European Environment Agency

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

Manual for Reporters – Reporting platform

Version 2

Cover design: EEA

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Layout: EEA

Contents

1 Introduction

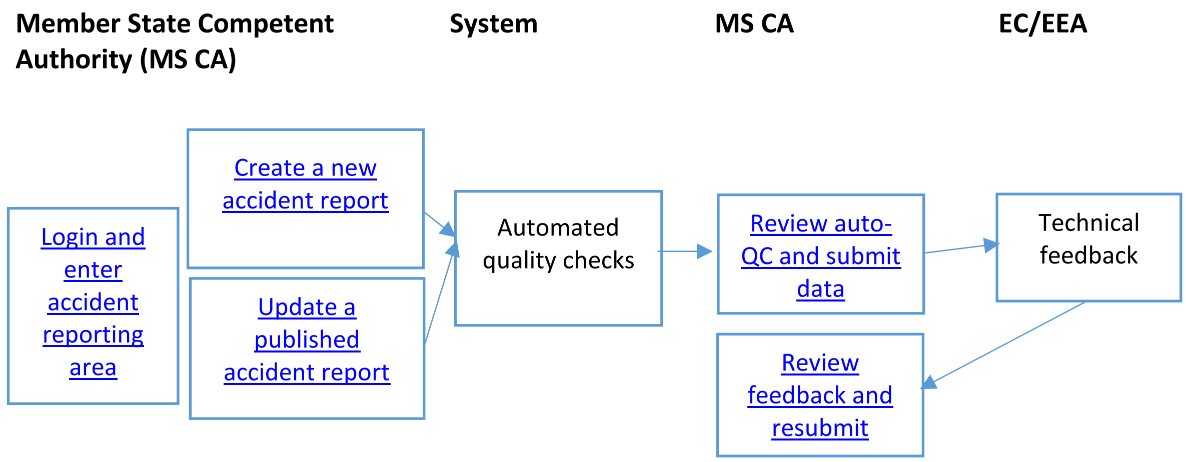
This document is an extract of the overall user manual for major accidents reporting. The extract focuses on the use of the EEA's reporting platform.

2 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 18 (1) of the Seveso Directive (Directive 2012/18/EU) and in line with the format defined in Commission Decision 2009/10/EC.

2.1 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.



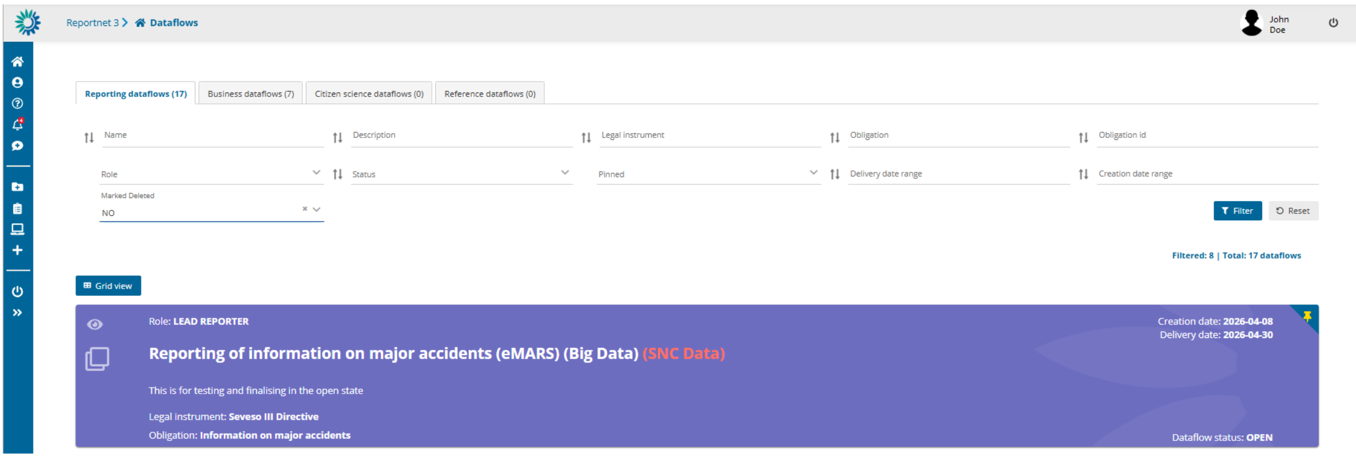
2.2 Login and enter accident reporting area

<u>Login to the EEA's Reportnet 3 platform</u>

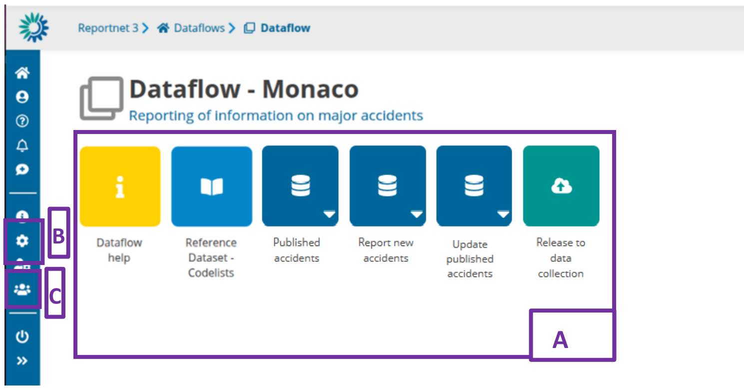
See Annex: User accounts and access permissions for details, if you need guidance on how to do this.

<u>Access the reporting section for major accident information</u>

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, or other data. On the platform, each reporting item is denoted a "dataflow". Click on the accidents dataflow to enter the overview of accidents reporting:



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 this section you will find three tabs showing the technical overview of the reporting schema, and relevant documents and links.
  - **Reference Dataset - Codelists** – this is a non-editable section which contains all codelists (predefined lists of allowed values) currently used in the reporting for eMARS
  - **Published accidents, Report new accidents** and **Update published accidents** are sections where the reporter may interact with the data, where data 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** displays the information regarding the dataflow, reporting obligation and legal instrument.

[C] – **Manage reporters** displays a dialog where a lead reporter can provide access to the dataflow for other reporters – see section 2.8 for details.

You can enter the reporting areas by clicking the relevant button, depending on the action you need to take. Further details are available in the sections below.

- [Prepare a new accident report](#), continue to section 2.3.
- [Update published accident reports](#), continue to section 2.4.

2.3 Preparing a new accident report

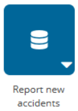
<u>Situation:</u> A new accident occurred in the territory of your country. It falls under the Seveso criteria or is interesting for lessons learned. It has not previously been reported to the EU.

<u>When to send a report:</u> According to Article 18(2) of the Seveso Directive, the information should be provided "as soon as practicable and at the latest within one year of the date of the accident". The article also acknowledges that information related to analysis of the accident may be incomplete at the time of the first report and should be updated when the information becomes available.

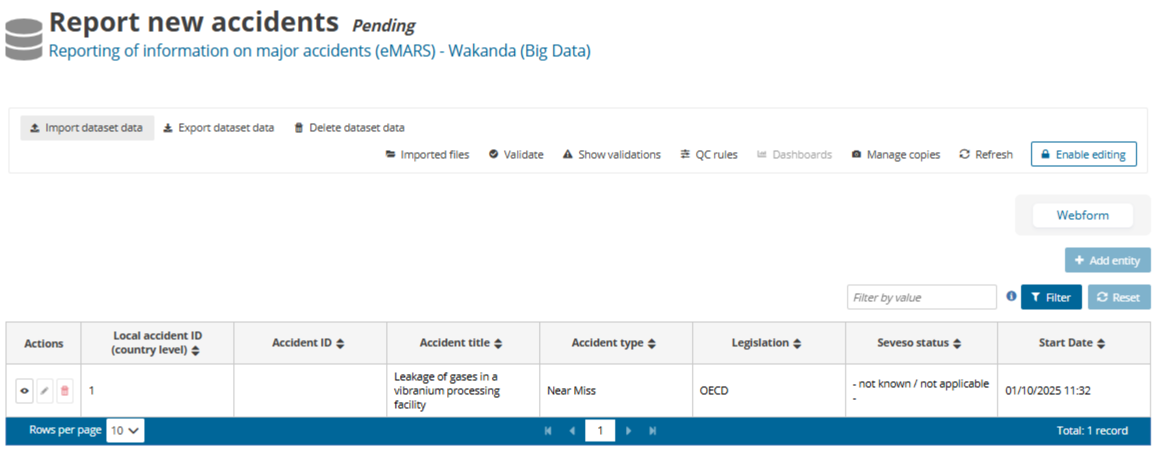
<u>Steps:</u>

- Enter the reporting area for new accidents
- Create a new accident report
- Fill in the information
- Validate and submit the information
- Review feedback when available, update as relevant and resubmit

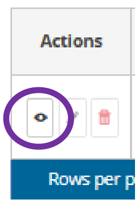
2.3.1 Enter the reporting area for new accidents



Click on the icon for "reporting new accidents". The following view will appear:



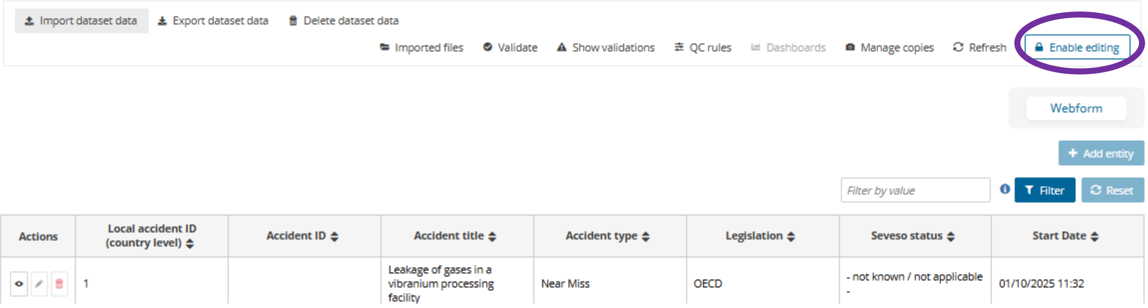
The first time you report eMARS data to the EEA, if you have any accidents transferred from the JRC system that have not yet been published, they will appear here. The following times, if you had any accident reports that you have not yet submitted, but started drafting, they will also appear here. The accident reports that were transferred from the JRC will already have an accident ID. The subsequent new ones will not have an accident ID until approved for publication. You can click on the "eye" icon in the left-most column of the table to view each accident:



2.3.2 Create a new accident report

Back to Top of Section

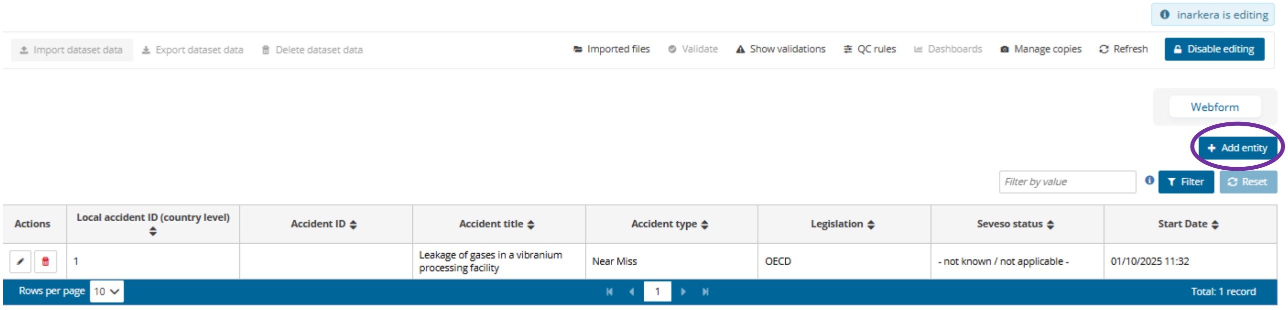
When you enter the area, the editing will be disabled to start with. To start editing, press on "Enable editing" button. This will lock editing to your user, and others will not be able to edit at the same time.



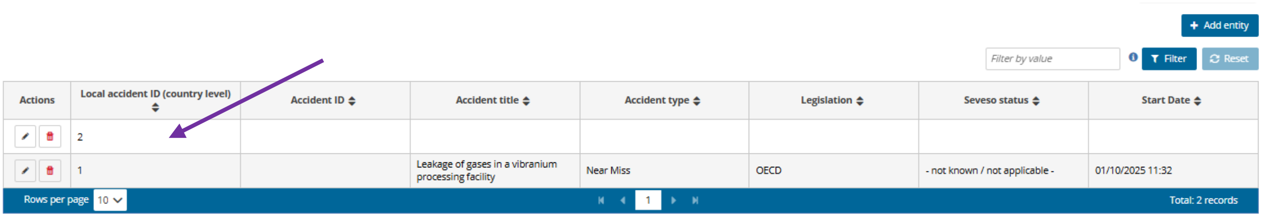
Once manual editing is enabled, the view will change and the system will disable the buttons to import, export and delete the full dataset and enable:

- the **"+Add entity"** button at the top of the accident overview table
- the icon for editing if there are any existing accident reports in the table

The view will be as shown below. In most cases the overview table will be empty:

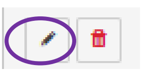


Use the **"+Add entity"** button to add a new accident report. The new accident will appear at the top of the accident list as a new row in this table:



You can delete accident reports if added by mistake, or duplicated, using the "bin" icon. These drafts are not saved and if you delete them, they cannot be recovered.

Click on the "pen" button next to the accident report you want to work on to enter the accident reporting area for that accident:



The details about the contents of each section of the accident report form are provided in section 2.5.

GO TO FILLING IN SECTION

2.4 Update a published accident report

Situation: An accident has previously been reported to the EU and published on the eMARS public database. After further analyses and proceedings nationally, more information becomes available about the accident. The Competent Authority thus needs to review and update an existing accident report.

Note: If you are still in the process of finalising the first submission of a new accident report that has not yet been published, it is considered a "new report". Please follow the guidance in Section 2.3.

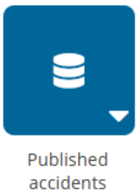
When to update an accident report: According to Article 18(2) of the Seveso Directive, the information should be provided "as soon as practicable and at the latest within one year of the date of the accident". The article also acknowledges that information related to analysis of the accident may be incomplete at the time of the first report and should be updated "once the results of further analysis and recommendations are available".

Steps:

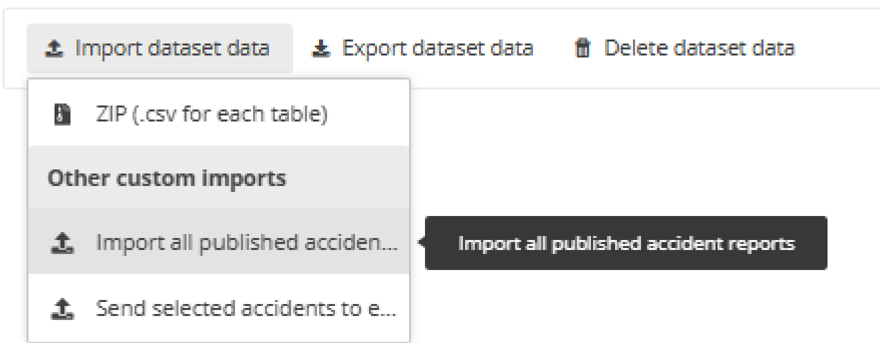
- Browse published accident reports
- Select an accident or accidents to update
- Fill in/update the information
- Validate and submit the information
- Review feedback when available, update as relevant and resubmit

2.4.1 Browse published accident reports

As a first step, go to the Published accidents dataset:

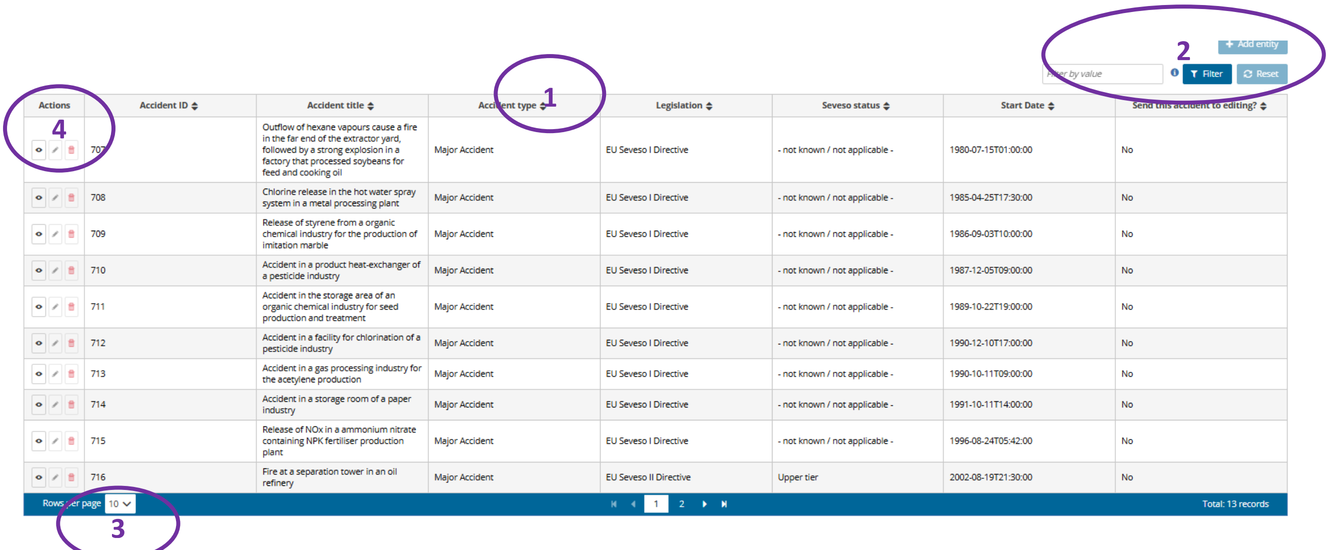


When you enter the dataset for the first time, it will be empty. First, import the latest published accident list from the database. Using the drop-down menu available under "Import dataset data", select "Import all published accident reports":



The "Import" button will be greyed out, indicating 

running in the background. Once it is finished, press "Refresh". This will give you the overview of all accidents reported by your country that have already been published:



Actions	Accident ID	Accident title	Accident type	Legislation	Seveso status	Start Date	Send this accident to editing?
	707	Outflow of hexane vapours cause a fire in the far end of the extractor yard, followed by a strong explosion in a factory that processed soybeans for feed and cooking oil	Major Accident	EU Seveso I Directive	- not known / not applicable -	1980-07-15T01:00:00	No
	708	Chlorine release in the hot water spray system in a metal processing plant	Major Accident	EU Seveso I Directive	- not known / not applicable -	1985-04-25T17:30:00	No
	709	Release of styrene from a organic chemical industry for the production of imitation marble	Major Accident	EU Seveso I Directive	- not known / not applicable -	1986-09-03T10:00:00	No
	710	Accident in a product heat-exchanger of a pesticide industry	Major Accident	EU Seveso I Directive	- not known / not applicable -	1987-12-05T09:00:00	No
	711	Accident in the storage area of an organic chemical industry for seed production and treatment	Major Accident	EU Seveso I Directive	- not known / not applicable -	1989-10-22T19:00:00	No
	712	Accident in a facility for chlorination of a pesticide industry	Major Accident	EU Seveso I Directive	- not known / not applicable -	1990-12-10T17:00:00	No
	713	Accident in a gas processing industry for the acetylene production	Major Accident	EU Seveso I Directive	- not known / not applicable -	1990-10-11T09:00:00	No
	714	Accident in a storage room of a paper industry	Major Accident	EU Seveso I Directive	- not known / not applicable -	1991-10-11T14:00:00	No
	715	Release of NOx in a ammonium nitrate containing NPK fertiliser production plant	Major Accident	EU Seveso I Directive	- not known / not applicable -	1996-08-24T05:42:00	No
	716	Fire at a separation tower in an oil refinery	Major Accident	EU Seveso II Directive	Upper tier	2002-08-19T21:30:00	No

1 - Sorting

The accidents table can be sorted by clicking on the column headers when the arrow symbols are displayed next to the column name in the header, e.g. accident title, type, legislation, Date, or Seveso status. Any column that has arrow symbols next to the column header can be used to sort the table overview:

Accident title

Once a column is sorted, the arrow will indicate the table is sorted according to that column (ascending or descending order): Accident title or Accident title

2 - Filtering

The accident list can be filtered using the filter function on the top-right corner of the table.

Filter by value | Filter | Reset

In the "Filter by value" field, enter any word, or part of the word to search for. Then press "Filter". The table will shrink down to show only the accidents containing the specified word in any of the columns. Note that the filter is case-sensitive.

For example, filter "Release" might show 2 accidents that have "Release" in their title:

Actions	Accident ID	Accident title	Accident type	Legislation	Seveso status	Start Date	Send this accident to editing?
	709	Release of styrene from a organic chemical industry for the production of imitation marble	Major Accident	EU Seveso I Directive	- not known / not applicable -	1986-09-03T10:00:00	No
	715	Release of NOx in a ammonium nitrate containing NPK fertiliser production plant	Major Accident	EU Seveso I Directive	- not known / not applicable -	1996-08-24T05:42:00	No

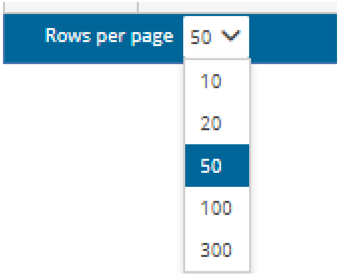
Filtering by Date, e.g. find accidents that occurred in 1990:

Actions	Accident ID	Accident title	Accident type	Legislation	Seveso status	Start Date	Send this accident to editing?
	712	Accident in a facility for chlorination of a pesticide industry	Major Accident	EU Seveso I Directive	- not known / not applicable -	1990-12-10T17:00:00	No
	713	Accident in a gas processing industry for the acetylene production	Major Accident	EU Seveso I Directive	- not known / not applicable -	1990-10-11T09:00:00	No

To view the full list of accidents again, press "Reset".

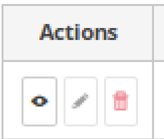
3 - View more accidents per page

If there are many accidents in your overview, you can choose to view more accidents in one page to get a better overview. Use the drop-down on the bottom-left corner to choose how many accidents to display:

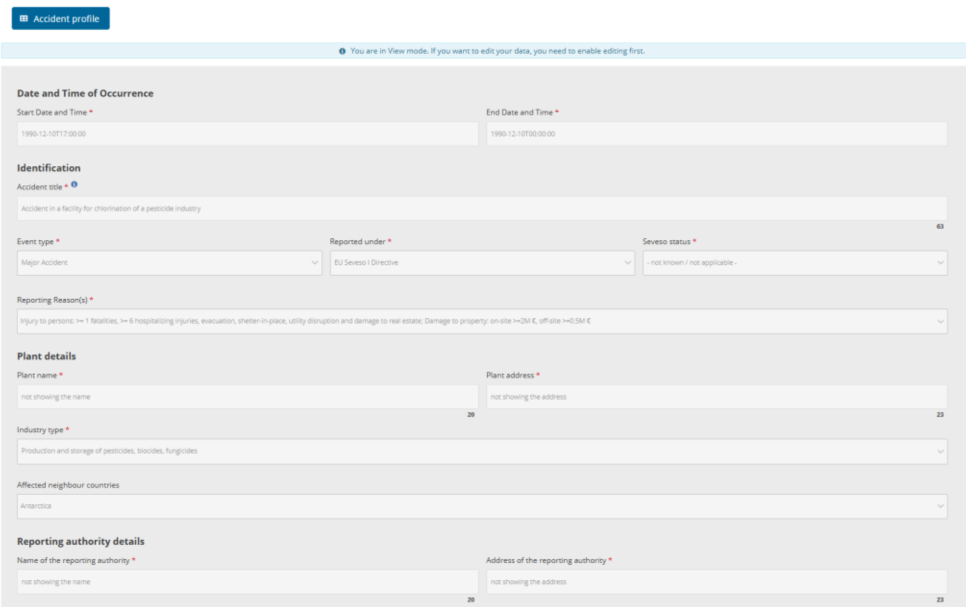


4 – View details for a specific accident

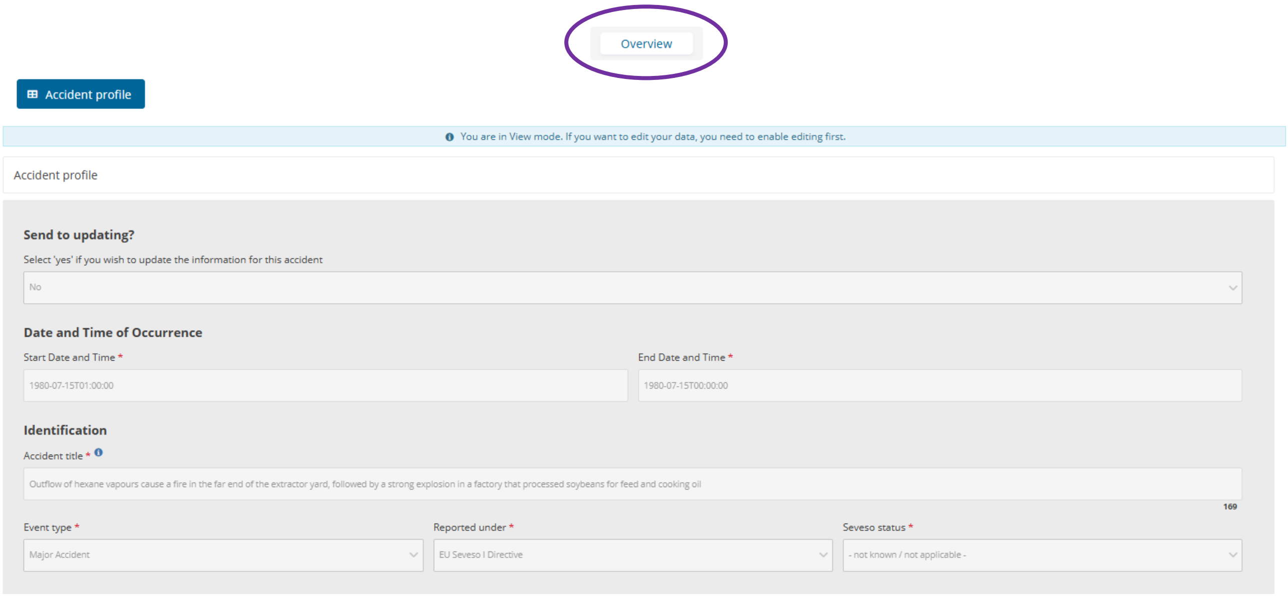
To view the details for a specific accident, click the “eye” icon on the left of the accident in the list:



This will open the Accident profile page:



To return to the main page with the list of accidents, click the “Overview” button:



2.4.2 Select an accident or accidents to update

[Back to Top of Section]

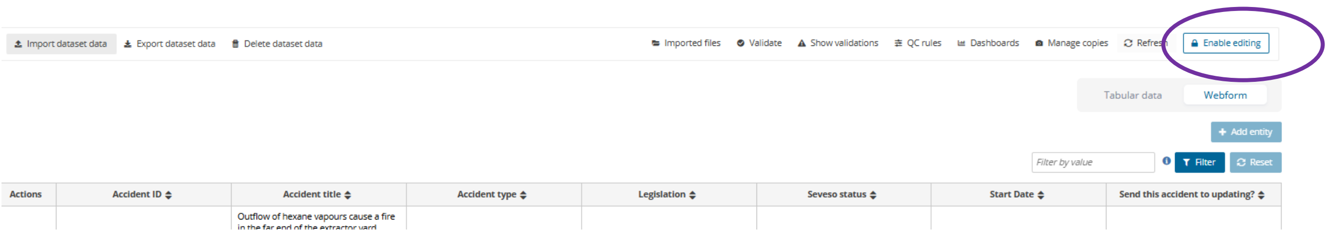
To update accident information, they will need to be sent from “Published accidents” to “update published accidents” section, in two steps:

1. Mark accidents for updating
2. Import accidents in the updating area

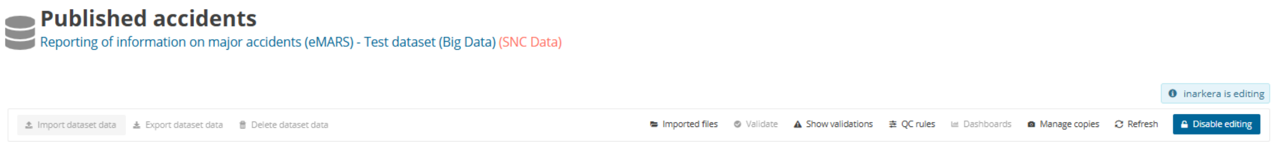
Mark accidents for updating

This step requires that each accident that requires an update is flagged in the “Published accidents” section.

While in “Published accidents” dataset, first enable manual editing by pressing the “enable editing” button:

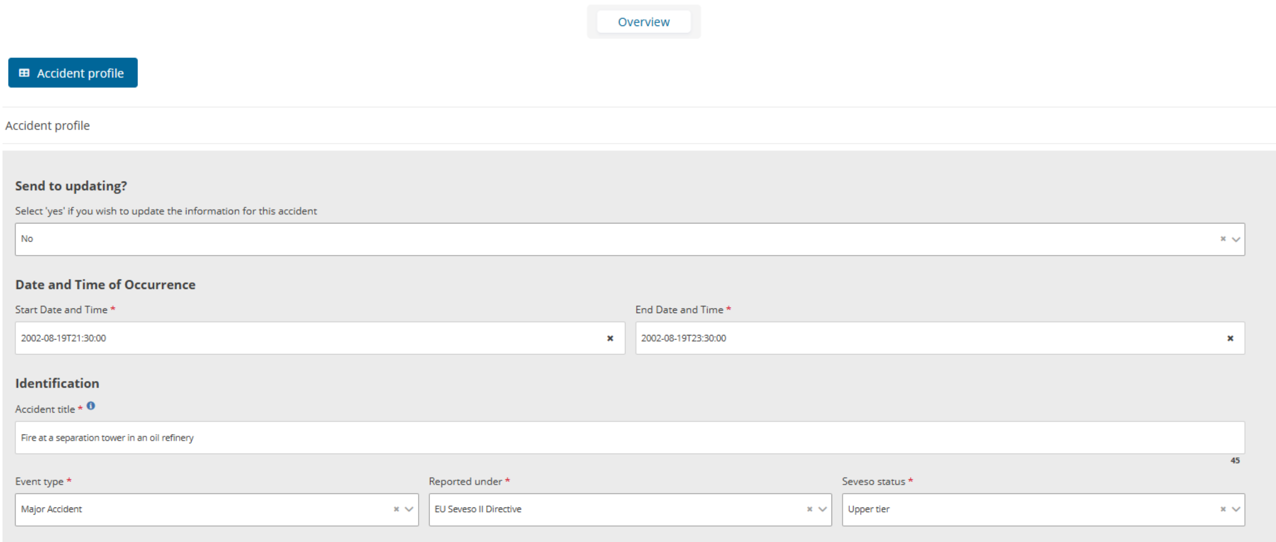


This may take a bit of time, and the screen will change to show that you are now editing the dataset:

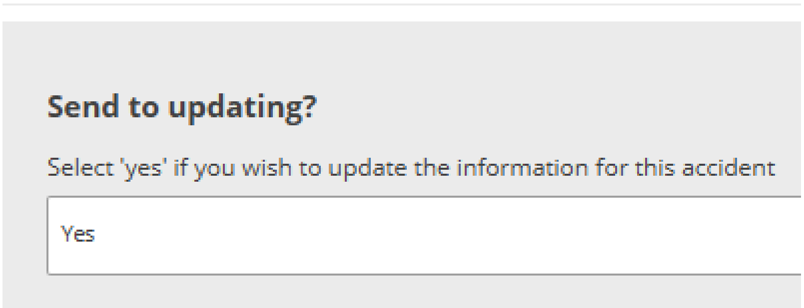


After this, you can filter and find the accident you want to update. Once you have filtered and found the right accident, click on the “pen” icon to enter the accident report:

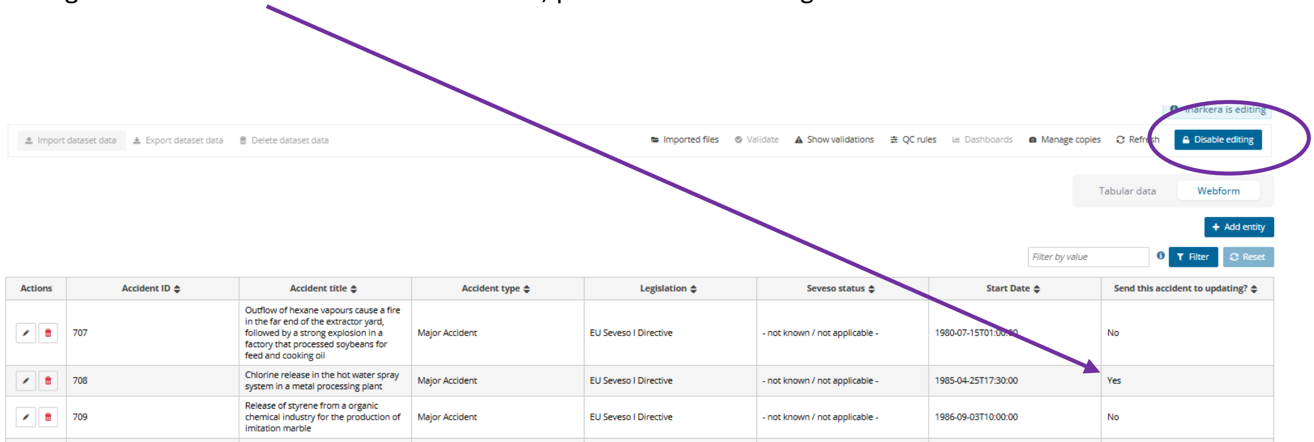
The form will open showing the accident profile:



Change the top field to “Yes”. The rest of the fields should not be edited here.

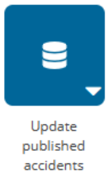


Repeat the process if you want to send more than one accident for updates. Once you have selected all the accidents you want to update, return to Overview, where you will see the accidents that you marked for editing with a label “Yes”. If that looks correct, press “Disable editing”.



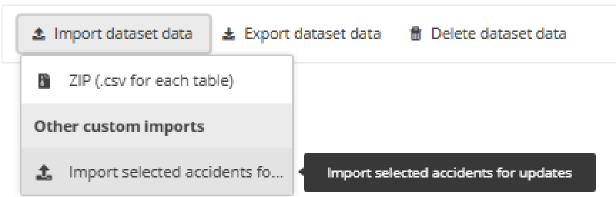
Import accidents in the updating area

After selecting accident(s) to be updated, go back to the dataflow overview by clicking on the country name at the top:

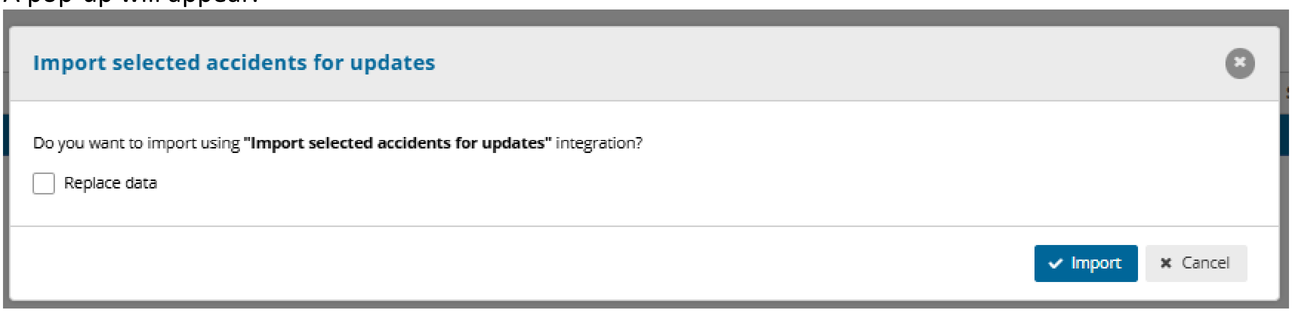


And enter “Update published accidents” dataset

In the top row menu, select “Import selected accidents for updates”:



A pop-up will appear.



Ticking the “replace data” will delete any drafts present and import data from the published accidents. If the button is not ticked, the new imported accident reports will be added to any existing reports in this dataset.

Press “Import” to start the data transfer. Once the data transfer is completed, the data will appear in

<u>Relevant information:</u>

IDs:

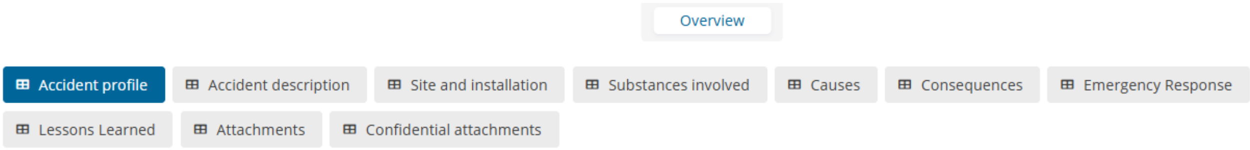
The Accident ID from the JRC system has been maintained and is a read-only field that can be seen in the overview table. For new accidents this ID will be added after submission and approval.

A country-level numeric ID has been added as well.

2.5 Fill in the information

BACK TO NEW   BACK TO UPDATE

After entering a specific accident report to edit (either adding a new report, or updating a published report), an individual accident reporting form will appear. At the top, the relevant tabs are displayed, each corresponding to a section in the Commission Decision that establishes the format for major accident reporting:



You can fill these tabs in any order. Mandatory fields are marked with an asterisk *. The data is saved automatically as soon as you enter it. However, it is stored only locally until submission. As such, if you delete it, it will no longer be recoverable.

If you are updating an existing published accident report, you can find the relevant tab or tabs where you have new information and add it there. For example, if more information about causes became available, go to the Causes tab and add new information.

In the following sections, each Tab is introduced and explained. *At the end of each section, there is a small box that indicates changes since the testing and feedback or other relevant information.*

Jump to section you want to look at:

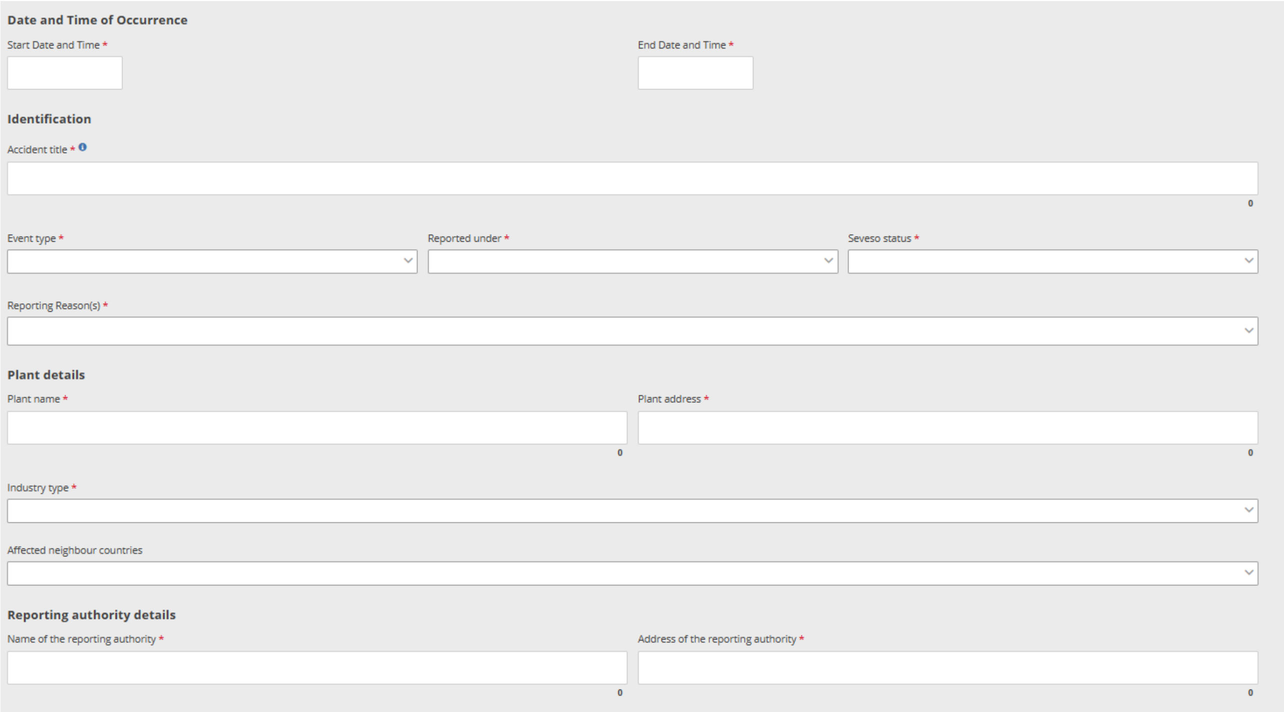
- Accident profile section
- Accident description
- Site and installation
- Substances involved
- Causes
- Consequences
- Emergency response
- Lessons learned
- Attachments and confidential attachments

If you are familiar with the form and are ready to skip this part, you can go straight to the next step: Validate and submit the information.

Accident profile section

The accident profile includes the information on the type of accident, the reasons for reporting it, the data about the establishment in which the accident occurred, and the reporting authority.

When the “Accident profile” tab is opened, the following view is displayed:



Enter the relevant information in the free-text areas provided or using drop-down menus. Most information is mandatory in this tab, as it aims to collect basic information about the accident.

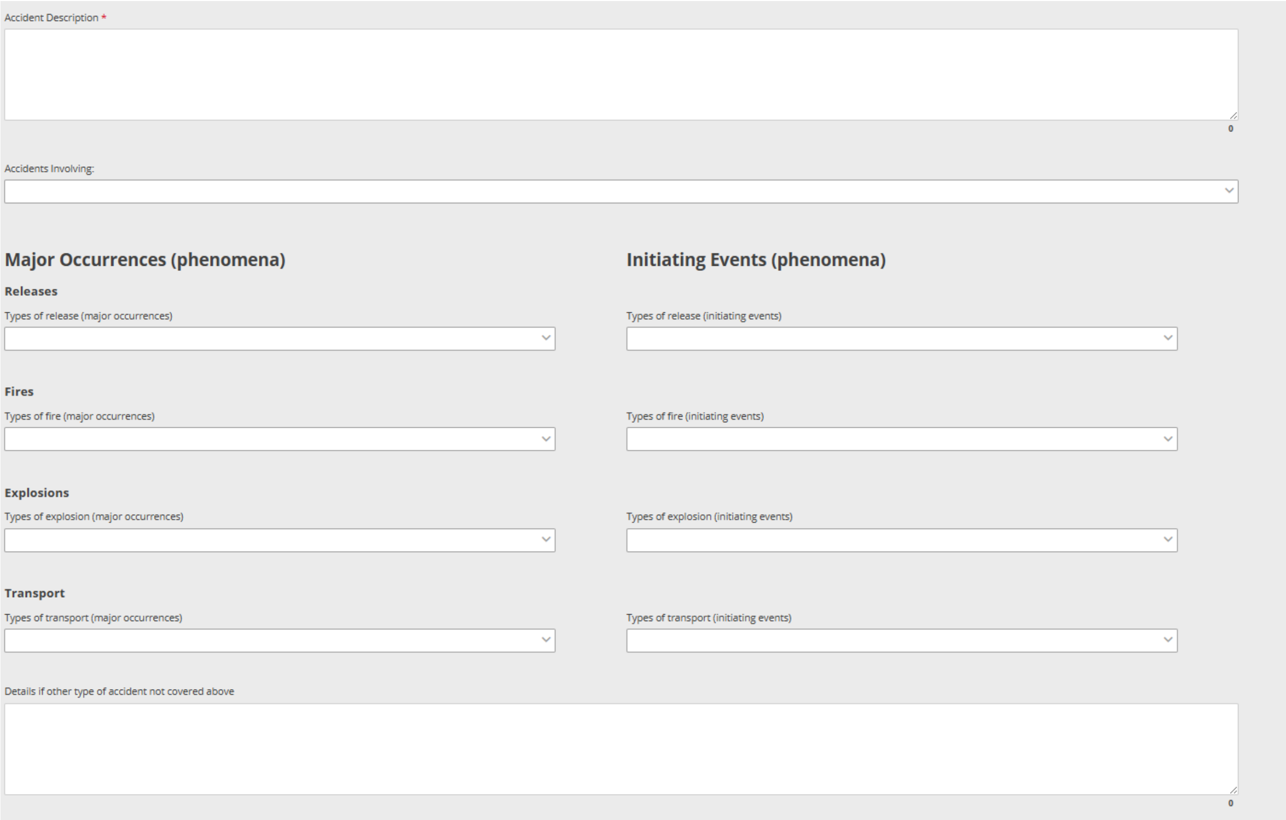
The data entered is saved automatically, so when you are ready, you can move to the next tab.

<u>Relevant information:</u>

Note that accident profile does not include the section on contact information of the reporting contact, only the reporting authority name and address. The information on the reporter is available from the system, in the list of reporters.

Accident description

When tab “accident description” is selected, the main page once open will look as follows:



The “Accident Description” field is mandatory. Underneath the textual description there are drop-down menus, used to indicate the types of events that occurred during the accident (under the headlines of fire, release, explosion, transport). The distinction is made between major occurrences and initiating events.

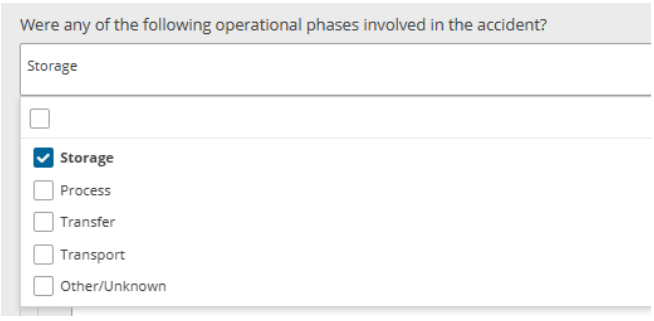
The data entered is saved automatically, so when you are ready, you can move to the next tab.

Relevant information:

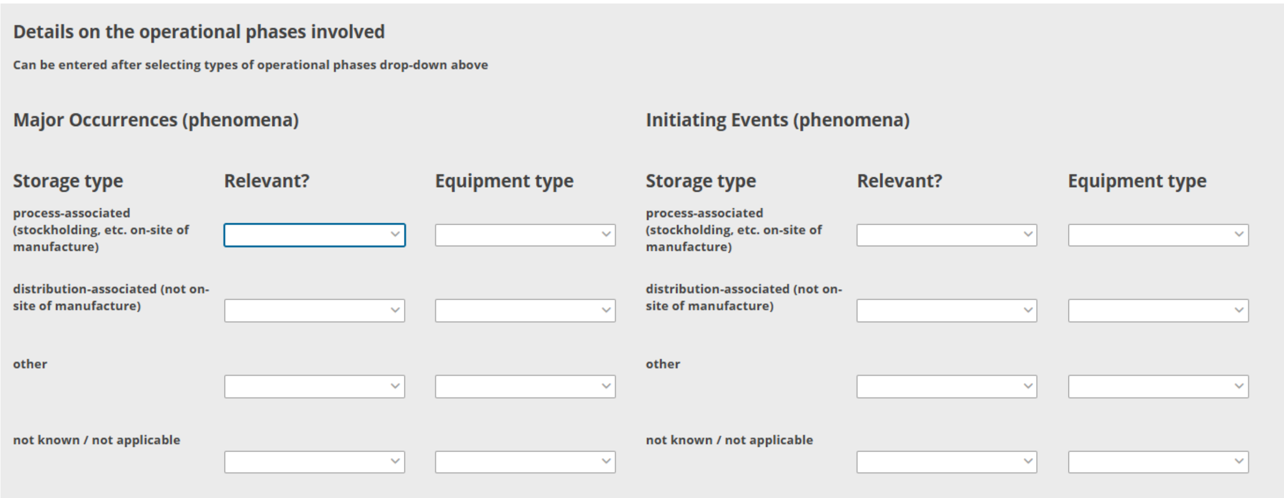
Site and installation

When “site and installation” tab is selected, the main page will look as follows:

The description fields are mandatory. Below the description fields, there is a drop-down box, which allows selecting one or more of the following: storage, process, transfer, transport, other/unknown.

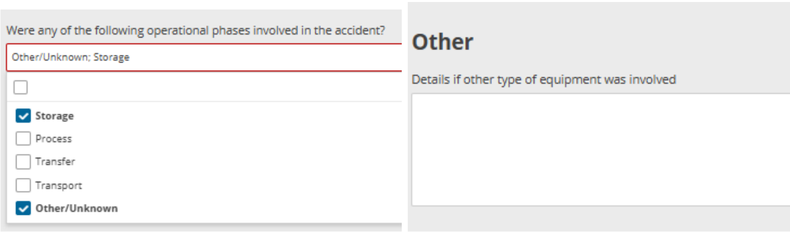


Once a stage or stages are selected, a new area below becomes visible, to enter information for that item, e.g. type of storage involved, type of equipment involved:



Here, for each type of storage, it should be indicated if this was involved. If so, associated equipment involved in the accident should be entered using the drop-down, distinguishing between initiating events and major occurrences. The same should be repeated for all relevant operational phases.

If “Other/Unknown” is selected at the main selection box, an open text field will appear as well:



The data entered is saved automatically, so when you are ready, you can move to the next tab.

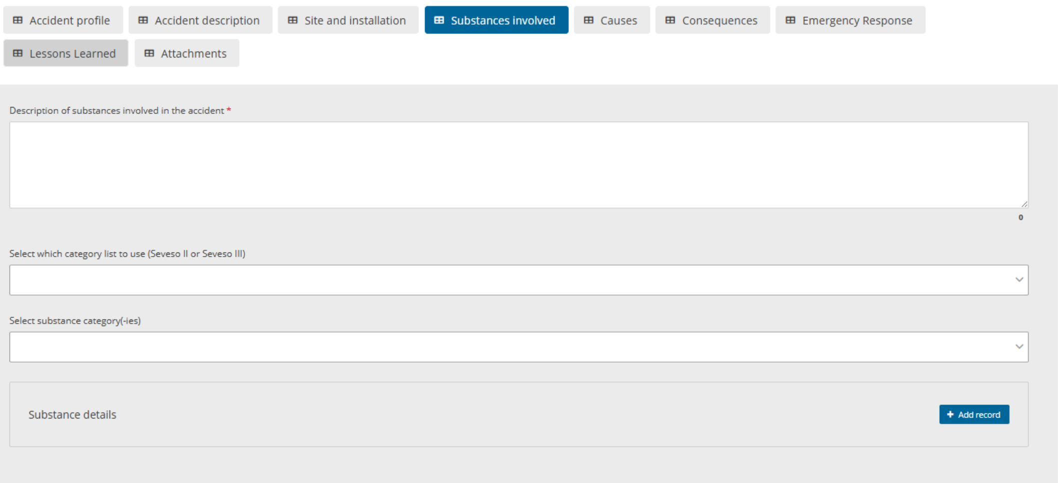
Relevant information:

In the JRC MAHB version of the eMARS interface, there equipment types available for selection were identical for all the operational phases. In this version, the available equipment types correspond to those listed in the Commission Decision defining the reporting format.

This has not been edited in the published accidents, but is implemented for new reporting, so the new data is aligned with the CD.

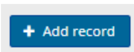
Substances involved

When "substances" tab is selected, the main page will look as follows:

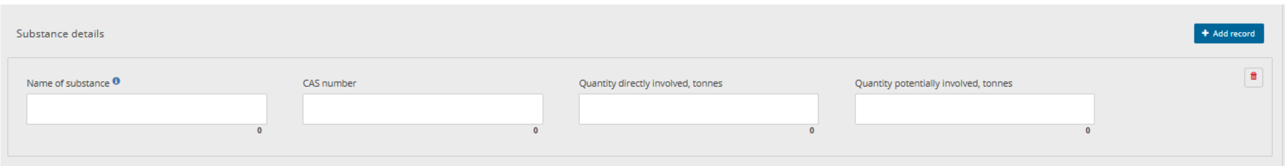


The description is mandatory. The substance categories can be added using the two drop-down boxes: the first one to indicate which substance list to use (from Seveso II or Seveso III Directive), the second one to indicate the categories from the relevant Annex.

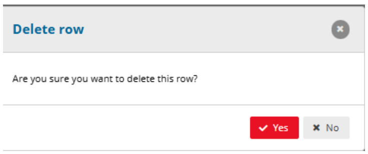
Finally, the "Substance details" section at the bottom is intended for the details on each substance involved: name, CAS number, and quantities directly and potentially involved.

To add a substance, click the "add record" button: 

. New input fields will appear:



If you need to add more substances, click "Add record" again. To delete a substance box, click on the bin icon: . You will be prompted to confirm deletion:



The data entered is saved automatically, so when you are ready, you can move to the next tab.

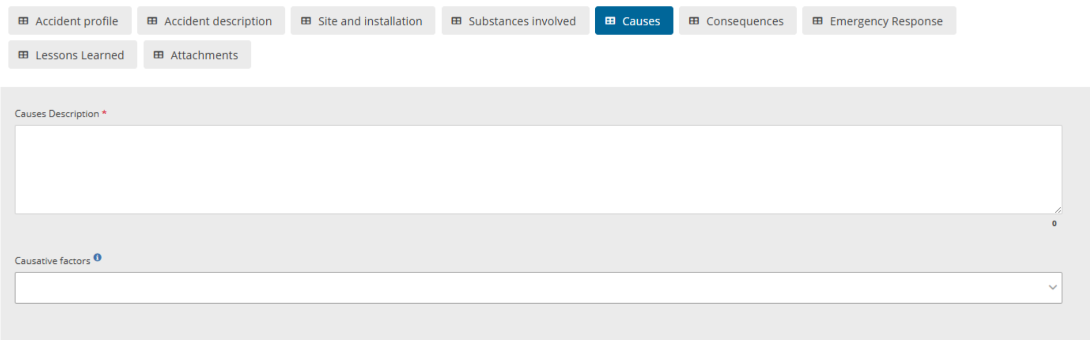
Relevant information: The current implementation for entering "Substance details" information allows entering any values under Substance name and CAS number.

In the future the section can be split into a drop-down with named substances from the Annex and an additional section for other types of substances, e.g. mixtures.

This requires cleaning/adjusting existing data.

Causes

When "causes" tab is selected, the following view will be shown:



The "Causes description" field is mandatory. The "causative factors" drop-down will allow selecting one or more causative factor types (human, organisational, plant/equipment, external, other). Once these are selected, new boxes will appear for providing more detail on the specific causes, e.g.:

Select one or more entries as relevant.

Relevant information:

Note: if you select, for example, "human", in "causative factors", and fill in the newly appearing "human error related factors" field, then subsequently remove selection "human" from the "causative factors" field, the "Human error related factors" field will disappear, but the additional information will still be saved.

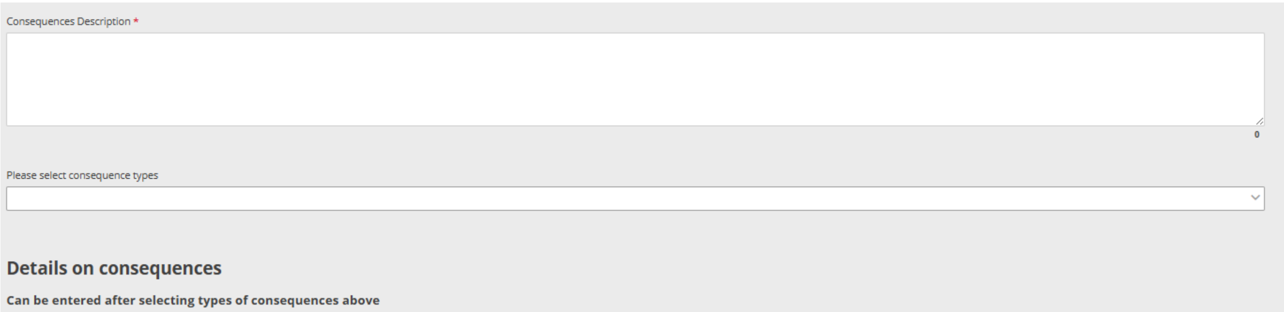
Content changes from the MINERVA input form:

- It was possible to add "*Type (none, inadequate, inappropriate, unclear)*" for each causal factor. This is not in the Commission Decision. It has also been noted that this is confusing for analysis, meaning being unclear in the way it was set-up (source: MAHB handover documents). This field is not included in the new reporting form.

- The drop-down lists for causative factors in the MINERVA system included “not known / not applicable” and “not identified” as options in addition to “other”. These are not in the legislation and were reported to cause confusion (source: testing phase feedback). These options are not included in the new drop-down lists.

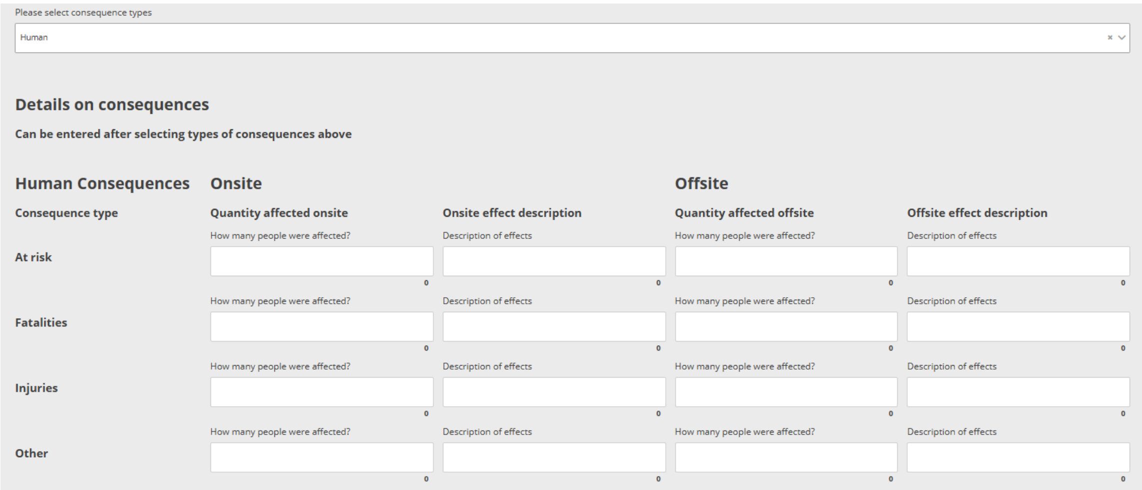
Consequences

When the “consequences” tab is selected, the following view will be available:



The “consequences description” field is mandatory. The “Consequence types” dropdown allows selecting one or more generic consequence types (human, environmental, material, disruption).

Once a type or types of consequences are selected, a new area below becomes visible, to enter information for that item, e.g., for each type of human consequences, quantity (number of people) affected and a description field. The form is divided by location of effects (onsite/offsite), if relevant.



Relevant information:

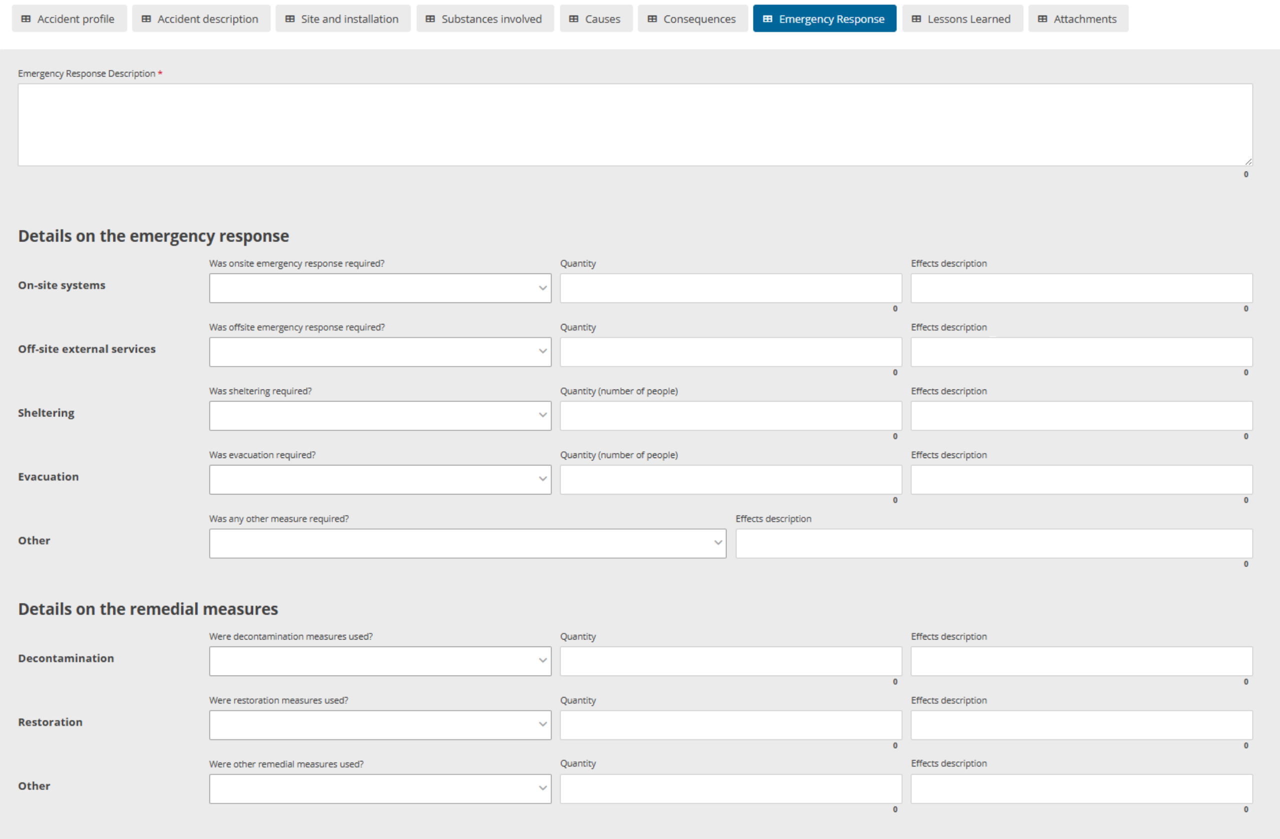
Content changes from the MINERVA input form:

- For “environmental consequences”, the form allowed choosing between on-site and off-site effects. Upon analysis and recommendation from JRC MAHB, in the new input form only “offsite” has been kept.

- For “human consequences”, the explanatory questions indicate that “quantity” should refer to number of people affected. For the costs, it is still indicated that this should be in Euros, as in the previous input form. For “environmental”, and “disruption” consequences, there is no indication of the units; this can be added in the qualitative field “Effect description”.

Emergency response

When “emergency response” tab is selected, the following view is visible:

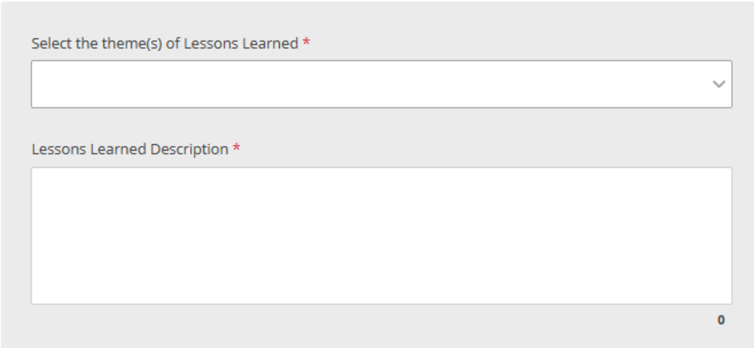


The description is mandatory. The remaining sections allow to provide details on the emergency response and remedial measures. The form provides two sections:

- Emergency response measures. This part is for entering information regarding whether or not each type of emergency response was necessary, as well as for entering associated “Quantity” and “Effect description” related to each type of emergency response.
- Remedial measures section, which provides the fields for entering the type of remedial measures used, alongside quantity and effects descriptions for each.

Lessons learned

When “lessons learned” tab is selected, the following screen becomes available:

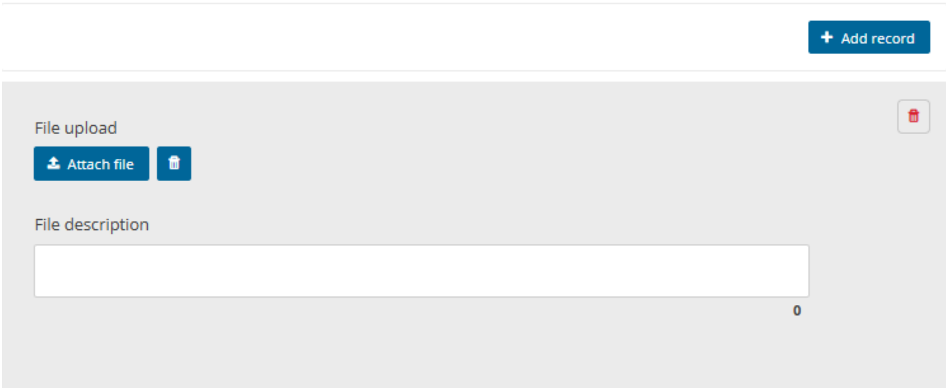


Both fields are mandatory. The first field is a drop-down menu which allows the user to select one or more pre-defined themes for lessons learned. The second is the free text box.

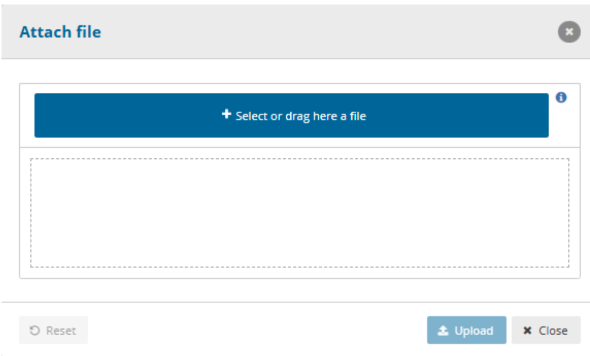
Attachments and Confidential attachments sections

There are two separate sections for Attachments and Confidential attachments. Use the confidential attachments section, if attachments are not to be shared with non-authorized persons.

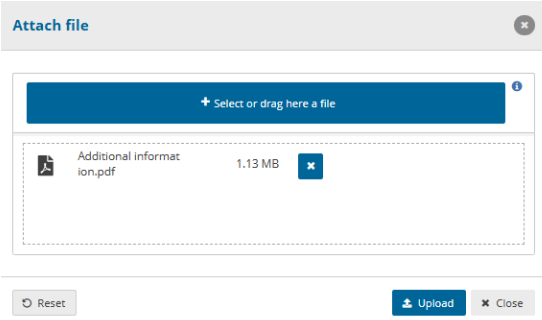
When the “Attachments” or “Confidential attachments” section is first opened, the following view is displayed:



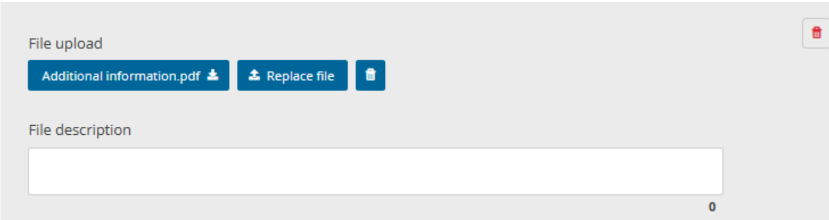
Attachments are not mandatory. A description of the file can be provided in the “file description” field. To attach a file, click on the “Attach file” button. A dialog box will pop-up:



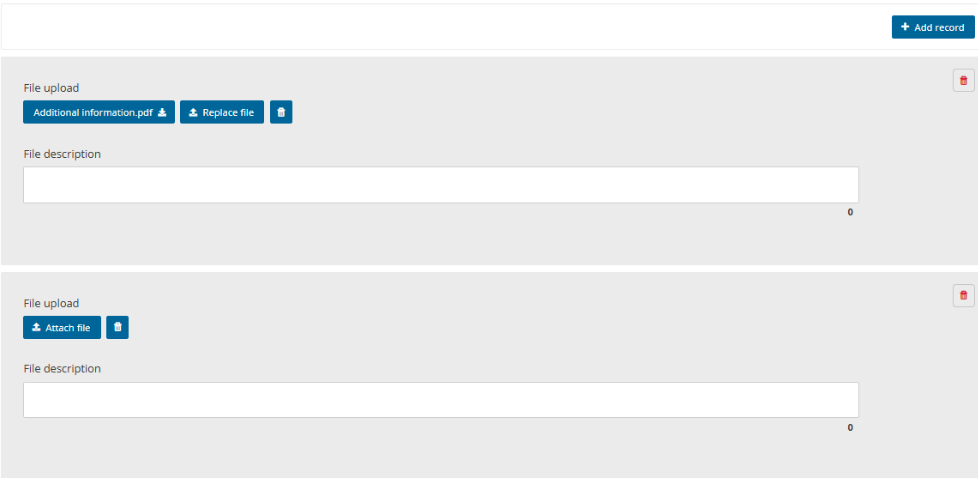
Drag a file to the white field or select it using the “+ Select or drag here a file” button. Once the file is added, the “Upload” button will be enabled:



Click on the “Upload" button to finish. The following view will be displayed:



To add another file, click on “Add record” button above the form. A new block for uploading a file will appear:

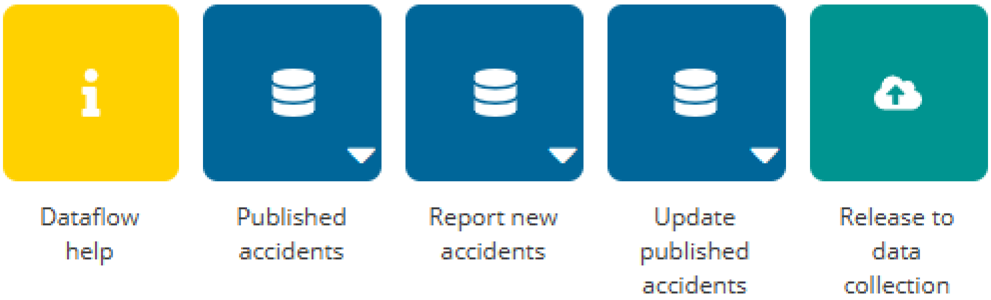


The steps above can be repeated for the second and further files as needed. Note that the maximum supported file size is 100MB.

2.6 Validate and submit the information

BACK TO NEW | BACK TO UPDATE

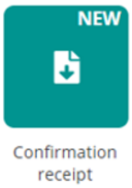
Once the necessary accident reports have been edited or new ones filled in, they can be submitted. To do this, go to the dataflow overview:



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

Several basic automated quality checks are embedded in the system. These verify mainly that the mandatory fields have been filled in and are provided in the correct format. The form will be checked automatically when a submission is attempted.

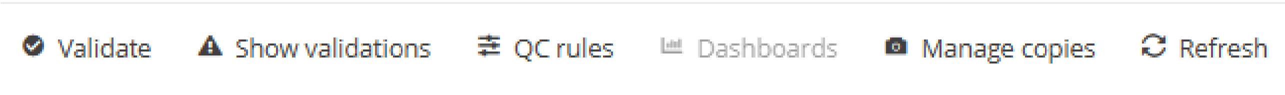
If everything is correct, a notification will appear saying the data has been 'released successfully'. You will also see a new icon from which you can download a **Confirmation receipt**. If you change the data and resubmit a new version, then a new confirmation receipt is available for download.



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

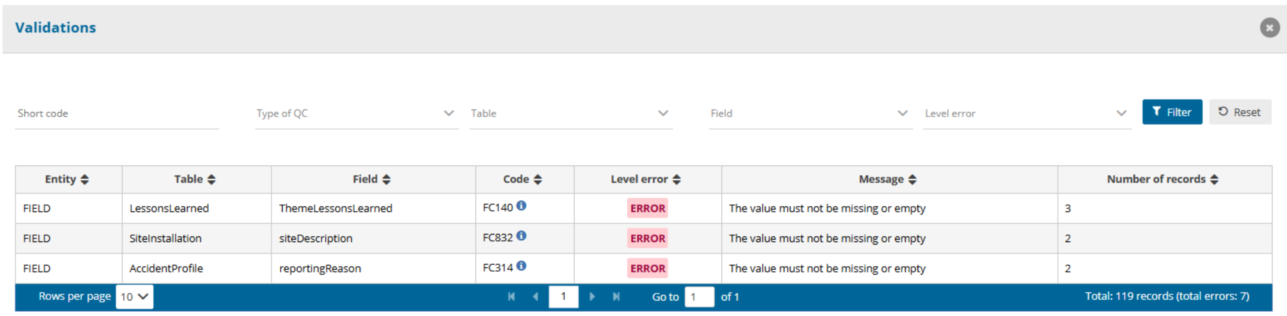
It is also possible to execute the quality checks manually prior to attempting to submit the report.

In either "Report new accidents", or "Update published accidents" dataset, a quality check menu is available at the top right of the screen above the overview:



To start the checks, press "Validate". This will check the information in the dataset. The process will run in the background. There will be a notification pop-up once the process is complete, and the "Refresh" button will be highlighted. Press "Refresh", and then "Show validations".

This will open a pop-up showing the list of errors encountered:



Entity	Table	Field	Code	Level error	Message	Number of records
FIELD	LessonsLearned	ThemeLessonsLearned	FC140	ERROR	The value must not be missing or empty	3
FIELD	SiteInstallation	siteDescription	FC832	ERROR	The value must not be missing or empty	2
FIELD	AccidentProfile	reportingReason	FC314	ERROR	The value must not be missing or empty	2

In the example above, there are three mandatory fields that are missing values: Themes of lessons learned is missing in 3 accidents, “site description” is missing in 2 accidents and “reporting reason” is missing in 2 accident reports.

Field name

Issue description

Number of accidents with issue

Field	Code	Level error	Message	Number of records
ThemeLessonsLearned	FC140	ERROR	The value must not be missing or empty	3
siteDescription	FC832	ERROR	The value must not be missing or empty	2
reportingReason	FC314	ERROR	The value must not be missing or empty	2

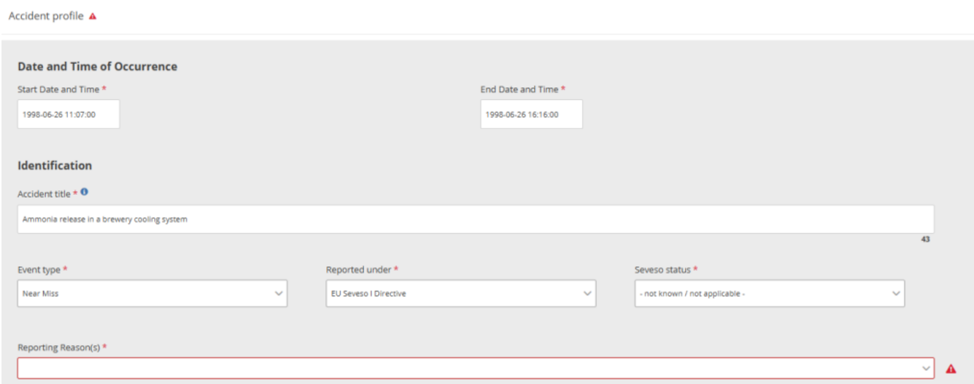
1 Go to 1 of 1 Total: 130 records (total errors: 7)

Clicking on one of the issues opens a new table indicating in which accidents the errors have been found. For example, more detail on the “reporting reason” error:

PK_profile	FK_id	reportingReason	plantName	plantAddress	industrialActivity	affectedNeighbours	startDate
1	1	▲	not showing the name	not showing the address	Manufacture of food products and beverages	Antarctica	1998-06-26T11:07:00
5	5	▲	not showing the name	not showing the address	- not known / not applicable -	Antarctica	2004-08-09T03:28:00

It is in the Accidents number 1 and 5 that this error is found.

The errors can also be seen in the webform/ questionnaire of the specific accident. For example:



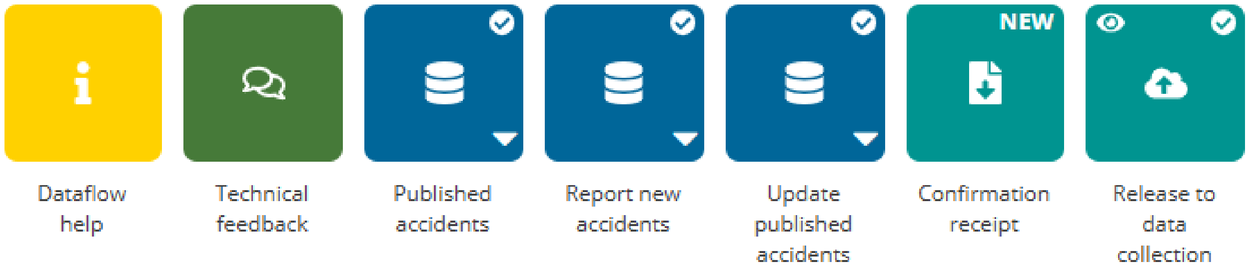
Note that this view in the webform only becomes available after the Validation process has been run, and not while drafting the accident report.

2.7 Review feedback, update and resubmit

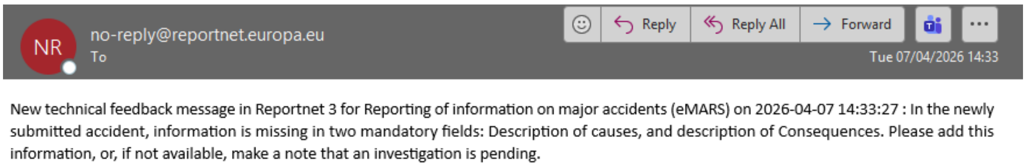
BACK TO NEW

BACK TO UPDATE

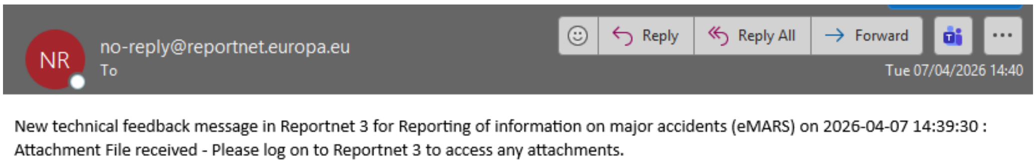
When a new or updated accident report is submitted, the EEA will review the data. Communication related to the data contents will be shared on Reportnet. After a release, there will be a new area available for this exchange, called “Technical feedback”:



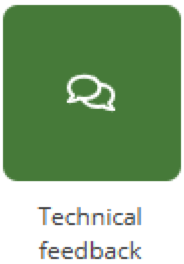
When the EEA has reviewed the contents and provided feedback, the lead reporter will receive a notification in their email. For example:



Attachments may be included in the feedback, in which case, the notification will only inform the reporter that an attachment has been uploaded. To see the contents, access to the reporting system is required.



To view the comments and possible attachments on the system, enter the “Technical feedback” area:



Once inside the area, the following view will be displayed:

Once you have made the required changes, resubmit the reports using the "Release to data collection" button, as described in Section 2.6.

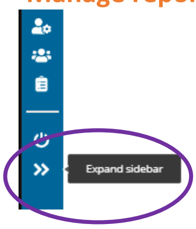
2.8 Adding supporting reporters for your country

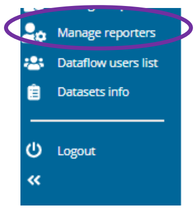
Lead Reporters nominated by the Member State can add additional colleagues to support the reporting process if required. There are two different access levels that can be granted by a lead reporter to the supporting reporters:

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

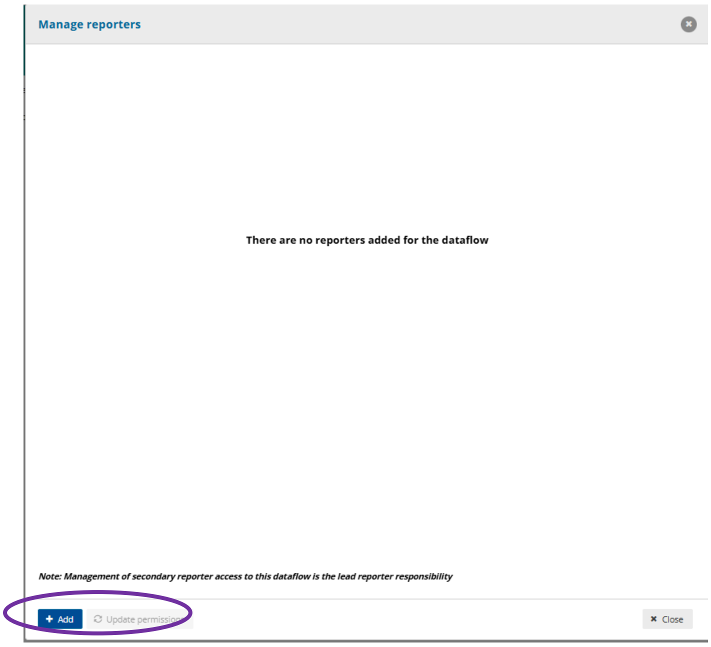
Supporting reporters will also need to register on Reportnet 3. See Section 0. Steps to add supporting reporters are as follows:

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**'

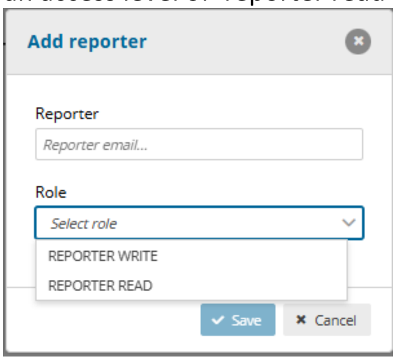




3. A pop-up will appear. To add supporting reporters, click on the "Add" button at the bottom.



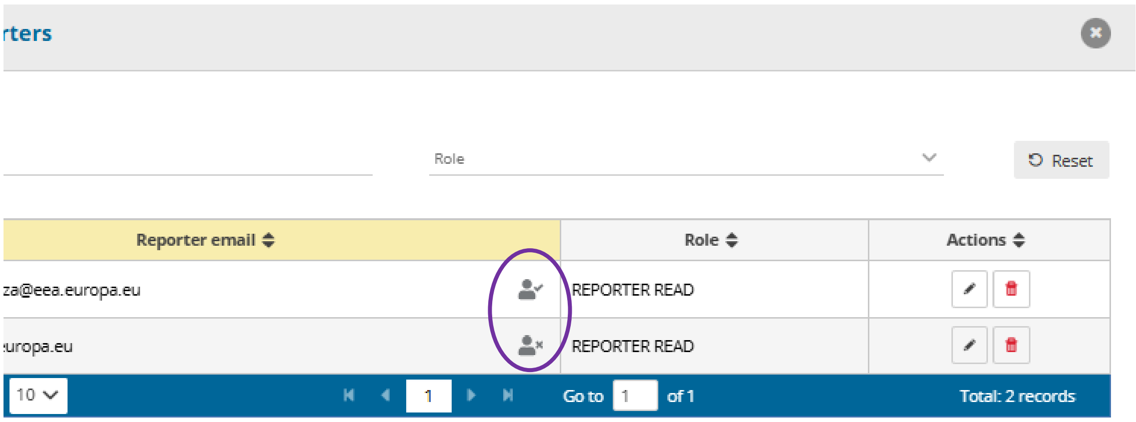
4. In the next window, add the reporter accounts using their email addresses. Under “Permissions”, select an access level of ‘reporter read’ (can only see the data) or ‘reporter write’ (can edit).



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 0).



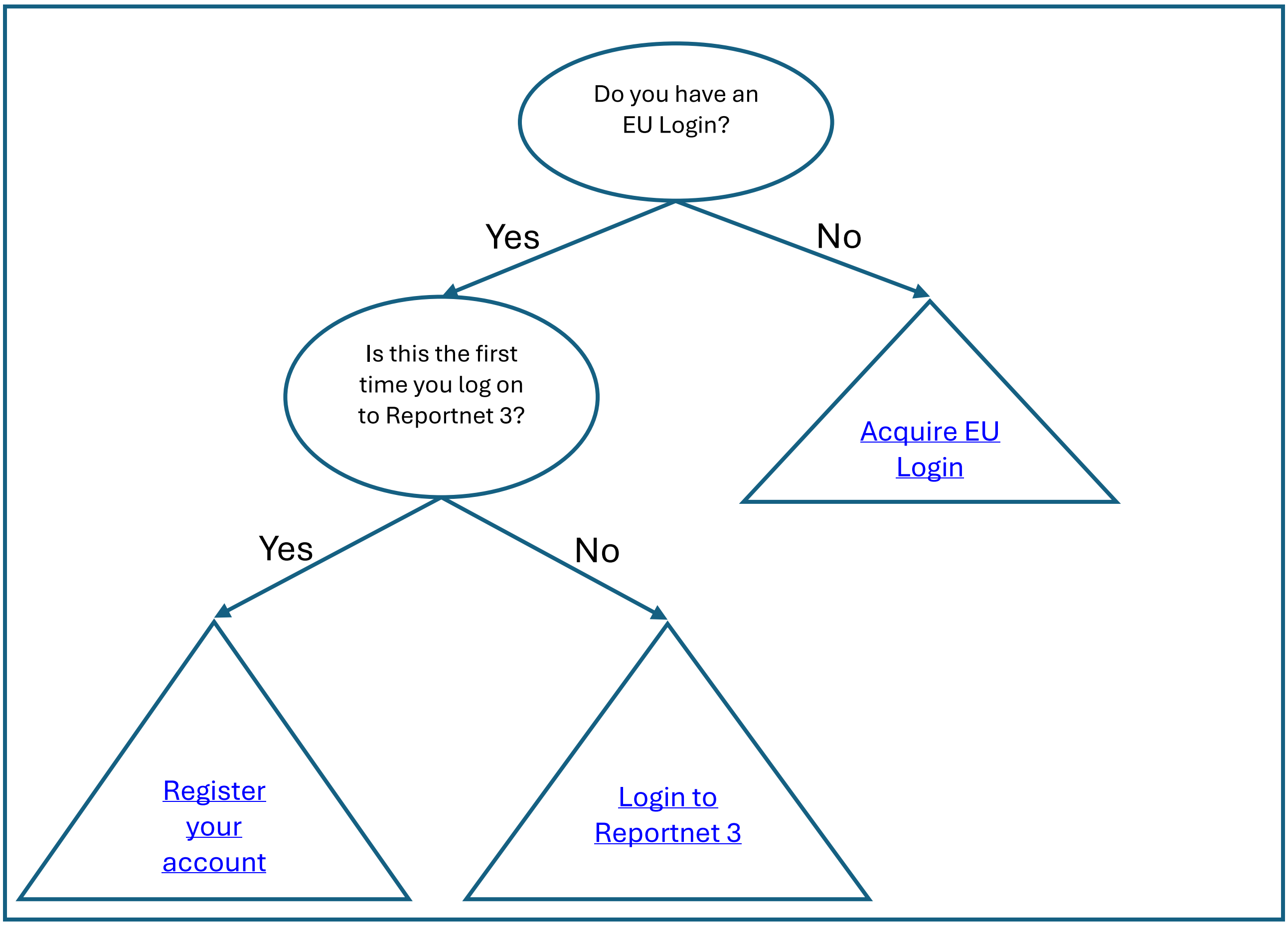
5. Once you have added all your reporters click ‘**Close**’

Annex: User accounts and access permissions

To 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 2.8 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).

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



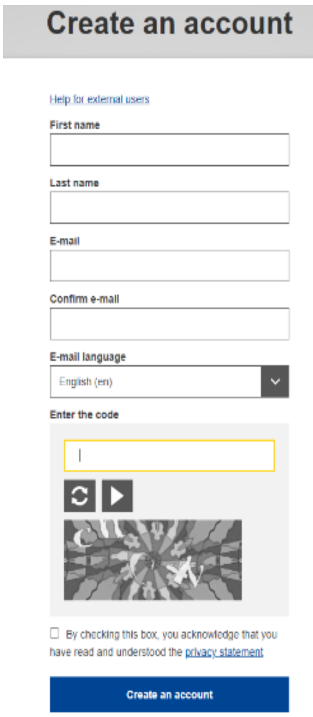
Acquire EU login

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

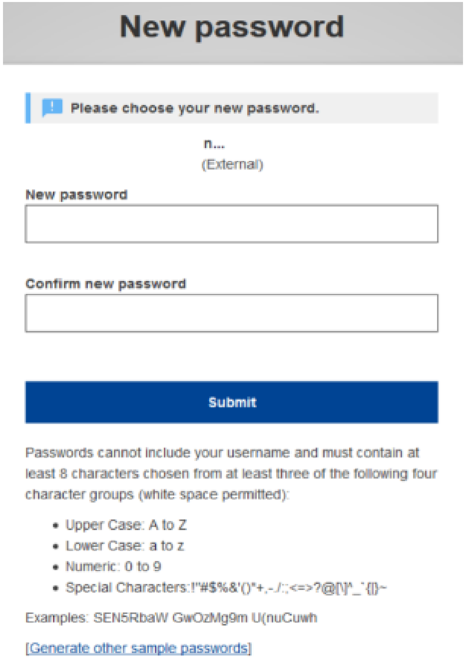
4. Fill in the provided form with your personal details
   - **First name** – Your first name cannot be empty and can contain letters in any alphabet;
   - **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
   - **E-mail** – An e-mail address that you have access 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.

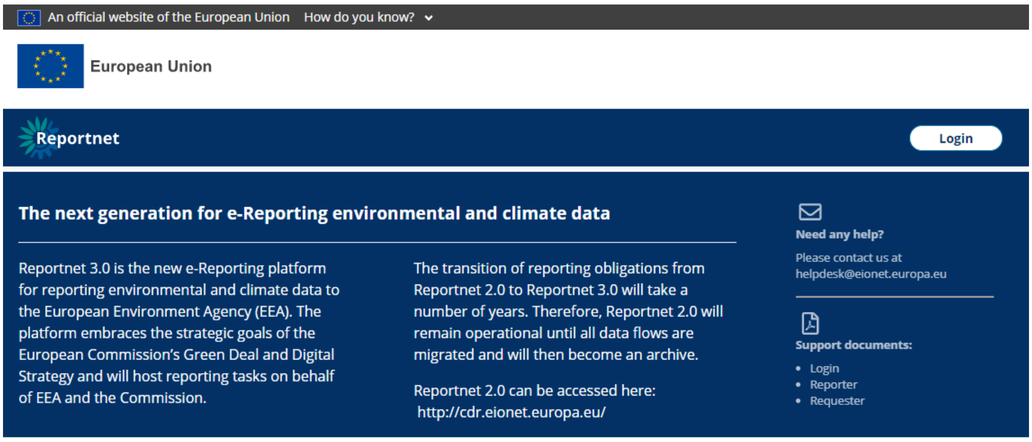
   Type your password again in the **"Confirm new password"** and click on **Submit**.

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

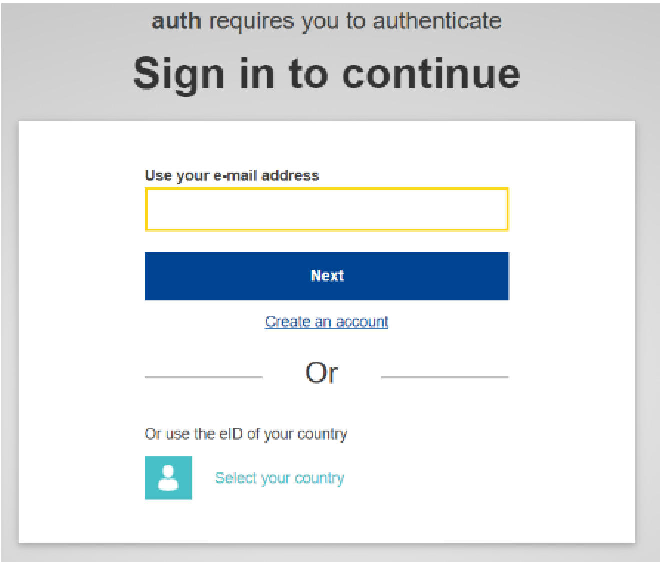
Register your account on Reportnet 3

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.

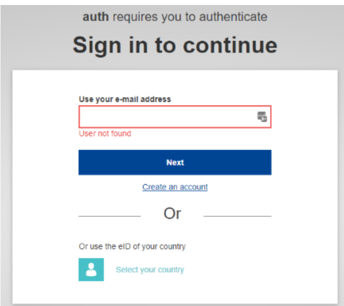
1. Navigate to Reportnet 3 https://reportnet.europa.eu/ and click on **Login** button on the top right corner of the page:



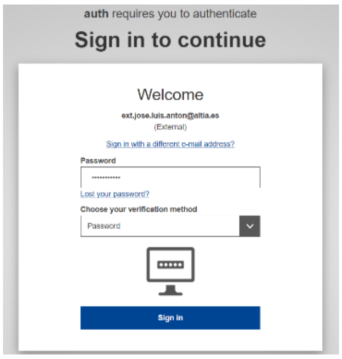
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



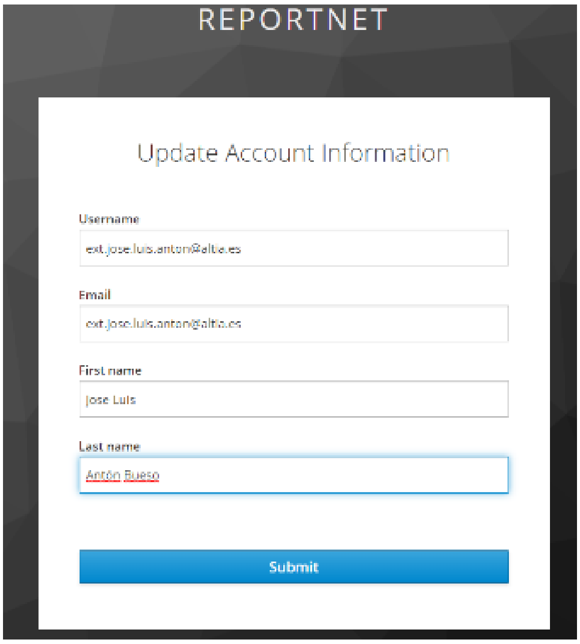
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).



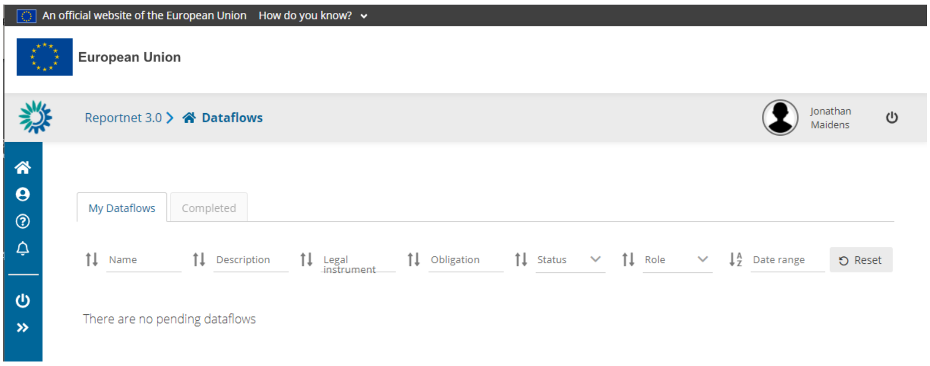
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



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

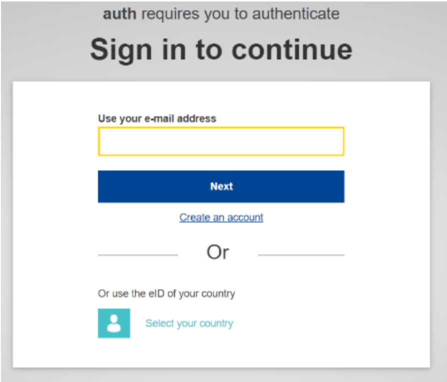
If you do not have an EU login, follow the steps in Section".

If this is the first time you access Reportnet 3, follow the steps in Section 0.

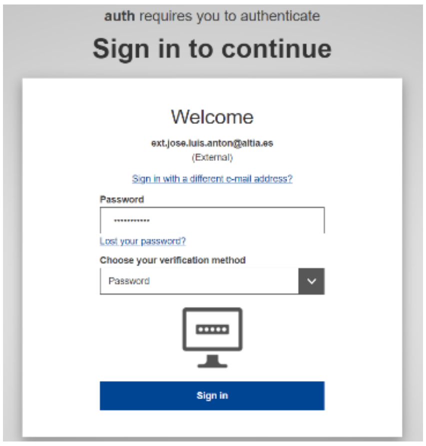
This section describes a regular login to Reportnet 3, after registration.

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

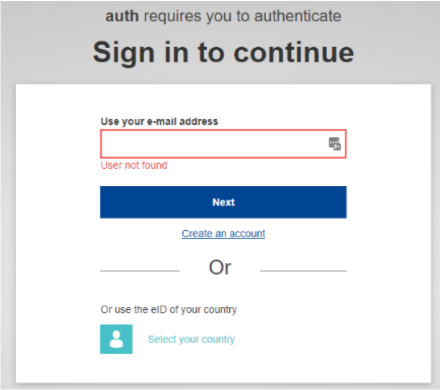
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



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.