

European Environment Agency



# Reporting of major accident information under the Seveso Directive (eMARS)

Information for reporters regarding data transfer

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Cover design: EEA

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Layout: EEA

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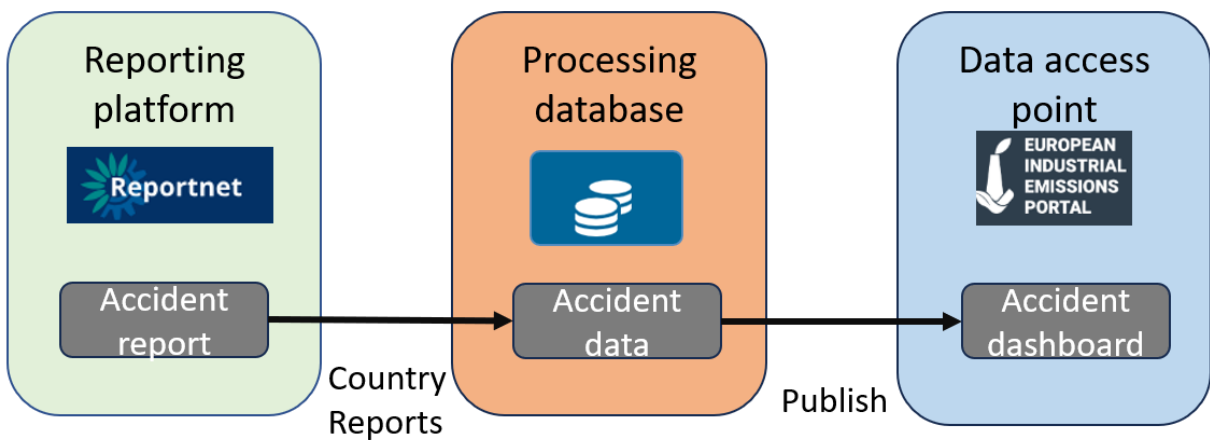
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# 1 Introduction

This document describes the process that was used in transferring the data from the JRC database to the EEA database. It explains what the reporters can expect to see on the EEA reporting platform and how it relates to the last status seen on the JRC system.

## 2 The EEA data handling process

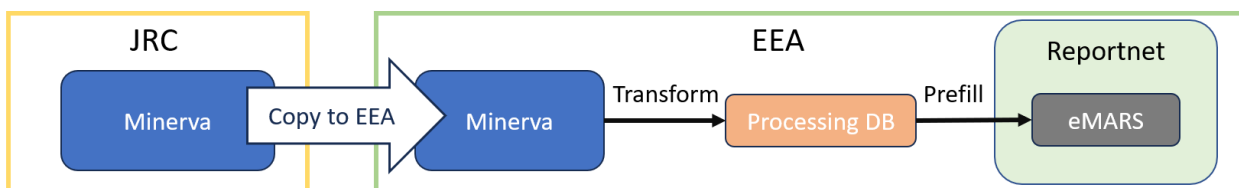
The general approach to the data handling at the EEA consists of several steps, as shown in the figure below. An accident report is first submitted by countries on the EEA Reporting platform. It is then imported into the EEA's processing database. Finally, it is prepared for publication, including filtering out the confidential data, and presented on the data access point in a dashboard.



## 3 Overview of the transfer process

The EEA received the data in bulk as a database backup from the JRC MAHB after the JRC MAHB system was closed for reporting and data consolidated. The database was restored as an encrypted database on the EEA's servers.

The legal requirements for the data *content* for accident reports has not changed and are guided by the [Commission Decision 2009/10/EC](#). As such, the EEA did not change the content of the reports but adapted it for the EEA systems. In practice, this means that the EEA created a new database structure, which differs from the one used by the JRC, designed for managing data coming from the reporting platform and publishing it on the website. Therefore, a transformation was used to convert the MAHB data into the format used in the EEA's "Processing database". Finally, for the initial Member State review and for the initial launch of the reporting platform, the platform was "prefilled" with the latest data.



The Minerva database contains multiple versions of the same accident reporting, corresponding to all the report statuses the accident report had in the past. Only the most recent relevant version of each accident

report was transferred to the EEA Processing database. Older versions of the accident reports are kept for reference purposes in the copy of the Minerva database stored on the EEA servers.

The following report statuses were used and are potentially present in the Minerva database:

Accident report status in the JRC system	Meaning	Next actor to take action	Accident in public view
New created	First time an accident is reported	Member State	No
To confirm	Filled in report is sent to the National Administrator	Member State	No
Confirmed	National Administrator has confirmed, and the report is ready for the review by MAHB	EU	No
Published	MAHB approved and published the accident report	-	Yes
Deleted	Accident report is removed from published or any other state and marked for deletion	-	No
New revision	A previously deleted or published accident report is open for editing again. If the report comes from "published" status, it stays available to the public until the revision is complete.	Member State	Yes, if previous state is "published" (the accident will have a version that is published)

Note: published and deleted reports may return to other states, if needed.

In the new EEA system, the accident workflow is simplified. Accident reports can in principle only have three states:

Accident report status in the EEA system	Meaning	Next actor to take action	Accident in public view
Draft/Editing	Member State is editing the report (new or revised)	Member State	No if new, yes if in revision (previous version in <i>Final</i> state is published)
Released	The report has been submitted for EU review	EU	As above
Final	The report has been approved for publication	-	Yes

Note: final report may be revised, i.e. return to editing state.

The mapping between the two systems was therefore necessary during the transfer. The treatment of each accident report was based on its latest status in the Minerva database. The following approach was taken:

- The **"published"** accident reports are considered **"final"**. They were transferred to the EEA processing database and published on the website.
- **"New created"**, **"to confirm"** accident reports, and reports with status **"New revision"** without a published version: These reports were considered **"draft/editing"** (=new accident reports). These reports will need to be **"released"** by the country. These data were transferred to temporary tables in the EEA processing database. They are not published on the website.

**“New revision” reports that also have a published version.** These are considered “draft/editing” but were treated slightly differently from the above. The latest version of the data marked as “new revision” was transferred to temporary tables in the EEA processing database. The separate version of the accident report that is marked as “published” was made available on the website.

- **“confirmed”:** the JRC moved these accident reports to one of the other states prior to the transfer, hence, some previously confirmed accidents will be in “draft/edit” state.

The EEA proposes that a confirmation of the data transfer is done prior to any editing of the data. As such, in the beginning in the EEA reporting system there will be three sections for the different accident reports, **only available for viewing and not for editing:**

- “Published accidents”: all the latest published versions of each accident report.
- “Edit published accidents”: accident reports that have both a published version and a “new revision” version. This section will contain the “new revision” version. The corresponding “published” version is in the “published accidents” section.
- “New accidents”: all accident reports where the latest version had any status that requires Member State action, except those in the “edit published accidents” section.

The overview of the reports and where they will be in the EEA systems:

Accident report status in the JRC system	Status in the EEA reporting system	In the EEA SQL processing database	In the new EEA public site
New created	“New accidents” section	Temporarily	No
To confirm	“New accidents” section	Temporarily	No
Confirmed	Moved to one of the other states by the JRC prior to sending the data to the EEA	Temporarily	No
Published	“Published accidents” section for viewing	Yes	Yes
Deleted	Not considered, unless moved to one of the other states by the JRC prior to sending the data to the EEA	No	No
New revision	“New accidents” section if never published, “Edit published accidents” section if previously published	Yes: the published version; temporarily: the revision version	Yes, if previously published

Note, the reporting and publication site was the same on the JRC system, but they are two distinct platforms in the EEA System. The next chapters in this information document are about using the reporting platform for confirming the data transfer.

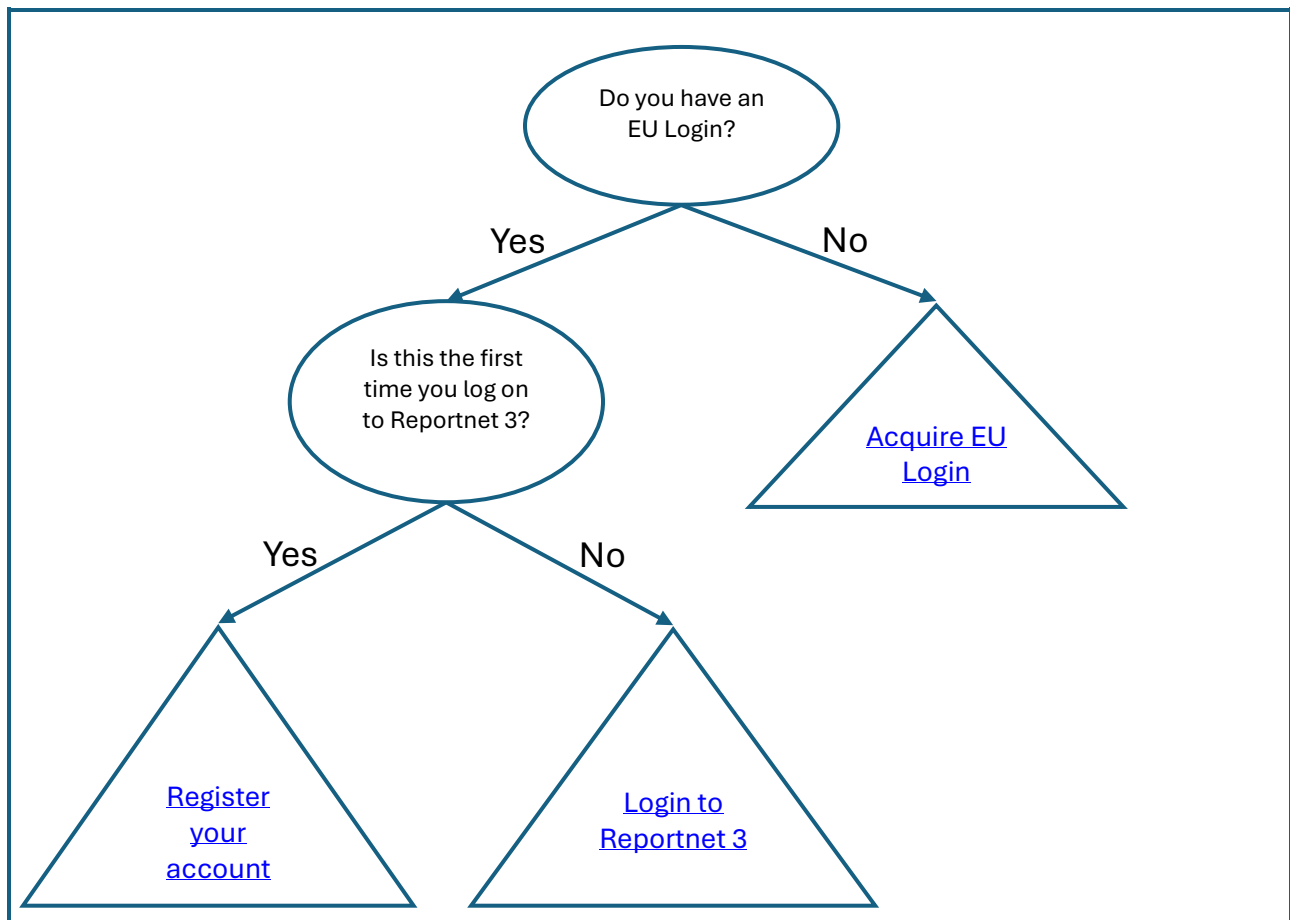
## 4 Accessing EEA Reportnet

To confirm the data transfer (and subsequently report accident information under the Seveso Directive) will require:

- **Permissions to report the national delivery.** For reporting purposes, each competent authority nominates a **Lead reporter**. The permission to access the reporting platform will be granted to **the Lead reporter** by the EEA.  
The lead reporter may add additional colleagues to assist with reporting (see section 4.4 for details on the available roles)
- **EU Login** with a username and password (EU Login with Multifactor Authentication is used to access reporting on Reportnet 3).

If you already have your Reportnet access set-up from the testing, you can go straight to [Chapter 5](#).

Select one of the buttons in the chart below to go to the right section of the guidance on how to access Reportnet 3:



## 4.1 Acquire EU login

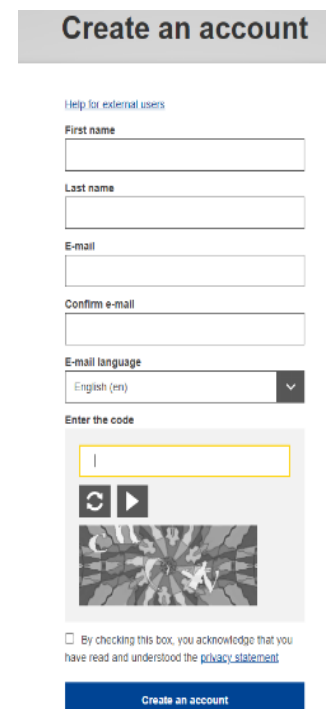
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on “Login” button on the top right corner of the page
2. You will be redirected to authenticate using EU login

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

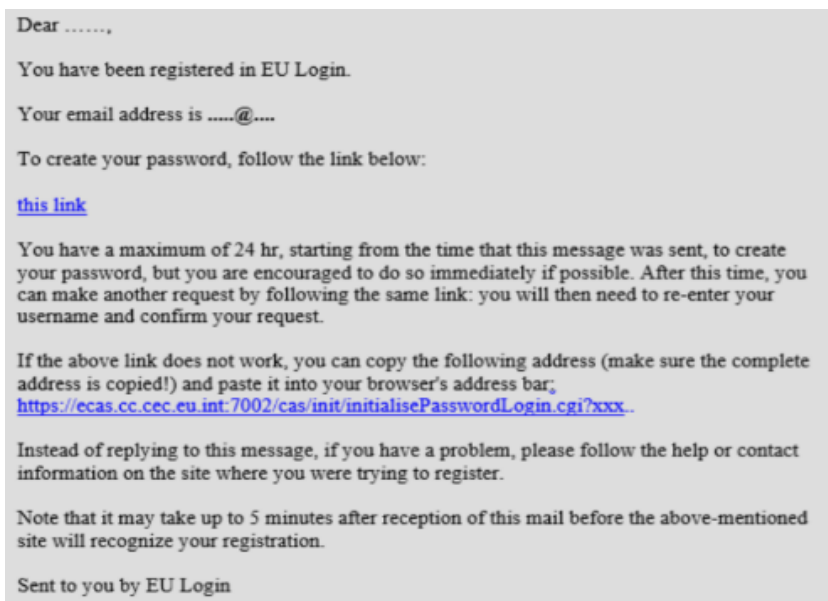


4. Fill in the provided form with your personal details

- **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.



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

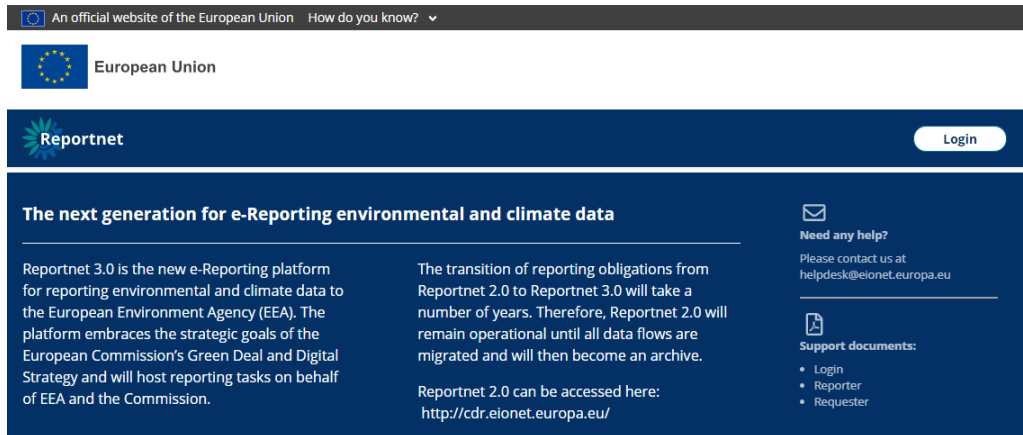
The screenshot shows a web form titled "New password". It includes the following elements:

- A header bar with the text "New password".
- A message: "Please choose your new password." with a small icon.
- A label "n..." (External) above a text input field for the "New password".
- A label "Confirm new password" above a second text input field.
- A blue "Submit" button.
- Instructions: "Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):"
- A list of requirements:
  - Upper Case: A to Z
  - Lower Case: a to z
  - Numeric: 0 to 9
  - Special Characters: !"#%&'()\*+,-./:;<=>?@[\"\_`{|}~
- Examples: SEN5RbaW GwOzMg9m U(nuCuwh
- A link: [\[Generate other sample passwords\]](#)

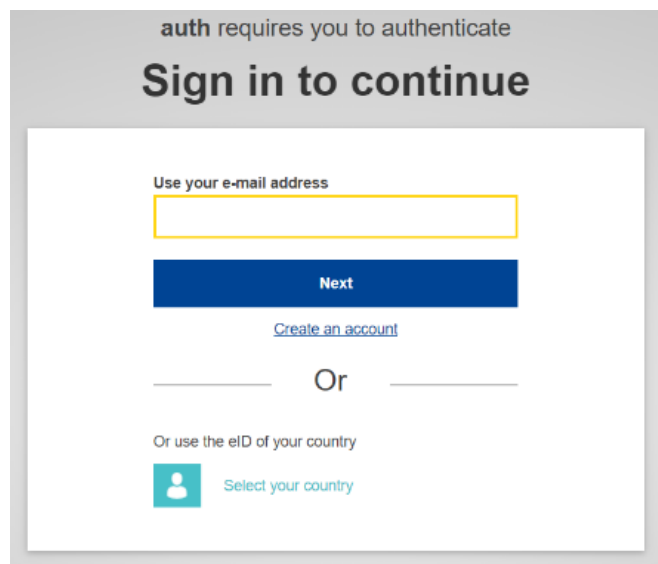
## 4.2 Register your account on Reportnet 3

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.

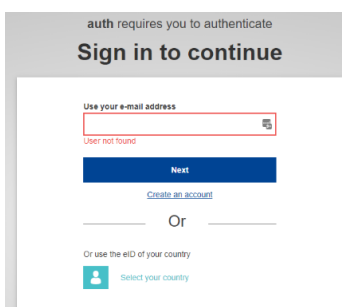
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page:



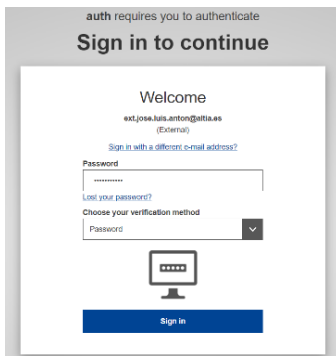
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.

The screenshot shows the authentication page titled "auth requires you to authenticate" and "Sign in to continue". It features a form with a "Use your e-mail address" label and a text input field. Below the input field is a blue "Next" button. Underneath the button is a link that says "Create an account". A horizontal line with "Or" in the center separates this from the next section, which is labeled "Or use the eID of your country" and includes a "Select your country" button with a person icon.

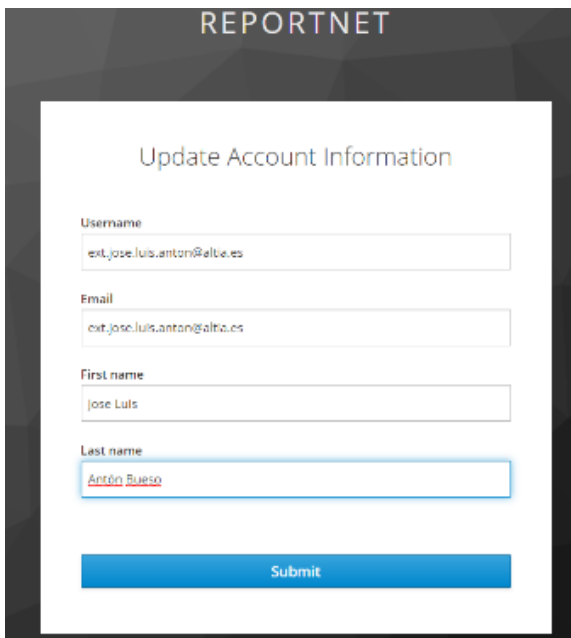
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).

This screenshot shows the same authentication page as the previous one, but with an error message. The text "User not found" is displayed in red below the email input field. The "Next" button and "Create an account" link are still visible.

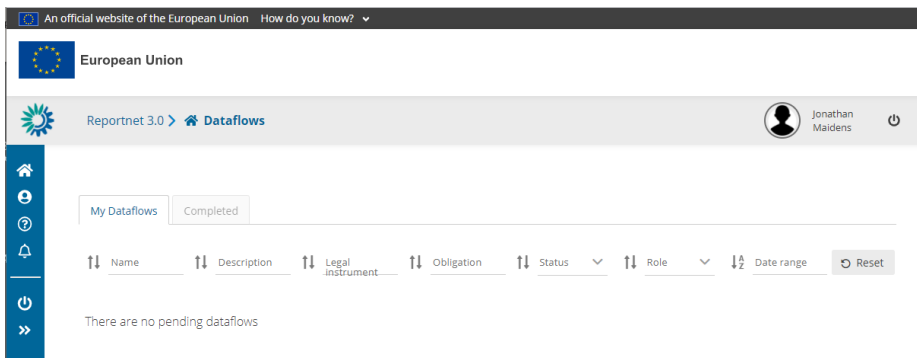
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



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.

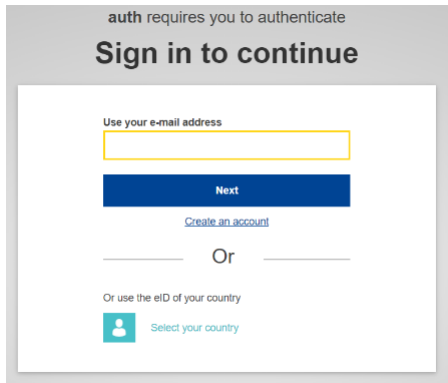
### 4.3 Log on to Reportnet 3

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

If this is the first time you access Reportnet 3, follow the steps in Section 4.2.

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

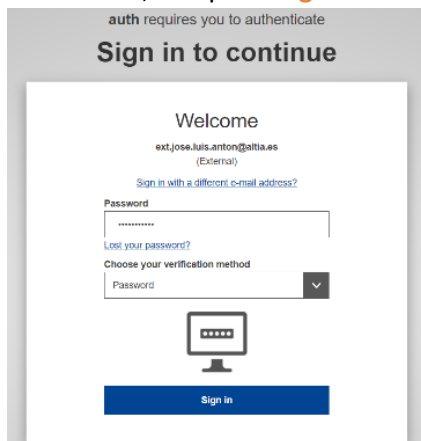
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page.
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



The screenshot shows a login screen with the following elements:

- Header: "auth requires you to authenticate" and "Sign in to continue".
- Text: "Use your e-mail address".
- Input field: A yellow-bordered text box for the email address.
- Button: A blue "Next" button.
- Link: A blue "Create an account" link.
- Separator: A horizontal line with "Or" in the center.
- Text: "Or use the eID of your country".
- Icon and Link: A person icon and a "Select your country" link.

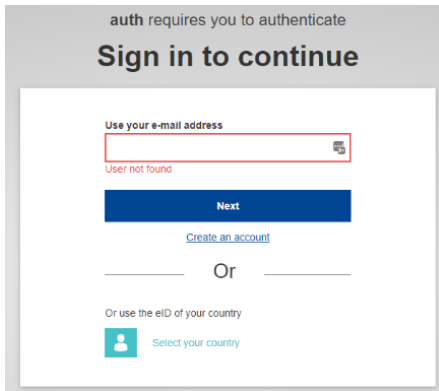
3. You will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



The screenshot shows a login screen with the following elements:

- Header: "auth requires you to authenticate" and "Sign in to continue".
- Text: "Welcome".
- Text: "ext.jose.luis.anton@altia.es (External)".
- Link: A blue "Sign in with a different e-mail address?" link.
- Text: "Password".
- Input field: A password field with a masked password "\*\*\*\*\*".
- Link: A blue "Lost your password?" link.
- Text: "Choose your verification method".
- Dropdown menu: A dropdown menu with "Password" selected.
- Icon: A computer monitor icon with a masked password "\*\*\*\*\*".
- Button: A blue "Sign in" button.

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.

#### 4.4 Adding supporting reporters for your country

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:

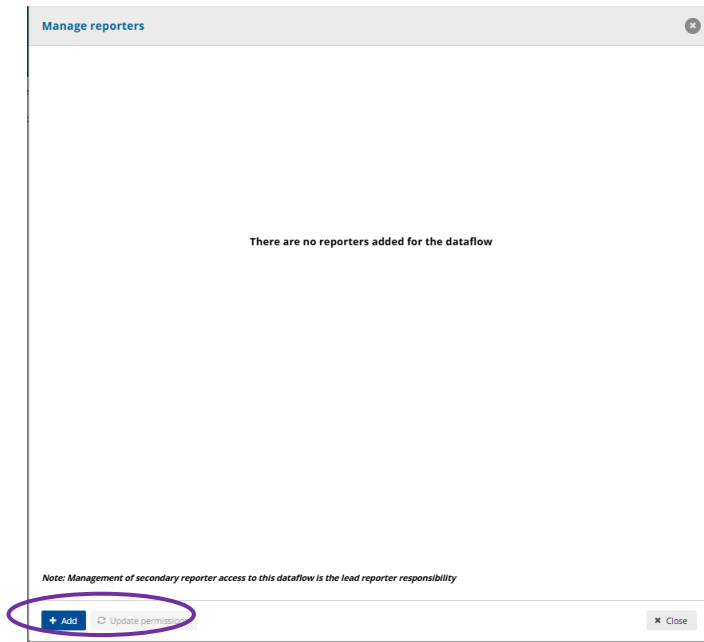
- “Reporter Write”: This permission level allows editing data and running data validations (quality checks).
- “Reporter Read”: This permission level allows only viewing the information.

Supporting reporters will also need to register on Reportnet 3. See Section 4.2. 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 section 4.2).

Reporter email	Role	Actions
za@eea.europa.eu	REPORTER READ	[Edit] [Delete]
uropa.eu	REPORTER READ	[Edit] [Delete]

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

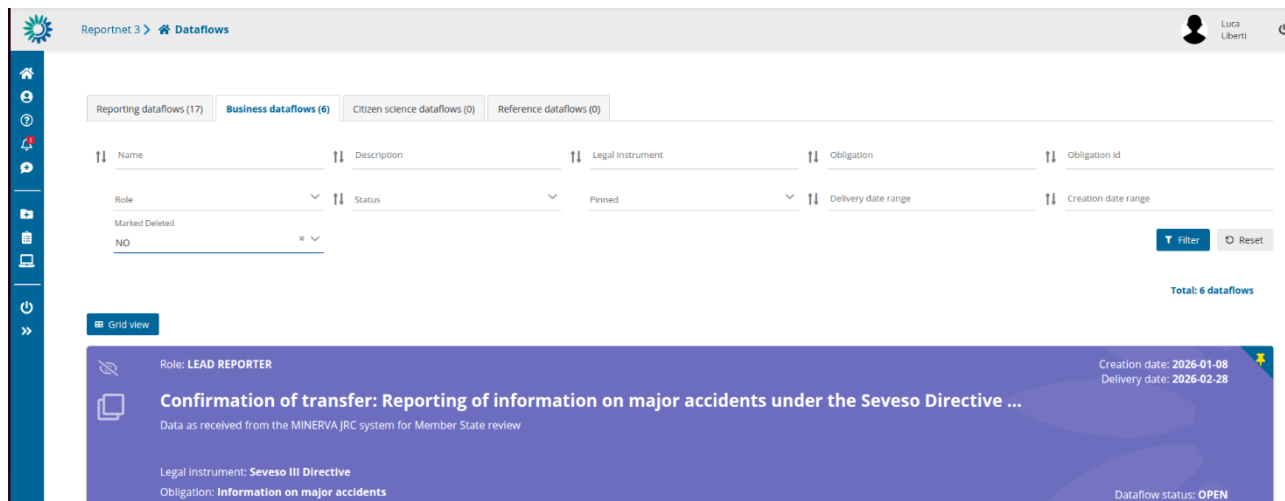
## 5 Confirming the transferred data on the EEA Reporting platform

The Lead Reporters are invited to access the Reporting platform to view and confirm the data. No additional action is required in order to confirm the data on major accidents and access the major accident reporting.

Once logged in to the platform you will see the reporting elements you are responsible for. It may be only the major accidents reporting or also reporting on establishments. On the platform, each reporting item is denoted a “dataflow”. The dataflow for confirmation of eMARS data is located in the tab “business dataflows” (indicating that some data in this reporting flow is confidential, thus covered by additional security measures).








Once in the tab, you will see the dataflow as follows:



Click on the banner “Confirmation of transfer”. Inside the dataflow, the data will appear in the following structure:



The Lead Reporters are invited to check each section of the reporting overview and confirm that the accident reports are as expected. Where to find each report, based on statuses in the JRC system:

Accident report status in the JRC system	Section icon on the EEA Reporting platform
New created	 New accidents
To confirm	 New accidents
Confirmed	NA
Published	 Published accidents
Deleted	NA
New revision (never published)	 New accidents
New revision (previously published)	 Edit published accidents

Note that some sections may be empty for each country, including “Published accidents”. To view the accident reports in each section, click on the relevant section icon. The following view will appear (identical setup for all three datasets):

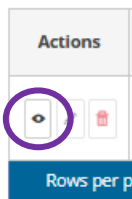
**New accidents** *Pending*  
Confirmation of transfer: Reporting of information on major accidents under the Seveso Directive - Wakanda (Big Data)

**⚠ Be aware that, in case of more than one reporter editing in the same table, only the last changes made to the webform will be saved**

Actions	Local accident ID (country level) ⇅	Accident ID ⇅	Accident title ⇅	Accident type ⇅	Legislation ⇅	Seveso status ⇅	Start Date ⇅
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	1		Leakage of gases in a vibranium processing facility	Near Miss	OECD	- not known / not applicable -	01/10/2025 11:32

Rows per page: 10  Total: 1 record

The only action that is enabled in the overview table for the “Confirmation” dataflow, is “View”. Click on the “eye” icon in the left-most column of the table to view each accident:



The following window will be displayed:

You are in View mode. If you want to edit your data, you need to enable editing first.

Accident profile

**Date and Time of Occurrence**

Start Date and Time \*  End Date and Time \*

**Identification**

Accident title \*

Event type \*  Reported under \*  Seveso status \*

You can navigate through the different sections of the accident report by using the tabs or return to the overview by clicking the “Overview” button. All the data is only viewable and not manually editable. Note

that the attachments section will show the file descriptions, but not the attachments themselves. It is not necessary to review all fields for each accident report. It is recommended to check:

- That the overall number of accident reports is as expected in each section. You can see the number of accident reports at the bottom right of the overview table in each section:

Actions	Local accident ID (country level) ↕	Accident ID ↕	Accident title ↕	Accident type ↕	Legislation ↕	Seveso status ↕	Start Date ↕
	1		Leakage of gases in a vibranium processing facility	Near Miss	OECD	- not known / not applicable -	01/10/2025 11:32

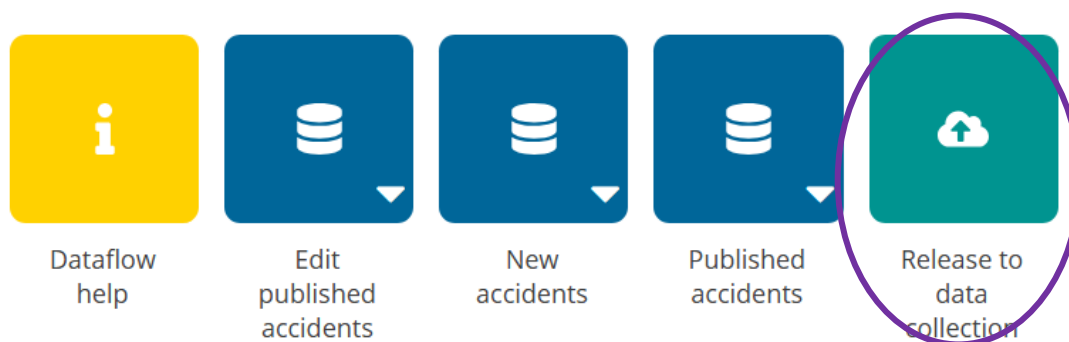
Rows per page 10 ▾

1

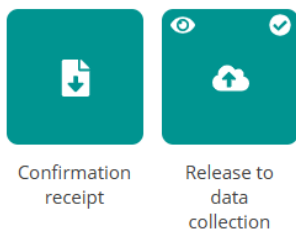
Total: 1 record

- That the data is correctly transferred, for a selected 1 or 2 accidents. Ideally select one that is expected to have more detail.

Once you have made the checks, go back to the top-level page of the dataflow. Click on “Release to data collection” button. This will indicate to the EEA that you have reviewed and confirmed the data.



A receipt will be issued with the date of release, country and the user account. The receipt will appear as a new icon next to the “release” button. It can be downloaded as a pdf:



For the confirmation dataflow, no additional action is required. Once the data is confirmed by the Lead Reporters, the EEA will proceed with generating the official reporting space and introduce the new workflow for accidents reporting.

If you have any questions regarding the data transfer, please contact the Seveso Helpdesk [seveso.helpdesk@eea.europa.eu](mailto:seveso.helpdesk@eea.europa.eu).