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How to Use the Marine Noise Registry

1. User Information

1.1. Registration

You are required to register as a user of the registry on order to submit impulsive noise activity information to the Marine Noise Registry.

To register:

- Select 'Start Now' on the MNR title page
- Select 'Register' (next to 'new user?')
- Fill in the required information and select 'Save'

You will receive an email confirming registration. To finalise registration:

- Follow the link within the email

This will take you back to the log in of the Marine Noise Registry.

1.2. How to Log In

Using the email address and password you registered with:

- Select start now on the start page of the MNR
- Enter your email address
- Enter your password, **Hint:** The password will contain at least 1 number and 1 uppercase letter.
- Select Log In

1.3. Forgotten Password

If you have forgotten your password:

- Go to the Log In Page
- Select the link 'reset' located next to 'forgotten password?'
- Enter the email you registered
- Select 'reset password'

You will receive an email with a new password and a link to the Marine Noise Registry

- Follow the link and Log in with your email and **new password**

This password will continue to be your password unless you choose to change it (See **1.5** Change current password).

1.4. Editing User Details

To change any personal user details,

- Go to the Home Page, under the title 'User Actions'
- Select 'Edit user details'

This will take you to a page showing your current details.

- Select 'edit my details' under the heading 'Actions' (Right side of screen)

Here you can edit your Name, Email Address and Phone Number. To ensure all changes are saved:

- select 'Save' and 'Finished'

1.5. Change Current Password

- Go to the Home Page
- under the title 'User Actions' Select 'Change Password'
- Enter your current password
- Enter your new password in the next two boxes

Please Note: All Passwords must contain at least one number and one upper case letter.

2. Organisational Membership

An organisation is the company/operator/developer that will be creating the impulsive noise. You will not be able to submit any impulsive noise activities until you become a member of an organisation. If required you are able to become a member of multiple organisations.

When registering as a user, (See 1.1. Registration) you are not automatically a member of an organisation. You will need to either

- a) Create a new Organisation (2.1) if this is the first time an organisation is attempting to submit impulsive noise activities,
- b) Join an already existing organisation (2.2) if the organisation has previously submitted activity notifications

Please check the previously created organisations before creating a new organisation to prevent duplication.

Organisations that you become a member of or apply to be a member of will be shown in a table on the User Details Page. Located by:

- Selecting 'edit user details', under the 'User Actions' Heading on the home page.

Any organisations awaiting verification for membership will have Unverified in brackets next to the organisational name.

2.1. Creating a New Organisation

- Go to the home page
- Under the heading 'User Actions' Select 'Join/create organisation'

Double check in the list that the organisation you are creating has not already been created.

- Select 'Create new organisation' under the heading 'Actions' (on the right of the page)
- Fill in the required details for the organisation.

Please Note: 'Organisation Contact Name/ Email/ Phone number' can be either an individual person or a department of an organisation. This contact will be used for any email correspondence such as a notification email that a close-out report is due.

2.2. Joining an Organisation

If the organisation you wish to supply information for has previously submitted information into the MNR and you are not a member, you will be required to request membership to that organisation.

- Go to the Home Page,
- Under the heading 'User Actions', Select 'join/create an organisation'
- Select from the list of organisations shown the organisation you wish to become a member of by clicking on the name.

An interim page will appear with the name of the organisation you wish to join, reminding you that 'Organisation Membership requests must be approved by the administrator'

- Select 'Request membership'
- Select 'finished'

An email will be sent to the administrator of the chosen organisation. The administrator will either accept or reject the request for membership.

2.3. Organisational Administrators Role

When creating a new organisation you will automatically become the administrator of the organisation. An organisation may have more than one administrator.

The responsibilities of an administrator include:

2.3.1. Accepting/ rejecting user membership

- From the Home Page select 'Administer organisations'
- Select the organisation from the list

On this page there is a list of applicants to become members of the organisation.

- Select the user requesting membership
- Accept/reject the application
- Indicate whether this member should also become an administrator

2.3.2. Promotion/ demotion of users to and from administrators

- From the Home Page select 'Administer organisations'
- Select the organisation from the list

There is a list of members that belong to the organisation on this page. Next to their names is a column that indicates if they are also an administrator 'True or not 'False'.

- Select the name of the person from the list that you wish to promote or demote
- Change the 'Organisational administrator' accordingly to either true or false.

2.3.3. Keeping organisation details up to date (See Edit Organisation Information)

2.3.4. Maintaining user membership is up to date

This is achieved by deleting those no longer affiliated.

- From the Home Page select 'Administer organisations'
- Select the organisation from the list
- Select the name of the person from the list that you wish to delete from the organisation members list
- Select 'remove user'
- Confirm user deletion

2.4. Edit Organisational Details

Only organisational administrators have the ability to edit organisational information.

- From the Home Page select 'Administer organisations'
- Select the organisation from the list

This page will show all the details of the organisation. To edit the details:

- Select 'Edit organisation details' under the heading Actions

Here you will be able to edit the Name, Contact Name, Contact Email Address and the Contact Phone Number of the organisation.

- Edit the details required
- Select 'Save' then 'Finished'.

The updated details will now be updated and visible within the system.

3. Proposed Activity

One submission per activity type is required. You may 'LINK' activities (See Linked Activities)

3.1. Create a New Proposed Activity

- Go to the Home Page
- Under the heading Organisation actions Select 'Create new proposed activity'

The form is the same for each organisation or activity.

Please note: before submitting a proposed activity you must be a member of an organisation (See 2. Organisational Membership)

- Select the organisation that is carrying out the noise activity.
- Select the regulator associated with the activity.

Table 1. Regulators and the areas they regulate.

DECC	Oil and Gas Activity
MMO	In/Offshore England and Offshore Northern Ireland and Wales
DoE NI	Inshore Northern Ireland
MS	In/Offshore Scotland
NRW	Inshore Wales

You are asked whether the activity is a voluntary notification. A voluntary notification would be that of an activity such as a geophysical survey that does not require a consent or license prior to the activity occurring.

- Select yes or no

'Earliest start date' refers to the earliest proposed start date the impulsive noise activity could begin. This can be start date that the licence begins.

- Enter date in format stated

'Latest end date' is the last day that the impulsive noise activity could happen on, this could also be the last day that the licence covers.

- Enter date in format stated

'Duration' is the number of days that the activity is estimated to occur on to the nearest day.

- Enter number of days

3.1.1. Activity Type

You will only be required to submit a proposed activity form if the activity involved is listed within the activity types.

Seismic Surveys,
Geophysical surveys,
Piling,
Explosives,
Acoustic Deterrent Devices
Multi beam echo-sounders
Ministry of defence

It is a requirement to fill out all fields associated with the activity type, however Acoustic Deterrent Devices and Multi-Beam Echo-sounders subsequent are only encouraged as it is acknowledged that the information for these may not be accessible.

3.1.2. Location entry

There are currently 3 options for entering a location,

- a) In latitude/longitude in decimal degrees, WGS 84
- b) In UK Oil and Gas licensing blocks (Quadrant/Block).
- c) Lat/ long polygon

There is no requirement to enter the location in all both formats. Choose the most appropriate

Please Note If you have chosen a polygon when you submit a close out form you will be required to input as point lat longs or oil and gas blocks.

- Enter the proposed locations individually, selecting 'Add Location' after every entry
- The location will appear under the heading 'Locations' below
- Remember to include any greater working areas associated.

An unlimited amount of locations can be added.

3.1.3. Deleting a location point

If a point is entered incorrectly it can be deleted using the ' – ' delete button to the right of each of the individual points entered.

3.1.4. Form Submission

Once the form has been completed you will have 3 options:

3.1.4.1. Save as Draft

Saving as a draft will enable editing at a later date. (See 3.2 Editing)

3.1.4.2. Save and Submit

Saving and submitting will submit the proposed activity and it will no longer be able to be edited. Although the activity will be able to be cancelled and submitted again if required (See cancel a proposed activity)

3.1.4.3. Cancel

If you wish to cancel the form rather than submitting

- Select 'Cancel' found next to the 'Submit' button,

A warning box will appear warning that all information inputted will be lost.

- Select OK.

3.2. Editing

If you need to edit your proposed activity notification and have saved it via the 'Save as Draft' link follow the next steps. If you saved and submitted the form please go to 'cancel a proposed activity)

- Go to the Home page
- Select View draft activities under the organisation actions heading.

This will direct you to a table of draft activities including the activity you have just submitted.

- Select the AAN of the draft activity that requires editing
- Select 'Edit draft application' under the actions menu

This will let you edit any details within the proposed activity application, or add any missed locations/changes dates etc.

- Make any changes or additions
- Select whether you would like to save and submit or save as a draft (3.1.4 Form submission)

A summary of the proposed activity will be shown,

- Select Finished.

3.3. Cancelling an Activity

- Go to the Home page
- Select View proposed activities, under the heading organisational actions

- Select the AAN of the activity that requires cancellation
- Under the heading 'Actions' select the link 'cancel application'

An interim page will be shown whereby you can either continue to cancel the activity or return to the summary page.

Once cancelled the Proposed activity will appear in the completed applications table with no closed date signalling it was cancelled.

An email will be sent to the associated regulator to inform of the cancelled of the activity notification.

3.4. Linking Activities

If you would like to link more than one activity type can be achieved by following the steps below.

An example for linking activities could be for an application for a survey that includes a 2D seismic survey and the use of sub bottom profilers there is now a way to link such activity types.

Please Note: Each of the activities you wish to link must occur within the same time period (earliest start date and latest end date). There is no limit to the number of activities you wish to link.

- Firstly complete a proposed activity notification

This must be SAVED AND SUBMITTED in order to link a second activity

- Go to the proposed activities table
- Select a proposed activity AAN you wish to link an activity with
- Select 'create linked application' from the 'Actions' menu on the right
- Complete the form for the second activity

You can continue to add more linked activities using the method above.

Linked activities also follow the same route from draft>proposed>interim close out>closed

Upon selecting any activity AAN that has linked activities the summary view will include the linked activities. Selecting each activities AAN will present more information regarding the particular activity type.

3.5. Close out Due Date

You are required to submit a close out report before the due date calculated within the database and shown in the summary of the proposed activity.

The due dates are calculated from the latest end date of a proposed activity. The number of weeks given pose latest end date is dependent on the associated regulator. See Table Below:

DECC	12 weeks
MS	12 weeks
MMO	8 weeks
DoE NI	8 weeks
NRW	8 weeks

4. Close-Out Reports

A close-out report is a record of the actual activity that occurred regarding the activity type. The report involves the input of actual dates the activity occurred on in relation to the actual locations the activity occurred in.

4.1. Close-Out Report Form

- From the home page select 'view proposed activities'
- Select the AAN of the proposed activity you wish to submit a close out form for.

A list of actions are available under the 'Actions' heading on the right of the summary.

- Select 'close out application' under the heading 'Actions'

This link will take you to the 'close out report' form to complete.

The first section of the form is a summary of the proposed activity (information previously submitted).

Under the 'Locations and Dates' heading will be a list of the locations carried over that were inputted previously within the proposed activity form.

4.1.1. Date Input (Previous location input was a point or block)

For each of the individual locations entered please enter the corresponding dates that the activity occurred on within those locations.

- Select yes/no to indicate whether or not the location point had had a noise activity occur within
- Click within the box below the location and a calendar will appear.

It will only allow you to enter dates between the previously stated earliest start date and latest end date.

- Click on the dates the activity occurred on for the specified location.

There is also an option to copy and paste dates straight into the box or manually type them in (given that they follow the same format).

4.1.2. Add extra locations

If there are any extra locations not included within the proposed activity submission, please enter them using the 'Additional activity locations' section of the form.

- Select the format you would like to submit the locations within (Lat/long point or Oil and gas block).
- Enter the location
- select 'Add location'

It will appear above under the heading 'Locations and Dates'

And follow previous instructions (See 4.1.1. Date input) to input the dates that the activity occurred on within the specified location

4.1.3. Date input (previous location input was a polygon)

If the previous location information was inputted as a polygon you are required to input 'additional activity locations' in the format of lat/ long point or an oil and gas block.

Follow '4.1.2 add extra blocks'

For More Information with regards to surveys etc go to REQUIREMENTS **to be made**

4.1.4. Form Submission

Once the form has been completed you will have 3 options:

4.1.4.1. Save as interim close out report

Saving as an interim report will enable editing at a later date. (See 4.2 Editing Interim Close Out Reports) This is useful for multiple submissions over a longer period of time (See REQUIREMENTS, **to be made**). The interim close out report will remain in the proposed activities table.

4.1.4.2. Close out application

Saving and submitting will submit the close out report and it will no longer be able to be edited and the activity will have the status of closed.

When a close out report has been finished (all dates and locations the noise activity occurred on have been filled out and no more are expected) the close out is ready to be closed by selecting this option.

The status will change next to closed. This will signal the end of all noise activity related to the particular activity type. You will notice that there are no further actions available for this particular activity.

The activity will now be found in the completed activities table.

4.2 Editing interim close out reports

- Go to the proposed activities table.

- Select the AAN of the activity you wish to submit more or edit close out information for
- Select 'submit close out data' under the actions heading
- Make the required additions/changes
- Choose again whether to save interim or submit.

5. Regulatory functions

Regulators will not be able to submit noise activities.

Proposed activities table

- Go to home page
- Select view all proposed activities

Any activities highlighted in red have a close out report outstanding.

5.1. Email Notifications

Email notifications include:

- a) A proposed activity has been submitted
- b) A close out report has been submitted
- c) If any changes have been made to draft or interim activity submissions
- d) If a close out report is over due

Email notifications are sent to the regulators email. There is an option to switch on/off any email notifications from the MNR by

- Go to the home page
- Select administer organisations
- Select the regulator
- select edit organisation details
- Change the 'send notifications by email' button