



# Reporting of establishment information under the Seveso Directive (eSPIRS)

## Data verification procedure

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Cover design: EEA

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Layout: EEA

## Acknowledgments

This document was prepared by the [European Environment Agency](#) (EEA). Please contact [seveso.helpdesk@eea.europa.eu](mailto:seveso.helpdesk@eea.europa.eu) for any questions, clarifications or comments.

# Contents

|   |           |
|---|-----------|
| <b>Acknowledgments</b> .....  | <b>2</b>  |
| <b>Contents</b> .....   | <b>3</b>  |
| <b>1 Introduction</b> .....   | <b>4</b>  |
| <b>2 Data included in the verification dataflow</b> .....             | <b>5</b>  |
| 2.1 Structure of the Verification dataflow .....                      | 6         |
| 2.2 Verification dataflow submission procedure .....                  | 7         |
| 2.2.1 Step 1: Access the verification dataflow .....                  | 8         |
| 2.2.2 Step 2: Load the data in Establishment and Mapping dataset..... | 9         |
| 2.2.3 Step 3: Data Verification .....                                 | 11        |
| 2.2.4 Step 5: Validate the Mapping dataset .....                      | 16        |
| 2.2.5 Step 6: Submit the dataflow .....                               | 19        |
| <b>Annex 1 – Glossary of Terms</b> .....                              | <b>21</b> |
| <b>Annex 2 – Data elements in the Establishments dataset</b> .....    | <b>22</b> |
| <b>Annex 3 – Content of the Verification dataset</b> .....            | <b>25</b> |
| <b>Annex 4 –InspireId Examples</b> .....                              | <b>27</b> |
| <b>Annex 5 – Quality Checks Description</b> .....                     | <b>28</b> |
| <b>Annex 6 – Accessing Reportnet 3</b> .....                          | <b>31</b> |
| Acquire EU login .....  | 31        |
| Register your account on Reportnet 3 .....                            | 34        |
| Log on to Reportnet 3.....  | 36        |
| <b>Annex 7 – Adding supporting reporters</b> .....                    | <b>38</b> |
| <b>Annex 8 –Using Webforms</b> .....                                  | <b>40</b> |

# 1 Introduction

According to the provisions set out in Commission Implementing Decision (CID) 2022/1979, the European Environment Agency by the end of 2025 shall develop the database referred to in Article 21(3) of the Seveso III Directive 2012/18/EU regarding the Seveso Establishments. Prior to these provisions, the responsibility for collecting data on Seveso Establishments and maintain such a database was given to the JRC Major Accident Hazard Bureau (MAHB). Therefore, the setup of the database at the EEA requires the transfer of the information on Establishments collected over the years at JRC to the EEA. Since 2023 the EEA, in collaboration with the MAHB, has been developing and testing a set of procedures to securely transfer the content of the Seveso Plant Information Retrieval System (eSPIRS) hosted at the JRC to the EEA systems. The actual transfer of the data took place after the data reporting to the MAHB system was disabled.

The data transfer procedure consists of two steps:

1. the entire eSPIRS database is transferred to the EEA,
2. the content of the eSPIRS database is converted to the format relevant for the new CID and is used to populate the new EEA reporting system

Since the operations in step 2 require some level of manipulation of the original data in order to align with the new data format, the EEA has set up a data verification procedure with the objective of ensuring that the data transferred to the EEA system is consistent with the deliveries made by countries.

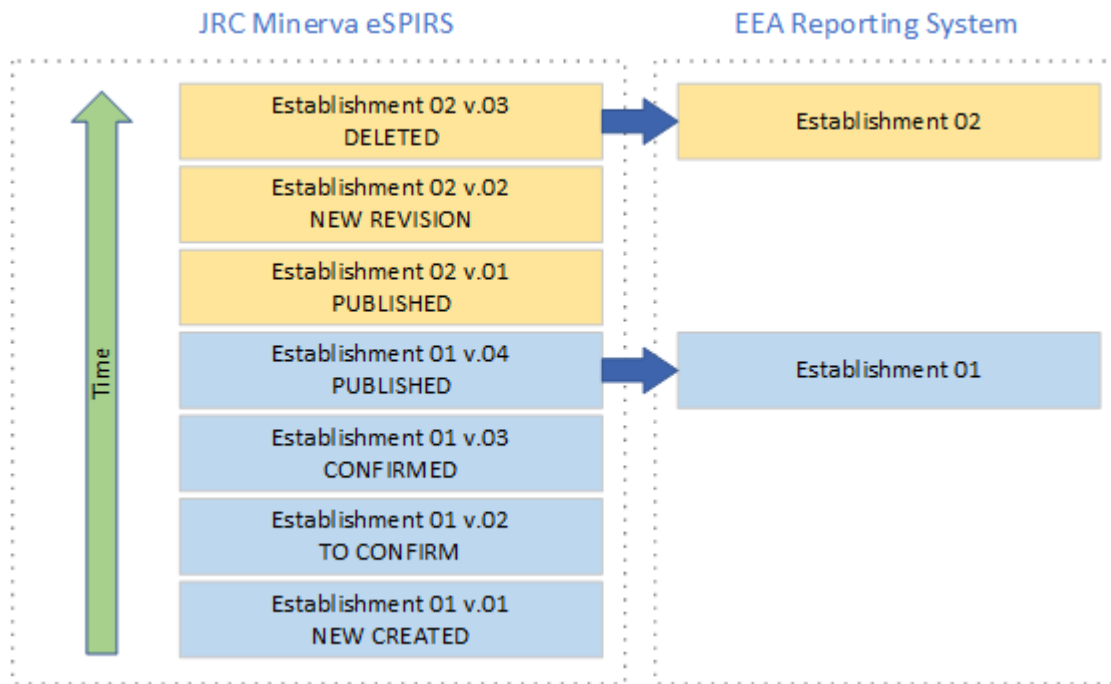
At the same time, considering that the system of identifiers in place in the JRC system will be replaced by the Inspire identifiers (*inspirelds*) required by the new CID, during the verification step countries will be required to provide the *inspirelds* corresponding to the identifiers they previously used to designate their establishments. The results of this exercise will allow the EEA to map the data received from the JRC to the data reported from 2026 onwards according to the new CID, thus preserving the full history of Establishment data over the years. It should be noted that the *inspireld* provided in the scope of the Seveso III Directive will not be disclosed in public products to avoid the unintentional release of any sensitive data. A separate set of identifiers will be generated and maintained by the EEA to designate the Establishments in the public products.

The verification procedure will be conducted on the EEA reporting platform Reportnet 3. For this purpose, the EEA has set up a *Verification dataflow* on the platform. The Verification dataflow is similar to the dataflow that will be set up for future submission of the Establishment data, which countries had the opportunity to test during the two testing rounds conducted in 2025. The present document describes the Verification dataflow structure and the steps required by the reporters to submit it.

The Verification procedure terminates with a successful submission of the Verification dataflow and is a prerequisite for any future submission of the Establishment data to the EEA.

## 2 Data included in the verification dataflow

Data transferred from the eSPIRS system managed by MAHB to the EEA includes the full history of all the Establishments ever entered into the system. However, the verification step will only take into consideration a subset of the data, and only this content will be copied to the EEA reporting platform for the verification. This subset will only include the most recent version of data for each Establishment at the time of the transfer, including all the Establishments in DELETED status (see an example in Figure 1).



**Figure 1. Example of selection of Establishment statuses and versions in the JRC system to be exported in the EEA system.**

In addition to limiting the verification procedure to a single version of each Establishment, the data content considered for each Establishment is also limited to a subset of what is available on the JRC platform, due to the change in the data format mandated by CID 2022/1979. Establishment data collected on the JRC platform complies with CID 2014/895/EU while the future data deliveries to the EEA need to comply with CID 2022/1979. As the data elements required by the two CIDs are not the same, only the ones common to both CIDs will be presented in the verification step. Additional data elements belonging only to CID 2014/895/EU will be available in the verification dataflow purely as additional reference for the reporters.

## 2.1 Structure of the Verification 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 verification dataflow includes four datasets:

- **Establishments**, containing all the information on Establishments that needs to be verified and confirmed.
- **Mapping**, containing the mapping table **IdentifierMap** linking the identifiers used in the JRC system to the new *inspireId* that needs to be filled in.
- **EstablishmentReference**, a read-only reference dataset containing hashed values of the entries in the **Establishment** and **Mapping** dataset that are used for quality check purposes.
- **Verification**, a read-only reference dataset that provides statistics data on the Establishments to support the verification exercise.
- **Vocabulary**, a read only reference dataset containing all the code lists used in the Establishment reporting.

Reporters are required to operate only on the **Establishments**, **Mapping** and **Verification** datasets, the rest of the datasets are for internal use by the platform. Both the **Establishments** and **Mapping** datasets will be initially empty and need to be filled-in using the prefill functionality that is described in the section Step 2: Load the .

The aim of the verification process is not to update or modify the Establishment data, but rather to verify that it corresponds to what the country expects to be its latest delivery to the JRC platform. For this reason, the Establishments dataset is not intended for modification.

Tables Table 1 to Table 4 in **Annex 2** – Data elements in the Establishments dataset provide detail on the data elements presented in the **Establishments** dataset and their relationship with the content of the JRC reporting system.

## 2.2 Verification dataflow submission procedure

During the verification step, the only data expected to be provided by reporters is the set of *inspireIds* values corresponding to the *EstablishmentCodes* in the **IdentifierMap** table in the **Mapping dataset**. No other information should be modified at this stage<sup>1</sup>. The steps required to complete the verification process are the following

1. Access the verification dataflow.
2. Load the data the EEA received from the JRC in **Establishment** and **Mapping** datasets.
3. Verify the content of the **Establishment** dataset.
4. Fill the **IdentifierMap** table in the **Mapping** dataset with InspireIds.
5. Validate the Mapping dataset.
6. Submit the dataflow.

The following sections of the document describe each step in detail.

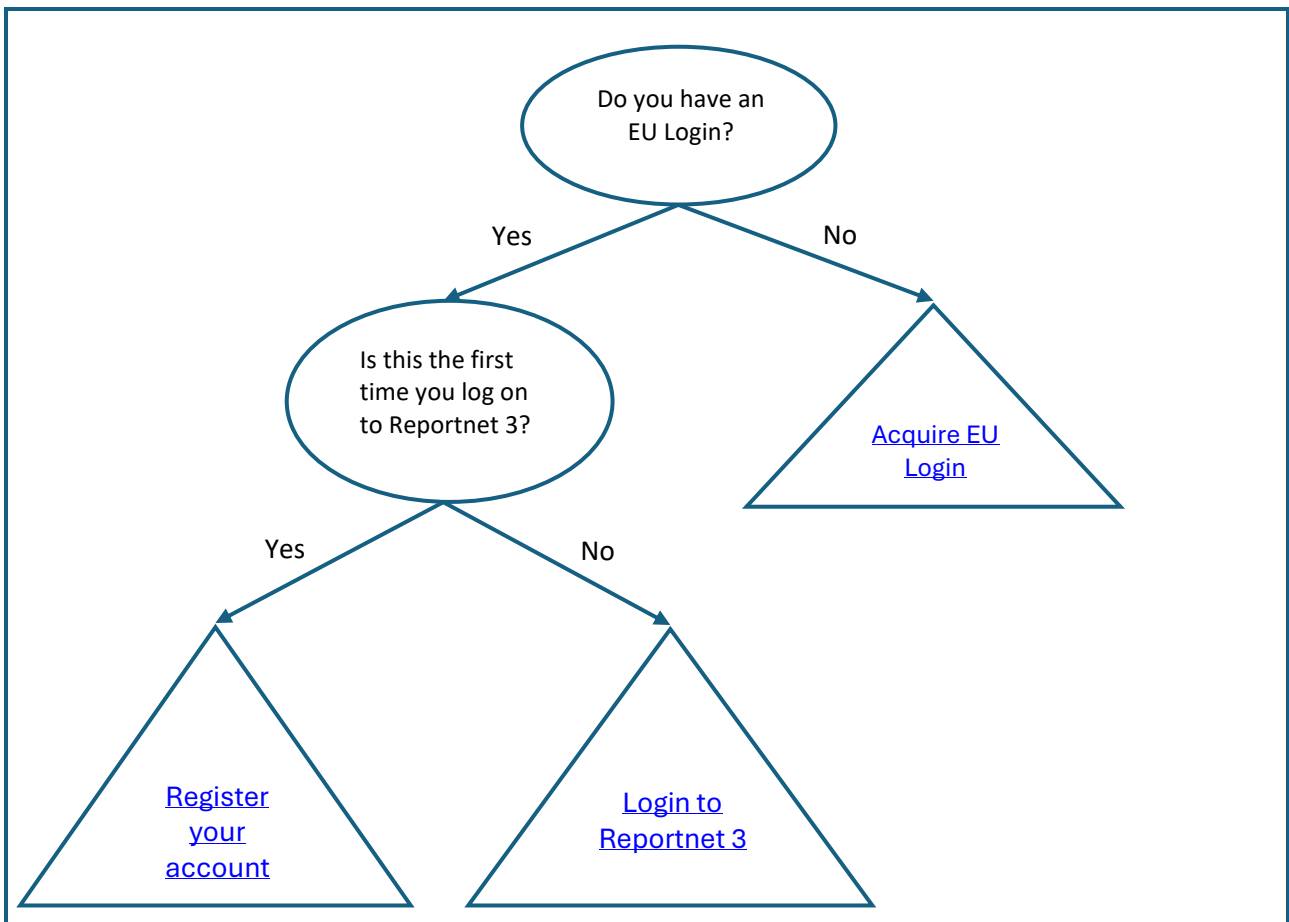
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<sup>1</sup> Due to current technical limitations of the EEA platform, editing will be enabled in both the **Establishments** and the **Mapping** dataset, not limited to the *inspireIds* in the **IdentifierMap** table. In order to prevent the release of verification dataflow containing modifications to the **Establishments** data or to the **Mapping** data in columns other than *inspireId*, a number of automated Quality Checks (QCs) are put in place. The QCs are executed in the validation phase, before the dataflow can be released. When issues with modified data are identified during the validation, the release of the dataflow is blocked. Reporters can restore the original content of the verification dataflow by following the procedure in Step 2: Load the .

### 2.2.1 Step 1: Access the verification dataflow

Reporting the Verification dataflow requires:

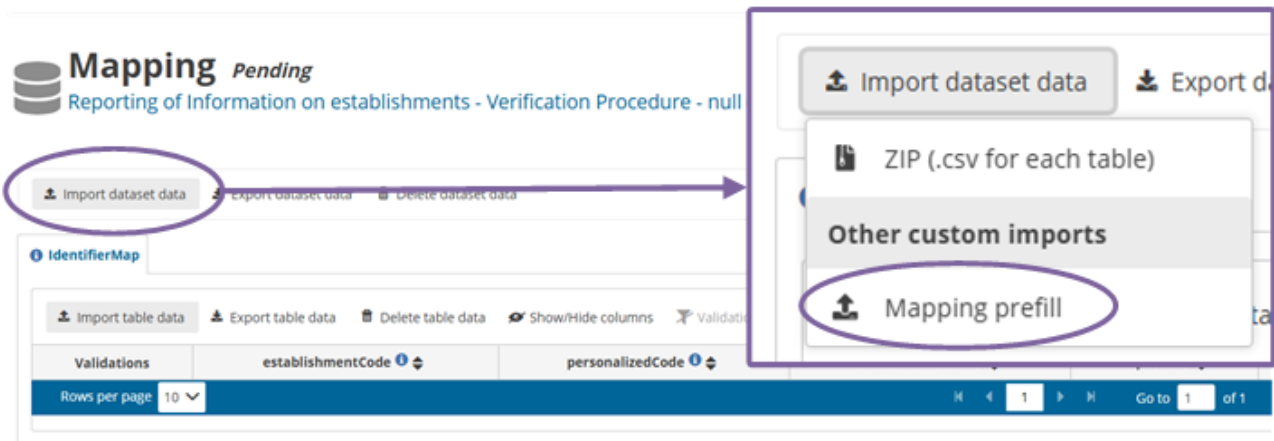
- **Permissions to report the national delivery.** For reporting purposes, each competent authority nominates a **Lead reporter**. The permission to access the reporting platform will be granted to **the Lead reporter** by the EEA. The lead reporter may add additional colleagues to assist with reporting. Please refer to [Annex 7](#) 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).



### 2.2.2 Step 2: Load the data in Establishment and Mapping dataset

After accessing the verification dataflow, the reporter needs to load the data in both the **Establishments** and **Mapping** datasets using the prefill functionality. This function loads the data the EEA received from the JRC.

The prefill functionality is available in the menu that appears by clicking the “Import dataset data” button in both **Establishments** and **Mapping** datasets as shown in Figure 2.

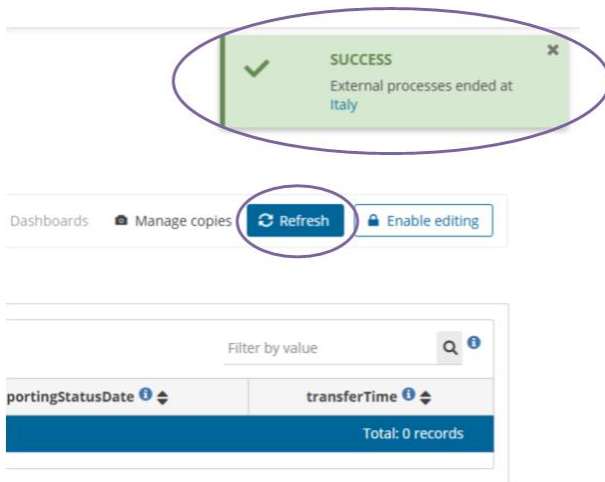


**Figure 2 . Accessing the prefill functionality in the Mapping dataset.**

When clicking on the prefill functionality, a dialog box appears. The “Replace data” option should be selected before clicking “Import data” (see Figure 3). A notification pop-up in the upper right corner of the page will inform of the beginning and end of the prefill process. Once the prefill is complete, data will be displayed in the tables after refreshing the content (see Figure 4)



**Figure 3. Prefill option dialog box.**



**Figure 4. Prefill notifications and refresh functionality.**

After prefilling the datasets, no changes shall be made to their content. The only element that needs to be edited is the *inspireId* column in the **IdentifierMap** table of the **Mapping** dataset.

If the reporter modifies data in one of the tables in the **Establishments** dataset by mistake, the content can be easily restored using the prefill functionality again, making sure to select the “replace data” option. Detailed information on how to restore the Mapping dataset is provided in the Step 4 description.

### 2.2.3 Step 3: Data Verification

During the data verification step, reporters should check the content of the **Establishments** dataset provided by the prefilling in the previous step. The extent of the checks to be performed depends on the amount of data and on the technical and human resources at the disposal of each country. The checks should focus on two main aspects of data quality:

- **Completeness**, making sure that all the expected entries are present. This can be easily done by comparing the total number of entries found in the **Establishments** dataset tables to the ones in the reporters' systems.
- **Correctness**, making sure that the content of each entry matches what the country reported. Verifying correctness could require significant resources for large datasets when not relying on an automated system. Ideally, reporters could download the content of the **Establishments** dataflow and compare it to the content of their systems using automated tools. However, the need for such an extensive analysis could be avoided by relying on simpler checks. This can be done, for example, by comparing the total number of entries of certain sub-categories of elements and making a full data comparison on a small set of entries, carefully selected so to be representative of the entire dataset.

In order to assist the reporters in the data verification, the EEA pre-calculated several statistical indicators (totals and sub-totals) based on the content of the **Establishments** dataset. The pre-calculated entries are stored in the **Verification** dataset in table **Statistics**. Each entry in the table represents a statistical indicator calculated for a given country. The table contains the following columns:

- *Id*, unique identifier of each entry as combination of *countryCode* and *statName*.
- *countryCode*, identifier of the country the statistic refers to.
- *statName*, the identifier of the statistic indicator.
- *statIndex*, numeric index of the entry.
- *value*, the calculated value of the indicator.
- *transferTime*, the time when the country data was transferred to the EEA database.
- *calculationTime*, the time when the statistical indicators were updated.

A description of all the statistics is provided in Table 5 of Annex 3 – Content of the Verification dataset.

*All the statistics only take in consideration the **Establishments** in PUBLISHED status (reportingStatusJRC).*

Reporters can use the pre-calculated indicators as a starting point for their verification checks by replicating the same calculations on their own data and comparing the results to the ones provided by the EEA. The **Statistics** table can be exported as a csv file using the standard Reportnet 3 export functionality. Since the table contains entries for all the countries, reporters need first to filter the values for their own country using the two letter ISO code in the table filter by value dialog, clicking on the magnifier glass icon and finally using the "CSV export with filter" functionality as shown in Figure 5.

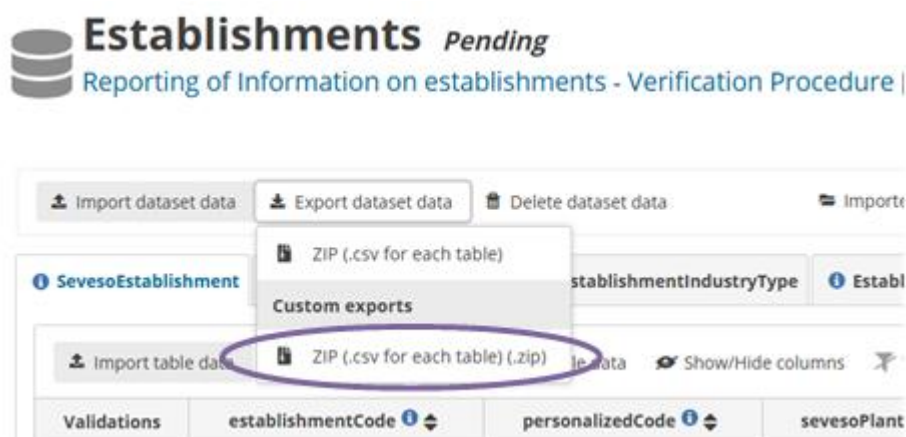
| id                             | countryCode | statName                    | value | statIndex | transferTime               | calculatedTime             |
|--------------------------------|-------------|-----------------------------|-------|-----------|----------------------------|----------------------------|
| CDI_Low with file              | MT          | establishmentByNACECH_35.1  | 1.0   | 20        | 2025-11-04 16:44:38.296008 | 2025-11-04 17:29:53.391583 |
| MT_establishmentByNACECH_35.21 | MT          | establishmentByNACECH_35.21 | 1.0   | 20        | 2025-11-04 16:44:38.296008 | 2025-11-04 17:29:53.391583 |
| MT_establishmentByNACECH_35.21 | MT          | establishmentByNACECH_35.21 | 1.0   | 20        | 2025-11-04 16:44:38.296008 | 2025-11-04 17:29:53.391583 |

**Figure 5. Exporting the country statistics.**

Regarding the full content checks to perform on a subset of the data, EEA suggests a few criteria to select a significant sample of Establishments to check:

- Include a set Establishments for which all the mandatory and non-mandatory data elements are reported, if available.
- Include at least one Establishments with declared substances as categories and one as named substances, if available.
- Include at least one Establishment where a substance is declared confidential, if available.
- Include at least one Establishment where more than one Industry Type is declared under either SPIRS or NACE columns or both, if available.
- Include at least one Establishment with confidential Parent Company, Coordinates, Address, Industry Type or Comments, if available.
- Verify at least one Establishment in each different reporting status in the JRC platform, including the DELETED status.

The checks listed above can be performed directly through the Reportnet 3 web interface either using the standard table views or the webforms. Please refer to Annex 8 on how to use the webform functionality. Alternatively, the **Establishments** dataset can be exported and verified outside Reportnet 3 using the custom Export dataset data functionality (see Figure 6). The Establishments datasets will be exported as a zip archive containing one csv file for each table in the dataset.



**Figure 6. Custom export of Establishments dataset.**

If discrepancies are found in the Establishments dataset or if the statistics calculated by the country don't match the values found in the Statistics table, the reporters should contact the Seveso helpdesk [seveso.helpdesk@eea.europa.eu](mailto:seveso.helpdesk@eea.europa.eu) describing the inconsistencies encountered. To solve particularly complex issues, the helpdesk might invite the reporters to participate in a dedicated online meeting to further clarify the situation.

If all expected establishments are found and the data is deemed correct, step 4 can be completed.

### 2.1.5 Step 4: Fill the IdentifierMap table in the Mapping dataset with InspireIds

Reporters should provide the InspireId for each establishment imported in the EEA reporting platform using the **IdentifierMap** table of the **Mapping** dataset. The table has an entry for each establishment and several columns providing reference for the establishment in order to facilitate the mapping process.

The columns in the **Mapping** table are:

- *establishmentCode*, establishment identifier generated by the Minerva eSPIRS system.
- *personalizedCode*, identifier used by countries.
- *sevesoPlantCode*, alternative identifier used by countries.
- *inspireId*, column to be filled with the inspireId of the establishment.
- *reportingStatusJRC*, most recent status of the establishment in the JRC system at the time of the transfer to the EEA.
- *reportingStatusDate*, date the status was reached in the JRC system (yyyy-mm-dd format).
- *transferTime*, the date and time when the country data was transferred to the EEA database.

The value of the *inspireId* should be provided for each Establishment that was transferred to the EEA with *reportingStatusJRC* other than DELETED.

#### Establishments with status: DELETED

*InspireId* for Establishment transferred in DELETED status can be omitted, however, any DELETED Establishment for which no *inspireId* is provided will not be made available in the EEA reporting system in the future and won't be included in the dissemination products. This means that, if the Establishment is in DELETED status because it went temporarily out of the scope of the Seveso III Directive and no *inspireId* is provided at this stage, no connection with prior data on the Establishment will be possible in case it is reported again in the future.

The EEA recommends limiting the number of DELETED Establishments for which no *inspireId* is provided to the cases where the DELETED status reflects an erroneous entry made at some point in time. Countries are also encouraged to enter *inspireIds* for Establishments whose operation terminated in the past, whenever possible.

#### How to assign inspireId

The *inspireId* should be assigned in such a way as to uniquely identify each Establishment, as such it should be unique not only in the scope of the **IdentifierMap** table, but, more in general, in the domain of the *inspireId* identifiers used by each country to designate any entity falling under the INSPIRE Directive. This means that two entities representing different geographical objects shall not share the same *inspireId*. Conversely, the same *inspireId* should be used whenever possible to designate the same entity under different domains or obligations. In addition, the *InspireIds* are intended to be stable over time, implying that unless the Establishment undergoes significant changes, it shall maintain the same *inspireId*. A detailed description of the conditions under which an Establishment should change its *InspireIds* is outside the scope of this document and will be provided in a future version of the Reporters' Manual.

When an Establishment corresponds to a Production Facility reported under the IED (Directive 2010/75/EU) in the EU Registry dataflow (as defined in CID 2018/1135), countries are encouraged to use the same *inspireId* for both the Seveso Establishment the Production Facility. Doing so creates a link between the two reporting obligations allowing deeper analysis of the data taking into account information on pollutant releases, production volumes, raw material consumption, water and energy use. With this regard, it should be noted that the *inspireIds* provided under the Seveso III reporting obligation will only be used internally by the EEA and will not be made publicly available, to avoid any potential disclosure of sensitive data.

## Structure of the inspireId

The *inspireId* formally consists of two elements, a *namespace* and a *localId*. The full *inspireId* is created by concatenating the namespace and the *localId* and placing a forward slash between them, if not already present at the end of the *namespace*. Usually, the namespace is the component that helps ensuring uniqueness of the *inspireId*. For instance, by including the two-letter ISO country code in the namespace, conflicts between different countries are automatically avoided. By adding an additional element identifying the reporting obligation e.g., SEVESO further ensures that no overlaps are present across different domains in the same country.

For countries where a central authority is in charge of designating the *inspireId*, the uniqueness across domains is ensured, however in some cases including a code relating to the obligation is the only way to ensure uniqueness of the identifier.

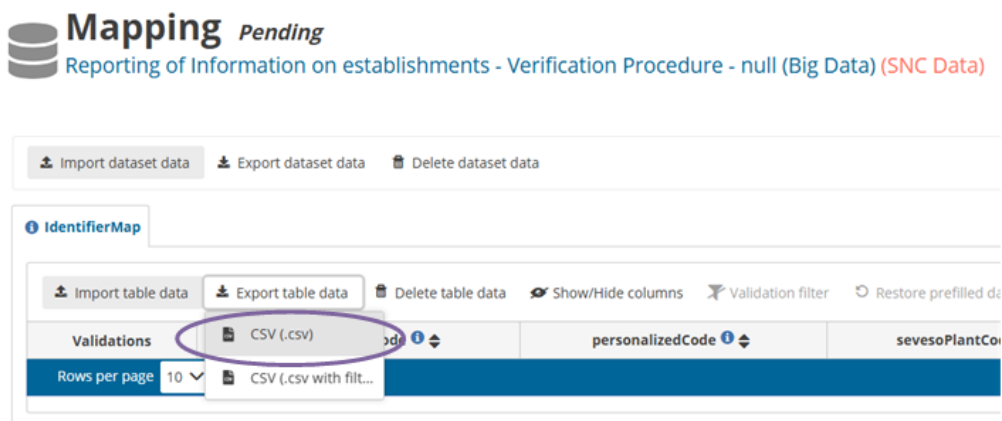
In addition to the uniqueness requirement, the *inspireIds* shall comply with the following rules:

- They can only contain uppercase and lowercase letters of the standard Latin alphabet, digits, colon [:], forward slash [/], dash [-] and underscore [\_]. No spaces or tabs are allowed.
- It should be possible to recover the *namespace* and *localId* components of the *inspireId*. This requires that at least one forward slash [/], the separator of the two components, is part of the *inspireId*
- The last forward slash [/] found in the *inspireId* is intended to be the separator between the *namespace* and the *localId*, therefore it should not be placed next to other forward slashes nor at the beginning or at the end of the *inspireId*.
- The maximum allowed length for the *inspireId* is 161 characters, with a maximum of 80 character for the namespace component and 80 for the localId.

Table 6 in Annex 4 –InspireId Examples provides examples of different ways to specify formally valid *inspireIds* as well as examples of invalid *inspireIds*.

## Entering inspireIds on Reportnet 3

Although it is possible to edit the content of the **IdentifierMap** table directly in the tabular view of Reportnet 3 user interface, it is recommended to export the content of the table as a csv file using the export function (see Figure 7) and then edit the content using external software (e.g., Microsoft Excel), making sure not to modify any column except the *inspireId*.

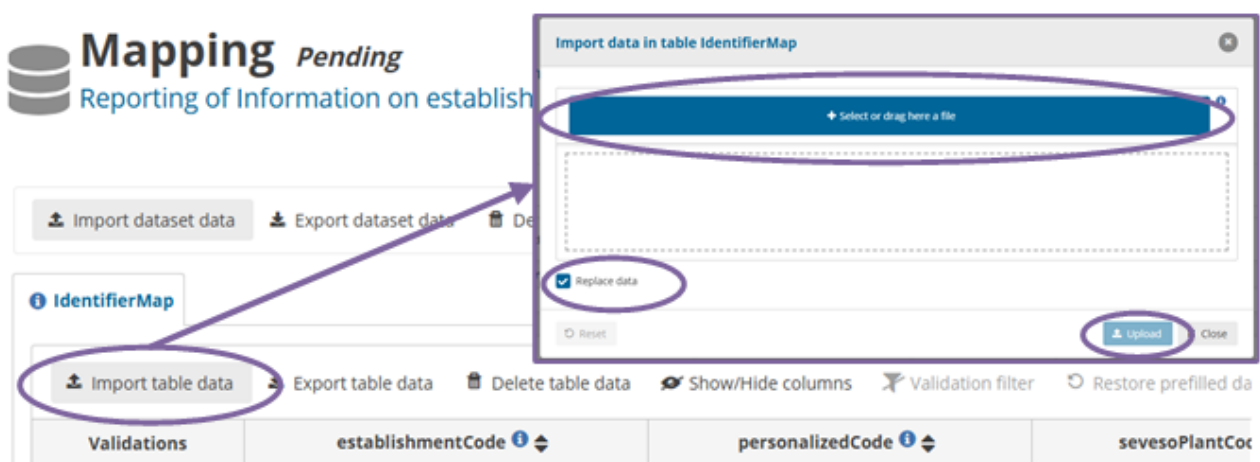


**Figure 7. Exporting the IdentifierMap table content.**

Once the table is populated using the external software, it can be saved as a csv and imported back in Reportnet 3. When manipulating the exported table using external tools such as Excel it is important to make sure that the format of the columns, in particular those representing dates or times does not get modified.

When using Excel to edit the **IdentifierMap**, in some cases, the format of the column (yyyy-mm-dd) is automatically changed to the format used by the computer local settings. In these cases, the format of the column should be reverted to the original one by selecting the entire column and right clicking on “Format cells” and the selecting the example corresponding to the yyyy-mm-dd format under the “Date” category.

It is also important to verify that the file table content is exported as a UTF-8 csv file using commas as separator and not semicolons. The csv file can be imported in the **IdentifierMap** table by clicking on “Import table data”. In the dialog box that will be shown, the checkbox “replace data” should be checked. Other buttons in the dialog can be used to select the csv file to import and to start the import process (see Figure 8). The import fails if the column headers in the first row of the csv file do not correspond to the ones found in the **IdentifierMap** view in Reportnet 3. This could happen if the order in which the columns appear is modified or if any of the column names is changed. In case of a failure in the import process please check the headers in the first row of the csv file to make sure they match the column names in the **IdentifierMap** table.

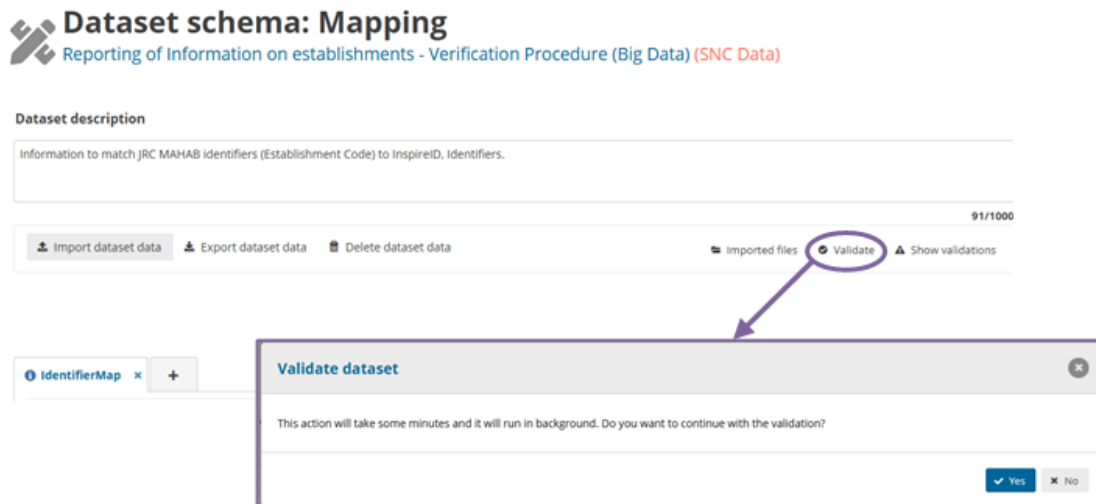


**Figure 8. Import table data dialog.**

If any modification is made by mistake to the entries in columns other than *inspireId*, the content of the **IdentifierMap** table can be restored to its original status using the prefill functionality. Please note that using the prefill on the **IdentifierMap** results in the removal of any *inspireIds* that was previously entered. In such situations, after the prefill, the *inspireIds* need to be assigned again by extracting them from the external file that was previously populated.

## 2.2.4 Step 5: Validate the Mapping dataset

Once the **IdentifierMap** table is populated with the *inspireIds*, the content of the **Mapping** dataset should be verified by triggering the validation process. Validation can be triggered by clicking on the “Validate” button as shown in Figure 9. A dialog is shown informing that the validation process will run in background for a few minutes. By clicking “yes” the validation starts and a notification is displayed in the upper right corner of the window. Normally validation task should not require more than a few minutes, depending on the size of the dataset to validate and on the workload on the reporting system.



**Figure 9. Validation of the Mapping dataset.**

A second notification is displayed once the validation is completed. At this point, the validation messages can be reviewed in the validation dialog by clicking on the “Show validation” button (see Figure 10).

**Dataset description**

Information to match JRC MAHAB identifiers (Establishment Code) to inspireID, identifiers.

91/1000

Import dataset data

Export dataset data

Delete dataset data

Imported files

Validate

Show validations

IdentifierMap

| Entity | Table         | Field            | Code                       | Level error | Message  | Number of records |
|--------|---------------|------------------|----------------------------|-------------|--|-------------------|
| FIELD  | identifier_id | inspire_id       | INSPIRE_inspired_for_email | BLOCKER     | If it is not a valid inspired, it should contain at least one single - separating the namespace from the locale. The i should be single and not placed at the beginning or at the end. | 2                 |
| FIELD  | identifier_id | inspire_id       | INSPIRE_inspired_for_email | BLOCKER     | Establishments not in DELETED reporting status should have an inspired   | 999+              |
| FIELD  | identifier_id | inspire_id       | INSPIRE_inspired_for_email | WARNING     | Establishments in DELETED reporting status for which no inspired is provided will not be imported in the BEA system.   | 999+              |
| TABLE  | identifier_id | INSPIRE_inspired | BLOCKER                    | BLOCKER     | inspireids 'i' only showing first 10 appear more than once in the identifiermap table. Total number of duplicated entries: 1.  | 2                 |

Download validations

**Figure 10. Validation dialog.**

The validation dialog lists every Quality Check rule (QC) that triggered an error during the validation indicating the number of records affected, the error message and the level of severity of the error (BLOCKER, ERROR, WARNING, INFO). By clicking on the button “Download validations” it is possible to download the information contained in the validation dialog as a csv file.

By clicking the row corresponding to a QC, the content of the **IdentifierMap** table will be filtered to show only the record affected by the corresponding error. When more than 1000 records are affected by a QC the validation only include the first 1000 affected records. In this case the number of affected records displayed in the dialog is 999+. Validation errors are highlighted in the data tables by specific icons The first column in the table view shows the icons of the validation result for the elements contained in each row as either INFO, WARNING, ERROR or BLOCKER. Each data element directly affected by an error is marked with the same icons depending on the error severity (see Figure 11). In the Verification dataflow only BLOCKER and INFO level errors are present. All BLOCKER errors should be removed before the dataflow can be released. By clicking on the icons the corresponding error message is displayed (see Figure 12)

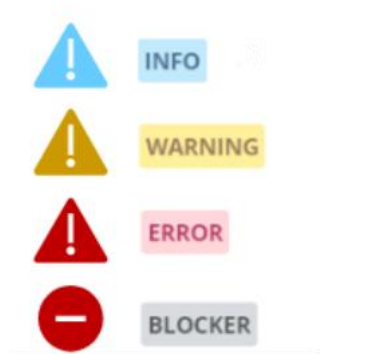


Figure 11. Error level severity and their representation.

| Validations | establishmentCode | personalizedCode | sevesoPlantCode | inspireId | reportingStatusjRC |
|-------------|-------------------|------------------|-----------------|-----------|--------------------|
| ●           | FIN-000336        |                  |                 | ●         | PUBLISHED          |
| ▲           | ESP-00049         |                  |                 |           | DELETED            |
| ●           | TU-00024          |                  |                 | ●         | PUBLISHED          |
| ●           | DEU-058596        |                  |                 | ●         | PUBLISHED          |
| ●           | ITA-000013        |                  |                 |           |                    |
| ●           | FRA-000368        |                  |                 |           |                    |
| ●           | DEU-059575        |                  |                 |           |                    |

Figure 12. Validation icons in table view.

Normally, if no unintended changes were made to columns other than *inspireId*, the only messages displayed in the validation dialog are the ones concerning the *inspireId*. The following QCs inform on possible issues with the *InspireIds*:

- **FC\_01\_inspireId\_Format.** Checks that the *inspireId* only contains allowed characters.
- **FC\_02\_inspireId\_Format.** Checks that the namespace and localId components of the *inspireId* are separated by a forward slash '/
- **FC\_03\_inspireId\_required.** Checks *inspireIds* were provided to all the entries corresponding to Establishments not in DELETED status.
- **FC\_04\_inspireId\_missing.** Checks that *inspireIds* were provided to Establishment in DELETED status.
- **FU\_01\_inspireId.** Checks the uniqueness of the *inspireIds* in the **IdentifierMap** table.
- **FL\_01\_inspireId.** Checks that the total length of the *inspireId* does not exceed 161 characters.
- **FL\_02\_inspireId\_namespace.** Checks that the length of the namespace component of the *inspireId* does not exceed 80 characters.
- **FL\_03\_inspireId\_localId.** Checks that the length of the localId component of the *inspireId* does not exceed 80 characters.

All the QCs listed above trigger blocking errors (BLOCKER) that prevent the submission of the dataflow. The only exception is **FC\_04\_inspireId\_missing** which is a non-blocking WARNING one and its purpose is to inform the reporters on how many Establishments in DELETED status have no *inspireId*.

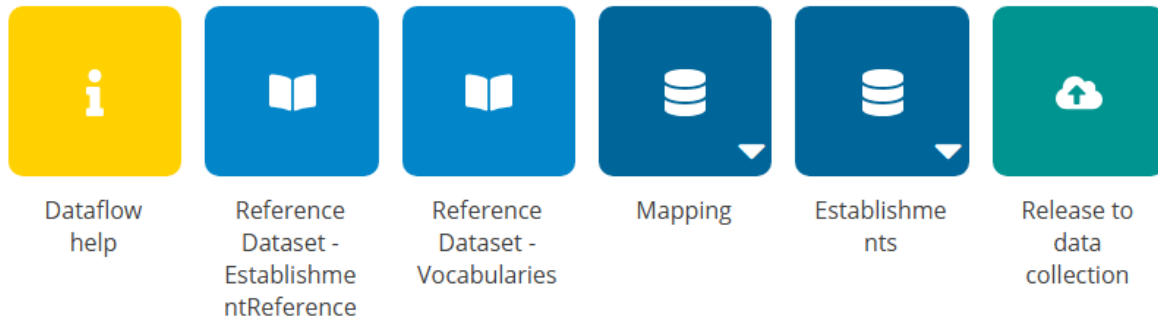
Other QCs check that no changes are made in the remaining columns of the **IdentifierMap** table, their codes begin with the letters **XC** and they all trigger blocking errors. Indication on how to solve errors caused by unintended changes to the **IdentifierMap** table are provided at the end of the step 4 section of this

document. A detailed description of all the QCs on the **Mapping** dataset table is provided in Table 7 of Annex 5 – Quality Checks Description.

If no blocking errors are found by the QCs, the user can move to the next step and submit the dataflow. Before submitting it is recommended to review the Establishments in DELETED status for which no *inspireId* was given.

### 2.2.5 Step 6: Submit the dataflow

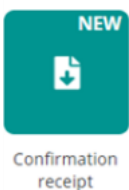
Once the **IdentifierMap** has been filled in and the content validated, the verification dataflow can be submitted. To do this, go to the dataflow overview:



Click on the button **Release to data collection**. Upon releasing the dataflow all the datasets will be checked automatically. As the Mapping dataset was already validated in the previous step, the validation should complete without errors. If any error is reported in the **Mapping** dataset, please refer to the instructions in Step 5 to review and correct the errors.

If any error is reported in the **Establishments** dataset, this is due to changes made to the content of the dataset that needs to be restored following the instruction provided in Step 2. The Quality Checks performed on the Establishment dataset are only intended to ensure that no changes were made on the data. A description of the QCs performed on the **Establishments** dataset is provided in Table 8. Quality Checks in Establishments dataset. of Annex 5.

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. 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 (see Figure 13) 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 (see Figure 14 ). 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 (see Figure 15).

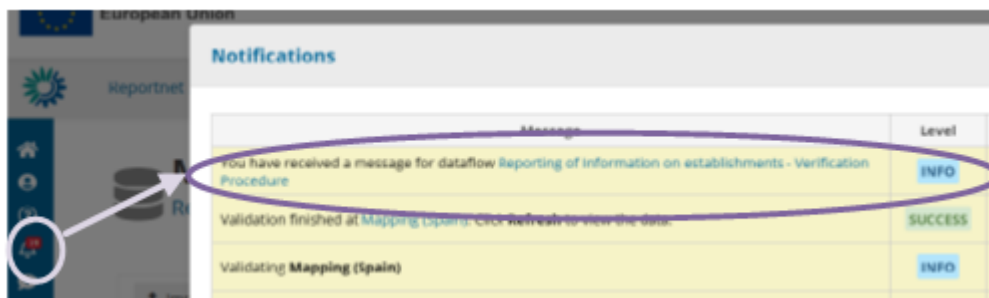


Figure 13. Technical Feedback Notification.

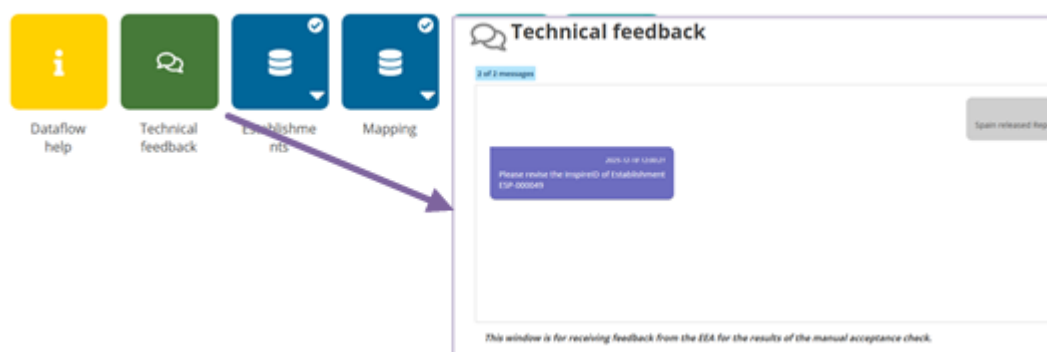


Figure 14. Technical feedback dialog.

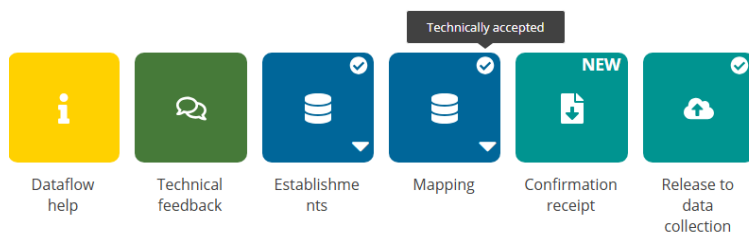


Figure 15. Technical acceptance.

# Annex 1 – Glossary of Terms

This section contains explanations of the key terms used in this document.

**Code list** – a defined set of values which can be used to populate an attribute.

**INSPIRE** – Infrastructure for Spatial Information in the European Community. The INSPIRE Directive (2007/2/EC) aims to establish an infrastructure for the sharing of environmental spatial data within the European Union. This will enable sharing among public sector organisations, facilitate public access to spatial data across Europe, and will aid in cross-boundary policy making.

**NACE** - The 'statistical classification of economic activities' in the European Community, abbreviated as NACE, is the classification of economic activities in the European Union (EU).

**Seveso Establishment** – Represents the whole location under the control of an operator where dangerous substances are present in one or more installations, including common or related infrastructures or activities according to Directive 2012/18/EU.

**Production Facility** - One or more installations on the same site, operated by the same natural or legal person, where one or more of the activities listed in Annex I of the E-PRTR (Regulation 166/2006) are carried out. Starting in 2028 the activities will be the ones listed in Annex I of the Industrial Emission Portal Regulation (Regulation 2024/1244 EU).

**SPIRS** – List of industrial activities bearing a special meaning for risk analysis that was established in agreement with Member State Competent Authorities and referenced in CID 2014/895/EU (2.2.e) and CID 2022/1979 (4.10).

**CSV** - Comma-separated values (CSV) is a plain text data format for storing tabular data where the fields (values) of a record are separated by a comma and each record is a line.

## Annex 2 – Data elements in the Establishments dataset

Each table in this annex describes the data elements in one of the **Establishments** dataset tables, showing the data elements common to both CIDs, with the indication of the name used in the JRC system, both in the eSPIRS web interface and the XML tag identifying the same element in the files used for batch uploads in the JRC system. Elements presented in grey background are provided in the verification step for reference only and will not be used in the future in the EEA system.

**Table 1. List of data elements in table SevesoEstablishments.**

| Data element            | Section in JRC eSPIRS | Name in JRC eSPIRS                              | XML path                                   | Notes  |
|-------------------------|-----------------------|---|--|--|
| establishmentCode       | All sections          | Establishment Code                              | details/establishmentcode                  |  |
| personalizedCode        | Details               | Personalized Code                               | details/personalizedcode                   |  |
| sevesoPlantCode         | Details               | Seveso Plant Code                               | details/plantcode                          |  |
| establishmentName       | Details               | Establishment Name                              | details/name                               |  |
| sevesoEstablishmentTier | Details               | Seveso Status                                   | details/sevesostatus                       |  |
| parentCompany           | Details               | Parent Company                                  | details/parentcompany                      |  |
| address                 | Location              | Address   | location/address                           |  |
| city                    | Location              | City  | location/city                              |  |
| postCode                | Location              | Post Code                                       | location/postcode                          |  |
| longitude               | Location              | Longitude                                       | location/longitude                         |  |
| latitude                | Location              | Latitude  | location/latitude                          |  |
| mainIndustryTypeNACE    | Details               | NACE Code                                       | details/categories/nace                    | First NACE entry in the JRC eSPIRS                               |
| mainIndustryTypeSPIRS   | Details               | Industry Type                                   | details/categories/typeofindustry          | First SPIRS entry in the JRC eSPIRS                              |
| publicInformationURL    | Details               | Establishment website                           | details/url                                |  |
| comments                | Details               | Establishment Comments,<br><br>Address Comments | details/comments,<br><br>location/comments | It is a collation of the two comment fields in the JRC eSPIRS    |
| reportingStatusJRC      | All sections          | Status  |  | Most recent status of the establishment in the JRC system at the |

|                     |                |                        |  |  |
|---------------------|----------------|------------------------|--|--|
|                     |                |                        |  | time of the transfer to the EEA  |
| reportingStatusDate | Identification | Last date modification |  | Date the status was reached in the JRC system                                    |
| transferTime        | N/A            | N/A                    |  | Indicates the date and time the data was transferred to the EEA reporting system |

**Table 2. List of data elements in table EstablishmentSubstance.**

| Data element             | Section in JRC eSPIRS      | Name in JRC eSPIRS          | XML tag                           | Notes   |
|--------------------------|----------------------------|-----------------------------|-----------------------------------|---|
| establishmentCode        | All sections               | Establishment Code          |                                   | Reference to the Establishment Code in the SevesoEstablishments table |
| substance                | Substances                 | Named Substance or Category | substances/substance/code         |   |
| quantityTNE              | Substances                 | Quantity                    | substances/substance/qty          |   |
| physicalProperties       | Substances                 | Substance Comments          | substances/substance/comments     |   |
| substanceConfidentiality | Confidentiality Management | Confidentiality             | substances/substance@confidential |   |

**Table 3. List of data elements in table EstablishmentIndustryType.**

| Data element           | Section in JRC eSPIRS | Name in JRC eSPIRS | XML tag                           | Notes   |
|------------------------|-----------------------|--------------------|-----------------------------------|---|
| establishmentCode      | All sections          | Establishment Code |                                   | Reference to the Establishment Code in the SevesoEstablishments table |
| otherIndustryTypeNACE  | Details               | NACE Code          | details/categories/nace           | All entries other than the "main" industry type NACE code             |
| otherIndustryTypeSPIRS | Details               | Industry Type      | details/categories/typeofindustry | All entries other than the "main" industry type SPIRS code            |

**Table 4. List of data elements in table EstablishmentConfidentiality.**

| Data element                     | Section in JRC eSPIRS      | Name in JRC eSPIRS                              | XML tag  | Notes  |
|----------------------------------|----------------------------|---|--|--|
| establishmentCode                | All sections               | Establishment Code                              |  | Reference to the Establishment Code  |
| establishmentTierConfidentiality | Confidentiality Management | Seveso Status                                   | details/sevesostatus@confidential  |  |
| parentCompanyConfidentiality     | Confidentiality Management | Parent Company                                  | details/parentcompany@confidential   |  |
| addressConfidentiality           | Confidentiality Management | Region, Province, City, Address, Post Code      | location/region@confidential,<br>location/province@confidential,<br>location/city@confidential<br><br>location/address@confidential,<br>location/postCode@confidential | Confidentiality of any element of the address makes the address confidential             |
| locationConfidentiality          | Confidentiality Management | Latitude, Longitude                             | location/longitude@confidential,<br>location/longitude@confidential  | Confidentiality of Latitude or Longitude makes location confidential                     |
| industryTypeConfidentiality      | Confidentiality Management | Industry Type, NACE Code                        | details/categories/nace@confidential,<br><br>details/categories/typeofindustry@confidential  | Any industry type or NACE code declared confidential makes the industryType confidential |
| commentsConfidentiality          | Confidentiality Management | Establishment Comments<br><br>Location Comments | details/comments@confidential,<br><br>location/comments@confidential   | Either one makes location confidential   |

## Annex 3 – Content of the Verification dataset

Table 5. Pre-calculated statistical indicators in the Statistics table of the Verification Dataset

| Index | Identifier of the indicator ( <i>statName</i> ) | Description   |
|-------|---|---|
| 1     | establishmentCnt                                | Total number of PUBLISHED Establishments in the <b>SevesoEstablishment</b> table.   |
| 2     | substanceCnt                                    | Total number of substance declarations in the <b>EstablishmentSubstance</b> table related to PUBLISHED Establishments.  |
| 3     | establishmentWSubstanceCnt                      | Total number of PUBLISHED Establishments having at least one substance declaration in the <b>EstablishmentSubstance</b> table.  |
| 4     | establishmentWParentCompanyCnt                  | Total number of PUBLISHED Establishments for which <i>parentCompany</i> is specified in the <b>SevesoEstablishment table</b> .  |
| 5     | establishmentWSPIRSCnt                          | Total number of PUBLISHED Establishments declaring SPIRS Main Industry type using <i>mainIndustryTypeSPIRS</i> in the <b>SevesoEstablishment</b> table.                             |
| 6     | establishmentWNACECnt                           | Total number of PUBLISHED Establishments declaring NACE Main Industry type using <i>mainIndustryTypeNACE</i> in the <b>SevesoEstablishment</b> table.                               |
| 7     | otherIndustrySPIRSCnt                           | Total number of secondary SPIRS industry type declarations as <i>otherIndustryTypeSPIRS</i> in the <b>EstablishmentIndustryType</b> table related to PUBLISHED Establishments.      |
| 8     | otherIndustryNACECnt                            | Total number of secondary industry NACE type declarations as <i>otherIndustryTypeNACE</i> in the <b>EstablishmentIndustryType</b> table related to PUBLISHED Establishments.        |
| 9     | confSubstancesCnt                               | Total number of substance declarations marked confidential in the <b>EstablishmentSubstance</b> table related to PUBLISHED Establishments.  |
| 10    | establishmentWConfSubstanceCnt                  | Total number of PUBLISHED Establishments declaring at least one substance confidential in the <b>EstablishmentSubstance</b> table.  |
| 11    | establishmentWConfTierCnt                       | Total number of PUBLISHED Establishments declaring confidentiality for Tier declaration using <i>establishmentTierConfidentiality</i> in <b>EstablishmentConfidentiality</b> table. |
| 12    | establishmentWConfParentCompanyCnt              | Total number of PUBLISHED Establishments declaring confidentiality for parent company using <i>parentCompanyConfidentiality</i> in <b>EstablishmentConfidentiality</b> table.       |
| 13    | establishmentsWConfLocationCnt                  | Total number of PUBLISHED Establishments declaring confidentiality for coordinates using <i>locationConfidentiality</i> in <b>EstablishmentConfidentiality</b> table.               |

|    |  |  |
|----|--|--|
| 14 | establishmentWConfAddressCnt           | Total number of PUBLISHED Establishments declaring confidentiality for address using <i>addressConfidentiality</i> in <b>EstablishmentConfidentiality</b> table  |
| 15 | establishmentWConfIndustryTypeCnt      | Total number of PUBLISHED Establishments declaring confidentiality for any industry type (SPIRS, NACE, main or secondary) using <i>industryTypeConfidentiality</i> in <b>EstablishmentConfidentiality</b> table  |
| 16 | establishmentWConfCommentsCnt          | Total number of PUBLISHED Establishments declaring confidentiality for comments using <i>commentsConfidentiality</i> in <b>EstablishmentConfidentiality</b> table  |
| 17 | substanceQuantitySum                   | Sum of the quantities of every substance declared in <b>EstablishmentSubstance</b> related to PUBLISHED Establishments rounded to the closest integer.   |
| 18 | establishmentByTierCnt_<XX>            | Total number of PUBLISHED Establishments in each Tier declared as <i>sevesoEstablishmentTier</i> in the <b>SevesoEstablishment</b> table.<br><br><XX> is either <i>upperTier</i> or <i>lowerTier</i> .   |
| 19 | establishmentBySPIRSCnt_<XX>           | Total number of PUBLISHED Establishments per SPIRS category declared as <i>mainIndustryTypeSPIRS</i> in the <b>Seveso Establishment</b> table.<br><br><XX> corresponds to SPIRS codes in table <b>SPIRS</b> in <b>Vocabulary</b> dataset. Codes not declared by any Establishment are omitted. Missing SPIRS declarations are recorded as 'NO_SPIRS' |
| 20 | establishmentByNaceCnt_<XX>            | Total number of PUBLISHED Establishments per NACE category declared as <i>mainIndustryTypeNACE</i> in the <b>Seveso Establishment</b> table.<br><br><XX> corresponds to NACE codes in table <b>NACE</b> in <b>Vocabulary</b> dataset. Codes not declared by any Establishment are omitted. Missing NACE declarations are recorded as 'NO_NACE'       |
| 21 | establishmentByReportingStatusCnt_<XX> | Total number of PUBLISHED Establishment in each JRC eSPIRS reporting status as <i>reportingStatusJRC</i> declaration in the <b>SevesoEstablishment</b> table. <XX> corresponds to a reporting status in the JRC system e.g. PUBLISHED, CONFIRMED, DELETED etc.   |
| 22 | substanceByTypeCnt_<XX>                | Total number of declarations of each <i>substance</i> in the <b>EstablishmentSubstance</b> table related to PUBLISHED Establishments.<br><br><XX> corresponds to substance codes in table <b>Substance</b> in <b>Vocabulary</b> dataset. Codes not declared are omitted.   |

## Annex 4 –InspireId Examples

**Table 6 - Examples of valid and invalid inspireId specification**

| InspireId                             | Namespace                   | LocalId                  | Valid | Notes   |
|---------------------------------------|-----------------------------|--------------------------|-------|---|
| FR.ESPIRS/10012.ESTABLISHMENT         | FR.ESPIRS                   | 10012.ESTABLISHMENT      | YES   |   |
| ES.CAED/010310000.FACILITY            | ES.CAED                     | 010310000.FACILITY       | YES   | Establishment corresponds to a EURegistry Facility          |
| BE.WA/361000000. ESTABLISHMENT        | BE.WA                       | 361000000. ESTABLISHMENT | YES   | Namespace contains reference to Regional authority          |
| https://registry.gdi-de.org/S01382EST | https://registry.gdi-de.org | S01382EST                | YES   | URL based inspireId   |
| IT.SEVESO//010320000.ESTAB            | IT.SEVESO/                  | 010310000.ESTAB          | NO    | The last forward slash [/] is next to another forward slash |
| PT.CAED/0103 30000.ESTAB              | PT.CAED                     | 0103 30000.ESTAB         | NO    | inspireId contains a space                                  |
| AT.SEVESO/1455543.ESTABLISHMENT/      | AT.SEVESO                   | 1455543.ESTABLISHMENT/   | NO    | The last forward slash [/] is at the end of the inspireId   |

## Annex 5 – Quality Checks Description

Table 7. Quality Checks in Mapping dataset.

| Quality check code          | Level   | Description  |
|-----------------------------|---------|--|
| XC_01_establishmentCode     | BLOCKER | Checks modifications to <i>establishmentCode</i> or insertion of new entries                           |
| XC_02_IdentifierMap         | BLOCKER | Checks for missing establishments  |
| XC_03_personalizedCode      | BLOCKER | Checks changes to <i>personalizedCode</i>  |
| XC_04_sevesoPlantCode       | BLOCKER | Checks changes to <i>sevesoPlantCode</i>   |
| XC_05_reportingStatusJRC    | BLOCKER | Checks changes to <i>reportingStatusJRC</i>  |
| XC_06_reportingStatusDate   | BLOCKER | Checks changes to <i>reportingStatusDate</i>   |
| FL_01_inspireId_length      | BLOCKER | Checks that <i>inspireId</i> does not exceed 161 characters length                                     |
| FL_02_inspireId_namespace   | BLOCKER | Checks that the namespace component of the <i>inspireId</i> does not exceed 80 characters length       |
| FL_03_inspireId_localId     | BLOCKER | Checks that the localId component of the <i>inspireId</i> does not exceed 80 characters length         |
| FC_01_inspireId_Format      | BLOCKER | Checks that <i>inspireId</i> contains only valid characters  |
| FC_02_inspireId_Format      | BLOCKER | Checks that <i>inspireId</i> contains at least one forward slash (/) separating namespace from localId |
| FC_03_inspireId_required    | BLOCKER | Checks that <i>inspireId</i> is provided for all the Establishments not in DELETED reporting status    |
| FC_04_inspireId_for_deleted | WARNING | Warns about missing <i>inspireId</i> entries for Establishments in DELETED status                      |
| FU_01_inspireId             | BLOCKER | Checks that <i>inspireId</i> is not duplicated   |
| FU_02_establishmentCode     | BLOCKER | Checks that <i>establishmentCode</i> is not duplicated   |

**Table 8. Quality Checks in Establishments dataset.**

| Quality check code             | Level   | Description  |
|--------------------------------|---------|--|
| XC_01_establishmentName        | BLOCKER | Checks modifications to <i>establishmentName</i>                             |
| XC_02_parentCompany            | BLOCKER | Checks modifications to <i>parentCompany</i>                                 |
| XC_03_sevesoEstablishmentTier  | BLOCKER | Checks changes to <i>sevesoEstablishmentTier</i>                             |
| XC_04_address                  | BLOCKER | Checks changes to <i>address</i>   |
| XC_05_postCode                 | BLOCKER | Checks changes to <i>postCode</i>  |
| XC_06_city                     | BLOCKER | Checks changes to <i>city</i>  |
| XC_07_longitude                | BLOCKER | Checks changes to <i>longitude</i>   |
| XC_08_latitude                 | BLOCKER | Checks changes to <i>latitude</i>  |
| XC_09_mainIndustryTypeNACE     | BLOCKER | Checks changes to <i>mainIndustryTypeNACE</i>                                |
| XC_10_mainIndustryTypeSPIRS    | BLOCKER | Checks changes to <i>mainIndustryTypeSPIRS</i>                               |
| XC_11_publicInformationURL     | BLOCKER | Checks changes to <i>publicInformationURL</i>                                |
| XC_12_comments                 | BLOCKER | Checks changes to <i>comments</i>  |
| XC_13_reportingStatusJRC       | BLOCKER | Checks changes to <i>reportingStatusJRC</i>                                  |
| XC_14_reportingStatusDate      | BLOCKER | Checks changes to <i>reportingStatusDate</i>                                 |
| XC_15_establishmentCode        | BLOCKER | Checks modifications to <i>establishmentCode</i> or insertion of new entries |
| XC_16_SevesoEstablishment      | BLOCKER | Checks for missing establishment declarations                                |
| XC_17_personalizedCode         | BLOCKER | Checks changes to <i>personalizedCode</i>                                    |
| XC_18_sevesoPlantCode          | BLOCKER | Checks changes to <i>sevesoPlantCode</i>                                     |
| XC_19_transferTime             | BLOCKER | Checks changes to <i>transferTime</i>  |
| XC_20_substance_add_mod        | BLOCKER | Checks changes to substance declarations                                     |
| XC_21_Substance                | BLOCKER | Checks for missing substance declarations                                    |
| XC_22_quantityTNE              | BLOCKER | Checks changes to <i>quantityTNE</i>   |
| XC_23_physicalProperties       | BLOCKER | Checks changes to <i>physicalProperties</i>                                  |
| XC_24_substanceConfidentiality | BLOCKER | Checks changes to <i>substanceConfidentiality</i>                            |
| XC_25_industryTypeNACE_add_mod | BLOCKER | Checks changes to <i>otherIndustryTypeNACE</i> declarations                  |

|  |         |  |
|--|---------|--|
| XC_26_industryTypeSPIRS_add_mod        | BLOCKER | Checks changes to <i>otherIndustryTypeSPIRS</i> declarations                 |
| XC_27_otherIndustryTypeNACE            | BLOCKER | Checks for missing <i>otherIndustryTypeNACE</i> declarations                 |
| XC_28_otherIndustryTypeSPIRS           | BLOCKER | Checks for missing <i>otherIndustryTypeSPIRS</i>                             |
| XC_29_establishmentTierConfidentiality | BLOCKER | Checks changes to <i>establishmentTierConfidentiality</i>                    |
| XC_30_parentCompanyConfidentiality     | BLOCKER | Checks changes to <i>parentCompanyConfidentiality</i>                        |
| XC_31_addressConfidentiality           | BLOCKER | Checks changes to <i>addressConfidentiality</i>                              |
| XC_32_locationConfidentiality          | BLOCKER | Checks changes to <i>locationConfidentiality</i>                             |
| XC_33_industryTypeConfidentiality      | BLOCKER | Checks changes to <i>industryTypeConfidentiality</i>                         |
| XC_34_commentsConfidentiality          | BLOCKER | Checks changes to <i>comments</i>  |
| XC_35_establishmentCode                | BLOCKER | Checks modifications to <i>establishmentCode</i> or insertion of new entries |
| XC_36_EstablishmentConfidentiality     | BLOCKER | Checks for missing confidentiality declarations                              |

# Annex 6 – 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

auth requires you to authenticate

## Sign in to continue

Use your e-mail address

Next

Create an account

Or

Or use the eID of your country

Select your country

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.

**Create an account**

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language  
English (en)

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account**

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

**New password**

Please choose your new password.

n...  
(External)

New password

Confirm new password

**Submit**

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):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

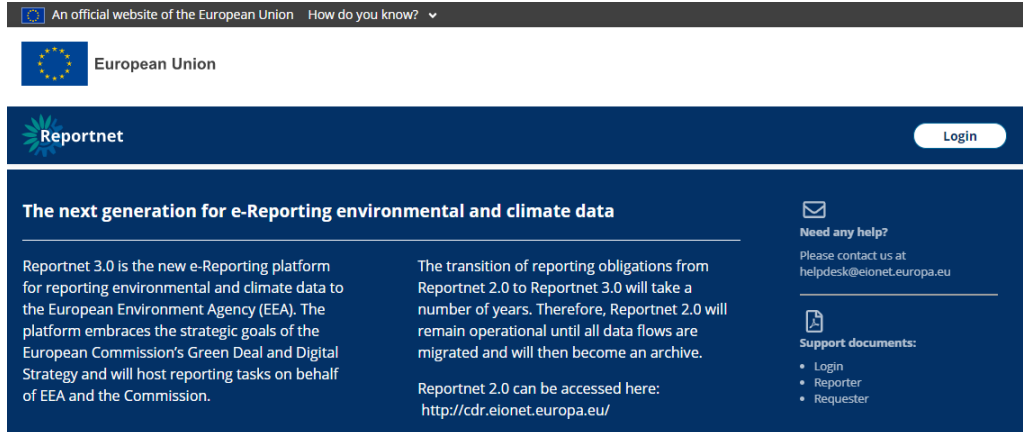
Examples: SEN5RbaW GwOzMg9m U(nuCuwh)

[\[Generate other sample passwords\]](#)

## 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.

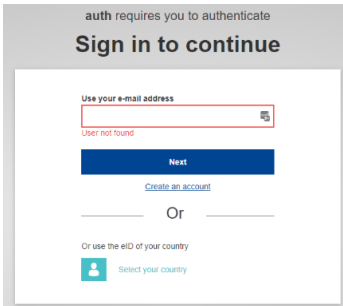
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page:



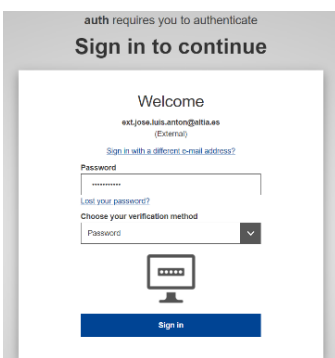
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.

The screenshot shows an authentication page with a grey background. At the top, it says 'auth requires you to authenticate' and 'Sign in to continue'. Below this is a white box containing a form. The form has a label 'Use your e-mail address' above a text input field. Below the input field is a blue 'Next' button. Underneath the button is a link that says 'Create an account'. Below this is a horizontal line with the word 'Or' in the center. Below the line is the text 'Or use the eID of your country' and a button with a person icon and the text 'Select your country'.

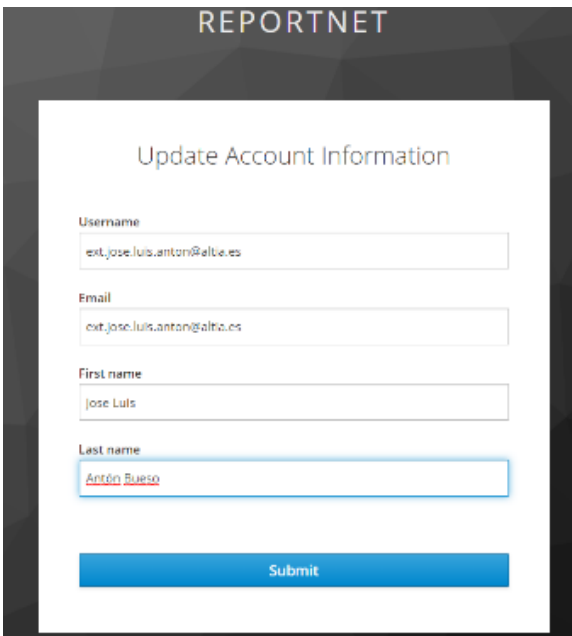
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).



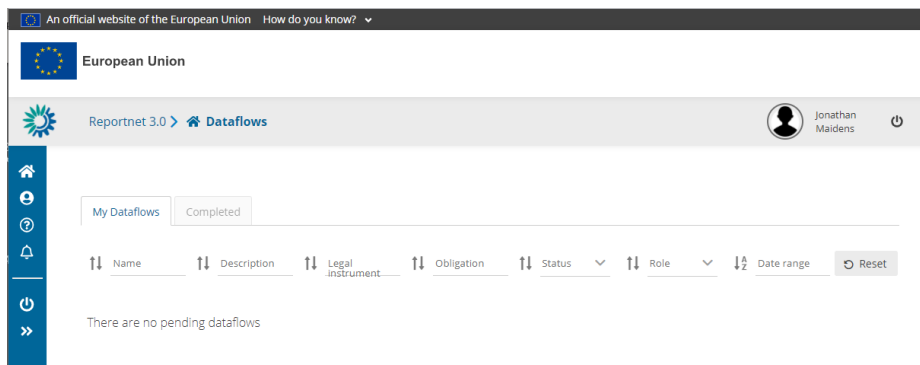
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



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”.

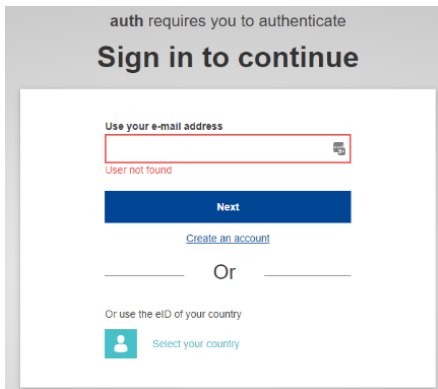
If this is the first time you access Reportnet 3, follow the steps in Section “Register your account on Reportnet 3”.

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 7 – 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:

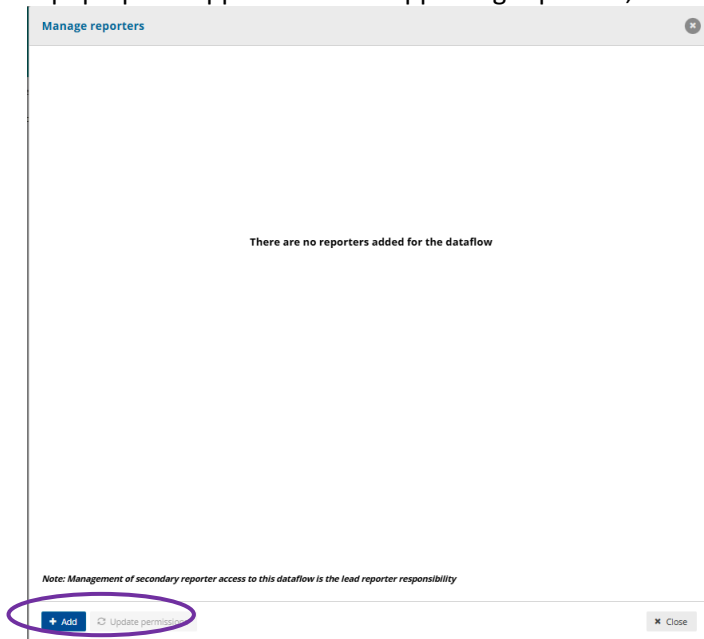
- “Reporter Write”: This permission level allows editing data and running data validations (quality checks).
- “Reporter Read”: This permission level allows only viewing the information.

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

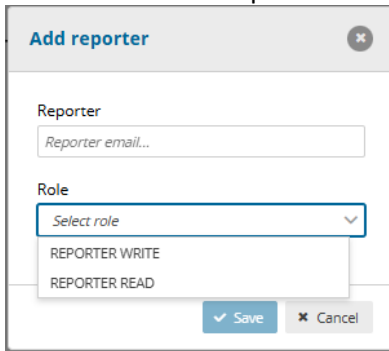
1. Enter the reporting that you would like to add supporting reporters for.
2. Click on the **double arrow** at bottom of the left panel to expand the menu, and click on the button **‘Manage reporters’**



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).

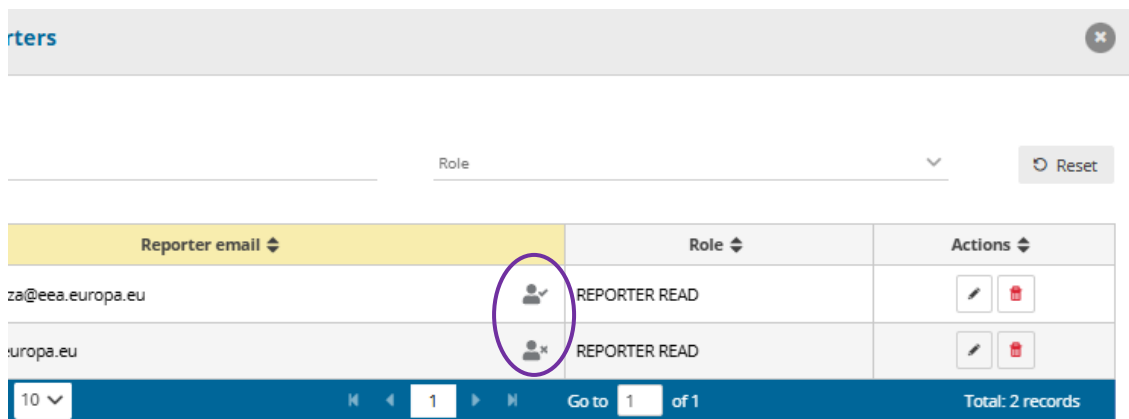


The screenshot shows a dialog box titled "Add reporter" with a close button (✕) in the top right corner. Inside the dialog, there is a text input field labeled "Reporter" with the placeholder text "Reporter email...". Below this is a dropdown menu labeled "Role" with the text "Select role" and a downward arrow. The dropdown menu is open, showing two options: "REPORTER WRITE" and "REPORTER READ". At the bottom of the dialog, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a cross icon).





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).



The screenshot shows a table titled "Reporters" with a close button (✕) in the top right corner. The table has a search bar and a "Reset" button. The table columns are "Reporter email", "Role", and "Actions". There are two rows of data. The first row has the email "za@eea.europa.eu", the role "REPORTER READ", and an icon of a person with a checkmark. The second row has the email "uropa.eu", the role "REPORTER READ", and an icon of a person with a cross. A purple circle highlights the icons. At the bottom of the table, there is a pagination bar showing "10" records per page, "Go to 1 of 1", and "Total: 2 records".

| Reporter email   | Role          | Actions   |
|------------------|---------------|---|
| za@eea.europa.eu | REPORTER READ |   |
| uropa.eu         | REPORTER READ |   |

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

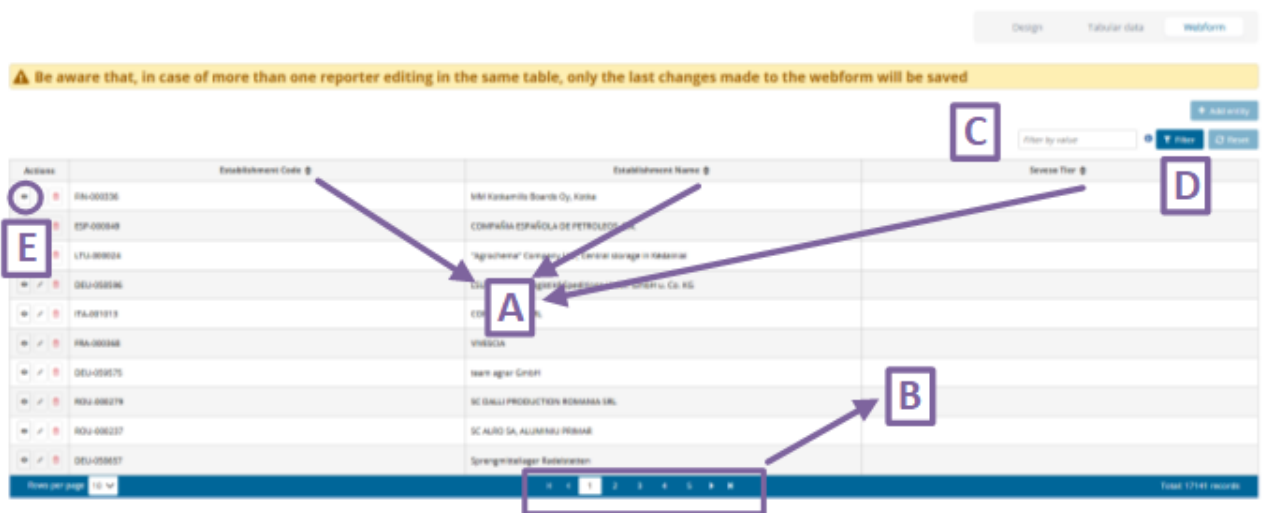
# Annex 8 –Using Webforms

Webforms provide a user-friendly alternative to table views to access individual Establishment data directly from Reportnet 3 web application. Webforms allows users to easily navigate through the entire set of data belonging to a single Establishment that is normally spread across multiple tables.

When accessing the Establishments datasets, the webforms mode should be active by default, if not, it could 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 Establishment Code, their name and their Seveso Tier classification.

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 number of entries 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].

Once the Establishment to edit is located in the overview page the forms can be activated by clicking on the “eye” icon [E] in the action column.



The form for the Establishments is organized in four tabs corresponding to the four tables in the data schema:

- 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]. Each form displays data fields that could be either text boxes, or drop-down menus when the value is bound to a reference vocabulary. The number of characters entered in each text box is shown below its lower right corner. Since the Establishments dataset is not intended to be edit mode, all the data fields normally appear disabled. The info icon shows the description of the data field as a tooltip when hovering over it [C]. The fields “Establishment Code” and “Establishment” containing the name of the Establishment are provided in each tab for reference.

The screenshot displays a web application interface with a navigation bar at the top. The navigation bar contains four tabs: "SevesoEstablishment", "EstablishmentSubstance", "EstablishmentIndustryType", and "EstablishmentConfidentiality". The "EstablishmentSubstance" tab is currently selected and highlighted in blue. To the right of the tabs is an "Overview" button. A purple oval labeled [A] encircles the four tabs. A purple box labeled [B] encircles the "Overview" button. Below the navigation bar is a light blue banner with the text: "You are in View mode. If you want to edit your data, you need to enable editing first." Below the banner is a table with the following data:

| Substances             |                                |
|------------------------|--------------------------------|
| Establishment Code *   | Establishment                  |
| ESP-000049             | COMPANIA ESTABLECIMIENTOS S.A. |
| Substance              | Quantity                       |
| 34. Petroleum products | 0                              |

A purple box labeled [C] encircles the info icon (i) next to the "Quantity" field.