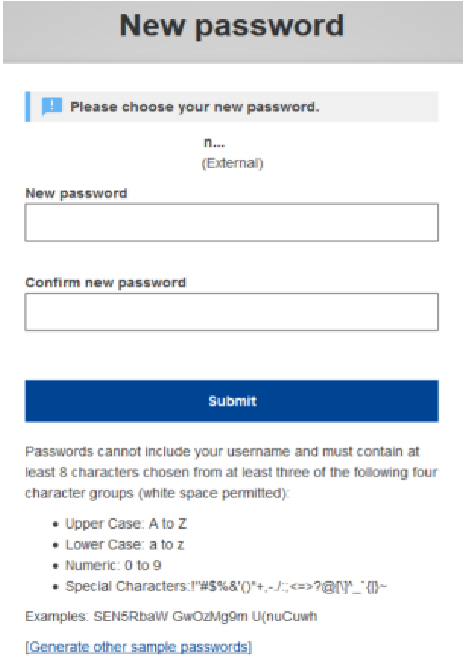
If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
https://ecas.cc.cec.eu.int:7002/cas/init/initialisePasswordLogin.cgi?xxx..

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

6. **Click the link** in the e-mail or copy/paste it in the address bar of your browser.
   You are invited to **select a password** and to **confirm it** to make sure you did not mistype it.



   Your new password must contain at least 10 characters and a combination of:

   - upper case letters,
   - lower case letters,
   - numbers and
   - special characters.

   The E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously.

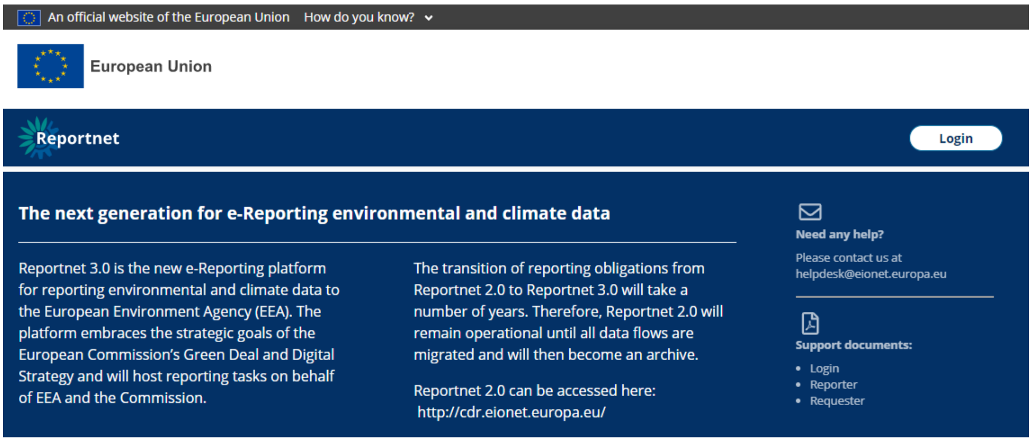
   Type your password again in the **"Confirm new password"** and click on **Submit**.

7. You now have an EU Login account and can proceed with the login for Reportnet 3 following the process for first time login

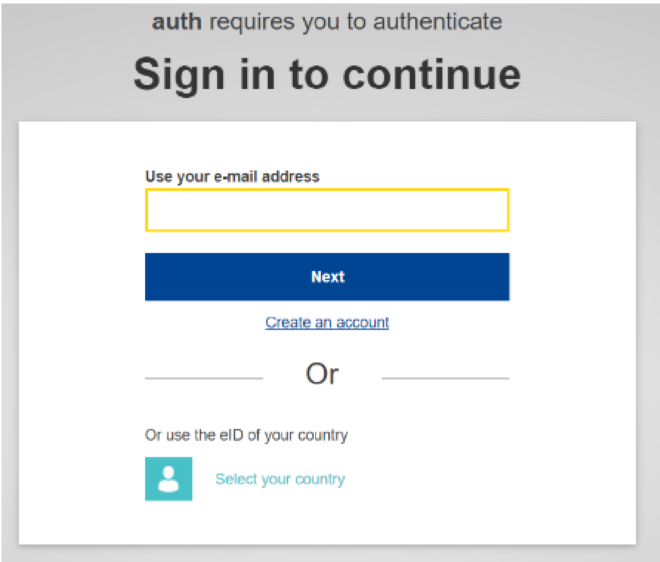
Register your account on Reportnet 3

If you **do not** have an EU login, follow the steps in the previous section. The following steps only need to be done one time.

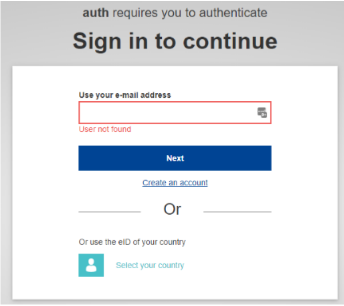
1. Navigate to Reportnet 3 https://reportnet.europa.eu/ and click on **Login** button on the top right corner of the page:



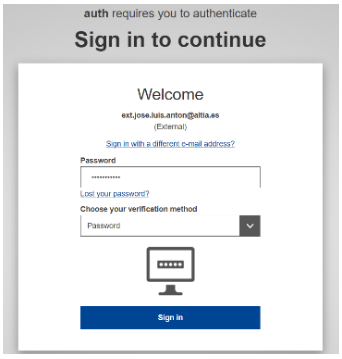
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



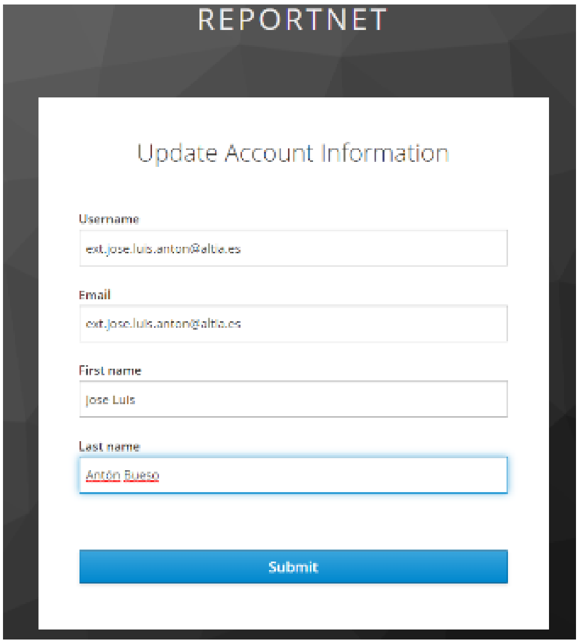
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).



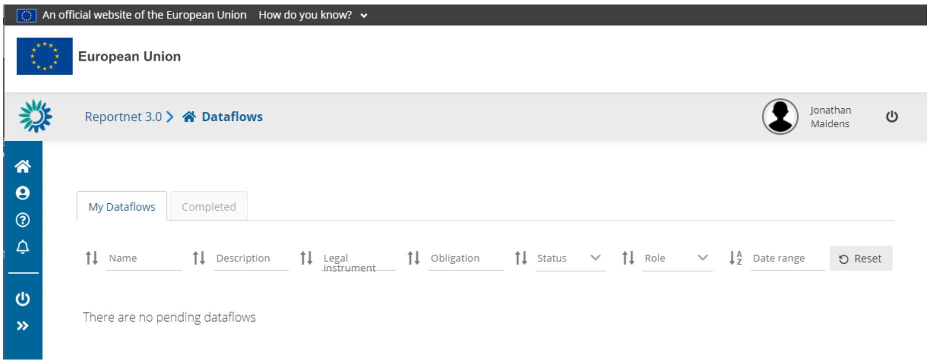
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



5. In your first login to Reportnet 3, after you have been authenticated by EU login, you will be asked to fill a form. Username should be the same email address as your EU login. Fill the form and press **Submit**



6. You will now be logged in to the platform, but the dataflow list will be empty:



7. If you are the **Lead reporter,** the EEA will grant you permissions after your registration on the platform. Next time you login, you will be able to see access to the reporting you are responsible for.

Log on to Reportnet 3

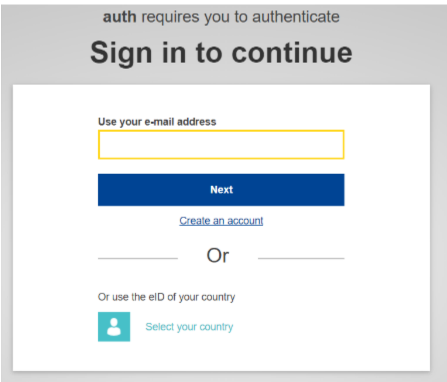
If you do not have an EU login, follow the steps in Section "Acquire EU login".

If this is the first time you access Reportnet 3, follow the steps in Section "**Error! Reference source not found.**".

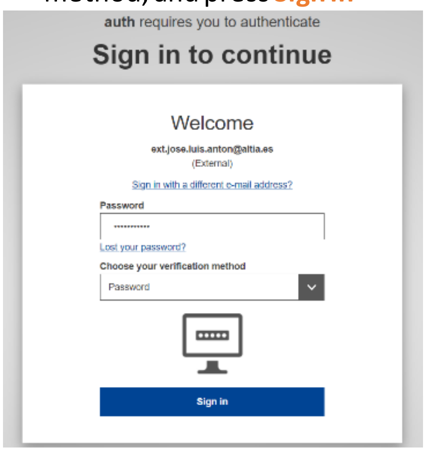
This section describes a regular login to Reportnet 3, after registration.

1. Navigate to Reportnet 3 https://reportnet.europa.eu/ and click on **Login** button on the top right corner of the page.

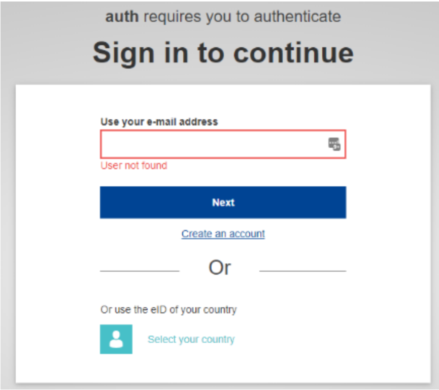
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



3. You will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



4. If you do not have EU account with the entered email, you will see the message ‘User not found’ and you will need to create an account and then follow the steps for the first time login.



5. With successful login you will be redirected back to Reportnet 3. You are now logged in and can see access to the reporting you are responsible for.

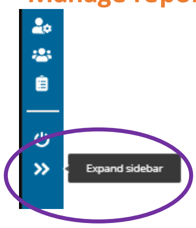
Annex 2 – Adding supporting reporters

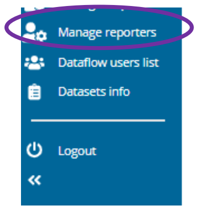
Lead Reporters nominated by the Member State can add additional colleagues to support the reporting process, if required. There are two different access levels that can be granted by a lead reporter to the supporting reporters:

- "Reporter Write": This permission level allows editing data and running data validations (quality checks).
- "Reporter Read": This permission level allows only viewing the information.

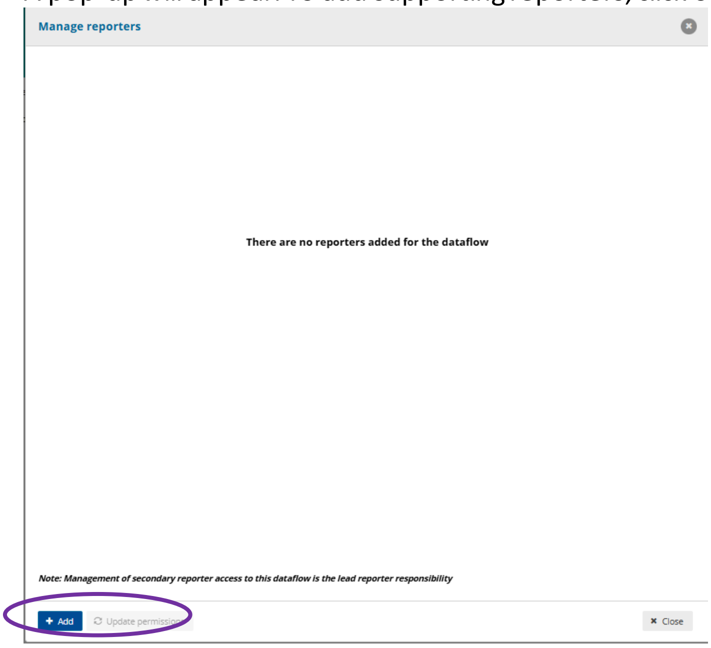
Supporting reporters will also need to register on Reportnet 3. See Annex 77. Steps to add supporting reporters are as follows:

1. Enter the reporting that you would like to add supporting reporters for.
2. Click on the **double arrow** at bottom of the left panel to expand the menu, and click on the button '**Manage reporters**'

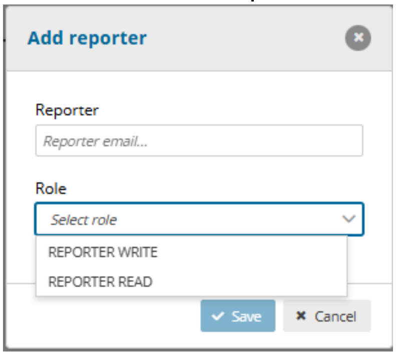




3. A pop-up will appear. To add supporting reporters, click on the "Add" button at the bottom.

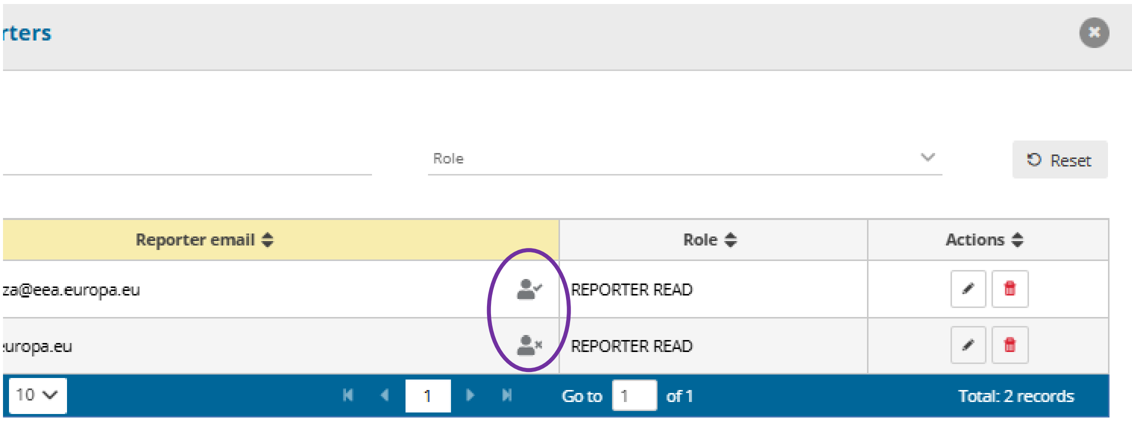


4. In the next window, add the reporter accounts using their email addresses. Under “Permissions”, select an access level of ‘reporter read’ (can only see the data) or ‘reporter write’ (can edit).



Once an email address is entered, “Save” button will be enabled, and the information can be saved. In the overview, the newly added reporter can now be seen. You can add more reporters by using the “Add” button.
The emails must have an associated EU Login and have been registered on Reportnet 3. The overview will show if that is the case:

a. If the email is registered, there will be an icon with a tick (✓) next to the email address.
b. If the system cannot find the email as a registered user, then an icon with a cross (✖) will be shown next to the email address. If not found, then the reporter has not registered on the platform (see Annex 6).



5. Once you have added all your reporters click ‘**Close’**