



## USER MANUAL

### How to deliver data on the Large Combustion Plants (LCP) through Reportnet <http://rod.eionet.europa.eu/obligations/9>

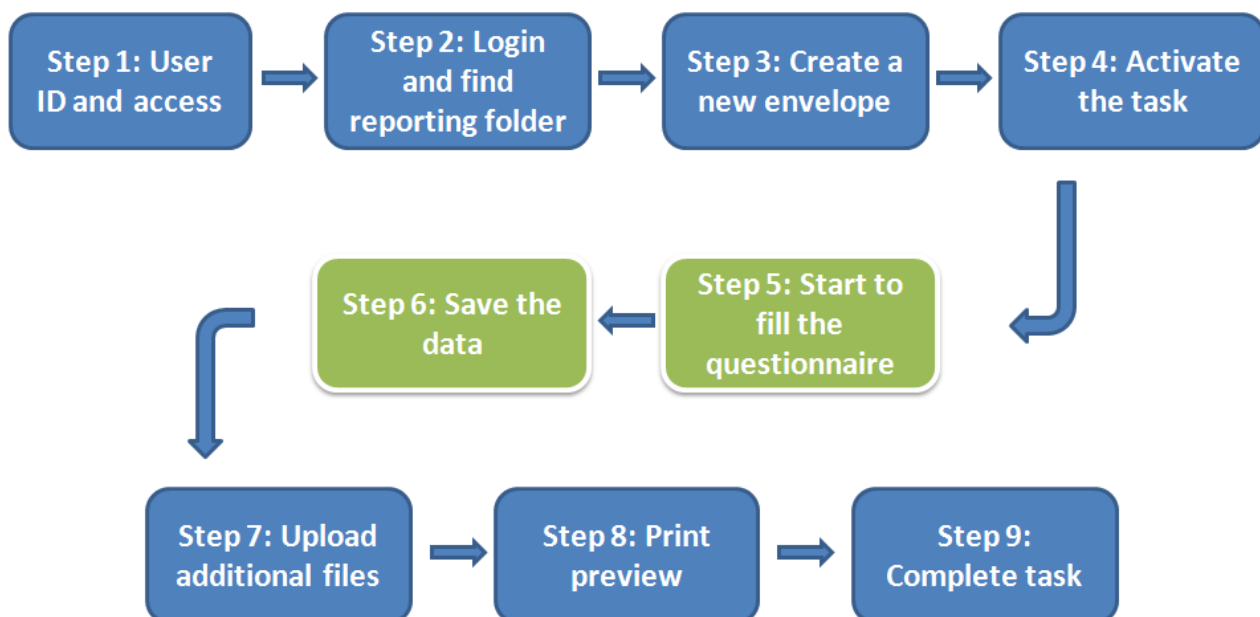
*(emission inventories under Directive 2001/80/EC)*

These guidelines explain how to use the electronic infrastructure for reporting information to the European Commission in pursuance of Directive 2001/80/EC of the European Parliament and of the Council of 23 October 2001 on the limitation of emissions of certain pollutants into the air from large combustion plants.

#### How to deliver

All deliveries are provided via the Reportnet Central Data Repository (CDR), which is maintained by the European Environment Agency (EEA).

#### Summary of the delivery process





## ➤ Step 1: User accounts and access permissions

In order to report, an Eionet account with user name and password is required as well as permission to upload the national delivery. Please inform DG ENV and EEA about who will be the person(s) responsible for the reporting, so that the necessary arrangements can be made. The person(s) who do not yet have an EIONET account will receive an e-mail with their EOINET login and password. All persons nominated as reporter will receive upload rights to the CDR. Only new reporters will receive a notification on this from the Eionet Helpdesk ([helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu)).

## ➤ Step 2: Login to the Central Data Repository and open your folder

You can access EEA's Central Data Repository (CDR) at <http://cdr.eionet.europa.eu>

When preparing for LCP questionnaire delivery, you first have to log in by using your Eionet user name and password and then navigate to the respective folder of you country (see the links below).

Country URL to "LCP Directive (2001/80/EC) Emission summaries" reporting folder

Country		LCP emission summaries reporting deliveries to CDR
Name	ISO	Hyperlink to national folder
Austria	AT	<a href="http://cdr.eionet.europa.eu/at/eu/lcpes">http://cdr.eionet.europa.eu/at/eu/lcpes</a>
Belgium	BE	<a href="http://cdr.eionet.europa.eu/be/eu/lcpes">http://cdr.eionet.europa.eu/be/eu/lcpes</a>
Bulgaria	BG	<a href="http://cdr.eionet.europa.eu/bg/eu/copy_of_lcpes">http://cdr.eionet.europa.eu/bg/eu/copy_of_lcpes</a>
Croatia	HR	<a href="http://cdr.eionet.europa.eu/hr/eu/lcpes">http://cdr.eionet.europa.eu/hr/eu/lcpes</a>
Cyprus	CY	<a href="http://cdr.eionet.europa.eu/cy/eu/lcpes">http://cdr.eionet.europa.eu/cy/eu/lcpes</a>
Czech Republic	CZ	<a href="http://cdr.eionet.europa.eu/cz/eu/lcpes">http://cdr.eionet.europa.eu/cz/eu/lcpes</a>
Denmark	DK	<a href="http://cdr.eionet.europa.eu/dk/eu/lcpes">http://cdr.eionet.europa.eu/dk/eu/lcpes</a>
Estonia	EE	<a href="http://cdr.eionet.europa.eu/ee/eu/lcpes">http://cdr.eionet.europa.eu/ee/eu/lcpes</a>
Finland	FI	<a href="http://cdr.eionet.europa.eu/fi/eu/lcpes">http://cdr.eionet.europa.eu/fi/eu/lcpes</a>



France	FR	<a href="http://cdr.eionet.europa.eu/fr/eu/lcpes">http://cdr.eionet.europa.eu/fr/eu/lcpes</a>
Germany	DE	<a href="http://cdr.eionet.europa.eu/de/eu/lcpes">http://cdr.eionet.europa.eu/de/eu/lcpes</a>
Greece	GR	<a href="http://cdr.eionet.europa.eu/gr/eu/lcpes">http://cdr.eionet.europa.eu/gr/eu/lcpes</a>
Hungary	HU	<a href="http://cdr.eionet.europa.eu/hu/eu/lcpes">http://cdr.eionet.europa.eu/hu/eu/lcpes</a>
Ireland	IS	<a href="http://cdr.eionet.europa.eu/is/eu/lcpes">http://cdr.eionet.europa.eu/is/eu/lcpes</a>
Iceland	IE	<a href="http://cdr.eionet.europa.eu/ie/eu/lcpes">http://cdr.eionet.europa.eu/ie/eu/lcpes</a>
Italy	IT	<a href="http://cdr.eionet.europa.eu/it/eu/lcpes">http://cdr.eionet.europa.eu/it/eu/lcpes</a>
Latvia	LV	<a href="http://cdr.eionet.europa.eu/lv/eu/lcpes">http://cdr.eionet.europa.eu/lv/eu/lcpes</a>
Liechtenstein	LI	<a href="http://cdr.eionet.europa.eu/li/eu/lcpes">http://cdr.eionet.europa.eu/li/eu/lcpes</a>
Lithuania	LT	<a href="http://cdr.eionet.europa.eu/lt/eu/lcpes">http://cdr.eionet.europa.eu/lt/eu/lcpes</a>
Luxembourg	LU	<a href="http://cdr.eionet.europa.eu/lu/eu/lcpes">http://cdr.eionet.europa.eu/lu/eu/lcpes</a>
Malta	MT	<a href="http://cdr.eionet.europa.eu/mt/eu/lcpes">http://cdr.eionet.europa.eu/mt/eu/lcpes</a>
Netherlands	NL	<a href="http://cdr.eionet.europa.eu/nl/eu/lcpes">http://cdr.eionet.europa.eu/nl/eu/lcpes</a>
Norway	NO	<a href="http://cdr.eionet.europa.eu/no/eu/colp0r8w/colshr9cw">http://cdr.eionet.europa.eu/no/eu/colp0r8w/colshr9cw</a>
Poland	PL	<a href="http://cdr.eionet.europa.eu/pl/eu/lcpes">http://cdr.eionet.europa.eu/pl/eu/lcpes</a>
Portugal	PT	<a href="http://cdr.eionet.europa.eu/pt/eu/lcpes">http://cdr.eionet.europa.eu/pt/eu/lcpes</a>
Romania	RO	<a href="http://cdr.eionet.europa.eu/ro/eu/lcpes">http://cdr.eionet.europa.eu/ro/eu/lcpes</a>
Slovakia	SK	<a href="http://cdr.eionet.europa.eu/sk/eu/lcpes">http://cdr.eionet.europa.eu/sk/eu/lcpes</a>
Slovenia	SI	<a href="http://cdr.eionet.europa.eu/si/eu/lcpes">http://cdr.eionet.europa.eu/si/eu/lcpes</a>
Spain	ES	<a href="http://cdr.eionet.europa.eu/es/eu/lcpes">http://cdr.eionet.europa.eu/es/eu/lcpes</a>
Sweden	SE	<a href="http://cdr.eionet.europa.eu/se/eu/colqedr6a">http://cdr.eionet.europa.eu/se/eu/colqedr6a</a>
Switzerland	CH	<a href="http://cdr.eionet.europa.eu/ch/eu/lcpes">http://cdr.eionet.europa.eu/ch/eu/lcpes</a>
Turkey	TR	<a href="http://cdr.eionet.europa.eu/tr/eu/lcpes">http://cdr.eionet.europa.eu/tr/eu/lcpes</a>
United Kingdom	UK	<a href="http://cdr.eionet.europa.eu/gb/eu/lcpes">http://cdr.eionet.europa.eu/gb/eu/lcpes</a>

### ➤ Step 3: Create a new envelope

Now **create a new envelope** which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:

The screenshot shows the EIONET CDR Testing web application. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The main content area is titled 'LCP Directive (2001/80/EC) Emission summaries'. Below this, there are tabs for 'Overview', 'Task list', and 'Edit properties'. The 'Overview' tab is active, showing 'Obligation(s) Summary of emission inventory for large combustion plants (LCP)'. On the right side of the page, there are two buttons: 'New referral' and 'New envelope'. The 'New envelope' button is circled in red. On the left side, there is a sidebar with 'Services' (Search, Notifications, Help) and 'Account Services' (lost my password, Note). The 'Note' section contains a link to 'Subscribe to receive notifications'.



Provide meaningful metadata about your delivery on the “Add Envelope” page. At least “Title” and “Relating to which year” fields have to be filled in.

The Envelope title should briefly summarise the delivery by providing the information about the reporting country, obligation and year. Then it will be easier for the reporter and other stakeholders to find the delivery. “Relating to which year” indicates the period the report will cover.

EEA Logout (reporter)

## EIONET CDR Testing

SERVICES REPORTNET TOOLS TOPICS (ETCS)

You are here: Eionet» CDRTEST» Denmark» European Union (EU), ...» LCP Directive ...

**Services**

- » Search
- » Notifications
- » Help

**Account Services**

I have

- » lost my password

**Note**

Subscribe to receive notifications if you want to stay updated about events in this site.

### Add Envelope

Fill out the fields in this report profile and click *Add*. This will create an *envelope* into which you make the delivery.

**Title** LCP Emission Summaries 2014

**Description**

**Relating to which year** 2014 Whole Year to

**Coverage** Denmark

**Coverage note**

Add

After clicking "Add" button the envelope is created and listed in the LCP reporting folder.

EEA Logout (reporter)

## EIONET CDR Testing

SERVICES REPORTNET TOOLS TOPICS (ETCS)

You are here: Eionet» CDRTEST» Denmark» European Union (EU), ...» LCP Directive ...

**Services**

- » Search
- » Notifications
- » Help

**Account Services**

I have

- » lost my password

**Note**

Subscribe to receive notifications if you want to stay updated about events in this site.

**Overview Task list Edit properties**

### LCP Directive (2001/80/EC) Emission summaries

Obligation(s) [Summary of emission inventory for large combustion plants \(LCP\)](#)

**Envelopes and subcollections**

☐ [LCP Emission Summaries 2014](#) 07 Nov 2014

Cut Copy Paste Delete

New referral New envelope

#### ➤ Step 4: Activate the task

The way to start the work in the envelope is to enter the envelope by clicking on the envelope name and activate the **Draft** task by clicking on the <Activate task: Draft> link or by pressing the <Activate task> button.



Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it until the envelope is deactivated or released. Your new envelope is now in Draft status and files can be added.

EEA | Logout (reporter)

## EIONET CDR Testing

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet » CDRTEST » Denmark » European Union (EU), ... » LCP Directive ... » LCP Emission Summaries ...

**Services**

- » Search
- » Notifications
- » Help

**Account Services**

I have

- » lost my password

**Note**

Subscribe to receive notifications if you want to stay updated about events in this site.

**Overview** | Edit properties | History

### LCP Emission Summaries 2014

**Description**

**Obligations** [Summary of emission inventory for large combustion plants \(LCP\)](#)

**Period** 2014 - Whole Year

**Coverage** Denmark

**Status** Task(s) waiting to be assigned: **Activate task: Draft** (Draft delivery)

**Note**

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

**Remember to release the envelope when you have uploaded all files**

Feedback for this envelope

No feedback posted in this envelope

Zip Envelope

**Activate task**

### ➤ Step 5 Start to fill out the online questionnaire

The next step is to fill in your report by using the online questionnaire, which can be achieved by clicking on the link on top of the envelope:

EEA | Logout (reporter)

## EIONET CDR Testing

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet » CDRTEST » Denmark » European Union (EU), ... » LCP Directive ... » LCP Emission Summaries ...

**Services**

- » Search
- » Notifications
- » Help

**Account Services**

I have

- » lost my password

**Note**

Subscribe to receive notifications if you want to stay updated about events in this site.

**Overview** | **Draft delivery** | Edit properties | History

### Draft delivery

This dataflow can be delivered with webforms. Either follow the steps below and fill in the webform(s) or upload regular files using the right side buttons.

**Add and edit a LCP questionnaire**

1) Your first step is to [upload](#) one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.

2) Once you are satisfied with the contribution, you choose [Release envelope](#) and your delivery will be released to the public.

Files in this envelope

No files uploaded

Paste

Feedback for this envelope

No feedback posted in this envelope

Add file

Add hyperlink

Upload zipfile

Release envelope

Deactivate task



It takes some seconds to load up the questionnaire. After opening the questionnaire you will see the following screen:

EEA

**EIONET**  
European Environment Information and Observation Network

You are here: Eionet » CDR » WebForm

Questionnaire on the implementation of LCP

**Top navigation bar**

Basic Data | List of Plants | Plant Details | Energy Input, Emissions | Opt Outs, TNP | LCP Article 15 | Additional help text

**1. BASIC DATA**

Member State: Denmark

Reference Year \*

Number of plants \*  
Please type in the number of plants you will introduce in this reporting.

**NATIONAL CONTACT PERSON**  
Please enter information for the contact person.

Organization

Address 1

Address 2

**Action buttons**

< Save Close Turn validation Off Print preview

**Bottom navigation buttons**

< Prev Next >

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## General principles of using the online questionnaire

The questionnaire is divided into 6 reporting forms and the form with additional help texts.

### Navigation

- All the forms are accessible from the **top navigation bar** (tabs) below the questionnaire title. The active form tab is displayed in bold font.
- The **bottom navigation buttons** under the reporting form contains links to the **next** and **previous** forms. After filling in one form you don't have to scroll on top of the page, but you can continue by clicking on the **Next** button.
- The **bottom navigation bar** with **action buttons** can be turned invisible by clicking on the left most gray "<" button. This feature is useful in case you have a small screen and you want to make more space for questions. The bottom navigation bar and action buttons can be restored by clicking green ">" button in the same location.

### Reporting forms

- **Basic data** – Basic data about the report and national contact person. Member state field is filled in automatically. It is required to select the reference year and fill in the number of plants.



- **List of plants** – on this form it is possible to add new plants, insert basic information about the plants and plants' location. The automatic linking between LCP plants and E-PRTR installations data have been established. The linked data is pre-loaded automatically when opening the form for the first time. The automatic linking might not cover all the required information. Please double check the data and add or fix the values, if necessary. On this form it is also possible to delete plants from the list.

Once the plant data is complete, data on other reporting forms can be entered.

- **Plant Details** – on this form detailed data about the plants can be entered.
- **Energy Input, Emissions** – on this form data for energy input and total emissions to air can be entered.
- **Opt Outs, TNP** – on this form data for opt-outs and the transitional national plan can be entered.
- **LCP Art 15** - on this form data for LCP Art 15(3) can be entered.
- **Additional help text** - on this form additional guidance of how to fill in reporting forms can be found.

### Action buttons

- **Save** – saves the data in the CDR envelope in an XML file. All the input fields are validated before saving the file. The form warns you when you try to save invalid data. All errors are displayed in red.
- **Turn validation On/Off** – you can turn the validation on and off at any time to see if inserted data follow the rules. Validation is turned on automatically every time you save the form.
- **Close** – closes the online questionnaire and goes back to CDR envelope, after prompting you to save if necessary.
- **Print preview** – opens the questionnaire in printable format in a new window. NB You need to disable the pop-up blocker for this site if it is turned on.

### View mode of the reporting forms

All the reporting forms are opened in view mode by default. The data is not editable in view mode. The view mode of the forms simplifies the browsing of the data by providing the following functionality:

- The visible rows of the table are limited to 50 rows and it is possible to browse through the pages if there are more than 50 entries. Use paging buttons on top of the table to navigate between the pages.
- The table entries can be filtered by the plant name when inserting the search string into the search box on upper right corner of the table
- The table rows can be sorted when clicking on column header. The tables are sorted by plant name by default.
- The view mode of the table displays validation errors next to the reported value, when validation is turned on.



## Questionnaire on the implementation of LCP

[Basic Data](#) | [List of Plants](#) | [Plant Details](#) | [Energy Input, Emissions](#) | [Opt Outs, TNP](#) | [LCP Article 15](#) | [Additional help text](#)

## 2. LIST OF PLANTS

[Edit all rows](#) | [Add new plant](#)
[Prev](#) | [1](#) | [2](#) | [Next](#) | [1/2](#)

Paging buttons

Search box

Delete	Sortable columns		PLANT LOCATION					GEOGRAPHICAL COORDINATE		Facility name	
	Plant name	Plant ID *	EPRT national ID *	Address 1 *	Address 2	City *	Region *	Postal code *	Longitude *	Latitude *	
<input type="checkbox"/>	A/S Dansk Shell, Shell-Raffinaderiet Fredericia	41				Fredericia					<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	A/S Dansk Shell, Shell-Raffinaderiet Fredericia	40				Fredericia					<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	AarhusKarlshamn Denmark A/S	26				Aarhus					<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	AffaldVarme Aarhus	89				Brabrand, Aarhus Municipality					<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Save</a> <a href="#">Close</a> <a href="#">Turn validation On</a> <a href="#">Print preview</a>						Viby, Aarhus Municipality					<a href="#">Prev</a> <a href="#">Next</a> <a href="#">Delete</a>

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## Edit mode of the reporting forms

All the tabular reporting forms can be switched to edit mode by clicking on [Edit all rows](#) button. All the fields will be editable just like in MS Excel spreadsheet.

The edit mode contains basic validation functionality. The background of cells containing text in numeric fields turns red.

The rows can be sorted by clicking on the column header.

It is possible to add new rows, delete rows and edit plant name and plant ID only on "List of plants" form. The first two columns are automatically filled and disabled on the remaining forms.

The navigation to other forms is disabled when switching to edit mode. Click on [Edits done](#) button to finish editing and go back to view mode.

## Questionnaire on the implementation of LCP

Navigation is disabled in edit mode

[Basic Data](#) | [List of Plants](#) | [Plant Details](#) | [Energy Input, Emissions](#) | [Opt Outs, TNP](#) | [LCP Article 15](#) | [Additional help text](#)

## 2. LIST OF PLANTS

[Edits done](#) | [Finish editing](#)

	Plant Name	Plant Id	E-PRTR national ID	Address 1	Address 2	City	Region	Postal code	Longitude	Latitude	F
1	Dong Energy A/S Herningværket	1				Herning			56	32	
2	Dong Energy A/S Studstrupværket	2				Studstrup, Aarhus Municipality			ddd		
3	Vattenfall A/S Nordjyllandsværket	3				Aalborg					
4	Vattenfall A/S Nordjyllandsværket	4				Aalborg					
5	Grenaa Kraftvarmeværk - Verdo	5				Norddjurs					
6	Dupont Nutrition Biosciences Aps	6				Billund					
7	Vattenfall A/S Amagerværket	7				København					
8	Vattenfall A/S Amagerværket	8				København					
9	Vattenfall A/S Amagerværket	9				København					
10	Dong A/S Enstedværket	10				Aabenraa					
11	Dong A/S Enstedværket	11				Aabenraa					
12	Triple Nine Fish Protein A.M.B.A.	12				Lemvig					

Validation error - text in numeric field






## Copy and paste data from Excel

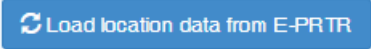
The edit mode of the form behaves similarly as MS Excel spreadsheet. It is possible to select an area (multiple rows and columns), copy and paste it to other forms. It is also possible to select multiple cells in Excel spreadsheet and copy the data to reporting form, but there are certain limitations when doing this:

- decimal values have to use points instead of commas
- columns containing checkboxes accept only "true" or "false" (in lower case) values. "True", "TRUE", "Y", "1" won't work. Instead they will generate "#bad value#".
- you cannot copy and paste values into read-only fields:
  - PlantName and Plant ID on all forms except "List of Plants"
  - fields that are read-only by default, but will be editable after ticking the checkbox value - these fields are on "Plant Details", "Opt Outs, TNP" and "LCP Article 15" pages

**NB!** please verify the copy-pasted data by comparing the source values in Excel and paste results on webform, to be sure that the data and formatting was transferred correctly. Fix differences if needed.

## Add new plants one by one

It is possible to add new plants one by one only on "List of Plants" form by clicking on  button on top of the table. It is required to fill in all mandatory fields to be able to successfully add a plant.

If "EPRTTR national ID" value is entered, then it is possible to automatically load the installation data from E-PRTR database and link it to plant data by clicking on  button. The confirmation to fill in data automatically is asked, if the data is found for given EPRTTR national ID.



### Add Plant

Plant name *		Plant ID	
<input type="text" value="AarhusKarlshamn Denmark A/S"/>		<input type="text"/>	
EPRTR national ID			
<input type="text" value="189653"/>		<a href="#">Load location data from E-PRTR</a>	
Address 1 *	City *	Region *	Postal code *
<input type="text" value="Slipvej 1"/>	<input type="text" value="Aarhus C"/>	<input type="text" value="DK01 - Hovedstaden"/>	<input type="text" value="8000"/>
Address 2			
<input type="text"/>			
Longitude *	Latitude *	Facility name *	
<input type="text" value="10.203609234267"/>	<input type="text" value="56.148655041645"/>	<input type="text" value="AarhusKarlshamn Denmark A/S"/>	
Comments			
<input type="text"/>			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

### Edit rows one by one

Beside modifying the table rows in edit mode, it is also possible to edit rows one by one when clicking "Edit" button at the end of the row. The functionality is especially useful when the form displays validation errors in read only mode.

Questionnaire on the implementation of LCP

[Basic Data](#)
[List of Plants](#)
[Plant Details](#)
[Energy Input, Emissions](#)
[Opt Outs, TNP](#)
[LCP Article 15](#)
[Additional help text](#)

#### 2. LIST OF PLANTS

[Edit all rows](#)
[Add new plant](#)

[Prev](#)
[1](#)
[2](#)
[Next](#)
1/2

Search ...

Delete	Plant name	Plant ID *	EPRTR national ID *	PLANT LOCATION				GEOGRAPHICAL COORDINATE		Facility name		
				Address 1 *	Address 2	City *	Region *	Postal code *	Longitude *			Latitude *
<input type="checkbox"/>	A/S Dansk Shell, Shell-Raffinaderiet Fredericia	41	This is a required field	This is a required field		Fredericia	This is a required field	This is a required field	This is a required field	This is a required field	This is a required field	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	A/S Dansk Shell, Shell-Raffinaderiet Fredericia	40	This is a required field	This is a required field		Fredericia	This is a required field	This is a required field	This is a required field	This is a required field	This is a required field	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

After clicking on "Edit" button a modal dialogue will be open with the data from selected row.



## Edit plant

<b>Plant name *</b>		<b>Plant ID</b>	
Dong A/S Enstedværket		21	
<b>EPRTR national ID</b>			
10504	<a href="#">Load location data from E-PRTR</a>		
<b>Address 1 *</b>	<b>City *</b>	<b>Region *</b>	<b>Postal code *</b>
Flensborgvej 185	Aabenraa		6200
This is a required field			
<b>Address 2</b>			
<b>Longitude *</b>	<b>Latitude *</b>	<b>Facility name *</b>	
9.441259826618	55.020862533841	DONG Energy A/S - Enstedværket	
<b>Comments</b>			
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

### Delete plants

It is possible to delete plant rows only on "List of Plants" form. The deleting can be done one by one by using "Delete" buttons in right most column. The multiple plant rows can be deleted by using checkboxes in the left most column and clicking red "Delete selected" button under the table.



## Questionnaire on the implementation of LCP

[Basic Data](#) | [List of Plants](#) | [Plant Details](#) | [Energy Input, Emissions](#) | [Opt Outs, TNP](#) | [LCP Article 15](#) | [Additional help text](#)

## 2. LIST OF PLANTS

[Edit all rows](#) | [Add new plant](#)
[Prev](#) | [1](#) | [2](#) | [Next](#) | 1/2

Delete	Plant name	Plant ID *	EPRT national ID *	PLANT LOCATION				GEOGRAPHICAL COORDINATE		Facility name	
				Address 1 *	Address 2	City *	Region *	Postal code *	Longitude *	Latitude *	
<input type="checkbox"/>	A/S Dansk Shell, Shell-Raffinaderiet Fredericia	41				Fredericia					<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Gasværksvej, GVV	77				Aalborg					<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Gasværksvej, GVV	75				Aalborg					<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Gasværksvej, GVV	76				Aalborg					<a href="#">Edit</a> <a href="#">Delete</a>

Delete selected

[Edit all rows](#) | [Add new plant](#)

## ➤ Step 6 Save data

**NB! The online questionnaire does NOT save your changes automatically.** Inserted answers can be saved at any time by clicking on the “Save” button in the bottom of the page. The data is saved in XML file (LCP\_\_1.xml) in CDR envelope. Green confirmation message appears in the right bottom corner if the saving was successful.

# EIONET

European Environment Information and Observation Network

You are here: Eionet » CDR » WebForm

Questionnaire on the implementation of LCP

[Basic Data](#) | [List of Plants](#) | [Plant Details](#) | [Energy Input, Emissions](#) | [Opt Outs, TNP](#) | [LCP Article 15](#) | [Additional help text](#)

## 1. BASIC DATA

Member State

Reference Year \*

Number of plants \*   
Please type in the number of plants you will introduce in this reporting.

**NATIONAL CONTACT PERSON**  
Please enter information for the contact person.

Organization

Address 1

[<](#) [Save](#) [Close](#) [Turn validation Off](#) [Print preview](#)

[< Prev](#) [Next >](#)

Data is saved successfully. ✕

European Environment Agency | Kgs. Nytorv 6, DK-1050 Copenhagen K, Denmark - Phone: +45 3336 7100



You don't have to fill in all data at once. You can go back and modify the online questionnaire for completions or amendments later at any time in CDR:

- either by clicking on the “*Modify the LCP questionnaire*” link on envelope page
- or by clicking on the corresponding XML file name in the list of files and then clicking on the “*Edit with Web form*” link on document details page

EEA | Logout (reporter) | [User Icon]

## EIONET CDR Testing

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet » CDRTEST » Denmark » European Union (EU), ... » LCP Directive ... » LCP Emission Summaries ...

### Services

- » Search
- » Notifications
- » Help

### Account Services

I have

- » lost my password

Note

Subscribe to receive notifications if you want to stay updated about events in this site.

Overview | **Draft delivery** | Edit properties | History

### Draft delivery

This dataflow can be delivered with webforms. Either follow the steps below and fill in the webform(s) or upload regular files using the right side buttons.

Modify the [LCP](#) questionnaire

1) Your first step is to [upload](#) one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.

2) Once you are satisfied with the contribution, you choose [Release envelope](#) and your delivery will be released to the public.

Files in this envelope

<input type="checkbox"/>		<a href="#">LCP_1.xml</a>	07 Nov 2014 630 B	<a href="#">Run QA #1</a>
--------------------------	--	---------------------------	-------------------	---------------------------

Rename | Cut | Copy | Paste | Delete

Feedback for this envelope

No feedback posted in this envelope

Add file

Add hyperlink

Upload zipfile

Release envelope

Deactivate task



## ➤ Step 7: Upload additional files

You can upload and submit additional files in the envelope.

You can restrict the uploaded file from public view by ticking the box “*Restricted from public view*”.

The screenshot shows the EIONET CDR Testing web application. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in 'Eionet > CDRTEST > Denmark > European Union (EU), ... > LCP Directive ... > LCP Emission Summaries ...'. The left sidebar contains 'Services' (Search, Notifications, Help) and 'Account Services' (I have lost my password, Note). The main content area is titled 'Draft delivery' and includes tabs for 'Overview', 'Draft delivery', 'Edit properties', and 'History'. The 'Draft delivery' tab is active, showing instructions on how to deliver dataflows using webforms or regular files. A red circle highlights the 'Add file' button in the right-hand action menu. Below the instructions, there is a section for 'Files in this envelope' showing a file named 'LCP\_1.xml' with a date of '07 Nov 2014' and a size of '630 B'. At the bottom, there is a 'Feedback for this envelope' section which currently shows 'No feedback posted in this envelope'.



## ➤ Step 8: Download or print out the report (optional)

You can download or print out the report in CDR. This functionality is available on document details page. Click on the XML file name on CDR envelope to open the **Document details** page. All available formats are available at the top of the page in “View file as” area.

Click on the “**HTML report**” link to download in HTML format or print the report.

Click on the “**Original**” link to open the raw XML file in your browser.

The Document details page contains also a link to the online questionnaire. Just click on the link “*Edit file with Web form*” if you have found something to change or amend in the answers and you are able to edit all the answers.

“**Run QA #..**” button is available both on envelope page and document details page. This button initiates a technical validation of the file, which is a standard Reportnet functionality, but not needed for the general web forms-reporting.

The screenshot shows the EIONET CDR Testing interface. At the top, there's a header with the EEA logo and a 'Logout (reporter)' link. Below the header, a navigation bar contains links for SERVICES, REPORTNET, TOOLS, and TOPICS (ETCS). A breadcrumb trail indicates the current location: You are here: Eionet » CDRTEST » Denmark » European Union (EU), ... » LCP Directive ... » LCP Emission Summaries ... » LCP\_\_1.xml.

The main content area is titled 'File: LCP\_\_1.xml' and includes a 'Back to envelope' button. It is divided into several sections:

- View file as:** Contains links for 'Original' and 'HTML preview'.
- Change file:** Contains a link for 'Edit metadata with Web form'.
- Edit file properties:** A table showing file details:
 

Title	
Schema location	http://dd.eionet.europa.eu/schemas/lcp/LCPQuestionnaire.xsd
File size	630 B
Last uploaded	07 Nov 2014 13:52
Restricted from public view	<input type="checkbox"/>

 A 'Change' button is located at the bottom of this section.
- Quality assessment:** Contains a 'Run XML Schema Validation' button with a 'Run QA #1' label.
- Feedback posted for this file:** States 'No feedback available for this file.'

A left sidebar contains 'Services' (Search, Notifications, Help) and 'Account Services' (I have, lost my password, Note, and a subscription link).



## Example of Print preview:

### Questionnaire on the implementation of LCP

#### 1. BASIC DATA

Member State	DK
Reference Year	2014
Number of plants	23
<b>NATIONAL CONTACT PERSON</b>	
Organization	EEA
Address 1	Kongens Nytorv 6
Address 2	
City	Copenhagen
State	DK
Postal code	
Name of contact person	John Smith
Phone	+4511111111
E-Mail	info@email.com

#### 2. LIST OF PLANTS

Plant name	Plant ID	EPRTR national ID	PLANT LOCATION					GEOGRAPHICAL COORDINATE		Facility name
			Address 1	Address 2	City	Region	Postal code	Longitude	Latitude	
Daka Proteins Løsning	1234	6088	Dakavej		Løsning	-	8723	9.669459395155	55.798820380544	Daka Proteins Løsning
Crown	2222	6301	Gammelby Ringvej		Esbjerg	-	6700	8.461176177874	55.462482997631	DANISH CROWN A/S





## ➤ Step 9: Complete task

When you finish the drafting of your work, you need to click on the right side button “**Release envelope**”.

The screenshot shows the EIONET CDR Testing interface. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in 'Eionet > CDRTTEST > Denmark > European Union (EU), ... > LCP Directive ... > LCP Emission Summaries ...'. The left sidebar contains 'Services' (Search, Notifications, Help) and 'Account Services' (I have lost my password, Note). The main content area has tabs for 'Overview', 'Draft delivery' (selected), 'Edit properties', and 'History'. Under 'Draft delivery', there are instructions and a list of buttons: 'Add file', 'Add hyperlink', 'Upload zipfile', 'Release envelope' (circled in red), and 'Deactivate task'. Below the instructions, there is a section 'Files in this envelope' showing a file 'LCP\_1.xml' with a 'Run QA #1' button. At the bottom, there is a 'Feedback for this envelope' section.

Now the report is submitted and received by the EU and the envelope is available to the public. After a few minutes, confirmation of receipt message and automatic feedback is stored automatically in the envelope's feedback area. Additional feedback might be provided by the Commission or EEA.

The result of the automatic quality assessment contains technical information about the validity of reported data and is useful for data receivers.

## Getting help

CDR help: <http://cdr.eionet.europa.eu/help>

For technical assistance with access to CDR and the submission process. Questions related to LCP emission summaries questionnaire reporting will be forwarded to the technical team.	<a href="mailto:helpdesk@eionet.europa.eu">helpdesk@eionet.europa.eu</a>
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