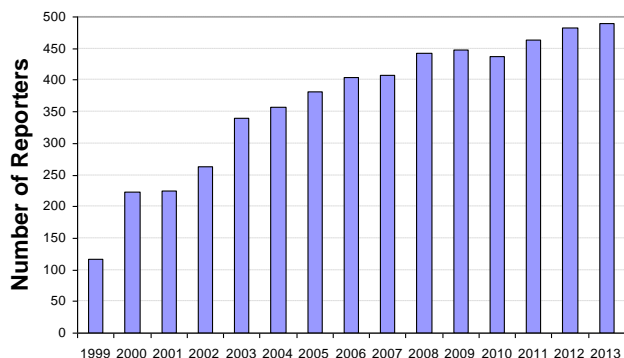


# Environment Protection Authority 2014 NPI Newsletter

## NPI in South Australia

The South Australian Environment Protection Authority (EPA) received a total of 489 reports for the 2012–13 reporting year which is a small increase from last year's 482 reports.



The EPA would like to welcome our new reporting companies:

- Master Butchers Co-Operative Ltd (Keith)
- The Shell Company of Australia Limited (Glendambo)
- Hillgrove Copper Pty Limited (Kanmantoo)
- Senex Energy Limited (four new facilities in Cooper Basin via Moomba)
- South Australian Water Corporation (Kimba)
- Genesee & Wyoming Australia Pty Ltd (Lincoln Highway)
- Asciano Limited
- APT Management Services Pty Limited (Moomba)
- Beach Energy Limited (Cooper Basin Region).

Thank you to all reporters for fulfilling your NPI reporting requirements and contributing to the important resource of NPI data for all South Australians and beyond.

## Industry guidance materials

Prior to commencing your NPI report, please check which emission estimation technique (EET) and manuals are relevant to your facility's operations and for any relevant updates. EET manuals are available from the [NPI website](#).



The Australian Government has been progressively reviewing the EET manuals including updating emission factors. The revised emission factors have been incorporated into new calculation tools, available within the Online Reporting System (ORS).

The following commonly used manuals and guidance documents have been updated recently:

- Oil and gas extraction and production (July 2013)
- Poultry raising (July 2013)
- Explosives detonation and firing ranges (January 2012)
- Galvanizing (July 2012)
- Plasterboard and plaster manufacturing (July 2012).

The following manuals are expected to be released soon:

- NPI Guide (2014)
- Foundry manual (2014).

If there are any manuals that you would like to see updated, please contact the [NPI team](#). Any suggestions will be forwarded to the Commonwealth to help determine the priority of manuals that are updated.

## EPA licence-holders

For NPI reporters who also hold EPA licences and have authorised their NPI data to be used in the calculation of their Resource Efficiency Fee (REF), please note that you are required to report emissions to the nearest 100 kg.

## Substance usage

Reporting usage of Category 1, 1a and 1b substances is not mandatory. However reporters are encouraged to include usage in their reports as it assists the NPI Team during the validation process, by allowing us to confirm that reporting thresholds have been tripped as well as to understand why emissions of certain substances have trended up or down relative to last year's report.

## Data release and submission

### 2012–13 data publication

The 2012–13 data was released on the website on Friday 23 May 2014.

### 2013–14 data submission

- Calendar year reports (1 January–31 December 2013) were due on 31 March 2014.
- Japanese year reports (1 April–31 March) are due on 30 June 2014.
- Financial year reports (1 July 2013–30 June 2014) are due on 30 September 2014.

## Penalties for late reporters

Please make sure your reports are submitted to the NPI Team by the due dates. Warning letters will be sent to reporters who submit late reports for the first time. Second-year offenders may be named in the National Environment Protection Council report and/or issued an expiation fee.

One expiation notice was served in the 2012–13 reporting year. Thank you to all reporters who submitted their reports on time.

## Tips for submitting your report on time

Start your report early and ensure that NPI reporting is part of your internal procedures. This may mean including NPI reporting as part of a job description and writing an internal operating procedure on how to write an NPI report.

All NPI correspondence including reminder emails are directed to the technical contact. As such it is important that you inform the NPI team if your technical contact has left your company or changed roles.

The EPA recommends using the Online Reporting System (ORS) to ensure that your report is received on time. If you choose to submit a paper report, ensure that you send it with enough time to reach the EPA office (located in Adelaide) by the required due date.

## Validation process

You are required under the *Environment Protection (NPI) Policy 2008* to keep records of supporting information used to generate NPI reports. Failure to do so may result in penalty and enforcement measures. Please note that while we are allowed to seek such information, we are also bound by various legislative requirements to keep such information confidential.

If you are using calculation tools please ensure you keep an accurate record of the process configurations that were used (e.g. use the 'print screen' button). This information may be requested by the NPI Team during validation.

Alternatively if you have developed spreadsheets (eg in Excel to generate NPI data), please submit these if requested.

Reporters are required to respond to significant changes in reported emissions and transfers relative to the previous reporting period. In general, reporters can do this by selecting simple explanations from the 'Emissions' or 'Transfer Data Validation' screens in the ORS. Where a more detailed explanation would assist the NPI Team in validating a facility report, reporters are encouraged to fill out the 'Emission Notes' or 'Transfer Notes' section for such substances. This information is not published but assists the NPI Team greatly during validation.

Alternatively, or in addition, reporters can provide a 'Confidential Statement'.

## Common reporting problems

Please check your spreadsheets and calculations carefully before submitting your report. Some common errors in reports include:

- emission factors are not updated
- incorrect units
- reporting emissions as a zero value (which is no longer accepted in NPI reports)
- emissions not split into point and fugitive sources
- use of outdated calculations tools or FOLS manuals
- Category 1 and 2b substances are reported although the thresholds have not been exceeded.

Additionally, we encourage all facilities with cleaner production activities or pollution control equipment to include these in their report as an opportunity to gain positive recognition.

## Training

Training sessions for Online Reporting will be offered from **25 to 29 August 2014** to all SA reporters. Please contact the NPI team to register your interest or get further information. Alternatively, and in addition, reporters can seek advice over the phone at any time during business hours.

## Problems with reporting

If you require any assistance in reporting or have any other issues that you would like to discuss please contact us:

Telephone: (08) 8204 9095

Fax: (08) 8124 4676

Email: [npi@epa.sa.gov.au](mailto:npi@epa.sa.gov.au)

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