



## **ANNEX II – F-gases**

### **How to fill in the F-gases online questionnaire**

*Guide for undertakings submitting data in relation to  
Article 6 of Regulation (EC) 842/2006 (the F-Gas Regulation)*

#### **➤ Step 1: Open Form, introduction, choice of language**

Once you open a F-gases reporting questionnaire, you will see the Welcome form ('Introduction & Instructions'). This form provides some basic information on who should report using the questionnaire and gives some basic instructions on how to fill in the online questionnaire. On the upper right corner you can see the information regarding your company and the transaction (reporting) year.

In any form you can use the tabs in the grey area above the main part of the form to change between forms. In addition, the 'Next' button in the grey area underneath can help you navigate through the questionnaire using the correct order. The functioning of the 'save', 'save & close' and 'cancel buttons follow the general principles described in page 9 of the BDR main manual.

You can see the questionnaire in your local language by clicking on the relevant language code on the top right corner of the form. All the titles and questions' labels available in the Regulation are translated into all EU languages. Some additional instructions, button labels and error messages are still in English.



## REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

 Language: BG CS DA DE EL **EN** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction &amp; Instructions

Background

Company Information

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

### PART 1

#### INTRODUCTION

Article 6 of Regulation (EC) No 842/2006 on certain fluorinated greenhouse gases requires that producers, importers, and exporters of fluorinated greenhouse gases report certain activities to the European Commission annually, beginning in 2008 (for activities occurring during 2007). The following form is to be completed by producers, importers, and exporters in the European Community who produce, import, and/or export more than one metric tonne of fluorinated greenhouse gases, or preparations containing fluorinated greenhouse gases, per annum.

Quantities imported or exported shall include bulk shipments, including those shipped with equipment for the purpose of charging that equipment, but not quantities contained in equipment (i.e., pre-charged equipment). Reported imports and exports of fluorinated greenhouse gases should include only those quantities imported from or exported to countries outside the Community. Similarly, Regulation (EC) No 842/2006 does not require importers to report on quantities purchased from Community producers or distributors, or on stockpiled quantities originally obtained from Community producers or distributors.

Companies that produce and capture more than one tonne of fluorinated greenhouse gases as a by-product of other chemical production (e.g., production of HFC-23 from the manufacture of HCFC-22) are responsible for completing this form to account for captured fluorinated greenhouse gases; by-products that are emitted and not captured do not need to be reported in this form.

#### CONFIDENTIALITY

All information provided in this report shall be considered strictly confidential. No company-specific information shall be disclosed to the public; all company data shall be aggregated into summary reports before being made available to the public. Any concerns regarding confidentiality can be addressed to the Commission or to the entity designated by the Commission.

#### INSTRUCTIONS

Complete the "Company Information" form. Based upon your selection for the transaction(s) conducted in the previous calendar year, reporting forms will be automatically generated, as appropriate. Complete each worksheet that is generated to account for activities occurring during the previous calendar year (i.e., activities conducted in 2007 should be reported and submitted in 2008, no later than 31 March). For your reference, definitions that may be helpful for completing the forms and a listing of the regulated fluorinated greenhouse gases with corresponding CAS numbers are provided in the worksheet entitled, "Background" (Part 2). Note that reporting is normally done at the company level (not the facility level).

Complete all applicable parts of this form to account for activities occurring during the previous calendar year (i.e., activities conducted in 2007 shall be reported and submitted in 2008, no later than 31 March). For your reference, definitions that may be helpful for completing the forms and a listing of the regulated fluorinated greenhouse gases with corresponding CAS numbers are provided in Part 2.

Note that reporting is normally done at the company level (not the facility level).

#### Submission

Once completed, this report must be submitted by 31 March of the year following the year for which the report applies. The report shall be submitted to the Commission or to the entity designated by the Commission and to the competent authority in your Member State.

Next form

Save

Save &amp; Close

Cancel

'Introduction & Instructions' form – PART 1

As part of the 'Introduction' info, you will also find the PART 2 form, in which the definitions and F-gases are provided, including the chemical formula and the CAS numbers.

### ➤ Step 2: Company contact information

In order to start reporting data you will need to confirm your 'Company Contact Information' in the next form (PART 3). You will then see the following screen:



## REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

 Language: BG CS DA DE EL **EN** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions		Background		Company Information	
Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012					
<b>PART 3</b>					
<b>Company contact information</b>					
Company name: TEST company F-Gases		<b>Important Note:</b>  Please make sure that all the information provided in this page is right before clicking on the 'Confirm' button. After this point you will not be able to change your company data!  In case you need to change the information provided, please click on the 'Modify' button and after correcting company's information you can continue with the questionnaire in BDR envelope.			
Company address: street 2					
Bucharest					
Postal code: 11111					
Country: Romania					
Contact person: Smith Jane					
Phone No: 11111111					
Fax No:					
Email address: smith@testfgases.com					
<b>Confirm or modify</b>		<input type="button" value="Confirm"/> <input type="button" value="Modify"/>			
Transaction Year					
(Year to which this report applies) 2012					

### 'Company contact information' – PART 3 - Step1

You can either 'Confirm' the information of your company or 'Modify' any details that you need to change. In the case you need to modify your data a message box will be prompt to inform you that you are about to leave the current webpage. After you do the necessary changes you can always come back to the questionnaire (button 'Back to reporting' on the top right corner and then re-choose the corresponding envelope) and confirm your company data.

**Please make sure that your company information is correct in this step, as you will not be able to change that after you start completing the questionnaire!**

### ➤ Step 3: Transaction year and choice of production/import/export activities for reporting

Once you confirm the contact data, you will be able to indicate the reporting year ('transaction year') and the type of activities per type of gases that have been performed by your undertaking during that year (see also next figure). Please note that following this step you will not be able to view all the tables described in the next pages. This is because the tables shown on the online questionnaire depend on the type of activities you report at this stage. All the relevant tables you will need to use will be however available.

Select activities in these cases:

- Production; if you produced more than one tonne of F-gases (HFCs/PFCs/SF<sub>6</sub>) in the transaction year;
- Import: if you imported into the EU more than one tonne of F-gases (HFCs/PFCs/SF<sub>6</sub>, including preparations containing F-gases) in the transaction year
- Export: if you exported from the EU more than one tonne of F-gases (HFCs/PFCs/SF<sub>6</sub>, including preparations containing F-gases) in the transaction year

If you are not obliged to report then choose the 'Not obliged to report (NIL report)' option. This is the case if you did neither produce more than one tonne nor import more than one tonne nor export more than one tonne of F-gases (including preparations containing F-gases) during the transaction year.



Transaction Year  
(Year to which this report applies) 2012

**Fluorinated greenhouse gas transaction(s)**

Reporting is required for any entity that has produced, imported, and/or exported more than one metric tonne of fluorinated greenhouse gases, or preparations containing fluorinated greenhouse gases, per annum. Select the fluorinated greenhouse gas transaction type(s) conducted during this reporting period. For fluorinated greenhouse gas production and/or import, also indicate fluorinated greenhouse gas type(s) produced/imported. Once the fluorinated greenhouse gas types and transaction types are selected, please click the "Complete Company information" button at the bottom of this page. This will automatically generate the reporting forms required based on your company's activities.

The selection of fluorinated greenhouse gas types and transaction types may be modified at any time, even if reporting forms have already been generated. For example, if a fluorinated greenhouse gas type or transaction type is de-selected, the relevant form(s) will become hidden. Likewise, if a fluorinated greenhouse gas type or transaction type is added, the relevant form(s) will appear for completion. However, if any changes are made, the "Complete Company Information" button must be clicked again to refresh the forms as appropriate.

Production	<input type="checkbox"/>	
HFCs		<input type="checkbox"/>
PFCs		<input type="checkbox"/>
SF6		<input type="checkbox"/>
Import	<input type="checkbox"/>	
HFCs		<input type="checkbox"/>
PFCs		<input type="checkbox"/>
SF6		<input type="checkbox"/>
Export	<input type="checkbox"/>	
Not obliged to report (NIL report)	<input type="checkbox"/>	

Complete Company information

Based on the fluorinated greenhouse gas types and transactions types indicated above, complete all relevant reporting forms attached.

Previous form

Save Save & Close Cancel

#### 'Fluorinated greenhouse gas transaction(s)' – PART 3 – Step2

Once you have indicated the corresponding activities and gases you can move on to the reporting by clicking on the 'Complete Company Information' button.

### ➤ Step 4: Select gases and preparations for reporting

In the next form you will need to provide the list of the fluorinated gases/preparations that you need to report. For choosing your gases or preparations you must first select the corresponding gases/preparations from the drop-down list and then use the 'Add' button. If you have mistakenly introduced a gas you can always remove it from your list once you click on the minus '-' button at the end of each row. At the moment, there are three lists available:

- (a) A HFCs list that includes the HFCs substances
- (b) A 'HFC Preparations' list that includes the blends with HFCs content and
- (c) A 'PFCs/PFC Preparations' list that includes both PFCs substances and blends with PFCs content.

Please note that in the case of preparations you may also use the 'Define new preparation' option in case you cannot find the exact blend your company has been importing/exporting/producing in the transaction year. In this case you will be asked to define the new preparation by describing its composition (mass percentages of blended gases). Note that in any case the percentages must add up to 100%. While selecting the components of the preparations you may also need to report 'Other' in the case that your blend includes a gas that is not a regulated F-gas.





You can define a new preparation under 'HFCs Preparations' or 'PFCs/PFC Preparation' groups. For preparations that contain both HFCs and PFCs, report quantities on either of these groups, but do not duplicate the information. You can later on report on the selected gases/preparations by using the respective forms for HFCs, HFCs Preparations and PFCs.

You are here: Eionet® BDR® WebForm

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: [BG](#) [CS](#) [DA](#) [DE](#) [EL](#) [EN](#) [ES](#) [ET](#) [FI](#) [FR](#) [HU](#) [IT](#) [LT](#) [LV](#) [MT](#) [NL](#) [PL](#) [PT](#) [RO](#) [SK](#) [SL](#) [SV](#)

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

List of Fluorinated Greenhouse Gases

Add/remove Gases for reporting

HFCs

HFC-41 -

HFC-134a -

- Add HFC

HFC preparations\*

R-507 HFC-125: 50%, HFC-143a: 50%, -

- Add HFC preparation Define new HFC preparation \*

\*For preparations that also contain PFCs, report quantities on either the PFC Producer and Importer form or this form; do not duplicate information.

PFCs/PFC preparations

C4F10 -

- Add PFC / PFC preparation Define new PFC preparation \*

\*If you did not create or re-blend the preparation; for preparations that were produced, report on each PFC constituent.

CF4

C2F6

C3F8

c-C4F8

C4F10

C5F12

C6F14

R-403a: C3F8: 20%; Other: 80%;

Select gas from the list to be added into the reporting forms

You can add or remove gases from the list by moving your mouse over the field

'List of Fluorinated Gases' Form

Define new preparation

You enter a new preparation. Please describe its composition by selecting gases from the list and giving percentages. Please use the "other" category for all constituents not contained in the drop-down list below and make sure that percentages add up to exactly 100%.

Gas Other Percentage 10 Add

Add component

Composition of the new preparation

HFC-134 12% -

HFC-236ea 78% -

Total: 90%

Name: Preparation: HFC-134: 12%; HFC-236ea: 78%;

Add new preparation Close

Define new preparation dialogue

Once you have selected all the gases/preparations you need to click on the 'Next form' button to carry on with the reporting.

### ➤ Step 5: Producer/Importer Forms for HFCs/PFCs/SF6

If you have indicated to be a HFCs producer or importer you will then see the 'Producer and Importer Form 1 & 2: HFCs'.



**Please note that the guidance provided next for the filling of this forms is the same in case you are a PFCs or SF<sub>6</sub> producer/importer. In order not to duplicate the same info in this annex, please also refer to the following paragraph if you need guidance on how to fill in the respective info for other gases.**

## REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL **EN** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Co-Producer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer SF6 Producer & Importer SF6 Co-Producer

Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**Producer and Importer Form 1 & 2: HFCs**

If no HFCs were produced or imported and no HFC preparations were produced, proceed to next Form.

Complete the table as appropriate to account for all transactions (in metric tonnes) of HFCs for this reporting period. Producers of HFC preparations should use this form to report on each preparation constituent. (Refer to the introductory information of "HFC Introduction" tab for more complete instructions.) Quantities imported or exported should include bulk shipments, including those shipped with equipment for the purpose of charging that equipment, but not quantities contained in equipment (i.e., pre-charged equipment). Importers that also purchase from Community producers or distributors, or stockpile quantities purchased from Community producers or distributors, are not responsible for reporting those amounts. If the intended application is 'Other' or 'Unknown', provide further explanation in the space below this table. Refer to "Background" tab for definitions of terms.

[Add/Remove gases](#)

Transactions/(metric tonnes)	HFC-41	HFC-134a	HFC-125
A Total new production from your facility/ies	600	1212	200
B Amount imported into the Community	27		11
C Amount exported for sale outside the Community	200	1212	14
D Other amounts collected for reclamation or destruction from within the Community	400		110
<i>Transactions for producers only</i>			
E Purchases from Community co-producers	123336	2321	23
F Sales to Community co-producers	123246	2000	25
G Amount purchased from other Community sources	182		
<i>Stockpiles held during reporting year<sup>a</sup></i>			
H Stocks held at 1 January	20		67.7
Comments	Previous year		
I Stocks held at 31 December	200		62
Comments	Comment		

### 'Producer and Importer Form 1 & 2:– Step 1

In the first part of this report you need to indicate the gas quantities that your undertaking produced or imported / exported outside the EU. Here you can also indicate the amounts of gases you have collected for reclamation or destruction within the Community.

In the 'transactions for producers only' area the sales to/from Community's co-producers and other community sources should be indicated. The grey cells are being automatically filled once you have entered data into the 'Co-Producer' form, therefore more information on how you can provide these details will be given in the following paragraphs. If you indicated to be only HFCs importer, then some of the producer specific cells are not relevant to fill in and they are not editable.

Finally the stockpiles held during the reporting year refer to the quantities held in the 1<sup>st</sup> of January and the 31<sup>st</sup> of December. Please note that the system will automatically detect any inconsistencies in the reporting with year X-1. In such cases a message box will automatically appear and you will be asked to provide a comment on the reasoning for this difference. In addition if the difference in the amounts reported in the beginning and the end of the year are high you will be also asked to provide a comment or correct your data.

*Please note that HFC stocks are differently defined for*

- HFC producers (which may import as well) and*
- HFC importers which did not produce HFCs:*

*(Definitions for PFC & SF<sub>6</sub> producers/importers hold respectively.)*

**Producers** should report on full stockpiles irrespective of their origin. **Non-producing importers** should report only on stockpiled amounts which were previously imported into the EU by this company. **Non-producing importers** should not report on stockpiled amounts which were acquired on the EU market.

You can also add a comment in the field under each relevant cell.



**HFC-125**

The amounts of selected gas reported as stocks 1st January in your present report should be consistent with the amounts reported as stocks 31st December in your previous year's report.

"1 January stocks" value (reported) = 444  
 "31st December stocks" value (previous year) = 67.7

Please provide an explanation here in case of error

OK

**HFC-41**

Please provide explanation here in case your stock increase between 1st January and 31st December is implausibly high. It should be smaller than or equal to the sum of Production (row A), Import (row B), Collection for reclamation & destruction (row D), Purchases from Co-producers (row E) and Other EU purchases (row G).

Please provide an explanation here in case of error

OK

Error messages indicating inconsistencies in the reporting

In the second part of this form the reporter should indicate the quantities used for reclamation, destruction and feedstock. In the lower part of the form (rows O to U) the intended use of the gases should be stated. **Please note that the calculated totals reported in the upper part (line N) and in the lower part (Total amount placed on the market, line V) should match.** If you report on "other or unknown" intended applications. then please provide an explanation in the relevant comment box under the relevant cell.

All the information provided should be in metric tonnes. In case you want to delete the information you provided on one gas, you can use the 'Clean' button at the end of the respective column.

Reclamation, destruction, and feedstock use			
J	Amount reclaimed by your company		
K	Amount destroyed by your company (on-site)	200	
L	Amount destroyed on your behalf (off-site within the Community)		
M	Amount used as a feedstock by your company	100	
Net amount available for sale in the Community			
N	Calculated total (A+B+C+E+F+G+H+I+K+L-M)	619	321 310.7
Intended applications of amounts placed on Community market for the first time (best estimates) <sup>a</sup>			
O	Refrigeration and air-conditioning	23	10.7
P	Fire protection		32
Q	Aerosols	30	9
R	Solvents		
S	Foams	322	100
T	Feedstock	12	280
U	Other or unknown	232	200
	Comments	Explanation	Comment
V	Total amount placed on the Community market <sup>b</sup> (O+P+Q+R+S+T+U)	619	321 310.7
W	Total sold (C+F+H)	124065	3533 349.7
	Clean	Clean	Clean

<sup>a</sup> Importers should only report on imported quantities held in stocks, i.e. not on stockpiled quantities originally obtained from Community producers or distributors (best estimates where appropriate). Producers should report all stockpiled quantities regardless of source.

<sup>b</sup> Total amount placed on the Community market does not include any quantities previously held by Community importers and/or distributors. Therefore, for importers, row V should equal row N; for producers, row V should equal row N minus any quantities sold on the Community market that were previously purchased from Community importers/distributors in this reporting year or in previous years.

Previous form Next form

## Producer and Importer Form 1 & 2:- Step 2



### ➤ Step 6: Co-Producer Forms for HFCs/PFCs/SF6

In case you are a producer you should indicate the purchases from and sales to Community Co-producers. In order to do so you have to click on the 'Add Co-Producer' button, fill in the name of the company and then click 'Add'. Afterwards you must indicate the relevant quantities in the cells under each gas. If you want to delete a company you can always use the minus '-' button to remove it from the list.

As before, the grey cells refer to the totals automatically calculated by the web form. Once you are satisfied with your contribution you may click on the 'Next form' button to continue with the reporting.

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL EN ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Co-Producer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer SF6 Producer & Importer SF6 Co-Producer Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**Co-Producer Form 1, 2 (only for producers)**

Complete the table to account for all co-producer transactions (in metric tonnes) of HFCs for this reporting period. For HFCs purchased or sold as constituents of preparations, report on each HFC component of the preparation separately. Refer to the introductory information of "HFC Introduction" tab for more complete instructions, and to "Background" tab for definitions of terms.

[Add/Remove gases](#)

Company name/ (metric tonne)	HFC-41	HFC-134a	HFC-125
<b>Purchases from Community co-producers</b>			
Company A	213		
Company B		2321	23
<b>Add Co-Producer</b>			
Total	213	2321	23
<b>Sales to Community co-producers</b>			
Company D	123		22
Company F	123123		3
Company E			
Total	123246	0	25

Previous form Next form

Save Save & Close Cancel Print preview Run QA

'Co-Producer Form 1,2 (only for Producers')

**Please note that the guidance provided next for the filling of this forms is the same in case you are a PFCs or SF<sub>6</sub> producer/importer. In order not to duplicate this info, please also refer to the following paragraph if you need guidance on how to fill in the respective info for other gases.**

### ➤ Step 7: HFC preparation importer form

The next form to be completed refers to the blends (preparations) that you may need to report (*Importer form 3: Preparations*). In the form the following quantities of blends should be indicated. The blends may include HFCs and/or PFCs.

- Quantities imported, exported or collected for reclamation/destruction within the Community
- Stocks held in the beginning (1<sup>st</sup> January) and end (31<sup>st</sup> December) of the reporting year
- Quantities referring to reclamation, destruction and feedstock use





- Quantities by intended application

Please note that, as indicated before, the system will automatically detect any inconsistencies in the reporting with year X-1. In this case you should provide an explanation for this difference in the 'Comment' area of the pop-up message box or correct your information. In addition **the amounts reported in row J ('Calculated Total') should equal the amount in row R ('Total amount placed on the Community market')**.

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL **EN** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Co-Producer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer SF6 Producer & Importer SF6 Co-Producer Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**Importer Form 3: HFC preparations\***

\* Not including preparations re-blended by your company

Complete the table as appropriate to account for all transactions (in metric tonnes) of HFC preparations for this reporting period. Do not use this form to report on preparations that you produced or re-blended. For preparations that also contain PFCs, report quantities on either the PFC Producer & Importer form or this form; do not duplicate information. Quantities imported or exported should include bulk shipments, including those shipped with equipment for the purpose of charging that equipment, but not quantities contained in equipment (i.e., pre-charged equipment). Importers that also purchase from Community producers or distributors are not responsible for reporting those quantities. Refer to the "HFC Introduction" tab for more complete instructions, and to the "Background" tab for definitions of terms.

[Add/Remove gases](#)

Transactions/(metric tonnes)	R-418a	Preparation: HFC-134: 12%; HFC- 236ea: 78%; Other (no F- gas of Regulation (EC) 842/2006): 10%;
A Amount imported into the Community	1220	200
B Amount exported for sale outside the Community	1212	12
C Other amounts collected for reclamation or destruction from within the Community	121	12
<b>Stockpiles held during reporting year<sup>a</sup></b>		
D Stocks held at 1 January		
Comments		
E Stocks held at 31 December		
Comments		

Importer Form 3 – Step 1



Reclamation, destruction, and feedstock use		
F Amount reclaimed by your company	123	
G Amount destroyed by your company (on-site)		123
H Amount destroyed on your behalf (off-site within the Community)		
I Amount used as a feedstock by your company		
Net amount available for sale in the Community		
J Calculated total (A-B+C+D-E-F-G-H)	129	77
Intended applications of amounts placed on Community market for the first time (best estimates)		
K Refrigeration and air-conditioning	20	60
L Fire protection	50	
M Aerosols		17
N Solvents	39	
O Foams		
P Feedstock		
Q Other or unknown	20	
Comments	Explanation	
R Total amount placed on the Community market <sup>a</sup> (K+L+M+N+O+P+Q)	129	77
S Total sold (B+J)	1341	89
T Components and compositions	HFC-152a: 2.5%; Other: 97.5%	HFC-134: 12%; HFC-236ea: 78%; Other: 10%
	Clean	Clean

<sup>a</sup>Importers should only report on imported quantities held in stocks, i.e., not on stockpiled quantities originally obtained from Community producers or distributors (best estimates where appropriate). Producers should report all stockpiled quantities regardless of source.

<sup>b</sup>Total in row R should equal total in row J.

Previous form Next form

### Importer Form 3 – Step 2

Once you have filled in all the required information for this form you can continue with the reporting for Importers/Producers for PFCs and SF<sub>6</sub>, as appropriate, depending on the activities you have indicated at the beginning of the reporting process.



## ➤ Step 8: Exporter form

After completing the above-mentioned reporting for other gases, you will be asked to fill in the Exporter information (provided that you have indicated that you are an Exporter):

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL **FI** ES ET FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Co-Producer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer SF6 Producer & Importer SF6 Co-Producer

Exporter **Finish**

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**Exporter Form (all fluorinated greenhouse gas types)**

Complete sections 1 and 2 to account for all quantities of fluorinated greenhouse gases exported outside of the Community during the calendar year for which this form is being submitted. Use the blank rows to report on fluorinated greenhouse gases not listed, including any preparations. For preparations that contain both HFC and PFC components, report quantities as HFC preparations or PFC preparations; do not duplicate information. Quantities should include bulk shipments, including those shipped with equipment for the purpose of charging that equipment, but not quantities contained in equipment (i.e., pre-charged equipment). Refer to Part 2 for definitions of terms.

Add/Remove gases

Section 1. Export totals (metric tonnes)		Section 2. Total amount exported for recycling, reclamation and/or destruction (metric tonnes)		
Fluorinated greenhouse gas type	Annual total exported from the European Community	Recycling	Reclamation	Destruction
<b>SF6</b>				
SF6	234	100	34	100 <input type="button" value="Clean"/>
<b>HFCs</b>				
HFC-41	200			<input type="button" value="Clean"/>
HFC-134a	1212	1000	200	12 <input type="button" value="Clean"/>
HFC-125	14			<input type="button" value="Clean"/>
<b>HFC preparations</b>				
R-418a	1212	80	88	<input type="button" value="Clean"/>
Preparation: HFC-134: 12%; HFC-236ea: 78%; Other (no F-gas of Regulation (EC) 842/2006): 10%;				<input type="button" value="Clean"/>
<b>PFCs/PFC preparations</b>				
C4F10	2			<input type="button" value="Clean"/>

### Exporter form (all fluorinated greenhouse gas types)

In this form you must indicate the annual amount exported from the EU by your undertaking, indicating also the quantity intended to be recycled, reclaimed or destroyed (whenever relevant). The 'Clean' button can be used in the case you want to clear the content of the row.

**Please make sure that the amounts reported as 'Annual total exported' in the 'Exporter form' equal the amount reported as exported in the respective 'Producer/Importer form' (in case you did produce or import).**

## ➤ Step 9: Quality control, certification and finish

Once you are finished with all previous forms, you will have completed the main part of your reporting. By clicking 'next form' you will be asked to certify the correctness of the reported data.

**Before doing so we strongly recommend to check the consistency of your reported data by pressing the 'Run QA' button.** This will trigger a series of automated quality checks, the same set of checks that will be later used to test your report on submission. The test result will open in a new window/tab of your browser. For a description of the system of 'Blocking errors' and 'Potential errors', please refer to the main body of the BDR guidance (there: Step 5: Check quality of reported data). In case of blocking errors, you must adjust your data in order to safeguard a successful submission later-on. In case of 'warning errors' you are invited to check whether you are confident that your data is correct. 'Warning errors' will not prevent a successful submission of your report.



In order to finalise the questionnaire, you have to certify therefore that you are an authorized representative of the undertaking and that all the submitted information is true, accurate and complete (to your knowledge):

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL **FR** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information HFC Introduction

Gases HFC Producer & Importer HFC Co-Producer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer SF6 Producer & Importer SF6 Co-Producer Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**Certify correctness**

Date of Submission: 2013-02-12

I certify that I am the authorised representative for this company and have personally examined and am familiar with the information submitted in this and all attached documents. To the best of my knowledge, all information submitted is true, accurate, and complete.

Certify correctness

After certifying correctness the report will be validated and stored in BDR's envelope.

Previous form

Save Save & Close Cancel Print preview Run QA

#### 'Certify Correctness' form

After this step you will have concluded the questionnaire and you will see the following form, where you can click on the 'Print Preview' button to view the summarized information you are about to submit or on the 'Run QA' button in order to assess the quality of your report before submitting.

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL **FR** ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information

Gases HFC Producer & Importer HFC Preparations Importer PFC Producer & Importer PFC Co-Producer Exporter Finish

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

**The report is certified**

The report is certified and successfully stored in BDR's envelope. Continue with BDR envelope to finalise the submission by running automatic QA and submitting the envelope. Click "Reopen form" button to re-edit the report.

Continue with BDR envelope or Reopen form

Print preview Run QA

You can see help text on a field in a screen-tip by moving your mouse over the field

#### Finalization of the Questionnaire

If you are ready to submit then click on 'Continue with the BDR envelope' in order to continue with submitting the envelope to DG CLIMA/EEA. In this case, please refer to the main manual for more guidance on how to submit using the BDR system.

You may also choose to re-open the form in order to review/modify the data you have reported in the previous steps.